

Terms of Reference - Makara/Ohariu Community Board

The only **formal** delegation approved by Council relates to delegated authorities in respect of resource consent applications which impact solely on the Board's area. This authority has been given to a **combined** Committee of Council and Makara/Ohariu Board members. The specific delegated authorities are the same as those detailed in Section 6 of the Tawa Community Board schedule of delegations.

The Board also received confirmation from the then Town Clerk in late 1990 that it would be consulted and its opinions sought on a wide range of issues relating to the Makara/Ohariu area before a Council decision on any of those issues was made.

The items which were included in this schedule were as follows:

- (i) Civil Defence
- (ii) Water & Soil Conservation Act 1967
- (iii) Soil Conservation & Rivers Control Act
- (iv) Noxious Weeds & Pest Control
- (v) Liaison with Wellington Regional Council on (ii) - (iv) above
- (vi) Road works and traffic management (Annual Plan issue)
- (vii) Temporary road closures
- (viii) Recreation facilities and reserves (Annual Plan issue)
- (ix) Litter Act, liaison, prosecutions and rangers
- (x) Noise Act liaison and prosecutions
- (xi) Halls and local grants (Annual Plan issue)
- (xii) Community activities, services and projects (Annual Plan issue)
- (xiii) Sewage and stormwater disposal
- (xiv) City Bylaw enforcement and prosecutions
- (xv) Dog control and registration liaison
- (xvi) District Scheme review liaison
- (xvii) Subdivision and land title variation
- (xviii) Fire bans and permits
- (xix) Mining applications liaison
- (xx) Power pylons, lines and roading approvals
- (xxi) Budget, farmland roll and rating liaison.

Specific Roles, Procedures & Delegations of the Makara/Ohariu Community Board

Note: This list of specific roles, procedures and delegations is not exhaustive but has been compiled because the Community Boards identified these areas as being of particular importance in 1997. It is envisaged that this list will be reviewed every triennium and that specific areas will be added or removed if necessary.

1. Rural matters:

Role: To advise Council on all rural issues.

Procedure: (a) Council will consult the Makara/Ohariu Community Board on all issues that impact on the Makara/Ohariu rural area and allow sufficient time for the Community Board's comments to be considered before a decision is made. This includes: rural rates, management plans, sewage and stormwater disposal, the use of Council property and heritage issues.

(b) The Council will also involve the Makara/Ohariu Community Board in any dealings with the Wellington Regional Council that impacts on the Makara/Ohariu area.

Delegations: Advisory.

2. Strategic Plan:

Role: To be pro-active in the community and actively seek out the aspirations and needs of the local community and its local organisations and reflect these in the Community Board's input into the Strategic Plan.

Procedure: The Makara/Ohariu Community Board will be invited to take part in all stages of Strategic Planning, including the review of Wellington City Council's Strategic Plan.

Delegation: Advisory.

3. Annual Plan:

Role: To be pro-active in the community and actively seek out the aspirations of the local community and its local organisations and reflect these in the Community Board's input into the Annual Plan.

Procedure: The Makara/Ohariu Community Board will provide input into the 'proactive' phase of the Annual Planning cycle by recommending service level changes and/or new initiatives. The ideas will be analysed and the Board given feedback on how their ideas fare. The Community Board will provide input into the 'reactive' phase of the Annual Planning cycle by preparing an annual submission to the Draft Annual Plan on expenditure within the community and by ranking the 'new initiatives' presented in the Draft Annual Plan.

Delegation: Advisory.

4. Policy Monitoring and Development:

Role: To assist Wellington City Council in monitoring and developing policy that impacts on the Makara/Ohariu community and to act as Council's main advisory body on rural issues.

Procedure:

- (a) The Makara/Ohariu Community Board will assist Council in monitoring existing policies by monitoring the effectiveness of the policy, the outputs and outcomes, and by commenting on whether the policy needs to change to meet changing conditions or needs in the community. The Community Board can also assist Council by identifying any 'policy gaps' that might exist.
- (b) The Makara/Ohariu Community Board will submit ideas for possible policy development projects to Council's 'Policy Development Process'. These ideas will be analysed to determine fit with Council's goals and objectives and the Community Board will be given feedback on how their ideas fare.
- (c) All policy project briefs will identify the role that Council's Community Boards will play in developing the policy (there may be no role for the Community Board). If the policy impacts on Makara/Ohariu then the Community Board will be identified as a 'key stakeholder' at this stage.

