

Agenda for a meeting of the Huntly Community Board to be held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 15 AUGUST 2017** commencing at **6.00pm**.

Note: A public forum will be held at 5.45pm prior to the commencement of the meeting.

Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

Mr Alastair Sievwright from Ultrafast Fibre will be in attendance from 6.00pm to discuss item 5.1.

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday 20 June 2017 3

5. REPORTS

5.1	Ultrafast Fibre Rollout for Huntly	8
5.2	Youth Engagement Update August 2017	9
5.3	Discretionary Fund Report to 31 July 2017	21
5.4	NZ Police	23
5.5	Huntly Focus Update	24
5.6	Approved Road Names List	25
5.7	Code of Conduct	26
5.8	Huntly Works & Issues Report: Status of Items August 2017	50
5.9	Year to Date Service Request Report	52
5.10	Public Forum	Verbal
5.11	Chairperson's Report	Verbal

GJ Ion

CHIEF EXECUTIVE

Agenda2017/HCB/170815 HCB OP.doc

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	22 June 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Huntly Community Board meeting held on Tuesday 20 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Huntly Community Board held on Tuesday 20 June 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

HCB minutes 20 June 2017

MINUTES of a meeting of the Huntly Community Board held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 20 JUNE 2017** commencing at **6.02pm**.

Present:

Ms K Langlands (Chairperson)
 Cr S Lynch
 Cr F McNally
 Ms K Bredenbeck
 Mr R Farrar
 Mrs D Lamb

Attending:

Cr J Sedgwick
 Mr V Ramduny (Acting General Manager Strategy & Support)
 Mrs LM Wainwright (Committee Secretary)
 Mr L Cotter (Youth Representative)
 Ms P Comins (Youth Representative)
 Ms R Stevenson (Plunket Representative)
 Ms N Hana (Plunket Representative)
 Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Langlands/Ms Bredenbeck)

THAT an apology be received from Mr Rees and Mrs Stewart.

CARRIED on the voices

HCBI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Langlands/Mrs Lamb)

THAT the agenda for a meeting of the Huntly Community Board held Tuesday 20 June 2017 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT the following item be discussed at an appropriate time during the course of the meeting:

- **Graffiti Removal in Huntly – Quarterly Report from Mr Robin Thurston;**

AND FURTHER THAT the youth representatives be given full speaking rights for the duration of the meeting.

CARRIED on the voices

HCBI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Ms Langlands/Cr Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 16 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

HCBI706/03

REPORTS

Discretionary Fund Report to 30 May 2017
Agenda Item 5.1

The report was received [*HCBI 706/02 refers*] and discussion was held.

Project Accountability Forms
Agenda Item 5.2

Resolved: (Ms Bredenbeck/Mrs Lamb)

THAT the Huntly Community Board notes that the following amounts have been spent:

Huntly Events	Christmas Parade 2016	\$2,000.00
Angel Casts Charitable Trust	Baby Hand & Feet Casts	\$3,615.88
Lakeside Christian Life Centre	Christmas Carols Event 2016	\$1,747.95

CARRIED on the voices

HCBI706/04

Huntly Community Plan Update
Agenda Item 5.3

The report was received [*HCBI 706/02 refers*] and discussion was held.

Huntly Works & Issues Report: Status of Items June 2017

Agenda Item 5.4

The report was received [*HCBI 706/02 refers*] and discussion was held.

Speed Bylaw Review

Agenda Item 5.5

The report was received [*HCBI 706/02 refers*] and discussion was held.

Graffiti Removal in Huntly – Quarterly Report from Mr Robin Thurston

Add. Item

The report was received [*HCBI 706/02 refers*] and discussion was held.

Agreement of the Removal and Control of Graffiti in Huntly

Agenda Item 5.6

Resolved: (Cr Lynch/Mrs Lamb)

THAT the Huntly Community Board support a continuation of the current graffiti removal arrangement.

CARRIED on the voices

HCBI 706/05

Huntly War Memorial Hall Community Consultation

Agenda Item 5.7

Resolved: (Mrs Lamb/Cr Lynch)

THAT the Huntly Community Board support the options in this report, once costs have been confirmed, to be used for Huntly Community consultation basis.

CARRIED on the voices

HCBI 706/06

Public Forum

Agenda Item 5.8

The following items were discussed at the public forum:

- How often are water meters being read in Huntly
- Graffiti at James Henry Crescent – Crs Lynch and McInally to speak to Police
- Unregistered dogs at 17 James Henry Crescent
- The Plunket representatives introduced themselves as contacts for the Huntly area
- Jakeman Place road name put forward

Chairperson's Report

Agenda Item 5.9

The chairperson gave a verbal report on the following items:

- Ms Brendenbeck, Mrs Lamb and Mr Cotter have joined the Huntly Community Patrol
- Ms Langlands to look into a community patrol sign/banner
- Placemaking meeting on 18 July at 5.15pm
- Popup shop suggested to gather feedback for the Community Plan and Placemaking in Huntly

Councillor's/Councillors' and Board Members' Reports

Agenda Item 5.10

Verbal reports were received on the following items:

- Wastewater and water systems
- Future of Community Boards and Community Committees
- What is happening with the Little Libraries
- Huntly Lions – Welcome to Town sign
- Discussion on coal skips - Placemaking
- Kimihia Home – increase in carer's wages affecting the budget, new manager settling in
- Museum meeting has been held and they do not wish to move to Puketirini.

There being no further business the meeting was declared closed at 6.42pm.

Minutes approved and confirmed this day of 2017.

K Langlands

CHAIRPERSON

Minutes 2017/HCB/170620 HCB Minutes

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	03 July 2017
Prepared by	Karen Cousins Marketing Officer, Open Waikato
Chief Executive Approved	Y
Reference #	GOV0505 / 1754906
Report Title	Ultrafast Fibre Rollout for Huntly

I. EXECUTIVE SUMMARY

In January 2017, Crown Fibre Holdings announced eight Waikato district towns would receive the UFB2 expansion rollout. Waikato District Council has committed \$100,000 to the Digital Enablement Plan to assist the rollout and uptake of fibre. Ultrafast Fibre has been awarded the contract to complete the following local towns: Huntly, Ngaruawahia, Raglan. The other five towns in our district (Whatawhata, Horotiu, Tuakau, Te Kauwhata, Taupiri) will be completed by Chorus.

The purpose of this report is for Alastair Sievewright, Stakeholder Strategy Manager for Ultrafast Fibre to attend and give a verbal update on the progress of fibre broadband rollout for Huntly, including coverage maps and timeframes.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	02 August 2017
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference #	GOV0505 / 1780496
Report Title	Youth Engagement Update August 2017

I. EXECUTIVE SUMMARY

The purpose of this report is to provide the Huntly Community Board with the Youth Action Group's Quarterly report prepared by Phobe Comins, and an update from Council's Youth Engagement Advisor, about the "Govern Up" project.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT if there are any issues identified in the **Youth Action Group's Quarterly report** that the **Board** wishes to progress, that these be added to the **Board's Works and Issues report** so that progress on implementation can be monitored.

3. GOVERN UP –YOUTH DEVELOPMENT PROGRAMME

The Govern Up programme was successful in Huntly, as has been the case in many other areas of the Waikato District.

The Huntly Youth Action Group, ran an event called Huntly CreativeCon on Sunday, 02 July 2017. The group met every week for half an hour and planned and promoted the event.

The event was supported by Huntly College, Waikato District Council and Te Ahurei a Rangatahi. Approximately 25 young people from Huntly met to create and implement an event for the community.

On the day, approximately 30 people attended, including a core team of youth volunteers. While the event did have a low turnout, it was a great first event for many of these young people, who had only started planning the event three weeks out. There was a lot of marketing and planning involved and real credit goes to the core team of young people who met every week and planned the project from beginning to end. It was also an opportunity for young people to step up into leadership roles when things were not working out, and make some last minute adjustments in the moment.

The Huntly CreativeCon was a great first experience for many of the young people who attended. There has been conversation that this event should happen again, and the Huntly youth would require community support to ensure that this happens.

