

PROPOSED AMENDMENT	REASON FOR AMENDMENT
<p>PART A</p> <p>SECTION A.1 DELEGATIONS PARTNERSHIP STATEMENT</p> <p>PARTNERSHIP FRAMEWORK</p> <p>1 This document describes the governance structure and delegations for the decision-making bodies within that structure for the 2010-2013 Triennium.</p> <p>2 These delegations are for the Standing Committees, Subcommittees, and Community Boards and Hearing Commissioners established by the Kāpiti Coast District Council for the 2010-2013 Triennium.</p> <p>3 They establish a governance partnership base and associated delegations for the achievement of the Long Term Council Community Plan (LTCCP).</p> <p>4 The partnership approach reflects the following principles of delegation:</p> <p>4.1 delegated authorities should focus on specific work streams or in respect of Community Boards on local matters;</p> <p>4.2 local decisions are best made closest to local people and by local people in response to local needs;</p> <p>4.3 wherever possible Committees of Council should refer matters of local significance to the respective Community Board(s);</p>	<p>For clarity of introduction.</p>

¹ Under Standing Orders tāngata whenua have speaking rights over and above those granted during Public Speaking Time.

<p>4.4 Community Boards should exercise the delegations to the fullest extent;</p> <p>4.5 unless otherwise delegated, Committees and Community Boards in exercising their delegated authorities must operate within the constraints imposed by the Council's LTCCP/Annual Plan, and any existing Council policy.</p> <p>5 In support of the above principles Committees, Subcommittees and Community Boards will convey advice and recommendations to the Council as they relate to the development of policies and programmes affecting their community. As far as is practicable and appropriate, issues should be referred to Community Boards for consideration and comment/recommendations before decisions are made. The Committee, Subcommittee and Community Board advice and recommendations will reference the LTCCP and in particular the framework established around the community's vision, Council's leadership, priorities for investment and service delivery, and the 14 sustainable development principles in the LTCCP.</p> <p>6 Central to this Delegations Framework is the partnership between the Elected Members and the tāngata whenua of the District – namely, the Confederation of iwi and hapū of Te Āti Awa ki Whakarongotai, Ngāti Raukawa and Ngāti Toa Rangatira (A.R.T). Te Whakaminenga o Kāpiti is the advisory forum for this partnership. Council and Te Whakaminenga o Kāpiti will also engage with taurahere (other resident Māori) over the 2010-2013 Triennium.</p> <p>7 The Chair of Te Whakaminenga o Kāpiti or his nominated alternate is able to attend meetings of Council and/or Committees and is able to contribute to the debate, but not to vote¹. Where Te Whakaminenga o Kāpiti has submitted on an issue, or has spoken during Public Speaking Time on an issue they shall not participate in discussion or debate. (Note: consideration will be given on a case-by-case basis by the Committee or Council on whether the Chair of Te Whakaminenga o Kāpiti (or their nominee) stays in attendance for any public-excluded session).</p> <p>8 The partnership approach is also reflected in the Council's involvement and commitment to the four</p>	<p>Deleted – is repetitious.</p> <p>Included for clarity.</p> <p>Added to reflect the verbal invitation extended at the beginning of the Triennium, and the preference expressed by the Chair (see body of the report).</p> <p>Additions and deletions for</p>
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<p>areas of wellbeing of the community: social, cultural, economic and environmental, as referenced in the Local Government Act 2002. It is important to state as part of these delegations the absolute link to the LTCCP commitment to advocacy, support and development of partnerships around the four well-beings referenced in the Local Government Act 2002 (social, cultural, economic and environmental well-beings).</p> <p>9 The partners to this Delegations Policy will develop local authority/ central Government / Iwi / community partnerships in accordance with any LTCCP projects adopted by the Council.</p> <p>10 A Framework of this type requires some statements around good work practices. The following comments describe how the Governance and function of Council will be supported:</p> <p>10.1 The Chief Executive is responsible for providing advice to the Council, the Standing Committees and Subcommittees, and the Community Boards;</p> <p>10.2 These delegations will align with, but stand separately from, the delegation from the Council to the Chief Executive;</p> <p>10.3 Committees, Subcommittees, and Community Boards will ordinarily assist the Council in carrying out its governance job by undertaking their delegated roles.</p> <p>10.3 In the event that a Committee or Community Board recommendation is not accepted by the Council, the issue will be returned via the Chief Executive, to the Committee or Community Board for further review. In the event that a Subcommittee recommendation is not accepted by the Committee, the issue will be returned via the Chief Executive, to the Subcommittee for further review;</p> <p>10.4 The Chief Executive is responsible for servicing and providing support to the Committees, Subcommittees and Community Boards in the completion of its duties and responsibilities. The Chief Executive will appoint a senior manager to each Committee, Subcommittee, and</p>	<p>conciseness.</p> <p>Repetitive.</p> <p>Additions and deletions for conciseness.</p>
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<p>Community Board, and they shall: to provide these functions on his behalf. That manager will be responsible for</p> <ul style="list-style-type: none"> • meet with the Chairperson and the Deputy Chairperson of that Committee, Subcommittee or Community Board prior to any scheduled meeting; • attend meetings of each Committee, Subcommittee and Community Board; • followup on any matters referred back to the Council or staff. <p>10.6 The Chief Executive will ensure that where appropriate a senior manager will attend meetings of each Committee, Subcommittee, and Community Board.</p> <p>10.5 The Chief Executive will, in conjunction with the Group Managers senior leadership team, senior manager appointed by the Chief Executive for each Committee, Subcommittee and Community Board, will provide a democratic administrative and strategic support service to assist the Elected Members in their work. This support will be at both strategic and administrative levels.</p>	<p>Already covered above.</p> <p>Amended for clarity and consistency.</p>
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<p>COUNCIL'S POWERS</p> <p>11 This Framework recognises the provisions of Clause 32, Schedule 7 of the Local Government Act 2002 which states:</p> <p>32. <i>Delegations—</i></p> <p>(1) <i>Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—</i></p> <p>(a) <i>the power to make a rate; or</i></p>	
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- (b) the power to make a bylaw; or*
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or*
- (d) the power to adopt a long-term council community plan, annual plan, or annual report; or*
- (e) the power to appoint a chief executive; or*
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement.*

- (2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).*
- (3) A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the original delegation.*
- (4) A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.*
- (5) A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.*

<p>(6) <i>A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.</i></p> <p>(7) <i>To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.</i></p> <p>(8) <i>The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment."</i></p> <p>12 Meetings of Council and or Committees may be attended by Community Board Chairs (or their alternates) and by the Chair of Te Whakaminenga o Kāpiti (or their alternate). They may contribute to discussion and debate, but not vote. Where they have submitted on an issue or have spoken during Public Speaking Time on an issue they shall not participate in discussion or debate.</p> <p>13 In these Terms of Reference and Associated Delegations, for the purposes of interpretation, the following interpretations apply unless the context otherwise requires: -</p> <ul style="list-style-type: none"> ○ any singular reference includes the plural, and vice versa; ○ any reference to a statute, regulation or bylaw also refers to that statute, regulation or bylaw as amended or substituted; ○ any reference to a committee of the Council includes a reference to any committee constituted to replace that committee; ○ any reference to an officer means an officer of the Council. <p>14 For the avoidance of doubt:</p>	
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<p>a) A reference in this document to an enactment, regulation or bylaw includes any amendment to the relevant provisions of that enactment, regulation or bylaw that, with or without modification, replaces or corresponds to that enactment, regulation or bylaw; and</p> <p>b) A reference in this document to a Council officer position includes any Council officer position that replaces or corresponds to that Council officer position and involves substantially the same duties.</p>	
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Section A.2 Council Strategic Directions Responsibilities [this section unchanged so not included]

PROPOSED AMENDMENT	REASON FOR AMENDMENT						
<p>PART B – STANDING COMMITTEES</p> <p>Section B.1 ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE</p> <table border="1" data-bbox="443 507 1447 624"> <tr> <td>Chairperson</td> <td>Cr Gaylor</td> </tr> <tr> <td>Deputy Chairperson</td> <td>Cr Gurnathan</td> </tr> <tr> <td>Membership</td> <td>The Mayor and all Councillors</td> </tr> </table> <p>PARTNERSHIP FRAMEWORK</p> <p>1 This Committee:</p> <p>1.1 reports to the Kāpiti Coast District Council;</p> <p>1.2 works alongside the other Committees and Community Boards of Council to provide a governance partnership base for the achievement of the LTCCP;</p> <p>1.3 will undertake its delegations in accordance with the partnership framework outlined in Part A of this document.</p> <p>1.4 is responsible for the Grants Allocation Subcommittee.</p> <p>CONSTITUTION</p> <p>2 The membership of this Committee comprises the Mayor and all Councillors.</p>	Chairperson	Cr Gaylor	Deputy Chairperson	Cr Gurnathan	Membership	The Mayor and all Councillors	<p>For consistency</p>
Chairperson	Cr Gaylor						
Deputy Chairperson	Cr Gurnathan						
Membership	The Mayor and all Councillors						

<p>been made for the decision or activity in the LTCCP or Annual Plan, and where the action proposed is not contrary to established Council strategy and/or policy, or the power of delegation.</p> <p>7 Without limiting the generality of this delegation, the committee has the following functions, duties and powers:</p> <p>Policy Development</p> <p>7.1 Authority to develop (within any wider existing strategic framework) policies and work programmes that support the social, economic, environmental and cultural wellbeing of the community. This authority encompasses the power to:</p> <ul style="list-style-type: none"> • establish Partnerships with central Government, iwi and key community organisations to advance the LTCCP; • recommend to the Council for adoption policies relating to District Image and Promotion and monitor public relations activities; • review the Council's Land Transport Work Programme in relation to Council's strategic direction; • undertake (within any wider sustainable Transport Strategy) all matters not specifically delegated to Council, Council officers or other committees concerning or involving transport and roading policy issues; • have oversight of all matters related to the promotion of road safety; • have oversight of all cultural, arts and heritage matters; • undertake all matters not specifically delegated to Council officers or other committees concerning or involving community development and wellbeing, including but not limited to 	<p>powers of the Committees. However, this version's amendments seek to add greater flexibility between Committees so the phrase is deleted.</p>
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the development, implementation, advocacy and monitoring of social policies (within any wider existing strategic framework) relating to:

- health;
- young people;
- aging population;
- people with disabilities;
- housing;
- education;
- community facilities including halls and public toilets;
- Assessment of Water and Sanitary Services (Authority to exercise the functions, duties and powers of the Council under Part 7, Subparts 1 and 2 of the Local Government Act 2002).