Delegations: Advisory.

5. Council Services:

Role: To monitor and keep the Council informed of community aspirations and the level of satisfaction with services provided.

Procedure:

- (a) The Makara/Ohariu Community Board will give feedback on Council services to Council officers.
- (b) The Makara/Ohariu Community Board will receive regular information on Council services in the Makara/Ohariu Community Board area, including advice on any proposed or upcoming service level changes.

Delegation: Advisory.

6. Council, Committee & Sub-Committee Meetings:

Role: To represent the interests of the Makara/Ohariu community at Council, Committee or Sub-Committee meetings when a motion under debate is of special significance to a Community Board's area and has a commensurately greater impact on that area than in other areas of the city.

Procedure: The Makara/Ohariu Community Board will appoint members to speak at Council, Committee and Sub-Committee meetings.

Delegations: Advisory.

7. Resource consent applications in the Makara/Ohariu area:

- Role:** Makara/Ohariu Community Board members will utilise their local knowledge to provide input into the hearings process.
- Procedure:**
- (a) The Makara/Ohariu Community Board will appoint one member (and one back-up member) with whom officers will consult as to whether resource consent applications for non-complying activities should be notified or not. Officers will also consult the appointed member on resource consent 'extension of time' applications. Although Council officers will consult the appointed member on determining whether an application should be notified or not, and on 'extension of time' applications, the final decision will be made by the officer.
 - (b) The Makara/Ohariu Community Board will nominate two members (and one back-up member if one of the two is not available) who will be included on the hearings committee which considers notified resource consent applications in the Makara/Ohariu area.
 - (c) The Community Board will receive a monthly list of all non-notified resource consent applications that have been approved for the Makara/Ohariu area.
- Delegations:** Makara/Ohariu Community Board members nominated to be on the hearings committee have the delegated authority necessary to consider the application and, in conjunction with the other members of the hearings committee, come to a decision.

8. Roothing:

- Role:** The Makara/Ohariu Community Board will monitor and have an overview of roading in the Makara/Ohariu area and utilise their local knowledge to assist officers in determining local road work priorities.
- Procedure:**
- (a) The Makara/Ohariu Community Board will receive quarterly roading reports major capital expenditure (CAPEX) work to be carried out, on work carried out and any roading issues in the Makara/Ohariu area.
 - (b) The Makara/Ohariu Community Board will provide input into the 'proactive' phase of the Annual Planning cycle by recommending service level changes and/or new initiatives. The ideas will be analysed and the Board given feedback on how their ideas fare.
 - (c) Community Board members should raise routine roading maintenance matters by reporting them using the Council 'Service Line'. For non-routine maintenance issues the Community Board should discuss them with officers or raise them through the Annual Plan process.
- Delegation:** Advisory.

9. Emergency Management:

Role: To advise Council on the different emergency management needs of the Makara/Ohariu rural area and to appoint members to fulfil the role of Community Emergency Centre co-ordinators for the Makara and Ohariu areas.

Procedure: (a) The Makara/Ohariu Community Board will advise Council on emergency matters in the Makara/Ohariu rural area.
(b) The Makara/Ohariu Community Board will appoint two co-ordinators, one for the Makara area and one for the Ohariu Valley area, who will carry out the listed tasks and actions of Community Emergency Centre co-ordinators.

Delegation: None.

10. Fire bans/Permits/Fire Plan:

Role: Makara/Ohariu Community Board members will utilise their local knowledge to assist Council officers in determining whether to impose or lift a rural fire ban.

The Makara/Ohariu Community Board will be consulted during the preparation of the Annual/Biannual Rural Fire Plan and it's comments taken into account before approval and adoption by Council.