Reporting to the Ministry of Youth Development in July 2017 regarding the entire Govern Up project is attached for your information.

A collection of photos from the Huntly CreativeCon event is appended to this report.

Youth Representative, Phobe Comins will speak to the event and present the Huntly Youth Action Group report verbally.

4. ATTACHMENTS

Attachment 1: Huntly Youth Action Group's Quarterly Report

Attachment 2: Report to the Ministry of Youth Development in July 2017 (via participant online survey)

Attachment 3: Selection of photos and social media posts for the Govern Up project, CreativeCon in Huntly

ATTACHMENT I: Huntly Youth Action Group Quarterly Report – July 2017

Identified Issue	Projects we should do	Background into Why	Progress / Outcome / Thoughts
Youth roaming the streets getting into trouble	CreativeCon - Day for youth to channel their energy into creative outlets	To keep youth from using their free time and energy causing trouble around town as they have done before.	The event was a bit unorganized, our group needed more planning time. We had a good amount of youth turn up, but they lost interest a couple of hours into the event.

Facilitated Questions**What annoys you the most about your town?**

The fact that so many people want to complain about the issues in our community, but they don't want to step up and help when we try to solve these issues.

What are the biggest issues and concerns young people have here in town?

There is nothing to do, and the entertainment (like the skate park) is deteriorating so the youth don't want to use it.

Why are these biggest issues for young people in your town?

The youth get bored and start causing trouble.

What do you think could be done about the things we have talked about?

Make sure the town's activities are in good condition so it is safe and fun to use.

Who do you think could help in making these concerns/ projects right?

Youth Groups, the community board, the community.

What is missing for young people in your town?

A respect for our town.

What do you want most for your town?

For people to respect and take care of the town.

Phoebe Comins

ATTACHMENT 2**Response to Ministry of Youth Development Participant report online survey****10 July 2017****Retrieved from Quarterly Youth Service Provider Report – 2016 / 2017****Introduction**

As part of your contract with the Ministry of Youth Development you are required to complete and submit this report on a quarterly basis. This will allow us to:

- monitor the number of opportunities being offered and delivered to young people in your area,
- estimate the percentage of young people interacting with these services that are from a disadvantaged background,
- understand any changes being made to the services that you deliver, and
- obtain some examples of success stories through narrative reporting.
- monitor the extent to which your programmes and opportunities are improving the capability and resilience of young people,
- monitor how satisfied the young people are with the service that they are receiving, and
- gain some narrative reports from young people about their experiences.

...

Which period are you reporting on?

1 April 2017 to 30 June 2017 (Quarter 4)

4. Please record the total number of unique individual young people that you have worked with during this quarter:

92 in the programme – 566 young people attended events run by young people

5. And now please record the total number of unique individual young people you have worked with since 1 July 2016:

120

8. Please provide an explanation of any differences (if any) between the volumes contracted and the volumes delivered:

We originally planned to have at least 60 young people from towns in our Waikato District to participate in the Govern Up project, but we had 92 young people join up, and approximately 566 young people engaged in the activities created by youth. This was because they were interested and engaged at a level that allowed them to fully participate. Once young people got comfortable planning their projects, a roll on effect occurred where the project teams told their friends and their friends and other interested young people wanted to join in. As a result we had approximately 92 young people involved in the planning and volunteering of eight events. At each event we had a total tally of approximately 566 young people from our district being involved, engaged or participating in the events.

9. Please provide details of 3 successes of your activities:**Project one: Onewhero Planting day:**

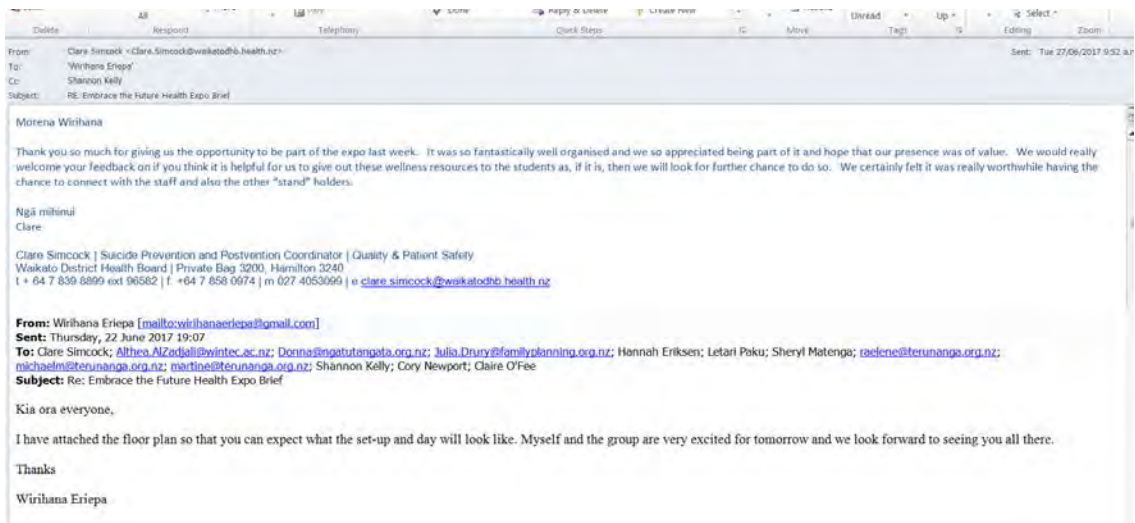
3 details of success:

- The Onewhero Youth Action group planned and coordinated every part of the project including the marketing, advertising and distribution of 50 trees;

- The reasoning for gifting trees was empowering; the Onewhero Youth Action group wanted young people in Onewhero to have access to fresh fruit in their community.
- The planning and promotion of the event was well received and the media picked up on their work (as advertised in online at <http://www.scoop.co.nz/stories/AK1705/S00662/waikato-district-youth-group-projects-celebrated.htm>)
- The team had a fantastic day and the event was a huge success with all 50 trees going to families in the Onewhero, Port Waikato, Tuakau areas. When the group started there was a line of people waiting to sign up and most of the trees were gifted before 9am in the morning.
- By gifting these trees, young people were able to contribute to food security and healthy eating options in the community.
- All of the youth action group were introduced to the workings of the Onewhero-Tuakau Community Board and now have a formal place as youth rep on the community board. They are invited on a monthly basis and receive a rewards voucher to attend the community board as the youth rep for their community.
- From this event, the youth group has identified another community need (the defunct BMX track) they would like to get involved in. The youth group is in talks with local organisers to determine what they would like to see at the BMX track and how to get involved.

Project Two: Ngaruawahia Embrace the Future Youth Health Expo

- The group planned every item and worked in collaboration with youth health providers from in and around Ngaruawahia to support local youth in the town
- More than 280 young people from Ngaruawahia High School participated in the Youth Health Expo (80 x senior students, 120 x year 10's and 120 x year 9 students per period)
- Each student had a list of things they needed to find out from the stalls and would go in the draw to win a bunch of prizes – as a result of them filling out the each of the students learnt about the various services available to them in their community and got to engage with a range of people who could support them in their health and wellbeing. The group also got to give away over \$500 in prizes.
- More than 15 stall holders attended the Youth Health Expo. Community groups came together to support the youth group and feedback was positive. We received many emails about the event, and have attached one below.



- One of the leaders of the Ngaruawahia Youth Action Group has been participating as the Youth rep on the Ngaruawahia Community Board for the year. He has been a valuable contribution to the community board and is mentored by the local ward Councillor and the Chairman of the Community Board.

Programme 3: Te Kauwhata Wacky Hair Disco

- Over 110 young people attended the TK Wacky Hair disco; of which more than 25 were youth volunteers. The event was designed for young people between 5-13 years of age.
- The event was planned and coordinated solely by the Te Kauwhata Youth Action Group, led by Te Kauwhata youth leader who is aged 16.
- The youth leader was on the radio to promote her event (Free FM) which led to her developing her confidence and public speaking skills
- The youth leader was then nominated as the youth rep for the Te Kauwhata community committee and regularly updates the community committee about the needs of the young people in the Te Kauwhata Community. She is strongly supported by the Chair and the Youth Mentor of the Community Committee.
- From her involvement in the Govern Up programme, the leader has put herself and the youth group forward to organise the local skate park opening which is coming up shortly, and has decided to go to tertiary education a year early to kick start her career and make a difference in her community.

