


TERMS OF REFERENCE

Parks, Reserves and Environment Subcommittee

 <p>WESTLAND DISTRICT COUNCIL</p>	Authorising Body	Mayor / Council
	Status	Subcommittee of Community Development Committee
	Title	Parks, Reserves and Environment Subcommittee
	Approval Date	8 th June 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 Parks, Reserves and Environment Subcommittee meets and reports to the Community Development Committee covering a wide range of issues relating to open spaces in the public realm altogether ensuring Westland is a vibrant, inclusive and safe district to live for all people, all ages and abilities.

RESPONSIBILITIES:

The focus of the Parks, Reserves and Environment is matters relating to “Open spaces” in the public realm:

- Parks, Reserves, Gardens, Cemeteries, Memorials, Statues and Public Art
- Sports, recreation and leisure services and facilities

The Subcommittee:

- Promotes active membership, community participation and community partnerships
- Work alongside Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio
- Works in partnership with key agencies, organisations, community groups and clubs
- Is innovative and creative in ways it contributes to social and community wellbeing

The Parks, Reserves and Environment Subcommittee considers and reports to the Community Development Committee on issues and activities relating to:

- Community projects in open spaces
- Sports, recreation and leisure services and facilities
- Open spaces in the public realm: Parks, Reserves, Tracks, Carparks, Play equipment, Gardens, Cemeteries, Memorials, Statues and Public Art
- Township Planning

- Support the development and review of reserves Management Plans
- Review the council policy on Statues, Monuments & Public Art as required
- Evaluate any applications for the utilisation of the Parks & Reserves Development Contribution Funding

DELEGATIONS TO THE COMMITTEE:

The Parks, Reserves and Environment shall have delegated authority to:

- Power to co-opt other members as appropriate
- Provide recommendations to the Community Development Committee on issues/topics in relation to their responsibilities

Membership

The Parks, Reserves and Environment will comprise the following, one of which will be the chairperson:

- Cr Martin (Chair)
- His Worship the Mayor
- Cr Neale
- Kw Tumahai
- Kw Madgwick
- Donna Baird
- Pip Meuli
- Jo Parsons
- Reilly Burden
- Biddy Manera
- Sue Davis
- Kate Baird
- Rob Daniel

Chairperson

The Chairperson is responsible for:

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

The Chairperson will be the link between the Subcommittee and the Community Development Committee.

Quorum

The quorum at any meeting of the Subcommittee 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.

Contacts with Media and Outside Agencies

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

Subcommittee 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 Subcommittee's delegations. All correspondence should be passed via the Strategy and Communication Advisor.

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 Parks, Reserves and Environment Subcommittee shall record minutes of all its proceedings.

Terms of Reference adopted by the Community Development Committee on the 8 June 2020