



# Community Committees Policy

## Purpose of this Policy

The purpose of the **Community Committees Policy** is to allow identified communities of interest within the Manawatu District to establish an advisory body in their community to assist the Council in its responsibilities to that community. They are an informal link between the Council and the community whereby an exchange of information, opinions, proposals, recommendations and decisions can take place.

The following are the communities of interest identified by Council. This however does not prevent other communities from being incorporated:

Apiti	Himatangi Beach	Rangiwahia
Bainesse/Rangiotu	Hiwinui	Rongotea
Cheltenham	Kimbolton	Sanson
Colyton	Kiwitea	Tangimoana
Feilding	Pakihikura	Waituna West
Halcombe	Pohangina	

## What is the Role of a Community Committee?

Community Committees are part of Community Development, which is a key contributor to achieving Council's vision and outcomes and is part of the District Development activity within Council's Long Term Plan.

Community development is a means for Council to partner with community groups and not for profit organisations to encourage these groups to strengthen the interests and values of our district's residents by encouraging active citizenship in identifying the issues they want to deal with and to generate local solutions that will deliver economic, social, ecological and cultural wellbeing of our District.

Community Committees are empowered to present comprehensive submissions to Council's Annual Plans and Long Term Plans. The submission to align ideas for future proofing the community and the identified community projects arising out of Community Plans to Council's strategic direction.

## How are Community Committees Supported?

A Council member is appointed as a Liaison Councillor for each Community Committee. The Liaison Councillor's key role is to assist the Committee and advise on Council processes and to provide updates on matters of interest at a local, regional and national level.

Liaison Councillors are there to listen to the community's concerns and to clarify the process of engagement with Council and to give guidance to where the Committee can seek help on specific issues. They are not the Community's spokesperson.

Council's Community Development Adviser is the Committee's main point of contact and support from within Council.

## **How are Community Committees Appointed?**

Each Community Committee will be established at a public meeting to be called by Council.

The number of members to be elected to serve on the Committee shall, where practicable, be a minimum of seven and a maximum of 10 adults.

The term of the Committee shall coincide with Council's term of office which is three years. Community Committees will therefore hold triennial meetings to re-elect their Committees following the Local Government Elections to be active.

Each active Committee is required to establish their own Terms of Reference based on a standardised template which would include when the Committee meets, how often and its administrative procedures.

## **Community Committee Project Fund**

Council will provide annual funding to allow community committees to undertake small-scale, discrete projects within their communities that are not currently included in Council's contracts or levels of service and can be aligned to Community Plans where a Community Plan exists. This annual funding is known as Community Committee Project Fund.

The Community Committee Project Fund has an annual budget to be distributed evenly amongst each of the Community Committees that are currently active. This funding is not available to those Committees that are in recess.

Each active Community Committee will be asked to submit a draft work programme by the end of December each year for the following financial year. This work programme lists projects in order of priority. Payment is upon receipt of invoices for agreed projects. Funds can be accumulated and carried over from one year to the next as long as they have been tagged for a specific project and must be used within the term of a Long Term Plan.

## **Hall Management**

The Hall Management Policy will be incorporated into the Community Committee Policy once it has undergone a major review.