

# 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

## 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 provide strategic direction on Council's procurement framework and related documentation and to finalise procurement for contracts under \$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 \$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

# INDEPENDENT MEMBER: INFRASTRUCTURE COMMITTEE



## PURPOSE

The independent member of the Infrastructure Committee provides independent technical and specialist advice on matters that the Committee have responsibilities for.

## EXPECTATIONS

- Conduct is consistent with the Council's Code of Conduct
- Ability to act independently and objectively
- Work constructively with management to achieve improvements
- A no surprises approach with other Committee members and Council staff
- Regular attendance at meetings (via audiovisual/audio or in person)
- Appropriate diligence, time, effort and commitment
- Carrying out the work of the committee in a timely manner
- Proactive approach to advising the committee and Chief Executive Officer of matters that require further attention

## EXPERIENCE REQUIRED

- Broad governance
- Familiarity with risk management disciplines (identification, evaluation and management)
- Advocate for and experience in managing climate change related infrastructure responses
- Industry or sector expertise
- The ability to explain technical matters in their field to other Committee members