

Advisory Groups Policy

1. Introduction

- 1.1. This policy provides an avenue for participation of community members in the management of the Council's water supply, water race and drainage schemes.
- 1.2. Some aspects of the effective operation of Council water races and drainage networks rely on customers keeping the races and drainage areas on or adjoining their private properties in a well-maintained condition and to report any operating issues to the Council.
- 1.3. For supply of potable water, the advisory groups assist the Council to work through requirements for significant scheme upgrades and to resolve aesthetic issues affecting particular water supplies.
- 1.4. This policy is intended to set out the responsibilities of WDC in relation to forming and operating advisory groups.

2. Purpose

The Council uses advisory groups to provide local input to, and local knowledge of, the management of its drainage areas, water races and water supply systems. Feedback can be provided both on managing assets and level of customer service.

3. Scope

This policy applies to advisory groups providing advice to Council on management of water supplies, water races and drainage areas through the district.

4. Policy objectives

The objective of the policy is to provide for the establishment and function of advisory groups in respect of targeted rated services and activities.

5. Statement

5.1. The role of the advisory groups is to provide:

- Input and advice to the Council on maintenance and development of the assets including annual budget recommendations
- A liaison role between the Council and the local community
- Guidance to the Council on views of the local community relating to the respective scheme and level of service provided.

5.2. The role of the Council is to:

- Provide administrative support to the Advisory Groups
- Own, operate, maintain and manage the assets
- Employ contractors/staff
- Carry out all necessary works to maintain the asset throughout its life

- Prepare all necessary long term and strategic plans
- Ensure financial accountability
- Set the annual budget and rate accordingly.

6. Appointment of members to advisory groups

- 6.1.1. The term of office of members of an advisory group shall be three years to coincide with the three year term of Council.
- 6.1.2. At the initial establishment of the advisory group, and thereafter following election of the Council, invitations for membership may be given by public advertisement in newspapers circulating in the District.
- 6.1.3. Members of the advisory groups are eligible for re-appointment.
- 6.1.4. The preferred range is 4-8 members although there is no set minimum or maximum membership number.
- 6.1.5. If a greater number than 8 residents apply for membership, then either they will all be appointed, or a postal ballot of the consumers will be taken, or a public meeting and election may be held. The postal ballot will be based on one voting paper per individually rated connected domestic dwelling. The public meeting election will be based on one vote per adult living in the scheme boundaries or per water scheme rate payer who is present at the meeting.
- 6.1.6. The decision on which process will be used will be at the discretion of the Chief Executive Officer.
- 6.1.7. The results of the ballot or the election will be made public and will be binding.
- 6.1.8. The appointment of members is to be confirmed in writing by the General Manager Utilities and Roading.
- 6.1.9. At the request of the Council, at least one Councillor or Community Board Member will be appointed to each advisory group by the Council.
- 6.1.10. Vacancies arising from resignations of group members may be filled by the group appointing new members. If group numbers fall below three and vacancies cannot be filled within six months, the Council may disband the group.

7. Advisory Group requests to disband

The advisory group may recommend to the Council that it has completed its task, or has no further advisory function, and should be disbanded.

8. Responsibilities

This policy will sit with the Strategy and Business Unit.

All processes implemented under this policy will be overseen by the General Manager, Strategy, Engagement and Economic Development.

9. Definitions

Drainage areas – The drainage rated areas within the Waimakariri District provide drainage services for properties located within these areas.

Water Races - provide a supply of water for agricultural purposes (irrigation or stock water use).

Water supply schemes – provide a supply of potable water for human consumption to connected properties.

10. Questions

Any questions regarding this policy should be directed to the General Manager, Strategy, Engagement and Economic Development in the first instance.

11. Effective date

2 May 2023

12. Review date

2 May 2029

13. Policy owned by

General Manager, Strategy, Engagement and Economic Development

14. Approval

Adopted by Waimakariri District Council on 2 May 2023