



The Relationship Accord between the Kāpiti Coast District Council and its five Community Boards

2025-2028 Triennium
kapiticoast.govt.nz

Adopted by Council on 23 July 2026

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PREAMBLE

The Kāpiti Coast district has five community boards, one each for Paekākāriki, Raumati, Paraparaumu, Waikanae and Ōtaki. Community board members' role is to represent and advocate for the interests of their communities, liaise with community organisations, maintain an overview of the services provided by Council and carry out the responsibilities, duties and powers that have been delegated to the boards by Council relating to issues within their boundaries. Community boards can also make submissions to Council and other statutory agencies. Community boards have no decision-making powers other than those set out in the delegations section of Council's Governance Structure and Delegations for the 2025 – 2028 triennium. Any of the community boards may request expert advice through the Chief Executive and the community boards may make recommendations to Council on matters outside of their delegations, in which case a resolution may be passed by Council to request action through the Chief Executive.

Community board chairs or alternates may attend Council and committee meetings with speaking but not voting rights and are not counted towards quorum. Other community board members may attend meetings of Council and/or its committees with speaking rights, at the discretion of the Chair.

The Mayor or Deputy Mayor may attend community board meetings with speaking but not voting rights. Ward councillors not appointed to community boards may attend meetings with speaking but not voting rights at the discretion of the Chair. When attending these meetings, they may sit at the table at the discretion of the Chair.

This Community Board Relationship Accord sets out the basis for the ongoing relationship between the Kāpiti Coast District Council and its five community boards.

PURPOSE

The purpose of the Accord is to encourage communication, coordination and cooperation between Council and its community boards to enable them to work together to:

- facilitate local decision making and action by, and on behalf of, its communities;
- promote active citizenship;
- strengthen the connection to neighbourhoods and citizens;
- provide local input into Council strategies, plans and services;
- ensure the delivery of local public services.

Underpinning the Accord is a commitment to act towards each other in good faith, that is, to establish and maintain a productive relationship in which the parties are responsive and communicative.¹

¹ A definition of good faith taken from section 4(1A) of the Employment Relations Act 2000 is "the parties to the relationship are active and constructive in establishing and maintaining a productive relationship in which the parties are, amongst other things, responsive and communicative."

COMMUNITY BOARD ROLE

The community boards have the following role: “Voice and Advice”. The role, which is summarised below, is described in detail in Attachment 1.

Model 1: Voice + Advice

The foundation of strong local democracy. This model ensures community boards are a vital conduit between communities and Council. Boards bring local voices to the table, advocate for their communities, and provide advice and feedback on issues of local interest. They help Council stay connected and responsive, while remaining grounded in their representative and advisory role.

SHARED GOVERNANCE

The Accord sets out the parameters whereby the governing body of Council has a responsibility for matters of district wide significance within which the boards have an interest in all matters affecting their community. The relationship between Council and its community boards is based on the following understandings:

- The best interests of the district’s communities are served when Council and its boards work cooperatively.
- Council and community boards acknowledge that Council has a district wide focus and boards have a community focus, with community boards operating under the governance umbrella of Council.
- Community boards carry out the responsibilities, duties and functions set out in statute as well as any additional roles and responsibilities given and/or delegated by Council under its Governance Structure and Delegations for the 2025 – 2028 triennium.

WORKING TOGETHER IN COLLABORATION

- When making decisions, Council will engage early with its community boards so that feedback from the boards can be utilised in the decision-making process.
- Council will have particular regard to board feedback on relevant policy and planning documents before they are adopted as draft documents and notified for public comment.
- Community boards may make submissions on any Council consultation document that has been publicly notified, regardless of whether they have commented on an early draft of that document.
- Decisions on projects or matters with district-wide implications across multiple ward boundaries will be made by Council or a Council committee. Boards will be engaged on district-wide initiatives that impact their communities.
- Council may, as appropriate to the matter under consideration, appoint community board representatives to committees, hearings panels and working parties.

COMMUNICATION

- The objective is to retain quality relationships between Council and its community boards, and between the boards and the public. Communication by all must be timely and include all relevant information.
- Minutes of board meetings will be available in a timely manner.
- The chairperson, unless otherwise stated, is the spokesperson for the board.
- Council and the boards will deal with issues in good faith by, where possible, raising criticism and disagreements outside the public arena before issuing public statements. If any public statements of criticism and disagreements are raised in a public arena, elected members will ensure they are raised in a respectful and mana-enhancing manner.
- The board chairperson will have the opportunity to present any board reports or recommendations made by their board to Council.
- The chairperson (or an alternate) may attend Council or committee meetings with speaking rights but not voting rights.

