



MEMORANDUM

Date: 18 October 2010

To: All Community Board Chairs

CC: All Community Board Coordinators
All Chief Executives

From: Eugene Bowen, Chief Executive

Subject: Call for Nominations for the Elections of the New Zealand Community Boards' Executive Committee (NZCBEC)

Introduction

Nominations for representatives and deputies on the New Zealand Community Boards' Executive Committee are due after the October 2010 local authority triennial elections, as new appointments are due to come into effect by the end of February 2011.

The Executive Committee is made up of six representatives – one for each of the six geographic zones of member authorities, as described in the *Local Government New Zealand* rules listed below (see Conduct of Elections). A description of the Executive Committee Zone Representative and Deputy Representative roles is attached

The Executive Committee meets four times a year, usually in Wellington and travel expenses will be reimbursed by *Local Government New Zealand*. The first meeting of the new Executive will be in Wellington on Thursday 17 March 2011 and thereafter 19 May, 22 September and 1 December 2011.

Since mid 2002 the Executive Committee has been working with *Local Government New Zealand*. A Memorandum of Understanding has been negotiated which gives the Executive Committee the status of an advisory committee to the National Council of *Local Government New Zealand*. This role involves:

1. Providing advice to the National Council of *Local Government New Zealand* on all matters involving community boards
2. Liaising between *Local Government New Zealand* and community boards to gather information on issues and matters of national interest
3. Keeping the National Council of *Local Government New Zealand* informed of current and future issues of concern to community boards that may have implications for local government generally
4. Advising on training needs of community boards and their members that might be included in a national capacity building strategy.

Conduct of Elections

The election of the Executive Committee members will be conducted in accordance with these guidelines:

1. The Returning Officer for the elections is Eugene Bowen, Chief Executive, *Local Government New Zealand*. He will appoint a Deputy Returning Officer.
2. According to the procedures adopted by the Executive Committee, elections for appointments to the Executive Committee must be held by the end of February in the year following the triennial local authority elections, ie February 2011.
3. Nominations are being called for by *Local Government New Zealand* in time to ensure that this procedure is complied with.
4. Successful candidates assume office in February (at a date to be confirmed) and serve in office until their successor assumes office but for a period not exceeding three years. The first meeting of the Executive Committee following the elections is scheduled for Thursday 17 March 2011.
5. Nominators and seconders must be from within the Zone in which the election is taking place. Nominations will be accepted only from members of the Zone in which the election is taking place. Every person who holds office as a community board member is qualified to be appointed to the Executive Committee.
6. If only one nomination is received, that person will be declared elected and no voting will take place. If no nominations are received by the date nominations close, the Executive Committee shall consider the action required to fill the position at its next meeting.
7. If more than one nomination is received for any position, elections will be held and will be conducted by way of a postal vote. Each community board has a single vote for the purpose of the elections (Rule E6(c)).
8. Candidates may stand for both positions, but if they are elected to both positions they are required to vacate the Deputy's position.
9. Voting papers must be signed by the Community Board Chair or notified alternative. If the voting paper is signed by a person other than the Chair, the notification of approval must be either forwarded to the Returning Officer prior to the election taking place, or attached to the voting paper. Approval may take the form of a signed approval from the Chair or a resolution from the relevant community board.
10. Voting papers will be destroyed by the Returning Officer after the results have been declared.

The six geographic zones are made up as follows:

* denotes a council with a community board/s

Zone 1

Auckland Council
Far North District Council*
Whangarei District Council

Northland Regional Council
Kaipara District Council

Zone 2

Environment Bay of Plenty
Environment Waikato
Gisborne District Council
Hamilton City Council
Hauraki District Council
Kawerau District Council
Matamata-Piako District Council*
Opotiki District Council*
Otorohanga District Council*
Rotorua District Council*

South Waikato District Council*
Taupo District Council*
Tauranga District Council
Thames-Coromandel District Council*
Waikato District Council*
Waipa District Council*
Waitomo District Council
Western Bay of Plenty District Council*
Whakatane District Council*

Zone 3

Central Hawke's Bay District Council
Hastings District Council*
Hawke's Bay Regional Council
Horizons Regional Council
Horowhenua District Council*
Manawatu District Council
Napier City Council
New Plymouth District Council*
Palmerston North City Council

Rangitikei District Council*
Ruapehu District Council*
South Taranaki District Council*
Stratford District Council
Taranaki Regional Council
Tararua District Council*
Wairoa District Council
Wanganui District Council*

Zone 4

Carterton District Council
Greater Wellington Regional Council
Hutt City Council*
Kapiti Coast District Council*
Masterton District Council

Porirua City Council
South Wairarapa District Council*
Upper Hutt City Council
Wellington City Council*

Zone 5

Ashburton District Council*
Buller District Council*
Chatham Islands Council
Christchurch City Council*
Environment Canterbury
Grey District Council
Hurunui District Council*
Kaikoura District Council
Mackenzie District Council*

Marlborough District Council
Nelson City Council
Selwyn District Council*
Tasman District Council*
Timaru District Council*
Waimakariri District Council*
Waimate District Council
West Coast Regional Council
Westland District Council

Zone 6

Central Otago District Council*
Clutha District Council*
Dunedin City Council*
Environment Southland
Gore District Council*

Invercargill City Council*
Otago Regional Council
Queenstown-Lakes District Council*
Southland District Council*
Waitaki District Council*

Nominations

A nomination form is *attached*. This should be **received** by the Returning Officer no later than **5.00pm, Wednesday 15 December 2010**, and can be accompanied by a **brief** curriculum vitae (CV) outlining the nominee's relevant experience for the position being sought. CVs will be distributed to members with the voting papers. Please note that late nominations will not be accepted.