Programme 4: CreativeCon event

- The CreativeCon event was the first event that most of the Huntly youth action group had ever run before. The event was designed to have a dance battle, poetry slam, creative workshops, battle of the bands and a graffiti competition.
- It was the first time that young people had an opportunity to MC an event, and they did a wonderful job
- The promotion was well received on Facebook and Event Finder – members of the public attended and were supportive of the groups accomplishments.
- Young people came out of their communities and participated - one young person overcame her shyness to create a spoken word and speak it on the day.
- Most of the young people involved in this project came from a disadvantaged background with low socio-economic status. Of the 25 young people who organised the event, approximately 20 of them were from disadvantaged backgrounds.

Programme 5: Raglan basketball and BBQ Youth Comp

- The Raglan youth group wanted to have resources that were accessible to the youth in Raglan. They highlighted that for many young people they were transient (i.e, they were always outdoors, at the beaches etc). They wanted to have a travelling BBQ that would allow them to set up and run activities anywhere in the Raglan area, and so purchased a movable Basketball hoop, balls, and a transportable BBQ.
- More than 40 young people were involved in the decision making process to purchase a BBQ and basketball gear for the community. We will send the video link to the MYD email address to accompany this.

Programme 6: The Tuakau Youth Action Group Great Tree Run

- The Tree Run had involved a huge number of volunteers who have registered with the school.
- Free fruit trees were advertised by the youth action group and interested parties were invited to ring the school and leave their names and details. The youth group coordinated the addresses and the volunteers and arranged for the volunteers to pick up trees from the school and take them out and plant at the homes of the interested parties.

- The youth mentor and local ward councillor have been involved in mentoring and guiding the group in many aspects of project management and event management.
- The event was organised solely by the Youth Action Group, with support of adults and community groups.
- Teams such as the Tuakau Rugby 1st 15 were involved in the tree planting and distribution, as well as students from Tuakau College.
- Tree planting took place in both Tuakau and Pokeno.
- All of the young people involved in this project whakapapa back to Tuakau/ Pokeno area.

Programme 7: Taupiri Youth Group Community Planting Day

- The Taupiri Youth Group decided to hold a community planting day to improve the tracks that had fallen into disrepair on Taupiri Mountain
- Over 40 young people from low socio-economic backgrounds came together to plan and organise a huge community planting day on the mountain for their community. All of the young people come from the area and are passionate about the wellbeing of the mountain.
- More than 150 member's people from the community signed up to attend.
- The Taupiri Youth Group sought support from a range of people including private land owners, Waikato District Council, Waikato Tainui, community groups, Taupiri Community Board and local businesses
- The leader of the group, Sharnay Cocup, is the Waikato District Councils youngest elected community board member, and a national youth award winner.

Programme 8: Tamahere Youth Council tree planting with Tamahere School

- One insightful young person had collaborated with ex school friends from Tamahere to deliver a tree planting programme at their old school, Tamahere Primary School, and plant a whole lot of fruit trees along the border of the school.
- The intention behind the tree planting was to allow young people who had been members of the school to give back to the community that had looked after them as young people.
- The youth council works with the local ward councillor, ex councillors and other community leaders to make the right connections, select and purchase trees and plan, discuss and decide on appropriate planting areas in the community.

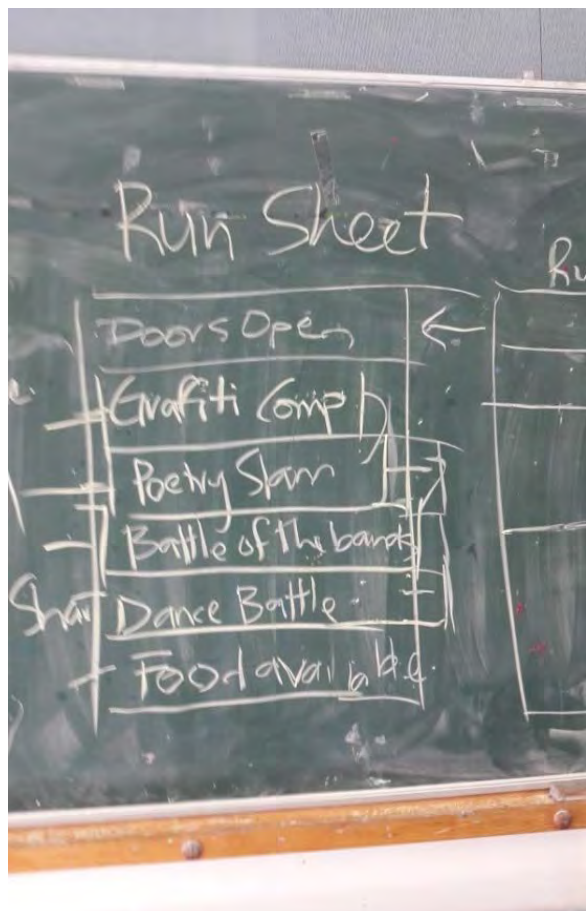
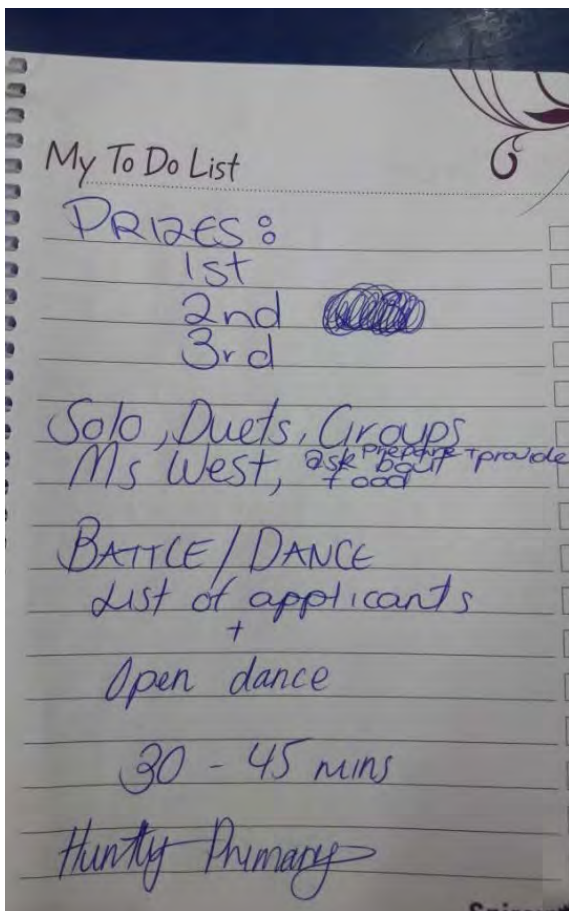
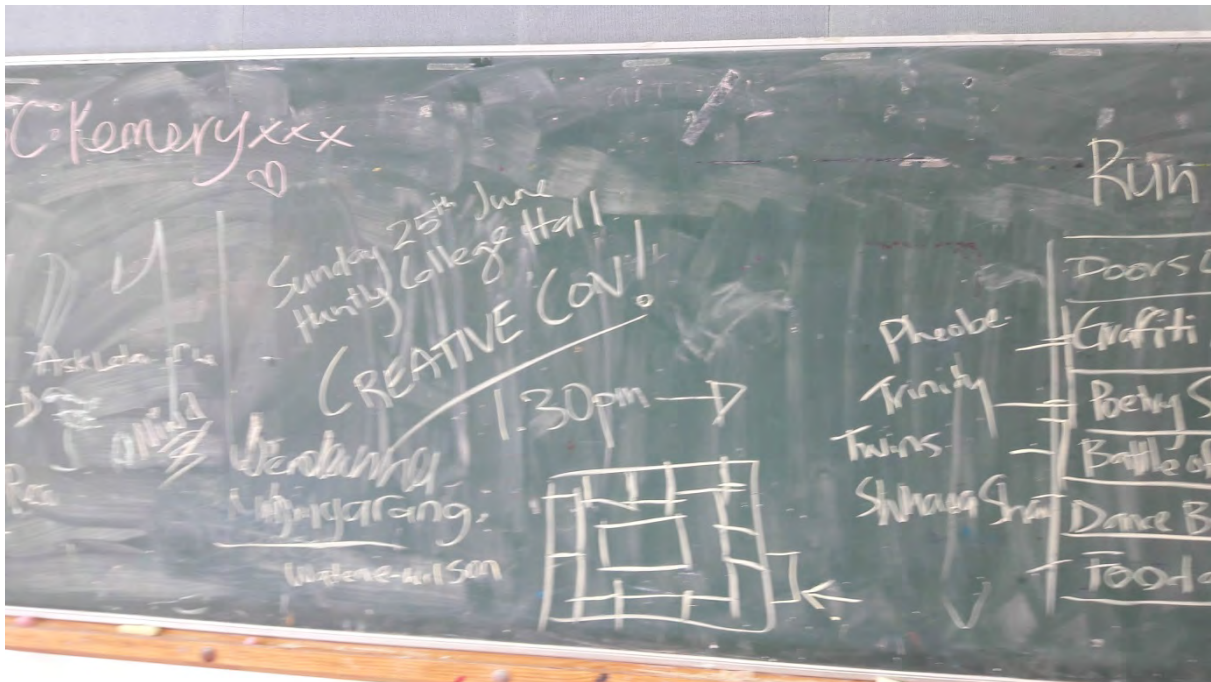
Programme 9: Govern Up mentoring:

