



City of  
Norwood  
Payneham  
& St Peters

# REGIONAL CAPITAL PROJECTS COMMITTEE

## TERMS OF REFERENCE

### 1. ESTABLISHMENT OF THE REGIONAL CAPITAL PROJECTS COMMITTEE

- 1.1 The Council has established the Regional Capital Projects Committee (referred to in these Terms of Reference as "the Committee") pursuant to Section 41 of the *Local Government Act 1999* ("the Act").
- 1.2 The Committee will be known as the Regional Capital Projects Committee.
- 1.3 The Committee may be wound up at any time by resolution of the Council.
- 1.4 These Terms of Reference were adopted by the Council on                      2020.

### 2. OBJECTIVES & FUNCTIONS

#### OBJECTIVES

- 2.1 The Committee is established to assist the Council in the development of Regional Capital Projects which are referred to the Committee by the Council.
- 2.2 The Committee is charged with making recommendations to the Council regarding actions, including the conduct of studies associated with the development of masterplans and concepts as required, in order to develop masterplans, concepts and reports in respect to Regional Capital Projects which are referred to the Committee by the Council.

#### FUNCTIONS

To achieve these objectives the Committee will:

- 2.3 receive and consider reports associated with the preparation of masterplans, concepts and cost estimates and other reports as required, in respect to Regional Capital Projects which are referred to the Committee by the Council.
- 2.4 as requested by the Council, facilitate discussions with State and Federal Government representatives regarding funding opportunities to assist with the funding of Regional Capital Projects which are referred to the Committee by the Council and which have been endorsed by the Council to progress to implementation.

### **3. MEMBERSHIP**

- 3.1 The Committee will comprise five (5) members.
- 3.2 Membership of the Committee will comprise:
- Mayor Robert Bria;
  - Cr Carlo Dottore;
  - Cr John Minney;
  - Cr Christel Mex; and
  - Cr Fay Patterson.
- 3.3 Subject to clause 1.3 of these Terms of Reference, membership of the Committee is for a one (1) year period *unless* a member resigns or is otherwise incapable of continuing as a member or is removed from office by the Council.
- 3.4 The Committee must report to the Council where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.

### **4. PRESIDING MEMBER**

- 4.1 The Presiding Member of the Committee will be determined by the Committee at the first meeting of the Committee.
- 4.2 If the Presiding Member of the Committee is absent from a meeting then a Member of the Committee chosen from those present will preside at the meeting until the Presiding Member is present.
- 4.3 The role of the Presiding Member includes:
- 4.3.1 overseeing and facilitating the conduct of meetings in accordance with the Act and *the Local Government (Procedures at Meetings) Regulations 2013*;
  - 4.3.2 ensuring all Committee Members have an opportunity to participate in discussions in an open and encouraging manner; and
  - 4.3.3 where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

### **5. TERMS OF REFERENCE – OPERATIONAL MATTERS**

- 5.1 The Committee shall act at all times in strict accordance with the *Local Government Act 1999* and any other relevant legislation.
- 5.2 In particular, the Committee shall act in strict accordance with the *Local Government Act 1999* and Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013*.
- 5.3 The Committee shall meet as required at a place to be determined by the Chief Executive Officer in accordance with the responsibilities imposed upon within these Terms of Reference and otherwise on such dates and at such times determined by the Chief Executive Officer.
- 5.4 A quorum for a meeting of the Committee shall be four (4) Members of the Committee.
- 5.5 If the Presiding Member of the Committee is absent from the meeting, then the Members present will determine between themselves who will preside.
- 5.6 All decisions of the Committee shall be made on the basis of a majority decision of the Members present.

## **6. REPORTING**

- 6.1 The Committee does not enjoy the delegation of any powers, functions and duties of the Council but acts in accordance with these Terms of Reference and any additional authorisations provided by the Council.
- 6.2 All decisions of the Committee will, therefore, constitute recommendations to the Council.

## **7. NOTICE OF MEETINGS**

- 7.1 Notice of the meetings of the Committee will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:
- 7.1.1 to Members of the Committee by email or as otherwise agreed by the Committee at least three (3) clear days before the date of the meeting; and
  - 7.1.2 to the public as soon as practicable after the time that notice of the meeting is given to Members by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

## **8. PUBLIC ACCESS TO MEETINGS**

- 8.1 The Committee shall meet at the Norwood Town Hall, 175 The Parade, Norwood.
- 8.2 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

## **9. TERM OF THE COMMITTEE**

- 9.1 The Committee will be wound up without further action by the Council at the conclusion of the term of the Committee.
- 9.2 The term of the Committee expires on 31 October 2021.