

Committee and Advisory Group

Terms of Reference

2025 - 2029

29 October 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.

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 members¹, 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.

¹ 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 Mayor¹ 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.

¹ 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 Hearings Committee will not hear matters in relation to the Resource Management Act. Hearings 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.¹

Frequency of Meetings

As and when required.

¹ 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 members¹.
- 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.

¹ 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 members¹.

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.

¹ 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 Community Grants and Funding Framework and Policy specifically Community and Waste Minimisation Grants.

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.¹

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.

¹ The Mayor is ex-officio and not included in this number.

Creative Communities Scheme Allocation Committee

Terms of Reference

Purpose

To allocate grants funding within the criteria and budget provided by Creative NZ.

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.

Membership

Community membership (5 -7)

One elected member¹

Quorum

Three members.

Meeting frequency

Twice yearly.

Delegations

To approve grant applications within the scope of these Terms of Reference, applicable funding criteria, and allotted budget.

¹ The Mayor is ex-officio and not included in this number.

Carterton and District Returned and Services Memorial Trust

Terms of Reference

Purpose

To allocate grants funding within the criteria and budget provided by the Trust.

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 the community

Membership

A minimum of three RSA members,

Two elected members.¹

Quorum

Three members.

Meeting frequency

Once yearly.

Delegations

To approve grant applications within the scope of these Terms of Reference, applicable funding criteria, and allotted budget.

¹ The Mayor is ex-officio and not included in this number.

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 members¹
- 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.

¹ 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.

Rural Advisory Group

Terms of Reference

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 members¹
- 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

¹ The Mayor is ex-officio and not included in this.

- 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.