

# Policy / Planning Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	Open to all councillors, no minimum number. His Worship the Mayor (ex-officio)
<b>External Members</b>	1 member appointed by Te Rōpū Ahi Kā (optional)
<b>Chair</b>	Cr Jeff Wong
<b>Meeting frequency</b>	As required to fulfil functions
<b>Reports to</b>	Council

## Purpose

To develop, monitor and review Council's strategic frameworks and policy documents.

## Outcomes

The community and Council are confident that:

- Council has a clear strategic framework that is being implemented consistently across the organisation.
- Strategies, plans, bylaws and policies are developed in accordance with legislative requirements and are aligned with Council's strategic framework.
- The Committee has a clear understanding of the impact of legislative changes on Council.
- The Committee is engaged in developing submissions on important legislative change.

## Terms of Reference (delegations)

The Policy/Planning Committee has responsibility and authority to:

- Develop, monitor and review Council's:
  - Strategies
  - Plans
  - Bylaws
  - Policies (excluding financial policies which will be reviewed by the Finance/Performance Committee and policies that need to be developed in conjunction with the LTP)
  - Submissions to external organisations

- Undertake the hearing of submissions and deliberations on strategies, plans, bylaws and policies that were developed by the Policy/Planning Committee (excluding financial policies, the district plan, long term or annual plans).
- Provide oversight over legislative changes.
- To act as a working group to develop submissions to external organisations.

*Note: This does not include delegation to adopt any consultation document, strategies, plans, bylaws or policies which are legally required to be done by Council.*

*Note: It is recognised that the approval of submissions will often fall outside of feasible meeting timeframes. In these circumstances the draft submission (developed by the Policy/Planning Committee), will be circulated to all councillors for their approval, with the Mayor approving the final submission.*

*If a submission is of a technical and operational nature the submission can be approved by the Chief Executive.*

# Chief Executive Employment and Performance Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	Five elected members
<b>External Members</b>	None
<b>Chair</b>	Deputy Mayor
<b>Meeting frequency</b>	Four monthly (three times per year) 1. To approve the performance plan for the year 2. Mid year progress review 3. Annual performance review Other - as required
<b>Reports to</b>	Council

## Purpose

- The Chief Executive Employment and Performance Committee has the role of undertaking any review for the purposes of clause 35, Schedule 7, Local Government Act 2002, making a recommendation to the Council under clause 34, Schedule 7, LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.
- The Committee has responsibility for the effective monitoring of the Chief Executive's performance, professional development and the authority to undertake the annual remuneration review.

## Terms of Reference (delegations)

The Committee will have responsibility and authority to:

- Lead the Chief Executive recruitment process in accordance with best practice and in compliance with the Local Government Act 2002, with the exception of the power to appoint a Chief Executive, this must be done by full Council.
- Agree the annual performance objectives, including professional development opportunities, with the Chief Executive.
- Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments, with the Chief Executive.
- Conduct an annual remuneration review and provide recommendations to Council regarding any adjustments to remuneration.

- Seek independent professional advice on good employer practice and remuneration as necessary.
- Manage any other matters relating the Chief Executive's employment including any employment dispute that may arise.

The following responsibilities sit with the Council, and not the Committee:

- Undertake contract renewal / extension in accordance with the Local Government Act 2002.
- Negotiate and amend the terms and conditions of employment of the Chief Executive.
- Determine annual remuneration review decisions.

# Santoft Domain Management Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	One councillor determined by Council. His Worship the Mayor as ex officio
<b>External Members</b>	Minimum of four and maximum of six people (excluding the councillor)
<b>Chair</b>	To be elected by the members of the committee
<b>Meeting frequency</b>	As required
<b>Reports to</b>	Council

## Purpose

General responsibility for the management of the Santoft Domain.