District Libraries

7.2 Monitor the delivery of Council's District Library services.

Parks and Reserves

7.3 Authority to exercise the functions, powers and duties of the Council under the Reserves Act 1977 or any other statute, regulation or bylaw relating to the management and control, maintenance and operation of parks and reserves, except as delegated to Community Boards or officers. This authority encompasses the power to:

- grant leases for reserve land:
- grant licences pursuant to Section 48A of the Reserves Act 1977 for the use of a reserve for a communications station (such granting of licences to be subject where appropriate to the approval of the appropriate Minister of the Crown and the provision of the First Schedule of the Reserves Act 1977);

<ul style="list-style-type: none"> • recommend to Council that land be declared a reserve under Section 14 of the Reserves Act 1977; • hear and report to Council on submissions and to make recommendations to Council on decisions, relating to the revocation of reserve land; • determine from time to time whether a park has Districtwide importance and is therefore not a “local” park. <p>This power excludes:</p> <ul style="list-style-type: none"> • The power to declare land to be a reserve under section 14 of the Reserves Act 1977; • The power to exchange reserve land for other land under section 15 of the Reserves Act 1977; • The power to make bylaws under section 106 of the Reserves Act 1977; and • Authority to resolve that road reserve be dedicated as road under section 111 of the Reserves Act 1977. <p>7.4 Authority, where the Council is appointed as the controlling authority of a walkway, to exercise the powers of such authority (New Zealand Walking Access Act 2008).</p> <p>District Development Management</p> <p>7.5 Authority with regard to any matter substantially affecting or impinging upon the environmental management policies within any wider strategic framework within or relating to the Kāpiti Coast District. (This does not include District Plan Review, District Plan changes or regulation of site specific activities).</p> <p>7.6 Authority to monitor demographic and population change and impacts on the environment and the community.</p>	<p>Additions for greater clarity around exclusions.</p>
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<p>7.7 Authority to establish districtwide development and design projects in accordance with the LTCCP and any other Council projects referred by the Council from time to time.</p> <p>Grants Funding and Contracts for Service</p> <p>7.8 Authority to receive and approve (as required) annual reports, budgets and plans from organisations funded by the Council through grants funding and contracts for service.</p> <p>Rates Remission</p> <p>7.9 Authority to consider and approve applications for rates remission for conservation purposes.</p> <p>Public Safety</p> <p>7.10 Authority to exercise the functions, duties and powers of the Council relating to public safety under the Biosecurity Act 1993.</p> <p>Other Territorial Authority and Regional Plans and Monitoring</p> <p>7.11 Authority to consider and respond as required in regard to all matters relating to any aspect of any adjacent local authority’s District Plan, the Regional Plans, or any proposal in relation to any aspect of such documents, and all matters relating to any National Environmental Standards, National Policy Statements, New Zealand Coastal Policy Statement or Regional Policy Statements, or Government Policy Statements.</p> <p>7.12 Authority in regard to any matters relating to services or activities of Greater Wellington – the Regional Council, any ad hoc authority and neighbouring territorial local authorities, not covered by any other Committee.</p> <p>7.13 Authority to recommend to the Regulatory Management Committee for consideration any potential changes to the operative District Plan.</p>	<p>This addition brings the document into alignment with the Rates Remission Policy.</p> <p>This section needed some verbs!</p>
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Cemeteries and Burials

- 7.14 Authority (except where otherwise delegated to officers) to exercise the powers, functions, and duties of the Council under the Burial and Cremation Act 1964, and any other statute, regulation or bylaw relating to the control and management of Council cemeteries or the burial or cremation of the dead.

Emergency Management

- 7.15 All matters not specifically delegated to Council officers or other committees concerning or involving emergency management, including:

(a) Council's powers, functions and duties under the Civil Defence Emergency Management Act 2002;

(b) all planning, operational and co-ordinating measures necessary to ensure effective and efficient use of resources before and during a state of civil defence emergency including an overview of the Council's participation in the Civil Defence Emergency Management Group;

(c) the administration of the Forest and Rural Fires Act 1977 and Regulations there under; all matters enabled or required of the Council as the Fire Authority for the Kāpiti Coast Rural Fire District; all matters concerning Rural Fire Forces constituted pursuant to the above-mentioned Act and Regulations and liaison with the New Zealand Fire Service both in relation to the said District and the Urban Fire District. Authority to exercise those functions, duties and powers of the Council under Part 39 of the Local Government Act 1974 (Prevention of Fires) which remain in force;

(d) services or activities of Greater Wellington Regional Council or any Government or ad-hoc authority affecting the delegated powers of this committee;

(e) the preparation of plans to minimise damage and reinstate lifeline services (water, roads, and

<p>wastewater) in the event of a major earthquake, flood, tsunami or volcanic eruption.</p> <p>Submissions and reports</p> <p>7.16 Authority to review and approve any submission on any issue that is being made on behalf of Council where such review and approval is requested by officers.</p> <p>7.17 Authority to receive annual reports from the Kapiti Older Persons Council and the Youth Council.</p>	<p>As requested by Council at the November 2011 workshop</p>
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PROPOSED AMENDMENT	REASON FOR AMENDMENT						
<p>Section B.2 REGULATORY MANAGEMENT COMMITTEE</p> <table border="1" data-bbox="517 429 1538 544"> <tr> <td>Chairperson</td> <td>Cr Ammundsen</td> </tr> <tr> <td>Deputy Chairperson</td> <td>Cr Ellis</td> </tr> <tr> <td>Membership</td> <td>The Mayor and all Councillors</td> </tr> </table> <p>PARTNERSHIP FRAMEWORK</p> <p>1 This Committee:</p> <p>1.1 reports to the Kāpiti Coast District Council;</p> <p>1.2 works alongside the other Committees and Community Boards of Council to provide a governance partnership base for the achievement of the LTCCP;</p> <p>1.3 will undertake its delegations in accordance with the partnership framework outlined in Part A of this document; and</p> <p>CONSTITUTION</p> <p>2 The membership of the Committee shall comprise the Mayor and all Councillors.</p> <p>3 Meetings of Council and or Committees may be attended by Community Board Chairs (or their alternates) and by the Chair of Te Whakaminenga o Kāpiti (or their alternate). They may contribute to discussion and debate, but not vote. Where they have submitted on an issue or has spoken during</p>	Chairperson	Cr Ammundsen	Deputy Chairperson	Cr Ellis	Membership	The Mayor and all Councillors	
Chairperson	Cr Ammundsen						
Deputy Chairperson	Cr Ellis						
Membership	The Mayor and all Councillors						

<p>Public Speaking Time on an issue they shall not participate in discussion or debate..</p> <p>MEETING FREQUENCY</p> <p>4 The Committee will meet every six weeks.</p> <p>OBJECTIVES</p> <p>5 This Committee will:</p> <p>5.1 undertake decisions based on existing provisions within the regulatory frameworks adopted by Council;</p> <p>5.2 review and approve adjustments to any existing regulatory provisions to ensure improved transparency, workability and efficiency, within the existing relevant policy and strategic framework;</p> <p>5.3 provide advice to the Environment and Community Development Committee on any instances where existing policy appears unable to deal with changing contexts and circumstances;</p> <p>5.4 undertake the District Plan Review and District Plan changes in the context of relevant legislation and Council’s strategy/policy framework. review and approve any Kāpiti Coast District Council submission requiring approval prior to submission.</p> <p>DELEGATED AUTHORITY</p> <p>6 Generally (except where otherwise provided by delegation to another Committee or Council officers) this delegation provides authority to exercise all functions, duties and powers relating to all matters assigned to this Committee, as adopted by the Council from time to time, where financial provision has been made in the Annual Plan or LTCCP, and where the action proposed is not contrary to established Council</p>	<p>It is proposed to include a delegation which would allow the RMC to develop regulatory policy (see clauses 7.9 and 7.10) so 5.3 would be redundant.</p>
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strategy and/or policy or the power of delegation.

- 7 Without limiting the generality of this delegation, and except where otherwise delegated to officers, the committee has the following functions, duties and powers:

Animal Control

- 7.1 Authority to exercise the functions, duties and powers of the Council under the Dog Control Act 1996 and the Kāpiti Coast District Council Dog Control Bylaw 2008, and the Impounding Act 1955;
- 7.2 Authority to develop, review and recommend to Council a Dog Control Policy under section 10 and 10AA of the Dog Control Act 1996;
- 7.3 Authority to consider and adopt an Annual Report on Dog Control Policy and Practices in the District under section 10A of the Dog Control Act 1996.

