



**MEETING OF**  
**THE INFRASTRUCTURE GOVERNANCE COMMITTEE**  
**ON**  
**TUESDAY 13 SEPTEMBER 2022, at the conclusion of the Council Meeting**  
**In Council Chambers, West Coast Regional Council and via zoom**

**AGENDA**

1. Welcome (*Haere mai*)
2. Appointment of Chair
3. Apologies (*Ngā Pa Pouri*)
4. Declarations of Interest
5. **General Business**
6. **Public Excluded Items**
7. Contractual Matters
8. Land Tenure

H. Mabin  
**Chief Executive**

**Purpose of Local Government**

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option promotes the social, economic, environmental and cultural well-being of communities in the present and for the future.

**Health and Safety Emergency Procedure**

In the event of an emergency, please exit through the emergency door in the Council Chambers. If you require assistance to exit, please see a staff member. Once you reach the bottom of the stairs make your way to the assembly point at the grassed area at the front of the building. Staff will guide you to an alternative route if necessary.

Please note that due to Covid restrictions there are limits to the number of people permitted within the Council Chambers.

# INFRASTRUCTURE GOVERNANCE COMMITTEE TERMS OF REFERENCE

## PURPOSE

The Infrastructure Governance Committee (IGC) is the governance oversight body for the West Coast Regional Council's Climate Resilience Programme of Works (Programme of Works) and other significant infrastructure projects as listed in Schedule A. Its purpose is to provide guidance, recommendations, long-term vision, policy, project prioritisation and review.

The IGC's role and responsibilities reflect the mandate given to it by the West Coast Regional Council (WCRC).

The Standing Orders of the West Coast Regional Council will apply to meetings of the Committee except where inconsistent with these Terms of Reference, in which case the provisions of these Terms of Reference shall apply.

## MEMBERSHIP

The IGC will consist of a maximum of 5 members, ideally 3, to function effectively.

The IGC will have sufficient collective financial, technical and cultural skills and experience, knowledge of the requirements of the local community and the ability to communicate with the West Coast community sufficient to ensure that it can discharge its responsibilities.

All representatives are current councilors of the WCRC.

Members will be invited to join the IGC based on their individual capacity, outstanding skills and contribution that they will bring to the programme of work.

## CHAIRPERSONSHIP

The IGC shall select a Chairperson among its members. The role of a chair is to:

- Lead meetings so that agendas are followed, and meetings adjourn on-time;
- Allow all members to be heard during discussions;
- Moderate discussions between members with differing points of view; and
- Be a sounding board for the Chief Executive, and through the Chief Executive the Programme Manager, in the preparation of agendas and how to best involve the full Committee in work plan tasks.

## ROLES AND RESPONSIBILITIES

Monitoring the delivery of the of the Projects within the Programme of Works and developing the Programme of Works, as required. This includes:

- Approving of Memoranda
- Oversight of the Project Budgets
- Input into the Programme Budget (Non-Project Costs)
- Monitoring the Programme Schedule
- Monitoring Risks and Issues as listed in the IGC Risk Register
- Providing advice

Approved 9 August 2022

# INFRASTRUCTURE GOVERNANCE COMMITTEE TERMS OF REFERENCE

- Acting as an advocate for initiatives and projects across the wider organization
- Prioritising and reprioritising project deliverables
- Developing policies and governance procedures
- Advocating for the region and community

All media communications will be in line with existing Council processes and protocols.

## DECISION-MAKING

The key method of decision making will be via unanimous approval of memoranda where the Programme Manager will seek approvals from the IGC. Where there is not a unanimous decision, memoranda will be tabled at an Extraordinary meeting of Council at the discretion of the Programme Manager.

Decision making memoranda will require the signature of each of the IGC members.

## ATTENDANCE

Participation of all Committee members in meetings is important, and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform the Programme Manager before the meeting is conducted.

## ALTERNATES

There may be circumstances when regular members cannot attend or be available to sign off memoranda. The IGC will identify an alternate who will represent an absent member at any meeting for which attendance cannot be met.

An IGC alternate can make a binding decision or vote on any issue at a meeting in which they preside as an IGC representative.

## QUORUM

The quorum for a meeting of the Committee shall be two members present either at an online or in person, one of whom must be the Chair.

