

1 October 2021

[REDACTED]  
[REDACTED]

Dear [REDACTED]

**LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 2021-98**

Thank you for your email of 7 September 2021 to the Carterton District Council requesting the following information:

*"...regarding the Arts, Culture and Heritage Advisory Group? Such as a terms of reference and what its purpose is within Council?"*

Your request has been considered under the Local Government Official Information and Meeting Act 1987 (the Act).

In response to your request, the table below identifies the three documents that are within scope of your request. These documents are attached as **Appendix 1**.

<b>Document 1</b>	26 March 2019-Establishment of an Arts, Culture and Heritage Advisory Group Report
<b>Document 2</b>	5 November 2019-Council Committees, Advisory Groups and Portfolio Responsibilities for the 2019-22 - Triennium Report
<b>Document 3</b>	5 November 2019-Council Committees, Advisory Groups and Portfolio Responsibilities for the 2019-22 - Triennium Report

Thank you again for your email. You have the right to ask an Ombudsman to review this decision. You can do this by writing to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Geoff Hamilton  
Chief Executive  
Carterton District Council



**CARTERTON**  
DISTRICT COUNCIL

26 March 2019

## **Establishment of an Arts, Culture and Heritage Advisory Group**

### **1. PURPOSE OF THE REPORT**

For the Council to consider the establishment of an Arts, Culture and Heritage Advisory Group.

### **2. SIGNIFICANCE**

The matters for decision in this report are not considered to be of significance under the Council's Significance and Engagement Policy.

### **3. BACKGROUND**

The Council currently has three advisory groups: Economic Development Advisory Group, Placemaking Advisory Group and Walking and Cycling Advisory Group. All groups have a membership of a mix of elected representatives, Council officers and external appointees. The purposes of these groups are to:

#### **Economic Development Advisory Group**

Purpose:

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

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*

#### **Placemaking Advisory Group**

Purpose:

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

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.*

#### **Walking and Cycling Advisory Group**

Purpose:

*To review the Carterton Walking and Cycling Strategy's implementation, and to act as a communication channel between Council and the wider public on matters related to walking and cycling in Carterton.*

#### **4. ESTABLISHMENT OF AN ARTS, CULTURE AND HERITAGE ADVISORY GROUP**

The benefits of having an Arts, Culture and Heritage Advisory Group have been informally talked about for some time. This reflects the importance of the arts in the Carterton economy and community, and the importance of cultural and heritage considerations in Council activities. While public art is addressed by the Placemaking Group, a gap has been identified in how the Council interacts with the wider arts, culture and heritage sectors.

With the impending reintroduction of the legislative obligations on the Council to address the four wellbeings as part of its mandate, it is timely for the Council to consider an Arts, Culture and Heritage Advisory Group.

Draft Terms of Reference for the Advisory Group are in **Attachment 1**. The draft Terms of Reference include provision for quarterly meetings, rather than the six-weekly meeting cycle other groups have, although with provision for more frequent meetings if needed. This allows the group to determine a meeting regime that suits its requirements.

#### **5. MEMBERSHIP OF THE ARTS, CULTURE AND HERITAGE ADVISORY GROUP**

As with the other advisory groups, membership of an Arts, Culture and Heritage Advisory Group should include representatives of groups from the relevant sectors. The following groups are recommended:

- WaiArt
- Heart of Arts
- Limelight
- Carterton Historical Society
- AaToi
- Cobestones
- Heritage NZ
- Hurunui o Rangi Marae (2 representatives).

It is also proposed that up to three Councillors be appointed to the Group, including one as the chair.

## 6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to establish an Arts, Culture and Heritage Advisory Group.
3. **Adopts** the Terms of Reference for the Arts, Culture and Heritage Advisory Group in Attachment 1.
4. **Appoints** the following members to the Advisory Group:

Councillor ..... (Chair)

Councillor .....

Councillor .....

