

Agenda for a meeting of the Taupiri Community Board to be in the War Memorial Hall, Greenlane Road, Taupiri on **MONDAY, 20 JUNE 2022** commencing at **6.00pm**.

Information and recommendations are included in the reports to assist the Board in the decision-making process and may not constitute Council's decision or policy until considered by the Board.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

The register of interests is no longer included on agendas; however, members still have a duty to disclose any interests under this item.

4. CONFIRMATION OF MINUTES

Meeting held on Monday, 9 May 2022.

3

5. PUBLIC FORUM

6. REPORTS

- | | | |
|-----|---------------------------------|--------|
| 6.1 | Discretionary Fund Report | 10 |
| 6.2 | Taupiri Works and Issues Report | 12 |
| 6.3 | Community Board Charter Review | 18 |
| 6.4 | Chairperson's Report | Verbal |
| 6.5 | Councillors' Report | Verbal |

7. PROJECTS

- | | | |
|-----|--|--------|
| 7.1 | Parks & Reserves – Mr Van Dam/Ms Morley | Verbal |
| 7.2 | Community Planting and Maintenance – Ms Morley | Verbal |
| 7.3 | Taupiri School updates – Ms Ormsby-Cocup | Verbal |
| 7.4 | Taupiri Mountain (Maunga) – Ms Ormsby – Cocup/ Ms Morley/ Ms Henry | Verbal |
| 7.5 | Emergency Procedures – Civil Defence – Ms Morley | Verbal |

- | | | |
|-----|--|---------------|
| 7.6 | Road Frontages/Gardens/Mowing – All members | <i>Verbal</i> |
| 7.7 | Footpaths/Roads Signs/Lighting/Tunnels – All members | <i>Verbal</i> |
| 7.8 | Roads – Potholes/Intersections/Bridges– All members | <i>Verbal</i> |
| 7.9 | Halls – All members | <i>Verbal</i> |

GJ Ion
CHIEF EXECUTIVE

To	Taupiri Community Board
Report title	Confirmation of Minutes
Date:	20 June 2022
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for the meeting of the Taupiri Community Board held on Monday, 9 May 2022.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for the meeting of the Taupiri Community Board held on Monday, 9 May 2022 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – TCB Minutes, Monday, 9 May 2022.

MINUTES for a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY, 9 MAY 2022** commencing at **6.00pm**.

Present:

Ms D Lovell (Chairperson)
Mr R Van Dam (Deputy Chairperson)
Cr JM Gibb
Cr EM Patterson
Mr H Lovell
Ms J Henry
Miss S Ormsby-Cocup

Attending:

Ms Pauline Giles (Waikato District Alliance)

Ms N Armstrong-Nield (Iwi and Community Development Advisor)
Ms G Shaw (Democracy Advisor)
Mrs L Van den Bemd (Community Led Development Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Lovell & Ms Ormsby-Cocup)

THAT an apology from Ms Morley be received.

CARRIED

TCB2205/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Patterson)

THAT the agenda for a meeting of the Taupiri Community Board held on Monday, 9 May 2022 be confirmed:

- a. with all items therein being considered in open meeting; and
- b. all reports be received.

CARRIED

TCB2205/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Gibb/Patterson)

THAT the minutes for a meeting of the Taupiri Community Board held on Monday, 28 March 2022 be confirmed as a true and correct record with an amendment noting Councillor Patterson's absence.

CARRIED

TCB2205/03

REPORTS

Waikato District Alliance Update

Agenda Item 6.1

- The Button Lane bollards had been completed/reinstalled and no further attempts to remove the bollards had been reported.
- 'Watch for Children' signs were in progress. It was suggested a sign could also be placed opposite Educare, 30 Te Putu Street, Taupiri (at the bottom of the ramp).

ACTION: Staff to consider 30 Te Putu Street, Taupiri (opposite Educare) as an additional site for installation of 'Watch for Children' signage.

Waikato Regional Council Update

Agenda Item 6.2

This agenda item would be rescheduled to a future Taupiri Community Board meeting as Ms Storey was unable to attend on this occasion.

