

Attachment 2 – Community Board Code of Conduct 2020

Summary of Key Changes to the Current Code of Conduct

Section in draft revised code	Summary of change from current code of conduct
General	<ul style="list-style-type: none"> • Plain English • Highlight risks of not observing required standards at the start of the relevant sections (rather than in the body of the standards). • Minor changes to reflect updates in ‘best practice’ in local government sector.
4. Role and responsibilities	<ul style="list-style-type: none"> • Expansion of members’ responsibilities to fulfil their respective roles. • New: Chief executive responsible for lodging any complaint received under the Code with the Ethics Committee. • Confirmation of the chief executive’s responsibility to manage the operational matters of Council.
5. Relationships	<ul style="list-style-type: none"> • Clarification that standards in this section apply to communications made via social media. • Expansion and clarification on the required standards for members when dealing with staff.
6. Media and Social Media	<ul style="list-style-type: none"> • Expansion and clarification on the required standards when members’ express personal views in the media or on social media. • New: Additional standards in relation to members’ social media pages (as a member), including a new Appendix A setting out guidance for members.

Section in draft revised code	Summary of change from current code of conduct
7. Information	<ul style="list-style-type: none"> • New: Complaints in relation to alleged breaches of confidentiality under the Code are deemed material breaches and referred to an independent investigator. • Clarification that confidential information includes information received at public excluded meetings. • New: A member is under a duty to disclose information provided to him/her in his/her capacity as an elected member and must advise third parties of this. • New: Clarification on members' responsibilities under LGOIMA in relation to official information.
8. Conflicts of Interest	<ul style="list-style-type: none"> • Clarification of a member's responsibility around dealing with interests and conflicts, which is extended in Appendix B. • New: Clarification on the difference between financial and non-financial conflicts of interest. • New: Declaration of interests to be completed twice yearly. Each member responsible for providing updates as and when they arise. • New: A summary of members' interests will be made available online. This aligns with the guidance from the Office of the Auditor-General to provide transparency to the public of their representatives' interests.
9. Ethical behaviour	<ul style="list-style-type: none"> • New: Subsection on requirements for members receiving gifts/hospitality, with additional guidance.

Section in draft revised code	Summary of change from current code of conduct
II. Breaches of the Code	<ul style="list-style-type: none"> • New: Establishment of Ethics Committee and panel of independent investigators and their respective roles. • Expectation that members will endeavour to resolve matters by discussion rather than use of the formal complaints process. • New: Clarification that the Code applies during a meeting of the Community Board, to be determined by the Chairperson where appropriate.
Appendices	<ul style="list-style-type: none"> • New: Appendix A – Guidelines on personal use of social media for members. • Appendix B - Addition of overview of Health and Safety at Work Act 2015. • New: Appendix C – Significant changes to reflect: <ul style="list-style-type: none"> a. the inclusion of the Ethics Committee in the complaints process; b. process where a complaint is considered non-material by the Ethics Committee; c. clarification of the role and process to be undertaken by an independent investigator (when required). d. New: chief executive to share investigator’s report with affected members on a confidential basis. e. New: Reports going to Council in relation to an independent investigation will be in the open session, unless one of the grounds to exclude the public under LGOIMA is satisfied. This aligns with the intent of LGOIMA and the clear guidance from the Ombudsman.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Sue O’Gorman General Manager Customer Support
Date	28 January 2020
Prepared by	Evonne Miller PA General Manager Customer Support
Chief Executive Approved	Y
Reference #	GOV0514
Report Title	Projects, Ideas, Activities & Actions

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the General Manager Customer Support be received.

COMMUNITY PROJECTS UPDATE

Onewhero Reserve Wastewater Treatment Upgrade

To enable funding for the final stage, and that future maintenance works can be carried out by Council to protect the system integrity and ensure the wastewater asset is suitable to cater for the freedom camper requirements, the rugby club will be requested to vest the original septic tank with Council.

The final stage of the wastewater project is currently being planned, and once funding is confirmed, will go out to invited tender in February for installation.

