



# **Committee Terms of Reference**

## **2016-2019**

# **Audit and Risk Committee**

## **Terms of Reference**

### **Purpose**

To monitor, evaluate and report to the Council on its financial, assurance and risk management policies, systems and processes and overview the performance of the Chief Executive.

### **Specific responsibilities**

1. Monitor the identification and management of risks faced by the Council.
2. Monitor the Council's health and safety management system and identification of risks in accordance with the Health and Safety at Work Act 2015 and any substitute legislation.
3. Approve the annual external audit proposal.
4. Review the external auditor's management letter and management responses.
5. Monitor management of the Council's internal financial control environment, and report as appropriate to the Council on compliance with all external audit requirements and statutory responsibilities.
6. Monitor and review the Council's financial policies and financial performance.
7. Review the draft Annual Report prior to consideration by Council, including consideration of reports from external auditors.
8. Consider matters relating to the employment of the Chief Executive, including an annual performance review.

### **Membership**

The Mayor and three elected members. The Committee may also have one appointed member who may also be the chair. A member appointed by Council will be on the basis of their skills and experience relevant to the purpose of the Committee. The appointed member will be eligible for payment.

### **Quorum**

Three elected members.

### **Meeting frequency**

Quarterly, and as required.

# **Infrastructure and Services Committee**

## **Terms of Reference**

### **Purpose**

To oversee the operations of the Council's roading, waters, solid waste, parks and Events Centre.

### **Specific responsibilities**

1. Monitor the development of the Council's Asset Management Plans.
2. Oversee the formulation of proposals and priorities in respect of the development of community facilities.
3. Monitor the operations of the Council's roads, including, where necessary, considering applications for road closures where objections to the proposed closure are received.
4. Monitor the operation of the Events Centre.
5. Develop plans and oversee the operation of the treatment and disposal of wastewater at Dalefield farm, including the preparation of resource consent applications.
6. Develop plans and oversee the operation of the water supply to Carterton, including the preparation of resource consent applications.
7. Develop plans and oversee the operation of stormwater, including the preparation of resource consent applications.
8. Develop plans and oversee the operation of solid waste management, including monitoring collaborations with other councils in the Wellington Region.

### **Membership**

The Mayor and four elected members.

### **Quorum**

Three members.

### **Meeting frequency**

Six-weekly, or as required.

# **Policy and Strategy Committee**

## **Terms of Reference**

### **Purpose**

To oversee, co-ordinate and direct the development and review of policies, strategies and bylaws.

### **Specific responsibilities**

1. Develop policies and strategies in relation to:
  - i. the economic development of the Carterton District
  - ii. community development within the Carterton District
  - iii. community services provided to the Carterton communityand monitor implementation.
2. Provide an oversight of the implementation of the Wairarapa Combined District Plan and any changes to the plan.
3. Develop an urban growth plan for Carterton, for adoption by the Council.
4. Develop, review and monitor policies under the Building Act 2004, including (but not limited to) the approval of the Council's Earthquake Prone Policy.
5. Develop new bylaws, for adoption by the Council.
6. Monitor and review existing bylaws and recommend to Council any changes.
7. Develop and approve responses to government legislation proposals and policy issues.
8. Oversee the development of plans and procedures for the Council's responsibilities under emergency management legislation.
9. Monitor the development of Memoranda of Understanding between the Council and other bodies, and provide an oversight of other relationships with Carterton groups.
10. Monitor the use of Council grants.
11. Receive advice from the Economic Development and Placemaking Advisory Groups.
12. Monitor and provide input into any Wairarapa-wide policies and strategies.

### **Membership**

The Mayor and all Councillors.

### **Quorum**

Five members.

### **Meeting frequency**

Six-weekly, or as required.

# Hearings Appointment Committee

## Terms of Reference

### Purpose

To appoint suitably qualified people to hear and decide applications.