## Terms of Reference (delegations)

- The Committee has the authority to expend budget in relation to the Santoft Domain Reserve Account.
- The Committee has the delegated authority to negotiate leases or licences to occupy for Santoft Domain subject to the following conditions:
  - The process for selection of tenant includes at least one public notice inviting tenders for the lease.
  - Leases or licences to occupy should not exceed a term of three years.
  - The lease conditions meet the requirements of the Reserves Act 1977.

*Note: Approval by Council is required for the development of any assets or infrastructure.*

## Process for appointment of external members

The Council will call nominations to the Santoft Domain Management Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the Santoft Domain Management Committee will be deemed as unformed until the time there is enough interest.

Where more than six nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form a Reserve Management Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live within 20km of the Santoft Domain entrance.

Nominators (and voters, should that prove necessary) for the Committee should reside within 20km of the Santoft Domain Entrance.

Members are not required to reside within 20km of the Santoft Domain Entrance.

The membership will be notified on Council's website.

The Santoft Domain Management Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, that the Committee will be discharged at the end of the triennium.

## **Secretariat support**

Council will produce and distribute the Committee Order Paper. The Order Papers are uploaded to the Council website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) and are available for the public to read at all Council offices and libraries.

The Order Paper will be sent to each committee member by electronic means at least two clear working days before the day of the meeting (in accordance with standing orders).

If requested, Council will consider providing staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.

# McIntyre Reserve Management Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	One councillor determined by Council. His Worship the Mayor as ex officio
<b>External Members</b>	Minimum of four and maximum of six people (excluding the councillor)
<b>Chair</b>	To be elected by the members of the committee
<b>Meeting frequency</b>	As required
<b>Reports to</b>	Council

## Purpose

General responsibility for the management of the McIntyre Reserve.

## Terms of Reference (delegations)

The Committee has the delegated authority to negotiate leases or licences to occupy for McIntyre Reserve subject to the following conditions:

- The process for selection of tenant includes at least one public notice inviting tenders for the lease.
- Leases or licences to occupy should not exceed a term of three years.
- The lease conditions meet the requirements of the Reserves Act 1977.

*Note: Approval by Council is required for the development of any assets or infrastructure.*

## Process for appointment of external members

The Council will call nominations to the McIntyre Reserve Management Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the McIntyre Reserve Management Committee will be deemed as unformed until the time there is enough interest.

Where more than six nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form a Reserve Management Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live within 20km Ōhingaiti.

Nominators (and voters, should that prove necessary) for the Committee should reside within 20km of Ōhingaiti. It is noted that this area includes parts of the Manawatū District.

Members are not required to reside within 20km of Ōhingaiti.

The membership will be notified on Council's website.

The McIntyre Reserve Management Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, the Committee will be discharged at the end of the triennium.

## **Secretariat support**

Council will produce and distribute the Committee Order Paper. The Order Papers are uploaded to the Council website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) and are available for the public to read at all Council offices and libraries.

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If requested, Council will consider providing staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.



# Bulls Community Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	One councillor determined by Council. His Worship the Mayor as ex officio
<b>External Members</b>	Minimum of four and maximum of ten people with an interest in the Bulls Community (excluding the councillor) RNZAF Base Ōhakea representative (optional)
<b>Chair</b>	To be elected by the members of the committee
<b>Meeting frequency</b>	Every two months
<b>Reports to</b>	Council

## Purpose

- To provide a local link and point of contact for Council liaison with the Bulls community.
- To provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$1,300 (Plus inflation from 2025/26 financial year) for "defined small local works" in line with the guidelines.
- To help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure.
- To work collaboratively with the Bulls and District Community Trust in achieving positive outcomes for the Bulls community.

## Terms of Reference (delegations)

- Authority to approve expenditure of the Small Projects Fund.
- Provide recommendations to Council on matters of relevance to the Bulls community.

## **Process for appointment of external members**

RNZAF Base Ohakea will be asked if they want to provide a representative to be on the committee.

The Council will call nominations to the Bulls Community Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the Bulls Community Committee will be deemed as unformed until the time there is enough interest.

Where more than ten nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form the Bulls Community Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live the Bulls Community Committee area.