Tuakau Library

CMW Geosciences are currently undertaking the geo-tech report, expected to be available around 24 January. WSP (Opus) have provided a third QS estimate which has come back at \$1,478,500. As this has come in over the available budget, we are currently looking at selected suppliers to complete detailed design with options of using alternative cladding/materials on the new build. The Project Manager and the Contract Engineer are currently working with Councils procurement team on the procurement plan.

St Stephens Avenue toilet, Tuakau

Allens United Drainage and Earthworks have completed the toilet installation, working with local businesses to minimise impact, and ensure access through the walkway for events. The facility is now available for public use.



Completed toilets at St Stephens Ave, Tuakau



Site of old toilet block

Some minor works to install fencing between the structure and the level change to the power transformer is being arranged to ensure safety for the public.

The old toilet structure was removed and a garden area formed in its old footprint. The garden will be planted in Autumn.

The campervan dump station has been relocated to Centennial Park on Bollard Road and is available for use. As part of this contract, work is being carried out to relocate the sewer behind the library to enable the library upgrade. This part of the work is ongoing.

Whangarata Cemetery Development

This project was initially bundled with the Munro Rd Sportspark earthworks, however due to time constraints at the sportspark site, the contracts have been separated. Work is underway on the contract documents.

Lightbody Reserve Skatepark

The Tuakau Youth Trust have engaged Rich Landscapes to carry out the design. The design is scheduled to start in April.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker Chief Operating Officer
Date	21 January 2020
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report to 31 December 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Year to Date Service Request Report for Onewhero-Tuakau Community Board

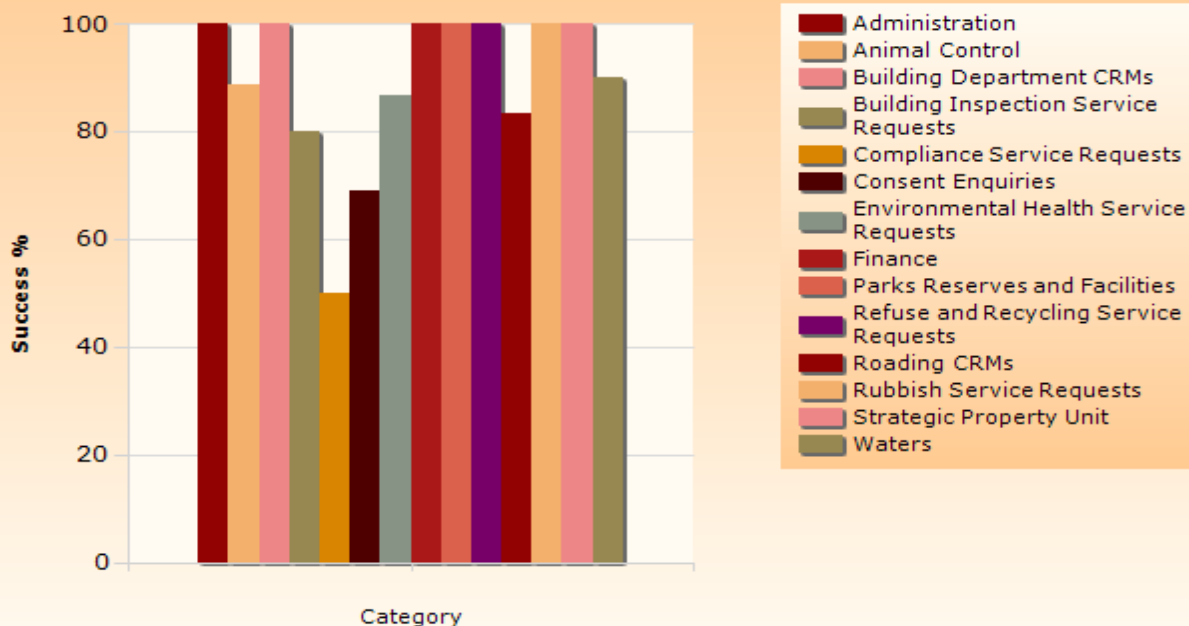
Service Request Time Frames By Ward for ⁵⁴