Elections

If more than one nomination for any position is received, voting papers and CVs will be sent out to Community Board Chairs by mid-January 2011 and will be due back to the Returning Officer by **5:00pm Wednesday 16 February 2011**. Please note that late votes will be declared informal.

Your community board may now wish to consider the procedures it will follow to ensure that the matter is given attention and any nomination and your voting papers are completed on time.

We recommend that at your next community board meeting you place an item on your agenda to discuss the matter.

Information for Nominees

To aid their consideration of readiness to stand for office, would-be nominees may wish to contact those below for information:

- the Chair of the Executive Committee, Mike Cohen – coherent@gmail.com
- your current Community Boards' Executive Committee member
- Mike Reid, *Local Government New Zealand*. mike.reid@lgnz.co.nz

Local Government New Zealand

NOMINATION FOR OFFICE OF NEW ZEALAND COMMUNITY BOARDS' EXECUTIVE COMMITTEE ZONE REPRESENTATIVE

Post to: Community Board Elections
Eugene Bowen, Returning Officer
Local Government New Zealand
PO Box 1214
Wellington

to be received by the Returning Officer by **5.00pm, Wednesday 15 December 2010**

We, the undersigned acting on behalf of the Community Boards shown below, hereby nominate

..... [name] of
..... [address/council/board]
as a candidate for election to the office of Zone (*please complete*) Representative
on the New Zealand Community Boards' Executive Committee

Nominated by:

..... [Community Board]

Signed by:

.....

Title:

.....

Nomination is **seconded** by:

..... [Community Board]

Signed by:

.....

Title:

.....

ACCEPTANCE: I [name],
being a community board member, hereby accept the above nomination

..... signature] [date]

Local Government New Zealand

NOMINATION FOR OFFICE OF NEW ZEALAND COMMUNITY BOARDS' EXECUTIVE COMMITTEE DEPUTY ZONE REPRESENTATIVE

Post to: Community Board Elections
Eugene Bowen, Returning Officer
Local Government New Zealand
PO Box 1214
Wellington

to be received by the Returning Officer by **5.00pm, Wednesday 15 December 2010**

We, the undersigned acting on behalf of the Community Boards shown below, hereby nominate

..... [name] of

.....
[address/council/board]

as a candidate for election to the office of Zone (*please complete*) Deputy Representative on the New Zealand Community Boards' Executive Committee

Nominated by:

..... [Community Board]

Signed by:

.....

Title:

.....

Nomination is **seconded** by:

..... [Community Board]

Signed by:

.....

Title:

.....

ACCEPTANCE: I [name],
being a community board member, hereby accept the above nomination

..... signature] [date]

JOB DESCRIPTION – EXECUTIVE COMMITTEE ZONE REPRESENTATIVE

1. KEY RESPONSIBILITIES

- a. The Zone Representative will be required to attend the New Zealand Community Boards' Executive Committee (NZCBEC) meetings that are held quarterly in Wellington.
- b. The Zone Representative is to represent and communicate the issues and concerns within that zone to the meetings of the NZCBEC.
- c. The Zone Representative will arrange the holding of at least three Community Board Zone Forums each year with a focus on training / capacity building, networking and information sharing.
- d. The Zone Representative to attend Local Government New Zealand's Zone meetings quarterly and provide a written report to those meetings via the Zone Secretary.

2. OTHER DUTIES

Other requirements of the Zone Representative shall be to:

- Involve the Deputy Representative with the Zone Forums
- Provide a written zone report to the NZCBEC Secretary to be distributed with the quarterly agenda
- Provide a copy of that written report to all community boards within the zone for inclusion in their community board agendas
- Assist and work alongside other zone representatives on the NZCBEC as required, in the preparation of any reports/submissions
- Promote Local Government New Zealand's web page and provide articles via the Secretary for inclusion, as required
- Arrange for the Zone Deputy to attend either the NZCBEC or Zone meetings, if unable to attend
- Provide Local Government New Zealand with a travel expenses claim within 14 days of the NZCBEC meeting (travel expenses include mileage, parking, taxis and flights. Accommodation by prior approval)
- Such other duties that may be required to be undertaken/assigned from time to time

JOB DESCRIPTION – EXECUTIVE COMMITTEE DEPUTY ZONE REPRESENTATIVE

1. KEY RESPONSIBILITIES

- a. The Deputy Zone Representative will be required to attend the New Zealand Community Boards' Executive Committee (NZCBEC) meetings held quarterly in Wellington, should the Zone Representative be unable to attend.
- b. The Deputy Zone Representative is to be in a position of representing and communicating the issues and concerns within that Zone when deputising at the NZCBEC meeting.
- c. The Deputy Zone Representative will assist the Zone Representative in the holding of at least three Community Board Zone Forums each year.

2. OTHER DUTIES

Other requirements of the Deputy Zone Representative shall be to:

- Attend Local Government New Zealand's quarterly zone meetings with the Zone Representative
- Communicate regularly with the Zone Representative on issues and concerns within the zone
- Such other duties that may be required to be undertaken/assigned from time to time