

DELEGATIONS

Part 3

Delegation to Community Boards

Jurisdiction of Community Boards - Kaiapoi-Tuahiwi, Rangiora-Ashley, Woodend-Sefton and Oxford-Ohoka

The role of the Community Board is set out in the Local Government Act 2002 Clause 52

The Community Boards shall be responsible for—

1. Representing, and acting as an advocate for, the interests of its Community.
2. Consideration of and reporting on all matters referred to it by the Council or any matter of interest or concern to the Community Board.
3. Maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.
4. After consultation with the community preparation of an annual submission to the budgetary process of the Council for expenditure within the community. (ie Annual Plan, Long Term Plan)
5. Communication with community organisations and special interest groups within the community.
6. Performing such other functions as the Waimakariri District Council may delegate to the Board.

The Powers of Community Boards are delegated to it by the Waimakariri District Council in accordance with Clause 32 of Schedule 7; however a Community Board may not acquire, hold or dispose of property or appoint, suspend or remove staff.

Specific Jurisdiction

7. To prepare and adopt an Annual Community Board Plan that highlights the key issues, priorities and actions that the Board proposes to advance during the year. This document is reviewed annually and the Chairperson annually reports back to the Council on progress.
8. To advise the Council and Standing Committees on local implications of such policies, projects and plans, which have district-wide impacts and are referred to the Board for comment.
9. To make a submission, prior to the Council adopting a draft Long Term Plan or Annual Plan, on the proposed Plan, as it relates to the Community Board.
10. To make recommendations on policy matters to the Chief Executive in respect of matters which affect the Board area. Such recommendations are formally conveyed by the Community Board Advocate through the Management Team via memo.
11. To lead public meetings/discussion, as part of consultation on projects within the Board area and where delegated make budgetary decisions.
12. To determine matters relative to the discretionary sum approved by the Council for the Community area. The apportioned rate to be at least \$0.50 per person and to be reviewed three yearly.
13. To receive a copy of the notification of notified applications for Resource Consents within the Board area and submit where appropriate.

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14. To recommend to the Council:
 - Purchase of land within approved budgets for parks, reserves, waterways or other local purposes.
 - Sale of land where appropriate
15. Delegated authority on matters in the Community area in accordance with Council policies and guidelines in respect of the following matters —
 - Granting of new leases or licences on reserve land; excluding the airfield. (The Board also receives an annual report on existing reserve land leases). Any easements on existing recreational reserves for underground works/services is an operational matter under delegation of Community & Recreation staff.
 - Approving, on behalf of the Council as landowner, proposed developments or activities on parks, reserves and waterways and within existing budgets; Approving consultation plans for new developments on parks, reserves or waterways which may include planting plans and play equipment.
 - To consider writing a submission regarding an application for a liquor licence in the Board area; and noting the process of decision rests with the District Licensing Committee.
 - To consider writing a submission regarding any Gambling Venue Licence application in the Board area; noting the process of decision rests with the Hearing Committee.
 - Where referred to the Community Board granting of rights of way and other easements (over Council owned property); Where specifically delegated by the Council or a standing committee, assuming responsibility for implementing a project(s), within the approved Council budget and Council's policies and purchasing procedures.
 - Allocating discretionary and unspecified funding that the Council has budgeted for the Community Board relating to the improvement, enhancement or replacement of amenity, recreation and roading assets; through the utilisation of the Boards Landscape Budget. This can cover Community Board initiated projects.
 - Making, within approved budget limits, operational and funding decisions relating to Community Facility Groups, Reserve and Domain Advisory Groups in the Community area where the Group has made a recommendation to the Community Board;
 - Authorising, within approved budgets, Board member attendance at relevant conferences and/or training courses;
 - Approving control signs on streets (eg, stop, give way, etc);
 - Approving traffic control and constraint measures on streets, and recommending to Resource Management & Regulations Committee; matters relating to Council parking by-laws.

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- Approving design and location of neighbourhood improvements (in conjunction with bullet point 2)
 - Naming and re-naming of roads, streets and parks; (can be delegated to specific Board sub-committee)
 - Where referred to the Board, the authority to approve the removal of street and recreation reserve trees; unless deemed an urgent Health and Safety matter.
- 16 Appointment of member(s), after appropriate training, to the Council's Hearings Committee. Where a resource consent application relates to the Community area and the Council decides to have Council/Community Board membership of the hearing Panel, a non RMA accredited Community Board member could be invited to participate in the hearing and deliberation process, providing two accredited Councillors are appointed to the Hearing Panel.

Community Board Specific Delegations

Kaiapoi-Tuahiwi Community Board

1. Responsibility for all residual matters relating to the Waimakariri Harbour within the authority of the Waimakariri Harbour Act 1946 and in consultation with Environment Canterbury as the Regional Authority and Harbourmaster.