



**Date:** Tuesday, 24 March 2020  
**Time:** 1.30pm  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Late Reports**

### **Ordinary Council Meeting**

**24 March 2020**

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto:info@wairoadc.govt.nz)

**Order Of Business**

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**1 GENERAL ITEMS****1.1 INFRASTRUCTURE COMMITTEE TERMS OF REFERENCE**

**Author:** Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

**Authoriser:** Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager  
Community and Engagement

**Appendices:** 1. Revised Terms of Reference-Infrastructure Committee [↓](#)

**1. PURPOSE**

This report provides information for Council on the recommendation from the Infrastructure Committee about the committee' terms of reference.

**RECOMMENDATION**

*The Infrastructure Committee RECOMMENDS that Council adopt the revised terms of reference attached as Appendix 1.*

**2. BACKGROUND**

- 2.1 The committee reviewed some suggested changes from the Infrastructure Committee
- 2.2 Appendix 1 of this report contains all the changes that the Committee recommended to Council.
- 2.3 The terms of reference is attached for Council's consideration.

**Further Information**

None.

**Background Papers**

None.

**References (to or from other Committees)**

Infrastructure Committee 17 March 2020 – Late item: Terms of Reference

**Signatories**

	
<p>Author Gay Waikawa</p>	<p>Approved by Kitea Tipuna</p>

## NGĀ PAEARU MAHI/TERMS OF REFERENCE: INFRASTRUCTURE COMMITTEE



### NGĀ MEMATANGA/MEMBERSHIP

His Worship the Mayor, 3 councillors, 1 independent member

### TE KŌRAMA/QUORUM

~~2 committee members~~ 3 committee members

### NGĀ WĀ HUI/MEETING FREQUENCY

Every 12 weeks and as required

### TE KAUPAPA/PURPOSE

To provide strategic direction on Council's ageing infrastructure, and the infrastructure climate change mitigation and adaptation programme of works.

To monitor, understand and mitigate risks.

To provide strategic direction on Council's procurement framework and related documentation and to finalise procurement for contracts ~~under over~~ \$100,000.

### NGĀ KAWENGA/RESPONSIBILITIES

- Ensure that the work of the Committee is carried out in a way that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district
- To provide strategic direction on Council's procurement framework and related documentation in order to ensure that contracts are procured to meet the current and future needs of communities in the Wairoa district
- To make a decision on procurement for contracts ~~under over~~ \$100,000. Contracts over \$100,000 are decided by Council.
- Monitor the implementation of the Council's Asset Management Plans
- To provide direction on strategic priorities and resourcing on Council's infrastructure climate change mitigation and adaptation programme of works for the current and future needs of communities in the Wairoa district
- To provide direction on strategic priorities and resourcing on Council's ageing infrastructure programme of works for the current and future needs of communities in the Wairoa district

### NGĀ TUKU MANA/DELEGATIONS

All powers necessary to perform the Committee's responsibilities except:

- a. Powers that Council cannot lawfully delegate under the Local Government Act 2002.
- b. Where the Committee's responsibility is limited to making a recommendation only.
- c. Approval of expenditure not contained within approved budgets.
- d. The approval of final policy.
- e. Deciding significant matters for which there is high public interest and which are controversial
- f. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council
- g. Establishing subcommittees
- h. Delegating the Committee's responsibilities, duties or powers

### **NGĀ TUKANGA/PROCEDURES**

- Minutes are submitted to Council for receipt
- There will be an appropriate induction for new members of the Committee