Discretionary Fund Report

Agenda Item 6.3

The report was received [*TCB2205/02 refers*] and the following discussion was held:

- The Board needed to ensure it spent its money and makes a commitment to do so before the end of the year.
- There were questions regarding how new subdivisions/residents would impact rates and, consequently, the Board's budget.

ACTION: Staff to provide the Board with information regarding rates for new Taupiri residents (residing in new local subdivisions).

Taupiri Works and Issues Report

Agenda Item 6.4

The report was received [TCB2205/02 refers] and the following discussion was held:

- *Community Plan* – The Taupiri Community Trust project was ongoing. Councillor Gibb would be signing its new Trustees on 26 May 2022 at the Taupiri Community Hall.

Forthwith, Councillor Gibb would develop a community plan booklet in consultation with community board members.

ACTION: Councillor Gibb to develop a community plan booklet in consultation with Taupiri Community Board members.

- *Wel Green Boxes/Chorus Building/Mural Painting* – the Chair attended a meeting with the Marae in early May. Representatives from the Marae were excited about the project and provided good feedback. It was suggested that Kaitotehe School was incorporated into the mural. The school had extensive local history and the bell which was atop the local church was once the same bell used at the school.

It was also suggested that bush, trees, and birdlife be incorporated into the mural, although all suggestions were still in the discussion/s stage.

Members suggested that a corresponding history board be created in conjunction with the mural to ensure people understood the meaning and significance of features in the mural and how they related to the local community.

There was a suggestion to involve local school children in the design/artwork of the mural, potentially through an art competition.

The Marae noted that it would like to interweave both Maori and Pakeha history in the mural to signify the town's unity and coming together since its establishment.

ACTION: Board to continue discussions/planning around the Chorus Building mural artwork.

ACTION: Board to consider how it could incorporate local school children in the artwork/design of the Chorus Building mural artwork (e.g., a local competition).

- *Proposal for Walkway and Cycle Track in Taupiri* – there were no updates. The Board was waiting for the formal establishment of the Taupiri Community Trust and its potential funding avenues.
- *Community Planting and Maintenance* – the Board believed there had been no further issue with the fruit trees, however, the trees on Button Lane required pruning. There were no further updates in Ms Morley's absence.

ACTION: Ms Morely to arrange for the trees on Button Lane to be pruned.

- *Te Putu Street Rail Bridge Painting/Wooden Railings* – there were no updates to this item.

- *Taupiri School/Community Garden Improvements and Picnic Tables* – Ms Ormsby-Cocup would follow up with Menzshed and Taupiri School to progress this project. It was suggested City Care could support the project and the Community Led Development Advisor would provide relevant contact details to Ms Ormsby-Cocup to investigate options and hold a discussion around this.

ACTION: Ms Ormsby-Cocup to follow up with Menzshed and Taupiri School to progress the Community Garden Improvements and Picnic Tables project.

ACTION: Ms Ormsby-Cocup to follow up with City Care for a discussion around how it might be able to support this project moving forward.

- *Neighbourhood Support* – the Community Led Development Advisor had passed Police details on to the Chair to follow up around this item.

ACTION: The Chair would follow up with the Police regarding Neighbourhood Support in Taupiri.

- *Car on Te Putu St* – Ms Giles confirmed the Waikato District Alliance could organise a tow truck and arrange the removal of the vehicle on Te Putu Street. Board members confirmed that the vehicle appeared to be unregistered and likely did not have an up-to-date warrant of fitness.

ACTION: The Waikato District Alliance team would lodge a service request for the removal of the vehicle parked on Te Putu Street.

- *Watch for Children signs* – this item was in progress and the Board had suggested an action which was captured earlier in the minutes.
- *Parks and Reserves* – there were no updates relating to this item.

Third Quarter Service Request Report Agenda Item 6.5

- The Board noted a high volume of dog barking/noise had been reported this quarter.
- Board members remarked that numbers of reported livestock trespassing would likely increase from 1 June 2022 when farmers started moving their livestock.
- There had been reports of new tagging in the Taupiri community.
- There had been 15 noise complaints. Discussion was held around the reason for this, and board members confirmed that residents had been lodging complaints regarding brawls/fights that were occurring outside the local pub. It was suggested that this was a Police issue and residents should alert the Police to these incidents.

