

## Community Infrastructure Advisory Committee (CIAC)

# Terms of Reference

## Community Infrastructure Advisory Committee (CIAC)

The Community Infrastructure Advisory Committee (CIAC) is a reference group to advise Council in relation to its Capital Works Program and infrastructure proposals.

### **The CIAC Scope and Limitations:**

The committee has an advisory role only and any advice is given to Council for its consideration.

### **The CIAC – Committee Composition and Role**

The CIAC will consist of community members that have a key interest in infrastructure and construction projects for the benefit of community

The role of the committee members is to serve the interests of the municipality as a whole, and committee members will be selected on the basis of reflecting the demographics of the community.

Representatives from Council's Infrastructure Planning and Delivery departments will be in attendance, as required.

## Committee Responsibilities

- Examine project proposals, evaluation, and priority list.
- Support Council in responsible decision-making using principles to determine capital works programs.
- Examine large emerging proposals / unplanned initiatives to fit within strategies or request a feasibility study.
- Formulate advice / feedback to Council for consideration.

## Term of Appointment

This CIAC shall cease after 3-years from the start of appointment of committee members, unless otherwise extended in writing by the Council.

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### Meetings and Communications

The CIAC is to meet up to four (4) times with an emphasis on meeting more frequently when budgets are formulated during budget process (October / November) period, before Christmas and in early February.

Members of the CIAC are encouraged to contribute to agenda items and minutes will be taken and distributed to the committee after each meeting.

Meetings will be conducted during normal business hours in Leongatha or online.

A Chairperson will be elected upon commencement of the committee.

The CIAC shall keep a record of each of its meetings and the Chairperson must sign the minutes and certify that they have been confirmed at the conclusion of each meeting.

A Delegated Officer is the conduit of committee to Council and will report back to the committee from Council.

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### Motions

A motion before a meeting of the CIAC is to be determined by consensus on the following basis:

- a) Each member of the committee who is entitled to vote is entitled to one vote;
- b) Unless the procedures of the committee otherwise provide, voting must be by a show of hands;
- c) If there are an equal number of votes, the motion is lost.

### Quorum

The quorum at any committee meeting shall be the majority of members appointed to the committee. Motions cannot be adopted if a quorum does not exist.

### Confidentiality

All materials, information, and references provided in the course of committee meetings will be deemed confidential unless approved by the Council as not being confidential.

### Vacancy

In the event of a member vacancy, a replacement by Expression of Interest (EoI) will be appointed by Council. This may include using the EOI to establish the CIAC.

### Revocation

These terms of reference may be revoked at any time by the Council, if in the view of the Council, the committee is not functioning in the best interest of the community and the Council. The Council shall not exercise this power of revocation unless all reasonable attempts at negotiation have been exhausted between the Council and the committee.

It will be the responsibility of the member to notify the Council of their resignation.

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### Conflict of Interest

If a member has a conflict of interest in any matter in which the committee is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed.

Upon declaration of a conflict of interest the members must vote to determine whether that conflict is common to all residents of that town area, or particular to that individual. If it is deemed to be a particular interest then the member with the conflict must abstain from the proceedings, including removing themselves from the meeting while the item is under discussion.

### Misconduct

Council can withdraw the attendance of any person found to be acting outside the interests of the Committee.