

Performance of the Infrastructure Advisory Committee

(Review carried out in 2021 on Advisory Committee's performance July 2019 to June 2021)

1. Did the Infrastructure Advisory Committee (**Committee**) report to the Council as required?

- On 11 December 2018, Council resolved to establish the Committee.
- The Committee's annual performance review will be reported to the Ordinary Council Meeting to be held on 24 August 2021.

2. Detail the number of meetings required to be held per calendar year as provided for in the Guidelines for meeting practice – Advisory Committees.

- The Guidelines for meeting practice (Section 13) requires the Committee to meet at least four times per calendar year or as otherwise resolved by the Committee.

3. Detail the number of meetings that were quorate.

Meeting Number	Meeting Date	Quorm Achieved Yes/No
#1	Tuesday 3 September 2019	Yes
#2	Monday 4 November 2019	Yes
#3	Tuesday 4 February 2020	Yes
#4	Tuesday 7 April 2020	Meeting cancelled due to Covid-19
#5	Tuesday 7 July 2020	Yes
#6	Tuesday 6 October 2020	No - Informal meeting held
#7	Tuesday 2 February 2021	No - Informal meeting held
#8	Tuesday 1 June 2021	Yes
#9	Tuesday 3 August 2021	-

4. The Guidelines for meeting practice – Advisory Committees requires Members of the Committee to conduct themselves in accordance with the Code of Conduct. Does the agenda include a standing item for Members to declare a conflict of interest? (yes/no)

- Yes.

5. Do business papers of meetings:

a) Include relevant background information necessary to enable Members to make informed decisions (Yes/No).

- Yes

b) Are distributed to Members in accordance with the required timeframe (Yes/No).

- Yes.

6. Do minutes of meetings:

a) Contain a summary of the decisions (Yes/No).

- Yes.

b) Are adopted by the Committee at a subsequent meeting (Yes/No).

- Yes, when meetings achieve quorum.

c) Are distributed to Members in the required timeframe (yes/no - if no list details of reasons for delay).

- Yes.

7. Attach annual attendance details.

- See **Attachment 1**.

8. Have all Community Representatives attended induction? (Yes/No)

- A governance briefing was held at the first meeting. The Committee's community representative was in attendance.

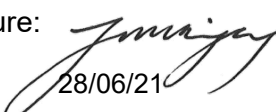
9. Summary of Key business items

- See **Attachment 2**.

Approval


Committee Facilitator

Name: Joanne Rigby
Acting Director Infrastructure & Property

Signature: 
Date: 28/06/21

Legal Service Unit

Name: Jessica Groth

Signature: 
Date: 19/07/21

ATTACHMENT 1: Attendance Register

Infrastructure Advisory Committee Attendance Register

	03 Sep 2019	04 Nov 2019	04 Feb 2020	Cancelled	07 Jul 2020	06 Oct 2020	02 Feb 2021	1 June 2021	03 Aug 2021
Councillor Dunn	x	x	Resigned						
Councillor Robinson	x	x	x	-	x	x	x	x	
Councillor White	✓	✓	✓	-	✓	x	x	✓	
Lord Mayor Councillor Nelmes (or proxy)	✓	✓	✓	-	✓	✓	✓	✓	
Ausgrid	✓	✓	x	-	✓	x	x	✓	
Community Representative	✓	x	✓	-	x	✓	x	x	
Hunter Water	✓	✓	x	-	✓	✓	x	✓	
Keolis Downer	x	✓	✓	-	x	x	✓	x	
Transport NSW	✓	x	✓	-	✓	✓	✓	✓	

*x = absent
 ✓ = Present

Quorum

A quorum is constituted by attendance of a majority of Members including at least one Councillor Member.

If a quorum is not achieved, an informal meeting may be conducted at the discretion of the Chair.

ATTACHMENT 2: Summary of Key Business Items

Date of Meeting	Business Item
Tuesday 3 September 2019	<ul style="list-style-type: none">• Governance• Infrastructure Advisory Committee overview• Committee Terms of Reference• Strategic Focus Areas• Wallsend Flood Mitigation
Monday 4 November 2019	<ul style="list-style-type: none">• Major Works and Projects• Newcastle Ocean Baths• Waste Strategy• Notice of Motion 27/08/19 – Netting on Drains
Tuesday 4 February 2020	<ul style="list-style-type: none">• 2019/2020 Capital Works Program• Stakeholder Updates
Tuesday 7 April 2020	Cancelled due to Covid 19.
Tuesday 7 July 2020	<ul style="list-style-type: none">• Housing Strategy• Development Application Mapping• Wallsend Stage 1 Infrastructure Renewal• 2020/2021 Capital Works Program Overview• Stockton Coastal Management Program
Tuesday 6 October 2020	<ul style="list-style-type: none">• 2020/2021 Capital Works Program• Local Centres Forward Program• Stakeholder Updates
Tuesday 2 February 2021	<ul style="list-style-type: none">• 2020/2021 Capital Works Program• Road Rehabilitation Program• Transport Strategy• Stakeholder Updates