

	TERMS OF REFERENCE
	Assets and Infrastructure Advisory Committee

Date Approved	14/09/2021
Minutes Number	271/21
Version Number	Version 1.0
Responsible Officer	Chief Executive Officer
Council File Reference	XXXXX
Related Policies	Nil
Applicable Legislation	<i>Local Government Act, 1999</i> <i>Local Government (Procedures at Meetings) Regulations 2000</i>

1. **Committee Purpose**

The District Council of Streaky Bay Roads Advisory Committee is formed under Section 41 of the Local Government Act 1999 as a Committee of Council for the broad purpose reviewing and monitoring of operations and advising on strategic direction and providing such recommendations to Council on matters relating to Roads Management.

The Committee shall sit within the remit of the Infrastructure and Civil Works Department.

2. **Committee Responsibilities**

Members of the District Council of Streaky Bay Roads Committee are responsible for the ongoing **review, monitoring** and **consultation** on the following items and **making recommendations** to Council on:

- a) Consultation of and ongoing review of long-term road management strategies, plans and related policies in accordance with legislation and best practice management principles.
- b) Consultation on and ongoing review of Council's Roads Hierarchy Framework.
- c) Consultation on and ongoing review of Council's Infrastructure Asset Management Plans and budgets which are relative to the Roads Committee.
- d) Provision of advice to Council for the development of Council's Road network relevant to our community's current and future needs.
- e) Providing recommendations to Council that consider management of risk associated with Road Infrastructure.
- f) Take into consideration continuous improvement practice and sustainability in road management when making recommendations to Council.

- g) To raise awareness with the community in the progress of Roads related issues.

3. Committee Expectations

Members of the District Council of Streaky Bay Roads Advisory Committee will expect:

- a) To be provided with complete, accurate and meaningful information in a timely manner.
- b) To be given reasonable time to make decisions.
- c) Open and honest discussions.

4. Committee Membership

- a) The Membership of the Committee will be determined by the Council
- b) The Committee shall consist of a maximum of five (5) members, three of these members may be a person who is not a member of the Council, and this shall be determined by Council.
- c) The Committee may choose to co-opt expertise as required.
- d) Council may dissolve the Committee at any time by resolution.
- e) The Chairperson of the Committee shall be appointed by Council or make provision to be appointed by the Committee at the first meeting.
- f) The Committee may decide to appoint a Deputy Chairperson.
- g) A committee member holds office at the pleasure of the council.

5. Meeting Structure

- a) The committee shall operate on an annual basis, thereafter, undergo review of its purpose, objectives and Terms of Reference to ensure it remains relevant to Council functions.
- b) At a minimum, committee meetings shall be held quarterly, meetings may be required more frequently as determined by the committee.
- c) Agenda, previous Minutes and relevant reports for consideration by the committee will be distributed at least three (3) clear days prior to the meeting.
- d) Minutes and subsequent recommendations of the Committee will be presented to the next meeting of Council.
- e) A staff member will undertake the role of “Minute Taker” in support of the Manager, Infrastructure and Civil Works.
- f) A Quorum is a total number of two (2) members.