Building Control

- 7.4 Authority to exercise all of the Council's functions, duties and powers under the Building Act 2004 including the following:
- (a) Authority, on behalf of the Council to make any complaint or query about the conduct or ability of any building certifier to the Department of Building and Housing in relation to a Building Consent Authority pursuant to Section 200 of the Building Act 2004;
 - (b) Authority to make an application to the District Court for an order authorising the Council to carry out work in respect of dangerous, earthquake prone or insanitary buildings pursuant to Section 126 of the Building Act 2004;

<p>(c) Authority to exercise all of the Council’s functions, duties and powers under the Fencing of Swimming Pools Act 1987.</p> <p>Regulatory and Legal Proceedings</p> <p>7.5 Authority to initiate or dispose of prosecutions or enforcement or other legal proceedings, relating to any matter assigned to this Committee, including health, plumbing and drainage, radio frequency emissions, hazardous substances, agricultural chemicals, pesticides, graffiti, pest control, explosives, water conservation, fire hazards, fire prevention, and nuisances including smoke and noise.</p> <p>7.6 Authority to consider all matters relating any Court, commission or tribunal dealing with matters assigned to this Committee.</p> <p>7.7 Authority to recommend to Council the Committee’s preferred position in regards to instituting and/or settling High Court proceedings dealing with matters assigned to this Committee.</p> <p>7.8 Authority to prepare and recommend to Council a waste management and waste minimisation plan under the provisions of the Waste Minimisation Act 2008.</p> <p>Policy</p> <p>7.9 Develop (within any wider existing strategic framework) regulatory policies.</p> <p>7.10 Monitor the effectiveness of such policies over time and amend or revoke them.</p>	<p>Additions proposed to give greater flexibility between the ECD Committee and the RMC.</p>
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Bylaws

- 7.11 Authority to review all or any Council bylaws, to approve draft bylaws for public consultation, to hear submissions, and to recommend to the Council amendments to the bylaws.

Liquor

- 7.12 Authority to exercise all of the Council's functions, duties and powers under the Sale of Liquor Act 1989, and authority to sub-delegate those powers, duties and discretions to the Chief Executive, the Deputy Chief Executive, and the Group Manager responsible for this function or any officer acting in that Group Manager role.
- 7.13 Authority to consider and recommend to the Council appropriate liquor bans pursuant to the Kāpiti Coast District Public Places Liquor Control Bylaw 2007.
- 7.14 Authority to act as the District Licensing Agency, including performing the following functions of the Council:
- (a) To consider and determine such applications for the grant of on-licences, off-licences, and club licences as it is not required by the Sale of Liquor Act 1989 to forward for determination by the Licensing Authority;
 - (b) To grant such applications for renewal of on-licences, off-licences, and club licences or for the variation of conditions as the Council is not required by the Sale of Liquor Act 1989 to forward for determination by the Licensing Authority;
 - (c) To consider and determine applications for temporary authority to carry on the sale and supply of liquor in accordance with section 24 or section 47 of the Sale of Liquor Act 1989;
 - (d) To consider and determine applications for special licences in accordance with the Sale of

<p>Liquor Act 1989;</p> <p>(e) To grant such applications for renewal of managers' certificates as the Council is not required by the Sale of Liquor Act 1989 to forward for determination by the Licensing Authority;</p> <p>(f) Such other functions as may be conferred on the Council by or under the Sale of Liquor Act 1989 or any other enactment.</p> <p>Prostitution</p> <p>7.15 All of the Council's powers relating to the Prostitution Reform Act 2003, apart from the power to make bylaws.</p> <p>Public Safety</p> <p>7.16 Authority to exercise functions, duties and powers of the Council relating to public safety under the Health Act 1956, the Local Government Act 2002, and the Kāpiti Coast District Council Food Safety Bylaw 2006.</p> <p>Traffic controls and speed restrictions on local roads</p> <p>7.17 Authority to institute, review and recommend to the Council the approval of changes to local traffic controls. This includes the power to make new speed restrictions, and review and recommend changes to existing speed restrictions.</p> <p>Resource Management (including Plan Changes, Private Plan Changes, Resource Consents and Direct Referral)</p> <p>7.18 Authority to exercise all of the Council's functions, powers, and duties under the Resource</p>	
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Management Act 1991, except under clause 17 of Schedule 1.

Monitoring and Reporting

- 7.19 Authority to undertake the monitoring required by section 35 of the Resource Management Act 1991.
- 7.20 Authority to compile the necessary review of the results of the Council's monitoring under section 35(2)(b) of the Resource Management Act 1991 at five-yearly or more frequent intervals, and to determine any matters relating to the keeping of records under section 35(3).
- 7.21 Authority to monitor and report to Council on the suitability of the District Plan, its policies, procedures and provisions.

Other Territorial Authority and Regional Plans and Monitoring

- 7.22 Authority in regards to all matters relating to any aspect of any adjacent local authority's District Plan, the Regional Plans, or any proposal in relation to any aspect of such documents, and all matters relating to any National Environmental Standards, National Policy Statements Government Policy Statements, New Zealand Coastal Policy Statement or Regional Policy Statements.

Enforcement

- 7.23 Authority to exercise the Council's functions, powers and duties in relation to enforcement and administration of the operative and proposed District Plan.

District Plan Changes and/or variations

- 7.24 Authority to undertake the formal review of the District Plan as dictated by the statutory timeframes included in the Resource Management Act 1991, including considering

<p>submissions, holding hearings on submissions, making decisions pursuant to clause 10 and clause 29(4) of Schedule 1, and to make recommendations about the approval, under clause 17 of Schedule 1, of the District Plan and any change or variation to the District Plan.</p> <p>7.25 Authority to approve the development of Public Plan Changes.</p> <p>7.26 Authority to make decisions on plan changes including actions of notification, hearing submissions, and approving or rejecting commissioners' recommendations under clause 10 or clause 29(4) of Schedule 1 of the Resource Management Act 1991.</p> <p>7.27 Authority to adopt, accept or reject a request for a Private Plan Change to the District Plan under clause 25 of Schedule 1 of the Resource Management Act 1991.</p> <p>7.28 Processing all Private Plan Change Requests and making decisions on the same, as per clause 7.26.</p> <p>Resource Consents (including Land Use and Subdivision), Designations and Heritage Orders</p> <p>7.29 Authority to consider submissions, hold hearings on submissions, and make decisions (including procedural decisions) on all matters concerning resource consents, including subdivision consents under Parts 6 and/or 10 of the of the Resource Management Act 1991.</p> <p>7.30 Processing of all matters concerning Designations and Heritage Orders under Part 8 of the Resource Management Act 1991 including making recommendations to requiring authorities.</p> <p>Subdivision / Subdivision infrastructure</p> <p>7.31 Authority to review, prepare and adopt the Council's Subdivision Development Principles and Requirements.</p> <p>7.32 Authority to exercise the Council's functions, duties and powers relating to the subdivision of</p>	
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land and associated matters under Part 10 of the Resource Management Act 1991 or under Part 21 of the Local Government Act 1974 (roads, service lanes and accessways) which remain in force relating to subdivision.

Storm Water

7.33 Authority to exercise those functions, duties and powers of the Council under the Local Government Act 1974 that remain in force in the following Parts:

- Part 26 (Sewerage and Storm Water Drainage);
- Part 29 (Land Drainage and Rivers Clearance).

Water Services

7.34 Authority to exercise the functions, duties and powers of the Council under sections 192-193 of the Local Government Act 2002 (wastage of water and power to restrict water supply).

Transport and Roding

7.35 Authority to exercise those functions, duties and powers of the Council under Part 21 of the Local Government Act 1974 which remain in force (Roads, Service Lands and Accessways). (Note: Functions, duties and powers of this part of the Local Government Act 1974 that relate to the administration of the District Plan rules are delegated to the Regulatory Management Committee.)

7.36 Authority to exercise all functions, duties and powers of construction, maintenance and control of roads delegated to the Council under Sections 62 and 63 of the Government Roding Powers Act 1989.

Submissions

7.37 Authority to review and approve any Kāpiti Coast District Council submission on any issue that is being made on behalf of Council.

7.38 Authority to receive annual reports from the Road Safety Advisory Group.

Consent orders

7.39 The Chairperson or in their absence the Deputy Chairperson, of the Regulatory Management Committee shall be consulted before the Sustainable Development Manager, and the responsible Group Manager or Regulatory Manager agrees to, on Council's behalf, or authorises agreement to any consent orders arising from proceedings in the Environment Court.

Appointment and Delegations to Hearings Commissioners

Appointment of Pool of Hearings Commissioners

7.40 Authority to appoint a pool of Accredited Hearings Commissioners which shall include all Elected Members and Community Board members with accreditation, and Accredited Independent Commissioners, pursuant to Section 34A of the Resource Management Act 1991, with the relevant delegated powers set out in Part B.2A and Part B.2B as are relevant to each commissioner. Prior to the selection of any Accredited Hearings Commissioner from the pool, the Chairperson or in their absence, the Deputy Chairperson of the Regulatory Management Committee must consult with the Mayor about that selection.

7.41 Authority, following consultation between the Chairperson or in their absence, the Deputy Chairperson of the Regulatory Management Committee and the Mayor, to delegate authority to any Accredited Hearings Commissioner to make a decision on plan changes, as part of a panel,

This was previously a note at the end of the Section – is more appropriate as part of the Delegations section.

pursuant to clause 10 or clause 29(4) of Schedule 1 of the RMA, in addition to the authority given in Parts B.2A and B.2B.

Power of Chair of Regulatory Management Committee (RMC) to select Accredited Hearing Commissioners

7.42 The Chairperson or in their absence, the Deputy Chairperson of the Regulatory Management Committee has authority, **after consultation with the Mayor**, to select ~~at least three~~ Accredited Hearing Commissioners, being accredited Councillors and/or accredited **Community Board members** and/or Independent Accredited Hearings Commissioners from the pool of Hearings Commissioners appointed by the Regulatory Management Committee. **Hearing panels must comprise at least three Commissioners but may consist of one Hearing Commissioner if the Commissioner is an Independent Hearing Commissioner.**

(Note: (a) those appointed have no further powers to delegate and (b) accreditation is attained by way of completing the Ministry for the Environment Hearing Commissioners training course.)

To clarify the process, including that Community Board members, not just the Chairs, may be accredited hearing commissioners.

