

STRATFORD DISTRICT COUNCIL

SECTION: DEMOCRACY	
POLICY: <u>COUNCIL COMMITTEES</u>	
RESPONSIBILITY: Chief Executive	REVIEW DATE: November 2007
VERSION: 1	APPROVED DATE: 9 November 2004
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DELEGATIONS REGISTER NO: -	

BACKGROUND

The Stratford District Council has two standing committees and three special purpose committees.

The standing committees are:

- Policy and Services Committee.
- Executive Committee.

The special purpose committees are:

- Citizens Award Committee.
- Creative Communities Assessment Committee.
- SPARC Community Sport Fund Committee.

COMMITTEE: POLICY AND SERVICES COMMITTEE

Purpose

1. To assist Council with the development of an appropriate strategic policy framework that is based on a comprehensive knowledge of the community and its requirements.
2. To assist Council with ensuring that its services are delivered in an effective and efficient manner that meets the needs of its communities.

Responsibilities

The Policy and Services Committee shall have responsibility to:

1. Assess and provide advice to Council on the key strategic issues affecting the District and Council;
2. Consider, and recommend to Council for adoption, governance and other policies that need to be approved by Council;
3. Consider, and recommend to Council for adoption, bylaws that need to be approved by Council;
4. Assist with the development of, and recommend to Council the adoption of, key policy and planning documents including the Long Term Council Community Plan, Annual Plan, and District Plan;
5. To consider and recommend to Council for adoption funding and financial policies; to review budgets and funding of estimates; and to monitor the Council's financial performance;
6. Monitor and assess the outcomes of the services delivered by Council;

7. To hear, consider, assist with and provide advice to Council on community engagement and consultation processes in relation to Council policies, strategies and planning documents;
8. Develop, and recommend to Council, submissions on National and Regional statements, policies and plans, legislative changes and other consultative processes, which may be of interest to the District;
9. Consider, and recommend to Council the amounts and organisations to receive grants from the community grants pool;
10. Consider and recommend policy on the triennial review of representative and election process.

Delegations

1. There are no delegations for making decisions to this Committee.
2. The Committee is delegated the power to conduct hearings to allow the carrying out of the above responsibilities.

Membership

1. Comprises all members of Council.
2. The chairman shall be the Deputy Mayor.

Relationships with Other Parties

The Chief Executive, Operations Manager, Planning and Regulatory Manager and Corporate Services Manager shall be invited to attend all meetings. The Chief Executive may invite other staff as appropriate to provide specialist advice.

Frequency of Meetings

The Policy and Services Committee shall meet on the fourth Tuesday of each month, excepting December and January. All meetings are normally arranged to commence at 3.00 pm.

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 and Standing Orders.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.

The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

Quorum

The quorum at any meeting of the committee shall be as specified in standing orders.

Remuneration

Members will be reimbursed in accordance with Council's policy on Elected Members Remuneration.

Funding

Remuneration and expenses will be funded from the Governance activity budget.

COMMITTEE: EXECUTIVE COMMITTEE

Purpose

1. To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.

Responsibilities

1. To provide consultative advice as per the Property Acquisition and Disposal Policy.
2. To make decisions when emergency matters so require.

Delegations

The Executive Committee shall have delegated authority:

1. To make emergency decisions on behalf of Council as and when specifically authorised.
2. To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.

Membership

1. Comprises five members of Council.
2. The chairman shall be the Mayor.

Frequency of Meetings

The Executive Committee shall meet when required.

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 and Standing Orders.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.

The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

Quorum

The quorum at any meeting of the committee shall be as specified in standing orders.

Remuneration

Members will be reimbursed in accordance with Council's policy on Elected Members Remuneration.

Funding

Remuneration and expenses will be funded from the Governance activity budget.

COMMITTEE: CITIZENS AWARD COMMITTEE

Purpose

1. To determine awards for outstanding voluntary service in the Stratford District which is of benefit to other residents of the district.

Responsibilities

1. To consider and determine any Citizen awards as per the Citizens Awards Policy.

Delegations

The Citizens Awards Committee shall have delegated authority:

1. To determine any awards to be made.

Membership

1. Comprises five members, including the Mayor, one Councillor from the Stratford ward, one Councillor from either the Central, Eastern or Western Ward, and two citizens of the Stratford District.
2. The chairman shall be the Mayor.

Frequency of Meetings

The Citizens Awards Committee shall meet when required.

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 and Standing Orders.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.

The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

The names and information of any party considered and not selected shall remain confidential.

Quorum

The quorum at any meeting of the committee shall be as specified in standing orders.

Remuneration

Members will be reimbursed in accordance with Council's policy on Elected Members Remuneration.

Funding

Remuneration and expenses will be funded from the Governance activity budget.

COMMITTEE: CREATIVE COMMUNITIES ASSESSMENT COMMITTEE

Purpose

To determine funding applications for art and cultural activities which take place in the Stratford community.

Responsibilities

1. To consider and determine grants as per the policy guidelines of Creative NZ.

Delegations

1. There are no delegations to this Committee.

Membership

1. Comprises seven members including the Deputy Mayor, two Councillors and four citizens of Stratford District.
2. The chairman shall be the Deputy Mayor.

Relationships with Other Parties

Creative Communities National office.

Frequency of Meetings

Meetings are held twice yearly.

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 and Standing Orders.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.

The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

Quorum

The quorum at any meeting of the committee shall be as specified in standing orders.

Remuneration

Councillors will be reimbursed in accordance with Council's policy on Elected Members Remuneration.

Funding

Remuneration and expenses will be funded from the Community Services activity budget.

COMMITTEE: SPARC COMMUNITY SPORT FUND COMMITTEE

Purpose

To determine funding applications for physical activity and recreation activities in the Stratford community.

Responsibilities

1. To consider and determine funding grants.

Delegations

1. There are no delegations to this Committee.

Membership

1. Comprises eight members including The Mayor, three Councillors and four citizens of Stratford District.
2. The chairman shall be the Mayor.

Relationships with Other Parties

SPARC.

Frequency of Meetings

As required.

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 and Standing Orders.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.

The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

Quorum

The quorum at any meeting of the committee shall be as specified in standing orders.

Remuneration

Councillors will be reimbursed in accordance with Council's policy on Elected Members Remuneration.

Funding

Remuneration and expenses will be funded from the Community Services activity budget.