


TERMS OF REFERENCE

Community Development Committee

	Authorising Body	Mayor / Council
	Status	Standing Committee
	Title	Community Development Committee
	Approval Date	27 February 2020
	Administrative Support	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:

- Cr Martin (Chair)
- Deputy Mayor Carruthers
- Cr Davidson
- Cr Keogan
- Cr Neale
- Kw Madgwick
- Kw Tumahai

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.

**The Terms of Reference were adopted by the
Council on the 27 February 2020.**