



# Community Committees Policy

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## 1 Purpose

- 1.1 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.
- 1.2 The following are the communities of interest identified by Council. This however does not prevent other communities from being incorporated:
- Āpiti
  - Baines/Rangiotu
  - Cheltenham
  - Colyton
  - Feilding
  - Glen Oroua/Taikorea
  - Halcombe
  - Himatangi Beach
  - Hiwinui

- Kimbolton
- Kiwitea
- Pōhangina
- Rangiwhia
- Rongotea
- Sanson
- Tangimoana
- Waituna West

## **2 What is the role of a Community Committee?**

- 2.1 Community Committees are part of the Community Development activity within Council, which is a key contributor to achieving Council's vision and outcomes within its Long-term Plan in building stronger, resilient and sustainable local communities while encouraging active participation in generating community led opportunities and outcomes . The Community Committee's role is to work in partnership with Council in achieving these outcomes
- 2.2 Community Committees are a means for strengthening the interests and values of their residents by encouraging active citizenship in identifying issues the communities want to deal with and to generate local solutions that will deliver, economic, social, environmental, and cultural wellbeing for their respective communities.
- 2.3 Community Committees can submit to Council's Annual Plans and Long-term Plans, to ensure that their communities' views are heard by elected members when making decisions and to advocate for projects in Community Plans.

## **3 How are Community Committees supported?**

- 3.1 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.
- 3.2 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.
- 3.3 Council's Community Team is the Committee's main point of contact and support from within Council.

## **4 How are Community Committees appointed?**

- 4.1 Community Committees are appointed at a community public meeting called by Council to be chaired by either the committee's appointed Liaison Councillor, Mayor, or Council representative.

- 4.2 The number of members to be elected to serve on the Committee shall be a minimum of seven and a maximum of 10. However, discretion will be given to committees where the minimum cannot be practically met, or maximum has been exceeded. This will be on a case by case basis.
- 4.3 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.
- 4.4 Should a Community Committee be unable to reach a practical minimum number of members to be able to continue to operate, this community committee may need to go into recess until such time as there is sufficient interest from within the community. Similarly, if a committee loses several of its members during a triennium that it is no longer practical for it to continue, the committee may need to go into recess. If either of these situations were to occur, the Liaison Councillor and Council Officer would work closely with the community to avoid the need for the committee to go into recess.
- 4.5 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. These Terms of Reference are to be reviewed and adopted by the committee following each triennial election with a copy to be forwarded to Council for their records.

## **5 Community Committee Project Fund**

- 5.1 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 the Community Committee Project Fund.
- 5.2 The Community Committee Project Fund has an annual budget to be distributed evenly amongst each of the Community Committees that are currently active.
- 5.3 Each Community Committee will be asked to submit a draft work programme by the end of April each year for the following financial year. This work programme lists projects in order of priority within the available budget for each committee. Payment is upon receipt of invoices or receipts for agreed projects.
- 5.4 Community Committees can repurpose their allocated funding towards another priority project during the year, but this needs to be approved by the relevant Community Team Manager before committing any funding to this project.
- 5.5 Funds can be accumulated and carried over from one year to the next if they have been tagged for a specific project and must be used within the term of a Long-term Plan, which is three years. Should funding remain at the end of year three of a Long-term Plan, this funding may not be automatically carried forward.

## **6 Community Planning Implementation Fund**

- 6.1 Council will provide contestable funding annually for Community Committees to access. This funding can only be used on projects that align with adopted Community

Plans. This contestable fund is known as the Community Planning Implementation Fund.

- 6.2 The purpose of the Community Planning Implementation Fund is to provide seed funding to enable community committees to seek alternative third party funding. Council should not be the sole funder of community plan projects.
- 6.3 Applications to the Community Planning Implementation Fund can be submitted at the same time that committees submit their annual community committee project funding requests, which are due in April each year.