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|  | <b>Authorising Body</b>    | Mayor/Council                               |
|   | <b>Status</b>              | Standing Committee                          |
| <b>COUNCIL COMMITTEE</b>  | <b>Title</b>               | Infrastructure Committee Terms of Reference |
|   | <b>Approval Date</b>       | 7 May 2020                                  |
|   | <b>Responsible Officer</b> | Chief Executive                             |

## Purpose

The purpose of the Infrastructure Committee (the Committee) is to ensure cost effective, quality and sustainable infrastructure decisions are made to meet the current and future needs of Far North communities and that Councils infrastructure assets are effectively maintained and operated.

The Committee will review the effectiveness of the following aspects:

- Affordable core infrastructure to support healthy and sustainable living;
- Operational performance including monitoring and reporting on significant infrastructure projects
- Delivery of quality infrastructure and district facilities
- Financial spend and reprogramming of capital works
- Property and other assets

To perform his or her role effectively, each Committee member must develop and maintain his or her skills and knowledge, including an understanding of the Committee's responsibilities, Councils' infrastructure assets such as roading, three waters and district facilities.

## Membership

The Council will determine the membership of the Infrastructure Committee.

The Infrastructure Committee will comprise of at least six elected members (one of which will be the chairperson).

Mayor Carter  
 Felicity Foy – Chairperson  
 Ann Court – Deputy Chairperson  
 Dave Collard  
 Kelly Stratford  
 John Vujcich  
 Mate Radich

Non-appointed councillors may attend meetings with speaking rights, but not voting rights.

## **Quorum**

The quorum at a meeting of the Infrastructure Committee is 5 members.

## **Frequency of Meetings**

The Infrastructure Committee shall meet every 6 weeks, but may be cancelled if there is no business.

## **Power to Delegate**

The Infrastructure Committee may not delegate any of its responsibilities, duties or powers.

## **Committees Responsibilities**

The Committees responsibilities are described below:

### **Quality infrastructure and Facilities**

- Assess and provide advice to Council on strategic issues relating to the provision of Council's infrastructural activities and district facilities
- Review, and recommend to Council, policy and strategies for the delivery of infrastructural asset services
- Monitor achievement of outcomes included in the Infrastructure Strategy and other infrastructure strategies eg District Transport Strategy
- Ensure that Council protects its investment in its infrastructural assets in accordance with accepted professional standards
- Monitor the risks, financial and operational performance of the Council's infrastructural activities and facilities
- Monitor major contract performance measures/key result areas (KRAs)

### **Significant Projects – spend, monitoring and reporting**

- Monitor significant projects
- Approve budget overspend (above tolerance levels in the CE delegations) and any reprogramming of capex for a project or programme provided that:
  - The overall budget is met from savings
  - The overall budget for capex is not exceeded. Where this is not the case, the Committee must either:
    - Recommend to Council that additional funding is approved (outside the Annual Plan or Long Term Plan process), or
    - Recommend as part of the next round of Long Term Plan or Annual Plan process that the funding is considered for inclusion.
- Approve tenders and contracts provided they are:
  - Up to \$3 million,
  - in accordance with the current year's plan, whether that be Annual Plan or Long Term Plan, and
  - deemed low by the Significance and Engagement Policy

## **Compliance**

- Ensure that operational functions comply with legislative requirements and Council policy
- Ensure that consents associated with Council's infrastructure are being met and renewals are planned for

## **Service levels (non regulatory)**

- Recommend service level changes and new initiatives to the Long Term and Annual Plan processes.

## **Relationships**

- Monitoring Council's relationship with the Northland Transportation Alliance
  - Receive quarterly performance reports
- Monitoring Council's relationship with the Far North Waters Alliance Partner

## **Property**

- Recommend to Council the acquisition or disposal of assets.
- Approve new leases and lease renewals (of non-reserve land), in accordance with the current years' plan, whether that be Annual Plan or Long Term Plan.

Receive updates on changes to national and regional policies that impact on Council provision of infrastructure and where appropriate make recommendation to Council.

## **Rules and Procedures**

Council's Standing Orders and Code of Conduct apply to all the committee's meetings.

## **Annual reporting**

The Chair of the Committee will submit a written report to the Chief Executive on an annual basis. The review will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. The Chief Executive will place the report on the next available agenda of the governing body.