

MASTERTON DISTRICT COUNCIL RURAL ADVISORY GROUP TERMS OF REFERENCE

1. Introduction

This terms of reference sets out the purpose, role and protocols of the Masterton District Council Rural Advisory Group (Council Rural Advisory Group).

Members of the Council Rural Advisory Group will abide by applicable provisions of the Masterton District Council Governance Code of Conduct, available on the Masterton District Council [website](#).

2. Purpose

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

- the development of Council policies, plans and strategies as they relate to rural issues and our rural community,
- Council engagement with the District's rural community, and
- any matter of particular interest or concern to rural communities connected with the functions of Masterton District Council, including, but not limited to,
 - rates, funding, rural roading, forestry, water resilience, water quality, the Wairarapa Combined District Plan, corporate and spatial planning, economic development, civil defence, climate change impacts, coastal issues, and bylaws.

3. Outcomes

The Council Rural Advisory Group's advice will contribute to the wellbeing of the district's rural communities. Its advice will inform Council decision-making and planning for the district's future.

4. Membership and Community Member Selection Process

The Council Rural Advisory Group will have up to eight members. Membership will be comprised of:

- Two elected members appointed by Council. These elected member appointments are subject to change if resolved by Council.
- Four rural community members selected via a publicly run expression of interested (EOI) process.

- One member nominated by Ngāti Kahungunu and one nominated by Rangitāne.

The Mayor and the two elected members appointed to the Council Rural Advisory Group will appoint the four rural community members who will be selected on the following basis:

- their ability to provide advice on rural issues;
- their understanding of the Masterton District rural community;
- they live, or work in a role serving, the rural communities within the Masterton district;
- their association with a rural sector group, organisation or rural community;
- their understanding of Te Tiriti o Waitangi.

Qualification of the members is set out in Appendix A.

Council Rural Advisory Group members agree to adhere to the Code of Conduct.

5. Term

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

6. Meetings

The Council Rural Advisory Group will meet at least three times per year, at a time and location deemed convenient by the majority of members.

Masterton District Council will work with the Council Rural Advisory Group to arrange meetings to provide the group opportunities to feed into Council policies, plans and strategies at early stages of development.

Groups, individuals, or organisations may from time to time be invited to speak or present to the Council Rural Advisory Group on rural issues.

Meetings can be held in public for the group if required.

7. Quorum

The quorum required for a Council Rural Advisory Group meeting will be half the members if the number of members is even, and a majority if the number of members is odd.

8. Meeting Protocols

The Council Rural Advisory Group is an advisory body established by Council. It is not a subordinate decision-making body of Council and does not have any decision-making power. Its role is to advise Council and staff on matters impacting the rural communities of the Masterton District. For the avoidance of doubt, Masterton District Council Standing Orders do not apply to meetings of the Council Rural Advisory Group.

Council appoints the chair, who is a councillor. The role of the chair is to lead the group meetings.

The chair can select a deputy chair who supports the chair to run regular meetings.

Any recommendations or advice to Council should be clearly shown in meeting minutes.

9. Submissions

The Council Rural Advisory Group may be asked for feedback during a consultative process or during the development of a consultative process to inform decision making.

Individual members may make their own submissions or be party to submissions to Council or other external organisations outside their role as group members.

10. Engagement with Council

The Council Rural Advisory Group will raise any issues to Council through the elected member representatives on the Council Rural Advisory Group or through the meeting minutes which will be placed on the relevant Council or Committee agenda.

11. Council Rural Advisory Group remuneration

Council sets an annual budget for the Council Rural Advisory Group to cover remuneration and meeting costs.

Council Rural Advisory Group members are entitled to meeting fees determined by the Council unless:

- they are on the Council Rural Advisory Group as a representative of an organisation or interest group which already pays them; and/or
- they are an elected member of Masterton District Council

Council will reimburse all members for travel costs to attend Council Rural Advisory Group meetings in line with Council's Members Expenses and Reimbursing Allowances Expenses Policy.

12. Staff support

Council staff support will include:

- co-ordinating the development of the Council Rural Advisory Group's work programme
- following up on meeting actions
- acting as a conduit with relevant parts of Council for the Council Rural Advisory Group
- attending pre-meeting briefings with the chair
- highlighting potential issues and risks
- meeting report and agenda preparation, minute-taking, and meeting procedure advice
- ensuring guidance and advice from the Council Rural Advisory Group is clearly captured
- providing subject matter expertise.

13. Review

The form and functioning of the Council Rural Advisory Group will be reviewed after one year and at the end of the 2022-2025 triennium.

Appendix A: Qualifications of Members

To be a member of the Council Rural Advisory Group, a person must:

- a. be a natural person, and
- b. consent to being appointed to the Council Rural Advisory Group, and
- c. not be a person disqualified as per the list below:
 - a person who is under 18 years of age
 - a person who is an undischarged bankrupt
 - a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993
 - a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988
 - a person in respect of whom a personal order has been made under that Act that reflects adversely on the person's
 - i. competence to manage his or her own affairs in relation to his or her property; or
 - ii. capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare
 - a person who has been convicted of an offence punishable by imprisonment for a term of two years or more, or who has been sentenced to imprisonment for any other offence
 - a current member of Parliament
 - a person who is disqualified under another Act.