

Chairperson and Community Board Members  
**WAIKANAE COMMUNITY BOARD**

**16 NOVEMBER 2010**

Meeting Status: Public

Purpose of Report: For Information

**GOVERNANCE STRUCTURE AND ASSOCIATED DELEGATIONS  
FOR WAIKANAE COMMUNITY BOARD**

**PURPOSE OF REPORT**

- 1 The Board is asked to note that the Governance Structure and Associated Delegations for Council, its Standing Committees, Subcommittees and Community Boards for the 2010-2013 Triennium was adopted by Council on 11 November 2010.

**SIGNIFICANCE OF DECISION**

- 2 The Council's Significance Policy is not triggered by this report.

**BACKGROUND**

- 3 The Council of the previous triennium adopted a Committee structure and delegations presented in the form of a partnership framework with four key standing Committees and a number of subcommittees. This structure was put forward for Council's approval largely unchanged on the understanding that its effectiveness will be reviewed in six months. Part D of the document refers to the delegation for Community Boards.

**CONSIDERATIONS**

Financial Considerations

- 4 There are no financial considerations associated with this report.

Delegation

- 5 The Council is authorised under Clause 32, Schedule 7 of the Act to delegate to a committee or subcommittee or sub-ordinate decision-making body, community board or member:

32. Delegations—

*(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—*

- (a) *the power to make a rate; or*
- (b) *the power to make a bylaw; or*
- (c) *the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or*
- (d) *the power to adopt a long-term council community plan, annual plan, or annual report; or*
- (e) *the power to appoint a chief executive; or*
- (f) *the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement.*

### Legal Considerations

6 There are no further legal considerations.

### Other Implications

7 There are no consultation, policy or financial considerations.

### Publicity Considerations

8 The media is likely to be interested in the decision made by the Council in relation to electing a Chair and Deputy Chair to the Board and a media release will be prepared to this effect.

## RECOMMENDATIONS

9 That the Waikanae Community Board notes that the Council adopted the Governance Structure and Associated Delegations for Community Boards (referred to as Part D) on 11 November 2010. (Appendix A of CCI-10-047).

**Report prepared by:**

**Approved for submission by:**

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**Democratic Services Team Leader**

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**Group Manager Corporate and**  
**Community Information**

Appendix A – Delegations – Community Boards

## Appendix A

### PART D COMMUNITY BOARDS

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#### Paekākāriki Community Board

Chairperson	
Deputy Chairperson	
Board Membership	Four elected members plus one appointed Ward Councillor

#### Paraparaumu/Raumati Community Board

Chairperson	
Deputy Chairperson	
Board Membership	Four elected members plus two appointed Ward Councillors

#### Waikanae Community Board

Chairperson	
Deputy Chairperson	
Board Membership	Four elected members plus one appointed Ward Councillor

#### Ōtaki Community Board

Chairperson	
Deputy Chairperson	
Board Membership	Four elected members plus one appointed Ward Councillor

### PARTNERSHIP FRAMEWORK

- 1 The Community Boards:
  - 1.1 report to the Kapiti Coast District Council.
  - 1.2 work alongside each other and the Committees of Council to provide a governance partnership base for the achievement of the LTCCP;
  - 1.3 will undertake their delegations in accordance with Part A of this document.

### CONSTITUTION AND STATUS

#### Community Board Membership

- 2.1 The membership of a Community Board consists of—  
Members elected under the Local Electoral Act 2001; and Members (if any) of, and appointed in accordance with the Local Electoral Act 2001 by, the territorial authority in whose District the relevant community is situated.

- 2.2 A Community Board is an unincorporated body; and is not a local authority; and is not a committee of the relevant territorial authority.

**Mayor or Deputy Mayor’s attendance at Community Board Meetings**

- 2.3 The Mayor or Deputy Mayor of the Kapiti Coast District may attend meetings of Community Boards. When the Mayor or Deputy Mayor is present at a meeting of a Community Board then the Community Board Chairperson will invite the Mayor or Deputy Mayor to the table. The Mayor or Deputy Mayor can contribute to the debate. They are not however, able to vote.