Chairperson's Report Agenda Item 6.6

The Chair provided a verbal report and answered questions from the Board. The following matters were discussed:

- The Chair had sent an email asking board members to complete a Chorus survey regarding the company's investments and planning. Chorus had stated it would appreciate the feedback.
- The Chair thanked Ms Giles (from the Waikato District Alliance) for arranging the replacement of bollards on Button Lane.

Councillors Reports Agenda Item 6.7

- Councillors Gibb and Patterson attended the Ngaruawahia ANZAC service (representing the Taupiri Community Board) and noted that the Chair laid the ANZAC wreath on behalf of the Board.
- The Councillors informed the Board of a piece of land on Gordonton Road containing unmarked graves (1,500 metres). Council considered it good practice to acquire this piece of land (from Waka Kotahi), thus, was working through a process to do so. The update was provided to ensure the Board was aware of this piece of work. Mr van Dam suggested that the piece of land in question may be incorrect, thus, Councillor Patterson would follow up with Mr van Dam for clarification.

ACTION: Councillor Patterson would follow up with Mr Rudy van Dam for clarification regarding the piece of land (in close proximity to the cemetery on Gordonton Rd) Council seeks to purchase.

- Councillors attended a workshop regarding the Local Alcohol Policy Review. The current bylaw requires adjustment as a result of local growth in certain areas. The review would go out for consultation later in the year. Councillors would look to prioritise consultation in the community to ensure local agreement with the Council's approach.
- Council meetings had recommenced in person (in the Council Chambers) and the Councillors noted it was nice to have an in person/in Council Chamber experience and to reconnect with other Councillors and staff face-to-face again.

PROJECTS

Parks & Reserves Agenda Item 7.1

- No discussion was held.

To	Taupiri Community Board
Report title	Discretionary Fund Report to 07 June 2022
Date:	20 June 2022
Report Author:	Jen Schimanski, Support Accountant
Authorised by:	Alison Diaz, Chief Financial Officer

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Taupiri Community Board on the Discretionary fund spend to date, commitments and balance as at 07 June 2022

2. Staff recommendations

Tuutohu-aa-kaimahi

That the Taupiri Community Board receives the Discretionary Fund report to 07 June 2022.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Discretionary Fund report to 07 June 2022

TAUPIRI COMMUNITY BOARD DISCRETIONARY FUND REPORT 2021/22 (July 2021 - June 2022)
--

As at Date: 07-Jun-2022

	GL	1.208.1704
2021/22 Annual Plan		1,624.00
Carry forward from 2020/21		4,527.00
Total Funding		6,151.00
Income		-
Total Income		-
Expenditure		
21-Dec-21 Payment to Heartsaver NZ Ltd for the amount of \$154.22 (including GST) being the cost of servicing the Taupiri Community AED defibrillator.	TCB2112/04	134.11
01-Mar-22 Payment to Heart Saver NZ for the amount of \$11.50 (inc GST)	TCB2203/05	10.00
Total Expenditure		144.11
Net Funding Remaining (Excluding commitments)		6,006.89
Commitments		
19-Oct-20 Allocated to Chair to purchase miscellaneous items Less: Expenses - Jo Morley	TCB1708/03	100.00 (20.91) <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 79.09
26-Oct-21 Commitment to a payment to the Community Development Advisor from their Discretionary Fund in the amount of \$150 (including GST) for the reimbursement of a Koha for the workshop held at Taupiri Marae on August 16 2021.	TCB2110/03	130.43
14-Feb-22 Commitment to the Chorus building mural of \$2,000.00 (incl GST), increase from resolution in March to accept a quote of \$3,000.00	TCB2202/04 TCB2203/05	2,608.70
Total Commitments		2,818.22
Net Funding Remaining (Including commitments)		3,188.67

Open – Information only

To	Taupiri Community Board
Report title	Works and Issues Report – June 2022
Date:	20 June 2022
Report Author:	Lianne van den Bemd, Community Development Advisor
Authorised by:	Clive Morgan, General Manager Community Growth

1. Purpose of the report
Te Take moo te puurongo

To provide an update on issues arising from the previous meeting and works underway.

