



**Rangitikei**  
UNSPOILT...

# Memorandum

**To:** Community Committees  
**From:** Samantha Kett  
**Date:** 2 December 2016  
**Subject:** **Guidance for Community Committees**  
**File:** 3-CC-1-5

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## **1 Purpose of the Community Committee (extracted from Council's Delegations Register)**

- 1.1 The purpose of Community Committees is to provide a local link and point of contact for Council liaison with the community, and provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- 1.2 Community Committees are also charged with the delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works".
- 1.3 Community Committees also help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner, through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure. It is not the role of the Committee to provide details of a Request for Service through their minutes; this needs to be done through direct contact with the Council office on 0800 422522 or through the 'fix' section of the Council website.

## **2 Terms of Reference (extracted from Council's Delegations Register)**

- 2.1 Committees will generally follow the Terms of Reference as listed below:
  - The term of membership of each Committee shall generally coincide with Local Government term of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.
  - Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded..
  - One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level.
  - Committees will meet bimonthly, with the option of holding informal workshop sessions in the alternate months. These meetings will not be

publicly advertised and staff will not prepare an order paper for these workshop sessions. Workshop sessions may be held to discuss information relating to an item identified for a future agenda or to prepare a submission to any of Council's public consultation processes. Workshop sessions are discussion opportunities only; no decisions can be made at these sessions.

- Council will provide a secretary/minute-taker for the Committee, who will take the minutes of the meeting in accordance with Council's Standing Orders adopted on 3 November 2016. (SO 28.2).

### **3 Role of the Chairperson (as defined in Council's Standing Orders (SO 13.1 – 13.7))**

- 3.1 The Chairperson of a Community Committee is appointed at the first meeting of the triennium.
- 3.2 It is the role of the Chairperson to ensure that meetings are productive and correct processes are followed.
- 3.3 Community Committees provide a link between Council and the community, and it is the Chairperson's role to ensure that the issues facing the community are brought to Council's attention through the correct avenues. It is the role of the Chairperson to determine the agenda for a meeting prior to the compilation of the Order Paper by Council staff. If a member would like an item added to the agenda, they need to raise it with the Chairperson who will pass the request onto Council staff.

### **4 Role of Committee Member**

- 4.1 The role of a Committee member is to engage in productive discussion during meetings and act as a liaison for the rest of the community with Council.
- 4.2 Committee members should bring to the Chair's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion.
- 4.3 Late Items (as defined in Council's Standing Orders (SO 9.12 and SO 9.13))
- 4.3.1 At the start of the meeting there is an item for late items to be accepted to the meeting. A late item is an item that is identified after the agenda for the meeting is created but cannot wait to be discussed at the next scheduled meeting.
- 4.3.2 The item needs to be presented to the Committee, along with a reason why it cannot wait until the next scheduled meeting, to be accepted into the agenda. A recommendation needs to be passed to allow the item to be considered at the meeting.
- 4.4 Items for a Future Agenda (as defined in Council's Standing Orders)
- 4.4.1 The Committee cannot discuss or make recommendations on issues that do not form items on the agenda for that meeting and have not been accepted at the start of the meeting as a late item.

- 4.4.2 If the Committee wishes to discuss an issue within the Community, an item will be placed at the end of the agenda where future items for the agenda can be identified. This allows Council staff to provide the Committee with any information necessary and allows the Community the opportunity to attend the meeting if they are interested in the item.

## **5 Small Projects Grant Scheme (as defined in the Terms of Reference within Council's Delegations Register).**

- 5.1 Community Committees are provided with an allocation for defined small local works. This grant is known as the Small Projects Grant Scheme and is funded through rates on a \$1 per rateable property basis. Committees are given an annual allocation and can carry-over up to 100% of that year's allocation to the following year, but no more than that.

### 5.2

The objective of the Scheme is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).

- 5.3 Proposed expenditure must be approved –

- by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
- (for urgent matters) by documented communication to all Committee members and appropriate Council staff for discussion and tabled at the next available meeting so that a clear audit trail is evident.

- 5.4 Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.

- 5.5 The delegation does not extend to proposed expenditure which –

- provides training or conference attendance for one or more members, or
- constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
- exceeds the annual allocation (including any carry-forward amount).

Any such proposal must be referred to Council for decision.

- 5.6 If the Committee would like to carry-forward any left-over funding from one financial year to the next, this needs to be done by resolution recommending to Council prior to the end of that financial year.

- 5.7 A proposal for any forward-funding of works (using funding from the next financial year) would require approval from Council.

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Updated Final Draft