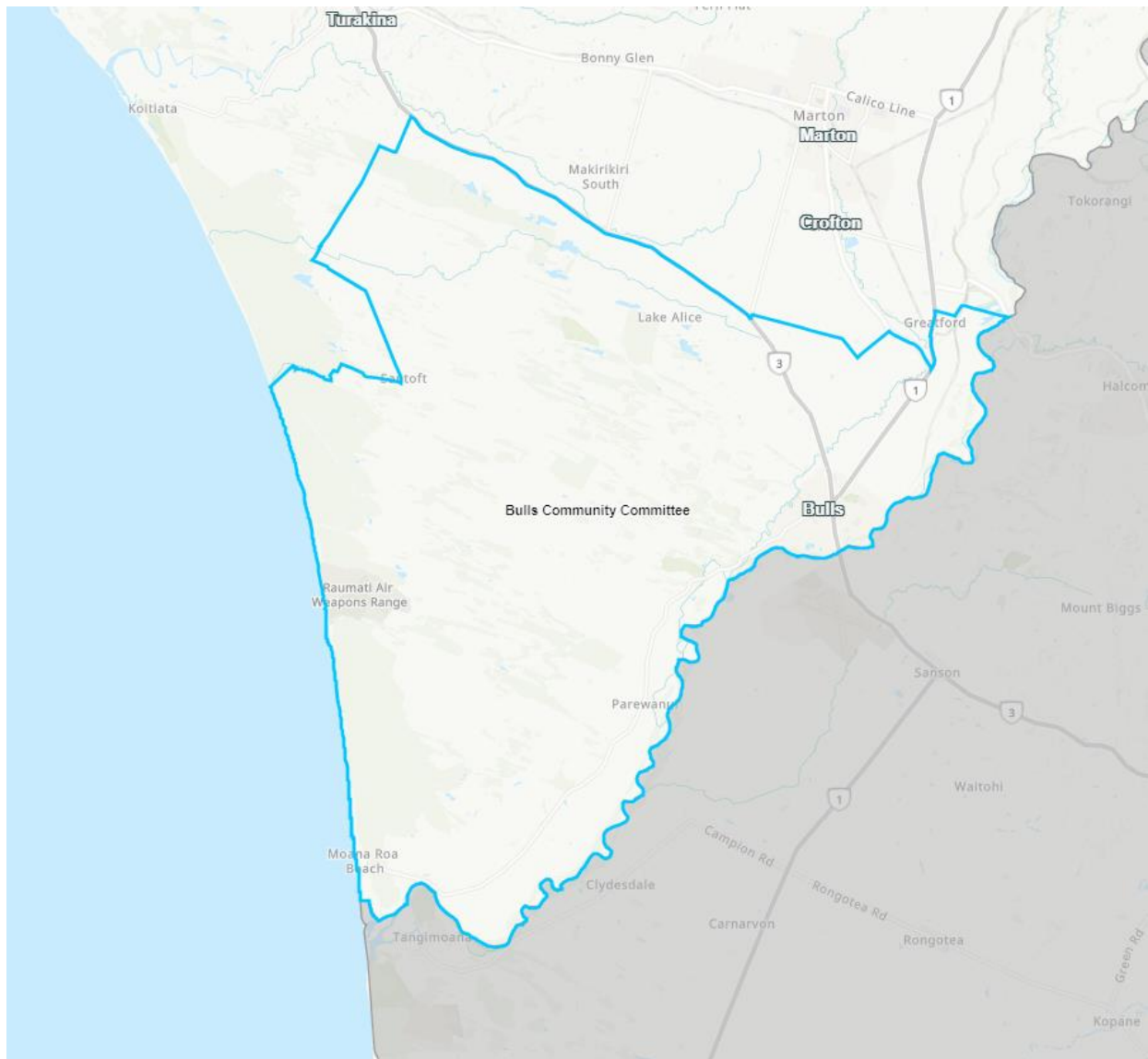
Nominators (and voters, should that prove necessary) for the Committee should reside within the Bulls Community Committee Area.