Date Range: 01/10/2019 to 31/12/2019

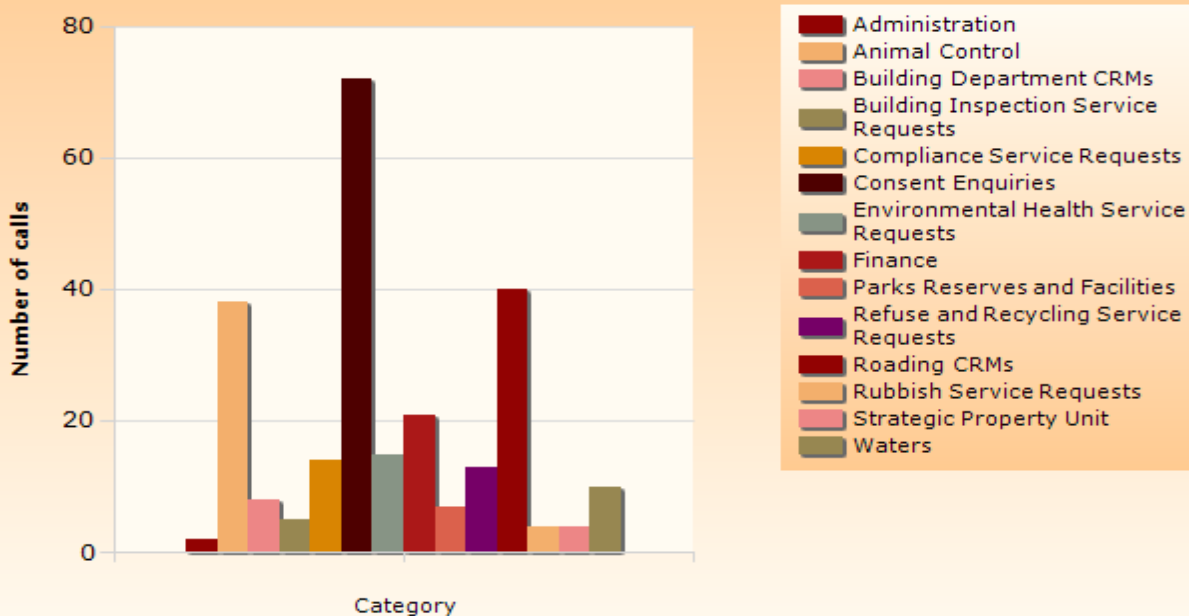
The success rate excludes Open Calls as outcome is not yet known.

