



Agenda for a meeting of the Pokeno Community Committee to be held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **TUESDAY 12 APRIL 2016** commencing at **7.30pm**.

*Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.*

1. **PURPOSE OF MEETING**
  
2. **NOMINATION AND ELECTION OF MEMBERS**
  
3. **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON** 2
  
4. **APPOINTMENT OF SECRETARY** 4
  
5. **DRAFT POKENO COMMUNITY COMMITTEE CHARTER** 6
  
6. **ROLES AND RESPONSIBILITIES OF MEMBERS OF THE POKENO COMMUNITY COMMITTEE** 10
  
7. **DATE AND TIME OF MEETINGS** 13

**G J Ion**  
**CHIEF EXECUTIVE**

Agenda2016\PCC\160412 PCC OP.doc

### **Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	05 April 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1492751
<b>Report Title</b>	Appointment of a Chairperson and Deputy Chairperson

## **I. EXECUTIVE SUMMARY**

---

At the inaugural meeting of the Pokeno Community Committee (“the Committee”), the members are required to appoint a Chairperson and Deputy Chairperson.

The members of the Committee must agree on a Chairperson and Deputy Chairperson at this meeting to ensure the appropriate governance structure is in place.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Strategy & Support – *Appointment of a Chairperson and Deputy Chairperson* – be received;**

**AND THAT ..... is appointed Chairperson of the Pokeno Community Committee;**

**AND FURTHER THAT ..... is appointed Deputy Chairperson of the Pokeno Community Committee.**

## **3. BACKGROUND**

---

At its meeting on 08 March 2016 the Pokeno Community Group unanimously supported upgrading their status from a community group to a community committee.

At the inaugural meeting of the Committee, the members are required to appoint a Chairperson and Deputy Chairperson.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

This is a matter for the Committee members to discuss and agree at the meeting.

### **4.2 OPTIONS**

Members must decide on whom to elect to the two positions. This must be conducted by way of election and resolution of the Community Committee.

## **5. CONSIDERATION**

---

### **5.1 FINANCIAL**

NIL

### **5.2 LEGAL**

The members are required to appoint a Chairperson and Deputy Chairperson. The members need to decide on nominations for these positions. In the event there is more than one nomination then the General Manager Strategy & Support (in the Chief Executive's absence) will conduct an election.

All members of the Committee are eligible for election as Chairperson and Deputy Chairperson.

## **6. CONCLUSION**

---

The members of the Committee are to agree on and appoint a Chairperson and Deputy Chairperson.

## **7. ATTACHMENTS**

---

NIL

### **Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	05 April 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1492770
<b>Report Title</b>	Appointment of a Secretary

## **1. EXECUTIVE SUMMARY**

---

At the inaugural meeting of the Pokeno Community Committee (“the Committee”), the members are required to appoint a Secretary.

The members of the Committee must agree on a Secretary at this meeting to ensure the appropriate governance structure is in place.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Strategy & Support – *Appointment of a Secretary* – be received;**

**AND THAT ..... is appointed Secretary of the Pokeno Community Committee.**

## **3. BACKGROUND**

---

At its meeting on 08 March 2016 the Pokeno Community Group unanimously supporting upgrading their status from a community group to a community committee.

At the inaugural meeting of the committee, the members are required to appoint a Secretary.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

This is a matter for the Committee members to discuss and agree at the meeting.

## **4.2 OPTIONS**

Members must decide on whom to elect to the position. This must be conducted by way of election and resolution of the Community Committee.

## **5. CONSIDERATION**

---

### **5.1 FINANCIAL**

NIL

### **5.2 LEGAL**

The members are required to appoint a Secretary. The members need to decide on nominations for this position. In the event there is more than one nomination then the General Manager Strategy & Support (in the Chief Executive's absence) will conduct an election.

All members of the Committee are eligible for election as Secretary.

## **6. CONCLUSION**

---

The members of the Committee are to agree on and appoint a Secretary.

## **7. ATTACHMENTS**

---

NIL

### **Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	05 April 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1492468
<b>Report Title</b>	Draft Pokeno Community Committee Charter

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is for the Pokeno Community Committee (“the Committee”) to confirm it’s Charter.

The purpose of the Charter is for the Waikato District Council (“Council”) and the Pokeno community to agree on the terms on which it will operate as the Pokeno Community Committee so that it can work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural areas.

The draft Charter the committee will adopt is the same Charter Council has for all its Community Committees.

## **2. RECOMMENDATION**

---

**THAT** the report from the **General Manager Strategy & Support – Draft Pokeno Community Committee Charter – be received;**

**AND THAT** the **Committee adopt the draft Pokeno Community Committee Charter.**

## **3. BACKGROUND**

---

At it’s meeting on 08 March 2016 the Pokeno Community Group unanimously supported upgrading their status from a community group to a community committee.

The draft Pokeno Community Committee Charter was circulated at that meeting. The draft Charter is the same Charter Council has for all its Community Committees.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

NIL

### **4.2 OPTIONS**

NIL

## **5. CONSIDERATION**

---

### **5.1 FINANCIAL**

NIL

### **5.2 LEGAL**

To function as a Community Committee, the Committee needs a Charter to guide how it will operate.

Adoption of the draft Charter which Council has for all its Community Committees is recommended.

## **6. CONCLUSION**

---

This report supports Pokeno Community Committee adopting the draft Pokeno Community Committee Charter.