Members are not required to reside within the Bulls Community Committee area, but should have an interest in the area.

The membership will be notified on Council's website.

The Bulls Community Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, the Committee will be discharged at the end of the triennium.



## Small Projects Fund

The Committee holds delegated authority to allocate the annual Small Projects Fund. Eligible uses may include minor improvements such as:

- Small beautification works.
- Minor repairs or enhancements to public spaces.
- Supporting community groups with events or projects

All decisions to allocate funds must be made through a formal Committee resolution, with a record of the purpose and amount allocated included in the minutes.

It is noted that while the majority of grants may be provided within the Committee's area, if there are projects of interest outside the Bulls Community Committee area (but within the Rangitikei District boundaries), the Committee has discretion to approve funding.

## **Roles and Responsibilities**

### **Committee Members**

Members are expected to:

- Attend meetings and participate constructively.
- Represent the interests of the whole Bulls community.
- Declare any conflicts of interest.
- Support and uphold the Committee's decisions.

### **Chair**

The Chair is responsible for:

- Chairing the Committee meeting in accordance with Standing Orders.
- Representing the Committee to a high standard.
- Promoting and supporting good governance of the Committee.
- Ensuring all members have the opportunity to contribute to the meeting.
- Providing leadership to the Committee in helping to form consensus that is representative of the Bulls community.
- Acting as the primary point of contact for the Governance Advisor and the Committee Support Officer.

## **Reporting and Accountability**

In July each year, the Committee will provide Council with a short summary outlining:

- Highlights and achievements.
- Support provided for Council consultations and communication of local issues.
- Funding allocations for small works.
- Recommendations or priorities for the coming year.

The Governance Advisor and the Committee Support Officer will provide support to the Bulls Community Committee to complete the accountability reporting.

## **Code of Conduct and Conflicts of Interest**

Members must act in accordance with the Community Committee Code of Conduct

Any conflict of interest must be declared and recorded.

Members with a conflict must abstain from related decisions unless otherwise agreed by the Committee.

## **Secretariat support**

Council will produce and distribute the Committee Order Paper. The Order Papers are uploaded to the Council website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) and are available for the public to read at all Council offices and libraries.

The Order Paper will be sent to each committee member by electronic means at least two clear working days before the day of the meeting (in accordance with standing orders).

If requested, Council will consider providing staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.

# Hunterville Community Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	One councillor determined by Council. His Worship the Mayor as ex officio
<b>External Members</b>	Minimum of four and maximum of ten people with an interest in the Hunterville Community (excluding the councillor)
<b>Chair</b>	To be elected by the members of the committee
<b>Meeting frequency</b>	Every two months
<b>Reports to</b>	Council

## Purpose

- To provide a local link and point of contact for Council liaison with the Hunterville community.
- To provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$900 (Plus inflation from 2025/26 financial year) for "defined small local works" in line with the guidelines.
- To help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure.

## Terms of Reference (delegations)

- Authority to approve expenditure of the Small Projects Fund.
- Provide recommendations to Council on matters of relevance to the Hunterville community.

## **Process for appointment of external members**

The Council will call nominations to the Hunterville Community Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the Hunterville Community Committee will be deemed as unformed until the time there is enough interest.

Where more than ten nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form the Hunterville Community Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live the Hunterville Community Committee area.

Nominators (and voters, should that prove necessary) for the Committee should reside within the Hunterville Community Committee Area.

Members are not required to reside within the Hunterville Community Committee area, but should have an interest in the area.

The membership will be notified on Council's website.

The Hunterville Community Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, the Committee will be discharged at the end of the triennium.



## Small Projects Fund

The Committee holds delegated authority to allocate the annual Small Projects Fund. Eligible uses may include minor improvements such as:

- Small beautification works.
- Minor repairs or enhancements to public spaces.
- Supporting community groups with events or projects

All decisions to allocate funds must be made through a formal Committee resolution, with a record of the purpose and amount allocated included in the minutes.