1/21/2020 10:40:35 AM

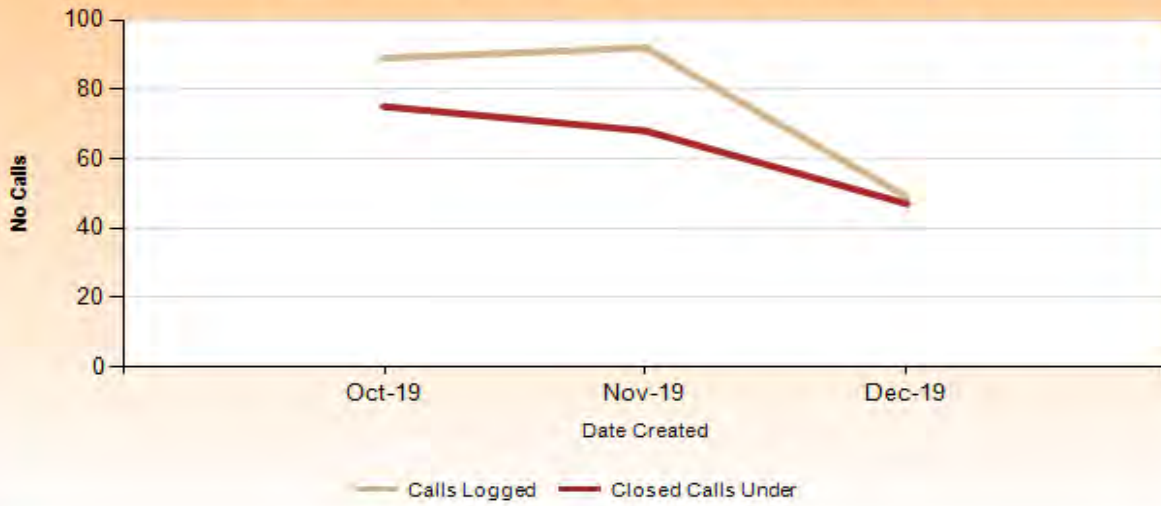
Call Completion % Success by Type



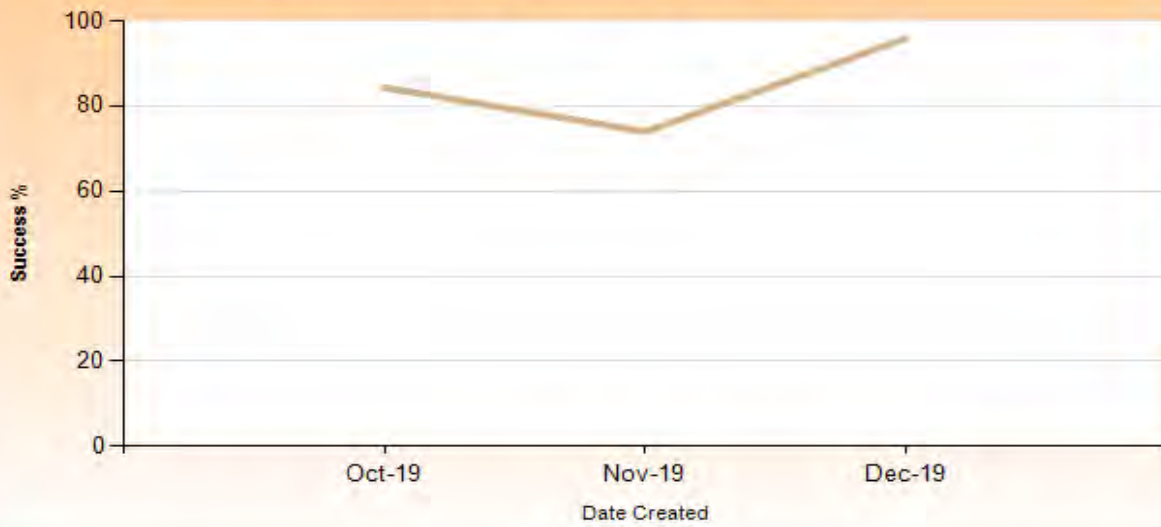
Number of Calls logged by Type



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	2				2	100.00%
	Pro rated rates for the period xx to xx	2				2	100.00%
Animal Control							
	Summary	38	2		4	32	88.89%
	Animal Charges	3				3	100.00%
	Dog Property Visit	5				5	100.00%
	Dog Straying - Current	11	1		3	7	70.00%
	Dog Straying - Historic	2				2	100.00%
	Dog Surrender	1				1	100.00%
	Dog Welfare - Not immediate threat to life	1	1				NaN
	Dog/Animal Missing	5				5	100.00%
	Dogs Aggression - Current	2			1	1	50.00%
	Dogs Aggression - Historic	1				1	100.00%
	Dogs Barking Nuisance	5				5	100.00%
	Livestock Trespassing - Current	2				2	100.00%
Building Department CRMs							
	Summary	8		2		6	100.00%
	Onsite Services	8		2		6	100.00%
Building Inspection Service Requests							
	Summary	5			1	4	80.00%
	Building Inspection Service Requests	5			1	4	80.00%
Compliance Service Requests							
	Summary	14	1	1	6	6	50.00%
	Compliance - Animal By Law	2			2		0.00%
	Compliance - Unauthorised Activity	8		1	4	3	42.86%
	Freedom Camping incidents/complaints/queries	1				1	100.00%
	Illegal parking	3	1			2	100.00%
Consent Enquiries							
	Summary	72	1	3	21	47	69.12%
	Planning Process	12			7	5	41.67%
	Property Information Request	25			2	23	92.00%
	Rural Rapid Number assignment & purchase of plates	3	1			2	100.00%
	Zoning and District Plan Enquiries	32		3	12	17	58.62%
Environmental Health Service Requests							
	Summary	15			2	13	86.67%
	Environmental Health Complaint	3				3	100.00%
	Noise Complaint - Environmental Health	1			1		0.00%
	Noise complaints straight to contractor	11			1	10	90.91%
Finance							
	Summary	21				21	100.00%
	Rates query	21				21	100.00%

