



Terms of Reference – Works and Services Committee

Scope

The Works and Services Committee will be a standing committee of Council and these Terms of Reference will provide guidance for the matters that are to be referred to and considered by the Committee.

Aim

To consider matters relating to the Infrastructure needs and operations of Council and make recommendations to Council on an ongoing basis.

Role

The Committee's role is to provide ongoing leadership, consider short and long term financial management, review project delivery and deal with particular aspects of the Council's Infrastructure business, giving detailed deliberation to these matters, before making recommendations to Council.

Operational directions are not a part of this committee's role or responsibility as per the Local Government Act 1993.

Responsibilities

The Committee's responsibilities include:

Construction and Maintenance

- Roads - capital & operational
- Drainage - capital & operational
- Flood Mitigation
- Footpaths
- Bikeways
- Quarries
- Private works including Transport for NSW and Main Roads
- Buildings – capital and maintenance

Project Management

- Project management through project business case, initiation, planning, execution and finalisation
- Roads (capital)
- Drainage (capital)
- Footpaths and Bikeways - (capital)
- Building and community works (capital)
- Waste Services (capital)
- Project Management – operational reviews of budgets, progress and reporting

Plant and Fleet

- Fleet operations, capital & management
- Equipment operations, capital & management
- Mechanical maintenance management including servicing, repairs & fabrication services
- Fleet asset management

- Fleet logistics operations

Transport and Drainage

- Transport and drainage infrastructure planning
- Strategic asset management
- Design and Survey
- Transport and drainage operations Infrastructure technology
- Parking capital & operations
- Traffic lights - capital & operations
- Street lighting
- Aerodrome - capital & operations
- Flood mitigation and warning systems - capital & operations
- Road corridor operations

Water and Sewer

- Projects both maintenance and capital
- Asset management (predicted upgrades or emergency planning)
- Pipe, man hole, hydrant replacement programs

Waste Management

- Plant purchases
- Site management
- Service delivery and options

Notwithstanding the Committee responsibility for the above matters, issues related to these responsibilities may be reported to the Ordinary Meeting of Council where it is prudent to do so.

Membership

Membership of the Committee is to include Councillors (2) . An elected Councillor shall be the chairperson. The Mayor may attend all Council committees but is not required to attend.

Staff Representation includes the General Manager (as required), Director Engineering and Senior Engineer. A minute officer may also be present. A finance staff member may attend as requested to discuss budget and long term financial planning.

Quorum

A quorum of the Committee is a majority of its members (i.e. 3).

Meeting frequency

Unless otherwise determined, the Committee will meet on the first Tuesday of each third month prior to the quarterly budget review periods, in the Council Chambers.

The Committee may meet more frequently on request of the chairperson to manage urgent matters or to ensure information is available to the Council in a timely manner.

Reporting requirements

The Committee shall prepare a business paper in accordance with the Council Meeting Procedures and keep minutes of its meetings.

The minutes including recommendations from the Committee will be presented to the next ordinary meeting of Council for consideration and deliberation.

Review of terms of reference

These terms of reference are to be reviewed from time to time, as necessary.