**Community Board Legislative Basis and Names**

- 2.4 Section 49 of the Local Government Act 2002 states:

- (1) *A Community Board must be established for each community constituted, in accordance with Schedule 6, by—*
- (a) *an Order in Council giving effect to a reorganisation scheme; or*
  - (b) *a resolution made by the territorial authority within whose District the community will be situated as a result of a proposal by electors to establish a community; or*
  - (c) *a resolution made by the territorial authority within whose District the community will be situated as a result of the territorial authority’s review of representation arrangements.*

Section 49(2) of the Local Government Act 2002 requires that the respective Community Boards must be described as:

- The Paekākāriki Community Board
- The Paraparaumu/Raumati Community Board
- The Waikanae Community Board
- The Ōtaki Community Board.

**MEETING FREQUENCY**

- 3.1 The Paekākāriki Community Board will meet six-weekly
- 3.2 The Paraparaumu/Raumati Community Board will meet six-weekly
- 3.3 The Waikanae Community Board will meet six-weekly
- 3.4 The Ōtaki Community Board will meet six-weekly.
- 3.5 The Community Boards may hold joint workshops to discuss issues.

**OBJECTIVE**

- 5 The objectives of each of the Community Boards are to:
- 5.1 achieve the delegated role of the Community Board in accordance with Part A of this document.
  - 5.2 develop policies and strategies for the Council on behalf of the community for the social, economic, environmental and cultural wellbeing of the District, and in particular in the development of the LTCCP and associated policies and strategies.
  - 5.3 act as an advocate in respect of any involvement with Trusts or Bequests that currently exist or are established in the future and that benefit the local community.
  - 5.4 make decisions about local priority ranking as they relate to the undertaking of local works and services.
  - 5.5 review and comment on an annual basis on the delivery of the LTCCP as it relates to initiatives in their local community.
  - 5.6 develop and/or review, for final adoption by the Council and within the framework established by Kapiti Coast: Choosing Futures – Community Outcomes, detailed Community Outcome and Local Outcome Statements. These statements will further deliver back to Kapiti Coast residents and ratepayers specific local community expectations, perspectives and cultural qualities around the seven broad outcome areas that were developed from the community ideas.
  - 5.7 consider and approve the allocation of community-based grant funds as deemed appropriate under their agreed criteria of both existing schemes and any granting schemes that may be approved through the Annual Plan process or the LTCCP process.
  - 5.8 Each Community Board Chair or their Deputy is able to attend meetings of Council and/or the Standing Committees and contribute to the debate, without voting rights.

**SCOPE OF ACTIVITY**

- 6 The scope of activity for the Community Boards is to:
- 6.1 work in accordance with Part A of this document.
  - 6.2 represent, and act as an advocate for, the interests of its community. The Board will establish a Local Outcome Statement for its community. These documents will articulate in the form of a detailed statement what the local community wants in respect of Community Outcomes and as such will drive the policy making of the Council within the framework of the LTCCP and the District Plan. The

advocacy role of the Community Board will also extend to monitoring of the achievement of Community Outcomes within the local area.

- 6.3 listen, articulate, advise and act on any matter of interest or concern to the local community. The Community Board will undertake this role over a range of issues, but in particular over the local desired levels of service for Council services and assets across the 16 activity categories detailed in the LTCCP.
- 6.4 contribute to the development of levels of service for new assets and comment on levels of service for existing assets that match with the Local Outcome Document for each community. This role extends to providing a local community perspective on local expenditure, rate impacts and priorities.
- 6.5 recognise that the process for decision-making under the LTCCP starts within the community and as such the Council and Standing Committees may refer matters to the Community Board to consider and report a local perspective on. (Section 52, Local Government Act 2002 refers).
- 6.6 maintain an overview of services provided by the territorial authority within the community (Section 52, Local Government Act 2002 refers).
- 6.7 receive advice of Council's receipt of all non-notified resource consent applications.
- 6.8 provide advice to the Council and its committees on any matter of interest or concern to the Community Board in relation to the sale of liquor.
- 6.9 contribute local input to the Walkways/Cycleways and Bridleways Network.
- 6.10 consider applications for community grants and approve such in accordance with their criteria.

