

# Terms of Reference

As at March 2024

## Purpose

- To provide a local link and point of contact for Council liaison with the community.
- To also provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$800 for "defined small local works" in line with the guidelines.
- Particularly, to help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure.

## Field of Activity

Community liaison between the Council and the Turakina community.

## Membership

- The number of members elected to serve on the Committee shall be a minimum of seven and a maximum of ten.
- Each Committee to comprise one Councillor appointed from the Southern Ward.
- The Council will call nominations to each Committee within thirty days after each triennial local government election.
- Where between seven and ten nominations are received by the closing date, those people will be declared elected;
- Where more than ten nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot;
- Where fewer than seven nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received prior to and at the public meeting exceed ten, the Council will conduct an election at the public meeting by secret ballot;
- Where fewer than seven nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium.
- A minimum of 20 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee.
- The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten.
- The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee.
- Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council's Electoral Official.
- Those nominated for the 2022-25 triennium Community Committee election must be elected by residents on the most recent District electoral roll and live within the ward that the principal town that the community committee represents.
- Those who are nominated and people nominating them must reside within that area.
- The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members.

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Committees will generally follow the Terms of Reference as listed below:

- The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.
- Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups.
- One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level.
- Committees will have sole discretion as to when the Committee meets, how often, and its administrative procedures.