2. Staff recommendations
Tuutohu-aa-kaimahi

THAT the Works and Issues Report – June 2022 be received.

3. Attachments
Ngaa taapirihanga

Attachment 1: Taupiri Community Board's Works and Issues Report – June 2022

Taupiri Community Board's Works and Issues Report – June 2022

	Issue and Action	Area	Status Update
1	<p>COMMUNITY PLAN (Community Plan booklet is an ongoing process)</p> <p>Draft booklet created.</p> <p>February Update The Community Trust needs to be established first before a booklet is published.</p>	<p>Taupiri Community Board</p>	<p>Ongoing</p>
2	<p>WEL GREEN BOXES / CHORUS BUILDING – MURAL PAINTING</p> <p>February Update The Board decided:</p> <ol style="list-style-type: none"> 1. It would like to paint the front wall only and the community can paint the remaining walls if desired. 2. To commit to spending \$2,000 on the mural, pending \$1,500 from the Place Making budget, as offered by Mrs van den Bemd. <p>Actions:</p> <ol style="list-style-type: none"> 1. Chorus would like to see the finalised design and will donate a graffiti guard for the mural. 2. The mural design will need to go through the marae for consultation and input. 	<p>Taupiri Community Board</p>	<p>Ongoing</p>

	Issue and Action	Area	Status Update
3	<p>PROPOSAL FOR WALKWAY AND CYCLE TRACK IN TAUPIRI</p> <p>Potential pathway on Mr Craig Graham and Mr Fraser Graham land for a Walkway and Cycle track.</p> <p>Updates:</p> <ol style="list-style-type: none"> 1. Community Trust needs to be established first. Trust is being worked through and update will be provided once this work has been done. 2. Craig and Fraser Graham still waiting to meet with NZTA representatives. <p>February Update Cr Patterson will contact NZTA for follow up.</p>	Cr Patterson	Ongoing
4	<p>COMMUNITY PLANTING AND MAINTENANCE</p> <p>Fruit trees being stripped of fruit and people are also entering private property.</p> <p>Actions: Ms Lovell to:</p> <ol style="list-style-type: none"> 1. Raise fruit tree matters with the Taupiri Community Constable. 	Ms Morley	Ongoing

	Issue and Action	Area	Status Update
5	<p>EMERGENCY PROCEDURES</p> <p>The Chair, Ms Morley, Ms Ormsby-Cocup, Mr Lovell to work on the Emergency Procedures Plan.</p>	<p>Taupiri Community Board / The Chair, Ms Morley, Ms Ormsby-Cocup, Mr Lovell</p>	Ongoing
6	<p>TAUPIRI SCHOOL - COMMUNITY GARDEN IMPROVEMENTS AND PICNIC TABLES</p> <p>Updates</p> <ol style="list-style-type: none"> Ms Morley to investigate whether private businesses can contribute to reducing the costs of the project. Bunnings still happy to donate materials such as pavers and timber for the project. However, nothing can occur during Level 3 COVID restrictions. Spring Hill prison not taking on any further work. Construction of picnic table/s - Menzshed in Huntly going back to work in orange level. Taupiri School had written to Menzshed with the aim of beginning work at the beginning of Term 1, 2022. <p>February Update</p> <p>Ms Ormsby-Cocup to attend Taupiri School meeting 21 February and report back to Board at next meeting.</p>	<p>Taupiri Community Board / Ms Ormsby-Cocup / Ms Morley</p>	Verbal update.

