

STAFF REPORT

TO: Golden Bay Community Board
FROM: Service Centres Manager
REFERENCE: E855
DATE: 3rd October 2005
SUBJECT: October 2005 Report

FROM SEPTEMBER MEETING

There has been some delay in getting correspondence out this month which is my fault and I therefore apologise if replies to all matters are not available for this meeting.

INSULATION SUBSIDIES (GB05/09/05)

I have discussed this matter with Claire Webster, Council's Education Officer. Claire is looking into the matter and if I receive further information before the Board meeting I will provide a verbal update.

POHARA HALL (GB05/09/08)

I am attaching the response from the Manager, Community Services, regarding use of the Hall by the Drama Society.

Recommendation

The correspondence be noted.

LETTERHEAD (GB05/09/10)

I have previously circulated an email with attachments of a letterhead style to Board members. Copies of the letterhead are attached. The Board may however wish to consider that some form of competition be held by schools/community by way of a competition for the 'Best Letterhead' and/or "Best Slogan".

Recommendation

For Board to decide whether it wishes to have its own letterhead, whether one of the letterheads provided is suitable or whether it wishes to explore community input into this matter.

GOLDEN BAY WHARVES (NO RESOLUTION)

I have not been able to provide the information on usage of wharves in Golden Bay. (Note no resolution on this was put). The matter of ownership of the land surrounding the wharves (which entitles the owner to wharfage) is being researched by Council's solicitors at the request of the Property Manager, Jim Frater. In addition I am attaching the recommendation for transfer/ownership of these wharves as arranged between DOC and former Councillor, Paul Sangster.

Recommendation

That the Board asks Council's property Manager for a detailed report on the ownership, usage and wharfage fees for the following Wharves in Golden Bay: Waitapu, Milnthorpe, Collingwood, and Mangarakau.

DOGS ON BEACHES (GB05/09/21)

I attach responses from Jean Hodgson, Manager Consents and John Bergman, Control Services regarding matters raised by Rosemary Jorgensen.

Recommendation

That the Board considers the responses in the letters and recommends suitable initiative(s) such as 'honourary dog rangers' to reduce dog interference with bird life on the beaches.

POHARA WATER SUPPLY (GB05/09/25)

I have received a verbal response from Kim Arnold regarding the concerns raised by Ann Gentleman. I hope to have a reply available for this report or to table for the meeting.

185 COMMERCIAL STREET (GB05/09/29) AND OLD COUNTY POUND AT PAKAWAU GB05/09/30

In addition to sending the Board's resolutions to the Property Manager, he has been requested to attend the next Board meeting for a briefing on Council property.

OTHER BOARD RESOLUTIONS FOR SERVICE CENTRES MANAGER'S ATTENTION

Planning Process GB05/09/06

Invite to community groups to attend LTCCP meetings sent.

Tarakohe Coastline GB05/09/07

Letter sent regarding the 'hole in the rock' to Engineering. No Response received to date.

Christmas Decorations – Commercial Street GB05/09/09

Letter of thanks sent to Paul Sangster

Old Yacht Club Building at Pohara GB05/09/11

Letter sent to Community Services regarding support for demolition and use as fire training exercise

Every Child Counts Initiative GB05/09/12

Letter sent to UNICEF advising of the Board's support.

Colin Gylstra : Ex-Mobile Mechanical Workshop GB05/09/13

Letter sent to Property Manager supporting the tidy-up.

Sarah Kay, The Village Theatre Society (Inc) – Transfer Station Hours GB05/09/14

Letter sent to Engineering suggesting modifications to hours. No response received to date.

Penny Griffith – Request to reproduce Image and Text from Heritage Interpretation Panels GB05/09/16

Letter sent granting permission.

Steve Elkington – Public Walkway, Milnthorpe GB05/09/17

Letter of support sent to Community Services subject to parameters detailed in resolution.

Hon Marian Hobbs, Minister for the Environment – GB Environment Centre Funding GB05/09/18

Copy of Minister's letter forwarded to GB Environment Centre.

RG Dickinson (CEO) – Port Tarakohe Management Responsibility GB05/09/19

To date Service Centres Manager awaiting details of outstanding issues.

Friends of Takaka Memorial Library – New Library GB05/09/20

Letter forwarded from the Friends of Takaka Library to Community Services together with recommendation detailed in resolution.

Rosemary Jorgensen – Dogs and People and Tata Beach GB05/09/22

Copy of Mrs Jorgensen's letter forwarded to DOC.

