

# Tāmaki Community Liaison Committee Terms of Reference

by Tāmaki Regeneration

## About Tāmaki Regeneration Company

Tāmaki Regeneration Company (TRC) is a housing-led, place-based regeneration organisation that works alongside Mana Whenua, the community, and partners to shape the future of Tāmaki through New Zealand's largest regeneration programme. Our priorities are:

- Housing delivery: building 10,500 new warm and dry homes
- Social transformation: supporting homeownership, job skills, and social and economic programmes that deliver improved outcomes for whānau
- Social housing: being an excellent tenancy and asset manager for social housing in Tāmaki.

## Purpose and functions of the Community Liaison Committee

The Community Liaison Committee (CLC) plays a critical role in informing TRC's decisions around housing delivery and social transformation. The CLC also serves as a bridge between TRC and the community, sharing information and helping ensure community voices are reflected in decisions. The CLC's key functions include:

- Providing expert community advice to inform TRC's housing delivery and social transformation priorities
- Sharing relevant information about TRC's housing delivery and social transformation priorities with the Tāmaki community
- Creating opportunities for the community to come together, to enhance social cohesion, authentic connection, and a deeper understanding of Tāmaki and the Regeneration programme. Host two community-based events that link into this purpose.
- Advising on funding opportunities for community initiatives that strengthen social cohesion in Tāmaki.

## Membership

The CLC will consist of 7-10 members and must include:

- Representation from all three Tāmaki suburbs: Glen Innes, Panmure, and Pt England
- Members with lived understanding of the Tāmaki community and its needs and aspirations
- Members with strong ties and influence within their respective communities
- Diverse membership including ethnicity and community and sector knowledge. (E.G Education, Business Community, Māori Community, Pasifika Community.)

## Terms and conditions of appointment

- Members are appointed by the TRC Senior Leadership team.
- Members will be appointed on a three-year term.
- Any member of the CLC may at any time resign from their position by advising the TRC Secretariat in writing within one month of their planned resignation date.
- The TRC may choose at any time, but in discussion with the CLC, to recruit new members to fill vacancies. In doing so, the TRC must ensure new members reflect the composition of the CLC.
- If CLC member/s miss two consecutive hui without informing the TRC Secretariat, they may be asked to reflect on their ability to fulfil the role.

## Chairperson, Deputy Chairperson & Board Advisors

### Chair

The Chair will be appointed by the CLC at the first meeting of each term for a three-year period. The Chair will:

- Ensure the CLC fulfils its Terms of Reference
- Lead meetings and ensure fair participation
- Ensure conflicts of interest are declared and resolved
- Act as a key point of contact for TRC including receiving and reviewing minutes from the Secretariat prior to being sent to other CLC members.

### Deputy Chair (optional)

A Deputy Chair may be nominated by members to support the Chair or act in their absence.

### Board Advisor/s

Up to two Board Advisors will be appointed by the CLC at the first meeting of each term for a three-year period.

The Board Advisors attend relevant hui with the TRC Board to provide insights into the work and perspectives of the CLC.

Board Advisors do not hold decision-making rights and are not formal Board members. The Board Advisors will: .

- Attend relevant TRC Board hui
- Provide updates to the TRC Board on matters agreed by the CLC
- Report back to the CLC following Board hui to ensure transparency and accountability.

---

## Meetings of the Community Liaison Committee

- The CLC will meet every two months for a two-hour hui with dates and times agreed by members in advance.
- At any meeting a quorum will consist of five members. A quorum must include the Chair or Deputy Chairperson.

### Meeting agenda

- Agenda items will be jointly set by the CLC and TRC, reflecting the priorities of the community and regeneration programme.
- CLC members may submit general business items to the Chair and Secretariat at least ten days before the hui.
- The agenda, minutes, and any supporting papers will be circulated at least five working days prior to each hui.

---

## Duties and responsibilities of CLC members

The CLC operates in a way that reflects the values of the TRC:

- Ka Waihanga tahi tātou: We reflect, learn, design, and make together
- Ka Honohono tātou: We value joining and coming together
- Ka poipoi: We deeply care for and nurture each other.

All members are expected to:

- Commit to a three-year term
- Attend regular hui and actively contribute to kōrero
- Participate in a one-day induction at the start of the CLC's term
- Lead the implementation of two community events
- Share community insights to inform decision-making including decisions around funding for social cohesion events
- Join occasional workshops or training sessions as jointly agreed by the CLC and TRC.
- Represent the collective voice of the CLC at TRC Board hui and relevant external spaces
- Maintain confidentiality as needed.

## Support and resources

To support the CLC in their role, the TRC will:

- Provide secretariat support including the coordination of a one-day induction and ongoing coordination of the CLC hui
  - Provide resources and support to the CLC to implement two community events each year
  - Coordinate any training and/ or development opportunities identified by the CLC and the TRC to support the CLC to fulfil their role
  - Attend meetings where relevant and consider CLC advice in good faith
  - Ensure CLC members are compensated in a timely and fair way both in their general role and when engaged outside their core responsibilities.
  - Monitor the CLC's progress against their Terms of Reference and provide six monthly updates to the CLC and TRC's Senior Leadership Team.
- 

## Remuneration

- Members of the CLC are entitled to be paid fees for attendance at meetings. The attendance fee for members is set at \$150 per meeting attended.
  - Where members are engaged by TRC on matters outside of their general CLC duties, those members shall be paid according to fair market value where appropriate for their expertise and time. Any additional duties must be agreed between the CLC Chair and the TRC General Manager, Engagement & Communications.
-