



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>This committee has the following four purposes;</p> <ol style="list-style-type: none"> To set the direction and standards for the provision of WDC infrastructure To monitor the implementation of this direction and those standards and respond accordingly To understand the risks associated with the agreed direction and standards and to manage these risks appropriately To ensure WDC is resourced appropriately (including appropriate processes for the appointment of external suppliers) to deliver the agreed direction and standards <p>The committee's scope includes (but is not limited to) the following activities:</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

Responsibilities	<ul style="list-style-type: none"> • 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, Procurement Strategy and Procurement Plans within the Fields of Activity set out above. • 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. • Ensure that the provision of infrastructure is affordable. • 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 • Ensure specific work programmes within the Fields of Activity are developed and completed by appropriate times <p>Review of tenders for infrastructure contracts and signoff of tenders awarded by the council</p> <p>Overview of the implementation of major projects including:-</p> <ul style="list-style-type: none"> • Wairoa wastewater discharge consent renewal
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Delegations	<p>All powers necessary to perform the Committee's responsibilities.</p> <p>Except</p> <ol style="list-style-type: none"> Powers that the Council cannot delegate or has retained for itself. Where the Committee's responsibility is limited to making a recommendation only. The approval of final policy. Deciding significant matters for which there is high public interest and which are controversial. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council. Establishing subcommittees.
Rules and Procedures	<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.
Modus Operandi	<ul style="list-style-type: none"> • The committee and officers work collaboratively as a team for what is best for Wairoa and jointly develop <ul style="list-style-type: none"> • key result areas and KPIs to define and measure success • their expectations for working together as a team.