Section B.2A **Delegations to:
Accredited Hearing Commissioners
(being Accredited Councillors and/or
Accredited Community Board Members)**

DELEGATED AUTHORITY

1 The Accredited Hearings Commissioners where they have been appointed and selected for any matters, have the following functions, duties and powers as listed in clauses 1.1 to 1.11 below with accompanying notes:

- | | |
|---|--|
| <p>1.1 Authority to hear submissions in relation to any District Plan or proposed District Plan, plan change or variation including any request for a private plan change, under Schedule 1 of the Resource Management Act and make recommendations to the Kāpiti Coast District Council or RMC, or if so delegated by RMC or Council, make decisions under clause 10 or 29(4) of the RMA (except the powers under clause 17, in the case of Accredited Hearings Commissioners.)</p> <p>1.2 Authority with regard to all matters relating to the hearing and determination and review of resource consents under Parts 6 and 10 of the Resource Management Act 1991 including the setting of conditions.</p> <p>1.3 Authority to determine any preliminary or procedural matter associated with any resource consent application, or notice of requirement, including a determination as to whether an application for a Resource Consent or notice of requirement should be subject public notification or non-notification or limited notification, and who may be adversely affected by the activity.</p> <p>1.4 Authority to consider and request changes to outline plans under section 176A of the Resource Management Act 1991.</p> <p>1.5 Authority to consider all matters relating to existing use rights under Section 10 of the Resource Management Act 1991 and to issue certificates under Section 139 and 139A.</p> <p>1.6 Authority to determine matters arising under Section 37 and 37A of the Resource Management Act 1991 relating to time limits or to waive compliance with requirements of the Act.</p> <p>1.7 Authority to make an order protecting sensitive information under Section 42.</p> <p>1.8 Authority to hear and make recommendations to the requiring authority or heritage protection authority on notices of requirement under Part 8 (Designations and Heritage Orders) of the Resource Management Act 1991 including any alteration.</p> | |
|---|--|

- 1.9 Authority to hear submissions on Council requirements for designations and heritage orders and to make recommendations to the Council confirming, withdrawing, cancelling or modifying such requirements. (Part 8 of the Resource Management Act 1991).
- 1.10 Such powers, duties and discretions as are necessary to administer the transitional provisions of Part 15 (Transitional Provisions) of the Resource Management Act 1991 (in respect of Resource Consents, Subdivision Consents and Esplanade Reserves and Strips and Financial Contributions).
- 1.11 Authority to hear and determine objections under Section 357, 357A and 357B of the Resource Management Act 1991.

(Note: (a) those appointed have no further powers to delegate and (b) accreditation is attained by way of completing the Ministry for the Environment Hearing Commissioners training course.)

~~Notes to delegations under this section:~~

- ~~• The Chairperson or in their absence the Deputy Chairperson of the Regulatory Management Committee shall be consulted before the Sustainable Development Manager, and the responsible Group Manager or Regulatory Manager agrees to, on Council's behalf, or authorises agreement to any consent orders arising from proceedings in the Environment Court.~~
- ~~• Accredited Hearings Commissioners appointed to hear any matter have no further powers to delegate.~~
- ~~• Accreditation for the purposes of appointment as an Accredited Hearings Commissioner is attained by way of completing the Ministry for the Environment Hearing Commissioners training course.~~

<p>Section B.2B Delegations to: Independent Accredited Hearing Commissioners</p> <p>DELEGATED AUTHORITY</p> <p>1. The Independent Accredited Hearings Commissioners where they have been appointed and selected for any matter have the following functions, duties and powers as listed in clauses 1.1 to 1.12 below with accompanying notes:</p> <p>1.1 Authority to hear submissions in relation to any District Plan or proposed District Plan, plan change or variation including any request for a private plan change, under Schedule 1 of the Resource Management Act, and make recommendations to the Kāpiti Coast District Council or the Regulatory Management Committee (RMC), or if so delegated by the RMC or Council, make decisions under clause 10 or 29(4) of the RMA (except the powers under clause 17, in the case of Independent Accredited Hearings Commissioners).</p> <p>1.2 Authority with regard to all matters relating to the hearing and determination and review of resource consents under Parts 6 and 10 of the Resource Management Act 1991 including the setting of conditions.</p> <p>1.3 Authority to determine any preliminary or procedural matter associated with any resource consent application, including a determination as to whether an application for a Resource Consent and notice of requirement should be subject to public notification, non-notification or processed on a non-notified basis and who may be adversely affected by the activity.</p> <p>1.4 Authority to consider and request changes to outline plans under section 176A of the Resource Management Act 1991.</p> <p>1.5 Authority to consider all matters relating to existing use rights under Section 10 of the Resource</p>	
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<p>Management Act 1991 and to issue certificates under Section 139 and 139A.</p> <p>1.6 Authority to consider applications and grant certificates of compliance under Section 139 of the Resource Management Act 1991.</p> <p>1.7 Authority to determine matters arising under Section 37 and 37A of the Resource Management Act 1991 relating to time limits or to waive compliance with requirements of the Act.</p> <p>1.8 Authority to make an order protecting sensitive information under Section 42.</p> <p>1.9 Authority to hear and make recommendations to the requiring authority or heritage protection authority on notices of requirement under Part 8 and 6AA (Designations and Heritage Orders) of the Resource Management Act 1991 including any alteration.</p> <p>1.10 Authority to hear submissions on Council requirements for designations and heritage orders and to make recommendations to the Council confirming, modifying, imposing conditions on, or withdrawing such requirements. (Part 8 of the Resource Management Act 1991).</p> <p>1.11 Such powers, duties and discretions as are necessary to administer the transitional provisions of Part 15 (Transitional Provisions) of the Resource Management Act 1991 (in respect of Resource Consents, Subdivision Consents and Esplanade Reserves and Strips and Financial Contributions).</p> <p>1.12 Authority to hear and determine objections under Section 357, 357A and 357B of the Resource Management Act 1991.</p> <p><i>(Note: (a) those appointed have no further powers to delegate and (b) accreditation is attained by way of completing the Ministry for the Environment Hearing Commissioners training course.)</i></p>	
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Notes to delegations under this section:

- ~~The Chairperson or in their absence the Deputy Chairperson of the Regulatory Management Committee shall also be consulted before the Sustainable Development Manager, and the responsible Group Manager or Regulatory Manager agrees to, on Council's behalf, or authorises agreement to any consent orders arising from proceedings in the Environment Court.~~
- ~~Independent Accredited Hearings Commissioners appointed to exercise functions or powers for any matter have no further powers to delegate.~~
- ~~Accreditation for the purposes of appointment as an Independent Accredited Hearings Commissioner is attained by way of completing the Ministry for the Environment Hearing Commissioners training course.~~

PROPOSED AMENDMENT	REASON FOR AMENDMENT						
<p>Section B.3 CORPORATE BUSINESS COMMITTEE</p> <table border="1" data-bbox="517 435 1520 552"> <tr> <td>Chairperson</td> <td>Cr Church</td> </tr> <tr> <td>Deputy Chairperson</td> <td>Cr Lester</td> </tr> <tr> <td>Membership</td> <td>The Mayor and all Councillors</td> </tr> </table> <p>PARTNERSHIP FRAMEWORK</p> <p>1 This Committee:</p> <p>1.1 reports to the Kāpiti Coast District Council</p> <p>1.2 works alongside the other Committees and Community Boards of Council to provide a governance partnership base for the achievement of the LTCCP;</p> <p>1.3 will undertake its delegations in accordance with the partnership framework outlined in Part A of this document; and</p> <p>1.4 is responsible for the following Subcommittees:</p> <ul style="list-style-type: none"> • Property Purchase; • Campe Estate; • Audit and Risk. 	Chairperson	Cr Church	Deputy Chairperson	Cr Lester	Membership	The Mayor and all Councillors	
Chairperson	Cr Church						
Deputy Chairperson	Cr Lester						
Membership	The Mayor and all Councillors						

CONSTITUTION:

- 2 The Committee membership shall comprise the Mayor and all Councillors.
- 3 Meetings of Council and or Committees may be attended by Community Board Chairs (or their alternates) and by the Chair of Te Whakaminenga o Kāpiti (or their alternate). They may contribute to discussion and debate, but not vote. Where they have submitted on an issue or have spoken during Public Speaking Time on an issue they shall not participate in discussion or debate.

MEETING FREQUENCY:

- 4 The Committee will meet not less than seven times per calendar year.

OBJECTIVES:

- 5 This Committee will:
- 5.1 Act on behalf of the Council as the “owner” of the Council’s assets;
 - 5.2 Overview and provide advice to Council on financial management, (including financial risk management issues within the overall long term financial programme and financial management parameters set out in the current LTCCP) and performance in relation to all strategic projects;
 - 5.3 Exercise specific delegated powers for the Council for approval of contracts and procurement;
 - 5.4 Undertake audit and other accountability requirements imposed by the Local Government Act 2002;

~~5.5 — Review and approve any Council submission.~~

DELEGATED AUTHORITY:

6 Generally ~~(except where otherwise provided by delegation to another committee or Council officers)~~ this delegation provides authority to exercise all functions, duties and powers relating to all matters assigned to this Committee, as adopted by the Council from time to time, where financial provision has been made in the Annual Plan or LTCCP, and where the action proposed is not contrary to established Council strategy and/or policy or the power of delegation.

7 Without limiting the generality of this delegation, the committee has the following functions, duties and powers:

Annual Planning

7.1 Authority to develop and recommend to Council for approval an Annual Plan within parameters set by the Council and consistent with the LTCCP and any other formally adopted strategy.

7.2 Authority to re-allocate funding already approved by the Council as part of the Annual Budget process provided that the re-allocation of funds does not increase the overall monies committed in the budget and is consistent with the existing LTCCP strategic and policy framework.

7.3 Authority to monitor Annual Plan implementation.

Policy

7.4 Authority, within the strategic direction established by Council, to develop financial policies other than those required to be incorporated in the LTCCP.

- Revenue and Financing;
- Rating;
- Treasury management;
- Financial management.

Financial and Asset Management

7.5 Authority to monitor performance of the Council's financial activities, including income, operating and capital expenditure against budgets, remissions, key financial indicators and investment and debt/borrowings management.