It is noted that while the majority of grants may be provided within the Committee's area, if there are projects of interest outside the Hunterville Community Committee area (but within the Rangitikei District boundaries), the Committee has discretion to approve funding.



## **Roles and Responsibilities**

### **Committee Members**

Members are expected to:

- Attend meetings and participate constructively.
- Represent the interests of the whole Hunterville community.
- Declare any conflicts of interest.
- Support and uphold the Committee's decisions.

### **Chair**

The Chair is responsible for:

- Chairing the Committee meeting in accordance with Standing Orders.
- Representing the Committee to a high standard.
- Promoting and supporting good governance of the Committee.
- Ensuring all members have the opportunity to contribute to the meeting.
- Providing leadership to the Committee in helping to form consensus that is representative of the Hunterville community.
- Acting as the primary point of contact for the Governance Advisor and the Committee Support Officer.

## **Reporting and Accountability**

In July each year, the Committee will provide Council with a short summary outlining:

- Highlights and achievements.
- Support provided for Council consultations and communication of local issues.
- Funding allocations for small works.
- Recommendations or priorities for the coming year.

The Governance Advisor and the Committee Support Officer will provide support to the Hunterville Community Committee to complete the accountability reporting.

## **Code of Conduct and Conflicts of Interest**

Members must act in accordance with the Community Committee Code of Conduct.

Any conflict of interest must be declared and recorded.

Members with a conflict must abstain from related decisions unless otherwise agreed by the Committee.

## **Secretariat support**

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If requested, Council will consider providing staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.

# Marton Community Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	One councillor determined by Council. His Worship the Mayor as ex officio
<b>External Members</b>	Minimum of four and maximum of ten people with an interest in the Marton Community (excluding the councillor)
<b>Chair</b>	To be elected by the members of the committee
<b>Meeting frequency</b>	Every two months
<b>Reports to</b>	Council

## Purpose

- To provide a local link and point of contact for Council liaison with the Marton community.
- To provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$3,500 (Plus inflation from 2025/26 financial year) for "defined small local works" in line with the guidelines.
- To help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure.

## Terms of Reference (delegations)

- Authority to approve expenditure of the Small Projects Fund.
- Provide recommendations to Council on matters of relevance to the Marton community.

## **Process for appointment of external members**

The Council will call nominations to the Marton Community Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the Marton Community Committee will be deemed as unformed until the time there is enough interest.

Where more than ten nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form the Marton Community Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live the Marton Community Committee area.