- This programme allowed me to meet with young people across the district and empower them to create wonderful projects for the community.
- I was able to collaborate and become a co-operative component for young people to become leaders.
- Young people and local councillors and community board members across the district proactively developed meaningful safe relationships with young people in their towns and young people have developed positively from these interactions and support.
- As a result of these young people stepping up into leadership and mentoring roles, other adults in the community have seen the great work youth are doing and have stepped up to support the work they are trying to achieve.
- Leaders in Meremere and Tamahere now want to participate as a youth rep on the community board or committee for their town as well.
- These activities have helped enhance the logistical and organisational capabilities of young people involved in Govern Up.

- The project allowed local governing bodies (i.e. community boards and community committees) to develop more engaging and meaningful relationships with local youth action groups.
10. Please provide details of 2 things that you would like to improve on:
- Increasing the length of the programme from 6 months to a year.
 - Having more time to increase further collaboration between the local groups and other youth groups for extra support, networking and growth.
11. Please describe how the young people (or agencies) benefited from the services you were contracted to deliver and provide two examples of success stories (see guidance notes below):
- 50 families in the Onewhero community have fruit trees, and eventually free fruit for young people and families to eat.
 - 300 students in Ngaruawahia had a unique opportunity to develop networks and relationships with key youth health providers in their community.
 - 25 young people in Huntly had the opportunity to develop the first CreativeCon event, an event that will continue to be held with community support
 - Young people in Raglan now have the opportunity to use basketball and BBQ resources that are readily accessible for their active youth community
 - Three young people involved in Govern Up were selected for the Rewi Alley Scholarship and are travelling to China in July.
 - As a result of participating in the project one young person has decided to start tertiary education a year early and strive for her dreams to help her community.
 - Four of the youth leaders in separate Govern Up projects have been invited to sit on a range of governance committees, including a forum for the Waikato District Health Board, a local youth advisory panel, a community facilities advisory panel and a youth suicide advisory group.
 - Young people in the Govern Up project have now gone on to other leadership roles in other areas. Ngaruawahia, Huntly, Te Kauwhata, Tuakau and Onewhero all have a youth leader from Govern Up who is now on the Community Board or community Committee in their towns.
12. Please describe what trends, issues and/or impacts have been identified for the young people (or agencies) that influence the outcomes:
- Trends:**
- Project development, leadership development and mentoring opportunities were taken up by young people who were interested in developing themselves as leaders, but many were unable to participate from the beginning to the end of the project. For many students they started on the initial concepts and then were unable to come to other planning sessions. For many students, once the initial planning was done, other young people jumped on and participated where they could. We found it extremely important to allow young people to participate as they were able, rather than in a prescribed set format, which didn't work.
 - Many of our young people were impacted by many things, including time constraints due to school, work, family, or extra-curricular studies. Some of our students left school or the town, were expelled or had serious family issues that took precedence.
 - We found that young people worked better when highlighting the positive aspects of the work they had created rather than coming from a need to fix.
 - We found that making sure young people had food at the planning meetings allowed them to connect through food and networking, and was a regular incentive for young people to participate. This was highlighted as a benefit of coming to the planning sessions.

- Things that impacted projects were: school holidays, exams, school assignments, other leadership opportunities.
- Projects were influenced by the strength of the relationship that youth mentors and community board/ committee members were able to develop with the youth group and the young people. If a youth group had an unfamiliar relationship with a mentor or ward councillor, the project was powerfully influenced by this.
- From this project we could see that the stronger a relationship the young people had with their adult support structures, the better the project turned out. I.e in Te Kauwhata the Disco had over 100 young people attend, and the Chairperson and youth mentor were both heavily involved in supporting the youth leader in this project. We can directly correlate the amount of support given to each group with the number and level of attendance in youth.
- In most instances, concerns or problems were resolved by positive emphasis and encouragement. For example, at one stage, the Ngaruawahia Group wanted to pull out. By strongly encouraging them and telling them that they were doing a wonderful job and giving them a reality check of positive things that they had accomplished allowed them to get back on track and keep going. As a result over 300 young people attended and the event left a lasting impression on services and young people across the town.
- Adults changed their perceptions positively about young people in their towns, and young people became empowered as a result of running fantastic programmes.

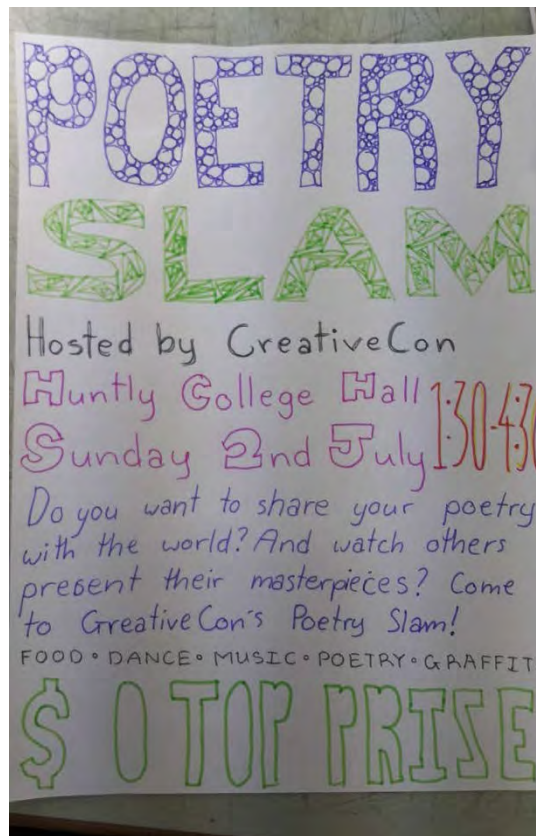
ATTACHMENT 3: Selection of photos and social media posts for the Govern Up project, CreativeCon in Huntly



The first planning session for CreativeCon



The Huntly Youth Action Group Planning session May 2017



Advertising created by the group



The volunteer team after the event – well done everyone!