7.6 Authority to act on behalf of the Council as "owner" of the Council's assets and in particular receiving and approving Asset Management Plans.

7.7 Authority to consider and to recommend to the Council the adoption of the Annual Report to the public, together with the Auditor's report thereon (Section 98, Local Government Act 2002).

7.8 Authority to consider and determine applications for write-off of debts that are outside the delegation of the Chief Executive.

7.9 Authority to approve the sale of properties or assets that are not defined as strategic under the Council's Significance Policy.

7.10 Authority to approve the purchase of properties over \$1.5 million and where financial provision has been made in the Annual Plan or the LTCCP.

<p>Risk Management</p> <p>7.11 Authority to develop risk management policies to support efficient and effective project management. manage projects efficiently, effectively, and with due regard to risk.</p> <p>7.12 Authority to assess and monitor key risks facing the Council including risks associated with major projects.</p> <p>Contracting</p> <p>7.13 Outside of any delegation to the Chief Executive, authority to:</p> <ul style="list-style-type: none"> • approve contracts up to a limit of \$5.5 million for any one contract where financial provision has been made in the Annual Plan or LTCCP; • approve contract variations and/or contract terminations up to the limit of \$5.5m. <p>Leasing and licensing of Sale of Land</p> <p>7.14 With the exception of reserve land leases, the Committee has the power to:</p> <ul style="list-style-type: none"> • grant leases of Council land or non-residential buildings where the term of the lease is greater than 1 year or where the annual rent is greater than \$20,000; and • grant licences to occupy Council land where the term of the licence is greater than 1 year. <p>Audit/Accountability Requirements</p> <p>7.15 Authority to:</p> <ul style="list-style-type: none"> • determine the adequacy of the form and content of the Council’s published financial statements; • consider reports on Quality Assurance matters; 	<p>To align with the delegations for the Property Purchase Subcommittee.</p>
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<ul style="list-style-type: none"> • receive and consider statements of service performance (as required by the Local Government Act 2002). <p>Constitutional and Legislative</p> <p>7.16 Authority in regard to any procedural matters relating to any boundary adjustment (internal or external adjustments, including matters relating to the Local Government Commission) or to the constitution of the District or its Wards.</p> <p>7.17 Authority in regard to any procedural matters relating to elections, polls and referenda, not otherwise delegated to the Chief Executive or to the Council’s appointed Electoral Officer.</p> <p>7.18 Authority to monitor overview the provision of external legal services to the Council.</p> <p>Finance and Revenue</p> <p>7.19 Authority to investigate, consult, evaluate, analyse and recommend to Council with regard to policy and review of the Revenue and Financing Policy.</p> <p>7.20 Authority to grant rates relief outside any delegations referenced in Rates Remission Policies included in the adopted LTCCP.</p> <p>7.21 Authority to exercise the Council’s powers, duties, and functions under the Local Government (Rating) Act 2002 or its successor acts, <u>except</u> the power to make a rate.</p> <p>7.22 Authority to make recommendations to the Council on:</p> <ul style="list-style-type: none"> • the level of rates revenue required and the means by which rates should be levied; • the development and promotion of policies to enable the Council to obtain additional resources. 	<p>Already covered at clause 7.4</p>
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<p>Fees and Charges</p> <p>7.23 Authority to fix fees and charges and make pricing and funding decisions in accordance with Council’s Revenue and Financing policies.</p> <p>7.24 Authority to grant remissions of Council Hall Hire where the applicant meets the criteria of the Districtwide Hall Hire Remissions Fund.</p> <p>Trusts</p> <p>7.25 Authority to monitor any Council Trusts established for the management of any Council projects.</p> <p>Submissions</p> <p>7.26 Authority to review and approve any Kāpiti Coast District Council submission on any issue that is being made on behalf of Council, where such review and approval is requested by officers.</p>	<p>This delegated power is proposed to be shifted to the Grants Allocation Subcommittee.</p>
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Section B.4	CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE [no changes to this section so not included here]	
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Section B.5	<p>APPEALS HEARING COMMITTEE</p> <table border="1" data-bbox="515 478 1523 638"> <tr> <td>Chairperson</td> <td>Cr Wooding</td> </tr> <tr> <td>Deputy Chairperson</td> <td>Cr Lloyd</td> </tr> <tr> <td>Membership</td> <td>Mayor, Cr Booth, Cr Gaylor, Cr Ammundsen and Cr Church</td> </tr> </table> <p>PARTNERSHIP FRAMEWORK</p> <p>1 This Committee:</p> <p>1.1 reports to the Kāpiti Coast District Council;</p> <p>1.2 works alongside the other Committees and Community Boards of Council to provide a governance partnership base for the achievement of the LTCCP;</p> <p>1.3 will undertake its delegations in accordance with the partnership framework outlined in Part A of this document.</p> <p>CONSTITUTION</p> <p>2 The Mayor, the Deputy Mayor and the Chairs (or in their absence the Deputy Chairs) of the following Standing Committees:</p> <p>a. Environment and Community Development</p>	Chairperson	Cr Wooding	Deputy Chairperson	Cr Lloyd	Membership	Mayor, Cr Booth, Cr Gaylor, Cr Ammundsen and Cr Church	Change of title to make explicit the nature of the Committee’s work.
Chairperson	Cr Wooding							
Deputy Chairperson	Cr Lloyd							
Membership	Mayor, Cr Booth, Cr Gaylor, Cr Ammundsen and Cr Church							

<p>b. Regulatory Management Committee</p> <p>c. Corporate Business Committee</p> <p>MEETING FREQUENCY</p> <p>3 As required.</p> <p>OBJECTIVE</p> <p>4 This Committee will act in a regulatory capacity on behalf of Council in regards to appeals or objections required to be heard under the relevant provisions of the Local Government Act 2002, the Dog Control Act 1996, the Sale of Liquor Act 1989, and any other enactment or regulation as required.</p> <p>DELEGATED AUTHORITY</p> <p>5 Generally (except where otherwise provided by delegation to another committee or Council officers) this delegation provides authority to exercise all functions, duties and powers relating to all matters assigned to this Committee, as adopted by the Council from time to time, where financial provision has been made in the Annual Plan or LTCCP, and where the action proposed is not contrary to established Council strategy and/or policy or the power of delegation.</p> <p>6 The decisions of this Committee are binding and cannot be overturned by Council.</p> <p>7 Without limiting the generality of this delegation, and except where otherwise delegated to officers, the committee has the following functions, duties and powers:</p> <p>Dog Owners Objections Hearings</p>	<p>This wording not necessary for this Committee given that its role is to hear appeals, not make decisions involving expenditure.</p>
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<p>7.1 Authority to hear and adjudicate objections from dog owners to classifications of dog owners and/or dogs under the Dog Control Act 1996, within the following prescribed terms of reference:</p> <p>7.1.1 Section 22 of the Dog Control Act 1996 – Objection to Classification as Probationary Owner.</p> <p>7.1.2 Section 26 of the Dog Control Act 1996 – Objection to Disqualification.</p> <p>7.1.3 Section 31(3) of the Dog Control Act 1996 – Objection to classification of Dangerous Dog.</p> <p>7.1.4 Section 33B of the Dog Control Act 1996 – Objection to Classification of Menacing Dog (by nature).</p> <p>7.1.5 Section 33D of the Dog Control Act 1996 – Objection to Classification of Menacing Dog (by breed).</p> <p>7.1.6 Section 55(2) Barking Dog Abatement Notice.</p> <p>7.1.7 Section 9 of the Kāpiti Coast District Council Dog Control Bylaw 2008.</p> <p>7.2 Authority to consider and determine applications made under the Kāpiti Coast District Council Dog Control Bylaw 2008, as follows:</p> <p>7.2.1 Authority to hear applications from dog owners, for medical exemption for their dogs from clauses 6.1 to 6.4 of the Kāpiti Coast District Council Dog Control Bylaw 2008.</p> <p>7.2.2 Authority to grant medical exemptions where considered appropriate after hearing applications, and impose any conditions surrounding those exemptions.</p>	
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<p>District Licensing objections and provision of information</p> <p>7.3 Authority to conduct such inquiries and make such reports as may be required of the Council by the Licensing Authority under section 95 of the Sale of Liquor Act 1989;</p> <p>7.4 Authority to convene and conduct hearings of objections under Section 106 of the Sale of Liquor Act 1989.</p> <p>Development Contributions hearings</p> <p>7.5 In response to appeals against determinations made by the Chief Executive or the Sustainable Development Manager regarding requests for remissions of development contributions or where the remissions request exceeds the delegated authority of the Chief Executive, the authority to convene and conduct hearings of such appeals.</p> <p>Transport and Roading</p> <p>7.6 Authority to hear and determine objections to the fixing of road levels (13th Schedule, Local Government Act, 1974).</p>	
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PART C SUBCOMMITTEES

**Section C.1.1 GRANTS ALLOCATION SUBCOMMITTEE
of the Environment and Community Development Committee**

Chair	Cr Wooding
Membership	Cr Lloyd Cr Gaylor Mayor Cr Church Other members as per Constitution

PARTNERSHIP FRAMEWORK

- 1 This Subcommittee:
 - 1.1 reports to the Environment and Community Development (ECD) Committee
 - 1.2 will undertake its delegations in accordance with Part A of this document.

CONSTITUTION

- 2 **Four** Councillors will sit on the Subcommittee for the 2010-2013 Triennium.
- 3 **Three** of the grant programmes will also include ~~community~~ representatives other than Councillors ~~community board members and iwi representatives~~:
 - Creative Communities New Zealand Scheme – three community representatives

The ECD Committee resolved to create the Waste Levy Grants Allocation Subcommittee with specified membership, as detailed here.

chosen by the Environment and Community Development Committee from community nominations, one representative nominated by the Youth Council, and three iwi representatives (one from each iwi) nominated by Te Whakaminenga o Kāpiti;

- Community Grants Programme – two community representatives chosen by the Environment and Community Development Committee from community nominations, and one iwi representative chosen by Te Whakaminenga o Kāpiti.
- Waste Levy Grants Allocation Programme – one representative each from the Paraparaumu/Raumati Community Board and the Waikanae Community Board.