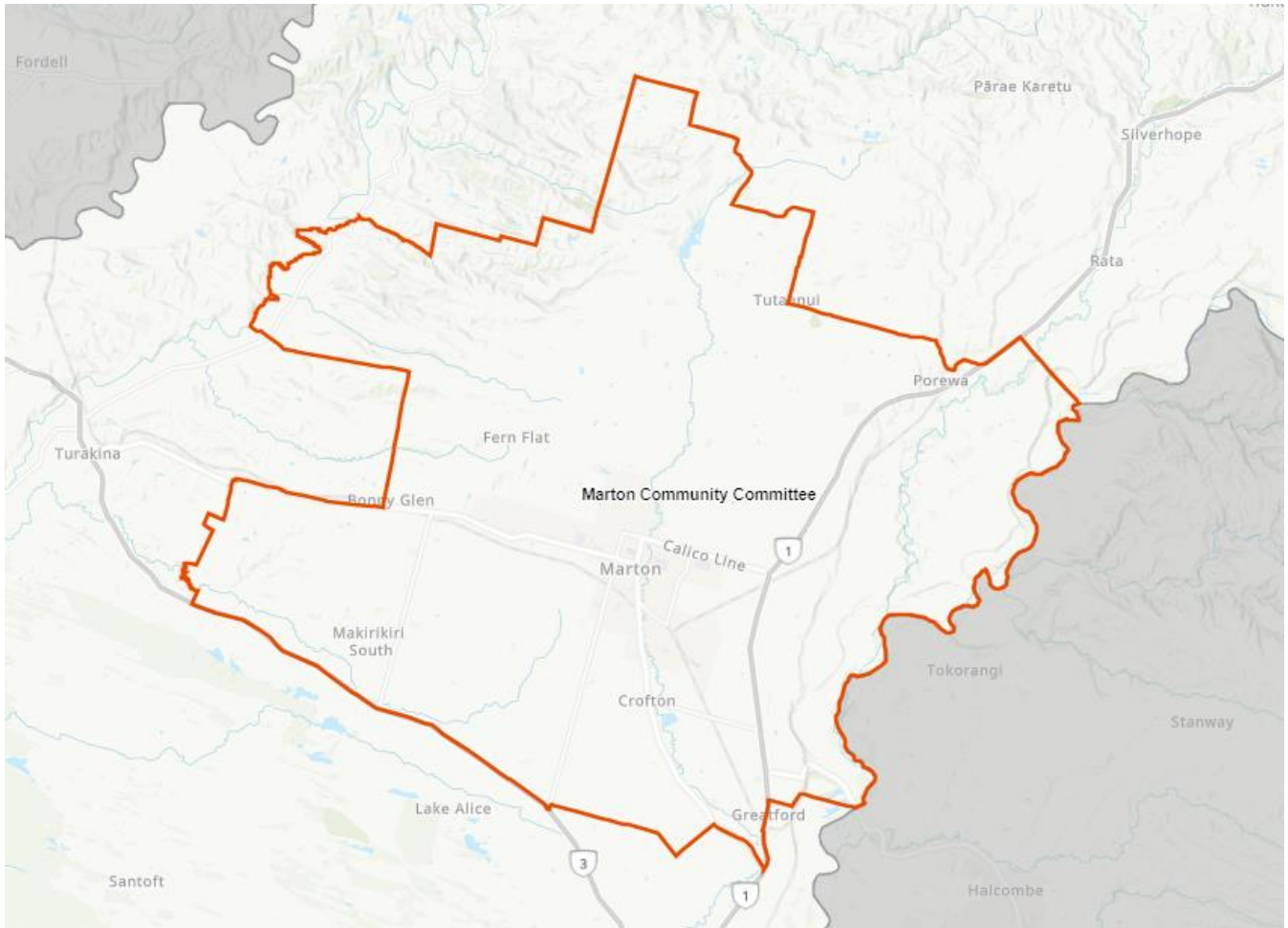
Nominators (and voters, should that prove necessary) for the Committee should reside within the Marton Community Committee Area.

Members are not required to reside within the Marton Community Committee area, but should have an interest in the area.

The membership will be notified on Council's website.

The Marton Community Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, the Committee will be discharged at the end of the triennium.



## Small Projects Fund

The Committee holds delegated authority to allocate the annual Small Projects Fund. Eligible uses may include minor improvements such as:

- Small beautification works.
- Minor repairs or enhancements to public spaces.
- Supporting community groups with events or projects

All decisions to allocate funds must be made through a formal Committee resolution, with a record of the purpose and amount allocated included in the minutes.

It is noted that while the majority of grants may be provided within the Committee's area, if there are projects of interest outside the Marton Community Committee area (but within the Rangitikei District boundaries), the Committee has discretion to approve funding.

## **Roles and Responsibilities**

### **Committee Members**

Members are expected to:

- Attend meetings and participate constructively.
- Represent the interests of the whole Marton community.
- Declare any conflicts of interest.
- Support and uphold the Committee's decisions.

### **Chair**

The Chair is responsible for:

- Chairing the Committee meeting in accordance with Standing Orders.
- Representing the Committee to a high standard.
- Promoting and supporting good governance of the Committee.
- Ensuring all members have the opportunity to contribute to the meeting.
- Providing leadership to the Committee in helping to form consensus that is representative of the Marton community.
- Acting as the primary point of contact for the Governance Advisor and the Committee Support Officer.

