



Light  
Regional  
Council

# Terms of Reference of the Light Regional Council's Infrastructure & Sustainability Committee

Date of Adoption: TBA  
Current Review Date: NA  
Resolution Number: TBA

## 1. Establishment of the Infrastructure & Sustainability Committee

Pursuant to Section 41 of the *Local Government Act 1999* ("the Act") the Council establishes a Committee to be known as the Infrastructure & Sustainability Committee ("the Committee").

## 2. Functions

Subject to compliance with all legislation, policies, plans and procedures of the Council, the functions of the Committee are to consider:

### 2.1 Infrastructure & Asset Management including;

2.1.1 Stormwater

2.1.2 Roads

2.1.3 Bridges;

2.1.4 Land and Buildings

2.1.5 Community Wastewater Management Schemes;

2.1.6 Open Space

2.1.7 Cemeteries

### 2.2 Asset Management Plan

### 2.3 Infrastructure Projects and Capital Programs

### 2.4 Water Reuse Schemes

### 2.5 Road & Traffic Safety

### 2.6 Plant and Equipment Replacement

### 2.7 Waste and Recycling

### 2.8 Landscapes and Biodiversity

### 2.9 Vegetation Management

### 2.10 Policy Matters including review of existing policies and consideration of proposals for new policies, as appropriate

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### **3. Membership**

- 3.1 Membership of the Committee shall consist of six (6) Elected Members, of which;
  - 3.1.1 One (1) is the Presiding Member; and
  - 3.1.2 One (1) is the Deputy Presiding Member
- 3.2 Pursuant to Section 41(6) of the Act, the Mayor may attend as ex officio.
- 3.3 A member of the Committee will, subject to Section 41(5) of the Act and Clause 3.5 of these Terms of Reference, hold office as a Member of the Committee for a period of up to two (2) years.
- 3.4 Members of the Committee shall be appointed by the Council following the conduct of a general election or supplementary election, as the case may be. The appointment shall be reviewed at the second anniversary of the general election of the Council, the first review occurring at the November 2024 Council meeting (or the nearest available meeting date thereto). The appointees may be reappointed for a further term of two (2) years.
- 3.5 The office of a Member of the Committee shall become vacant upon the Council removing that person from office as a Member of the Committee or upon the Member ceasing to hold office as an Elected Member of the Council.
- 3.6 In the event of a vacancy in the office of a Member of the Committee, the Council shall, if it deems fit, appoint another person as a Member of the Committee on the same basis as, and for the balance of the term of, the original appointment.
- 3.7 No additional allowance will be paid to the elected member representative over and above the allowance already received by the elected member in accordance with the Act, the *Local Government (Members Allowances and Benefits) Regulations 2010* and any determination made by the Remuneration Tribunal of South Australia.

### **4. Office Bearers**

- 4.1 The Presiding Member and Deputy Presiding Member of the Committee; shall be appointed by the Infrastructure & Sustainability Committee and hold office for such a term as described in clause 3.3 of these Terms of Reference. The Presiding Member and Deputy Presiding Member may be reappointed for a further term of two (2) years. Prior to the appointment of the Presiding Member and Deputy Presiding Member, the Executive Officer will preside over the meeting.
- 4.2 The office of the Presiding Member or Deputy Presiding Member shall become vacant if:
  - 4.2.1 The Council removes the Presiding Member or Deputy Presiding Member from office as a Member of the Committee; or
  - 4.2.2 The Presiding Member or Deputy Presiding Member ceases to hold office as an Elected Member of Council.

### **5. Meetings**

- 5.1 Meetings of the Committee will be conducted in accordance with the Act, Part 3 of the *Local Government (Procedures at Meetings) Regulations 2013*, these Terms of Reference and any Code of Practice for Meeting Procedures adopted by the Council and applicable to the Committee.

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- 5.2 Insofar as the Act, the *Local Government (Procedures at Meetings) Regulations 2013*, these Terms of Reference and any Code of Practice for Meeting Procedures adopted by the Council and applicable to the Committee do not specify a procedure to be observed in relation to the conduct of a meeting of the Committee, then the Committee may determine its own procedure.
- 5.3 In accordance with, and subject to, the Act and the *Local Government (Procedures at Meetings) Regulations 2013* all meetings of the Committee shall be open to the public unless the Committee has resolved to exclude the public from a meeting or part of a meeting pursuant to the Act.
- 5.4 The first meeting of the Committee after it has been established and after the conclusion of a general election shall occur at 93 Main Street, Kapunda within three months of the Council resolution establishing the Committee, with the exact date and time of such meeting to be ascertained by the Chief Executive Officer of the Council.
- 5.5 The Committee shall meet at least four (4) times a year at appropriate times, with the meetings location, date and time to be determined by the Committee;
- 5.6 Minutes of a meeting of the Committee shall be presented to the next meeting of the:
- 5.6.1 Committee, for confirmation; and
  - 5.6.2 Council, to be received.
- 5.7 In accordance with the Act, the minutes of a meeting of the Committee shall be provided to all Council members and Committee members within five (5) days after the meeting of the Committee.
- 5.8 A quorum for a meeting of the Committee shall be one half of the total number of Members of the Committee in office (ignoring any fraction) plus one. No business can be transacted at a meeting of the Committee unless a quorum is present.
- 5.9 All decisions of the Committee shall be made based on a majority decision of the Members present and in the event of a tied vote, the matter be referred to the Council for decision.
- 5.10 If the Presiding Member of the Committee is absent from a meeting of the Committee, the Deputy Presiding Member will preside over the meeting.
- 5.11 If the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, a member of the Committee shall be chosen from those present to undertake the role of Presiding Member at that meeting.
- 5.12 The Committee shall act at all times, in strict accordance with relevant legislation (being the *Local Government Act 1999* and associated regulations) and with written policies and guidelines of the Council which are relevant to the Committee in the performance of its functions.
- 5.13 The Committee does not enjoy the delegation of any powers, functions, and duties of the Council. All decisions of the Committee will, therefore, constitute recommendations to the Council.

### **6. Executive Officer**

The General Manager, Infrastructure & Environment (or delegated officer) will be the Executive Officer of the Committee.

### **7. Tenure**

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The Committee will continue in existence until wound up by resolution of the Council.

### **8. Review**

The Terms of Reference will be subject to review by the Council on a two (2) year basis or as determined by Council.

### **9. History**

Original Terms of Reference adopted at Council Meeting TBA, Resolution Number TBA.