David Ward (Corporate Services Manager) – Submission to Draft LTCCP GB05/09/24

Letter sent to Corporate Services Manager expressing Board's dissatisfaction in the form letter acknowledging submissions to LTCCP and seeking a more meaningful process to be considered for future years.

RG Dickinson (Chief Executive Officer) – GB Bag Ladies : Bylaw to Charge Levy on Plastic Shopping Bags GB05/09/27

Letter sent as per Board resolution

Peter Foster – 2005/06 Annual Plan Consultation Process GB05/09/28

Mr Fosters letter referred to the Chief Executive Officer and Cr Tim King as detailed in the resolution.

Staff Briefings – Topic for December Meeting GB05/09/31

Andrew Burton has been asked to attend the December meeting regarding Golden Bay Soil Types.

SERVICE CENTRES MANAGER'S REPORTS FOR CONSIDERATION

1. Standing Orders and Councillors Codes of Conduct

I would respectfully remind the Board that it has formally adopted the Council's Standing Orders and Codes of Conduct (resolutions attached).

There are some procedural matters that I need to remind the Board of regarding the following matters in particular:

1. Forum length and procedure
2. Board Resolutions
3. Board Correspondence and Communications

In regard to item 1, I am attaching a copy of guidelines prepared by the CEO regarding forums. I had already sent copies of these to each Board Chair with a note that I would be preparing this report.

In addition I have a set of guidelines from Akaroa-Wairewa Community Board which Board members may find useful.

In preparing this report I have to say that I understand and respect the Board's open and relaxed style that is reflected in the Board Forums and seems to be appreciated by Forum attendees.

The problem with the current Forum process is the length of time they go on for. In particular where staff have a slotted time for a presentation, it is not good practice to keep them on hold whilst the Forum expands beyond its allotted time of 30 minutes. In addition if Board members or staff need to leave at a set time in the day it is awkward where Board business is still being conducted and those Board Members and/or staff have to leave the meeting.

From a purely procedural point of view the Board really should follow its resolution and respect Standing Orders in the matter of extending speakers time/forum length or indeed temporarily suspending Standing Orders altogether which can be done by formal resolution with 75% of the members present agreeing.

Note that forums are not an imperative requirement and the Board may choose whether or not it has them or where they are placed on the agenda.

A suggestion put forward has been for Forums to be held at a set time at the end of the meeting and therefore the structured business part of the agenda can be completed to time. A starting time for the Forum could be 2.00pm. If the forum was held after the Board meeting was closed then standing orders would not apply and Board Members/staff that needed to leave could do so without the need to request leave.

If the current arrangements were to continue, a way of reducing the forum length would be to slot those making submissions/presentations into the Board Agenda as an agenda item. This provides for more time for the submitter (10 minutes) and the Board could then make resolutions on the agenda item.

Recommendation

That the Board follow the requirements of Standing Orders with regard to Forum procedure unless Standing Orders are formally waived or the Forum is held outside of the Board meeting.

In regard to item 2, the Code of Conduct requires that decisions at meetings should only be made on matters that are accompanied by a management report unless there is an item of urgency when a verbal management report can be sought. Matters not on the agenda may be discussed but not acted upon other than by requiring management report for advice and recommendation for the subsequent meeting.

I am attaching the relevant extracts from the Code of Conduct for information. Note that the Code provides that the “Obligations of co-opted members and Community Board Members are generally the same as for Councillors” (Code number 12.)

Matters relating to complaints made via the Board that can be dealt with through the normal staff procedures and need not be referred to the Board unless the system used is not providing an appropriate outcome or no outcome.

Where a Board makes resolutions without all the information and advice it is possible that errors can be made, public expectations not subsequently realised and also puts at risk the good working relationship between the Board and Council.

Recommendation

That the Board reviews its decision-making process having regard to the Councillors Code of Conduct.

In regards to item 3, again the Code of Conduct provides for matters of internal and external communications and behaviour of members.

Specific provisions that I wish to draw to the Board’s attention is in Code 4.2 which provides for procedures where there are any concerns regarding management matters; these should be raised with the CEO. Any statements that are contentious should only be raised after consultation with the CEO.

Board members have the right to express their opinion on any matter lawfully before the meeting. Where Council has a confirmed policy or decision then any public statements that are representing Council policy or decisions can only be made with the authority of Council.

