

# **Committee Terms of Reference**

**2022 – 2025**

*Updated 11 December 2024*

# **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 oversee 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.

### **Membership**

Four elected members<sup>1</sup>, and a Hurunui-o-Rangi Marae representative with voting rights. The Committee may also have one appointed member who may also be the chair. The 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**

Four elected members.

### **Meeting frequency**

Quarterly, and as required.

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<sup>1</sup> The Mayor is ex-officio and not included in this number.

# **Policy and Projects Committee**

## **Terms of Reference**

### **Purposes**

To oversee the strategic development and review of policies, strategies, and bylaws.

### **Specific responsibilities**

1. Oversee the delivery of major projects.
2. Monitor Council's management of assets.
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. Provide an oversight of the implementation of the Wairarapa Combined District Plan and any changes to the plan.
7. Develop, review and monitor Bylaws for adoption by the Council.
8. Develop and approve responses to government legislation proposals and policy issues.
9. 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.

### **Delegations**

1. To adopt council policies plans and strategies.
2. To recommend to Council adoption or amendment of bylaws.

# **Investment Committee**

## **Terms of Reference**

### **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 recommending changes to the SIPO to 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<sup>1</sup> or Deputy Mayor, up to three elected members and one independent voting member (who may also be the 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.

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<sup>1</sup> The Mayor is ex-officio if not formally included as a member.

# 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) or external commissioner(s). 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.<sup>1</sup>

### Frequency of Meetings

As and when required.

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<sup>1</sup> The Mayor is ex-officio and not included in this number.

# **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 Projects Committee.

### **Membership of Committee**

- Three elected members<sup>1</sup>.
- Up to four community members elected by water race users.
- Co-opt additional member/s if required.

The Chairperson will be an elected member.

The Deputy-Chair will be an elected Water Race community member chosen by the group.

### **Quorum**

Two elected members and two community members.

### **Frequency of Meetings**

Quarterly.

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<sup>1</sup> The Mayor is ex-officio and not included in this number.

# Chief Executive Employment Review Committee

## Terms of Reference

### Purpose

To act for, and advise Council on matters relating to the employment, performance and remuneration of the Council's Chief Executive.

### Specific Responsibilities

1. Recommend to Council for its approval, a recruitment, selection, and appointment processes for a Chief Executive.
2. Oversee any Council-approved recruitment, selection, and appointment process for the Chief Executive (noting that Council must legally make the appointment decision).
3. Conduct annual reviews of the Chief Executive's performance and remuneration, and make recommendations to Council as an outcome of those reviews.
4. Establish, monitor and review Key Result Areas (KRAs) and Key Performance Indicators (KPIs).
5. Ensure the Chief Executive is provided with regular feedback, mentoring and support through informal quarterly meetings.
6. Ensure the Chief Executive receives relevant training and development opportunities.
7. Review the salary of the CEO and make recommendations to Council on an annual basis.
8. Conduct a review of employment at the end of the Chief Executive's first term of employment (under clause 35 of Schedule 7 to the Local Government Act 2002) and recommend to Council on whether the Chief Executive should be appointed for a second term or the position declared vacant (under clause 34 of Schedule 7 to the Local Government Act 2002).
9. Manage the provisions of the Chief Executive's Employment Agreement, including negotiating any variation to the Employment Agreement and making recommendations to the Council.

### Membership

- All of Council.
- An independent appointed advisor.

### Chair / Deputy Chair

The Chair and Deputy Chair will be appointed by Council.

### Delegations

- The power to undertake reviews of the Chief Executive's performance in accordance with this Terms of Reference.
- The power to engage an independent external advisor to assist the Committee with annual / five-yearly reviews.
- To recommend to Council changes the Chief Executive terms, conditions, salary and benefits and KPIs.

**Quorum**

- At least half of members.

**Frequency**

- Six-monthly.



# 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<sup>1</sup>.

### Quorum

Three members.

### Frequency of Meetings

Annually.

### Delegations

To approve grant applications within the scope of these Terms of Reference and within the applicable policy and allotted budgets.

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<sup>1</sup> The Mayor is ex-officio and not included in this number.

# 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 Community-Grants Policy.

### **Membership**

Four elected members.<sup>1</sup>

### **Quorum**

Three elected members.

### **Meeting frequency**

Once yearly, and as required.

### **Delegations**

To approve grant applications within the scope of these Terms of Reference and within the applicable policy and allotted budgets.

