



TERMS OF REFERENCE

CITY INFRASTRUCTURE COMMITTEE

1. NAME OF THE COMMITTEE

1.1 The name of the Standing Committee is the City Infrastructure Committee.

1.1.1 Establishment

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 Meetings Code.

2. PURPOSE, OBJECTIVES AND RESPONSIBILITIES

2.1 The Committee will broadly align with the Corporate Plan Priority, 'Conveniently Connected'.

2.2 The Committee provides direction and leadership through the functional purpose, objectives and responsibilities listed below:

2.2.1 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 to the Ordinary Council meeting. Council may by resolution, pursuant to Section 257 of the *Local Government Act 2009*, delegate authority to the Committee to decide matters. Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues.
- (c) The main functions of the Committee are to:
 - (i) Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - (ii) Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - (iii) Formulate recommendations to the Ordinary Council meeting.

2.2.2 Responsibilities

Generally, the following is a list of branches, programs or functions that will report to the Committee:

- (a) Road Infrastructure Planning;
- (b) Road Infrastructure Delivery;
- (c) Road Construction and Maintenance;

- (d) Water Infrastructure;
- (e) Water Operations;
- (f) Water Business; and
- (g) Disaster Management.

2.2.1 Membership

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

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

2.2.2 Spokesperson

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

2.2.3 Prefix

The Committee prefix is 'IN'.

3. PLACE AND FREQUENCY OF MEETINGS

- 3.1 The Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.
- 3.2 The Calendar of Meetings, as endorsed by Council, 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 258 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meetings Code.
- 4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, is 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 MINUTES

- 5.1 Council at its meeting of 29 April 2020 (Minute No. 36/2020) resolved as follows:
 2. That, in accordance with Section 272(6) of the *Local Government Regulation 2012*, Council resolves to exempt its Standing Committees from keeping minutes of its proceedings.
 3. 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

- 6.1 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 Meetings Code; and
 - (d) Council's policies, delegations of authority and management directives relevant to meeting procedures.

7. DOCUMENT CONTROL

File:	679694-1	Document Id:	13151743
Amendment History			
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