

Council

Meeting of 06 May 2026

Business Unit: Infrastructure
Date Created: 23 April 2026

Manawatū Water Services Committee – Adoption of Terms of Reference, Membership and Meeting Dates

Purpose Te Aronga o te Pūrongo

To establish the terms of reference, membership and 2026 meeting dates for the Council's Manawatū Water Services Committee.

Recommendations Ngā Tūtohinga

That the Council:

1. Notes the change of name from the 'Water Services Unit Committee' (reported to Council 29 October 2025) to the 'Manawatū Water Services Committee'.
2. Adopts the attached Terms of Reference for the Manawatū Water Services Committee.
3. Confirms the membership of the Manawatū Water Services Committee as set out below, noting that the Chair was appointed at the Council meeting on 29 October 2025 and the remaining members were confirmed at the Council meeting on 12 November 2025:

Committee	Chair	Deputy Chair	Members
Manawatū Water Services Committee	Colin McFadzean (external)	Cr Shelley Dew-Hopkins	Crs Grant Hadfield, Andrew Quarrie, Jerry Pickford, Rob Duindam, Bridget Bell, and the Mayor

4. Adopts the following meeting dates for 2026.
 - 13 May 2026
 - 23 July 2026
 - 9 September 2026
 - 12 November 2026

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Approved for submission by:
Hamish Waugh
General Manager, Infrastructure

1 Background Ngā Kōrero o Muri

- 1.1 The Council established its standing committees at its inaugural meeting 29 October 2025. The purpose of this report is to adopt the terms of reference (including delegations) and to finalise the membership and meeting dates for the Manawatū Water Services Committee.

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 Manawatū Water Services Committee have now been reviewed and finalised and are ready for Council adoption.

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 have been 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 this standing committee (attached to this report) and these detail the Committee's:
 - a) 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 membership.
- 9.2 The confirmed terms of reference will be added to the Delegations Manual.
- 9.3 The Manawatū Water Services committee meetings will be added to the 2026 meeting calendar.

10 Attachments Ngā ĀpitiHanga

- Terms of Reference for Manawatū Water Services Committee