

# TAMAHERE COMMUNITY COMMITTEE

## Charter for 2025-2028

### 1. Purpose

The **Tamahere Community Committee** (“the **Committee**”) is set up jointly by the **Waikato District Council** (“the **Council**”) and the Tamahere community to:

- a. work collaboratively and act as a representative voice on issues affecting those living and/or working in Tamahere,
- b. support the elected Councillors representing the Tamahere-Woodlands Ward<sup>1</sup>,
- c. identify and promote plans and projects for the development of Tamahere,
- d. consider and comment on the Council’s priorities including “core duties and responsibilities” and the “social, economic, environmental, and cultural well-being of the communities” in the Waikato District.
- e. consider the impact of State Highway roading plans and changes, including the proposed “Southern Links” expressway connection from the Waikato Expressway (SH1) to SH3.
- f. be a representative voice for the community for dealings with NZTA, Hamilton City Council, Waipa District Council, Future Proof<sup>2</sup> and the Waikato Regional Council.

### 2. Roles and Responsibilities

#### 2.1 The Committee’s role is to:

- a. identify and develop plans for the future of Tamahere and the surrounding area (e.g. Community Plan updates, Waikato Blueprint updates, Future Proof),
- b. express the views of its community to the Council on local issues,
- c. consult with, make representations and/or submissions to the Council, Waikato Regional Council, Hamilton City Council, Waipa District Council, Future Proof, NZTA and other Government agencies, other local councils and central Government on issues of interest or concern to the Tamahere community,
- d. consult with and make representations to business interests/activities of interest or concern to the Tamahere community,
- e. specifically consider growth and expansion issues, the impacts on Tamahere and its future needs,

<sup>1</sup> Tamahere being part of the new Tamahere-Woodlands general ward from November 2022

<sup>2</sup> The Future Proof area sits within the Waikato Region and is made up of: one city (Hamilton) and three districts (Waipā, Waikato and Matamata Piako)

- f. facilitate the promotion of the Piazza and public facilities at Tamahere Village Park,
- g. support the activities and role of the Tamahere Community Centre,
- h. collaborate with other community committees and boards in the district,
- i. support the activities of any community focused organisation active in Tamahere, including, by way of example:
  - CPNZ Hamilton East Community Patrol,
  - Hamilton Airport Community Liaison Group,
  - Predator Free Tamahere
  - St Stephens Church,
  - Tamahere Lions Club,
  - Tamahere Community Centre,
  - Tamahere Mangaone Restoration Trust,
  - Tamahere Country Club,
  - Tamahere Model Country School,
  - Tamahere Eventide Home & Village
  - Any other Rest-homes/Retirement Villages
  - Tamahere Woodlands Heritage Committee
  - Regal Haulage
  - Other local businesses active in Tamahere
- j. consider anything that might be relevant to the interests or activities of those living and/or working in Tamahere.

**2.2** In order to achieve its role, **the Committee can:**

- a. Represent and act as an advocate for the interests of, and/or public benefit to, the Tamahere community,
- b. Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Committee and those living and/or working in Tamahere,
- c. Maintain an overview of services provided by the Council within Tamahere,
- d. Prepare and make submissions to the Council:
  - i. on any consent application in the Ward, or wider area, reflecting its views or recommendations including if it supports or opposes all or any part of any such application
  - ii. for the Tamahere local area Blueprint or Community Plan including the priorities for initiatives for Tamahere (timing and expenditure by Council)
  - iii. for the Council budget and work program as recorded in its Long-Term Plan and any Annual Plan (as applicable)
  - iv. for any development, zoning, land use, roading, paths, walkways, trees, community facilities including reserves and safety issues
  - v. with its recommendations for any of the above, including understanding the quantity of, and process for, expenditure within Tamahere to be adopted in the Long-Term Plan and/or Annual Plan
- e. Prepare and make representations or submissions to the Waikato Regional Council on any issue relevant to those living and/or working in Tamahere,

- f. Prepare and make representations or submissions to the Government and/or any elected MP on any issue relevant to those living and/or working in Tamahere
- g. Engage with any education facility, community organisation, interest group and/or business interests in Tamahere
- h. Establish and maintain an effective means of communication with the residents and property owners in the Tamahere Ward.
- i. Exercise any other powers, functions, duties and/or responsibilities as may be delegated from time to time to the Committee by the Council.

### **2.3 The Council's role** includes:

- a. Consider the wishes of the Committee and ensure those wishes are properly considered and prioritised.
- b. Give effect to local identity and preferences.
- c. Ensure the Council is promptly responsive to the Community's preferences and more accountable for its actions which may impact on those living and/or working in Tamahere.
- d. Consult with the Committee on all local issues including providing timely disclosure of information which may be relevant to the Committee's role or function.
- e. Maintaining and providing financial information to the Committee which shows the extent of income collected by the Council from the Tamahere community and the extent of the expenditure or investment made by the Council in the Tamahere community in each fiscal year or over a period of time for any identifiable outcome.
- f. Taking all steps possible to increase efficiency, including the minimisation of rules and regulations.
- g. Accounting for its activities and decisions as and when required or requested.

