

 Adelaide Plains Council	Infrastructure and Environment Committee Terms of Reference	
	Adoption by Council:	28 November 2022
	Resolution Number:	2022/370
	Administered by:	General Manager – Infrastructure and Environment
	Last Review Date:	November 2022
Document No: D22/51941	Next Review Date:	November 2024
	Strategic Outcome:	
		Envable Lifestyle Remarkable Landscapes

1. Establishment

Pursuant to Section 41 of the *Local Government Act 1999* (“the Act”) the Council establishes a Committee to be known as the Infrastructure and Environment Committee (“the Committee”) for the purpose of enquiring into and reporting to Council in respect of those matters conferred upon it and as set out in these Terms of Reference.

2. Functions

Subject to compliance with all legislation, policies plans and procedures of the Council, the functions of the Committee are to:

- 2.1 provide advice to the Council in delivering its infrastructure and environmental projects, services and programs in line with Council’s strategic focus areas, ‘Great Places & Infrastructure’ and ‘Resilient Environment & Community’;
- 2.2 review, monitor and provide advice to the Council in relation to the Council’s performance in its provision of Infrastructure and Environmental initiatives, policies and processes;
- 2.3 provide advice and recommendations to the Council regarding its Infrastructure and Asset Management Plan and associated programs;
- 2.4 review and identify potential projects for input into Council’s Annual Business plan, Budget and Long Term Financial Plan;
- 2.5 make recommendations to Council on matters pertaining to the management and protection of the coastal environment, biodiversity and remnant vegetation.

3. Membership

3.1 Council will appoint Members of the Committee as follows:

- 3.1.1 Two (2) independent members with relevant experience in strategic management covering areas such as business strategy/planning and integration/alignment of strategic directions, asset/facilities/environmental management, project management and/or civil/structural engineering;

3.1.2 The Mayor of the Council; and

3.1.3 Six (6) Council Members.

3.2 The term of appointment to the Committee shall be determined by Council.

3.3 The Committee may be assisted by advisor(s) that the Committee may determine from time to time, for example, a legal advisor. Advisors will not have any voting rights on the Committee.

3.4 Where a member of the Committee has a conflict of interest in a matter before the Committee, the member must not participate in any discussion or voting in relation to the matter and must not, while such discussion or voting is taking place, be present or in the room or other place at which the matter is being discussed.

3.5 No additional allowance will be paid to the elected member representative over and above the allowance already received by the elected member in accordance with the *Local Government (Members Allowances and Benefits) Regulations 2010*.

3.6 The Independent Representatives to the Committee will be paid a sitting fee which shall be determined by the Council.

3.7 The Independent Representatives to the Committee will be aware of or receive training in the conflict of interest provisions of the Act.

4. Presiding Member

4.1 The Chief Executive Officer will appoint from amongst the independent members of the Committee a Presiding Member, to be referred to as the Chairperson, for a term of two (2) years to preside at meetings of the Committee and the Chairperson will, at the expiry of their term of office, be eligible for reappointment as Chairperson.

4.2 The Chairperson or nominee will represent the Committee as spokesperson.

4.3 Where the Chairperson is unable to attend a meeting, the remaining independent representative shall chair the meeting.

5. Quorum

The quorum for a meeting of the Committee will be five (5) members, including at least one (1) independent member, and no business can be transacted at a meeting of the Committee unless a quorum is present.

6. Meetings

6.1 Meetings of the Committee will be conducted in accordance with the Act, Part 3 of the *Local Government (Procedures at Meetings) Regulations 2013*, these Terms of Reference and any Code of Practice for Meeting Procedures adopted by the Council and applicable to the Committee.

6.2 Insofar as the Act, the *Local Government (Procedures at Meetings) Regulations 2013*, these Terms of Reference and any Code of Practice for Meeting Procedures adopted by the Council and applicable to the Committee do not specify a procedure to be observed in relation to the conduct of a meeting of the Committee, then the Committee may determine its own procedure.

- 6.3 In accordance with, and subject to, the Act and the *Local Government (Procedures at Meetings) Regulations 2013* all meetings of the Committee shall be open to the public unless the Committee has resolved to exclude the public from a meeting or part of a meeting pursuant to the Act.
- 6.4 The Committee shall, at its first meeting after being established and at its first meeting after the conclusion of a general election of the Council, determine the place, date and time meetings of the Committee will be held provided that:
- 6.4.1 The Committee will meet on such dates and at times as it determines provided that at least two (2) meetings are held per calendar year.
- 6.5 All decisions of the Committee shall be made on the basis of a majority decision of the Members present and in the event of a tied vote the matter be referred to the Council for decision.
- 6.6 The Committee shall act at all times in strict accordance with relevant legislation (being the Act and associated Regulations) and with written policies and guidelines of the Council which are relevant to the Panel in the performance of its functions.
- 6.7 The Committee does not enjoy the delegation of any powers, functions and duties of the Council. All decisions of the Committee will, therefore, constitute recommendations to the Council.

7. Reporting Responsibilities

- 7.1 Minutes of a meeting of the Committee will be provided to all Committee members as soon as practicable after the meeting and, in accordance with the Act, to all Council members within five (5) days after the meeting. Minutes shall be presented to Council at the next Ordinary Council Meeting.
- 7.2 Agendas and Reports of the Committee forwarded to the Committee will also be forwarded to Council members for their information prior to the Committee meeting, having regard for any confidentiality provisions that may apply.
- 7.3 Where the Committee makes a recommendation to Council on a matter within the scope of these terms of reference, the matter will be listed either as part of a summary report with attachments (if necessary) or as a separate agenda item for Council's consideration.
- 7.4 The Committee shall report to Council on an as-needs basis or upon Council's request with a summary of its activities.

8. Review

These terms of reference will be subject to review by the Council on a two (2) Year basis, or as determined by Council.