## **Reporting and Accountability**

In July each year, the Committee will provide Council with a short summary outlining:

- Highlights and achievements.
- Support provided for Council consultations and communication of local issues.
- Funding allocations for small works.
- Recommendations or priorities for the coming year.

The Governance Advisor and the Committee Support Officer will provide support to the Marton Community Committee to complete the accountability reporting.

## **Code of Conduct and Conflicts of Interest**

Members must act in accordance with the Community Committee Code of Conduct

Any conflict of interest must be declared and recorded.

Members with a conflict must abstain from related decisions unless otherwise agreed by the Committee.

## **Secretariat support**

Council will produce and distribute the Committee Order Paper. The Order Papers are uploaded to the Council website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) and are available for the public to read at all Council offices and libraries.

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If requested, Council will consider providing staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.

# Turakina Community Committee

Terms of Reference

As at November 2025

<b>Elected Members</b>	One councillor determined by Council. His Worship the Mayor as ex officio
<b>External Members</b>	Minimum of four and maximum of ten people with an interest in the Turakina Community (excluding the councillor)
<b>Chair</b>	To be elected by the members of the committee
<b>Meeting frequency</b>	Every two months
<b>Reports to</b>	Council

## Purpose

- To provide a local link and point of contact for Council liaison with the Turakina community.
- To provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$800 (Plus inflation from 2025/26 financial year) for "defined small local works" in line with the guidelines.
- To help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure.

## Terms of Reference (delegations)

- Authority to approve expenditure of the Small Projects Fund.
- Provide recommendations to Council on matters of relevance to the Turakina community.



## **Process for appointment of external members**

The Council will call nominations to the Turakina Community Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the Turakina Community Committee will be deemed as unformed until the time there is enough interest.

Where more than ten nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form the Turakina Community Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live the Turakina Community Committee area.

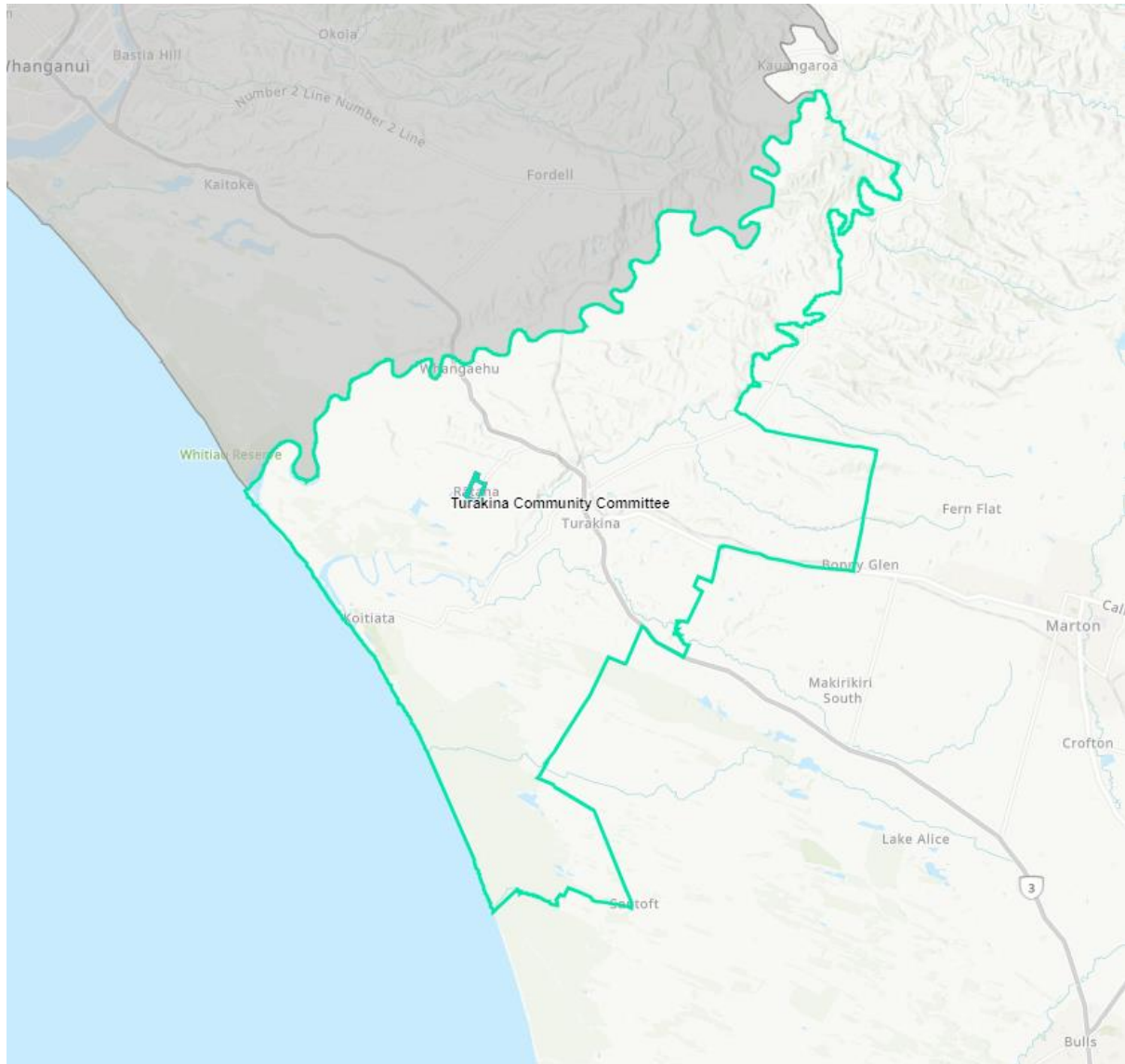
Nominators (and voters, should that prove necessary) for the Committee should reside within the Turakina Community Committee Area.