5. **Agrees** to invite the following groups to be represented on the Arts, Culture and Heritage Advisory Group:

- WaiArt
- Heart of Arts
- Limelight
- Carterton Historical Society
- AraToi
- Cobblestones
- Heritage NZ
- Huruangi o Rangimarae (2 representatives).

Jane Davis  
Chief Executive

Attachment 1: Arts, Culture and Heritage Advisory Group Draft Terms of Reference

## **Carterton Arts, Culture and Heritage Advisory Group**

### **DRAFT 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
  - Huruui o Rangi Marae (2 representatives).

A Councillor will chair the Advisory Group.

#### **Administrative support and advice**

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

#### **Meetings**

Quarterly, or as required



5 November 2019

## **Council Committees, Advisory Groups and Portfolio Responsibilities for the 2019-22 Triennium**

### **1. PURPOSE OF THE REPORT**

For the Council to consider and adopt a Committee structure for the 2019-22 Triennium.

### **2. SIGNIFICANCE**

The matters for decision in this report are not considered to be of significance under the Council's Significance and Engagement Policy.

### **3. BACKGROUND**

Committees are commonly used to do the work of Council where less formal meeting protocols are helpful for making decisions. Also, committees tend to be focussed on specific areas of a Council's business which allows those Councillors with a particular interest in those areas to sit on the committee. They will be more focussed on the detail of the matters in their agendas than a Council tends to be. They are also very good forums for policy development, because of the informality compared to a formal council meeting.

The previous Council established a committee structure that included the following committees.

- Audit and Risk
- Infrastructure and Services
- Policy and Strategy
- Hearing Appointments
- Water Race
- Community Grants
- Rural Travel Fund
- Road Closures.

The previous Council also had four advisory groups: Economic Development, Placemaking, Walking and Cycling and Arts, Culture and Heritage. These groups included elected members and community representatives. There was one additional governance group: the Wastewater Treatment Plant (WWTP) Governance Group, which oversaw the construction of the WWTP upgrade.

The committee structure discussed in Section 5 below is based on the regime previously adopted.

#### **4. WHY ESTABLISH COMMITTEES AND ADVISORY GROUPS?**

Committees are commonly used to do the work of Council where less formal meeting protocols are helpful for making decisions. Also, committees tend to be focused on specific areas of a Council's business which allows those Councillors with a particular interest in those areas to sit on the committee. They will be more focussed on the detail of the matters in their agendas than a Council tends to be. They are also very good forums for policy development, because of the informality compared to a formal council meeting.

Advisory Groups are an effective way of including the community in Council decision-making. The Proposed Advisory Groups will also assist the Council to deliver various services to the community.

#### **5. PROPOSED COMMITTEES, ADVISORY GROUPS AND OTHER GROUPS**

##### **5.1 Committees**

The following sets out committees that are recommended to be established for this triennium. Draft Terms of Reference for the committees are in **Attachment 1**.

The number of members of each committee is also recommended. The Local Government Act provides for the Mayor to be an ex-officio member of all committees (section 41A), and this is reflected in the recommendations.

In the last Triennium the Council met every six weeks, as did the committees. Scheduling meant meeting every three weeks (alternating between committees and Council). I propose that the meetings are moved to an eight weekly schedule. This will free up more Wednesdays for Councillors to carry out other activities and will lessen the time staff time is taken up with formal meetings.

##### ***Audit and Risk Committee***

Having an Audit and Risk Committee is standard practice in local government. These committees typically oversee the Council's financial, assurance and risk management policies, systems and processes. This includes health and safety. Often, they also oversee the Chief Executive's performance.

It is recommended that the previous membership of the Mayor and three other elected representatives be retained. It is also recommended that an independent member be sought to sit on the committee. Consideration should be given to appointing the person as the Chair.

The Office of the Auditor General has promoted Councils to make specialist external appointments to their Audit and Risk Committees. A large number of Councils are now doing this, many of which have appointed these members to the chair. Provision is included in the draft Terms of Reference for such an appointment to the Committee. The previous Council made provision for such an appointment.

