

3. DRAFT TERMS OF REFERENCE FOR THE REVIEW OF WASTE MINIMISATION AND DISPOSAL

The Director of Operations submitted the draft terms of reference for the above review.

The Budget Scrutiny and Audit Special Committee has approved a rolling programme of reviews of significant activities and this review is part of the rolling programme.

It is anticipated that each review will generally address the following:

- Identification of current Council resolutions and policy relating to the activity
- Analysis of three year forward budget expenditure and funding methods
- Analysis of 10 year capital programme including the status of significant capital projects, implication of programme for operating costs and key drivers of the capital programme
- Identification of statutory and discretionary activities
- Projects, programmes and outputs where duplication may exist with other public sector providers, the not-for-profit sector and the private sector.
- Realistic options for changes to services and to levels of service
- Review of service delivery arrangements, including any changes in the recent past, comparative/benchmark costs where available. Realistic options for methods of service delivery, including co-ordination with other Council services, joint service provision with other agencies.

The terms of reference for the review of waste minimisation and disposal were approved as follows:

1. To identify the major cost (operational and capital) and revenue drivers for the previous six years and the next five financial years (operating) (including a comparison against actual and forecast CPIs) for this period and 10 years (capital) and based on these to evaluate options to reduce costs and/or increase revenues
2. To review all current contractual arrangements relating to waste minimisation, management, collection and disposal to ensure that:
 - Council approved levels of service are being achieved;
 - Options for service delivery are considered; and
 - Contracts are efficient and effective.
3. To review management and governance structures to ensure that:
 - there is no duplication in roles and responsibilities, and therefore additional costs; and
 - they support the achievement of Council agreed waste minimisation goals and targets.
4. To review Council owned waste minimisation and disposal infrastructure to ensure that Council investment is best utilised to achieve Council agreed goals and objectives.
5. To review options for alternative levels of service.
6. To review each output to determine which are statutory and/or discretionary activities and to ensure that the most appropriate method of service delivery is in place in light of potential and actual duplications and the roles of other service providers.

The review will be undertaken in a triple bottom line framework.

The Committee **decided**:

1. That the above terms of reference for the review of Waste Minimisation and Disposal be approved.
2. That a representative of the New Zealand Business Council for Sustainable Development be included on the project team.
3. That the report be referred to the Sustainable Transport and Utilities Committee for information.