

Parks and Recreation Committee

Terms of Reference

10 November 2017

Powers

The Parks and Recreation Committee has the powers necessary for them to fulfil their Terms of Reference, except those powers that cannot be delegated including non-regulatory or other powers, duties and responsibilities delegated or allocated to Governing Body or Council Controlled Organisations under the Local Government Act 2002 and its amendments, or any other Act.

Committee Scope (Responsibilities):

The Parks and Recreation Committee has the responsibility to review, consider and make decisions on all issues, and any governance and policy matters allocated to the Rodney Local Board, relating to:

- Parks, Sports and Recreation (including local parks, and sports facilities)
- Arts
- Events
- Community empowerment and community-led initiatives (including community development)
- Community leases
- Venues for hire and rural halls
- Community grants
- Greenways
- Libraries

Note: the above includes any operational matters, renewals, maintenance, or building projects relating to the above activities.

Chairperson	Brent Bailey
Deputy Chairperson	Allison Roe
Membership	Beth Houlbrooke, Phelan Pirrie, Brenda Steele, Cameron Brewer, Colin Smith, Louise Johnston, Tessa Berger
Quorum	5 (for business meeting)
Regularity of meetings	Bi-monthly (every two months) beginning 20 April 2017
Reporting Back to the full Local Board	<p>Given that the Parks and Recreation Committee is a committee of the whole Rodney Local Board, is delegated decision making responsibilities and holds its meetings in public, it is deemed not necessary that this committee report to the full local board.</p> <p>Individual members may be appointed by the committee as Project Leads to pursue specific priorities or initiatives of the local board. Project Leads must adhere to the requirements set out in their appointment.</p> <p>All members must ensure that the Committee Chairperson is copied into all correspondence with staff or third parties when discussing any matter that is within the scope of this committee. As a matter of courtesy, when addressing matters outside of a member's subdivision, the members of that subdivision should also be informed.</p> <p><i>Note: The relevant quarterly financial reports will be reported to the full</i></p>

	<i>Rodney Local Board.</i>
Decisions of the full Local Board on Committee matters	The full local board may make decisions on matters falling under the delegation of the Parks and Recreation Committee at their business meeting or under urgency in accordance with the Urgent Decisions Process and with the agreement of the Committee Chairperson.
Spokesperson	The Chairperson of the Rodney Local Board has overall responsibility to be the spokesperson for the local board. The Committee Chairpersons may speak to matters relevant to their committee and may delegate individual members to be the spokesperson for any specific matters.
Delegations	<p>The Parks and Recreation Committee:</p> <p>a) is delegated authority to deal with matters relating to:</p> <ul style="list-style-type: none"> i) Parks, Sports and Recreation (including local parks, and sports facilities) ii) Arts iii) Events iv) Community empowerment and community-led initiatives (including community development) v) Community leases vi) Venues for hire and rural halls vii) Community grants viii) Greenways ix) Libraries x) Feedback on relevant bylaws within the scope and responsibilities of the committee xi) Rodney local board plan initiatives relating to matters i) to x) above. <p>b) is delegated the following responsibilities relating to the matters relating to i) to x) above:</p> <ul style="list-style-type: none"> i) to review, consider and make decisions on all matters ii) to approve work programmes including budget allocations in accordance with the adopted Local Board Agreement iii) to provide feedback and direction on policy matters iv) to approve feedback on the acquisition of land for parks/recreation purposes v) to approve matters relating to existing reserve management plans, to develop new reserve management plans and to recommend their adoption to the full local board, noting that the decision to adopt a reserve management plan sits with the full local board. <p>c) on-delegate (from above) the following responsibilities to the Chairperson of the committee:</p> <ul style="list-style-type: none"> i) all approvals related to memorial plaques, memorial furniture and memorial trees. ii) all approvals for final designs of new parks assets where the capital project has been approved through the Parks work programme, and any subsequent minor changes required due to unforeseen circumstances. iii) all approvals for final scopes of work for projects in the Parks works programme, including annual volunteer activities (including planting) up to a value of \$30,000 or less. iv) all changes to the work programmes up to a value of \$35,000 for existing projects that have already been approved through the annual work programme.

	<p>v) all approvals for final designs for art works on and within Parks assets.</p> <p>vi) make decisions on the waiver or adjustment of fees charged to groups using council-managed community halls in Rodney.</p> <p>vii) final approval of informal feedback to matters delegated to this committee.</p> <p>viii) to approve feedback on the acquisition of land for parks/recreation purposes, following a discussion at a committee workshop.</p> <p>ix) to grant and consult on minor landowner approval for the use of any council owned land relevant to this committee, provided that any requests that the chairperson and deputy chairperson consider are more than minor shall be referred to the committee for approval</p> <p><i>Note: The committee will have to resolve c) above at a committee meeting</i></p>
<p>Appointments reporting to this committee</p>	<p>The following internal and external appointments shall report back to the Parks and Recreation Committee business meeting at frequency required by the Chairperson of this committee:</p> <ul style="list-style-type: none"> • Puhoi Community Forum – Tessa Berger • Any other external appointment relevant to this committee
<p>Protocols</p>	<p><u>General Protocols for meetings and workshops</u></p> <ol style="list-style-type: none"> 1. Members to arrive punctually to all meetings/workshops 2. Meetings to start on time 3. Members to notify apologies in advance of meetings/workshops 4. Members to pre-read all material provided and come prepared to discuss the agenda item and ask relevant questions 5. Questions already answered in the reading material will not be permitted 6. Questions not relating to the specific topic will not be permitted 7. Allow presentations by officers to be run first and questions to be asked after the presentation 8. Members to pay full attention to the discussion at hand 9. Members to ensure that they keep on topic 10. Members to be allowed to have their say without interruptions 11. Workshops and meetings to be run efficiently and as quickly as practicable 12. Regular breaks to be scheduled (3 minutes every hour) <p><u>Workshops</u></p> <ol style="list-style-type: none"> 13. Workshop material to be provided by LBS for workshops 2 clear working days in advance. 14. The purpose of workshop presentation is primarily to present highlights of the material already circulated (guideline - 5 minutes), use the time for questions/ discussion/ providing feedback. <p><u>Committee Meetings</u></p> <ol style="list-style-type: none"> 15. The application of standing orders is at the discretion of the Chairperson.