### **Infrastructure and Services Committee**

It is recommended that a committee be re-established to oversee and make decisions on all the Council's operational activities, including wastewater, water supply, roads, stormwater and parks. The Committee would also oversee the implementation of the Council's strategy for the Events Centre. It is proposed the Committee would not directly oversee the implementation of the wastewater treatment plant upgrade project, but that a separate governance group be retained for that project (see below).

Retaining the previous membership of the Mayor and four other elected representatives is recommended.

### **Policy and Strategy Committee**

It is recommended that a committee be re-established to develop and review the Council's policies, strategies and bylaws. This would include carrying out engagement processes with the community. Final approval of policies and strategies would be made by the full Council, on recommendation from the committee.

It is recommended that the previous membership of all elected representatives be retained.

### **Hearings Committee**

The previous Council had a Hearing Appointments Committee, the job of which was to appoint hearing panels and hearing committees to consider applications under the Resource Management Act, Animal Control Act and other legislation. It met as and when required.

The process to appoint hearing committees was overly complex, with a meeting required to set up a hearing committee to actually hear whatever matter required consideration.

It is recommended that instead of having a Hearing Appointments Committee the Council establishes a Hearings Committee. This Committee would meet as and when matter required a hearing. While this Committee would be the default committee for all hearings, the Council could at any time establish another specialist committee to hear any specific matter as it sees fit during the triennium. It is also recommended the Committee takes over the responsibility of the previous Road Closures Hearings Committee which heard matters in relating to the Transport Regulation (road closures)

It is recommended that three elected representatives be appointed to the Committee. Ideally these members will have some knowledge of regulatory processes, especially the Resource Management Act.

### **Water Race Committee**

The role of the Water Race Committee is to oversee the operation of the water races and to make recommendations to the Council on water race rates and charges. The Committee traditionally meets quarterly.

Membership includes three members appointed by the Council and four members elected by users of the water races. There is also an ability to co-opt additional members if needed.

It is recommended the Council appoints the Chair (who must be an elected member) and the Committee appoints the Deputy Chair.



### ***Rural Travel Fund Committee***

This Committee meets annually to determine allocations from the Rural Travel Fund. The fund is externally funded.

The membership for this Committee has been four elected members.

### ***Community Grants Committee***

The Grants Committee was established last Triennium to make decisions on the allocation of Council grants. The Council has a Financial Grants Funding Policy that the Committee applied.

The members of the Community Grants Committee last Triennium were Councilors Keys, Vergunst and Greathead. The Mayor also attended the Committee meetings.

It is recommended this committee continue.

## **5.1. Advisory Groups**

At the end of the last triennium the Council had four advisory groups. Each is described below. Draft Terms of Reference, based on those of the previous Triennium, are in **Attachment 1**. As with Council and Committee meetings it is proposed to move the Economic Development and Placemaking Advisory Groups from a six-weekly to an eight weekly meeting cycle.

### ***Economic Development Advisory Group***

This Advisory Group purpose is to support the Council and the local business community to develop and grow Carterton District's economy.

There were three councillors on the Advisory Group last triennium. Also on the Group were representatives from Go Carterton. The Group has prepared an Economic Development Strategy for Carterton that was adopted by the Council in 2015. The Group prepares an annual Action Plan, which is reported to the Council.

It would be useful for the Advisory Group to continue so it can implement the strategy. Members will report progress to Council on an annual basis.

### ***Place Making Advisory Group***

There were three Councillors and a number of community representatives on the Making Places Working Group last triennium, including representatives from Go Carterton.

The Group was set up to carry out place-making projects in the central town. It has also developed a Carterton Revitalisation Framework. Last triennium the Group made recommendations to the Council on town upgrade projects and oversaw the implementation of those projects.

Like the Economic Development Advisory Group, it would be useful for the Making Places Advisory Group to continue this triennium.