### Specific Responsibilities

1. To determine whether an application should be heard by external commissioners, or accredited Councillors or a mix of the two, and the composition of the Hearings Committee.
2. To determine which and how many external commissioner/s or which and how many 'accredited' Councillors should be appointed to hear and determine specific applications, together with the appointment of the Chairperson.
3. To determine whether representative/s from either the Masterton or South Wairarapa District Councils' should also be appointed to the Hearings Committee where applications are non-complying.
4. To determine representatives for Environment Court mediation meetings for those occasions when decisions are appealed.
5. To appoint appropriate Councillors to hear matters in relation to the District Licensing Agency and Dog Control Act matters.

Note: The use of external Commissioners is recommended in the following circumstances:

- i. The Council or an individual Councillor may otherwise be perceived to have an actual or perceived conflict of interest.
- ii. Determination of objections made under Section 357B relating to local authority charges.
- iii. When matters are outside the technical knowledge or experience of elected representatives.
- iv. When one or more accredited Councillors may have, or may be perceived to have a closed mind on the proposal.
- v. To hear applications immediately after local authority elections when committees who may normally hear resource consent applications have yet to be appointed.

### Membership of Committee

Two elected members.

### Frequency of Meetings

As and when required.

# **Sport NZ Rural Travel Fund Committee**

## **Terms of Reference**

### **Purpose**

To make allocations from the Sport NZ Rural Travel Fund to financially assist sports clubs and school teams with transport expenses to local sporting competitions.

### **Specific Responsibilities**

To consider applications from Carterton District school club teams and sports club teams with young people aged between 5-19 years who require subsidies to assist with transport expenses to local sporting competitions.

The schools and clubs eligible for the grant they those based in the Carterton District that meet one of the following definitions:

- i. A school club team participating in local sport competition in weekends, that excludes inter school and intra school competitions played during school time; and/or
- ii. A sports club team participating in organised sport competition through club membership outside of school time.

Funding must not be provided for the purpose of travel to regional or national events. Also, funding must not be provided to cover costs associated with payment of coaches or officials, or reimbursement of their expenses (including travel costs).

### **Membership of Committee**

Four elected members.

### **Quorum**

Three members.

### **Frequency of Meetings**

Annually.

## **Water Race Committee**

### **Terms of Reference**

#### **Purpose**

To oversee the management of the Carrington and Taratahi water races and make recommendations to Council as required.

#### **Specific Responsibilities**

To make recommendations to Council on:

1. The management of the Carrington and Taratahi Water Races.
2. The setting of rates and charges for the Rural Water Service activity.
3. Policy in respect of the Rural Water Service activity.
4. Changes to, or development of new bylaws in respect to the Carrington and Taratahi Water Races.
5. Any statutory requirements in respect to the Carrington and Taratahi Water Races.

#### **Membership of Committee**

- Three elected members.
- Four community members elected by water race users.
- Additional co-opt additional member/s if required.

The Chairperson will be appointed at the beginning of each triennium by the Committee.

#### **Quorum**

Two elected members and two community members.

#### **Frequency of Meetings**

Quarterly.

## **Grants Committee**

### **Terms of Reference**

#### **Purpose**

To allocate grants funding, under the Council's Financial Grants Funds Policy.

#### **Specific responsibilities**

9. Consider applications for grants funding.
10. Make decisions on the allocation of grants funding.
11. Monitor the use of grants.
12. Assist in promoting the use of the grants fund to community groups.
13. Advise the Council on any relevant changes to the Financial Grants Funds Policy.

#### **Membership**

The Mayor and three elected members.

#### **Quorum**

Three elected members.

#### **Meeting frequency**

Twice yearly, and as required.



# **Road Closure Hearing Committee**

## **Terms of Reference**

### **Purpose**

To consider objections to proposals to close roads under the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.

### **Specific Responsibilities**

6. To consider objections to road closures.
7. To hear objectors who wish to speak to the Committee
8. To make a final decision on a proposed road closure.

### **Membership**

The Mayor and two elected members.

### **Quorum**

Two elected members.

### **Meeting frequency**

As required.