

# City of Adelaide

## Infrastructure and Public Works Committee Terms of Reference



**As Adopted 17 January 2023**

City of Adelaide

### **1. Preamble**

- 1.1. The Infrastructure and Public Works Committee is established under section 41 of the *Local Government Act (SA) 1999* (the Act).
- 1.2. The Infrastructure and Public Works Committee may be wound up at any time by resolution of the Council.
- 1.3. The Infrastructure and Public Works Committee is established for the purpose of assisting the Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.
- 1.4. The establishment of the Infrastructure and Public Works Committee does not derogate from the power of the Council to act in a matter

### **2. Purpose of the Committee**

- 2.1. To guide the development of an asset management policy framework for the City and make recommendations for consideration in forward financial estimates, and to deal with matters in respect of Council's asset management programs.
- 2.2. To oversee the regular evaluation of asset management and programs and the review of relevant service levels.

### **3. Reporting**

- 3.1. The Infrastructure and Public Works Committee reports directly to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.
- 3.2. The Committee may provide advice to other Council Committees as necessary

### **4. Delegations**

Nil

### **5. Membership**

- 5.1. The membership of the Infrastructure and Public Works Committee is comprised of the Lord Mayor and all elected members. All members of the Infrastructure and Public Works Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.2. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.3. Members of the Infrastructure and Public Works Committee may be removed from the Committee by Council resolution at any time.
- 5.4. Section 41 Committees are dissolved at the end of each Council term.

### **6. Presiding Member (Committee Chair)**

- 6.1. The Chair and Deputy Chair of the Infrastructure and Public Works Committee are appointed by Council for a period of a year.
- 6.2. The role of the Chair is to:
  - Oversee the orderly conduct of meetings in accordance with the Act and the City of Adelaide Standing Orders;

- Ensure that the Guiding Principles at Regulation 4 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner; and
  - Ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.
- 6.3. The Chair of the Infrastructure and Public Works Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair').
  - 6.4. The Chair of the Infrastructure and Public Works Committee has a deliberative vote and does not have a casting vote.
  - 6.5. If the Chair of the Infrastructure and Public Works Committee is absent from a meeting the Deputy Chair will preside at that meeting.
  - 6.6. If both the Chair and the Deputy Chair of the Infrastructure and Public Works Committee are absent from a meeting of the Committee then a member of the Committee chosen by those present will preside until the Chair (or Deputy Chair, if relevant) is present.
  - 6.7. The Infrastructure and Public Works Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council.
  - 6.8. The Chair of Committee may move motions.

## **7. Meeting details**

- 7.1. The Infrastructure and Public Works Committee will meet once a month, held on the third Tuesday of the month (excluding January and December) in the Colonel Light Room, Adelaide Town Hall no later than 7.00pm.
- 7.2. The venue, time and date may be altered at the discretion of the CEO to suit a large public gallery, a specific issue or other extenuating circumstances.
- 7.3. The CEO is authorised to vary the meeting schedule after liaison with the Infrastructure and Public Works Committee's Presiding Member.
- 7.4. The CEO is authorised to not call a meeting of the Infrastructure and Public Works Committee within the meeting schedule should the Committee have no matters for consideration.

## **8. Meeting procedures**

- 8.1. Meetings of the Infrastructure and Public Works Committee will be held in accordance with:
  - [Local Government Act \(SA\) 1999](#)
  - Parts 1, 2 and 4 [Local Government \(Procedures at Meetings\) Regulations 2013](#)
  - [City of Adelaide Standing Orders](#)
- 8.2. Where these guiding documents are silent, the Infrastructure and Public Works Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the Act.
  - The format of the Infrastructure and Public Works Committee should be less structural and formal than a Council meeting. This will then allow more time for a full discussion on the issues being considered by the Infrastructure and Public Works Committee; and
  - Regulation 20 to be adopted, i.e. short term suspension of proceedings be enacted (where appropriate) to allow more time for a full discussion on the issues being considered.

## **9. Conduct and Interests of Committee Members**



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9.1. All members of the Infrastructure and Public Works Committee must comply with chapter 5 part 4 of the Act relating to Conduct and Disclosure of Interests.

#### Revision History – 2022-2026 Term of Office

| In Response to:                | Revision to Infrastructure and Public Works Committee Terms of Reference  |
|--------------------------------|---|
| Council Resolution<br>14/02/22 | <ul style="list-style-type: none"><li>• Addition of section 3.2</li><li>• Section 6.8 Re-written for clarity.</li></ul> |
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