

Responsible Officer	Chief Executive Officer		
Relevant Legislation	<i>Local Government Act 1999</i> <i>Local Government (Procedures at Meetings) Regulation 2013</i>		
Record Number	TOR202461218		
Last Reviewed	15 January 2024	Next Review	30/11/2026

1. Establishment

The Corporation of the Town of Walkersville's Major Projects Advisory Committee (the **Committee**) is established pursuant to section 41 of the *Local Government Act 1999*.

Part 2 of the *Local Government (Procedures at Meetings) Regulation 2013* does not apply to this committee.

2. Functions

The key function of the Committee is to provide advice and support to Council's Project Management Team in relation to Council's Major Projects, which include the redevelopment of the Walkersville Bowling & Community Club; 39 Smith Street Recreation Centre and Walkersville Sports Club (Major Projects).

Council's Project Management Team consists of the Chief Executive Officer, Group Manager Finance, Group Manager Assets & Infrastructure, Group Manager Public Relations, Strategic Project Coordinator and Procurement Advisor, Di Harris (the Project Management Team).

3. Role of the Committee

The Committee's role is:

- 3.1 To review procurement documentation and processes in relation to the Major Projects and provide advice to the Project Management Team, as required.
- 3.2 To review key financial matters associated with the Major Projects and provide advice and support to the Project Management Team, as required.
- 3.3 To monitor key delivery timelines in relation to Major Projects and provide advice and support to the Project Management Team, as required.
- 3.4 Report to Council any emerging issues or risks associated with the Major Projects.

4. Authority

- 4.1 The Major Projects Advisory Committee does not have executive powers or authority to implement actions; the Committee has an advisory role only.
- 4.2 The Major Projects Advisory Committee does not have any delegated financial responsibility or any management functions; the Committee has an advisory role only.

5. Membership

- 5.1 The Major Projects Advisory Committee shall consist of four members who have varied skills and experience in contracts, procurement, finance, risk and project management.
- 5.2 In the event of a member vacancy, Council will consider the appointment of a new member.
- 5.3 The term of membership will be for the term of this Council.
- 5.4 Members of the Committee may be removed by Council resolution at any time.
- 5.5 Members of the Committee may resign their position at any time by giving notice of their intention, in writing, to the Chief Executive Officer.

6. Presiding Member

- 6.1 The Committee will appoint the Presiding Member at its first meeting.
- 6.2 The Presiding Member will hold office for the remaining term of Council.
- 6.3 The Presiding Member may nominate a Committee Member as Acting Presiding Member (Chair), should they not be able to attend a meeting.

7. Meetings

- 7.1 The Major Projects Advisory Committee will meet as required.
- 7.2 The Chief Executive Officer will consult with the Major Projects Advisory Committee to determine the meeting schedule.
- 7.3 Part 2 of the *Local Government (Procedures at Meetings) Regulation 2013* do not apply.
- 7.4 Meetings will be held at the Civic & Community Centre or such other location as determined by the Chief Executive Officer in consultation with the Committee.
- 7.5 The Executive Officer will allocate appropriate administrative support to ensure that reports, agendas, notice of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements.

8. Voting

- 8.1 Each member of the Committee at a meeting will have one vote per matter considered.
- 8.2 In accordance with regulation 27 of the *Local Government (Procedures at Meetings) Regulations 2013*, the Presiding Member will have a deliberative vote but does not, in the event of an equality of votes, have a casting vote.

9. Quorum

- 9.1 A quorum for the Committee will be ascertained by dividing the total number of members of the Committee by two (2), ignoring any fraction resulting from the division and adding one.
- 9.2 If the meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minutes the reason for the adjournment, the names of any Members present and the date and time to which the meeting is adjourned.

10. Review

- 10.1 The Council may at any time vary these Terms of Reference, or the Committee may recommend variations to the Terms of Reference to Council.

11. Sitting Fees

- 11.1 Where a Council Member, who is not the Mayor or Deputy Mayor, has been appointed as the Presiding Member of the Committee they shall be paid a sitting fee in accordance with Section 6.6 and 6.7 of the Town of Walkerville's Elected Member Allowances & Benefits Policy.
- 11.2 The Independent Members (only) will be paid a sitting fee as determined by Council.

12. Liabilities of Members

No civil liability attaches to a Member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the Member's or Committee's powers, functions or duties, such a liability is attached instead to the Council.