Procedure: (a) The Makara/Ohariu Community Board will appoint one member (and one back up member) with whom officers will consult on imposing or lifting rural fire bans. Although a Council officer will consult the appointed member on imposing a fire ban the final decision will be made by the officer.
(b) The Rural Fire Officer will attend as required, Makara/Ohariu Community Board meetings to update the Community Board on rural fire issues.

Delegation: Advisory.

11. Liquor licence applications:

Role: Makara/Ohariu Community Board members will utilise their local knowledge to provide input into the liquor license decision process.

Procedure: The Makara/Ohariu Community Board will appoint one member with whom officers can consult on liquor licence applications in the Community Board's area. Although a Council officer will consult the appointed member on liquor license applications within the Community Board's area the final decision will be made by the officer.

Delegation: Advisory.

12. Traffic Management:

- Role:** The Makara/Ohariu Community Board members will utilise their local knowledge to consider and make decisions on traffic management issues.
- Procedure:**
- (a) The Makara/Ohariu Community Board will monitor traffic management in Makara/Ohariu and discuss traffic issues with officers.
 - (b) The Makara/Ohariu Community Board will appoint one member (and one back-up member) with whom officers will consult on erecting non-regulatory traffic signs.
- Delegations:** The Makara/Ohariu Community Board has the delegated authority to:
- (a) authorise the installation or removal of "Stop" and "Give Way" signs;
 - (b) authorise the construction or removal of traffic islands, speed control humps, pedestrian crossings;
 - (c) recommend the imposition, amendment or removal of speed restrictions;
 - (d) determine any categories of roadmarkings not otherwise sub-delegated to officers;
 - (e) determine parking restrictions and erection of parking signs;
 - (f) approve the siting of taxi-stands, bus stops and bicycle stands;
 - (g) hear objections to and determine applications for the temporary closure of streets, under the Transport (Vehicular Traffic Road Closure) Regulations 1965 or under Section 342 and Clause 11(e) of the Tenth Schedule to the Local Government Act 1974;
 - (h) authorise the upgrading and installation of streetlighting.
 - (i) approve street rallies, marches and parades, street stalls and collections/appeals within the area of the Makara/Ohariu area.

13. Transport Shelters:

- Role:** The Makara/Ohariu Community Board members will utilise their local knowledge to consider and make decisions on transport shelter issues.
- Procedure:** The Makara/Ohariu Community Board will discuss any transport shelter issues with officers.
- Delegations:** The Makara/Ohariu Community Board has the delegated authority to approve the erection of transport shelters on the footpath of any road in terms of Section 339 of the Local Government Act 1974 and to hear and determine any objections.

14. Variations or Changes to the District Plan:

- Role:** To participate in the consultation procedures of District Plan Changes or Variations that impact on the Makara/Ohariu Community Board area.
- Procedure:** If a proposed variation or change will impact on the Makara/Ohariu Community Board area then the Community Board will be notified and consulted at the appropriate stage.
- Delegation:** Advisory.

15. Asset Management:

- Role:** To assist Council in making decisions on Council assets in the Makara/Ohariu Community Board area.
- Procedure:** The Makara/Ohariu Community Board will be consulted on the preparation and review of all Asset Management Plans which are to be applied to assets within the Makara/Ohariu Community Board area.
- Delegation:** Advisory.

16. Road reserve encroachment applications in the Makara/Ohariu area:

- Role:** Makara/Ohariu Community Board members will utilise their local knowledge to assist Council officers in determining road reserve encroachment applications in the Makara/Ohariu Community Board area.
- Procedure:** The Makara/Ohariu Community Board will appoint one member (and one back-up member) with whom officers will consult on road reserve encroachment applications in the Makara/Ohariu Community Board area. The final decision will be made by the Council officer.
- Delegation:** Advisory.

17. Community Grants:

- Role:** To adjudicate on the application for Makara/Ohariu Community Hall grants.
- Procedure:** The Makara/Ohariu Community Board will adjudicate on applications for local Community/Hall grants to the amount of \$1000.
- Delegation:** The Makara/Ohariu Community Board has the delegated authority to adjudicate on applications for Makara/Ohariu Community/Hall grants.