

Manawatū Water Services Committee

Terms of Reference

Purpose

To provide strategic oversight of Manawatū Water Services, a stand-alone business unit within the Manawatū District Council (“Council”), and ensure operational excellence, asset management planning, project delivery, financial efficiency, risk management and compliance.

To pursue business expansion and network growth with a goal of maximising the efficiency of the business overhead and deliver affordable water charges across the Manawatū district.

Responsibilities

- 1 Financial reporting
 - a. Approve financial and KPI performance reports for Water Service activities;
 - b. Approve quarterly and year-end financial, KPI performance reports and project reports and recommend their submission to Council.
- 2 Manawatū Water Services reporting to Council
 - a. Review Water Service related Key Status Project Reports and approve their submission to Council;
 - b. Present a quarterly report of the performance of the Manawatū Water Services Unit to Council.
3. Risk management:
 - a. Develop a risk appetite and risk management framework for Manawatū Water Services that complies with the Risk Framework of the Council;
 - b. Cyclic review and discuss key strategic and operational risks across Manawatū Water Services.
- 4 Operational Review
 - a. Review Water Service exception reports for projects which are ongoing;
 - b. Review Water Service project completion reports;
 - c. Receive operational performance of the Water Services on an annual basis;
 - d. Receive Water Services updates post-severe weather and Civil Defense Emergency Management related events.
5. Compliance reporting
 - a. Review the compliance of the Water Service activities against The Water Services Authority requirements and the National Standards for Wastewater Discharge and any relevant consents issues under the Resource Management Act 1991 and/or any subsequent replacement legislation.

6. Recommendation of Water Service strategic documents for approval of Council:
 - a. Water Services Strategy;
 - b. Water Services Asset Management Plan;
 - c. Stormwater Network Risk Management Plan.
7. Recommendation of Water Service Rates, Service Charges and Fees to Council for approval.
8. Recommendation of operational and capital budgets not included in the Long Term Plan to Council for approval.
9. Additional responsibilities:
 - a. Escalate any severe issues, anomalies, or risks to Council for review;
 - b. Any conflict of interest must be managed in a way that is aligned to Council's Conflict of Interest policy.

Delegated Authority

1. Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).
2. The committee has delegated authority to approve the expenditure of any Water Services operational and capital budgets within the Council approved Long Term Plan or subsequent Annual Plan.
3. The committee has delegated authority to approve unbudgeted expenditure of a scheme reserve for any Water Service scheme.
4. The financial delegations are outlined in the Council Delegations Manual.

Membership

Chairperson: Colin McFadzen (external)

Deputy Chairperson: Cr Shelley Dew-Hopkins

Members: Cr Grant Hadfeild, Cr Andrew Quarrie, Cr Jerry Pickford, Cr Rob Duindam, Cr Bridget Bell and His Worship the Mayor.

Quorum

Five members of the committee.

Meeting Cycle

Meetings held bi-monthly, with additional meetings convened when necessary at the discretion of the Chair.