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	02 August 2017
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505 / 1778395
Report Title	Discretionary Fund Report to 31 July 2017

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 31 July 2017.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Discretionary Fund Report to 31 July 2017

HUNTLY COMMUNITY BOARD DISCRETIONARY FUND 2017/2018

	GL	GL I.204.1704
2017/18 Annual Plan		24,026.00
Carry forward from 2016/17		26,842.38
Total Funding		50,868.38
Expenditure	Resolution No.	
1/07/2017 R Thurston - for vehicle running costs in removing graffiti - May 2017	HCBI706/05	400.00
7/07/2017 Haven Signs Huntly - PVC stencils for footpath signage	HCBI606/03/1	150.00
Total Expenditure		550.00
Net Funding Remaining (Excluding commitments)		50,318.38
Commitments		
21/06/2016 Commitment for placemaking projects (HCBI606/03/1)	15,000.00	
Less: Expenses	1,885.67	13,114.33
16/08/2016 End of year triennium function (remaining balance - \$250 less \$184.85 per above) (HCBI606/04/1/1)		65.15
15/11/2016 End of year function following December meeting (HCBI611/09/2/2)		200.00
21/02/2017 Huntly Christmas related activities (HCBI702/04) - recurring		3,800.00
16/05/2017 Development of a strategic community plan (HCB1705/08)		9,167.00
20/06/2017 Robin Thurston - for vehicle running costs in removing graffiti (HCBI706/05)	4,800.00	
Less: Expenses	400.00	4,400.00
Total Commitments		30,746.48
Net Funding Remaining (Including commitments) as of 31 July 2017		19,571.90

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	2 August 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0514
Report Title	NZ Police

I. EXECUTIVE SUMMARY

To advise members that a representative from the New Zealand Police will be in attendance at the Community Board meeting.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	27 July 2017
Prepared by	Karen Cousins Marketing Officer – Open Waikato
Chief Executive Approved	Y
Reference #	GOV0507 / 1775921
Report Title	Huntly Focus Update

1. EXECUTIVE SUMMARY

Staff will be in attendance to provide a verbal update on the Huntly Focus project for Open Waikato.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy and Support** be received.

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	04 August 2017
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference #	GOV0505 / 1780555
Report Title	Approved Road Names List

I. EXECUTIVE SUMMARY

A possible list of Street Names for Huntly based on New Zealand Birds and Trees were submitted by the Huntly Community Board in 2013.

The majority of names submitted were already in-use in other localities.

Potential names that were still available when reviewed were: Kakapo; Whitehead (Popokatea); Robin (Toutouwai); Akeake; Kawakawa; Manuka; and Kaikomako.

As these are common New Zealand Bird and Tree names, and are likely to be in use in other localities, it is suggested that the Huntly Community Board compile a new list for submitting to Council, as it's Approved Road Names List.

Geographic background names, Heritage references (e.g. coal mining) unique to Huntly, family or given names of notable Huntly persons, and discussions with local Iwi for potential names maybe a place to start.

Jakeman is the only name currently submitted and available. The Board should now add to this.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;d

AND THAT the Huntly Community Board prepare a list of Road Names to be submitted to Council.

Open Meeting

To	Community Boards
From	Gavin Ion Chief Executive
Date	1 August 2017
Chief Executive Approved	Y
ECM #	GOV0508
Report Title	Code of Conduct

1. EXECUTIVE SUMMARY

To provide an updated draft code of conduct for adoption by Community Boards. This updated code was recently adopted by Council.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the updated Code of Conduct attached be adopted by the Community Board.

3. BACKGROUND

The Local Government Act 2002 (Schedule 7 clause 15) requires all Councils to put a Code of Conduct in place. This Council has consistently done so since 2002. A copy of an updated Code of Conduct is attached. This was recently adopted by Council and Community Boards are being asked to replace their existing Code of Conduct with this version.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Code of Conduct sets out what is expected of elected members and how they should behave in Council situations. There is an expectation that elected members will behave with dignity and respect towards staff, the public, other elected members and other interested parties.

The existing Community Board Code of Conduct was put in place at the commencement of the Council term and is binding on the Community Board and its successors. In general

terms, the Code of Conduct was based on a standard originally developed by Local Government New Zealand, and is largely common sense.

A review of the Code of Conduct has been undertaken based on a new template from Local Government New Zealand. The latest version is easier to read, more modern and generally seems to cover concerns that have been raised about the previous version. In practice, the Code of Conduct may only be amended if there is a 75% majority of the Board supporting the changes.

4.2 OPTIONS

The existing Code of Conduct is valid and could continue. Alternatively, the Board could decide to approve the attached updated version. A third option is for the Board not to have a Code of Conduct at all.

5. CONSIDERATION

5.1 FINANCIAL

There would be a direct cost associated with the appointment of independent investigators as proposed by the updated version of the Code of Conduct. This would however be in place of time and resources used by staff and elected members.

5.2 LEGAL

Council is required to have a Code of Conduct in place as a requirement of the Local Government Act.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Code of Conduct deals with how elected members behave and affect others. The Code provides a series of guidelines and procedures to protect affected parties.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>The Code of Conduct was prepared after consideration of best practice.</p> <p>The Code of Conduct governs the behaviour of elected members and the discussion they have on all matters. There is no direct link to any individual community outcome.</p> <p>There is no direct link to one or more of the well-beings.</p> <p>There are no specific Tangata Whenua issues associated with the establishment of a code of conduct.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

6. CONCLUSION

The Code of Conduct is considered best practice for community boards and it is proposed to modernise it based on the Local Government New Zealand template released late last year.

The Code of Conduct can only be changed by a vote of more than 75% of the members present.

7. ATTACHMENTS

Code of Conduct

Waikato District Council
DRAFT Code of Conduct

Adopted on the

I. Introduction

The code of Conduct (the Code) sets out the standards of behavior expected from elected members (“members”) in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the local authority and the provision of good local government for the community and district;
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of the local authority to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in the code.

2. Scope

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, including the members of any community committees as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the chief executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the local authority to give effect to its statutory responsibilities.

The code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the council’s Standing Orders.

3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community and district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of officials.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

These values complement, and work in conjunction with, the principles of s14 of the LGA 2002 and the governance principles of s39 of the LGA 2002.

4. Role and responsibilities

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of the council and those responsible for advice and the implementation of council decisions. The key roles are:

4.1 Members

The role of the governing body includes:

- representing the interests of the people of the community and district;
- developing and adopting plans, policies and budgets;
- monitoring the performance of the council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of the council's resources;
- employing and monitoring the performance of the chief executive; and
- ensuring the council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

4.2 Chief executive

The role of the chief executive includes:

- implementing the decisions of the council;
- ensuring that all responsibilities delegated to the chief executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the council; and
- employing staff on behalf of the council (including negotiation of the terms of employment for those staff).

Under s42 of the LGA 2002 the chief executive is the only person *directly* employed by the council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the chief executive.

5. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public.

5.1 Relationships between members

Given the importance of relationships to the effective performance of the council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language.

Any failure by members to act in the manner described in this clause represents a breach of the code.

Please note that nothing in this section of the Code is intended to limit robust debate within the council as long as it is conducted in a respectful and insightful manner.

5.2 Relationships with staff

An important element of good governance involves the relationship between the council and its chief executive. Members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the chief executive;
- raise any concerns about the performance or behaviour of the chief executive with the mayor or the chairperson of the chief executive performance review sub-committee (or its successors);
- make themselves aware of the obligations that the council and the chief executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- observe any protocols put in place by the chief executive concerning contact between members and employees;
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee;
- avoid any act or decision which might put staff at risk from a health and safety perspective.

Any failure by members to act in the manner described above represents a breach of the code.

Please note: Elected members should be aware that failure to observe this portion of the Code may compromise the council's obligations to be a good employer and consequently expose the council to civil litigation or affect the risk assessment of council's management and governance control processes undertaken as part of the council's audit.

5.3 Relationship with the public

Given that the performance of the council requires the trust and respect of individual citizens, members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- consider all points of view or interests when participating in debate and making decisions;
- treat members of the public in a courteous manner; and
- act in a way that upholds the reputation of the local authority;
- avoid any act or decision which might put members of the public and community at risk because of zero harm.

Any failure by members to act in the manner described above represents a breach of the code.

6. Contact with the media

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of council.

From time to time individual members will be approached to comment on a particular issue either on behalf of the council, or as an elected member in their own right. When responding to requests for comment members must be mindful that operational questions should be referred to the chief executive and policy-related questions referred to the mayor, or the member with the appropriate delegated authority.

