

PART D COMMUNITY BOARDS**Paekākāriki**

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

Paraparaumu/Raumati

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

Waikanae

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

Ōtaki

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 LTP;
 - 1.3 will undertake their delegations in accordance with Part A of this document.

STATUS AND CONSTITUTION**Community Board Membership**

- 2 A Community Board is an unincorporated body; it is not a local authority or a committee of the relevant territorial authority.
- 3 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.

Mayor or Deputy Mayor's attendance at Community Board Meetings

- 4 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

- 5 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.*
- 6 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

- 7 Each of the four Community Boards will generally meet on a six-weekly basis.
- 8 The Community Boards may hold joint workshops to discuss issues.

OBJECTIVES

- 9 The objectives of each of the Community Boards are to:
- 9.1 Achieve the delegated role of the Community Board in accordance with Part A of this document.
- 9.2 Make recommendations on 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 LTP and associated policies and strategies.
- 9.3 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.
- 9.4 Make decisions about local priority ranking as they relate to the undertaking of local works and services.

- 9.5 Review and comment on an annual basis on the delivery of the LTP as it relates to initiatives in their local community.
- 9.6 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.
- 9.7 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 LTP process.
- 9.8 Each Community Board Chair or their alternate is able to attend meetings of Council and/or the Standing Committees and contribute to the debate, without voting rights. Where a Community Board has submitted on an issue or has spoken during Public Speaking Time on an issue they shall not participate in discussion or debate.

DELEGATED AUTHORITY

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

Emergency Management

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

Annual Submission on Expenditure

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

Community

- 10.3 Authority to communicate with community organisations and special interest groups within the community (Section 52, Local Government Act 2002 refers);
- 10.4 Authority to listen, articulate, advise, advocate and make recommendations to Council on any matter of interest or concern to the local community.
- 10.5 Authority to work with Council and the community to establish a Local Outcome Statement for its community, with reference to Community Outcomes; and to monitor the achievement of Community Outcomes within the local area.
- 10.6 Authority to provide a local community perspective on the levels of service as detailed in the LTP, and on local expenditure, rate impacts and priorities.

- 10.7 Authority to receive matters referred to the Board by Council or its Standing Committees for consideration and reporting on a local perspective (Section 52, Local Government Act 2002 refers).
- 10.8 Authority to receive advice of Council's receipt of all non-notified resource consent applications.
- 10.9 Authority to 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.
- 10.10 Authority to contribute local input to the Walkways/Cycleways and Bridleways Network.

Community Grants

- 10.11 Authority to approve criteria for the allocation of community-based grant funds as approved through the Annual Plan process or the LTP process.
- 10.12 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.
- 10.13 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 LTP process.

For the Waikanae Community Board

- 10.14 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

- 10.15 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

- 10.16 Authority to make recommendations to Council after reviewing existing, or considering new draft Reserve Management Plans for local public parks and reserves within its area.

Roading

- 10.17 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).
- 10.18 Authority to recommend to the Regulatory Management Committee changes to speed restrictions on local roads.
- 10.19 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).
- 10.20 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.

Naming Reserves, Structures and Commemorative Places

- 10.21 With reference to the Reserves, Structures and Commemorative Places Naming Policy 2011, authority to receive requests from the community, or put forward names, regarding specific names of reserves, structures and commemorative places for input to the staff report.
- 10.22 Authority to approve or reject officer recommendations in respect of such names.

Naming Roads

- 10.23 With reference to the Road Naming and Street Numbering Policy 2011, authority to:
- accept or reject staff recommendations on: road names; or the alteration of the name of any road; or part of any road within the Board's community area. If all names are rejected the Board may request a further report;
 - decide whether community consultation is warranted where the spelling of a road name needs to be corrected;
 - make recommendations to Council on road names where the road starts and ends in different community areas if agreement cannot be reached between the relevant Boards.

Attendance at Public Meetings of Council and Committees

- 10.24 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.
- 10.25 *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

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

Training and development

- 10.27 Authority to set priorities for and expend annual funding allocated by Council for the purposes of training and development

Other

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