

Chairperson and Community Board Members
PAEKĀKĀRIKI COMMUNITY BOARD

12 APRIL 2016

Meeting Status: **Public**

Purpose of Report: For Decision

**ELECTED MEMBERS' REMUNERATION FROM 1 JULY 2016 -
 PROPOSED ADDITIONAL PAYMENTS FOR ROLES WITH
 GREATER RESPONSIBILITY**

PURPOSE OF REPORT

- 1 This report seeks the Board's advice and recommendation to Council in respect of a proposed additional duties payment applying to the 2016-2019 Triennium.

DELEGATION

- 2 The Board has the delegation to consider this matter under clause 10.28 of Part D Governance Structure and Delegations (11 June 2015 version):

10.28 'Authority to undertaken any other responsibilities that are delegated to it by the territorial authority.'

BACKGROUND

- 3 The Remuneration Authority ('the Authority') is the independent statutory body responsible for setting elected member remuneration.
- 4 At **Appendix 1** is a copy of a recent letter from the Authority which provides information about elected member remuneration for the period 1 July 2016 to 30 June 2017. For this Board the following figures apply:

Position	2015/16 salary	Proposed 2016/17 salary
Chair	\$7,400	\$7,548
Member	\$3,700	\$3,774

- 5 For the period cited, the Authority decided to implement increases to elected member remuneration between 1.5% and 3% (this Board's increase is 2%).
- 6 The letter also seeks by 16 May 2016 a range of information from the Council, including whether there should be extra payments for community boards for additional responsibilities.
- 7 Any extra payment granted would apply to the whole Board and has been capped at 30%, but the nature and intensity of the additional duties must be demonstrated to be over and above those ascribed by the Authority to the base roles of board members (see **Appendix 2**).

- 8 The current model of elected member remuneration was introduced by the Authority in 2013 and applied to the 2013-2016 Triennium (for further reading on this model see the publication “Remuneration Setting Proposals for Local Authorities 2013 and Beyond” available on the Authority’s website: <http://www.remauthority.govt.nz/clients-remuneration/remuneration-for-local-government-elected-officials/>)
- 9 In 2013 as part of the introduction of the new model, similar information about additional responsibilities was sought from Council and after consultation with Community Boards Council responded to the Authority including arguments that Community Boards did have additional responsibilities which should attract additional payment (extract from Council report Fin-13-936 on 18 July 2013 at **Appendix 3**). The consensus amongst Community Boards was that in terms of extra time involved and workload, additional responsibilities amounted to at least 20% of additional time over and above what the basic community board role is and therefore warranted a 20% payment additional to the core allocation. At that time, the Authority did not accept Council’s arguments in respect of the additional payments to Boards.
- 10 Extracts from the Local Government Act 2002 regarding the powers and delegations of community boards is at **Appendix 4**, and the Council’s delegations to its Community Boards is at **Appendix 5**.

ISSUES AND OPTIONS

Issues

- 11 The arguments made in 2013 for an additional responsibilities payment for Community Boards could still apply in 2016, in fact, to a greater degree. For example, the Boards are facing major impact on their communities as the projects associated with the government’s Roads of National Significance move north (MacKays to Peka Peka, Peka Peka to Ōtaki, Ōtaki to Levin projects, and the initiation of the Transmission Gully project in the south). The impact of the Expressway project was only just beginning in 2013, but is now in greater focus with the imminent opening of the new road (December 2016).
- 12 Additionally to the Expressway factor cited in 2013, what is new and of potentially additional demand on Community Boards are the two Town Centre development projects, affecting particularly the Paraparaumu-Raumati and Waikanae Community Boards.
- 13 The Community Board Chairs or their alternates can sit at the table during Council and Committee meetings, with speaking but not voting rights. This provides for a strong working relationship with Council but also adds to the workload of the Community Boards.
- 14 The Paekākāriki Community Board is asked to consider whether there are additional responsibilities which would merit extra payment, the additional time involved and the rate (i.e. up to 30%). This information would then be detailed on ‘Form C’ supplied by the Authority (see **Appendix 6**), and provided to Council at an additional meeting on 12 May. The deadline for providing all the information to the Authority is Monday 16 May. The Authority will then issue a final determination.

CONSIDERATIONS

Policy considerations

- 15 There would be changes to the Elected Member Remuneration Policy as a result of the Authority's final decision in this matter.

Legal considerations

- 16 There are no legal considerations. The Authority is legally empowered under the Local Government Act 2002 to set elected member remuneration (clause 6, Schedule 7).

Financial considerations

- 17 There is sufficient budgetary provision to meet anticipated elected member remuneration.

Tāngata whenua considerations

- 18 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

- 19 As this matter is mandated under legislation it has a low level of significance under the Council policy.

Consultation already undertaken

- 20 All four Community Boards are being consulted on this matter prior to Council responding to the Remuneration Authority.

Engagement planning

- 21 An engagement plan is not needed to implement this decision.

Publicity

- 22 There will be community interest in this decision and a media release will be prepared.

