

Community & Services Committee

Terms of Reference

Membership

The Community & Services Committee will have six appointed members – Councillors Heath Copland, Craig Ferguson, Niki Gladding, Glyn Lewers, Valerie Miller and Niamh Shaw.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Craig Ferguson will be the Chair and Councillor Valerie Miller will be Deputy.

Frequency of Meetings

The Community & Services Committee will meet every six weeks.

Parent Body

The Community & Services Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

To review strategy and policy essential to the development of resilient, successful and safe communities.

In fulfilling their role on the Community & Services Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- > Venues and events;
- > Sporting facilities;
- > Emergency management;
- > Economic development;
- > Community development;
- > Harbour master;
- > Regulatory services;

- > Forest;
- > Tracks, trails, cycle ways, walkways and bridleways;
- > Foreshores, lake edges and esplanades;
- > Parks and reserves (including reserve management planning);
- > Sport and recreation planning;
- > Swimming pools;
- > Cemeteries;
- > Public toilets;
- > Community housing;
- > Libraries; and
- > Communication and customer services.

Responsibilities and Key Projects

- > Delivery of Annual Work Programme.
- > Overseeing provision of capital and maintenance programmes to deliver effective:
 - > development and presentation of parks and reserves;
 - > sport and recreation planning, including the planning of new facilities included in the Council's Annual Plan/Long Term Plan;
 - > development and maintenance of services and facilities that contribute to community social and physical wellbeing (including libraries, cemeteries, public toilets, community housing, gardens and parks, trails, cycle ways, walkways and bridleways, sporting and recreation facilities); and
 - > development and maintenance of foreshores, lake edges, esplanades (including marinas, jetties and navigation aids).
- > Facilitating communication between the Council and communities that make up the District.
- > Facilitating new economic development initiatives.
- > Oversee preparation of reserve management plans and other management plans and policies for Council's community facilities and services (including master plans and policies relating to arts and culture, sport and recreation (including swimming pools and stadia), facilities and services for youth, the eradication of pests, weeds and wilding trees, heritage features and buildings).

Delegated Authority

The Community & Services Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Community & Services Committee will:

- > Approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;

- > Lodge and present submissions to external bodies on policies and legislation relevant to the Community & Services Committee's Terms of Reference and any activity area listed above (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
- > Approve the review of bylaws under the Community & Services Committee's jurisdiction and consider submissions;
- > Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above; and
- > Hear and determine Gambling Venue applications.

Power to Recommend

The Community & Services Committee will:

- > Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
- > Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
- > Recommend adoption of any new or amended bylaw related to any activity area listed above; and
- > Recommend any Reserve Management Plan for adoption by the Council under the Reserves Act 1977.

Delegation Limitations

The Community & Services Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Community & Services Committee at the next Council meeting following each committee meeting.