



STANWAY HALCOMBE RURAL WATER SCHEME

COMMITTEE CONSTITUTION

1 NAME

The name shall be “Stanway-Halcombe Rural Water Scheme Committee”.

2 OBJECTIVES

The objectives of the Committee shall be:

- 2.1 To represent the needs and aspirations of the Consumers in the supply of potable water that meet full drinking water standards.
- 2.2 The role of the Stanway-Halcombe Rural Water Scheme Committee is to make recommendations to Council for its implementation, subject to approval.
- 2.3 To communicate an update of the Stanway-Halcombe Rural Water Scheme to its contributing members.
- 2.4 To represent and advocate concerns on behalf of contributing members at Community meetings.

3 COMMITTEE SCOPE OF ACTIVITY

- 3.1 To make recommendations to Manawatu District Council’s Utility Asset Management Team for scheme maintenance, development and major capital works projects.
 - 3.1.1 To review **Annual estimates** and recommend budgets and water charges to Council for approval.
 - 3.1.2 To review **Water policy** with regard to Stanway-Halcombe Rural Water Scheme and make recommendations to Council for approval.
 - 3.1.3 To review scheme maintenance, development and major capital works projects and make recommendations to Council for approval.
 - 3.1.4 To act as a link between Council and Stanway-Halcombe Rural Water Scheme Contributors.
 - 3.1.5 Acts within the applicable Bylaw requirements.
 - 3.1.6 Assist Council by providing information for Bylaw enforcement.
 - 3.1.7 Recommend approval of extraordinary applications for connection, disconnection and increase in supply quantity.
 - 3.1.8 To recommend approval of expenditure required for unforeseen circumstances additional to annual budget.

4 MEMBERSHIP OF THE SCHEME

- 4.1 Membership shall comprise of all persons who own shares or units in the Stanway-Halcombe Rural Water Scheme.
- 4.2 Every contributing household on the Stanway-Halcombe Rural Water Scheme shall be considered a member, with one vote per connection per rateable bill.

5 MEMBERSHIP OF THE COMMITTEE

- 5.1 A minimum of 6 and a maximum of 8 members shall be elected at the Stanway-Halcombe Rural Water Scheme Annual General Meeting. Up to two of the Committee members may be elected from the urban area.
- 5.2 The Manawatu District Council Utility Asset Manager and Operations Manager shall be permanent advisors to the Stanway-Halcombe Rural Water Scheme Committee and will hold no voting rights.

6 POWER OF COUNCIL TO DISBAND COMMITTEE

- 6.1 Council may disband a Committee in the following ways:

- 6.1.1 By mutual agreement by both parties.

- 6.1.2 By the Council giving three months' notice in writing provided that one or more of the following events has occurred:

- The inability of the Contributors of the Stanway-Halcombe Rural Water Scheme to elect or otherwise form a Committee.

- Deviation by the Committee from the Constitution.

- A vote of no confidence in the Committee passed at a Special General Meeting of Contributors to the Stanway-Halcombe Rural Water Scheme.

7 ANNUAL GENERAL MEETINGS

- 7.1 The Annual General Meeting of the Committee shall be held at some time during the Month of August each year for the following business:

- 7.1.1 To confirm the Minutes of the previous Annual General Meeting.

- 7.1.2 To receive the financial statements for the previous year no later than 30 August each year.

- 7.1.3 To elect Committee Members on a triennial cycle, as set out in the local Electoral Act 2001.

- 7.1.4 To confirm any water charges recommended to the Committee.

- 7.1.5 To consider any special business where Notice has been given to members.

- 7.2 The Annual General Meeting shall convene with at least one public notice in the local newspaper at least fourteen days prior to the set meeting date.

- 7.3 The quorum at an Annual General Meeting shall not be less than one-tenth of the voting membership of the Scheme OR ten voting members whichever number is less. If no

quorum be present within one hour of the meeting, then it shall stand adjourned until the following month.

7.4 At an Annual General Meeting every contributor on the Stanway-Halcombe Rural Water Scheme shall hold one vote per connection per rateable bill. One registered owner on the rateable bill will hold the right to vote.

7.5 There shall be no facility to accept proxy votes at an Annual General Meeting.

7.6 A nomination to the Committee shall be done by two independent voters. Such voters shall provide the valuation number of the property and proof to verify their eligibility.

7.7 All proposals submitted to an Annual General Meeting shall be decided by majority vote.

8 COMMITTEE MEETINGS

8.1 Committee meetings are to be held at least six monthly.

8.2 The elected Committee shall determine the regularity of meetings in addition to the above clause if required.

8.3 The Committee shall elect a Chair and Deputy Chair at the first Committee meeting.

8.4 The Committee shall appoint sub-Committees, on occasion, in order to perform such tasks that the Committee deem necessary.

8.5 Recommendations for the annual budget and water charges are to be received by Council in November for the following financial year.

8.6 Minutes of the proceedings of the Committee shall be kept and, once approved, shall be prima facie evidence of these proceedings.

8.7 The draft minutes and proceedings of every meeting shall be circulated to Committee members, Council and its community within two weeks of the meeting.

8.8 The Committee Meetings shall be convened by notice to all Committee members by direct communication at least fourteen days to the set date of the meeting.

8.9 The quorum at any Committee Meeting shall be four Committee members including the Chair or the Deputy Chair (if in the role of Acting Chair) at all times.

8.10 No binding resolutions shall be transacted by the Committee of any meetings unless a quorum is present.

8.11 Every Committee member present at a Committee Meeting shall hold one vote.

8.12 There shall be no facility to accept proxy votes at Committee Meetings.

8.13 All proposals submitted to a General Meeting shall be decided by show of hands and by majority vote. The Chair or Deputy Chair (if in the role of Acting Chair) shall hold the deciding vote.

9 AMENDMENT OF THE CONSTITUTION

9.1 If any case occurs which in the opinion of the Committee is not provided for by this Constitution, it shall be determined by a Special General Meeting of the Committee and shall be final.