RESPONSIBILITIES OF COUNCIL AND COUNCIL OFFICERS

- The Chief Executive (CE) will ensure that each community boards are provided with complete, timely and robust information, support and advice on which the boards can make their decisions. This includes the provision of adequate staff support for board meetings.
- To ensure board decisions are well-informed, officer reports will include information on options, risks and costs, in accordance with the significance of the issue.
- Community boards will ensure that requests for staff advice do not exceed the amount of staff time allocated to the board under this agreement (if appropriate). The board chairperson will negotiate with the CE if additional staff resources are required.
- The roles and responsibilities of the senior leadership team, the Governance team, and any other staff member working directly for or with a board will be clarified as part of this agreement.
- Community board concerns regarding operational performance will be communicated to the relevant Group Manager in the first instance and subsequently to the CE if not resolved.
- In working with the boards, Council and its staff will carry out the following responsibilities:
 - a) consult the boards by way of invitation to Council briefings, where appropriate, on the development of the Annual Plan or Long-term Plans in sufficient time to allow the boards to make a meaningful and informed submission to Council.
 - b) provide updates on asset and service delivery expenditure in the boards' community areas.
 - c) consult the community boards in the early stages of developing strategies, including the design of assets, services, projects,

programmes and facilities.

- d) listen to, and take into account the boards' feedback on assets, services, projects, programmes and facilities.
- e) provide information about matters relevant to the boards and their areas, in a timely manner.
- f) provide administrative support for the boards' formal meetings and a single staff contact for all departments of Council.
- g) provide updates and presentations on major policy issues initiated by Council that will be occurring within the boards' areas.
- h) invite board members to participate in all community or site meetings held in the boards' areas on proposed works projects.
- i) hold at least one combined workshop per annum involving members of the governing body, and community board chairs to discuss issues of mutual interest and clarify future strategic direction.
- j) accept, at its ordinary meetings, representations from the boards on any issues of significance recorded in board minutes.

RESPONSIBILITIES OF THE COMMUNITY BOARD

- The boards are accountable for the decisions they make, which means all members are expected to make their best efforts to support the boards, their purpose and decisions.
- Board members will comply with the Code of Conduct adopted by Council in accordance with the provisions of the Local Government Act 2002.
- The boards will undertake their role, as set out in the 'Community Board Role' section of this Accord, in an efficient manner that aligns, and is consistent with, the priorities of the governing body as set out in Council's Long-Term Plan and Annual Plan.

Community boards will:

- a) represent, and act as an advocate for, the interests of its community;
and
- b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
and
- c) maintain an overview of services provided by the territorial authority within the community; and
- d) prepare an annual submission to the territorial authority for expenditure within the community; and
- e) communicate with community organisations and special interest groups within the community; and
- f) within the framework of the council's relationship to Iwi/Māori, seek to engage with appropriate Māori organisations within the board's rohe;
and
- g) undertake any other responsibilities that are delegated to it by the territorial authority

(Section 52 LGA 2002)

MEETINGS AND DECISION-MAKING

- The boards will meet bi-monthly, or a total of six times per annum, in accordance with Council's Governance Structure and Delegations for the 2025-2028 triennium.
- Both Council and the boards acknowledge that good governance requires them to consider community views and provide a balance of the different views.
- Each meeting will include the following agenda items:
 - an open public speaking section (speakers are strongly encouraged to make prior arrangements with staff to attend),
 - any reports from council staff seeking decisions in line with the boards' delegations.
- If boards consider that a particular decision is better made at the community board level, rather than at the level of the governing body, it may ask for a report to Council regarding the delegation of that particular decision.
- If they choose to do so, boards may refer any decision they has been given delegated authority to make to Council.
- Council is not entitled to rescind or amend a final decision made under a delegation to community boards.
- When exercising decision-making powers the boards must take account of Council's Significance and Engagement Policy and the requirements of the Local Government Act 2002.

STRENGTHENING RELATIONSHIPS

- Where boards have been involved in reaching decisions made by Council they will not publicly criticise those decisions.
- Council and the boards will work out issues of difference in good faith. It is recognised that issues where different positions are taken will naturally arise and will generally be resolved positively through discussion.
- Where there are significant differences between the boards and Council, agreement will first be sought through mediation involving an independent and suitably skilled individual acceptable to both parties.
- Where board performance concerns are raised and no resolution is agreed Council has the right to remove delegations made to the boards.