When speaking to the media more generally members will abide by the following provisions:

6.1 Media contact on behalf of the council

- the mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the mayor is absent, requests for comment will be referred to the deputy mayor or relevant committee chairperson or portfolio holder;
- the mayor may refer any matter to the relevant committee chairperson or to the chief executive for their comment; and
- no other member may comment *on behalf of the council* without having first obtained the approval of the mayor.

6.2 Media comment on a member's own behalf

Elected members are free to express a *personal view* in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of the council;
- media comments which are contrary to a council decision or policy must clearly state that they do not represent the views of the majority of members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticise, or compromise the impartiality or integrity of staff or other members; and
- media comments must not be misleading and should be accurate within the bounds of reasonableness.

Any failure by members to meet the standards set out above represents a breach of the code.

7. Information

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

7.1 Confidential information

In the course of their duties members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

7.2 Information received in capacity as an elected member

Members will disclose to other members and, where appropriate the chief executive, any information received in their capacity as a member that concerns the council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will honour that duty and responsibility.

Any failure by members to act in the manner described above represents a breach of the code.

Please note: failure to observe these provisions may impede the performance of the council by inhibiting information flows and undermining public confidence. It may also expose the council to prosecution under the Privacy Act and/or civil litigation.

8. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the chief executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix A). In the event of a conviction, elected members can be ousted from office.

9. Register of Interests

Members shall annually make a declaration of interest. These declarations are recorded in a Register of Interests maintained by the council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession carried on by the member or the members' spouse for profit or gain;
- b) any company, trust, partnership etc for which the member or their spouse is a director, partner or trustee;
- c) the address of any land in which the member has a beneficial interest within the jurisdiction of the local authority; and
- d) the address of any land owned by the local authority in which the member or their spouse is:
 - a tenant; or
 - the land is tenanted by a firm in which the member or spouse is a partner, a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee;
- e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the chief executive)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

10. Ethical behaviour

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the council developed in accordance with that determination;
- not influence, or attempt to influence, any council employee, officer or member in order to benefit their own, or families personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and

- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any such gifts are accepted. Where a gift to the value of \$100 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of the code.

10.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

11. Creating a supportive and inclusive environment

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the council for the purpose of facilitating agreement on the council’s vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment of the Council’s overall performance and operating style during the triennium.¹
- Taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfill their Declaration of Office and contribute to the good governance of the city, district or region.

¹ A self assessment template is provided in the Guidance to the code.

12. Breaches of the Code

Members must comply with the provisions of the code (LGA 2002, schedule 7, s15(4)). Any member, or the chief executive, who believes that the Code has been breached by the behaviour of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

12.1 Principles:

The following principles will guide any processes for investigating and determining whether or not a breach under the code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under the Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

12.2 Complaints

All complaints made under the code must be made in writing and forwarded to the chief executive. On receipt of a complaint the chief executive must forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation.²

Only elected members and the chief executive may make a complaint under the code.

12.3 Investigation, advice and decision

The process, following receipt of a complaint, will follow the steps outlined in Appendix B.

12.4 Materiality

An alleged breach under the code is material if, in the opinion of the independent investigator, it would, if proven, bring a member or the council into disrepute or, if not addressed; reflect adversely on another member of the council.

² On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor, a list of investigators for this purpose of undertaking a preliminary assessment.

13. Penalties and actions

Where a complaint is determined to be material and referred to the council the nature of any penalty or action will depend on the seriousness of the breach.

13.1 Material breaches

In the case of material breaches of the code the council may require one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain council-funded privileges (such as attendance at conferences);
5. restricted entry to council offices, such as no access to staff areas (where restrictions may not previously have existed);
6. limitation on any dealings with council staff so that they are confined to the chief executive only;
7. suspension from committees or other bodies; or
8. an invitation for the member to consider resigning from the council.

A council or committee may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course; and/or
- work with a mentor for a period of time; and/or
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an unreserved apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

13.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s44 LGA 2002 which may result in the member having to make good the loss or damage); or

- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

14. Review

Once adopted, a Code of Conduct continues in force until amended by the council. The Code can be amended at any time but cannot be revoked unless the council replaces it with another Code. Once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of the council present at a council meeting where the amendment is considered.

Council may formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by the council in regard to potential changes for improving the Code.

Appendix A: Legislation bearing on the role and conduct of elected members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and the council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be “concerned or interested” in a contract or interested “directly or indirectly” in a decision when:

- a person, or spouse or partner, is “concerned or interested” in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse or partner, is involved in a company that is “concerned or interested” in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially “concerned or interested” in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members’ family trust and the council.

Determining whether a pecuniary interest exists

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

“...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.” (OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the mayor/chair or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the council's Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is “concerned or interested” in contracts with their council if the total payments made, or to be made, by or on behalf of the council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the council (or committee of the council) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

“Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?”

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members should focus on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of elected members is the fact that the chairperson has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another councillor is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the council, other members, any employee of the council or any member of the public.

See Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of council; and
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment not exceeding seven years. Elected members convicted of these offences will automatically cease to be members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to the code include:

Personal liability of members

Although having qualified privilege, elected members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s44 LGA 2002, it is found that one of the following applies:

- a) money belonging to, or administered by, a local authority has been unlawfully expended; or
- b) an asset has been unlawfully sold or other wise disposed of by the local authority; or
- c) a liability has been unlawfully incurred by the local authority; or
- d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) without the member's knowledge;
- b) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) contrary to the manner in which the member voted on the issue; and
- d) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s47 LGA 2002).

Appendix B: Process for the determination and investigation of complaints

Step 1: Chief executive receives complaint

On receipt of a complaint under the code the chief executive will refer the complaint to an investigator selected from a panel agreed at the start of the triennium. The chief executive will also:

- inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- inform the respondent that a complaint has been made against them, the name of the investigator and refer them to the process for dealing with complaints as set out in the Code.

Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. the complaint is frivolous or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the complaint is non-material; and
4. the complaint is material and a full investigation is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine the appropriate course of action. The investigator has full discretion to dismiss any complaint which, in their view, fails to meet the test of materiality.

On receiving the investigator's preliminary assessment the chief executive will:

1. where an investigator determines that a complaint is frivolous or without substance, inform the complainant and respondent directly and inform other elected members (if there are no grounds for confidentiality) of the investigator's decision;
2. in cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform both the complainant and respondent of the action.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material the investigator will inform the chief executive and, if they choose, recommend a course of action appropriate to the breach, such as;

- that the respondent seek guidance from the Mayor;
- that the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

The chief executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and the council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material the investigator will inform the chief executive, who will inform the complainant and respondent. The investigator will then prepare a report for the council on the seriousness of the breach.

In preparing that report the investigator may:

- consult with the complainant, respondent and any affected parties;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report the chief executive will prepare a report for the council, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The chief executive's report will include the full report prepared by the investigator.

Step 5: Process for considering the investigator's report

Depending upon the nature of the complaint and alleged breach the investigator's report may be considered by the full council, excluding the complainant, respondent and any other 'interested' members.

The council will consider the chief executive's report in the public excluded section of the meeting, to protect the privacy of the individuals involved.

Before making any decision in respect of the investigator's report the council will give the member against whom the complaint has been made an opportunity to appear and speak in their own defense. Members with an interest in the proceedings, including the complainant and the respondent, may not take part in these proceedings.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 13.1 of the Code.

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	03 August 2017
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505 / 1780150
Report Title	Huntly Works & Issues Report: Status of Items August 2017

1. EXECUTIVE SUMMARY

To update the Board on issues arising from the previous meeting.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

3. ATTACHMENTS

Huntly Works & Issues Report: Status of Items August 2017

**HUNTLY COMMUNITY BOARD
WORKS & ISSUES REGISTER – 2017**

Issue	Area	Action	Comments
Main Street Signage	Strategy & Support	Bryce Mounsey has produced a stencil and is waiting on good weather to get it done. It was noted that it is not etching by painting. It was noted that non-slip paint will be used. Bryce to provide an update at the next meeting.	AUGUST: Alliance Staff are investigating a potential paint composition which is easily removed if required.
Tainui Bridge	Service Delivery	Expansion plate has come loose again. Cr McNally has raised this with Chris Clarke. Katrina will log a service request. Staff to follow up.	AUGUST: A sub-contractor has been engaged and their staff inducted to undertake this work. Works are likely to completed by mid-September.
Service Request Report	Strategy & Support	It was noted that the Board would like a service request at each meeting with effect from its August meeting.	AUGUST: This has been actioned for the August meeting and will be a standing report from now on.

