

Huihuinga hapori  
**Community Forums**

Terms of Reference - 2022-2025

Adopted at Council - C22-1 - 8 December 2022



**Western  
Bay of Plenty**  
District Council

# Maketu - Te Puke Community Forum

|                          |                             |
|--------------------------|-----------------------------|
| <b>Covenor</b>           | Councillor Richard Crawford |
| <b>Assistant Covenor</b> | Councillor Andy Wichers     |

## Role:

- To develop relationships in community to enable Council to achieve local solutions to local problems, and promote positive change and sustainability for strong, healthy and safe communities.
- To provide an effective mechanism for feedback to Council on local and community issues and strategic issues relating to the Ward.
- To promote liaison between the relevant community boards, ratepayers associations and community organisations to improve the wellbeing of residents in the Ward.
- To promote and advocate for the co-ordination of community services and agencies for the well-being of the community.
- To provide information and encourage submissions to the Annual Plan and Long Term Plan by groups outside a Community Board area within the Ward.
- To consider and report to the Community Committee priority matters emerging from Community Forums.

## Scope:

- The Convenor and Assistant Convenor are to jointly determine the frequency, format, venue and timing of the forum, subject to the following guidelines:
  - A minimum of 20 working days notice to the Governance Manager, to enable resourcing by staff, venue booking, light catering and advertising to be organised.
  - Agenda items to be set and provided to the Governance Manager a minimum of 10 working days to enable the agenda to be circulated. This will be a one pager with a list of topics and relevant speakers (as provided by the convenors).
  - A maximum meeting duration of 2 hours.
  - A maximum of six Community Forums per quarter across the District, to be agreed between the convenors as to allocation to each ward.
  - Staff will support the Community Forums by capturing the names/contact details of those in attendance, organising light refreshments and taking high level notes of the discussions on flip charts (or similar).

- Community forums will not be minuted.
- Standing orders do not apply to Community Forums and Convenors have the flexibility to determine the forum approach to suit the agenda.
- Responsibilities of the Convenor/Assistant Convenor include:
  - To promote upcoming Forums through their community networks and call for agenda items.
  - To determine agenda items and notify the Governance Manager in accordance with the guidelines outlined above.
  - To prepare a report to each quarterly Community Committee meeting, including:
    - The dates and locations of any Community Forums held during the period since the last Community Committee meeting
    - Recommended priority matters that they wish the Community Committee to consider for action
    - An indication of the practicable options to progress the matter (with the support of staff advice as required).
  - Closing the loop with those who raised matters at Community Forums, including whether the matter has been identified as a priority, and if so, what the Community Committee has recommended in relation to these matters (with the support of staff as required).

## Delegations:

- To report and make recommendations to the Community Committee on local and community priority matters relating to the Ward.
- To consider and report on all matters referred by Council and the Community Committee.
- To promote, encourage and facilitate community participation in issues relating to Council planning processes and engagement opportunities.
- To communicate with community organisations and interest groups within the Ward.

# Kaimai Community Forum

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|--------------------------|---------------------------|
| <b>Covenor</b>           | Councillor Don Thwaites   |
| <b>Assistant Covenor</b> | Councillor Tracey Coxhead |

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# Katikati - Waihi Beach Community Forum

**Covenor**

Councillor Anne Henry

**Assistant Covenor**

Councillor Allan Sole

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District Council

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Te Kaunihera a rohe mai i  
Ngā Kuri-a-Whārei ki  
Otamarakau ki te Uru

[westernbay.govt.nz](http://westernbay.govt.nz)