



Terms of Reference

Name	Strategic Infrastructure Committee
Document Number	ToR_1
Responsible Department	Chief Executive Office
Adopted	January 2023
Minutes reference	2023/01-03
Next review date	December 2026
Applicable Legislation	<i>Local Government Act 1999; Local Government (Procedures at Meetings) Regulations 2013.</i>
Related Policies	Code of Practice for Access to Meetings and Documents.

1. ESTABLISHMENT

Pursuant to section 41 of the *Local Government Act 1999* (“the Act”), the Council establishes a committee to be known as the **Strategic Infrastructure Committee** (“the Committee”).

2. OBJECTIVE

The objective of the Committee is to ensure Council’s infrastructure and assets are managed strategically, sustainably and efficiently, and meets the needs of the community now and into the future.

3. ROLES AND RESPONSIBILITIES

The Committee will achieve its objective by reviewing and monitoring:

- The development and implementation of Infrastructure and Asset Management Plans;
- The development and implementation of Infrastructure and Asset Management Policies;
- The allocation of long term and annual financial resources to ensure the delivery of Council’s Infrastructure and Asset Management Plans and Policies;
- The long-term sustainability of Council’s infrastructure and asset renewal program;
- Road categories across Council’s road network to ensure the needs of the community are met in a sustainable manner;
- The procurement and disposal of building and land assets.

4. INFRASTRUCTURE WORKING GROUP

The Committee may consider holding infrastructure working group sessions. The aim of these sessions is to provide an opportunity to explore new opportunities and initiatives that will support the overall objective of the Committee. Infrastructure working group sessions may involve input from key staff or external subject matter experts. These sessions may be held as workshops which help to inform key recommendations from the Committee to Council.

5. DELEGATIONS

The Committee has no specific delegated authority, other than those necessary to perform its functions in accordance with this Terms of Reference. The Committee is required to make recommendations to Council.

6. MEMBERSHIP

The Committee will consist of two council members from each ward and the Mayor will preside over the meeting.

7. MEETING PROCEDURES

- 5.1 The Committee shall act at all times in strict accordance with Chapter 6 of the Act and the *Local Government (Procedures at Meetings) Regulations 2013*, these Terms of Reference and any Code of Practice for Meeting Procedures that may apply.
- 5.2 The Committee shall have regard to the Guiding Principles pursuant to Regulation 4 of the *Local Government (Procedures at Meetings) Regulations 2013* in all of its dealings and activities.

8. FREQUENCY OF MEETINGS

- 6.1 The date and times of the ordinary Committee meetings will be determined by the Committee.
- 6.2 The frequency of meetings will generally align with Council's annual planning cycle and Infrastructure Asset Management Plan and Policy review requirements.

9. ADMINISTRATIVE SUPPORT

The Chief Executive Officer, Manager Strategic Asset Planning and Manager Asset Delivery will support the Strategic Infrastructure Committee through informal discussions, reporting and recommendations.

10. REVIEW

These Terms of Reference shall be reviewed every 48 months, or more frequently as determined by Council.

Document history:

Version	Adopted	Description of Change
1.0	January 2023	Terms of Reference reviewed in line with periodic election.