

Terms of Reference

City Infrastructure Committee

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Terms of Reference

1. Establishment of the Committee

- 1.1 The name of the Standing Committee is the 'City Infrastructure Committee'.
- 1.2 The City Infrastructure Committee (Committee) is established as a Standing Committee in accordance with Section 264 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meeting Code.

2. Purpose, Objectives and Responsibilities

- 2.1 The Committee will broadly align with the Corporate Plan Priority of 'Infrastructure'.
- 2.2 The Committee provides direction and leadership through the functional purpose, objectives and responsibilities listed in clauses 2.3 to 2.7.
- 2.3 Scope and Limitations
 - (a) This Committee deals with all issues associated with road infrastructure, road planning and design, asset management, road construction and maintenance, disaster management issues and water and sewerage services.
 - (b) The Committee makes recommendations for consideration of Ordinary Council by way of a report to the Ordinary Council meeting.
 - (c) Council may, by resolution pursuant to section 257 of the *Local Government Act 2009*, delegate an ability to make decisions to the Committee however has not done that. Therefore the Committee has no ability to make resolutions in respect of any matter.
 - (d) The main functions of the Committee are to:
 - (i) receive reports from the Chief Executive Officer and Directors
 - (ii) consider the material in the reports from the Chief Executive Officer and Directors
 - (iii) formulate recommendations to the Ordinary Council meeting.
- 2.4 Responsibilities

Generally, the following is a list of branches that will report to the Committee.

| Directorate | Branches / Programs |
|------------------------------|--|
| Transport and Water Services | Road Infrastructure Planning Road Infrastructure Delivery Road Construction and Maintenance Water Infrastructure Solutions Water Service Delivery Water Service Performance Community and Corporate Resilience Program |

2.5 Membership

Council at its meeting of 29 April 2020 (Minute No. 36/2020) resolved the membership of the Committee as follows:

| | |
|---------------------|----------------------|
| Chairperson: | Councillor Lane |
| Deputy Chairperson: | Councillor Bannan |
| | Councillor Frazer |
| Members: | Councillor Power |
| | Councillor Bradley |
| | Councillor Russell |
| | Councillor Koranski |
| | Councillor Raven |
| | Councillor Hall |
| | Councillor Heremaia |
| | Councillor Stemp |
| | Councillor Willcocks |
| | Councillor Murphy |

2.6 Spokesperson

The Chairperson of the Committee is the appointed Spokesperson for Committee related matters.

2.7 Prefix

The Committee prefix is 'IN'.

3. Place and Frequency of Meetings

- 3.1 Committee meetings are held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.
- 3.2 The Calendar of Meetings, as endorsed by Council from time to time, determines the Committee's meeting frequency.

4. Timeframes and Distribution of the Notice and Agenda

- 4.1 The Notice of Meeting and Agenda for this Committee will be distributed in accordance with Section 254C of the *Local Government Regulation 2012* and Council's Local Government and Committee Meeting Code.
- 4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, shall be responsible for the preparation of the Committee meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. Recording of Recommendations

Council at its meeting of 29 April 2020 (Minute No. 36/2020) resolved as follows:

That, in accordance with Section 272(8) of the Local Government Regulation 2012, Council resolves to provide a written report of Standing Committees' recommendations to the Ordinary Council meeting for consideration and adoption.

6. Supporting Documents

This document should be read in conjunction with the following documents:

- (a) *Local Government Act 2009*
- (b) *Local Government Regulation 2012*
- (c) Logan City Council's Local Government and Committee Meeting Code
- (d) Council's policies, delegations and management directives relevant to meeting procedures.

7. Document Control

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| Version Number | Description of Change | Author/Branch | Date |
|----------------|---|----------------------|-------------------|
| 1.0 | Creation | Corporate Governance | 4 December 2019 |
| 2.0 | Post-Election Meeting | Corporate Governance | 29 April 2020 |
| 3.0 | Removal of exemption from minutes | Corporate Governance | 28 January 2022 |
| 4.0 | Updates to reflect changes in structure of organisation | Corporate Governance | 13 September 2023 |