

Pōkeno Community Committee Charter
Updated February 2024

1. Purpose

The Pōkeno Community Committee (the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pōkeno community to work collaboratively in dealing with local issues in the township of Pōkeno and its surrounding rural area.

2. Roles and Responsibilities

The role of the Committee shall be as follows:

- (a) The Council's roles are:
 - i) To give effect to local identity and preferences.
 - ii) To make the Council more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.
- (b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this, the Committee will:
 - i) Represent and act as an advocate for the interests of the Pōkeno community.
 - ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
 - iii) Maintain an overview of services provided by the Council within Pōkeno
 - iv) Prepare and send submissions to the budgetary process of the Council for expenditure within Pōkeno through the Long Term Plan or Annual Plan (whichever is applicable).
 - v) Engage with community organisations and interest groups within Pōkeno.
 - vi) Exercise any other powers, functions and duties as may be delegated from time to time to the Committee by the Council.

3. Delegations

- (a) Any delegation of powers, functions or duties to the Committee by the Council can be withdrawn by resolution of the Council, or by the relevant delegated authority (as appropriate) at any time, without reference to the Committee.
- (b) The Committee must not sub-delegate any delegated powers, functions or duties (Clause 32(3) of Schedule 7 of the Local Government Act 2002).

4. Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Council.
- (b) Any elected Members must be Resident in the Pōkeno area
- (c) The Council-appointed member should be, in the first instance, the councillor/s elected to the Tuakau - Pōkeno Ward or the Tai Raro Takiwaa Maori Ward or such other person that the Council may from time to time appoint at its discretion.
- (d) The Committee's elected members must comply with the Council's processes and complete documentation as required, in relation to declaring conflicts of interest.

- (e) A person ceases to be an elected member of the Committee, if that person is absent without leave of the Committee from 3 consecutive meetings (other than workshops) of the Committee.

5. Election and Election Process

- (a) The elected members shall be elected on a two-yearly cycle.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Council or a nominee, at which candidates will be nominated and elected ('the elections meeting'. The elections meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may, by resolution, co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 4(a).
- (e) The Council may assist in filling vacancies as appropriate.
- (f) This section 5 applies to any vacancies of an elected member position arising at any time.

6. Chairperson

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

7. Funding

- (a) The Committee can make an application to Council's Discretionary & Funding Committee (or that Committee's successors) for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council allocation of \$1,000, towards the cost associated with running the Committee, for which any community committee can apply to.

8. Meeting Procedures

- (a) The Committee will follow the general principles of the Council's Standing Orders for Meetings, as adopted by the Council.
- (b) Any variance to the Standing Orders can be decided by a simple majority vote of those members present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five members.
- (d) The Committee will be responsible for completing, and submitting to Council's Democracy Team, minutes for each Committee meeting in accordance with guidance provided by the Council.
- (e) Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by Committee members.

9. Winding-up of the Committee

The Committee may be wound-up by resolution of Council in consultation with or as a result of a request from the Committee.

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