### ***Walking and Cycling Advisory Group***

The Walking and Cycling Advisory Group was established last triennium to assist the Council to promote walking and cycling in the District through developing walking and cycling facilities. Membership of the Group includes up to three elected representatives alongside community members with a particular interest in walking and cycling.

### **Arts, Culture and Heritage Advisory Group**

The Arts, Culture and Heritage Advisory Group was set up in 2019, its purpose to promote Arts, Culture and Heritage activities in Carterton. Last triennium membership included three Councillors (Councillors Lang, Carter and Vergunst). Councillor Lang chaired the group. Alongside Councillors the following groups were represented: WaiArt, Heart of Arts, Limelight, Carterton Historical Society, AraToi, Cobblestones, Heritage NZ, Hurunui o Rangī Marae representatives).

### **5.2. Wastewater Treatment Plant Upgrade Project Governance Group**

The Wastewater Treatment Plant Upgrade Project is a very significant project for the Council. Last triennium, as the project moved into its construction phase, a governance group was established to oversee the project. The role of the Governance Group was to provide oversight of the capital works programme, procurement processes and manage the various project risks, including budget and timeline risks.

The membership of the group was:

- Chief Executive (project sponsor)
- Operations Manager (project owner)
- Deputy Mayor Keys (political oversight)
- Councillor Deller (political oversight)

The Mayor also sat in on the Governance Group meetings.

The Project Manager reported to the Governance Group.

The construction phase is about 50% through. It is recommended that the Governance Group continue, with the current membership to ensure continuity.

## **6. APPOINTMENTS TO COMMITTEES AND ADVISORY GROUPS**

Under the Local Government Act, the Mayor is a member of all the Council's committees. The Council must formally appoint all other members.

The current non-Councillor members on the Water Race Committee, elected by the water race users, are Jill Eastham, David Ellison, Neil Wadham and John McFadzean and these people stay on the Committee until their term finishes.

The non-Councillor membership of the two Advisory Groups can continue to be invited to be part of the groups by the groups themselves.

## **7. PORTFOLIOS AND PORTFOLIO LEADERS**

In addition to the appointments to Committees and Advisory Groups this Triennium it is proposed that portfolios are created and assigned to elected members. The roles of the Portfolio Leaders, which will be the same as the expectations for the (and Advisory Group Chairs) include:

1. Engagement with community on issues related to the portfolio
2. Report regularly to Council on current issues and initiatives

3. Lead governance discussions on matters related to the portfolio
4. Liaise regionally and within Wairarapa on behalf of the Carterton community
5. Establish and maintain relationships with other relevant agencies
6. Work with relevant CDC managers on any issues and initiatives relevant to the portfolio

It is proposed that deputy Portfolio Leaders are also appointed. The role of deputies is to support the leader, act as a back-up if the leader is not available to be involved with relevant matters and events, and to act as a sounding board as required.

The Portfolios recommended include:

- Sports and recreation
- Climate change and environment
- Community development
- Economic development
- Community engagement
- Rural
- Finance.

The roles of the Committee Chairs and Audit and Risk Deputy Chair will complement the roles of the Portfolio Leaders. In addition, they will work with relevant manager to set meeting agendas and be expected to have good understanding of issues relevant to the Committee's business.

## **8. PARTICIPATION OF HURUNUI O RANGI MARAE ON COMMITTEES AND ADVISORY GROUPS**

The Council has an important and on-going relationship with Ngāti Kahungunu and Rangitāne through Hurunui-o-Rangi Marae. In the past term of Council this relationship was, in part, expressed through a Memorandum of Understanding (MOU). Amongst other matters the MOU provides for Marae representatives to sit at meetings of the Council, the Policy and Strategy and Infrastructure and Services Committees, and the advisory groups with full speaking rights but not voting rights.