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## **Terms of Reference**

### **People and Places Advisory Group**

#### **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.
- 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. Membership

- People and Places Advisory Group members will make recommendations on membership 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 members.<sup>1</sup>
- One representative from each Carterton group that has a direct interest in placemaking, arts, culture and heritage and projects in Carterton. This includes but is not limited to the following Wairarapa 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

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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 advisory group meetings 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 3 months or as required.
- 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 for consideration that will be endorsed by the Council. Final decision-making rests with Council.

*Council assets protocols*

For any placemaking activities involving Council assets, Council must approve use of those assets 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. Sharing of, disclosure or release of confidential information either verbally or in any other form is not permitted.

### *Media*

All media enquiries shall be redirected to Council staff.

# Walking and Wheels Advisory Group

## Terms of Reference

### Purpose

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

### Activities

The Advisory Group's activities include:

- Assisting with the redevelopment and implementation of the Wairarapa Walking and Wheels Strategy and the development and implementation of the Carterton Walking and Wheels Strategy.
- Leading the promotion of walking and wheels in Carterton.
- Engaging the Carterton community in walking and wheels initiatives.
- Developing projects to enhance walking and wheels 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 Wheels Strategy.

### Membership

- Up to three elected members.<sup>1</sup>
- Representatives of community groups and individuals with a particular interest in walking and wheels including (but not limited to):
  - 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
  - Positive Aging Strategy Co-ordinator
  - Businesses identified by the group eg: South Wairarapa Veterinary Services
  - Carterton Schools Collective
  - Representative from CDC Roding team
  - Wairarapa Walking Festival
  - West Taratahi Trails Group
  - Skate Park Group
  - A young person

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<sup>1</sup> The Mayor is ex-officio and not included in this number.

- R2R member
- Mums with prams
- People who walk with sticks
- People who use wheelchairs

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**

Three-monthly, or as required.



# Wastewater 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 long-term 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<sup>1</sup>
- Representatives of the following (as per the GWRC resource consent):
  - 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.

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<sup>1</sup> The Mayor is ex-officio and not included in this number.

**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 eligible for meeting fees.

**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 Tāngata Whenua Values Monitoring Plan at least annually.

# **Terms of Reference**

## **Rural Advisory Group**

### **1. Purpose**

The purpose of the Rural Advisory Group is to provide advice, information, and recommendations to Carterton District Council on the following areas:

- The development of Council policies, plans and strategies as they relate to rural issues and the rural community
- Council engagement with the District's rural community
- Any matter of particular interest or concern to rural communities connected with the fundings of Carterton District Council, including, but not limited to:
  - Rates
  - Funding
  - Rural roading
  - Forestry
  - Water resilience
  - Water quality
  - The Wairarapa Combined District Plan
  - Long-term and Annual Planning
  - Economic development
  - Emergency Management
  - Climate change impacts
  - Coastal issues
  - Bylaws

The Advisory Group is an advisory body established by Council, and does not have decision-making power. The Group's advice will contribute the wellbeing of the District's rural communities and will inform council planning and policy decisions.

### **2. Chair and Deputy Chair**

An elected member will chair the Advisory Group.

The Deputy-Chair will be an appointed community member.

### **3. Membership**

- Up to four elected members<sup>1</sup>
- Up to four community members appointed by Council.

The Mayor and at least two elected members appointed to the Advisory Group will make a recommendation to Council on the appointment of community members. They will be selected via a publicly-run expressions of interest (EOI) process on the following basis:

- Ability to provide advice on rural issues
- Understanding of the Carterton District rural community
- Living or working in a role serving the rural communities within the Carterton district
- Association with a rural sector group, organisation, or the Carterton rural community
- Up to three industry representatives (including the Wairarapa Rural Support Group and Wairarapa Federated Farmers)
- Mana whenua representation.

### **4. Quorum**

No less than two elected members, two community representatives and one industry representative.

### **5. Term**

The term of the Rural Advisory Group's ends one month prior to the next local government elections in 2025.

### **6. Meetings**

Meetings are to be held quarterly a year, or as required. Ad hoc meetings may be arranged for the Advisory Group to provide feedback on Council policies, plans and strategies at an early stage of development.

### **7. Engagement with Council**

The group will raise any issues important to rural communities through meeting minutes, council officers, and/or the elected member representatives on the group.

- The meeting notes of the Rural Advisory Group will be tabled on the Policy and Projects Committee agenda, and the Chair of the Rural Advisory Group or delegated elected member will speak to these.
- Council officers can table reports on relevant issues on the agenda of council or relevant committees.

### **8. Administrative support and advice**

Secretarial support will be provided by the Council.

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

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<sup>1</sup> The Mayor is ex-officio and not included in this.