



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

Committee Terms of Reference

2019 - 2022

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 maintenance of the Council's Asset Management Plans.
2. Oversee the formulation of proposals and priorities in respect of the development of community facilities, including parks.
3. Monitor the operations of the Council's roads.
4. Oversee the operation of the treatment and disposal of wastewater.
5. Oversee the operation of the supply of water.
6. Oversee the operation of stormwater.
7. Develop plans and oversee the operation of solid waste management.
8. Oversee the development of the animal facility upgrade.
9. Oversee the management of Council properties.
10. Provide advice to the Council on priorities for the Council's capital expenditure on infrastructure.

Membership

The Mayor and four elected members.

Quorum

Three members.

Meeting frequency

Eight-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. Oversee the development of policies and strategies in relation to the four wellbeings as specified in the Local Government Act.
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.
13. Develop a strategy for the operation of the Events Centre and monitor its performance.

Membership

The Mayor and all Councillors.

Quorum

Five members.

Meeting frequency

Eight-weekly, or as required.

Hearings Committee

Terms of Reference

Purpose

To hear and decide all applications, submissions or objections for any matter other than those matters the Council either retains for itself or sets up a specific Committee to manage.

Specific Responsibilities

1. To hear and decide matters in relation to the District Licensing Agency.
2. To hear and decide matters in relation to the Dog Control Act.
3. To hear and decide matters in relation to objections to proposals to close roads under the Local Government Act Transport Regulations.
4. The hear matters in relation to the Reserves Management Act.
5. The hear and decide any other matters the Council requests it to consider.

Note: The Hearing Committee will not hear matters in relation to the Resource Management Act. Hearing Commissioners for those matters may either be a suitably qualified elected representative(s) of an external commissioner. External commissioners will generally be used in the following circumstances:

- i. There are no suitably qualified elected representatives.
- ii. The Council or an individual elected representative may be perceived to have an actual or perceived conflict of interest.
- iii. Determination of objections made under Section 357B relating to local authority charges.
- iv. When matters are outside the technical knowledge or experience of accredited elected representatives.
- v. When one or more accredited elected representative may have, or may be perceived to have, a closed mind on the proposal.

Membership of Committee

Three 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

1. To oversee the operation of the Carrington and Taratahi Water Races.
2. To make decisions on applications to alter or use the water races.
3. To make recommendations to Council on:
 - a. the level of rates and charges for the Rural Water Service activity.
 - b. any changes to, or development of new bylaws in respect to the Carrington and Taratahi Water Races.
4. To develop policy in respect of the water races and recommend these to the Policy and Strategy Committee.

Membership of Committee

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

The Chairperson will be an elected member.

Quorum

Two elected members and two community members.

Frequency of Meetings

Quarterly.

Community Grants Committee

Terms of Reference

Purpose

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

Specific responsibilities

1. Consider applications for grants funding.
2. Make decisions on the allocation of grants funding.
3. Monitor the use of grants.
4. Assist in promoting the use of the grants fund to community groups.
5. 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

Once yearly, and as required.

Economic Development Advisory Group

Terms of Reference

Purpose

To assist the Council and business community develop and grow the Carterton District economy.

Activities

The Advisory Group's activities include:

- Preparing and reviewing a Carterton Economic Development Plan and recommending to Council
- Monitoring implementation of the plan and reporting progress to the Council and to Go Carterton
- Coordinating economic development activities within Carterton District

Membership

- Up to 3 elected representatives
- Up to 3 representatives of Go Carterton
- Other community members and representatives of relevant groups/agencies, as determined by the Chair.

An elected member will chair the Advisory Group.

Administrative support and advice

Secretarial support will be provided by Go Carterton, under a funding agreement with the Council.

Council officers will provide advice to the Advisory Group, as required, subject to funding availability.

Meetings

Eight-weekly, or as required.

Carterton Place Making Advisory Group

Terms of Reference

Purpose

To assist the Council to promote the revitalisation of Carterton's town centre.

Activities

The Advisory Group's activities include:

- Preparing and reviewing Carterton Revitalisation Framework and recommending it to the Council
- Overseeing and monitoring the implementation of the Framework
- Providing advice to the Council on major projects in the town centre
- Coordinating/carrying out place-making activities in Carterton.

Council assets protocols

Any place making activities involving Council assets must first be approved by the Council in accordance with its delegations (i.e. either by a senior officer with appropriate delegations, the Infrastructure and Services Committee or full Council).

Membership

- Up to 4 elected representatives
- Individuals with particular expertise in place making
- Representatives from Carterton groups that have a direct interest in place making and/or place making projects in Carterton

An elected member will chair the Advisory Group.

Administrative support and advice

Secretarial support will be provided by the Council. Council officers will provide advice to the Advisory Group, as required, subject to funding availability.

Meetings

Eight-weekly, or as required.

Walking and Cycling Advisory Group

Terms of Reference

Purpose

To assist the Council to increase walking and cycling in the District, through developing projects to enhance walking and cycling facilities and promoting walking and cycling in the District.

Activities

The Advisory Group's activities include:

- Assisting with the redevelopment and implementation of the Carterton Walking and Cycling Strategy.
- Leading the promotion of walking and cycling in Carterton.
- Engaging the Carterton community in walking and cycling initiatives.
- Developing projects to enhance walking and cycling facilities and providing advice to the Infrastructure and Services Committee on capital projects requiring funding, as appropriate.
- Advising the Policy and Strategy Committee on any changes to the Walking and Cycling Strategy.

Membership

- Up to three elected representatives
- Representatives of community groups and individuals with a particular interest in walking and cycling.

An elected member will chair the Advisory Group.

Administrative support and advice

Secretarial support will be provided by the Council. Council officers will also provide advice to the Advisory Group, as required, subject to resource availability.

Meetings

Quarterly, or as required

Carterton Arts, Culture and Heritage Advisory Group

Terms of Reference

Purpose

To assist the Council to promote arts, cultural and heritage activities in Carterton.

Activities

The Advisory Group's activities include:

- Preparing and reviewing an Arts, Culture and Heritage Strategy and recommending it to the Council
- Overseeing and monitoring the implementation of the strategy
- Providing advice to the Council on major arts, culture and heritage initiatives in Carterton.

Membership

- Up to three elected representatives
- Representatives of:
 - WaiArt
 - Heart of Arts
 - Limelight
 - Carterton Historical Society
 - AraToi
 - Cobblestones
 - Heritage NZ
 - Hurunui o Rangi Marae (2 representatives).

An elected member will chair the Advisory Group.

Administrative support and advice

Secretarial support will be provided by the Council. Council officers will also provide advice to the Advisory Group, as required, subject to resource availability.

Meetings

Quarterly, or as required