RECOMMENDATIONS

- 23 The Paekākāriki Community Board:

(a) notes the proposed remuneration levels for the Board Chair and Members for the period 1 July 2016 to 30 June 2017;

(b) identifies additional responsibilities carried out by the Board over and above those in the Remuneration Authority's base role description for community board members;

(c) recommends that Council in its response to the Remuneration Authority, submit a request on the Board's behalf for a ...% additional payment for additional roles/responsibilities as detailed at Appendix 5 of Report Corp-16-1852.

Report prepared by	Approved for submission	Approved for submission
Vyvien Starbuck-Maffey	Kevin Currie	Wayne Maxwell
Democracy Services Manager	Group Manager Regulatory Services	Group Manager Corporate Services

ATTACHMENTS

Appendix 1 – Letter dated 17 March 2016 from the Remuneration Authority concerning Elected Members' Remuneration from 1 July 2016

Appendix 2 – Extract from the Authority's publication 'Remuneration Setting Proposals for Local Authorities 2013 and Beyond' relating to the base role description for community board members

Appendix 3 - Extract from Council report Fin-13-936 on 18 July 2013

Appendix 4 – Extract from Local Government Act 2002 regarding the powers and role of community boards

Appendix 5 – Extract from Kāpiti Coast District Council's Governance Structure and Delegation document, Part D, Community Boards

Appendix 6 – Form C from the Remuneration Authority – 'Proposed additional duties payment for community board'.

Appendix 2: Community board members – Base role description (Remuneration Authority)

Representation and advocacy

- Representing and acting as an advocate for the interests of their community
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board
- Communicating with community organisations and special-interest groups in the community
- Bringing the views of their community to the attention of council
- Listening to the concerns of their community on issues pertaining to the community board
- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council
- Maintaining contact with various community representatives and other local stakeholders
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community.

Governance

- Participating constructively and effectively in the good governance of the community board as a whole
- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board
- Understanding and respecting the differing roles of community board Chair and community board members; the roles of the parent council's Mayor, Deputy Mayor, committee chairs / portfolio holders and councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the community board processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Ensuring familiarity with agendas and other community board reports before meetings of the community board
- Being familiar with and complying with the statutory requirements of a community board member
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.

Possible additional responsibilities of community board members:

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council
- Preparing an annual submission to the council for expenditure within the community
- Participating in any relevant consultative processes with the local community and/or other organisations
- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only

formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act)

- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.

Additional responsibilities of Chairs

- Chairing meetings of the community board
- Representing the community board to a high standard in the areas of activity and business delegated
- Promoting and supporting good governance by the community board
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair
- Ensuring sufficient familiarity with parent council's Standing Orders and procedures that they can chair community board meetings and any other sessions for
 - which they have responsibility
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of Chair.
- Ensuring meetings they chair operate within the powers delegated by the parent council as set out in the parent council's Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the parent council's Standing Orders and to other statutory obligations and requirements
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/ authorised to do so, on issues that pertain to the community board
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility
- Providing leadership to the community board in helping form a consensus that is representative of the community
- Working closely with other members of the community board to ensure smooth community board decision-making
- Keeping abreast of all issues facing the community board.

