



Committee Terms of Reference

2022 - 2025

Risk and Assurance 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, and a Huruangi-o-Rangi Marae representative with voting rights. 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, and the Marae representative will be eligible for payment.

Quorum

Three elected members.

Meeting frequency

Quarterly, and as required.

Policy and Projects Committee

Terms of Reference

Purposes

1. To oversee the strategic development and review of policies, strategies, and bylaws.
2. Oversee the delivery of major projects.

Specific responsibilities

1. Oversee the delivery of major projects.
2. Monitor the performance of Council's delivery of the Council's Asset Management Plans.
3. Oversee the development and adoption of policies, plans and strategies (including Wairarapa-wide) to deliver the council's community wellbeing outcomes as specified in the Local Government Act.
4. To review and monitor policies under the Building Act 2004
5. Oversee the development of plans and procedures for the Council's responsibilities under emergency management legislation including providing input into Wairarapa-wide policies and strategies.
6. Monitor the development of Memoranda of Understanding between the Council and other bodies and provide an oversight of other relationships with Carterton groups.
7. Provide an oversight of the implementation of the Wairarapa Combined District Plan and any changes to the plan.
8. Develop, review and monitor Bylaws (including Wairarapa-wide) for adoption by the Council.
9. Develop and approve responses to government legislation proposals and policy issues.
10. 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

Six-weekly, or as required.

Investment Committee

Terms of Reference 2022 - 2025

Purpose

To monitor, evaluate and report to the Council on its Long-Term Investment Fund (the Fund).

Specific responsibilities

1. Reviewing the Statement of Investment Policy and Objectives annually, including the instructions to the Investment Consultant and Investment Managers and providing any recommended changes to the SIPO to the Council for their review and approval.
2. Determining the allocation of funds to the Fund in partnership with the Chief Executive.
3. Determining the appropriate number of Investment Managers for the Fund and selecting and changing those managers as appropriate on the advice of the Investment Consultant.
4. Monitoring the investment performance of the Fund quarterly against benchmarks and budgets including reviewing reports from the independent investment adviser, the appointed fund managers and the Chief Executive as necessary.
5. Monitoring compliance with limits and permitted investments specified in the SIPO quarterly.
6. Assessing and periodically reviewing the risks of the Fund including the Council's risk profile and monitoring the volatility of the Fund's returns.
7. Authorise the movement of investment funds between the fund managers provided within the limits provided for in the SIPO on the advice of the Chief Executive and Investment Consultant.
8. Ensure compliance with Council's expectations on Responsible and Impact Investing as set out in the SIPO.
9. Periodically review the performance of the Investment Consultant. This should occur at a minimum of 3-year intervals.
10. Reporting to the Council on at least a quarterly basis.

Membership

The Investment Committee shall be made up of the Mayor or Deputy Mayor, up to three elected members and one independent voting member, who shall also be Chair. The Committee may also appoint one additional non-voting independent member. Members shall be appointed on the basis of their skills and experience relevant to the purpose of the Committee. The Independent Chair and any appointed member will be eligible for payment.

Quorum

Three elected members, or two elected members and the Independent Chair.

Meeting frequency

Quarterly within six weeks of March, June, September and December quarter ends, and 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 modify 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.

The Deputy-Chair will be one of the elected community members.

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.

People and Places Advisory Group

Terms of Reference

Background

Placemaking Advisory Group

The Placemaking 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. Membership includes elected members and members from Go Carterton.

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. This group reflects the importance of the arts in the Carterton economy and community, and the importance of cultural and heritage considerations in Council activities. Membership includes elected members and members from community groups.

Combined Placemaking, Arts, Culture and Heritage Advisory Group

In July 2022 it was decided these two advisory groups be combined to further the work in these areas, and furthermore to actively address the four wellbeings as part of its mandate.

The following community outcomes relate to cultural well-being:

- Te Ao Māori/Māori aspirations and partnerships are valued and supported.
- A community that embraces and encourages our cultural diversity and heritage.
- A community that fosters and promotes our quirkiness and creativity.



Goals and Vision of the People and Places Advisory Group

Vision

A collective community-based approach to improving neighbourhoods and reinventing public spaces. In addition, telling the stories of people and places throughout the ages in, and around Carterton, with actions being centred around a creative process including arts, culture, and heritage considerations.

Goals

Goal one: To assist the Council to promote placemaking in the Carterton district.

Goal two: To assist the Council to promote arts, culture and heritage activities in the Carterton district.

Goal priorities

Ensure communication and engagement by advisory group members and the community by:

- i) Regular, timely and appropriate meetings and actions.
- ii) Providing advice to council on matters relevant to placemaking and arts, culture and heritage activity.

People and Places Advisory Group

1. Purpose

- To provide support, insight, and guidance to the work of the People and Places Advisory Group members.
- To champion the work of the People and Places Advisory Group within the Council (internal members) and within the community.
- Review and provide guidance towards the annual Implementation Plan.
- Oversee and monitor implementation of the Framework.
- Provide advice to the Council on major projects in the town centre.
- Co-ordinate/carry out placemaking activities in Carterton.
- Strengthen the approach to public art and reduce gaps in how the Council interacts with the wider arts, culture, and heritage sectors.

2. Role of staff members

- Attend People and Places Advisory Group meetings.
- Monitor progress of the People and Places Advisory Group.
- Approve the recommendations for community membership.

