

Roads & Infrastructure Committee Terms of Reference

1. Name

The name of the Committee is the Roads & Infrastructure Committee.

2. Establishment

2.1 The Roads & Infrastructure Committee was reviewed at the Council meeting held on 24 January 2023 (minute 003/23) pursuant to Section 41 of the Local Government Act 1999.

2.2 The Roads & Infrastructure Committee shall be reviewed after the next Local Government elections unless terminated earlier by resolution of Council.

3. Definitions

Nil

4. Committee Purpose

The Roads & Infrastructure Committee is for the purpose of:

- 4.1 Acting as a consultative and advisory body to Council on matters relating to roads and infrastructure;
- 4.2 Reviewing and monitoring the following functions of Council:
 - a. Asset management framework
 - b. Capital renewal program
 - c. Operational activities and service provision
 - d. Road management hierarchy framework
 - e. Infrastructure level of service standards
 - f. Infrastructure risk and criticality
 - g. Waste management strategies
 - h. Future infrastructure requirements

5. Committee Membership

- 5.1 The Roads & Infrastructure Committee shall comprise all Members of Council.
- 5.2 The Chairperson shall be appointed by the Committee.
- 5.3 The Chairperson will serve a term of two (2) years.
- 5.4 The Committee may co-opt external individuals or parties to provide a particular skill set for specialist advice as required. Co-opted individuals or parties are not voting members of the Committee.

6. Quorum

The quorum required for the transaction of business at a meeting of the Committee shall be 50% plus one (1) member. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee.

7. Voting

- 7.1 Each member of the Committee present at a meeting shall have one (1) vote.
- 7.2 The Chairperson shall have a deliberative vote but does not, in the event of an equality of votes, have a casting vote.
- 7.3 In the event of a tied vote, the matter will be referred to the next meeting of Council for deliberation.
- 7.4 Members present at the meeting must vote on all resolutions of the Committee.
- 7.5 A Committee Member may partake in the meeting via video conference (subject to available technology) or in person. If via video conference, the Committee Member must verbalise their vote to enable the Chairperson to clarify and record the vote.
- 7.6 Should a Committee Member wish to partake in the meeting via video conference, a minimum of one (1) business days' notice must be provided to the Director Roads & Infrastructure.
- 7.7 The Chairperson must be in attendance (in person) at the meeting and may not partake in the meeting via video conference.

8. Meetings

- 8.1 The Roads & Infrastructure Committee shall meet quarterly at a time determined by the Committee.
- 8.2 Meetings shall be conducted at various locations across the district to engage with a larger portion of the community.
- 8.3 The Chairperson, in consultation with the Chief Executive Officer may cancel a meeting due to lack of business.
- 8.4 In the absence of the Chairperson at a designated meeting, the Committee shall appoint a Deputy Chairperson to enable the meeting to proceed.
- 8.5 A Special Meeting of the Committee may be called in accordance with the Local Government Act 1999 and Local Government (Procedure at Meetings) Regulations 2013.
- 8.6 The Chairperson shall ensure the proceedings of the meeting and resolutions, including those present, are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013.
- 8.7 Audio recordings of meetings may be made to enable the minute taker to reference as required. Audio recordings will be saved only until the minutes of the relevant meeting have been endorsed by the full Council.

9. Meeting Procedures

Procedures at meetings will be in accordance with the Local Government (Procedure at Meetings) Regulations 2013, these Terms of Reference and Council's Code of Practice – Proceedings of Council and Committee Meetings.

10. Reporting Responsibilities

- 10.1 The Director Roads & Infrastructure will inform the Council at its next ordinary meeting of the matters considered by the Committee through the provision of a written report if business arises (eg. recommendation from the Committee). If no business is arising from the Committee meeting, the Director Roads & Infrastructure will provide only the minutes of the meeting through Council's agenda.
- 10.2 Agendas and minutes of the Roads & Infrastructure Committee will be published on Council's website and a copy of the minutes will be provided to all Council Members in accordance with the requirements of the Local Government Act 1999.

11. Delegations

The Roads & Infrastructure Committee has no direct decision making power and will provide recommendations to Council on matters for consideration.

12. Administrative

The Director Roads & Infrastructure shall provide administrative resourcing to the Roads & Infrastructure Committee.

The Committee shall:

- 12.1 Have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations.
- 12.2 Receive adequate training, as required, and in accordance with Council's budget.

13. Document History

Version	Adopted	Minute No	Description of change
1	21 May 2019	152/19	Committee established
2	18 May 2021	112/21	<ul style="list-style-type: none"> • Terms of Reference headings revised to align with best practice governance. • Committee Purpose and Functions consolidated. • Consideration granted to attendance at meeting by alternate means. • Meeting structure/clauses refined including committee to resolve Deputy Chairperson in absence of Chairperson. • Reporting Responsibilities clause revised. • Delegations clause inserted.
3	24 January 2023	003/23	<ul style="list-style-type: none"> • Committee retitled to 'Roads & Infrastructure Committee' to align with the directorate title. • Clause 4 – Committee purpose has been refined to reflect current functions. • Clause 5.1 – reference to ward based membership removed to align with findings of Elector Representation Review (effective from 2022 Local Government Election) and 2022 – 2026 term of Council reflecting membership of all Council Members.