## **DELEGATED AUTHORITY**

- 7 Each of the Community Boards is delegated the following functions, duties and powers:

### **Emergency Management**

- 7.1 Authority to assist with local civil defence and emergency management activities, including involvement in welfare responses, in accordance with the District Civil Defence Plan;

### **Annual Submission on Expenditure**

- 7.2 Authority to prepare an annual submission to the territorial authority for expenditure within the community (Section 52, Local Government Act 2002 refers);

### **Community**

- 7.3 Authority to communicate with community organisations and special interest groups within the community (Section 52, Local Government Act 2002 refers);

### **Community Grants**

- 7.4 Authority to approve criteria for the allocation of community-based grant funds as approved through the Annual Plan process or the Long Term Council LTCCP (LTCCP) process.
- 7.5 Authority to consider and either approve or reject applications by community groups to establish community gardens, in accordance with the licensing requirements under the Reserves Act 1977 and Council's policy of support for Community/Mara Kai gardens.
- 7.6 Authority to consider and approve the allocation of community-based grant funds as deemed appropriate under agreed criteria of both existing schemes and any granting schemes that may be approved through the Annual Plan process or the Long Term Council Community (LTCCP) process.

### **For the Waikanae Community Board**

- 7.7 Authority to consider and make recommendations to Council on the proposed use of the Waikanae Capital Improvement Fund for the purpose of funding capital projects within the Waikanae Community Board boundary. This is for expenditure over and above the approved annual grant allocations from this fund.

### **For the Paekākāriki Community Board**

- 7.8 Authority to consider and make recommendations to the Campe Estate Subcommittee on grant applications received seeking funding from the Campe Estate funding.

### **Parks and Reserves**

- 7.9 Authority to consider and either approve or reject officer recommendations regarding the naming of Council parks and reserves.
- 7.10 Authority to approve or reject for submission to the Minister for final approval, Management Plans for local public parks and reserves within its area..

### **Roading**

- 7.11 Authority to approve or reject officer recommendations relating to all traffic control and signage matters, in relation to existing local roads within the community board's area, except for changes to speed

restrictions on local roads. (The latter power has been delegated to the Regulatory Management Committee).

- 7.12 Authority to recommend to the Regulatory Management Committee changes to speed restrictions on local roads.
- 7.13 Authority to recommend to the Regulatory Management Committee on the need to permanently diminish or stop roads (i.e. permanently change the size of or permanently close a road).
- 7.14 Authority to consider and either approve or reject officer recommendations under the Council Street Naming policy in respect of:
- names of roads within the District;
  - alteration of the name of any road, or part of any road, within the District.
- If all proposed names are rejected the Community Board may request the Chief Executive to undertake further consultation and provision of a more suitable name.
- 7.15 Authority to issue street numbers for land parcels in accordance with the Council Street Numbers Policy: AS/NZS 4819 Standards on Geographic Information – Rural and Urban.
- 7.16 Authority to assist the Chief Executive (through the Community Board Chairperson) to consider and determine temporary road closure applications where there are objections to the proposed road closure.

#### **Attendance at Public Meetings of Council and Committees**

- 7.17 Authority for the Community Board Chairperson to speak at public meetings of Council and Committees, but not vote. The Chairperson can appoint a Board member to represent them in their absence. That representative can speak at public meetings of Council and Committees, but not vote.
- 7.18 Note: Consideration will be undertaken on a case-by-case basis by either Council and/or a Committee as to whether they resolve that a Community Board Chairperson or their representative stays in attendance for any public-excluded session of Council and/or a Committee.

#### **Submissions**

- 7.19 Authority to review and approve any Community Board submission on issues within its area.

#### **Other**

- 7.20 Authority to undertake any other responsibilities that are delegated to it by the territorial authority (Section 52, Local Government Act 2002 refers).