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	02 August 2017
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505 / 1778397
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report for Huntly.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Year to Date Service Request Report for Huntly

Service Request Time Frames By Ward for ⁵³

HUNTLY

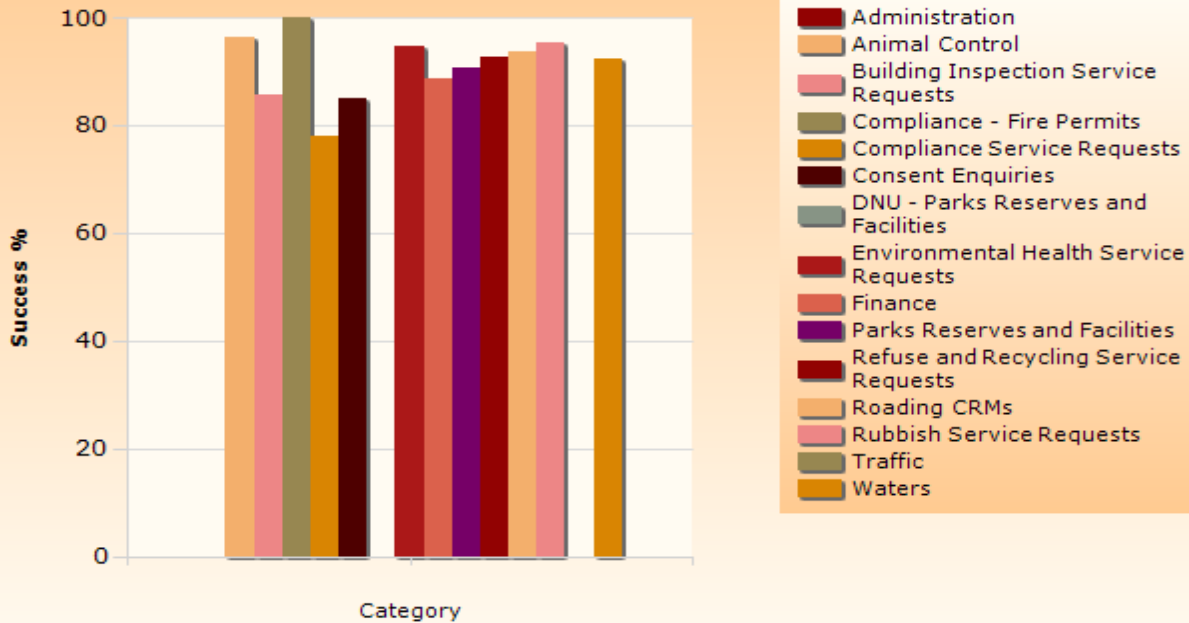


Date Range: 01/07/2016 to 31/07/2017

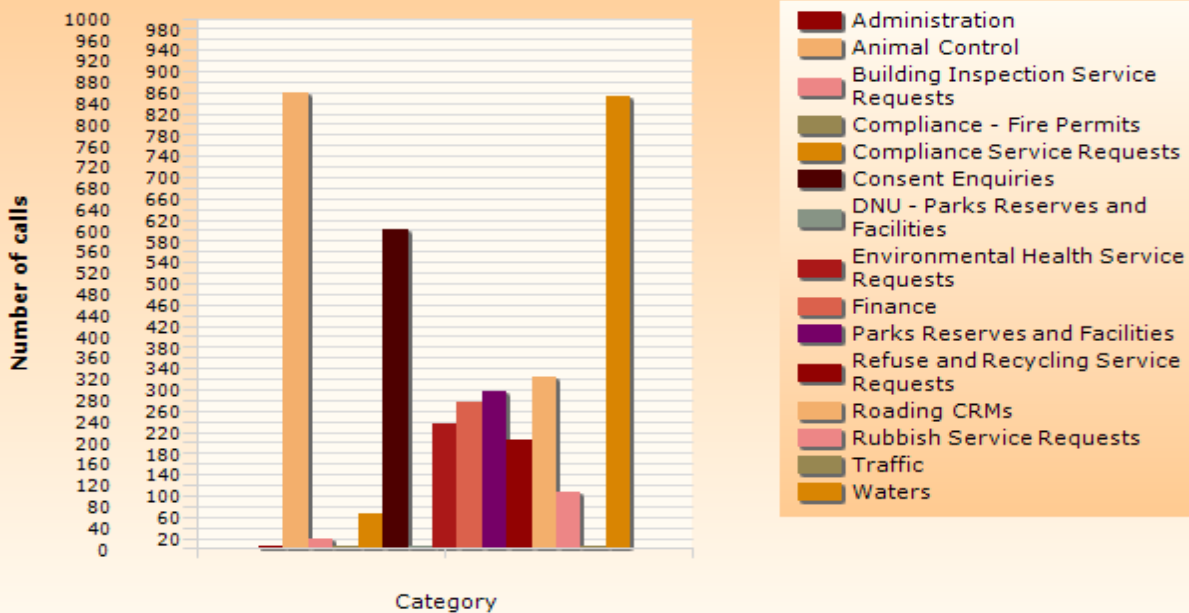
The success rate excludes Open Calls as outcome is not yet known.