## **7. ATTACHMENTS**

---

Draft Pokeno Community Committee Charter.

## **DRAFT POKENO COMMUNITY COMMITTEE CHARTER**

### **1. Purpose**

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

### **2. Roles and Delegations**

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 local authority 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 is required to:

- i) Represent and act as an advocate for the interests of the Pokeno community.
- ii) The consideration of and reporting 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 Pokeno
- iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
- v) Communication with community organisations and special interest groups within the Pokeno.
- vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.

### **3. Exemptions**

- (a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.
- (b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to 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 Waikato District Council.
- (b) The appointed member should be, in the first instance, the councillor/s elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Awaroa ki Tuakau Ward councillors to the Pokeno Community Committee.)

*Continued...*



## **5. Election and Election Process**

- (a) The elected members shall be elected on a three-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or a nominee. The three-yearly election 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 co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (e) The Council may assist in filling vacancies as appropriate.

## **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 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 currently has an annual allocation of \$10,000 which any community committee can apply to for supporting its operation.

## **8. Meeting Procedures**

- (a) The Committee shall follow the general principles of the New Zealand Standards (NZS 9202: 2003) Model Standing Orders for Meetings of Local Authorities and other public bodies including Amendment No 1.
- (b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five (5) members.

## **9. Abolition of the Committee**

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

### **Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	05 April 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1492469
<b>Report Title</b>	Roles and Responsibilities of Members of the Pokeno Community Committee

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to articulate the role of the Chairperson and that of members.

At a previous meeting of the Pokeno Community Group, members of that meeting had requested this information.

It is now provided for the information of the Pokeno Community Committee.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Strategy & Support – Roles and Responsibilities of Members of the Pokeno Community Committee – be received.**

## **3. ATTACHMENTS**

---

Pokeno Community Committee Roles and Responsibilities of Chairperson and Elected Members

## **Pokeno Community Committee**

### **Roles and Responsibilities of Chairperson and Elected Members**

#### **General**

Mutual respect is an important element in the success of any democratically-elected body as no structure will be effective without this. With this in mind it is expected that elected members of the Pokeno Community Committee (the 'Committee') will conduct their dealings with each other in ways that:

- Maintain public confidence in the Committee
- Are open and honest
- Focus on issues rather than on personalities
- Avoid aggressive, offensive and abusive conduct
- Treat people with courtesy and respect

Effective decision-making also depends on productive relationships between members of the Committee and the community at large. Members should ensure that individual citizens are accorded respect, have their concerns listened to, and appropriately deliberated.

The above are general behaviours which are contained in the Code of Conduct for Council and Community Committees.

The specific roles and responsibilities of the Committee chairperson and members are outlined below.

#### **Committee Chairperson**

The chairperson:

- Will chair all meetings of the Committee.
- Will preside over all meetings of the Committee, ensuring that it acts within the powers delegated by Council and as set out in the Community Committee Charter.
- Plan Committee meetings and develop the agenda in conjunction with the secretary.
- Provide leadership and ensure the effective operation of the governing body.
- May be called to act as an official spokesperson of the Committee at Council meetings and workshops.
- Is required to prepare a chairpersons report for each meeting of the Committee.
- Is invited to participate in Council workshops and committee and Council meetings that are open to the public. (The chairperson of the Community Committee has speaking rights at such meetings but not voting rights. (Note: the Chairperson can send an alternate to such meetings/workshops if s/he is not able to attend).

**Members (including the chairperson)**

**Member of the Committee have the role to:**

- Represent and act as an advocate for the interests of the Pokeno community
- Consider and report on all matters referred to the Committee by Council or any matter of interest or concern to the Committee itself.
- Be active participants in meetings of the Committee.
- Undertake any task that may be assigned to him/her by the Committee
- Represent the Committee with a degree of decorum.

### **Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	05 April 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1492987
<b>Report Title</b>	Date and Time of Meetings

## **I. EXECUTIVE SUMMARY**

---

The members of the Pokeno Community Committee (“the Committee”), are required to agree on the dates and times of meetings of the Committee and its inaugural meeting.

A schedule of meetings will ensure that as many members as possible are accommodated.

## **2. RECOMMENDATION**

---

**THAT** the report from the **General Manager Strategy & Support – Date and Time of Meetings** – be received;

**AND THAT** the Pokeno Community Committee hold its meetings on the ..... of the month commencing at .....

**AND FURTHER THAT** in accordance with current practice no meetings are held in ....., ....., ..... and .....

## **3. BACKGROUND**

---

The Committee is required to adopt a schedule of dates for its ordinary meetings.

The Waikato District Council’s meeting schedule incorporates four months in which ordinary meetings are not generally held (January, April, July and October). This enables staff to make progress on issues raised without having to attend to writing numerous reports every month. In the months when meetings are not scheduled, the Committee might choose to hold workshops to discuss topics in depth. These are less formal and can be a productive way to assess individual issues.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

This is a matter for the Committee members to discuss and agree at the meeting.

### **4.2 OPTIONS**

Members must agree and adopt a schedule of meetings for the Committee.

## **5. CONSIDERATION**

---

### **5.1 FINANCIAL**

NIL

### **5.2 LEGAL**

NIL

## **6. CONCLUSION**

---

The members of the Committee are to agree and adopt a schedule of meetings.

## **7. ATTACHMENTS**

---

NIL