

TERMS OF REFERENCE

RURAL-PORT WAIKATO COMMUNITY BOARD

Chairperson:	Leah Fry
Deputy Chairperson:	Felicity Coker-Grey
Membership:	Two Ward Councillors (Caroline Eyre and Endine Dixon-Harris)
	Four community representatives (Trish Murray, Jo-Ann Day-Townsend).
Meeting frequency:	Six weekly
Quorum:	Half of the members if even or + 1

Explanatory Note:

It is noted that the community board TOR are being reviewed at present and are likely to be revised again in early 2027. In the interim these TOR apply to all community boards in the Waikato district.

Pursuant to sch 7, cl 32 of the LGA, and recognising the role of community boards as defined in s 52 of the LGA, Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaaruawaahia, Tuakau, Raglan, Rural-Port Waikato, and Taupiri community boards as follows:

1. To liaise as necessary with any appointed hall committee to ensure that appropriate hire rates and charges are set for Council-owned halls and community centres within their community board area.
2. To engage with the community and local iwi to gain a holistic understanding of local needs, priorities, and opportunities, ensuring that decision-making reflects diverse perspectives and supports inclusive outcomes.
3. To consider applications for, and to distribute Discretionary Fund grants within their community board area in a fair and equitable fashion, including delegating funding decisions to the ward councillor where appropriate. The community board may also work collaboratively with local groups, such as hall committees, to support the distribution of additional funding aligned with community needs and priorities.

Pursuant to sch 7, cl 32(3) of the LGA, any sub-delegation of these responsibilities, duties and powers by community boards is hereby expressly prohibited except the

power to appoint subcommittees of management to administer Council-owned halls and community centres within their community board area.

Purpose

The Rural-Port Waikato Community Board (the Community Board) is set up by the Waikato District Council (Council) to assist Council in dealing with local issues in the community of Rural Port-Waikato.

Roles and delegations

1. Council's roles are:
 - a. To give effect to local identity and preferences.
 - b. To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - c. To increase efficiency.
2. The community board's role is to express the community's views on local issues and to enable democratic decision making, by and on behalf of, communities within the local board area and to better enable the purpose of local government to be given effect to.
3. To achieve this, in accordance with the LGA, the community board shall:
 - a. Represent and act as an advocate for the interests of its community.
 - b. Consider and report on all matters referred to it by Council or any matter of interest or concern to the community board.
 - c. Maintain an overview of services provided by Council within the community of Rural-Port Waikato.
 - d. Prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of Rural-Port Waikato.
 - e. Communicate with community organisations and special interest groups within the community of Rural-Port Waikato.
 - f. Disburse within the community of Rural-Port Waikato the discretionary funds allocated by Council as part of its annual plan or long term plan budget.
 - g. Undertake any other function and duties as may be delegated from time to time to the community board by Council.

4. Pursuant to sch 7, cl 32 of the LGA, and recognising the role of community boards as defined in s 32 of the LGA, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaaruawaahia, Tuakau, Raglan, and Taupiri community boards as follows:
 - a. To exercise delegated authority for road naming within their community board area. Council officers will present road naming reports directly to the community board, including names proposed by the applicant/developer and relevant background information. The board will review the options, undertake any further engagement with residents, mana whenua and other stakeholders when appropriate, and select a preferred name. The decision made by the community board shall be final and not subject to further approval by a Council committee.
5. To provide feedback on proposed leases within their community board area. This includes opportunities for consultation with elected members and the community. Where public notification is required, the community board may participate in hearings for non-conforming leases, depending on the nature of feedback received.
6. It is noted that further delegations or changes could be made within this triennium.

Membership of community board

1. The membership of the community board shall be as determined by the review of boundaries and membership procedure as set out in the LGA (representation review which is to be carried out every six years, and as confirmed at each local government triennial election).
2. In line with representation reviews and any applicable Local Government Commission determinations, councillor(s) elected in the ward representing the community board area shall be community board members either by election or appointment. (Please note that the Local Government Commission determination does not permit both elected general ward councillors from the Tuakau-Pōkeno General Ward, Newcastle-Ngaaruawaahia General Ward to be appointed to the Ngaaruawaahia, Taupiri and Tuakau community boards).
3. The role of the appointed councillor shall be the liaison link between Council and the community board.

Chairperson

1. The community board shall appoint a chairperson from within its membership.

2. The community board shall appoint a deputy chairperson from within its membership.

Remuneration

1. Remuneration to individual members shall be determined by the Remuneration Authority in consultation with Council and community boards from time to time.
2. Community board members must comply with current Council policies and procedures for submitting claim forms.

Meeting procedures

1. A quorum is half the members appointed including vacancies.
2. The community board shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
3. At each community board meeting 30 minutes should be set aside for public forum as per standing orders. 54
4. All councillors are entitled to attend community board meetings and are granted speaking rights on agenda items and general matters. Aside from those formally appointed as members of the board, attending councillors do not hold voting rights.
5. Council is required to provide governance support at each formal meeting (noting this excludes out of cycle workshops and engagement events).

Communication

1. The objective is to retain quality relationships between Council and the community board, and the community board and the public.

Responsibilities of ward councillors and staff

Council, through the ward councillor(s) and staff, will ensure that:

1. The community board is provided the opportunity to provide feedback or suggestions for works or projects to be included in the following year's draft annual plan and/or draft long term plan (whichever is applicable).
2. The community board is provided the opportunity to participate in workshops and decision-making meetings when drafting annual plan or draft long term plan:
 - a. All workshop material and committee reports relating to annual plan or long term plan will be made available via Council's website.

3. Community board members will be presented with a report on an annual basis detailing the forward programme of works within their area.
4. The community board will be provided the opportunity to participate in workshops and decision-making meetings for policy issues initiated by Council that have an effect on the community board area.
5. The community board will be given the opportunity to provide feedback on road stopping, leases and licenses.

Responsibilities of community board members

1. Community board members will contact the ward councillor(s), chief executive, senior leadership representative, or democracy advisor prior to the community board meeting if sufficient detail is not available on the agenda to make the correct or appropriate decision.
2. Community board members will undertake or recommend to Council the promotion of local cultural, sporting and enterprise initiatives or community events.
3. Community board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner, within the agreed Discretionary Fund Guidelines.
4. Community boards will appoint a funding representative to:
 - a. receive applications from the community and ensure the required information is included for the board to make an informed decision;
 - b. liaise with applicants and advise of the meeting date, time and venue that their application will be considered; 55
 - c. advise the applicants of the decision of the board following the meeting, i.e. declined, partially funded or fully funded;
 - d. obtain the appropriate invoices and proof of bank account for applicants for forwarding to the democracy team for processing; and e. follow up with applicants once the funding has been sent to provide an accountability report to the board.
5. Community board members have a responsibility to be active members of the community board, adhering to relevant Council policies and procedures in the discharge of their duties.
6. Community boards members are expected to act in accordance with Council's code of conduct and standing orders at all times. This includes the obligation to

declare any actual, potential, or perceived conflicts of interest in relation to matters under consideration.

7. Community board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community, to enhance performance.

Responsibilities of Council

1. Council agrees to hold at least one combined workshop per annum, at which Council will participate with all community boards in discussing issues of mutual interest and clarification will be given on future Council direction.
2. Council may accept representation from the community board at its ordinary meetings on issues of significance contained within the community board minutes.
3. Council employs the chief executive, and the chief executive employs all staff. The chief executive is accountable to Council, not to the community board.