

Council

Meeting of 12 November 2025

Business Unit: People and Corporate

Date Created: 31 October 2025

Standing Committees - Terms of Reference and Memberships

Purpose Te Aranga o te Pūrongo

To establish the terms of reference and memberships for the Council's standing committees.

Recommendations Ngā Tūtohinga

1. That the attached terms of reference to this report be adopted by the Council for the following committees:
 - Chief Executive's Employment Committee
 - District Development Committee
 - Finance and Performance Committee
 - Hearings Committee
2. That the Council confirms the below memberships for its standing committees, in accordance with the appointment of chairpersons made at its inaugural meeting 29 October 2025 and the attached terms of reference to this report.

Committee	Chair	Deputy Chair	Members
Chief Executive's Employment Committee	Cr Grant Hadfield	Cr Shelley Dew-Hopkins	Cr Colin Dyer, Cr Alison Short, and the Mayor
District Development Committee	Cr Colin Dyer	Cr Raewyn Loader	Cr's Bridget Bell, Alison Short, Sam Hill and the Mayor
Finance and Performance Committee	Stuart Campbell (external)	John Fowke (external)	Cr's Alison Short, Grant Hadfield, Colin Dyer, Shelley Dew-Hopkins, and the Mayor
Hearings Committee	Cr Alison Short	Cr Rob Duindam	Cr's Sam Hill, Jerry Pickford, James McKelvie, and the Mayor

Water Services Delivery Unit Committee	Colin McFadzean (external)	Cr Shelley Dew-Hopkins	Cr's Grant Hadfield, Andrew Quarrie, Jerry Pickford, Rob Duindam, Bridget Bell, and the Mayor
--	----------------------------	------------------------	---

Report prepared by:
Ash Garstang
Governance and Assurance Manager

Approved for submission by:
Frances Smorti
General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Council established its standing committees at its inaugural meeting 28 October 2025. The purpose of this report is to adopt the terms of reference (including delegations) and to finalise the memberships for those committees.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Elected member appointments ensure effective, representative governance that supports all Council priorities — particularly *A future planned together* and *Value for money and excellence in local government*.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The Mayor has held individual discussions with councillors regarding the appointment of elected members to internal and external groups. Based on these discussions, officers have prepared draft recommendations for the Council's consideration and adoption.
- 3.2 The terms of reference for the Water Services Delivery Unit Committee are still being finalised and will be presented to a future Council meeting.

4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with this report.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

- 5.3 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 Elected member pay is set by the Remuneration Authority, with the Council deciding how to distribute the governance remuneration pool between the 11 councillors.
- 7.2 External members are paid separately to this, and budgets are already allocated to accommodate these expenses.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 As per the LGA 2002 (schedule 7, cl. 31), the Council has the authority to appoint or discharge any member of a committee.
- 8.2 As per the LGA 2002 (schedule 7, cl. 32), the Council has the authority to delegate any of its powers and responsibilities to a committee, **excluding** the below:
- a) The power to make a rate;
 - b) The power to make a bylaw;
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
 - d) The power to adopt a long-term plan, annual plan, or annual report;
 - e) The power to appoint a chief executive;
 - f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; and
 - g) The power to adopt a remuneration and employment policy.

- 8.3 Officers have drafted a terms of reference document for each standing committee (attached to this report) and these detail the:
- a) Committee's purpose;
 - b) Responsibilities and delegations;
 - c) Membership;
 - d) Quorum, noting that in accordance with the LGA 2002 (schedule 7, cl. 23) this must be at least two elected members; and
 - e) Meeting frequency.
- 8.4 Note that in accordance with the LGA 2002 (schedule 7, cl. 30), committees have the authority to appoint subcommittees (including panels, focus groups, etc) unless expressly forbidden from doing so by the Council. The Council has the power to discharge any subordinate decision making body, including any subcommittees that have been appointed by committees.

9 Next Steps Te Kokenga

- 9.1 Officers will update the governance structure and appointments register to reflect the confirmed committee memberships.
- 9.2 The confirmed terms of reference will be added to the Delegations Manual.
- 9.3 The first committee meetings will be included in the 2026 meeting calendar, which will come to Council on 19 November 2025 for adoption.
- 9.4 The terms of reference for the Water Services Delivery Unit Committee will be presented to a future Council meeting for consideration and adoption.

10 Attachments Ngā Āpitihanga

- Terms of Reference for Standing Committees, including:
 - Chief Executive's Employment Committee
 - District Development Committee
 - Finance and Performance Committee
 - Hearings Committee