The MOU also notes that the level of representation may increase in the future, as the Council embarks on its journey to deepen its relationships with mana whenua. The Terms of Reference for the Committees will reflect any future decisions the Council may make regarding full membership on committees by Marae representatives. The current Terms of Reference are silent on the role of the Marae. This may change when the MOU is renegotiated which will happen over the next few months.

## **9. REVIEW OF GOVERNANCE STRUCTURE**

The recommended governance structure includes several new elements, and changes to previous approaches. For that reason, it is proposed that a review of the arrangements is undertaken in a year's time.

## 10. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to establish the governance structure, as set out in Section 5 of this report
3. **Adopts** the Terms of Reference for the following committees and advisory groups, in Attachment 1:
  - i. Audit and Risk Committee
  - ii. Infrastructure and Services Committee
  - iii. Policy and Strategy Committee
  - iv. Hearings Committee
  - v. Water Race Committee
  - vi. Rural Travel Fund Committee
  - vii. Community Grants Committee
  - viii. Economic Development Advisory Group
  - ix. Making Places Advisory Group.
  - x. Walking and Cycling Advisory Group
  - xi. Arts, Culture and Heritage Advisory Group
4. **Appoints** the following members to the committees, and **appoints** the following chairs of those committees:

Committee	Members/Chair
Audit and Risk Committee	Councillors Cherry-Campbell (Deputy Chair), Bertram, Deputy Mayor Vergunst, Mayor Lang
Infrastructure and Service Committee	Councillors Keys (Chair), Deller (Deputy Chair), Cretney, Stockley
Policy and Strategy Committee	Deputy Mayor Vergunst (Chair), Councillor Bertram (Deputy Chair), all other Elected Members
Hearings Committee	Councillors Greathead (Chair), Deller (Deputy Chair), Cherry-Campbell
Water Race Committee	Councillors Deller (Chair), Cherry-Campbell, Greathead
Rural Travel Fund Committee	Councillors Cretney (Chair), Bertram (Deputy Chair), Deller, Keys
Community Grants Committee	Councillors Greathead (Chair), Cherry-Campbell (Deputy Chair), Deputy Mayor Vergunst

5. **Appoints** the following members to the advisory groups, and appoints the following chairs of those advisory groups:

Advisory Group	Members
Economic Development Advisory Group	Mayor Lang (Chair), Councillors Cherry-Campbell (Deputy Chair), Bertram
Place Making Advisory Group	Deputy Mayor Vergunst (Chair), Councillors Greathead (Deputy Chair), Cretney Stockley
Walking and Cycling Advisory Group	Deputy Mayor Vergunst (Chair), Councillors Stockley (Deputy Chair), Keys
Arts, Culture and Heritage Advisory Group	Councillors Bertram (Chair), Cretney (Deputy Chair), Cherry-Campbell

6. **Agrees** to seek a suitably qualified person to be appointed to the Audit and Risk Committee and to appoint that person as Chair
7. **Agrees** the Advisory Groups invite the appropriate members of the Carterton community to be part of the Groups.
8. **Appoints** Councillors Keys and Deller to the Wastewater Treatment Plant Upgrade Project Governance Group.
9. **Agrees** to establish the following portfolios and appoint the following Portfolio Leaders:

Portfolio	Portfolio Leader and Deputy
Sports and recreation	Councillor Cretney (leader) Deputy Mayor Vergunst (deputy)
Climate change and environment	Councillor Keys (leader) Councillor Greathead (deputy)
Community development	Councillor Stockley (leader) Deputy Mayor Vergunst (deputy)
Economic development	Mayor Lang (leader) Councillor Cherry-Campbell (deputy)
Community engagement	Councillor Greathead (leader) Councillor Stockley (deputy)
Rural	Councillor Bertram (leader) Councillor Deller (deputy)
Finance	Councillor Cherry-Campbell (leader) Councillor Bertram (deputy)

10. **Notes** that the chairs and Deputy Chairs of the Infrastructure and Services Committee and the Policy and Strategy Committee will act as Portfolio Leaders/deputies for the matters relevant to their committees, unless otherwise provided for in the portfolios in (9)
11. **Notes** that a review of the governance structure will be undertaken in a year's time.
12. **Notes** the role of Hurunui-o-Rangi Marae representatives on committees will be considered through the upcoming renegotiation of the Memorandum of Understanding between the Marae and the Council.