Otherwise any statements made by any member must be qualified by stating that this is a personal opinion only and not made on behalf of Council.

Public statements should not criticise the conduct of Council, other elected members or officers of the Council, nor should they undermine any existing policy or decision of the Council.

Likewise the CEO, management and staff should not comment publicly on the performance of Council or elected members.

Recommendation

That the Board review the relevant parts of the adopted Councillors Code of Conduct.

2. BIKES ON FOOTPATHS

The Board will recall that I attempted to look at an initiative to permit some restricted use of footpaths for young cyclists.

The Road safety Coordinator, Kirsty Barr researched the proposal but legal restraints preclude Council from allowing cycling on footpaths (I have put a copy of an email correspondence in the Board's info pack.).

I have also received another note from Harrie Wells and have discussed the issues with him and I committed to bringing the matter to the Board's attention again.

Given that:

Cycling on the footpath (other than for certain exemptions) is illegal and that there are instant fines for those that contravene;

That cycling on footpaths can be dangerous to pedestrians and to the cyclist themselves (with vehicles reversing out from driveways);

That cycling on the road can also be dangerous (particularly to young children that have poor peripheral vision),

I would recommend the following: That the Road Safety Co-ordinator, in conjunction with Council, the Police and Schools considers matters of education and enforcement to avoid conflicts between cyclists and pedestrians. Such matters may include appropriate signage on specific footpaths or by pole signs noting cycling is prohibited; identifying possible shared 'pathways and/or cycle lanes on roads; an introductory education and warning period to discourage footpath cycling; and ultimately an appropriate enforcement of prohibition through instant fines following such action.

3. DONATION TO GOLDEN BAY HIGH SCHOOL

I received correspondence from the school that unfortunately was too late to be placed on the agenda.

The correspondence (attached) sought Board support for sponsorship to cover costs of the School Closing ceremony and publication of the School magazine.

My advice was that the Board has a resolution to make a contribution of \$50.00 to the school annually for this purpose.

I have therefore taken the liberty of sending a cheque for \$50.00 to the school on behalf of the Board.

The money has been taken from the Golden Bay Imprest Account and I now require formal resolution for payment to be made from the Board's Discretionary fund so that the Imprest Account can be reimbursed.

Recommendation

That the Board agrees to make a donation of \$50.00 to Golden Bay High School from its Discretionary Fund to refund the cheque already sent to the school from the Golden Bay Imprest Account.

BRIEFLY

The following matters are noted as being matters likely to be of interest to the Board:

1. Iwi

I attended a hui of Manawhenua Ki Mohua Trust on 22 September together with Sonya Leusink and Laurie Davidson to discuss planning issues in the Bay.

Iwi were unhappy that they are being 'consulted' after reports have been prepared and wish in the spirit of partnership to be treated more inclusively and that they are participants in the process right at the start.

The Board Chairperson has suggested the Board should invite Iwi representatives to the next Board meeting as a deputation.

Such a deputation could consider if there are ways that the Board may assist in improving the interaction between Council and Iwi.

2. Motorcross in Golden Bay

Following last month's Board meeting when matters of noise conflict between motorcross riders and neighbours was discussed, I note an article in one of the local papers where motocross riders were seeking a solution in the form of a place(s) where they could ride without disturbing neighbours.

If the Board has any ideas regarding this it could offer a way of resolving the conflicts between motorcyclists and neighbours.

3. Joint Meeting of Community Boards

The Motueka Community Board has agreed to participate in a joint workshop to be held in November. The Motueka Board are happy to have a Saturday workshop from 11.00am to 4.00pm.

Details on the workshop will be provided once speakers have been confirmed.

4. Fire Wells in Takaka

I have had meetings with the Takaka Fire Chief Philip Wolf regarding fire wells in the township and I note that fire wells were a matter for discussion at the Engineering Services Committee Meeting of 29 September.

It is noted that the recommendation of the Utilities Manager is for the report to be submitted to the Fire Service for their feedback and recommendations.

I will be advising the Philip Wolf of the report and will pass on his comments already made to the Utilities Manager for consideration.

5. Joan Whiting Memorial Trust

I have received a letter from the Trust (copy attached) which asks that the Board appoints its three members for the Trustees Appointments Committee at this meeting.

6. Ministerial Correspondence

I have received replies to the Boards letters to Ministers regarding the matters of solar energy and special purpose roads (copies attached).

Bob Askew
Service Centres Manager