

Community Board Charter

Policy Owner	Chief Executive
Approved By:	Policy & Regulatory Committee
Effective Date	October 2019
Next Review Date:	October 2022

COMMUNITY BOARDS

Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in section 52 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngauwahia, Onewhero-Tuakau, Raglan and Taupiri Community Boards as follows:

- i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their Community Board area.
- ii) To consider applications for, and to distribute Discretionary Fund grants within their Community Board area, in a fair and equitable fashion.
- iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.

Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees of management to administer Council-owned halls and community centres within their Community Board area.

The following Charter applies to all Community Boards.

COMMUNITY BOARD CHARTER

I Purpose

- I.1 The _____ Community Board (the Community Board) is set up by the Waikato District Council (the Council) to assist Council in dealing with local issues in the community of _____.

2 Roles and Delegations

- (a) The Council's roles are:
 - (i) To give effect to local identity and preferences.
 - (ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - (iii) To increase efficiency.
- (b) The Community Board's role is to express the community's views on local issues to the Council. In order to achieve this, the legislative guidelines for the Community Board shall be as follows:

- (i) Represent, and act as an advocate for, the interests of its community.
 - (ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Community Board.
 - (iii) Maintain an overview of services provided by the Council within the community of _____.
 - (iv) The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of _____.
 - (v) Communication with community organisations and special interest groups within the community of _____.
 - (vi) Make recommendations to the Infrastructure Committee on the disbursement of any Township Development Funds. The final decision rests with Council.
 - (vii) To disburse within the community of _____ the discretionary funds allocated by the Council as part of its Annual Plan or Long-Term Plan budget.
 - (viii) Any other function and duties as may be delegated from time to time to the Community Board by the Council.
- (c) Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in Section 32 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaruawahia, Tuakau, Rural Port Waikato and Raglan Community Board as follows:
- (i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their community board area
 - (ii) To consider applications for, and to distribute Discretionary Fund grants within their Community Board area in a fair and equitable fashion.
 - (iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.
- (d) Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees of management to administer Council-owned halls and community centres within their Community Board area.

3 Membership of Community Board

- (a) The membership of the Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.

- (b) In line with representation reviews and any applicable Local Government Commission determinations, Councillor(s) elected in the Ward representing the Community Board area shall be Community Board members either by election or appointment. (Please note that the Local Government Commission determination does not permit both elected Councillors from the Tuakau Ward to be appointed to the Tuakau Community Board).
- (c) The role of the appointed Councillor shall be the liaison link between Council and the Community Board, in particular accepting the responsibilities as set out in Clause 8 of this Charter.

4 Chairperson

- (a) The Community Board shall appoint a Chairperson from within its membership.
- (b) The Community Board shall appoint a Deputy Chairperson from within its membership.

5 Remuneration

- (a) Remuneration to individual members shall be as resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- (b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

6 Meeting Procedures

- (a) The Community Board shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
- (b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
 - matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda
 - concerns with Council operations to be discussed
 - Ward Councillors to report back to the meeting on Council discussions and decisions
 - Community Board members to provide any relevant updates

7 Communication

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

8 Responsibilities of Ward Councillors and Staff

The Council, through the Ward Councillor(s) and the staff, will ensure that:

- (a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's draft Annual Plan and/or draft Long Term Plan (whichever is applicable).
- (b) The Community Board is consulted by way of detailed presentation on the contents of the draft Annual Plan or draft Long Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make a meaningful submission to Council.
- (c) The Community Board participates in the prioritising of capital works projects in the Community Board area such as:
 - seal extension
 - street lighting upgrades
 - footpath development
 - roading upgrades
 - utilities works
 - playground works
- (d) The Community Board members will be presented with a report on a monthly basis detailing the next month's programme of works.
- (e) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a meaningful submission.
- (f) The Community Board members will be invited to participate in all community or roadside meetings held in the Community Board area on proposed works projects.

9 Responsibilities of Community Board Members

- (a) The Community Board members will contact the Ward Councillor(s), Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- (b) The Community Board members will undertake or recommend to the Council promotion of local cultural, sporting and enterprise initiatives or community events.
- (c) The Community Board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner.

- (d) The Community Board members have a responsibility to be active members of the Community Board, adhering to relevant Council policies and procedures in the discharge of their duties.
- (e) The Community Board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community so as to enhance performance.

10 Responsibilities of Council

- (a) The Council agrees to hold at least one combined workshop per annum, at which the Council will participate with all Community Boards in discussing issues of mutual interest and clarification will be given on future Council direction.
- (b) The Council may accept representations from the Community Board at its ordinary meetings on issues of significance contained within the Community Board Minutes.
- (c) The Council employs the Chief Executive and the Chief Executive employs all staff. The Chief Executive is accountable to the Council not to the Community Board.