



Committee Terms of Reference

2022 - 2025

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 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.
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 Huruenui-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

To be advised

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 an elected Water Race community member chosen by the group.

Quorum

Two elected members and two community members.

Frequency of Meetings

Quarterly.

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.

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

To be advised

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 Wairarapa 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 members
- 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

Eight weekly, or as required.

Wastewater Advisory Group

Terms of Reference

To be advised