

INFRASTRUCTURE & STRATEGY COMMITTEE TERMS OF REFERENCE



1. ESTABLISHMENT

1.1 Pursuant to section 41 of the *Local Government Act 1999* (The Act) the Council has established an Infrastructure and Strategy Committee.

2. OBJECTIVES

2.1 The Committee is established for the purposes of:

- Providing advice to Council regarding matters of strategic importance.
- The development and monitoring of Council's strategic management plans as defined under section 122 of the Act.
- Providing advice to Council on the changing and emerging nature of the community, region and area in which it operates, and specifically the public policy objectives of other councils, State and Commonwealth governments.
- Providing advice to council on the extent or levels of service required to be provided by the Council to achieve its long-term objectives.
- Providing advice and recommendations to Council regarding the strategic management council assets.
- Monitoring of major Council Projects that are in excess of \$4 million and / or are of a nature which pose significant risk or high community impact.
- Aligning Council's management of assets and infrastructure to its long term strategic objectives.

3. MEMBERSHIP

3.1 The membership of the Committee will comprise of:

- The Mayor
- Five Elected Members
- One expert member who is independent of Council

3.2 The Membership, term of appointment and the presiding member will be determined by resolution of the Council.

Elected Member Representatives

3.3 An Elected Member will be the presiding member of the Committee.

3.4 The Elected Member Representatives will change during the term of Council however Council may resolve to re-appoint an Elected Member representative for consecutive terms if this provides continuity for the Committee.

Expert Member

- 3.5 The expert member will have experience in strategic management covering areas such as business strategy/planning and integration/alignment of strategic directions, asset/facilities management, project management and/or civil/structural engineering.
- 3.6 The appointment of the expert member will be made by the Council for a term to be determined by the Council. Council may resolve to re-appoint an expert member for consecutive terms.
- 3.7 If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide the expert member with the opportunity to be heard at a council meeting which is open to the public, if the expert member so requests.
- 3.8 A sitting fee for each scheduled meeting will be paid to the expert member of the Committee and will be set by Council. At a minimum, the remuneration sitting fee paid to expert members will be reviewed within 12 months of a Council (periodic) election.
- 3.9 Any fees for additional workshops and/or meetings outside the meeting schedule must be negotiated separately before the meeting occurs.

Process to source Expert Members

- 3.10 The Council will determine the process for appointing an expert member. This will be through resolution if not defined by another Committee's Terms of Reference.

4. BASIS FOR OPERATION

- 4.1 The Committee does not have any delegated powers of Council, and all decision of the Committee will constitute recommendations to the Council.
- 4.2 For the purposes of section 41(8) of the Act, the Council does not impose any reporting and accountability requirements on the basis that all decisions of the Committee constitute recommendations to Council.
- 4.3 The Committee will meet as resolved by Council between February and December each year.
- 4.4 A quorum for a meeting of the Committee shall be four Members of the Committee.
- 4.5 Each member present at a Committee meeting must, subject to the provision of the Act, vote on a question arising for decision at that meeting.
- 4.6 Where the Act, the Local Government (Procedures at meetings) Regulations 2000 and these Terms of Reference do not prescribe procedures to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedures.
- 4.7 Administrative support will be provided to the Committee as requested.
- 4.8 The Committee will review its Performance on a bi-annual (every two years) basis using performance indicators developed for that purpose.

5. TERMS OF REFERENCE

- 5.1 Within the parameters of the Act, and having regard to the powers, functions and responsibilities of the Chief Executive Officer, the Committee is charged with providing advice and recommendations to Council regarding:
- 5.1.1 To advise Council regarding the development, implementation and review of its strategic management plans.
 - 5.1.2 To ensure that Council policy and strategies provide and promote Community 'wellbeing' through enhancing and sustaining economic, environmental and community development of the City of Marion.
 - 5.1.3 To review any topic specific strategies or plans (not included within any other Committees Terms of Reference) prior to Council consideration and adoption.
 - 5.1.4 The development and implementation of Council policy relating to the management and utilisation of Council assets and infrastructure.
 - 5.1.5 The monitoring and potential implementation strategies for the sporting facilities priorities of the City of Marion.
 - 5.1.6 The monitoring, development and implementation of Council's Strategic Asset Management Plans in accordance with Council's Asset Management Policy.
 - 5.1.7 Opportunities to either acquire new assets or dispose of assets in accordance with Council's Disposal of Land and Assets Policy.
 - 5.1.8 Monitoring of major projects of the City of Marion or within the City of Marion.
 - 5.1.9 The opportunities to further develop strategic transport and integration of transport needs of the Community.

Adopted by Council:	28 February 2017
Next Review:	November 2019
Previous Version:	Nil
Owner:	Manager Corporate Governance Manager Innovation and Strategy Manager Strategic Projects
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at Meetings) Regulations 2013 Development Act 1993