OPERATIONAL SUPPORT FOR BOARD MEMBERS

Council undertakes to ensure board members have the “tools” to effectively fulfil their roles and duties. This includes:

- regular bi-monthly meeting cycle
- the boards will meet at various venues within their relevant areas. For each meeting the venue will be advertised on Council’s website.
- support to book public forums outside the formal meeting cycle
- provision of administrative facilities and advice to community board members.
- ensuring that at least one member of the governing body and the agreed staff attend all community board meetings
- ensuring that queries arising from reports (and intended for council staff attending board meetings) are provided to staff at least two days in advance through the chair to the relevant Group Manager

To enable community board members to fulfil the expectations of their office, board members will be entitled to:

- a tablet device
- dedicated email addresses
- ICT support (requests managed through the Governance team)
- accessible meeting rooms
- parking permit when attending Council meetings and briefings/workshops
- refreshments supplied at Council meetings and briefings/workshops
- expenses reimbursed according to Remuneration Authority guidelines and in line with the Elected Members’ Remuneration, Allowances and Expenses Policy.

TRAINING AND PROFESSIONAL DEVELOPMENT FOR BOARD MEMBERS

Appropriate training and development will be provided for board members, on an ongoing basis, to ensure they have the necessary skills and knowledge to undertake their governance and policy-making responsibilities. This will include:

- At least one fully funded governance and chair's training session for all board chairs and deputy chairs. This will be in addition to Council's standard post-election induction in order to build capability in governance, advocacy, and relationship building.
- Where needed there will be agreed access to paid training for individual board members, signed off between the Mayor and/or Deputy Mayor.
- All board members to be offered training in Civil Defence and Emergency Management (CDEM) — from basic awareness to active response, as appropriate to local circumstances.
- Ensuring all board members are able to learn about local tikanga and Te Ao Māori to facilitate building constructive relationships with iwi/hapu and local Māori organisations.
- The boards will encourage members to take part in training or workshops organised for Councillors to enhance the performance of the board.

RESOLVING DIFFERENCES AND REVIEW

The parties may consider and review this document at any time. Any proposals for change must be presented for consideration at the next available meeting of each party. The request must be made in writing to the administrator and made at least two weeks before the next meeting date.

Any differences arising between Council and the community boards about the interpretation and/or application of this Accord will be referred to a panel comprising representatives of both parties and, if needed, an independent mediator.

Both parties must ratify any proposed changes to this Accord prior to them coming into effect. This agreement will be placed on the agenda of meetings of both parties prior for adoption and signature.

ADOPTION

The Ōtaki Community Board adopted the Accord on 31 March 2026

The Waikanae Community Board adopted the Accord on 12 May 2026

The Paraparaumu Community Board adopted the Accord on 21 April 2026

The Raumati Community Board adopted the Accord on 21 April 2026

The Paekākāriki Community Board adopted the Accord on 9 June 2026

Appendix 1 - RELATIONSHIP MODEL

The role of the community board is set out below.

Model 1: Voice + Advice

The foundation of strong local democracy. This model ensures community boards are a vital conduit between communities and council. Boards bring local voices to the table, advocate for their communities, and provide advice and feedback on issues of local interest. They help the council stay connected and responsive, while remaining grounded in their representative and advisory role.

Representing and acting as an advocate for the interests of the community.

Example: hearing from the local community and representing these interests at a council/committee meeting through public fora, submissions, presentations, or through supporting submitters

Considering and reporting on any matter referred to it by their council, and any issues of interest to the Community Board

Example: considering and providing feedback to the council on matters in their local area, providing reports to the council on matters in their local area they want considered by the council

Maintaining an overview of services provided by their council within their community

Example: providing regular updates to the council on matters of interest from their local community – including reporting on levels of satisfaction/points of concern and receiving notification of any resource consent activity in the community.

Making an annual submission to their territorial authority on expenditure

Example: providing a Board submission, on behalf of the local area, on the council's LTP and AP, district plan changes, strategies and policies, bylaw changes.

Communicating with community organisations and special interest groups in the community

Example: providing regular updates to the community, via relevant channels; informally receiving commentary from the community to share with the council to inform decision-making (this might be via meetings, feedback to questions)

Undertaking any other responsibilities delegated by their council – None