### **3. Delegations**

- a. The Council may delegate powers, functions or duties to the Committee on terms agreed with the Committee from time to time.
- b. Any delegation of powers, functions or duties by the Council to the Committee can be withdrawn by resolution of the Council, or by the relevant delegated authority (as appropriate) at any time, with proper notice to the Committee.
- c. The Committee will not sub-delegate any delegated powers, functions or duties (Clause 32(3) of Schedule 7 of the Local Government Act 2002) unless expressly authorised by the Council (e.g. to the Tamahere Community Charitable Trust).

### **4. Committee Membership**

- a. The Committee shall comprise:
  - i. Council appointed members, and

- ii. a voluntary group of members elected by the ratepayers and residents living in Tamahere at the Election Meeting, and
  - iii. any person/s co-opted by the Committee during the three year term.
- b. The Council appointed members will be:
- i. the Councillor/s elected to represent the Tamahere-Woodlands general ward, and
  - ii. a member of the Council executive team appointed by the Council (preferably a resident in the ward).
- c. The elected members of the Committee:
- i. will hold office until the next meeting, convened by Council following the next election (approx. 3 years), and will relinquish their role/position at the first meeting of the new committee.
  - ii. shall consist of not fewer than five elected members nor more than twelve elected members (or otherwise as determined by resolution of the Committee from time to time).
- d. The members are to be aware of any potential for a conflict of interest and to make that known to the relevant meeting so that the Chair can rule on the participation and/or voting procedure to be adopted to manage that conflict.
- 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 Committee meetings (other than workshops), or resigns or the majority of the Committee vote to remove a person for just cause.
- f. At its first meeting the Committee shall appoint, from the elected members within its membership:
- i. a Chairperson,
  - ii. a Deputy Chairperson, and
  - iii. a Secretary who shall be responsible for the minutes of meetings of the Committee.
- g. No person shall publicly comment or represent a position on behalf of the Committee unless it has been discussed by the Committee and the Committee has given authority for proper public communication.

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

- a. Immediately following the Local Body Elections, the Council will advertise a public meeting and call for nominations to the Committee.
- b. The elections shall be held by public meeting conducted by the Chief Executive of the Council (or nominee), at which candidates will be nominated and elected (**'the elections meeting'**).

- c. The elections meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- d. Any vacancies occurring during the term shall be filled as deemed appropriate by the Committee.
- e. The Committee may, by resolution, co-opt members to assist it as required.
- f. The Council may assist in filling any elected vacancies as appropriate.

## **6. Committee Funding**

- a. The Council will allocate sufficient funds to fund the costs associated with running the Committee and the discharge of its functions and role.
- b. In addition, the Committee can make an application to the Council's Discretionary & Funding Committee (or that Committee's successors) for accessing any relevant Grants<sup>3</sup> (e.g. the Rural Ward Discretionary Fund, the Events Fund) for the funding of specific projects or events.
- c. Until directed otherwise by the Committee, the Council will hold, pay and/or distribute the Committee's funds (including any accrued from year to year) as authorised by the Committee.
- d. The Council will provide the Committee with an accounting of the Committee's funds from time to time as requested and at least on an annual basis.

## **7. Meetings and Procedures**

- a. The Committee intends to meet monthly (February to December) in each year at a time, day and place as decided by the Committee from time to time. Meetings will be notified by the Council on its web site.
- b. The Committee will follow general meeting procedure principles (as a guide the Council's Standing Orders for Meetings can be adopted).
- c. Any change to the Standing Orders, adopted by the Committee, can be decided on a simple majority vote of those members present at a meeting.
- d. A quorum of members of the Committee shall consist of no fewer than four members or 50% of the elected membership number, whichever is the lesser.
- e. 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.
- f. Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by Committee members at all times.
- g. The Chair will be responsible for the rules and means by which each meeting is conducted, with any ruling noted in the Minutes.

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<sup>3</sup> Available for projects and initiatives in rural areas and areas that are not served by a community board.

- h. All meetings of the Committee will be held in Public, but the Chair can direct that the Committee move “into committee” to discuss and/or determine any issue which is inappropriate to be addressed in a public forum – supported by a resolution of the committee at the time.
- i. All decisions of the Committee will be appropriately recorded in the Minutes of the meeting when the decisions are made, with or without supporting information or notes as decided by the Chair.

**8. Tamahere Community Charitable Trust (TCCT)**

- a. The Committee shall consider, and if considered appropriate, arrange for the establishment of a charitable trust (to be incorporated and registered with Charities Services).
- b. All elected members of the Committee can be trustees.
- c. TCCT may be an appropriate entity to handle community funds and projects and avoid the need to consider changing the Committee to a Board to accommodate Council’s proposed community engagement policy AND devolving a budget (\$50,000 suggested) to local Community Boards and Community Committees to allow them to address and resolve local outcomes in a more efficient and cost-effective manner

**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.

Approved and adopted by the Tamahere Community Committee on 2 December 2025

*End*