Greg Lang  
**Mayor**

Jane Davis  
**Chief Executive**

**Attachment 1: Committee and Advisory Group Terms of Reference**



TE KAUNIHERA-Ā-ROHE O TARATAHI  
**CARTERTON**  
DISTRICT COUNCIL

**DRAFT**

**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. To hear matters in relation to the Reserves Management Act.
5. To 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 are 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 area;
  - 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 tangi Mara (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



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 and the adoption 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, including reviewing policies and strategies as appropriate.
2. Adopt new and reviewed policies and strategies, or recommend their adoption by Council, as appropriate.
3. Provide an oversight of the implementation of the Wairarapa Combined District Plan and any changes to the plan.
4. Develop an urban growth plan for Carterton, for adoption by the Council.
5. Develop, review and monitor policies under the Building Act 2004.
6. Develop new bylaws, for adoption by the Council.
7. Monitor and review existing bylaws and recommend to Council any changes.
8. Develop and approve responses to government legislation proposals and policy issues.
9. Oversee the development of plans and procedures for the Council's responsibilities under emergency management legislation.
10. Monitor the development of Memoranda of Understanding between the Council and other bodies and provide an oversight of other relationships with Carterton groups.
11. Monitor the use of Council grants.
12. Receive advice from the Economic Development and Placemaking Advisory Groups.
13. Monitor and provide input into any Wairarapa-wide policies and strategies.
14. 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. To hear matters in relation to the Reserves Management Act.
5. To 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 are 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 race.
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 by laws 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**

Four elected members.

#### **Meeting frequency**

Once yearly, and as required.

## **WWTP Tenders Committee**

### **Terms of Reference**

#### **Purpose**

To consider tenders and award contracts for the upgrade of the Carterton Wastewater Treatment Plant.

#### **Specific Responsibilities**

1. To consider tenders.
2. To evaluate and decide the preferred tender.
3. To award contracts following full tender processes.

#### **Membership**

Three Councillors and the Chief Executive.

#### **Quorum**

Two elected members and the Chief Executive.

#### **Meeting frequency**

As required.

#### **Delegation**

Approval to award contracts up to \$3.5 million in the form of a firm contractual arrangement subject to:

- Adequate and demonstrated financial provision in the current Council's Annual Plan
- Adequately demonstrated contractual provision for the protection of Council's interests during the execution of the contract works and the ensuring defects liability period

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## **Chief Executive Recruitment Committee**

### **Terms of Reference**

#### **Purpose**

To facilitate and progress the recruitment process for a new Chief Executive.

#### **Specific responsibilities**

1. Confirm the position description and key attributes for the Chief Executive
2. Undertake a competitive tendering process to engage a recruitment consultancy
3. Shortlist and identify applicants for interview by the consultant
4. Interview the consultant's preferred applicants
5. Identify and recommend preferred applicant(s) for interview by full Council.

#### **Membership**

Representative Chairpersons of Council's core committees and Huru o Rangi Marae:

- Mayor – Mayor Greg Lang
- Policy and Strategy Committee Chairperson – Deputy Mayor Rebecca Vergunst
- Infrastructure and Services Committee Chairperson – Cr Russell Keys
- Audit and Risk Committee – Cr Robyn Cherry-Campbell (Deputy Chairperson)
- Hurunui o Rangi Marae Representative – Rawiri Smith

#### **Quorum**

Four elected members.

#### **Meeting frequency**

As required.

#### **Term of Committee**

The Committee will cease at the confirmation of the appointment of a Chief Executive.

## **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 Ranui 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