MEETING FREQUENCY

4 The Subcommittee will meet in accordance with the meeting cycles associated with each of the granting programmes:

Creative Communities New Zealand	Twice yearly (in April and August)
District Events Fund	Annually (in September)
Community Grants	Annually (in October)
Employment Initiatives	Annually (in November)
Districtwide Hall Hire Remissions	Annually (September)
Heritage Fund	Annually (February)
Waste Levy	Twice yearly (March and December)

5 For those programmes meeting annually, there will be the option of holding an additional granting round in the following year if the programme funds are not fully allocated in the normal cycle. This does not apply to the Creative Communities Scheme.

OBJECTIVE:

- 6 The objective of this Subcommittee is to allocate grants in accordance with the established cycles and criteria of each of the seven grant programmes. ~~—details of eligibility are at the end of this section.~~

SCOPE OF ACTIVITY:

- 7 ~~—The scope of activity for this Subcommittee is to:~~

- 7.1 ~~—work in accordance with Part A of this document;~~
- 7.2 ~~—assess all applications to the four grant programmes;~~
- 7.3 ~~—determine and make funding allocations.~~

DELEGATED AUTHORITY:

- 7 The Subcommittee will have the authority to assess all applications and allocate funds for the following grant programmes:

Community Grants

- 7.1 The aim is to strengthen local communities by providing financial support through this programme. Funding is provided to not-for-profit organisations to assist in the achievement of a social environment that ensures the Kāpiti Coast District is a good place to live for all sectors of the community. The programme will provide grants to non-profit organisations which provide local, community-based services in response to identified needs.

Creative Communities Scheme (CCS)

7.2 The aim is to administer the CCS in partnership with Creative New Zealand. Creative New Zealand intends that the principal aims of the Scheme are to provide creative opportunities for local communities to engage with and participate in arts activities; support the diverse arts and cultural traditions of local communities; and enable and encourage young people (under 18 years) to engage with and actively participate in the arts. Creative New Zealand provides the Scheme's annual funding to the Kāpiti Coast District Council.

District Events Fund

7.3 This programme supports events occurring in the District which contribute to the District's economic benefit; raise the profile of the District as a vibrant and interesting place to live in and visit; and increase the use and development of tourism facilities. Applicants are eligible to receive funding once within a financial year up to a maximum of three years.

Employment Initiatives Fund

~~7.4 This programme is to support projects which improve employment opportunities for local people, especially those considered to be disadvantaged in seeking work.~~

Districtwide Hall Hire Remissions

7.4 This programme is to assist hall users whose event is benefiting the District as a whole rather than an individual community.

Heritage Fund Allocations

7.5 The Council's Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the District including ecological, geological, historical and cultural areas and sites.

Waste Levy Fund grants

7.6 The objective of this programme is to assess applications and allocate Waste Levy grants for projects which achieve a high level of community involvement in practical on-the-ground waste minimisation projects which encourage community participation and long term action.

Assessment Procedure

8 The Subcommittee will assess all eligible applications and allocate the funds in accordance with each programme's criteria and protocols. In assessing applications the Subcommittee will consider measures such as (but not limited to):

- the clear aims and objectives of the applicant;
- the project or event for which the grant is requested;
- where appropriate, evidence of a sound management structure, and good financial management;
- how closely the application fits with the scheme criteria;
- the identification and evaluation of local needs;
- the use of any previous money granted by Council or Creative New Zealand;
- the level of community involvement in the project;
- the expected outcomes and benefits of the service/project for the Kāpiti Coast District.

Accountability

<p>9 The grant must be used in regard to the application and for the approved purpose or returned to the Kāpiti Coast District Council.</p> <p>10 Any funds which have not been used within the financial year of receipt must be returned to the Kāpiti Coast District Council.</p> <p>11 All recipients must complete and return an accountability form prior to making a further application or within 12 months of receipt, giving a brief description of the benefits that have been achieved because of the grant and a detailed account of expenditure including receipts.</p> <p>12 Annual and other financial reporting required by Creative New Zealand for the Creative Communities Scheme must be provided in accordance with the Creative New Zealand guidelines, templates and timeframes.</p> <p>ELIGIBILITY ACROSS THE PROGRAMMES</p> <p>(1) Community Grants Programme</p> <table border="1"> <thead> <tr> <th>Eligible purposes</th> <th>Ineligible purposes</th> </tr> </thead> <tbody> <tr> <td>Training needs of workers, excluding associated travel and accommodation costs</td> <td>Applications for purposes that do not directly relate to the programme</td> </tr> <tr> <td>Equipment necessary to achieve the outcomes of the programme/project</td> <td>Arts activities which would be eligible for funding from Creative NZ local funding schemes</td> </tr> <tr> <td>Skill development of programme participants</td> <td>Projects or programmes receiving central government funding for the substantial</td> </tr> </tbody> </table>	Eligible purposes	Ineligible purposes	Training needs of workers, excluding associated travel and accommodation costs	Applications for purposes that do not directly relate to the programme	Equipment necessary to achieve the outcomes of the programme/project	Arts activities which would be eligible for funding from Creative NZ local funding schemes	Skill development of programme participants	Projects or programmes receiving central government funding for the substantial	<p>It is proposed to delete this entire section as the information is more appropriate to guidelines for each individual programme.</p>
Eligible purposes	Ineligible purposes								
Training needs of workers, excluding associated travel and accommodation costs	Applications for purposes that do not directly relate to the programme								
Equipment necessary to achieve the outcomes of the programme/project	Arts activities which would be eligible for funding from Creative NZ local funding schemes								
Skill development of programme participants	Projects or programmes receiving central government funding for the substantial								

<p>Publicity or educational material directly related to the aims of the programme</p> <p>Transport services where some disability (social or physical) is involved</p> <p>Transport to events where some disability (social or physical) is involved</p> <p>Transport where some disability (social or physical) is involved</p> <p>Seeding grants</p> <p>Administration costs (up to \$500)</p> <p>New, or improvement or expansions to existing programmes, projects, events.</p>	<p>majority of their costs (eg schools, preschools, hospitals)</p> <p>Project overhead costs</p> <p>Any projects, programmes or services deliver through an existing contract with the Kāpiti Coast District Council</p> <p>Debt servicing</p> <p>Projects or programmes which have already occurred</p> <p>Capital expenditure including new building or improvements to facilities</p> <p>Rent, wages or subscriptions</p> <p>Individuals</p> <p>Travel</p> <p>Catering costs</p>		
<p>Creative Communities New Zealand Programme</p>			
<p>Creative New Zealand will establish and/or amend the Applicant Criteria for this Scheme:</p>			
<p>Eligible purposes</p>	<p>Ineligible purposes</p>		
<p>Projects which:</p>	<p>Types of projects or activities that cannot</p>		

<p>have an arts or cultural focus;</p> <p>meet at least one of the three main funding criteria;</p> <p>benefit local communities;</p> <p>Take place within the District or benefit local communities within the District;</p> <p>have not started before an application for funding has been approved;</p> <p>have not been funded by CCNZ for the same purpose;</p> <p>must be scheduled to be completed within 12 months after funding is approved.</p> <p>Types of projects that could be funded include:</p> <p>Exhibitions, concerts and workshops;</p> <p>Dance that has an arts or cultural focus (eg ballet, tap, taiaha, highland dancing, rock 'n roll);</p>	<p>be funded include:</p> <p>Activities without an arts focus, such as magic, model-making, speech contests, fitness-based dance or martial arts;</p> <p>Projects within the scope of other sectors or organisations;</p> <p>Projects normally funded from the local authority's own resources;</p> <p>Facility development (eg cost of buildings, plumbing, floor coverings, furnishings, theatre lights or stage curtains);</p> <p>Purchase of capital items or equipment such as cameras, computers, instruments, costumes or uniforms;</p> <p>Competition entry fees;</p> <p>Prize money, awards, judges' fees;</p> <p>International events;</p> <p>Travel for individual or groups to attend events or shows;</p>		
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<p>Personnel costs for one-off, short term projects;</p> <p>Contributions towards materials for one-off short-term projects;</p> <p>Costs associated with artist-in-residence schemes;</p> <p>Seminars for local artists and arts groups;</p> <p>Arts promotion;</p> <p>Arts projects with community participation and engagement;</p> <p>Support for the arts of ethnic communities;</p> <p>Projects focusing on young people;</p> <p>School-based projects that are outside the school's normal activities;</p> <p>Projects linked to other sectors such as health, heritage or the environment as long as the main focus is to achieve arts outcomes.</p>	<p>Administration costs and salaries not related to a specific project;</p> <p>Projects that have started or already been completed;</p> <p>Servicing of debts;</p> <p>Catering or refreshment costs;</p> <p>Fundraising;</p> <p>Purchase of artworks for galleries.</p>		
<p>(2) District Events</p>			

Eligible purposes	Ineligible purposes		
<p>Events which meet the primary criteria:</p> <p>Contribute to the economic benefit of the District</p> <p>AND</p> <p>Raise the District's profile in a positive way</p> <p>AND</p> <p>Increase the use and development of tourism facilities.</p> <p>Secondary criteria include events which have a:</p> <ul style="list-style-type: none"> community focus; environmental focus; and cultural focus. <p>Examples of eligible events are:</p> <p>Festivals or fairs</p> <p>Sporting championship events</p>	<p>Events which do not meet the primary criteria, or for which there is insufficient detail provided in the application.</p>		

