Please complete this form and return it together with the completed workbook and brief description for each position of responsibility to info@remauthority.govt.nz .

Information About Important Dates and Positions of Responsibility

RemunerationAuthority

Name of Council: _____Kāpiti Coast District Council _____

Date official result for the Council was declared: _____21 October 2019 _____

(*Note: the remuneration for incoming elected members is effective on and from the day after the date on which the official result of the 2019 election is declared under section 86 of the Local Electoral Act 2001 in relation to the Council.*)

Positions of Responsibility (eg: Deputy Mayor, Chair of a Committee)

Name of Position	**Date position was adopted/ approved/ confirmed/ resolved by Council**
Deputy Mayor	31 October 2019
Chair Strategy and Operations Committee	7 November 2019
Portfolio A Holder	7 November 2019
Portfolio B Holder	7 November 2019

(*Note: the additional remuneration for positions of responsibility is effective on and from the day after the date on which the Council confirmed the position.*)

A brief description must be provided for each position of responsibility ie: specify the additional responsibilities over and above the base councillor role - covering duties, delegations, deputising and reporting obligations and the extra time involved in carrying out the additional responsibilities.

The pool approach adopted this Triennium provides an ideal opportunity to create a more inclusive governance structure, allowing councillors to be involved in a broad spectrum of key areas of importance for the district. A portfolio approach enables individual councillors to be given responsibility for a particular focus area and enables individual councillors to take an active leadership role within the community.

Some portfolios will be more demanding than others and require more time and effort from the portfolio holder. They may differ for example in:

- *degree of complexity*
- *importance of relationships*
- *required expertise*
- *amount of time needed.*

	Committees	**Subcommittee**	**Portfolio**	**Community Boards**	**Other appointments**
Mayor	Council Strategy & Operations Te Whakaminenga o Kapiti	Audit & Risk Grants Appeals			Regional Transport Joint Committee Regional Strategy Joint Committee
Deputy Mayor	Council Strategy & Operations	Audit & Risk Grants Appeals	Cultural wellbeing (including Arts) The Three Waters		Public Art Panel Mahara Gallery Trust LGNZ Policy Advisory Group Regional Strategy Joint Committee
Chair Strategy and Operations	Council Strategy & Operations *(Chair)* Te Whakaminenga o Kapiti		Transport	Ōtaki Community Board	Regional Transport Joint Committee Road Safety Advisory Group
Portfolio A Holder	Council Strategy & Operations *(Deputy Chair)*	Audit & Risk	Rural GWRC Economic wellbeing		
Portfolio A Holder	Council Strategy & Operations	Audit & Risk *(Deputy Chair)*	Business & Jobs		Cycleway Walkway and Bridleway Advisory Group Friends of the Ōtaki River Older Persons Council

					Accessibility Advisory Group
Portfolio A Holder	Council Strategy & Operations	Grants *(Chair)*	Waste		Regional Waste Forum Waste Minimisation Task Force
Portfolio A Holder	Council Strategy & Operations	Grants	Housing Social wellbeing		
Portfolio B Holder	Council Strategy & Operations		Climate Youth	Paekākāriki Community Board	Youth Council Wellington Region Climate Change Working Group
Portfolio B Holder	Council Strategy & Operations	Appeals Hearing *(Deputy Chair)*	Environmental wellbeing	Waikanae Community Board	Cycleway Walkway and Bridleway Advisory Group Friends of the Waikanae River Ecological Restoration Maintenance Trust
Portfolio B Holder	Council Strategy & Operations	Grants	Health Seniors	Paraparaumu-Raumati Community Board	Older Persons Council Paraparaumu College hall
Portfolio B Holder	Council Strategy & Operations	Grants *(Deputy Chair)*		Paraparaumu-Raumati Community Board	Road Safety Advisory Group Paraparaumu College hall

Portfolio A brief description

- Responsibilities may include those of a Councillor combined with Chair or Deputy Chair of a Subcommittee *and Portfolio responsibilities.
- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Assisting the council to meet its strategic objectives
- Enhance relationships with key stakeholders
- collaborate with committee chairs and other portfolio leaders where objectives are shared
- work effectively with council officers
- attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- as far as possible attend council launches of new activities and projects in their area of responsibility

- Keep the Mayor informed of emerging issues
- maintain a no-surprises approach for elected members and staff
- for the term of the triennium unless amended by a decision of the Council

*(*excluding Deputy Chair of Appeals Hearing Subcommittee which did not meet at all last Triennium)*

Portfolio B brief description

- Responsibilities may include those of a Councillor, Ward Councillor on Community Board combined with Portfolio responsibilities and /or Chair of Appeals Hearing Subcommittee.
- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Assisting the council to meet its strategic objectives
- Enhance relationships with key stakeholders
- collaborate with committee chairs and other portfolio leaders where objectives are shared
- work effectively with council officers
- attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- as far as possible attend council launches of new activities and projects in their area of responsibility
- Keep the Mayor informed of emerging issues
- maintain a no-surprises approach for elected members and staff
- for the term of the triennium unless amended by a decision of the Council

Deputy Mayor brief description

- the Deputy Mayor will be expected to undertake some of the roles of the Mayor will not be able to attend all functions and events.
- The Deputy Mayor must also be ready to assume the Chairmanship of Council Meetings in the absence of the Mayor.
- Should the Mayor for whatever reason be no longer able to undertake his/her duties it will be the duty of the Deputy Mayor to take over the role until either, the Mayor is able to assume his/her duties.
- Responsibilities will include those of a Councillor combined with Portfolio responsibilities.
- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Assisting the council to meet its strategic objectives
- Enhance relationships with key stakeholders
- collaborate with committee chairs and other portfolio leaders where objectives are shared

- work effectively with council officers
- attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- as far as possible attend council launches of new activities and projects in their area of responsibility
- Keep the Mayor informed of emerging issues
- maintain a no-surprises approach for elected members and staff
- for the term of the triennium unless amended by a decision of the Council

Chair Strategy and Operations Committee brief description

- Responsible for making sure that each meeting is planned effectively, conducted according to the Standing Orders and that matters are dealt with in an orderly, efficient manner.
- The Chairperson must make the most of all his/her committee members, building and leading the team.
- Responsibilities may include those of a Councillor and Portfolio responsibilities.
- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Assisting the council to meet its strategic objectives
- Enhance relationships with key stakeholders
- collaborate with committee chairs and other portfolio leaders where objectives are shared
- work effectively with council officers
- attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- as far as possible attend council launches of new activities and projects in their area of responsibility
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