


TERMS OF REFERENCE

Capital Projects and Tenders Committee

 <p>WESTLAND DISTRICT COUNCIL</p>	Authorising Body	Mayor / Council
	Status	Standing Committee
	Title	Capital Project and Tenders Committee
	Approval Date	Adopted: 27 February 2020 Amended: 27 April 2021 Effective: 1 July 2021
	Administrative Support	Chief Executive Office
	Quorum	Chairperson and any 2 members

Purpose

The purpose of the Capital Projects & Tenders Committee is to ensure that all major capital expenditure (as defined in the WDC Tender Policy) is supported by a quality proposal, advances the Council’s strategic objectives and is financially sustainable.

In addition, the Committee is to ensure tender evaluations are robust and appropriate decisions taken to advance capital projects.

Responsibility

The Capital Projects and Tenders Committee is responsible for considering all capital expenditure proposals within the Long Term Plan, with a particular focus on:

- The contribution each proposal would be to achieve the Strategic Plan objectives
- Financial sustainability of each proposal
- Ensuring the prioritisation of projects reflects the community needs
- Approving project tenders post tender evaluation

In connection with each Project, the Committee shall receive regular reports from 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 full Council on a regular basis concerning all large Capital Project updates as required.

DELEGATIONS TO THE COMMITTEE:

The Capital Projects and Tenders Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the committee 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 power to establish sub-committees.
- Review risk profiles for projects.

The Capital Projects and Tenders Committee shall have delegated authority to:

- Power to co-opt other members as appropriate
- All powers necessary to perform the Committee's responsibilities Except:
 - Powers that the Council cannot legally delegate or has retained for itself
 - Where the Committee's responsibility is limited to making a recommendation only
 - The approval of significant expenditure not contained within approved budgets (excluding emergency expenditure or for Health & Safety issues)
 - 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

Power to Delegate

The Capital Projects and Tenders Committee may not delegate any of its responsibilities, duties or powers.

Membership

The Capital Projects and Tenders Committee will comprise the following, one of which will be the chairperson:

Deputy Mayor Carruthers (Chairperson)
His Worship the Mayor (ex-Officio)
Cr Davidson
Cr Hart
Cr Hartshorne
Kw Madgwick
Kw Tumahai

Chairperson

The Chairperson is responsible for:

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

The Chairperson will be the link between the Committee and Council staff.

Frequency of Meetings

The Committee shall meet as and when required.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee 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.

Contacts with Media and Outside Agencies

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

Committee 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 Committee's delegations.

The Chief Executive will manage the formal communications between the Committee and its constituents and for the Committee 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 Committee 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 Committee 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 Committee shall record minutes of all its proceedings.

The Terms of Reference were adopted by Council on the 27 February 2020 and amended 29 April 2021.