Exhibitions/expos			
Employment Initiatives Programme			
Eligible purposes		Ineligible purposes	
<p>Projects which:</p> <p>Improve the employment opportunities for people living in the District;</p> <p>Target training towards employment covering work readiness, personal work habits, skill acquisition and development, and work experience which enhances employability;</p> <p>Target those groups who are considered at the time to be disadvantaged in seeking work eg youth, women returning to the work force, long term unemployed, people with disabilities;</p> <p>Work in partnership with central government funding;²</p> <p>May provide a community benefit such as work on community facilities.</p>	<p>Projects which:</p> <p>Are fully funded from other sources;</p> <p>Are considered to exploit the availability of 'cheap' labour.</p> <p>Job vacancy and employment services (recruitment services)</p>		

PROPOSED AMENDMENT		REASON FOR AMENDMENT			
<p>Section C.2 Section C.2.1</p> <p style="text-align: center;">PROPERTY PURCHASE SUBCOMMITTEE Subcommittee of the Corporate Business Committee</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Chairperson</td> <td style="padding: 5px;">The Mayor</td> </tr> <tr> <td style="padding: 5px;">Membership</td> <td style="padding: 5px;">Cr Booth, Cr Gaylor, Cr Ammundsen, Cr Church, and Cr Wooding</td> </tr> </table> <p>PARTNERSHIP FRAMEWORK</p> <p>1 This Subcommittee:</p> <p style="padding-left: 40px;">1.1 reports to the Corporate Business Committee,</p> <p style="padding-left: 40px;">1.2 will undertake its delegations in accordance with Part A of this document.</p> <p>CONSTITUTION:</p> <p>2 The Mayor, the Deputy Mayor, and each Chair (or in their absence the Deputy Chair) of the three Standing Committees.</p> <p>MEETING FREQUENCY:</p> <p>3 As required.</p>	Chairperson	The Mayor	Membership	Cr Booth, Cr Gaylor, Cr Ammundsen, Cr Church, and Cr Wooding	
Chairperson	The Mayor				
Membership	Cr Booth, Cr Gaylor, Cr Ammundsen, Cr Church, and Cr Wooding				

OBJECTIVES:

4 The objective of this Subcommittee is to oversee the purchase of property for the Council within the Council’s identified strategic parameters.

SCOPE OF ACTIVITY:

~~5 The scope of activity for this Subcommittee is to:~~

~~5.1 work in accordance with Part A of this document;~~

~~5.2 achieve the delegated role of the Property Purchase Subcommittee which is to oversee the purchase of property.~~

DELEGATED AUTHORITY

~~5 Authority to oversee the purchase of key strategic properties, within the following prescribed terms of reference:~~

~~6.1 That all decisions made by the Property Purchase Subcommittee be publicly released (subject to confidentiality agreements) in accordance with the provisions of the Local Government Official Information and Meetings Act 1987.~~

~~6.2 That the Property Purchase Subcommittee has a financial delegation of \$1.5 million in relation to the purchase of any key strategic properties and where financial provision has been made in the Annual Plan or the LTCCP.~~

5 Authority to approve the purchase of properties up to and including \$1.5 million and where financial provision has been made in the Annual Plan or the LTCCP or where the funding has been sourced from Reserve Fund contributions. Any purchases over \$1.5 million are referred

back to the Corporate Business Committee.	
6 Except where delegated to the Chief Executive, approve a recommendation in relation to the acquisition of land in lieu of money as a reserve contribution under the RMA 1991.	

Section C.2.2	CAMPE ESTATE SUBCOMMITTEE [no changes proposed so full text not included here]	
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<p>Section C.2.3</p> <p>AUDIT AND RISK SUBCOMMITTEE of the Corporate Business Committee</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Chairperson</td> <td style="padding: 5px;">Cr Church</td> </tr> <tr> <td style="padding: 5px;">Membership</td> <td style="padding: 5px;">The Mayor Cr Booth and Cr Lester</td> </tr> </table> <p>PARTNERSHIP FRAMEWORK</p> <p>1 This Subcommittee:</p> <p style="padding-left: 20px;">1.1 reports to the Corporate Business Committee; and</p> <p style="padding-left: 20px;">1.2 will undertake its delegations in accordance with Part A of this document.</p> <p>CONSTITUTION:</p> <p>2 The membership of this Subcommittee in the 2010-2013 Triennium shall comprise:</p> <ul style="list-style-type: none"> • The Chairperson of the Corporate Business Committee 	Chairperson	Cr Church	Membership	The Mayor Cr Booth and Cr Lester	
Chairperson	Cr Church				
Membership	The Mayor Cr Booth and Cr Lester				

- The Mayor
- The Deputy Mayor
- The Deputy Chair of the Corporate Business Committee

MEETING FREQUENCY:

3 The Subcommittee will meet on a six-monthly basis or more frequently as required.

OBJECTIVE:

4 The Audit and Risk Subcommittee monitors the Council’s financial management and reporting mechanisms and framework and reviews the audit and risk function, ensuring the existence of sound internal systems.

DELEGATED AUTHORITY

5 Generally (~~except where otherwise provided by delegation to another committee or subcommittee or Council officers~~) this delegation provides authority to exercise all functions, duties and powers relating to all matters assigned to this Subcommittee, as adopted by the Council from time to time, where financial provision has been made in the Annual Plan or LTCCP, and where the action proposed is not contrary to established Council strategy and/or policy.

6 Without limiting the generality of this delegation the Subcommittee has the following functions, duties and powers:

Internal Control Framework

6.1 Review whether management’s approach to maintaining an effective internal control

<p>framework is sound and effective.</p> <p>6.2 Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour.</p> <p>6.3 Review whether there are appropriate processes and systems in place to capture and effectively investigate fraud.</p> <p>Internal Reporting</p> <p>6.4 To review the processes for ensuring the completeness and quality of financial and operational information, including performance measures, being provided to Council.</p> <p>External Reporting</p> <p>6.5 Consider the appropriateness of the Council’s existing accounting policies and principles and any proposed changes.</p> <p>6.6 Obtain from external auditors any information relevant to the Council’s financial statements, and assess whether appropriate action has been taken by management in response to the above.</p> <p>Ensure that the Council’s financial statements are supported by appropriate management signoff and adequate systems of internal control (ie letters of representation).</p> <p>Risk Management</p> <p>6.8 Ensure that Council has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of</p>	<p>Updated to reflect current practice.</p>
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<p>Council's significant risks.</p> <p>6.9 Review and evaluate Council's risk management framework and make recommendations to CBC on risk mitigation.</p> <p>6.10 Assist elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role.</p> <p>External Audit</p> <p>6.11 At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees with the external auditor and a recommendation made to the Corporate Business Committee.</p> <p>6.12 Receive the external audit reports and review action to be taken by management on significant issues and audit recommendations raised within</p> <p>6.13 Ensure any recommendation by management that the Office of the Auditor-General replace the external auditor is referred to and examined by the Audit and Risk Subcommittee and a recommendation is made to the Corporate Business Committee.</p>	
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Section C.3	CHIEF EXECUTIVE PERFORMANCE REVIEW SUBCOMMITTEE of the Chief Executive Performance Review Committee [no changes proposed so full text not included here]	
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PART D COMMUNITY BOARDS								
Paekākāriki	<table border="1"> <tr> <td>Chairperson</td> <td>Adrian Webster</td> </tr> <tr> <td>Deputy Chairperson</td> <td>Janet Holborow</td> </tr> <tr> <td>Board Membership</td> <td>Four elected members plus one appointed Ward Councillor</td> </tr> </table>	Chairperson	Adrian Webster	Deputy Chairperson	Janet Holborow	Board Membership	Four elected members plus one appointed Ward Councillor	
Chairperson	Adrian Webster							
Deputy Chairperson	Janet Holborow							
Board Membership	Four elected members plus one appointed Ward Councillor							
Paraparaumu/Raumati	<table border="1"> <tr> <td>Chairperson</td> <td>Louella Jensen</td> </tr> <tr> <td>Deputy Chairperson</td> <td>Jonny Best</td> </tr> <tr> <td>Board Membership</td> <td>Four elected members plus two appointed Ward Councillors</td> </tr> </table>	Chairperson	Louella Jensen	Deputy Chairperson	Jonny Best	Board Membership	Four elected members plus two appointed Ward Councillors	
Chairperson	Louella Jensen							
Deputy Chairperson	Jonny Best							
Board Membership	Four elected members plus two appointed Ward Councillors							
Waikanae	<table border="1"> <tr> <td>Chairperson</td> <td>Michael Scott</td> </tr> <tr> <td>Deputy Chairperson</td> <td>Eric Gregory</td> </tr> <tr> <td>Board Membership</td> <td>Four elected members plus one appointed Ward Councillor</td> </tr> </table>	Chairperson	Michael Scott	Deputy Chairperson	Eric Gregory	Board Membership	Four elected members plus one appointed Ward Councillor	
Chairperson	Michael Scott							
Deputy Chairperson	Eric Gregory							
Board Membership	Four elected members plus one appointed Ward Councillor							
Ōtaki	<table border="1"> <tr> <td>Chairperson</td> <td>Don Moselen</td> </tr> <tr> <td>Deputy Chairperson</td> <td>James Cootes</td> </tr> <tr> <td>Board Membership</td> <td>Four elected members plus one appointed Ward Councillor</td> </tr> </table>	Chairperson	Don Moselen	Deputy Chairperson	James Cootes	Board Membership	Four elected members plus one appointed Ward Councillor	
Chairperson	Don Moselen							
Deputy Chairperson	James Cootes							
Board Membership	Four elected members plus one appointed Ward Councillor							

PARTNERSHIP FRAMEWORK

- 1 The Community Boards:
 - 1.1 report to the Kāpiti Coast District Council.
 - 1.2 work alongside each other and the Committees of Council to provide a governance partnership base for the achievement of the LTCCP;
 - 1.3 will undertake their delegations in accordance with Part A of this document.

STATUS AND CONSTITUTION**Community Board Membership**

- 2 A Community Board is an unincorporated body; it is not a local authority or a committee of the relevant territorial authority.
- 3 The membership of a Community Board consists of—
Members elected under the Local Electoral Act 2001; and Members (if any) of, and appointed in accordance with the Local Electoral Act 2001 by, the territorial authority in whose District the relevant community is situated.