Parks Reserves and Facilities							
	Summary	7		2		5	100.00%
	Parks & Reserves - Reserve Issues	7		2		5	100.00%
Refuse and Recycling Service Requests							
	Summary	13	1			12	100.00%
	New collections	2				2	100.00%
	Recycling Not Collected	2				2	100.00%
	Refuse - Non-Collection	3				3	100.00%
	Refuse & Recycling Contractor Complaints	4	1			3	100.00%
Refuse & Recycling Enquiries	2				2	100.00%	
Roading CRMs							
	Summary	40	1	9	5	25	83.33%
	Emergency Events - 1 Hr Response	3				3	100.00%
	New Vehicle Entrance Request	5		3		2	100.00%
	Request 4 new street light path sign etc	4		2		2	100.00%
	Road Culvert Maintenance	3			1	2	66.67%
	Road Safety Issue Enquiries	3		1	1	1	50.00%
	Roading Work Assessment Required - OnSite 5WD	13		3	3	7	70.00%
	Routine Roding Work Direct to Contractor 5WD Comp	4				4	100.00%
	Urgent Roding Work 4Hr Response	3	1			2	100.00%
	Vegetation Maintenance	2				2	100.00%
	Rubbish Service Requests						
Summary		4				4	100.00%
Abandoned Vehicle		1				1	100.00%
Illegal Rubbish Dumping	3				3	100.00%	
Strategic Property Unit							
	Summary	4				4	100.00%
	Council owned land CRMs	1				1	100.00%
Paper Roads Enquiries CRM	3				3	100.00%	
Waters							
	Summary	10			1	9	90.00%
	3 Waters Enquiry	2				2	100.00%
	3 Waters Safety Complaint - Non Urgent	1				1	100.00%
	3 Waters Safety Complaint - Urgent	1				1	100.00%
	Drinking Water Final Meter Read	1				1	100.00%
	Drinking Water Quantity/Pressure	1				1	100.00%
	No Drinking Water	1				1	100.00%
	Stormwater Open Drains	1				1	100.00%
	Wastewater Overflow or Blocked Pipe	1				1	100.00%
	Waters Pump Station jobs - only for internal use	1			1		0.00%
	Total	253	6	17	40	190	82.61%

Open Meeting

To	Onewhero-Tuakau Community Board
From	Shaun Jackson Chairperson
Date	27 January 2020
Reference #	GOV0514
Report Title	Chairperson's Report

I. EXECUTIVE SUMMARY

Welcome all. It has been a successful start to the year with a good start to our many projects. Our Facebook page now has some life to it and we have great feedback and ideas around the swimming pool. Thanks to Kandi Ngataki for taking charge of the media and getting the message out there. We now have over 120 followers, thousands of views and hundreds of comments on what people feel are the good and bad regarding the Tuakau Pool.

Great to see Caroline Conroy putting in submissions on behalf of the board particularly for the Waikato 2050 document and the speed bylaw review. This is an important role for the Board.

The coming months the Board will focus on the ANZAC Day parade led by Bronwyn Watson and on the Board's Annual Plan (2021 budget) and Waikato District Council's Long Term Plan (10 year budget 2022 to 2031). Our regular six weekly workshops between Board meetings should help us put this together.

2. RECOMMENDATION

THAT the report of the Chairperson be received.

3. ATTACHMENTS

Nil