

## **Transforming Jetty Road Project Committee - Terms of Reference**

### **1. Establishment**

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (the Act) the Council hereby establishes a committee to be known as the Transforming Jetty Road Project Committee.
- 1.2 The purpose of this Committee is to provide strategic oversight to the Transforming Jetty Road Project and provide high level advice and recommendations to Council regarding matters related to the project within the context of concept design outcomes, timing of activities, community consultation, budget and project governance matters.

### **2. Membership**

- 2.1 The Transforming Jetty Road Project Committee shall consist of eight persons as follows:
  - City of Holdfast Bay Mayor (Chair)
  - Chair, Audit and Risk Committee
  - two Elected Members
  - two members from the Jetty Road Mainstreet Committee(JRMC)
  - a representative from the Department of Infrastructure and Transport
  - a Landlord with property located on Jetty Road Glenelg.
- 2.2 Members of the Transforming Jetty Road Project Committee are appointed by Council. JRMC members will be recommended by the JRMC and other members on recommendations from Administration. Elected Members will be appointed for the term of Council and other members will be appointed for the term of the project (currently 31 December 2027).
- 2.3 Members of the Committee may be removed from office by Council resolution at any time.
- 2.4 The Mayor will be appointed to the role of Chair of the Jetty Road Glenelg Project Committee.

### **4. Secretariat and Support**

- 4.1 The Chief Executive Officer shall ensure that the Transforming Jetty Road Project Committee has access to reasonable administrative resources in order to carry out its duties (subject to any budget allocation being approved by Council).
- 4.2 The Chief Executive Officer shall ensure effective policies, systems and procedures are in place for the identification, assessment, monitoring, management and

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annual review of strategic, financial and operational risks for the Transforming Jetty Road Project Committee.

- 4.3 The Transforming Jetty Road Project Committee shall be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.

## 5. Meetings

- 5.1 The Transforming Jetty Road Project Committee shall meet bi-monthly, at appropriate times in the Project's reporting cycle, and otherwise as required. Pursuant to section 90 of the Act, meetings are public (except in special circumstances as defined by the Act) and will be conducted in a place open to the public.
- 5.2 Meetings of the Transforming Jetty Road Project Committee are governed by the *Local Government (Procedures at Meetings) Regulations 2013*.
- 5.3 Unless required by legislation not to vote, each member must vote on every matter that is before the Transforming Jetty Road Project Committee for decision.
- 5.4 The Chair has a deliberative vote but not a casting vote in the event of a tie. A tied vote means that the motion is lost.
- 5.5 The quorum necessary for the transaction of business shall be five members. A duly convened meeting of the Transforming Jetty Road Project Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by it.
- 5.6 The Chief Executive Officer, and other executive staff and officers of Council may attend any meeting as observers or in support of matters being considered by the Transforming Jetty Road Project Committee.
- 5.7 Ordinary meetings of the Transforming Jetty Road Project Committee will be held at times and places determined by Council or, subject to a decision of the Transforming Jetty Road Project Committee.
- 5.8 If necessary, Members may participate in the meeting by telephone or other electronic means provided that members of the public can hear the discussion between all members.
- 5.9 A special meeting of the Transforming Jetty Road Project Committee may be called by the Chief Executive Officer in accordance with section 87(5) of the Act, at the request of the Chair or at least two members of the Transforming Jetty Road Project Committee.
- 5.10 The agenda and minutes of Transforming Jetty Road Project Committee meetings, subject to any items that are discussed in confidence under section 90 of the Act

and subsequently retained under section 91 of the Act, are also required to be made available to the public.

- 5.11 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Transforming Jetty Road Project Committee, no later than three business days before the date of the meeting. Supporting papers shall be sent to Committee members (and to other attendees as appropriate) at the same time.
- 5.12 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Transforming Jetty Road Project Committee are minuted and that the minutes comply with the requirements of the *Local Government (Procedure at Meetings) Regulations 2013*.
- 5.13 Minutes of Transforming Jetty Road Project Committee meetings shall be circulated within five days after a meeting to all members of the Transforming Jetty Road Project Committee and to members of the Council and will (as appropriate) be available to the public.

## 6. Role of the Committee

- 6.1 The Transforming Jetty Road Project Committee has no authority to act independently of Council. The primary role of the Transforming Jetty Road Project Committee is to provide advice and recommendations to Council about matters relating to the Transforming Jetty Road Project.
- 6.3 ***Reporting Responsibilities***
  - 6.3.1 The Transforming Jetty Road Project Committee minutes shall be presented to the Council after every meeting to identify and present advice and recommendations.
  - 6.3.2 The Chief Executive Officer will identify matters, further to those matters covered elsewhere in these Terms of Reference, to be reported to the Transforming Jetty Road Committee in detail where those matters are considered to be of material affect, have a material impact on the operation of Council as an elected body (e.g. impact on policies relating to Elected Members), or have significant impact on Council's operations.