3. Role of community members

- To ensure the implementation work of the People and Places Advisory Group is genuine, realistic and reflects community need/wants.
- To clearly articulate issues/concerns from the community.
- To provide suggestions and direction for the annual Implementation Plan.
- Review the Carterton Revitalisation Framework and recommend any amendments to Council.
- To provide guidance regarding the strategic goals of the People and Places Advisory Group.
- To provide championship of the People and Places Advisory Group in the community.
- To bring organisational knowledge, experience and insight to the work of the People and Places Advisory Group.

Note: The community members will not be seen as representing the views of the whole of community.

4. Recruitment

- People and Places Advisory Group members will make recommendations to the Chair.
- Potential members will be invited to join the advisory group once approved.

5. Selection/criteria for community members

i) Members will include:

- Up to four elected representatives to represent community voice
- One representative from each Carterton group that have a direct interest in placemaking, arts, culture and heritage and projects in Carterton.
- A representative from the following Wairarapa community organisations:
 - WaiArt
 - Heart of Arts
 - Limelight
 - Carterton Historical Society
 - Cobblestones
 - Heritage Wairarapa
 - Hurunui O Rangī Marae
 - Lions
 - Rotary
 - Aratoi
 - The Gladstone Project
 - Sunset Cinema
 - KCBG (Keep Carterton Beautiful Group)
 - Wairarapa Word

ii) Interim Members

On occasion there may be projects that community groups or individuals that would like to present to the group, or have support from the advisory group on. People representing such initiatives can attend the advisory group meeting as and when needed.

6. Chair

An elected member will chair the Advisory Group.

7. Term

Three years for community members.

8. Meetings

- Meetings will be held every 8 weeks.
- Information will be sent at least 3 clear working days in advance of a scheduled meeting.
- Members should tender apologies in advance.

9. Administration

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

10. Protocols

Decision-making

The People and Places Advisory Group may make recommendations that will be endorsed by the Council. Final decision-making rests with the Council.

Council assets protocols

For any placemaking activities involving Council assets, Council must be approached in the first instance in accordance with its delegations (ie: either by a senior officer with appropriate delegations, the Policy and Projects Committee, or full Council).

Conduct

Members will always act in the spirit of collaboration and provide constructive feedback with the aim of progressing the work of the People and Places Advisory Group.

Conflict Resolution

Should conflict occur within the working group, the Chairperson will work to resolve the conflict in the first instance.

Confidential Information

In the course of their duties members will receive information that they need to treat as confidential. This may be information that is either commercially sensitive or is personal to a particular individual or organisation.

Council staff will ensure that advisory group members are aware which information is confidential.

Media

All media enquiries shall be redirected to Council staff.

Review

This Terms of Reference will be reviewed after one year of operation.

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 and the development 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 Policy and Projects Committee on capital projects requiring funding, as appropriate.
- Advising the Policy and Projects 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 including:
 - Waka Kotahi
 - Greater Wellington Regional Council
 - Walking Access Commission / Herenga-ā-Nuku Aotearoa
 - Wairarapa Road Safety Council
 - Wairarapa Five Towns Trail Network
 - Age Concern Wairarapa
 - Wairarapa Trails Action Group

Other community groups will attend on an ad hoc basis.

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.

Waste Water Treatment Plant Advisory Group

Terms of Reference

Purpose

To assist Carterton District Council achieve its vision for wastewater storage and disposal, and help to shape and recommend future development opportunities by working collaboratively within the advisory group.

A key focus of the group is to review the efficacy of the Waste Water Treatment Plant (WWTP) operation and discharge regime in terms of avoiding, remedying or mitigating adverse effects from discharges on the environment.

Activities

The Advisory Group's activities include:

- Recommending to the Council a strategy to achieve the Carterton District Council's longterm aim of avoiding discharge to surface water, to the maximum extent practicable;
- Receiving information on compliance of the WWTP discharges (a requirement of the Greater Wellington Regional Council [GWRC] consent conditions);
- Considering the need for, and scoping refinements for upgrading the wastewater treatment plant, discharge facilities, or discharge regime;
- Recommending to Carterton District Council, the commissioning of reports to evaluate new technologies or disposal options (including expanded land irrigation) for achieving the Council's long term vision for wastewater disposal.

Membership

- 4 CDC elected members (the Mayor and three elected members)
- Representatives of:
 - Rangitāne o Wairarapa
 - Ngāti Kahungunu ki Wairarapa
 - Ngāti Kahukuraawhitia (included post GWRC consent)
 - Wairarapa District Health Board, Public Health
 - Sustainable Wairarapa Incorporated
 - Mangatarere Restoration Society
 - GWRC

An elected member will chair the Advisory Group.

Voting

All members will have one vote except for Carterton District Council elected members who will have one vote between them.

Reimbursement

Community members (ie, those members not representing a government agency or local government) will be paid an attendance fee of \$90 (plus GST) for a meeting of four hours or less, or \$180 (plus GST) for meetings over 4 hours.

Administrative support and advice

Secretarial support will be provided by the Council.

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

Meetings

Once every year, or as required.

Note

Outside of this meeting, as part of the GWRC consent conditions Kahungunu ki Wairarapa, Rangitāne o Wairarapa and Ngāti Kahukuraāwhitia will review the Tangata Whenua Values Monitoring Plan at least annually.