	Issue and Action	Area	Status Update
	<p>March Update Ms Ormsby-Cocup to follow up with MENZSHED regarding the Taupiri School/Community Garden Improvements and Picnic Tables.</p>		<p>May 2022: Ms Ormsby-Cocup to contact Ms Morley before 14 April 2022. Ms Ormsby-Cocup to provide a verbal update at the May TCB meeting.</p>
8	<p>NEIGHBOURHOOD SUPPORT</p> <p>Updates: 1. No funding requests had been received from Mr Smith.</p> <p>February Update Counties Manukau Neighbourhood Support branch will lead a 'Safer Communities' project directed at community boards and community committees. These meetings taking place via Zoom in March. Two national groups in that space also invited for feedback.</p> <p>Council has requested that a meeting be set for late February early March. Wayne Paxton, Communities Sergeant South, Tamaki Makaurau ki te Tonga and Council's Community Led Development team are organising this on behalf of the relevant Boards and Committees.</p>	Lianne Van Den Bemd – Community Growth	Ongoing, until we hear from Wayne Paxton, Communities Sergeant South Manukau Police.
9	<p>WATCH FOR CHILDREN SIGNS</p> <p>Staff to investigate the placement of 'Watch for Children' signs in the following locations at Taupiri:</p> <ul style="list-style-type: none"> ▪ Taraheke Drive - Greenlane Road 	Senior Transport Engineer, Gareth B / WDA Customer	May 2022 WDA Customer Experience Officer, Pauline Giles, is working with the Senior Transport Engineer regarding the lack of 'Watch for Children' signs in Taupiri.

	Issue and Action	Area	Status Update
	<ul style="list-style-type: none"> ▪ Each end of Te Putu Street ▪ Great South Road, by bus stop (somewhere around Hop-n-Stopn) ▪ At the entrance to Bob Byrne Park <p>Action: May Meeting Staff to consider 30 Te Putu Street, Taupiri (opposite Educare) as an additional site for installation of 'Watch for Children' signage.</p>	Experience Officer, Pauline Giles	June 2022: It has been agreed that a sign will be installed at this site as well.
10.	<p>RATES FOR NEW TAUPIRI RESIDENTS</p> <p>Staff to provide the Board with information regarding rates for new Taupiri residents (residing in new local subdivisions).</p>	Colin Bailey, Finance Team	New residents pay the Community Board targeted rate with effect from 1 July each year.
11.	<p>REMOVAL OF VEHICLE</p> <p>The Waikato District Alliance team would lodge a service request for the removal of the vehicle parked on Te Putu Street.</p>	WDA, Pauline Giles	June 2022: The TCB Chair advised that this vehicle is still parked on Te Putu Street.

To	Onewhero-Tuakau Community Board
Report title	Community Board Charter
Date:	7 June 2022
Report Author	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Sue O’Gorman, General Manager Customer Support

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to seek feedback from the Board on the current Community Board Charter.

2. Executive summary

Whakaraapopototanga matua

The Charter for each Community Board sets out the roles and responsibilities of the Community Board, and how the Council and Community Board will work together. This includes the delegations from the Council to the Community Board.

The current Community Board Charters will be reviewed by the Council in the near future. To this end, it would be helpful to understand the Community Board’s views on the current charter.

3. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Onewhero-Tuakau Community Board provide staff with feedback on the current Community Board Charter for review by the new Council in October 2022.

4. Background

Koorero whaimaarama

Every triennium the Community Board Charters are reviewed by Council and updated Charters are provided once the Council have determined their governance structure. It was anticipated that Council would do a mid-term review of the Charters in 2021, however this was delayed due to the Representation Review along with COVID-19 lockdowns.

As the elections are approaching it would be appreciated to receive feedback from the existing Community Boards on what changes they believe should occur to the Charters. To this end, this report attaches the existing Charter and requests feedback from each Community Board by the end of June 2022.

5. Next steps

Ahu whakamua

Council staff will collate the feedback from the five (5) Community Boards for consideration by Council for review/amendment.

Once the new Council has determined their governance structure they too will advise of any further amendments/changes required to the Community Board Charters for the 2022-2025 triennium.

6. Attachments

Ngaa taapirihanga

Attachment 1 – Onewhero-Tuakau Community Board Charter

Community Board Charter

Policy Owner	Chief Executive
Approved By:	Policy & Regulatory Committee
Resolution Number	WDC1310/23
Effective Date	October 2013
Next Review Date:	October 2016

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, Ngaruawahia, 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, Onewhero-Tuakau, Raglan and Taupiri 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 Awaroa ki Tuakau Ward to be appointed to the Onewhero-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.