APPENDIX 3 – EXTRACT FROM 2013 COUNCIL REPORT FIN-13-936

ADDITIONAL COMMUNITY BOARD RESPONSIBILITIES		AL
Note: a) a new column for each additional Community Board role is required to be completed b) extra pay cannot be sought for individual board members; it must be for the whole board		No
Q1 NAME OF COUNCIL	Kāpiti Coast District Council	Q1
Q2 NUMBER OF COMMUNITY BOARDS <i>If response is "0" then no further information is required</i>	4	Q2 If n
Q3 NAME OF COMMUNITY BOARD	Paekākāriki Community Board	Q3
Q4 COMMUNITY BOARD CHAIR <i>Confirmation the board chairperson is carrying out the additional roles as set out in Appendix B of the Remuneration Authority's April 2013 document "Local Authority Elected Member Remuneration Setting 2013 (excl. Auckland) YES/NO</i>	Yes	Q4 Car adc Res Aut Aut
Q5 IS ANY EXTRA PAY FOR COMMUNITY BOARD ROLES OF ADDITIONAL RESPONSIBILITY BEING SOUGHT? YES/NO <i>If ""no"" then no further information is required"</i>	Yes	Q5 AD If "
Q6 ADDITIONAL ROLE OR RESPONSIBILITY <i>Describe the role and list the additional responsibilities</i>	<p>Emergency Management Assist with local civil defence and emergency management activities, including involvement in welfare responses, in accordance with the District Civil Defence Plan</p> <p>Annual Submission for Expenditure Prepare an annual submission to the territorial authority for expenditure within the community</p> <p>Community Communicate with community organisation and special interest groups within the community 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 Provide a local community perspective on the levels of service as detailed in the Long Term Plan and on local expenditure, rate impacts and priorities 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</p> <p>Community Grants Approve criteria for the allocation of community-based grant funds as approved through the Annual Plan or Long Term Plan process 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 Consider and approve the allocation of community-based grant funds as deemed appropriate under agreed criteria</p> <p>Parks and Reserves Make recommendations to Council after reviewing existing, or considering new draft Reserve Management Plans for local public parks and reserves within its area</p> <p>Naming Reserves, Structures and Commemorative Places Authority to approve names of reserves, structures and commemorative places</p> <p>Naming Roads Authority to approve road names</p> <p>Roading 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. Recommend to the Regulatory Management Committee changes to speed restrictions on local roads 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)</p> <p>Attendance at Public Meetings of Council and Committees Community Board Chairperson can attend and speak, but not vote, at public meetings of Council and Committees.</p> <p>Campe Estate Consider and make recommendations to the Campe Estate Subcommittee on grant applications received seeking funding from the Campe Estate funding</p> <p>Major Issues The Paekākāriki Community Board is facing a number of significant issues where the Board is taking a leading role consulting with the community then advocating for the community with external parties to ensure that local community outcomes are achieved. These issues include the design and implementation of the major intersection SH1/Paekākāriki Village/Paekākāriki Hill Road. The Board has had a number of meetings with NZTA and the local community to resolve this major traffic planning issue. Paekākāriki, although it is a small community, it is a very active community. The Board makes submissions to the Council and to external parties on key issues affecting the community and has made submissions on legislative change. Also Council minutes of 18 July 2013 confirm this application for additional responsibilities</p>	Q6 De:
Q7 DOCUMENTATION <i>Council minutes of the ceding of those levels of responsibility from council</i>		Q7 Cot res
Q8 VARIATION <i>Extent to which the additional responsibilities can vary</i>	The community board is required to exercise these delegations on a regular basis, i.e. during most if not all formal board meetings.	Q8 Ext
Q9 BENEFITS TO RATEPAYERS <i>List the perceived benefits to ratepayers in having the additional role/ responsibilities</i>	Community empowerment by governance decisions being made at the lowest level. More timely decision-making	Q9 List adc Q11 Est res
Q10 ADDITIONAL TIME <i>Estimated extra time involved in carrying out the extra responsibilities</i>	20%	Q11 Est res
Q11 SHARING OF RESPONSIBILITIES <i>How the responsibilities are shared amongst the board members</i>	The community board collectively exercises its delegations at formal board meetings.	Q11 Hoi me
Q12 BASE COMMUNITY BOARD SALARY <i>The 2013 base community board salary for this board</i>	\$3,500	Q12 The
Q13 RECOMMENDED ADDITIONAL PAY <i>Amount recommended for additional pay per board member</i>	\$700 (20%)	Q13 Am

Appendix 4 – Extract from Local Government Act 2002 regarding the powers of community boards

52 Role of community boards

The role of a community board is to—

- (a) represent, and act as an advocate for, the interests of its community; and
- (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- (c) maintain an overview of services provided by the territorial authority within the community; and
- (d) prepare an annual submission to the territorial authority for expenditure within the community; and
- (e) communicate with community organisations and special interest groups within the community; and
- (f) undertake any other responsibilities that are delegated to it by the territorial authority.

53 Powers of community boards

(1) A community board has the powers that are—

(a) delegated to it by the relevant territorial authority in accordance with [clause 32](#) of Schedule 7; or

(b) prescribed by the Order in Council constituting its community.

(2) The powers of a community board prescribed by Order in Council expire at the close of 6 years after the order comes into force.

(3) Despite subsection (1), a community board may not—

(a) acquire, hold, or dispose of property; or

(b) appoint, suspend, or remove staff.

54 Application of other provisions to community boards

(1) [Part 2](#) of Schedule 7 applies to community boards.

(2) [Part 1](#) of Schedule 7 (excluding [clauses 15](#) and [33 to 36](#)) applies to community boards, with all necessary modifications, as if they were local authorities.

Appendix 5 – Extract re Community Board delegations from Kāpiti Coast District Council Governance Structure and Delegations document (11 June 2015 version)

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).

Appendix 6 – Draft proforma ('Form C') for submission to Remuneration Authority regarding proposed additional duties payment for community board

NAME OF COUNCIL	KAPITI COAST DISTRICT COUNCIL
NAME OF COMMUNITY BOARD	PAEKĀKĀRIKI COMMUNITY BOARD
COMMUNITY BOARD CHAIR	Confirmation yes/no that the chair is carrying out the additional roles
ADDITIONAL ROLE OR RESPONSIBILITY	Describe the role and list the additional responsibilities NB extra pay cannot be sought for individual board members – it should be for the whole board.
ADDITIONAL TIME	Estimated extra time involved in carrying out the extra responsibilities
BASE COMMUNITY BOARD SALARY	\$9,486
RECOMMENDED ADDITIONAL PAY	\$ - depending on the percentage sought (up to a total of 30%)
TOTAL REMUNERATION	\$