

**SHIRE OF YORK  
WORKS COMMITTEE  
TERMS OF REFERENCE  
DRAFT**

**1. Objectives**

The Shire of York Works Committee is a Committee of Council, as defined under Section 5 of the Local Government Act, 1995. The primary objective of this Committee is to oversee the management of Council's infrastructure such as roads, drains and parks; but not including buildings, to the Council's satisfaction.

Recommendations from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's resources. The committee will ensure openness in the local government's reporting and will liaise with the CEO to ensure the effective and efficient management of local government's infrastructure to ensure compliance with relevant legislation.

**2. Powers of the Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**3. Membership**

In terms of the Local Government Act 1995 part 5 division 2 (2) on:

- 3.1 The committee shall consist of elected members; and
- 3.2 Two suitably qualified persons from the public. These persons shall be selected by resolution of Council.
- 3.3 The CEO and employees are not voting members of the committee.
- 3.4 The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.
- 3.5 The executive shall provide secretarial and administrative support to the committee.

#### **4. Meetings**

The committee shall meet a minimum of 11 times per year.

Additional meetings shall be convened at the discretion of the presiding person.

#### **5. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

#### **6. Duties and Responsibilities**

6.1 The Committee shall concern itself with advising the Council in relation to:

- 6.1.1 Roads
- 6.1.2 Bridges
- 6.1.3 Drains and water courses
- 6.1.4 Footpaths
- 6.1.5 Roadside infrastructure
- 6.1.6 Roadside verges and vegetation
- 6.1.7 Parks, reserves and associated facilities
- 6.1.8 Sporting facilities
- 6.1.9 Water Supply infrastructure
- 6.1.10 Plant and Equipment

6.2 The Committee shall advise on other matters referred by the Council or the Chief Executive.

6.3 Outcomes

- 6.3.1 The Committee shall provide timely advice to Council on matters referred to it.
- 6.3.2 The Committee may recommend strategic infrastructure investment and community service plans.
- 6.3.3 The Committee may recommend policy and standards.
- 6.3.4 The Committee may recommend community priorities.
- 6.3.5 The Committee may recommend alterations to its terms of reference.

#### **7. Guiding Principles**

The guiding principles are in accordance with the Local Government Act 1995.

#### **8. Tenure of Membership**

Shall be in accordance with the Local Government Act 1995, section 5.11.

## **9. Delegated Authority Of**

The authority to meet with the Auditor of the local government at least once in every year, pursuant to Section 7.12A(2) the Local Government Act 1995.

## **10. Committee**

The conduct of the Committee is bound by the provisions of the Local Government Act Section 5.65.

**Version 0.0, submitted to Council, 8/5/14**