

APPENDIX 1

Zone	Council	Community Board
1	Far North District Council	Te Hiku Bay of Islands-Whangaroa Kaikohe-Hokianga
2	Opotiki District Council	Coast
	Otorohanga District Council	Kawhia Otorohanga
	Rotorua District Council	Rotorua Lakes
	South Waikato District Council	Tirau
	Taupo District Council	Turangi-Tongariro
	Thames-Coromandel District Council	Coromandel-Colville Mercury Bay Tairua-Pauanui Thames Whangamate
	Waikato District Council	Huntly Community Board Ngaruawahia Community Board Onewhero-Tuakau Community Board Raglan Community Board Taupiri Community Board
	Waipa District Council	Cambridge Te Awamutu
	Western Bay of Plenty District Council	Katikati Community Board Maketu Community Board Omokoroa Community Board Te Puke Community Board Waihi Beach Community Board
Whakatane District Council	Murupara Ohope Beach Rangitaiki Taneatua Whakatane	
3	Hastings District Council	Rural Community Board
	Horowhenua District Council	Foxton
	New Plymouth District Council	Clifton Inglewood Kaitake Waitara
	Rangitiki District Council	Ratana Community Board Taihape Community Board
	Ruapehu District Council	National Park Waimarino-Waiouru
	South Taranaki District Council	Egmont Plains Eltham Hawera-Normanby Patea
	Tararua District Council	Dannevirke Eketahuna
	Wanganui District Council	Wanganui Rural

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4	Hutt City Council	Eastbourne Community Board Petone Community Board Wainuiomata Community Board
	Kapiti Coast District Council	Otaki Paraparaumu/Raumati Waikanae Paekakariki
	South Wairarapa District Council	Featherston Greytown Martinborough
	Wellington City Council	Makara-Ohariu Tawa
5	Ashburton District Council	Methven
	Buller District Council	Inangahua
	Christchurch City Council	Akaroa-Wairewa Burwood-Pegasus Fendalton-Waimairi Hagley-Ferrymead Lyttelton-Mt Herbert Riccarton-Wigram Shirley-Papnui Spreydon-Heathcote
	Hurunui District Council	Hanmer Springs
	Mackenzie District Council	Fairlie Community Board Tekapo Community Board Twizel Community Board
	Selwyn District Council	Malvern Selwyn Central
	Tasman District Council	Golden Bay Motueka
	Timaru District Council	Geraldine Pleasant Point Temuka
Waimakariri District Council	Kaiapoi Rangiora Woodend-Ashley Oxford Ward (Advisory Board)	

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Central Otago District Council	Cromwell Maniototo Roxburgh Vincent
Clutha District Council	Lawrence-Tuapeka West Otago
Dunedin City Council	Chalmers Mosgiel Taieri Otago Peninsula Saddle Hill Strah Taieri Waikouati Coast
Gore District Council	Mataura
Invercargill City Council	Bluff
Queenstown Lakes District Council	Wanaka
Southland District Council	Edendale-Wyndham Riverton-Aparima Stewart Island Te Anau Tuatapere Otautau Wallacetown Winton
Waitaki District Council	Ahuriri Waihemo

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 shall 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.

Date: 18 October
To: Community Board Members
CC: Mayors, Chief Executives, Community Board Co-ordinators
From: Malcolm Alexander
Subject: CBEC Elections: Call for nominations

Nominations for representatives and deputies on the New Zealand Community Boards' Executive Committee are due after the October 2013 local authority triennial elections. The Executive Committee is made up of six representatives – one from each of the six geographic zones of member authorities, as described in the Local Government New Zealand rules.

If you have a member of a community board who wishes to stand for election for one of these positions in your zone, can you please ensure that their nomination form is received by LGNZ by the closing date of Friday 29 November 2013.

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.

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; and
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 Malcolm Alexander, Chief Executive, Local Government New Zealand. He will appoint a Deputy Returning Officer.
2. Nominations are being called for by Local Government New Zealand .
3. Successful candidates assume office following the completion of the election in each zone and serve in office until their successor assumes office.
4. 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.
5. 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.
6. 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)). 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.
7. Candidates may stand for both positions, but if they are elected to both positions they are required to vacate the Deputy's position.
8. 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.

Nominations

A nomination form is attached. This should be **received** by the Returning Officer no later than **5.00pm, Friday 29 November 2013**, 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.

Nominations and CVs can be returned by email if you wish to leanne.brockelbank@lgnz.co.nz

Elections

If more than one nomination for any position is received, voting papers and CVs will be sent out to Community Board Chairs on 3 December 2013 and will be due back to the Returning Officer by **5:00pm 19 December 2013**. Please note that late votes will be declared informal.

We recommend that at your next community board meeting you place an item on your agenda to discuss this 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, Mick Lester mglester@clear.net.nz or 027 546 0755
- your current Community Boards' Executive Committee member
- Mike Reid, Local Government New Zealand

Please direct any general enquiries regarding the nomination and election process to Leanne Brockelbank – phone 04 924 1212, or email leanne.brockelbank@lgnz.co.nz.

Malcolm Alexander
Chief Executive
Local Government New Zealand

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

To: Leanne Brockelbank
Local Government New Zealand
PO Box 1214
Wellington
leanne.brockelbank@lgnz.co.nz

to be received by LGNZ by **5.00pm, Friday 29 November 2013.**

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

.....[name] of

.....[address/council]

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

Signed:

Date:

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

To: Leanne Brockelbank
Local Government New Zealand
PO Box 1214
Wellington
leanne.brockelbank@lgnz.co.nz

to be received by LGNZ by **5.00pm, Friday 29 November 2013.**

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

.....[name] of

.....[address/council]

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

Signed:

Date: