

# **ROLE DESCRIPTION**

## **FOR**

### **COMMUNITY BOARD MEMBERS**

The role of a Community Board member is varied. To be an effective Community Board member you need to know that it is more than just attending Community Board meetings. In order to effectively represent your community you will also need to attend many other meetings and events in your local community. Don't forget, your Community Board is only as good as you and your colleagues make it.

#### **Representative Role**

##### **Advocacy**

- To promote residents' issues and initiatives to the Community Board and the Council.
- To advocate for local issues and initiatives on behalf of residents to the City or District Council.
- To advocate on behalf of residents to central government where appropriate.
- To respond to resident and community issues and submissions, and to act as leaders in the community where problems, issues or initiatives need to be promoted.
- To engage in Community Development activities in conjunction with Council officers. Board members frequently assist with the initiation and facilitation of community development initiatives and may liaise with Council Officers who are responsible for taking action and reporting back.

##### **Public Face**

- Representing the community to central government agencies and wider community fora.
- Liaising with and communicating to community groups regarding issues and initiatives, as well as Community Board and Council processes, services and decisions.
- Clarifying and promoting the role of the Community Board to the ward and wider communities.

#### **Governance Role**

##### **Relationships**

- To Work cooperatively with the Council. Community Boards are part of the local authority and must work within the framework of powers and functions set out in statute and those delegated by the Council.
- To act as an interface between the Council and the community. Board members should listen to the diversity of viewpoints and concerns in their

community, work towards a shared understanding and represent and communicate these to the council.

- To attend meetings of the Community Board and any other outside bodies the member has been asked to serve.

### **Decision Making**

- To contribute to the development of Community Board policies and set and monitor key performance indicators.
- To ensure the integrity of the Community Board and its decisions and represent these to the community and particular groups in a way that promotes the Board rather than the individual.
- To scrutinize Council policies and services within the Community Board area and advise the Council on ways of enhancing effectiveness.
- To ensure that decisions are made on the basis of sound information and rationale, and that they reflect the interests of the communities represented by the Board.
- To ensure that the structures and systems used by the Board (i.e. agenda) support and encourage effective, democratic decision making.

### **Information Gathering**

- To actively seek good quality information to be kept well informed of community priorities as well as broader issues and initiatives.
- To attend specifically to information directed to board members such as emails, submissions, deputation, and financial reports.

### **Accountability**

- To sit on hearing panels and engage in decision-making processes with no bias, acting at all times with integrity and professionalism.
- To act in accordance with their democratic accountability to all residents within the area.
- To act in accordance with the Community Board or Council's Code of conduct.

For many people membership of a Community Board is their first step in a journey that may eventually lead to a role as a Councillor, Mayor or even a Member of Parliament. Unlike many of these other roles, Community Board members are largely voluntary and are paid an honorarium set by the Remuneration Authority.

Honorarium levels will vary from council to council so contact your local authority to find the relevant amount. Further information can be found on the Community Boards' web page at [www.lgnz.co.nz](http://www.lgnz.co.nz)

# POLICY ON DEVELOPMENT CONTRIBUTIONS AND FINANCIAL CONTRIBUTIONS

Final draft 18.3.04, not to be construed as Council policy until adopted  
by 30 June 2004

## Waitakere City Council Strategy/ Policy Summary Sheet

<b>Policy name</b>	Draft Development and Financial Contributions Policy
<b>Adoption information – date, committee, resolution number</b>	Environmental Management and Finance and Operations adopt draft in March 04. Council adopts for consultation 31 March 04. Council will adopt final by June 2004.
<b>Review date</b>	By June 2006.
<b>Complying with what legislation, if so, list Section etc</b>	Local Government Act 2002 sections 101, 102, 106, 197-210, and Schedule 13. RMA 407,409
<b>Executive summary</b>	<p>Recommendations as approved by Finance and Operations Committee 8 March 2004 are:</p> <ol style="list-style-type: none"> <li>1.that Council take Development Contributions for network and community infrastructure to appropriately provide for the social, economic, environmental and cultural well-being of the community.</li> <li>2.that Financial Contributions be taken under the Resource Management Act provisions for reserves and environmental effects.</li> <li>3.That Council take development contributions from development where the effect, including the cumulative effect of development, is to require new or additional assets or assets of increased capacity, and as a consequence, the Council incurs capital expenditure. This includes capital expenditure Council has already incurred in anticipation of growth.</li> <li>4.That where capital works are required to meet growth then Waitakere City Council will recover the costs over time.</li> <li>5.That where an increased capacity is required to meet the needs of an increasing population this will be considered a cost of growth.</li> <li>6.That where a backlog of work exists, then that cost component will be borne by rates, or Financial Contributions. If undertaking the backlog work increases the capacity of the infrastructure in order to facilitate growth, then the increased capacity component will be funded by development contributions.</li> </ol> <p>The policy provides schedules for contributions for the following asset groups: Network infrastructure:</p>

	<ul style="list-style-type: none"> <li>• Rooding</li> <li>• Public transport</li> <li>• Water Supply</li> <li>• Waste water</li> <li>• Stormwater</li> </ul> <p>Community Infrastructure:</p> <ul style="list-style-type: none"> <li>• Town Centre Development,</li> <li>• Infrastructure on Parks,</li> <li>• Halls and libraries</li> <li>• Cemetery and Crematoria</li> </ul> <p>Existing works (from 2001)</p>
<b>Key words as listed on agenda item</b>	Development contributions, financial contributions, community facilities, costs of growth, community infrastructure, network infrastructure, reserves
<b>Summary of process used to develop policy</b>	<p>The relevant agenda items track the process from March 2003 to June 2004.</p> <p>Consultation was undertaken through the Annual Plan 2004/2005 process.</p> <p>In addition, developers were contacted via Council's Developer Workshops in November 2003, and focus group activity in March 2004. Submissions to the Draft policy are being sought through the Annual Plan.</p> <p>Peer reviews were gained from legal, technical and regional colleagues.</p>
<b>Project leader, and names of development team</b>	<p>Cathy Kenkel and Tony Miguel project leaders, team are Ariya Randeni, Ross Wilson, Chris Thomas, Philip Brown, Matt Heale, Denis Sheard, Bob Preston, Natasha Harrison.</p> <p>Asset Managers in Council developed the worksheets on which the contributions are based.</p>
<b>Responsibility for implementation</b>	Consents and Resource Management, Ecowater staff.
<b>Monitoring measures associated with the policy</b>	<p>Monitoring will be undertaken by the Strategy and Development with Resource Management for consistency and effectiveness of application.</p> <p>Any necessary changes will be effected appropriately. Policy changes could be adopted through SCP process or prepared for the 2006 version.</p>
<b>Attach policy</b>	Will be on Document Central when adopted.
<b>Original file reference</b>	I/projects/devcontr/draft policy feb 04
<b>Key supporting documents</b>	<p>Devcontr file in i/projects</p> <p>Worksheets for asset groups.</p> <p>Regional Growth Strategy 1999.</p> <p>Waitakere City Populations Projections Study 2000 - McDermott Fairgray Group with Hill Young Cooper</p> <p>North West Sector Agreement 2001.</p> <p>Census 2001 statistics.</p> <p>Waitakere City Council Asset Management Plans, Codes of Practice</p>