


TERMS OF REFERENCE

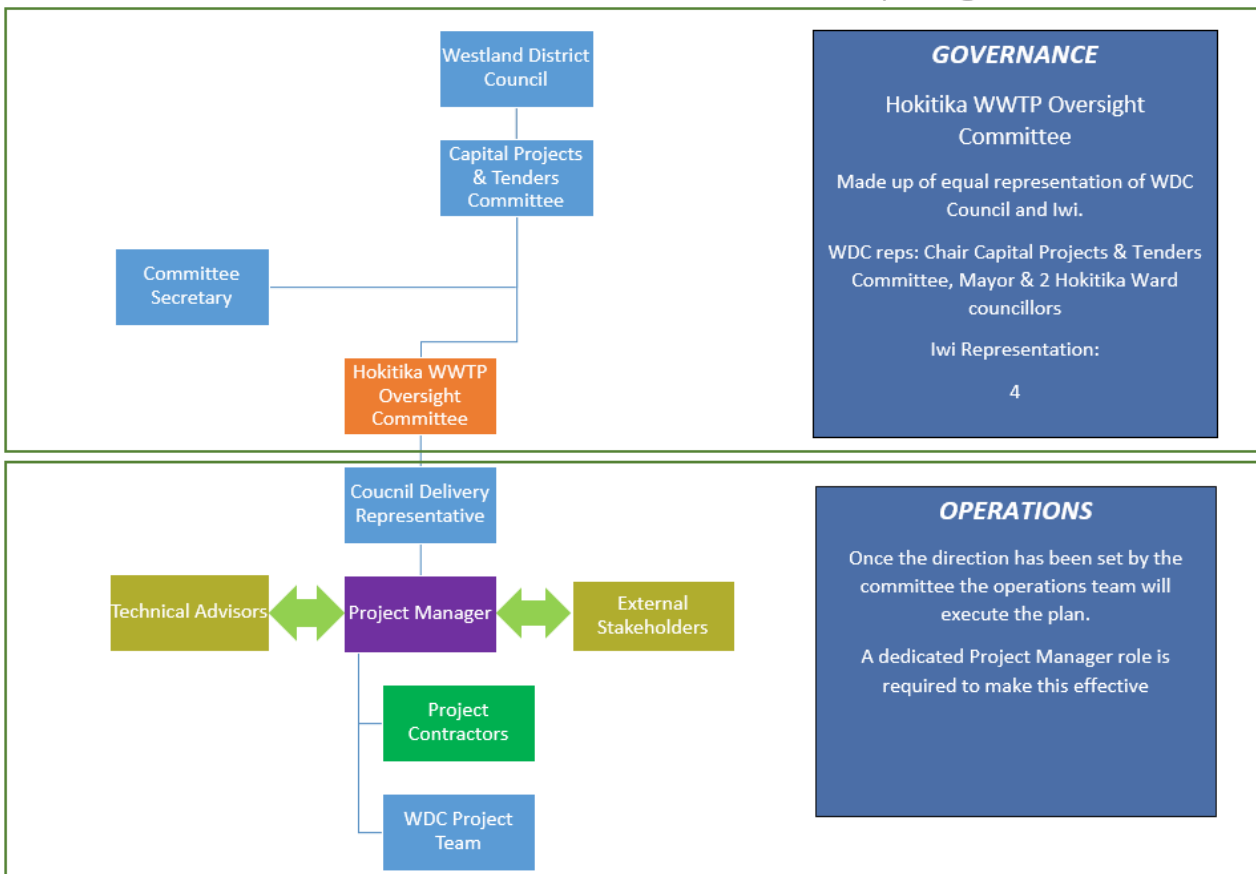
Hokitika Waste Water Treatment Plant Project Oversight Subcommittee

	Authorising Body	Mayor / Council
	Status	Subcommittee of the Capital Projects and Tenders Committee
	Title	Hokitika Waste Water Treatment Plant Project Oversight Subcommittee
	Approval Date	27 May 2021
	Adopted Date	4 August 2021
	Term of the Subcommittee	Until the end of the Triennium
	Administrative Support	Chief Executive Office
	Quorum	The Chairperson and any two members, one of which must be an Iwi Representative.