8/2/2017 5:37:10 PM

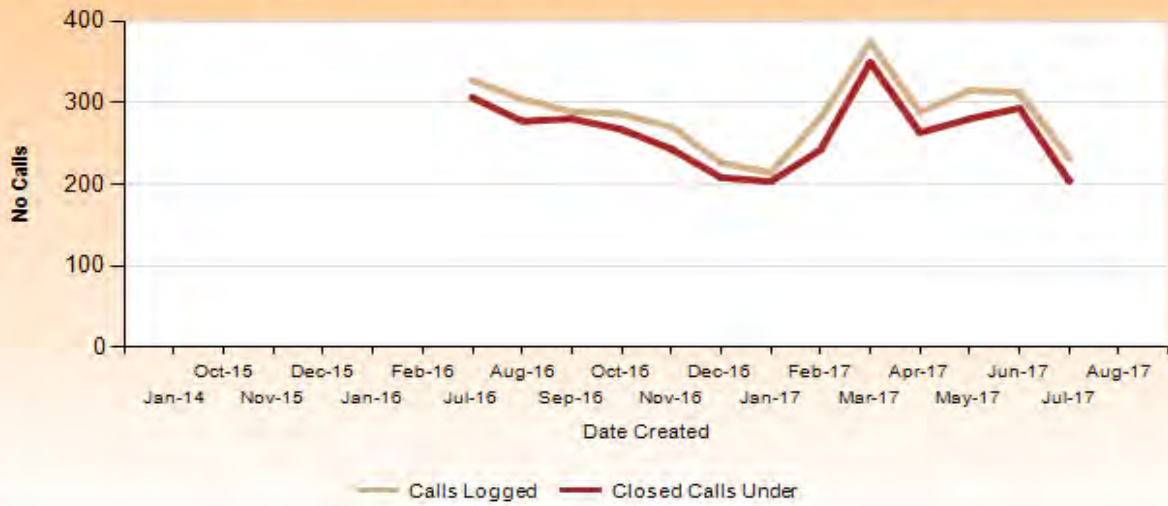
Call Completion % Success by Type



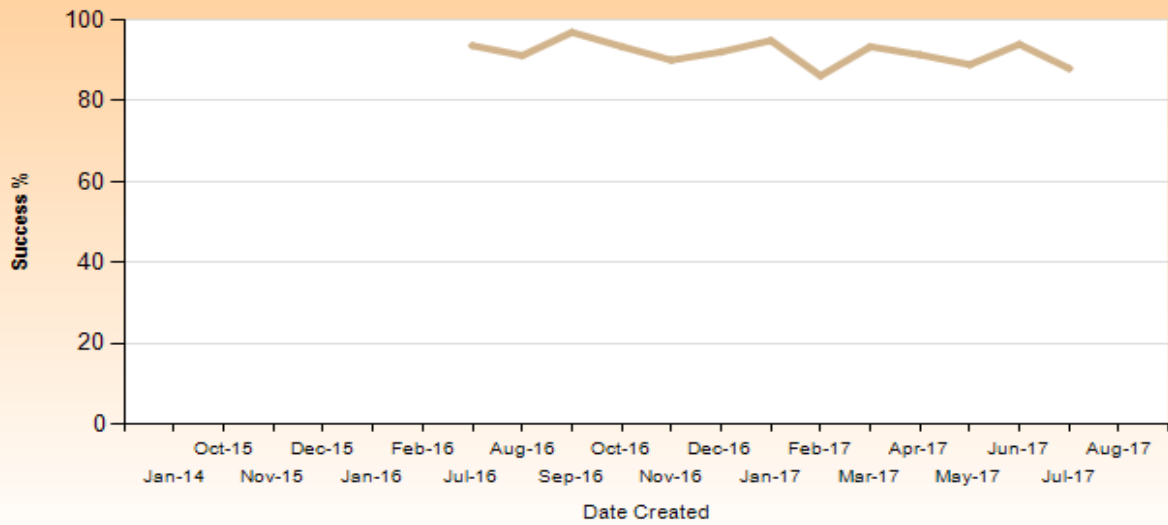
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Administration							
	Summary	1			1		0.00%
	Trade Waste	1			1		0.00%
Animal Control							
	Summary	861	10	5	31	815	96.34%
	Animal Charges	106			4	102	96.23%
	Dog / Cat Trap Required	5		2		3	100.00%
	Dog Control Assist Police	2				2	100.00%
	Dog Property Visit	168	6	1	5	156	96.89%
	Dog Straying - Current	214	1		12	201	94.37%
	Dog Straying - Historic	51		1	1	49	98.00%
	Dog Surrender	25				25	100.00%
	Dog Welfare - Immediate threat to life	5				5	100.00%
	Dog Welfare - Not immediate threat to life	25				25	100.00%
	Dog/Animal Missing	63				63	100.00%
	Dogs Aggression - Current	50	1		6	43	87.76%
	Dogs Aggression - Historic	24			1	23	95.83%
	Dogs Barking Nuisance	90		1	1	88	98.88%
	Livestock Trespassing - Current	28	1		1	26	96.30%
	Livestock Trespassing - Historic	5	1			4	100.00%
Building Inspection Service Requests							
	Summary	18	1	3	2	12	85.71%
	Building Inspection Service Requests	18	1	3	2	12	85.71%
Compliance - Fire Permits							
	Summary	1				1	100.00%
	Fire permits	1				1	100.00%
Compliance Service Requests							
	Summary	66		2	14	50	78.13%
	Compliance - Animal By Law	15			3	12	80.00%
	Compliance - Environmental Spill	1				1	100.00%
	Compliance - Unauthorised Activity	29		2	3	24	88.89%
	Compliance - Urban Fire Hazard (Dry conds only)	6			6		0.00%
	Illegal parking	12			2	10	83.33%
	Non-animal bylaws	3				3	100.00%
Consent Enquiries							
	Summary	601		1	90	510	85.00%
	Land Hazard Enquiries	4				4	100.00%
	Onsite Services	35		1	2	32	94.12%
	Planning Process	54			10	44	81.48%
	Property Information Request	204			4	200	98.04%
	Zoning and District Plan Enquiries	304			74	230	75.66%
DNU - Parks Reserves and Facilities							
	Summary	1	1				NaN
	Buildings	1	1				NaN

Environmental Health Service Requests	Summary	234	1		12	221	94.85%	
	Environmental Health Complaint	33			6	27	81.82%	
	Noise Complaint - Environmental Health	7				7	100.00%	
	Noise complaints straight to contractor	194	1		6	187	96.89%	
Finance	Summary	277		2	31	244	88.73%	
	Rates query	277		2	31	244	88.73%	
Parks Reserves and Facilities	Summary	298	45	11	22	220	90.91%	
	Parks & Reserves - Buildings	94		4	11	79	87.78%	
	Parks & Reserves - Cemetery Complaints (not mowing)	2				2	100.00%	
	Parks & Reserves - Council owned land	4				4	100.00%	
	Parks & Reserves - Graffiti	16			6	10	62.50%	
	Parks & Reserves - Lake Access	50	45	4	1		0.00%	
	Parks & Reserves - Non-urgent Public Toilet Issues	1				1	100.00%	
	Parks & Reserves - Park Furniture	2			1	1	50.00%	
	Parks & Reserves - Reserve Issues	121		3	1	117	99.15%	
	Parks & Reserves - Urgent Public Toilet Issues	2			2		0.00%	
	Parks & Reserves-Council owned buildings on reserv	6				6	100.00%	
	Refuse and Recycling Service Requests	Summary	205	5	2	14	184	92.93%
		Recycling Not Collected	45	2		1	42	97.67%
Refuse - Non-Collection		71	2	1	4	64	94.12%	
Refuse & Recycling Contractor Complaints		23	1	1	3	18	85.71%	
Refuse & Recycling Enquiries		26			2	24	92.31%	
Rubbish bag sticker/tag orders - internal use only		31			3	28	90.32%	
Rubbish bags put out with no payment sticker		9			1	8	88.89%	
Roading CRMs	Summary	324	1	26	18	279	93.94%	
	Boundary fences on roads - permanent & temporary	1				1	100.00%	
	Bridge Maintenance Non-Urgent	1				1	100.00%	
	Emergency Events - 1 Hr Response	11				11	100.00%	
	Footpath Maintenance - Non_Urgent	27		5	2	20	90.91%	
	New Vehicle Entrance Request	14		2		12	100.00%	
	Request 4 new street light path sign etc	15		3	3	9	75.00%	
	Road Culvert Maintenance	40		5	1	34	97.14%	
	Road Marking Sign & Barrier Maint Marker Posts	5		1		4	100.00%	
	Road Safety Issue Enquiries	7		1		6	100.00%	
	Roading Work Assessment Required - OnSite 5WD	57		7	4	46	92.00%	
	Routine Roothing Work Direct to Contractor 5WD Comp	19	1		5	13	72.22%	

	Stock Crossing & Moving	2		1		1	100.00%
	Street Light Maintenance	76		1		75	100.00%
	Urgent - Footpath Maintenance	4				4	100.00%
	Urgent Roding Work 4Hr Response	29			1	28	96.55%
	Vegetation Maintenance	16			2	14	87.50%
Rubbish Service Requests							
	Summary	108			5	103	95.37%
	Abandoned Vehicle	17				17	100.00%
	Illegal Rubbish Dumping	91			5	86	94.51%
Traffic							
	Summary	1			1		0.00%
	Safety issue	1			1		0.00%
Waters							
	Summary	852		14	62	776	92.60%
	3 Waters Enquiry	111			14	97	87.39%
	3 Waters Safety Complaint - Non Urgent	9			1	8	88.89%
	3 Waters Safety Complaint - Urgent	8			1	7	87.50%
	Drinking water billing	44		4		40	100.00%
	Drinking Water Final Meter Read	77		8	10	59	85.51%
	Drinking Water Major Leak	24			5	19	79.17%
	Drinking Water minor leak	116			4	112	96.55%
	Drinking Water quality	106				106	100.00%
	Drinking Water Quantity/Pressure	13				13	100.00%
	Fix Water Toby	33			1	32	96.97%
	New Drinking Storm Waste water connections	11				11	100.00%
	No Drinking Water	28				28	100.00%
	Stormwater Blocked pipe	15		1	4	10	71.43%
	Stormwater Open Drains	15			1	14	93.33%
	Stormwater Property Flooding	20				20	100.00%
	Stormwater Property Flooding Urgent	3			3		0.00%
	Wastewater Odour	12				12	100.00%
	Wastewater Overflow or Blocked Pipe	47		1	5	41	89.13%
	Wastewater Pump Alarm	52			9	43	82.69%
	Waters Pump Station jobs - only for internal use	108			4	104	96.30%
Total		3848	64	66	303	3415	91.85%