



Date: Tuesday, 29 May 2018
Time: 1.30pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Late Reports

Infrastructure Committee Meeting

29 May 2018

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

Order Of Business

8 **General Items.....3**

 8.1 Terms of Reference 3

8 GENERAL ITEMS

8.1 TERMS OF REFERENCE

Author: Gay Waikawa, Governance Administrator

Authoriser: Steven May, Chief Executive Officer

Appendices: 1. TERMS OF REFERENCE [↓](#)

1. PURPOSE

1.1. This report provides comments on the Terms of Reference.

RECOMMENDATION

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the item Terms of Reference be considered given the item had not come to hand at the time of Agenda compilation and consideration of this matter is required now in order to respond within the timeframe allowed.

Signatories

	
<p>Author Gay Waikawa</p>	<p>Approved by Steven May</p>



WAIROA DISTRICT COUNCIL
 PO Box 54, Wairoa - Telephone (06) 838-7309- Facsimile (06) 838-8874

Terms of Reference: Infrastructure Committee

Membership	Independent representative, 2 councillors and His Worship the Mayor (ex-officio). (Quorum= 3 members)
Meeting frequency	Quarterly and as required
Purpose	<p><u>This committee has the following four purposes:</u></p> <ul style="list-style-type: none"> a) <u>To set the direction and standards for the provision of WDC infrastructure</u> b) <u>To monitor the implementation of this direction and those standards and respond accordingly</u> c) <u>To understand the risks associated with the agreed direction and standards and to manage these risks appropriately</u> d) <u>To ensure WDC is resourced appropriately (including appropriate processes for the appointment of external suppliers) to deliver the agreed direction and standards</u> <p><u>The development of operational policy and the oversight of operations in the area of infrastructure works and procurement. The committee's scope including includes (but is not limited to) the following activities:</u></p> <ul style="list-style-type: none"> • Three-Waters Infrastructure (Water, Wastewater, Stormwater) • Property ownership, management, renewals, upgrades and developments • CBD upgrades physical works • Roading and transport operations (including Capital infrastructure for bridges, roads and footpaths including cycleways) • Solid waste operations (including refuse and recycling disposal and recycled materials) • Emergency Management <p><u>Oversight of the tender process.</u></p>

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.85 cm + Indent at: 1.49 cm

Responsibilities	<ul style="list-style-type: none"> • <u>Responsibility to Provide guidance for their development, endorse and monitor the implementation of all strategies and plans associated with infrastructure, including but not limited to the Infrastructure Strategy, Long Term Plan/Annual Plan, implementation—Procurement Strategy and Procurement Plans</u> within the Fields of Activity set out above. • <u>Responsibility to</u> Develop policies, and provide financial oversight, for matters within the Fields of Activity to provide assurance that funds are managed efficiently, effectively and with due regard to risk. • Oversee and provide feedback on key physical infrastructure plans and projects relating to transport, water, wastewater, stormwater, property and solid waste management. • Provide strategic direction to Council to guide development of strategies and policies as outlined in the purpose of the Committee. • Review asset management plans, asset valuation and whole of life optimisation. • <u>Ensure specific work programmes within the Fields of Activity are developed and completed by appropriate times</u> • Review of tenders for infrastructure contracts and signoff of tenders awarded by the council <ul style="list-style-type: none"> • Overview of the implementation of major projects including:- <ul style="list-style-type: none"> • Wairoa wastewater discharge consent renewal
------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Indent: Left: 0.98 cm, First line: 0 cm

<p>Delegations</p>	<p>All powers necessary to perform the Committee's responsibilities. Except</p> <ul style="list-style-type: none"> a. Powers that the Council cannot delegate or has retained for itself. b. Where the Committee's responsibility is limited to making a recommendation only. c. The approval of final policy. d. Deciding significant matters for which there is high public interest and which are controversial. e. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council. f. Establishing subcommittees.
<p>Rules and Procedures</p>	<ul style="list-style-type: none"> • Standing Orders apply • The minutes of the Committee will be submitted to the Council. • There will be an appropriate induction programme for new members of the Committee.
<p>Modus Operandi</p>	<ul style="list-style-type: none"> • <u>The committee and officers work collaboratively as a team for what is best for Wairoa and jointly develop</u> <ul style="list-style-type: none"> • <u>key result areas and KPIs to define and measure success</u> • <u>their expectations for working together as a team.</u>

Formatted