



# AGENDA

## RĀRANGI TAKE

NOTICE OF THE INAUGURAL MEETING OF

# COMMUNITY DEVELOPMENT COMMITTEE

to be held on **Monday 03 February 2020** commencing at **5.30 pm**  
in the Council Chambers, 36 Weld Street, Hokitika

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Chairperson: Cr Martin

Members: Cr Carruthers  
Cr Keogan  
Kw Madgwick

Cr Davidson  
Cr Neale  
Kw Tumahai

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# Council Vision:

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

## Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

### 1. **NGĀ WHAKAPAAHA APOLOGIES**

(includes leave of absence notification)

### 2. **WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

### 3. **ADOPT TERMS OF REFERENCE**

- Report to Committee – Adopting Terms of Reference (Pages 4 - 9)

## **4. INTRODUCTION TOPICS**

- **Reserves Parks and Environment Sub Group**  
Community Development Advisor
  
- **Safer Communities**  
Community Development Advisor
  
- **Culture and Heritage – Identification of Key Focus points**
  - Carnegie Building Re-opening – Chief Executive
  - Tohu Whenua Pou Launch – Community Development Advisor
  - Heritage Hokitika Projects – Community Development Advisor
  - Previous work and PGF Applications – Chief Executive
  
- **Update on Community Projects and Township Development Fund**  
Community Development Advisor
  
- **Hokitika CBD Revitalisation Working Group**  
Chief Executive
  
- **Creative Communities update**  
Community Development Advisor

**DATE OF NEXT COMMUNITY DEVELOPMENT COMMITTEE MEETING  
06 APRIL 2020  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

# Report



**DATE:** 03 February 2020  
**TO:** Community Development Committee  
**FROM:** Community Development Advisor

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## **ADOPTING TERMS OF REFERENCE**

### **1 SUMMARY**

- 1.1 The purpose of this report is to present the Terms of Reference for the Community Development Committee.
- 1.2 This issue arises from the establishment of the Council's Community Development Committee.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that the Committee adopt the Terms of Reference.

### **2 BACKGROUND**

- 2.1 With the establishment of the Council Committees there is a need to develop a terms of reference.

### **3 CURRENT SITUATION**

- 3.1 The Community Development Committee has been established and as part of this process there is a need to adopt a Terms of Reference for this committee moving forward.

## 4 OPTIONS

4.1 Option One: That the Terms of Reference are adopted.

4.2 Option Two: Amend the Terms of Reference.

## 5 SIGNIFICANCE AND ENGAGEMENT

5.1 This is a low level of significance as this is administrative in nature.

## 6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Adopting a Terms of Reference will ensure Council meets responsibilities and the Community Development Committee has established guidelines.

6.2 There are no financial implications as the Community Development Committee is limited to the provision that has been made in the annual budgets and in the Long Term Plan.

## 7 PREFERRED OPTION(S) AND REASONS

7.1 Option one: Adopt the Community Development Committee Terms of Reference as presented.

## 8 RECOMMENDATION(S)


A) THAT the Terms of Reference are adopted

B) THAT the Terms of Reference are amended and adopted

**Sarah Brown**  
**Community Development Advisor**

**Appendix 1:** Community Development Committee Terms of Reference

## TERMS OF REFERENCE FOR THE COMMUNITY DEVELOPMENT COMMITTEE

	<b>Authorising Body</b>	Mayor / Council
	<b>Status</b>	Standing Committee
	<b>Title</b>	Community Development Committee
	<b>Approval Date</b>	3 <sup>rd</sup> February 2020
	<b>Administrative Support</b>	Chief Executive Office

### PURPOSE:

To assist the Council with the development of community services which contribute to the character, culture, and identity of the Westland district, and to pursue an active community role in active partnership with local communities.

The Community Services Committee covers a wide range of issues, altogether ensuring Westland is a vibrant, inclusive and safe district to live for all people, all ages and abilities.

### RESPONSIBILITIES:

The focus of the Community Services Committee is matters relating to social, culture and community well-being.

The Committee:

- Promotes active citizenship, community participation and community partnerships
- Seeks to address cultural, social, and economic disadvantage and promote equity for all people residing in Westland
- Work alongside Te Runanga o Ngāti Waewae and Te Rūnanga Makaawhio
- Works in partnership with key agencies, organisations, communities of place, identity and interest
- Is innovative and creative in ways it contributes to social and community wellbeing

The Community Development Committee considers and reports to council on issues and activities relating to:

- Community organisations
- Culture and Heritage
- Sports, recreation and leisure services and facilities
- Open spaces in the public realm: Parks, Reserves, Gardens, Cemeteries, Memorials, Statues and Public Art

- Youth
- Civic Awards
- Public Health
- Safe Community
- Local and Community events, programmes and activities
- Community Development and support, including grants
- Community engagement and participation
- Communities of place, identity and interest
- Creative Communities
- Hokitika CBD Revitalisation

#### **DELEGATIONS TO THE COMMITTEE:**

The Community Development Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.

In exercising the delegated powers, the committee will operate within:

- policies, plans, standards or guidelines that have been established and approved by Council;
- the overall priorities of Council;
- the needs of Iwi and the local communities; and
- the approved budgets for the activity.

The Community Development Committee shall have delegated authority to:

- Power to co-opt other members as appropriate
- All powers necessary to perform the Committee's responsibilities, except:
  - Powers that the Council cannot legally delegate or has retained for itself;
  - Where the Committee's responsibility is limited to making a recommendation only
  - Approval of expenditure
  - Deciding significant matters for which there is high public interest and which are controversial;
  - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council;
  - Power to establish subcommittees

Limitations:

In respect of matters requiring financial input the Community Development Committee's power is limited to the extent that provision has been made in the annual budgets and in the Long Term Plan.

## **Membership**

The Community Development Committee will comprise the following, one of which will be the chairperson:

- Chairperson (Appointed by the Mayor)
- Mayor
- (4) Councillors
- Iwi Representatives

## **Chairperson**

The Chairperson is responsible for:

- The efficient functioning of the Committee;
- Setting the agenda for Committee meetings in conjunction with the Chief Executive Officer; and
- Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Committee and Council staff.

## **Quorum**

The quorum at any meeting of the Committee shall be Chairperson and any (3) Members

## **Relationships with Other Parties**

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.

The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.

## **Contacts with Media and Outside Agencies**

The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The Chief Executive will manage the formal communications between the Committee and its constituents and for the Committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.



## **Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

## **Public Access and Reporting**

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Committee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Committee shall record minutes of all its proceedings.

## **Adopted by Council:**