Purpose

The purpose of the Hokitika Waste Water Treatment Plant (WWTP) Project Oversight Subcommittee is to oversee the Governance of the Hokitika Waste Water Treatment Plant Project. This Subcommittee honours the MOU between Westland District Council (EDC) and Poutini Ngāi (Kāi) Tahu in an equal partnership to support significant issues and projects within the WDC boundary. The makeup of the Subcommittee represents an equal partnership is to ensure stakeholders are represented to provide guidance on the strategy of the project.

Hokitika Waste Water Treatment Plant Governance & Reporting Structure



Responsibility

The Hokitika WWTP Project Oversight Subcommittee is responsible for the following:

- Defining the overall objectives and values of the Hokitika WWTP project.
- The contribution each proposal would have towards achieving the objectives.
- Financial sustainability of each proposal.
- Ensuring the prioritisation of projects reflects community needs.
- Working closely with all key stakeholders of the project.

In connection with the project, the Subcommittee shall receive regular reports from project management containing such information it deems relevant to fulfil its mandate, including but not limited to information concerning:

- Project timetable, critical path events and progress to completion.
- Major project milestones, including variance analysis and mitigation strategies.
- Key issues or disputes and proposed mitigation strategies.
- Project budget updates, showing actual expenditures versus budget, use of contingencies and projected final expenditures.
- Assist with bridging project barriers outside the influence of staff.

Report to the Capital Projects and Tenders Committee via the Council delivery representative on a regular basis to provide updates as required.

DELEGATIONS TO THE SUBCOMMITTEE:

The Hokitika WWTP Project Oversight Subcommittee will have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards or guidelines that have been established and approved by Council;
- The overall priorities of Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The Hokitika WWTP Project Oversight Subcommittee will have delegated authority to:

- Define the overall objectives and values of the Hokitika WWTP project.
- Power to co-opt technical advice as appropriate.
- All powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself.
 - Where the Subcommittee's responsibility is limited to making a recommendation only.
 - 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.

Power to Delegate

The Hokitika WWTP Project Oversight Subcommittee may not delegate any of its responsibilities, duties or powers.

Membership

The Hokitika WWTP Project Oversight Subcommittee will comprise the following, one of which will be the chairperson:

- Chairperson (Chair of the Capital Projects and Tenders Committee)
- Ex-Officio – Mayor
- Iwi Representatives x 4
- Hokitika Ward District Council Representative x 2

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Oversight Subcommittee;
- Setting the agenda for Oversight Subcommittee meetings in conjunction with the Chief Executive; and
- Ensuring that all members of the Oversight Subcommittee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Oversight Subcommittee and Council staff.

The Chair appointment will be reviewed and appointed following the selection of Councillors at each new Triennium.

Remuneration

Remuneration for iwi representatives will be \$250.00 per meeting is to be funded by Westland District Council. A Koha will also be offered for utilisation of the Arahura Marae (when hosting).

Quorum

The quorum at any meeting of the Oversight Subcommittee shall be the Chairperson and any two members, one of which must be an Iwi Representative.

Frequency of Meetings

The Oversight Subcommittee shall meet as required but not less than quarterly. Every alternative meeting will be hosted by Arahura Marae.

Relationships with Other Parties

- The Chief Executive is responsible for servicing and providing support to the Subcommittee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.
- The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.
- The Oversight Subcommittee acknowledges that there are a number of external stakeholders interested in the outcome of the project and whilst they do not form part of the membership of the Oversight Subcommittee they will be consulted on any aspect of the Subcommittee's work that they will be impacted by.

Contacts with Media and Outside Agencies

- The Oversight Subcommittee Chairperson is the authorised spokesperson for the Oversight Subcommittee in all matters where the Oversight Subcommittee has authority or a particular interest.

- Oversight Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Oversight Subcommittee's delegations.
- The Chief Executive will manage the formal communications between the Oversight Subcommittee and its constituents and for the Oversight Subcommittee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Oversight Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Oversight Subcommittee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Oversight Subcommittee shall record minutes of all its proceedings.

**The Terms of Reference were adopted by the
Hokitika WWTP Project Oversight Subcommittee on the 4 August 2021.**