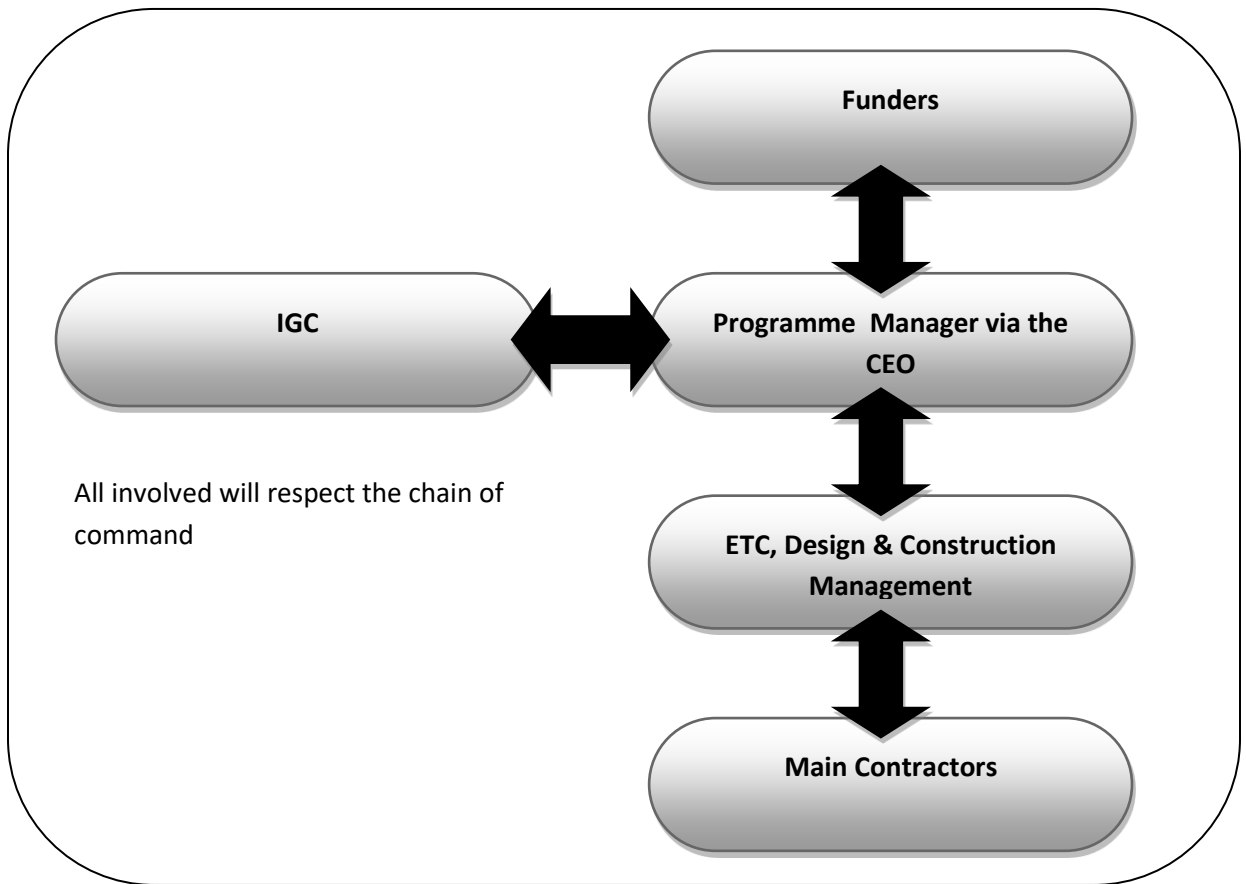
## ACCOUNTABILITY

The Programme Manager of the Programme Delivery Team is accountable to the IGC through the CEO and will bring forward recommendations to them.

The Council has delegated the authority to the IGC in line with their responsibilities listed above and for expenditure within approved Council budget of the Chief Executive.

# INFRASTRUCTURE GOVERNANCE COMMITTEE TERMS OF REFERENCE

## COMMUNICATIONS PATHWAY



## MEETINGS

The full Programme of works will be reviewed by the IGC bi-monthly, a week prior to the monthly Council meeting.

Meetings will be conducted either remotely (via Teams or Zoom or similar) or in-person meetings. The IGC will also have the liberty to call for meetings based on needs and availability of resources.

# INFRASTRUCTURE GOVERNANCE COMMITTEE TERMS OF REFERENCE

## SCHEDULE A: PROGRAMME OF WORKS

The Programme of Works consists of:

- Franz Josef IRG Project
  - Stage 1
  - Stage 2
- Hokitika IRG Project
  - Hokitika Seawall
  - Hokitika Riverwall
- Greymouth IRG Project
- Westport IRG Project
- Westport Flood Protection Scheme
  - Immediate urgent maintenance works
    - Organs Island
    - Buller River scour near O'Connor Home
  - Ring embankment and Carter's Beach floodwall
- Investigation into the Wanganui River

**THE WEST COAST REGIONAL COUNCIL**

To: Chair, Infrastructure Governance

I move that the public be excluded from the following parts of the proceedings of this meeting, namely, -

- Item 10.1 – 10.2 inclusive

<b>Item No.</b>	<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 7 of LGOIMA for the passing of this resolution</b>
<i>10.1</i>	<i>Contractual Matters</i>	<i>The item contains information relating to commercial matters</i>	<i>To protect commercial information (s 7(2)(b)).</i>
<i>10.3</i>	<i>Land Tenure</i>	<i>The item contains information relating to commercial matters</i>	<i>To protect commercial information (s 7(2)(b)).</i>

I also move that:

- Heather Mabin, and Scott Hoare be permitted to remain at this meeting after the public has been excluded, because of their knowledge on these subjects. This knowledge will be of assistance in relation to the matters to be discussed; and
- The Minutes Clerk also be permitted to remain at the meeting.