Mayor or Deputy Mayor's attendance at Community Board Meetings

- 4 The Mayor or Deputy Mayor of the Kāpiti Coast District may attend meetings of Community Boards. When the Mayor or Deputy Mayor is present at a meeting of a Community Board then the Community Board Chairperson will invite the Mayor or Deputy Mayor to the table. The Mayor or Deputy Mayor can contribute to the debate. They are not however, able to vote.

Community Board Legislative Basis and Names

- 5 Section 49 of the Local Government Act 2002 states:
- (1) *A Community Board must be established for each community constituted, in accordance with Schedule 6, by—*
- (a) *an Order in Council giving effect to a reorganisation scheme; or*
 - (b) *a resolution made by the territorial authority within whose District the community will be situated as a result of a proposal by electors to establish a community; or*
 - (c) *a resolution made by the territorial authority within whose District the community will be situated as a result of the territorial authority's review of representation arrangements.*
- 6 Section 49(2) of the Local Government Act 2002 requires that the respective Community Boards must be described as:
- The Paekākāriki Community Board
 - The Paraparaumu/Raumati Community Board
 - The Waikanae Community Board
 - The Ōtaki Community Board.

MEETING FREQUENCY

- 7 Each of the four Community Boards will meet on a six-weekly basis.
- 8 The Community Boards may hold joint workshops to discuss issues.
- ~~3.1—The Paekākāriki Community Board will meet six weekly~~
- ~~3.2—The Paraparaumu/Raumati Community Board will meet six weekly~~
- ~~3.3—The Waikanae Community Board will meet six weekly~~

~~3.4 The Ōtaki Community Board will meet six weekly.~~

OBJECTIVES

9 The objectives of each of the Community Boards are to:

- 9.1 achieve the delegated role of the Community Board in accordance with Part A of this document.
- 9.2 make recommendations on policies and strategies for the Council on behalf of the community for the social, economic, environmental and cultural wellbeing of the District, and in particular in the development of the LTCCP and associated policies and strategies.
- 9.3 act as an advocate in respect of any involvement with Trusts or Bequests that currently exist or are established in the future and that benefit the local community.
- 9.4 make decisions about local priority ranking as they relate to the undertaking of local works and services.
- 9.5 review and comment on an annual basis on the delivery of the LTCCP as it relates to initiatives in their local community.
- 9.6 develop and/or review, for final adoption by the Council and within the framework established by *Kāpiti Coast: Choosing Futures – Community Outcomes*, detailed Community Outcome and Local Outcome Statements. ~~These statements will further deliver back to Kāpiti Coast residents and ratepayers specific local community expectations, perspectives and cultural qualities around the seven broad outcome areas that were developed from the community ideas.~~

Deleted as not relevant here.

9.7 consider and approve the allocation of community-based grant funds as deemed appropriate under their agreed criteria of both existing schemes and any granting schemes that may be approved through the Annual Plan process or the LTCCP process.

9.8 Each Community Board Chair or their alternate is able to attend meetings of Council and/or the Standing Committees and contribute to the debate, without voting rights. Where a Community Board has submitted on an issue or has spoken during Public Speaking Time on an issue they shall not participate in discussion or debate.

SCOPE OF ACTIVITY

~~6 — The scope of activity for the Community Boards is to:~~

~~6.1 — work in accordance with Part A of this document.~~

~~represent, and act as an advocate for, the interests of its community~~

~~Consider applications for community grants and approve such in accordance with specified criteria:~~

- ~~• — The Board will establish a Local Outcome Statement for its community. These documents will articulate in the form of a detailed statement what the local community wants in respect of Community Outcomes and as such will drive the policy making of the Council within the framework of the LTCCP and the District Plan. The advocacy role of the Community Board will also extend to monitoring of the achievement of Community Outcomes within the local area.~~

~~6.3 — listen, articulate, advise and act on any matter of interest or concern to the local community. The Community Board will undertake this role over a range of issues,~~

This section deleted as much of the material is more appropriately placed in the delegations section.

~~but in particular over the local desired levels of service for Council services and assets across the 16 activity categories detailed in the LTCCP.~~

- ~~6.4 — contribute to the development of levels of service for new assets and comment on levels of service for existing assets that match with the Local Outcome Document for each community. This role extends to providing a local community perspective on local expenditure, rate impacts and priorities.~~
- ~~6.5 — recognise that the process for decision making under the LTCCP starts within the community and as such the Council and Standing Committees may refer matters to the Community Board to consider and report a local perspective on. (Section 52, Local Government Act 2002 refers).~~
- ~~6.6 — maintain an overview of services provided by the territorial authority within the community (Section 52, Local Government Act 2002 refers).~~
- ~~6.7 — receive advice of Council's receipt of all non-notified resource consent applications.~~
- ~~6.8 — 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.~~
- ~~6.9 — contribute local input to the Walkways/Cycleways and Bridleways Network.~~
- ~~6.10 — consider applications for community grants and approve such in accordance with their criteria.~~

DELEGATED AUTHORITY

10 Each of the Community Boards is delegated the following functions, duties and powers:

<p>Emergency Management</p> <p>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;</p> <p>Annual Submission on Expenditure</p> <p>10.2 Authority to prepare an annual submission to the territorial authority for expenditure within the community (Section 52, Local Government Act 2002 refers);</p> <p>Community</p> <p>10.3 Authority to communicate with community organisations and special interest groups within the community (Section 52, Local Government Act 2002 refers);</p> <p>10.4 Authority to listen, articulate, advise, advocate and æ make recommendations to Council on any matter of interest or concern to the local community.</p> <p>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.</p> <p>10.6 Authority to provide a local community perspective on the levels of service as detailed in the LTCCP, and on local expenditure, rate impacts and priorities.</p> <p>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).</p>	<p>Amended to highlight the Community Boards advocacy role.</p>
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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 LTCCP 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 LTCCP 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.

<p>For the Paekākāriki Community Board</p> <p>10.15 Authority to consider and make recommendations to the Campe Estate Subcommittee on grant applications received seeking funding from the Campe Estate funding.</p> <p>Parks and Reserves</p> <p>10.16 Authority to consider and either approve or reject officer recommendations regarding the naming of Council parks and reserves.</p> <p>10.17 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.</p> <p>Roading</p> <p>10.18 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).</p> <p>10.19 Authority to recommend to the Regulatory Management Committee changes to speed restrictions on local roads.</p> <p>10.20 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).</p> <p>7.14 Authority to consider and either approve or reject officer recommendations under the Council Street Naming policy in respect of:</p>	<p>See new clauses 10.22 and 10.23</p> <p>See new clause 10.24</p>
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- ~~names of roads within the District;~~
- ~~alteration of the name of any road, or part of any road, within the District.~~

~~If all proposed names are rejected the Community Board may request the Chief Executive to undertake further consultation and provision of a more suitable name.~~

10.21 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

10.22 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.

10.23 Authority to approve or reject officer recommendations in respect of such names.

Naming Roads

10.24 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

Amendments to reflect the new Council policies.

the relevant Boards.

Attendance at Public Meetings of Council and Committees

- 10.25 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.
- 10.26 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

- 10.27 Authority to review and approve any Community Board submission on issues within its area.

Training and development

- 10.28 Authority to set priorities for and expend annual funding allocated by Council for the purposes of training and development

Other

- 10.29 Authority to undertake any other responsibilities that are delegated to it by the territorial authority (Section 52, Local Government Act 2002 refers).

Kapiti Coast District Council
P O Box
Paraparaumu

Tena koe Pat

Re: Tangata Whenua Representation

Te Whakaminenga o Kapiti has had a number of discussions over recent months regarding the Maori/tangata whenua representation within council.

The iwi of the ART confederation have a deep commitment to the Kapiti Coast District through our links to the district and our whakapapa. The health, wellbeing and prosperity within our iwi and community motivates us to work in partnership with council to achieve the best possible outcomes for all.

Council meetings

We believe in the importance of kanohi ki te kanohi (fact to face) interaction. With this principle in mind we will ensure that the Chair (or if unavailable a member) of Te Whakaminenga will be present at full council meetings. This will allow councilors' the opportunity to seek guidance, ask questions relating to issues or items that have been discussed or presented to the council for consideration by Te Whakaminenga.

Standing Committees

We see it as an important role for iwi to provide a maori view to all aspects of decision making within local government. We are recommending that a tangata whenua representative be co-opted to council standing committees. Currently, this practice is carried out at Greater Wellington Regional Council and we see this as mutually beneficial for council and tangata whenua groups to be proactively working together.

Te Whakaminenga o Kapiti

The Ati Awa, Raukawa and Toarangatira the ART confederation will continue to work in partnership with council under the umbrella of Te Whakaminenga o Kapiti. We considered the option of becoming a standing committee of council. We think this suggestion is generous but prefer to see our relationship with council as a partners working together side by side to ensure positive outcomes for us both.. Te

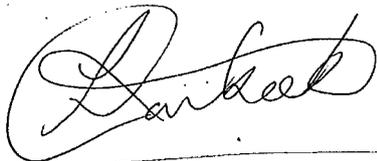
Whakaminenga would like to continue in its current form as we move into the future supported and strengthened by the opportunity to have representatives on council standing committees.

Establishment of Maori Wards

Te Whakaminenga o Kapiti supports the establishment of Maori wards and would invite council to continue the discussion regarding the establishment of Maori wards for the Kapiti Coast. Although we are aware that it would not be possible for the 2013 election we would like to continue the discussion to help promote and raise awareness within the community regarding the role of a Maori ward seat.

If you have any questions regarding our items of business outlined above please do not hesitate to contact me.

Naaku noa, naa

A handwritten signature in black ink, appearing to read 'Te Waari Carkeek', written in a cursive style. The signature is positioned above a horizontal line.

Te Waari Carkeek
Chair – Te Whakaminenga o Kapiti