

Terms of Reference

Committee: Strategic Projects Committee

Responsible Directorate: Corporate Strategy and Performance

Version: ADOPTED

1. INTRODUCTION

- 1.1. The Strategic Projects Committee (the Committee) is established under the powers given in Section 5.8 of the *Local Government Act 1995* (the Act).
- 1.2. The Committee is established to provide oversight, strategic direction, and informed recommendations to Council on the planning, prioritisation, and delivery of major strategic projects that support the City of Busselton's long-term vision and community outcomes.

2. OBJECTIVE

- 2.1 The objectives of the Committee are:
 - a. To assist the Council monitor and review the progress of key strategic projects;
 - b. Ensure that projects align with the City's Council Plan;
 - c. Consider advice on project prioritisation and funding strategies;
 - d. Facilitate stakeholder engagement where appropriate; and
 - e. Recommend actions to Council to support the timely and effective delivery.
- 2.2 Strategic Projects are defined under the following criteria:
 - a. A major capital project listed in the City's Council Plan;
 - b. A City project where delivery is of significant value (over \$10 million) such as:
 - Saltwater
 - Airport development
 - Sport and recreation facilities for the future
 - Waste management facilities for the future
 - c. A project which has funding contributions from external parties such as the State or Federal Governments; or
 - d. A project which Council has deemed to be strategic via a council decision.

3. MEMBERSHIP

- 3.1. The Council will appoint between five and nine elected members to the Committee.
- 3.2. The Council may appoint two elected members as deputy members of the Committee.

- 3.3. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.
- 3.4. Council will appoint new members to the Committee, in accordance with paragraphs 3.1 and 3.2, at the next ordinary Council meeting following the Council election.
- 3.5. The membership of a member may be ceased in accordance with the Act.

4. PRESIDING MEMBER

- 4.1. The Council will appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with s5.12 of the Act.

5. MEETINGS

- 5.1. The Committee will meet at least 4 times per year.
- 5.2. The Committee will report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.3. Notice of meetings will be given to members at least five days prior to each meeting, with the agenda papers to be provided to members not less than 72 hours prior to the meeting.
- 5.4. The Presiding Member will ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.5. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.
- 5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer will ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

- 6.1. The quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

- 7.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers to:
 - a. schedule and endorse the dates, times and locations of the meetings held by the Committee; and
 - b. note an item that does not require a recommendation to Council or further action of Council.
- 7.2. Committee recommendations, other than those made in accordance with the delegated powers in paragraph 7.1, are not binding on Council and must be endorsed by Council to take effect.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

- 8.1. At the meeting of the Committee prior to the ordinary Council elections, the Committee will undertake a review to evaluate its effectiveness, and as a guide the following should be determined:
 - a. are the Committee's purpose and objectives being met?
 - b. should the purpose and objectives be amended?
 - c. is the Committee functioning effectively and as per the requirements of the Act?
 - d. are the Committee members regularly attending meetings?
 - e. review the Terms of Reference, including membership.

9. TERMINATION OF COMMITTEE

9.1. Termination of the Committee will be by an absolute majority decision of Council.

10. APPROVAL

Council Adoption	DATE		Resolution #	
Previous Adoption	DATE		Resolution #	