
INF015-18 PROPOSED MAJOR PROJECTS BUDGET COMMITTEE

Attachments: Appendix A.

EXECUTIVE SUMMARY

- Adopt the draft Standing Committee Charter for Shire Infrastructure Committee to incorporate Major Projects as a specific agenda item within the existing framework.

REPORT RECOMMENDATION

THAT:

1. The draft Charter for the Shire Infrastructure Committee (November 2017) be adopted.
2. A specific agenda item for the purpose of considering major projects be incorporated on the Shire Infrastructure Committee business papers.

PURPOSE

The purpose of this report is to adopt amendments to the existing standing committee charter for the Shire Infrastructure Committee in accordance with Council's decision on 16 October, 2017 under BWN003-18.

BACKGROUND

Council at its meeting on 16 October, 2017 (BWN003-18) resolved the following:

- "1. Council receives a charter for a proposed, major projects budget committee.
2. Once the charter is accepted, a project budget committee be established for the purpose of budget control of major Council projects.

The Charter is to help establish but not limited to:

- a. *Objects and constraints of the project.*
- b. *In scope and out of scope items.*
- c. *Risks and public concerns.*
- d. *Identify funding."*

On reviewing the current charter for the Shire Infrastructure Committee, dated November 2016, it is apparent that the existing framework for listing Business Paper items, quorums, and recording Committee decisions can be utilised to achieve the desired outcome identified in the Council decision detailed above.

It is proposed to amend the existing Charter to include the specific objectives outlined in the Council decision and include a specific agenda Item relevant to discuss major project initiation issues.

RESOURCING STRATEGY CONSIDERATIONS

The organisations capacity to achieve the outcome is efficiently minimised by using the available resources, systems and skills, already in place to consider items under Council's Shire Infrastructure Committee. This in turn minimises the financial implications of duplicating a stand-alone Committee, and the need to find additional meeting dates.

STRATEGIC ALIGNMENT

Community Strategic Plan Strategy	Delivery Program (2017-2021) Deliverables
1.4 Ensure community confidence in Sutherland Shire Council.	1L Review and implement the Governance Framework.

POLICY AND LEGISLATIVE REQUIREMENTS

This approach reinforces the committee structure adopted by Council.

CONCLUSION

It is recommended that the objectives and intent of creating a stand-alone Major Projects Budget Committee be incorporated within the Charter for the current Standing Committee of 'Shire Infrastructure' and that, moving forward, items for consideration in accordance with Council's decision be included as a specific Agenda Item.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Group Manager Stephen Bourke, who can be contacted on 9710 0592.

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DRAFT
Shire Infrastructure Committee
CHARTER

November 2017

- 1. CHAIRPERSON**
As appointed by Council.
- 2. DEPUTY CHAIRPERSON**
As appointed by Council.
- 3. COUNCILLORS**
Seven Councillors as appointed by Council. To be expanded to include all Councillors when necessary to deal with major, special or sensitive issues.
- 4. STAFF ATTENDING**
Staff, as determined by the General Manager, will attend when required.
- 5. QUORUM**
Four Councillors.
- 6. MEETING TIME**
6.30pm on the first Monday of Meeting Cycle, and at other times when required to meet with all Councillors or at other times when determined by the General Manager in consultation with the Committee Chairperson.
- 7. OBJECTIVES**
To support the success of Council's Integrated Planning and Reporting Framework goals and objectives through the provision of strategic direction and informed decision making.

To consider matters of budget governance on major Council projects; identify sources of funding; and provide advice to Council staff on matters pertaining to the project scope, constraints, risk and public concern.
- 8. RESPONSIBILITIES**
The Committee shall have responsibility for consideration of matters related to all functions that fall within the Shire Infrastructure Division of Council.
- 9. TERMS OF REFERENCE**
To make decisions and/or recommendations to Council in relation to matters falling within the responsibility of the Committee.