Members are not required to reside within the Turakina Community Committee area, but should have an interest in the area.

The membership will be notified on Council's website.

The Turakina Community Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, the Committee will be discharged at the end of the triennium.



## Small Projects Fund

The Committee holds delegated authority to allocate the annual Small Projects Fund. Eligible uses may include minor improvements such as:

- Small beautification works.
- Minor repairs or enhancements to public spaces.
- Supporting community groups with events or projects

All decisions to allocate funds must be made through a formal Committee resolution, with a record of the purpose and amount allocated included in the minutes.

It is noted that while the majority of grants may be provided within the Committee's area, if there are projects of interest outside the Turakina Community Committee area (but within the Rangitikei District boundaries), the Committee has discretion to approve funding.

## **Roles and Responsibilities**

### **Committee Members**

Members are expected to:

- Attend meetings and participate constructively.
- Represent the interests of the whole Turakina community.
- Declare any conflicts of interest.
- Support and uphold the Committee's decisions.

### **Chair**

The Chair is responsible for:

- Chairing the Committee meeting in accordance with Standing Orders.
- Representing the Committee to a high standard.
- Promoting and supporting good governance of the Committee.
- Ensuring all members have the opportunity to contribute to the meeting.
- Providing leadership to the Committee in helping to form consensus that is representative of the Turakina community.
- Acting as the primary point of contact for the Governance Advisor and the Committee Support Officer.

## **Reporting and Accountability**

In July each year, the Committee will provide Council with a short summary outlining:

- Highlights and achievements.
- Support provided for Council consultations and communication of local issues.
- Funding allocations for small works.
- Recommendations or priorities for the coming year.

The Governance Advisor and the Committee Support Officer will provide support to the Turakina Community Committee to complete the accountability reporting.

## **Code of Conduct and Conflicts of Interest**

Members must act in accordance with the Community Committee Code of Conduct

Any conflict of interest must be declared and recorded.

Members with a conflict must abstain from related decisions unless otherwise agreed by the Committee.

## **Secretariat support**

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