 Wudinna District Council	Terms of Reference Machinery and Works Committee	Version No:	3.0
		Issued:	April 2004
		Last Review	August 2021
		Next Review	December 2022

GDS40 Responsibility:	Strategic Management
Minutes Reference:	17 August 2021 10.5.1 and 13.1
Next Review:	Within 6 months of a Council Election
Applicable Legislation:	Section 41 (Local Government Act 1999)
Related Documents:	Local Government Act 1999 Committees and Subsidiaries Policy

1.0 Foreword

The Machinery and Works Committee is formed to support the Works Department functional area of Council. This committee aims to provide a detailed assessment to business arising and formal recommendations to Council in line with its objectives.

2.0 Relationship of Committee to Council

The Committee is a Section 41 (LG Act) Committee of Council. The Committee will provide advice, local knowledge and support to Council.

3.0 Objectives of the Committee

The Objectives of the Committee are:

- 3.1 to guide the development of Council's broad strategic directions and priorities relating to engineering and works related projects and undertakings;
- 3.2 to provide a focus on works and machinery functional area as a conduit decision making entity;
- 3.3 to provide strategic and guidance recommendations to Council in all areas of plant, land and buildings assets under the jurisdiction of the Works Department functional area.

4.0 Responsibilities of the Committee


The Responsibilities of the Committee are:

- 4.1 to make specific recommendations with respect to plant assessment and purchase;
- 4.2 to make recommendations with respect to roads, road related works and associated matters concerning timing and prioritisation;
- 4.3 to oversee the regular evaluation of asset management, programs and review the relevant service levels;
- 4.4 to receive deputations and/or representations from interested parties which may aid Council in determining its objectives, strategies and priorities;
- 4.5 to establish sub-committees and/or working parties to assist in carrying out the committee's functions;
- 4.6 to consider any other matters referred to it by the Council, other Council Committees and the Chief Executive Officer.

5.0 Membership of the Committee

Membership of the committee shall be in terms of the following:

Elected Members of Council:	Four elected members of Council
Staff Members of Council:	Chief Executive Officer Manager Works and Infrastructure Mechanic (if position filled)
Professional Membership:	Any professional that may be engaged from time to time to address a particular project or issue
Secretariat Support:	Supplied by Council
All elected members of Council are invited to attend any meeting and may vote when present.	

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6.0 Sub Committees and Membership

Sub Committees of the Works and Machinery Committee shall be formed to deal with specific functional areas as follows:

Committee

Cemeteries Committee

Vegetation Clearance Committee

Road Naming Committee

Stormwater Management Committee

Parks, Recreation and Open Space Committee

Membership

Three Elected Members
Manager Works and Infrastructure

Two Elected Members
Manager Works and Infrastructure
Council Gardener(s)

Two Elected Members
Manager Works and Infrastructure

One Elected Member
Chief Executive Officer
Works Manager
Works Administration Officer

Three Elected Members
Chief Executive Officer
Manager Works and Infrastructure
Economic and Community Development Manager
Other staff relevant to matter under consideration

Any sub committee may be formed at any time at the discretion of Council.

7.0 Chairperson

Meetings of the Committee(s) shall be chaired by the Mayor. In the event that the Mayor is unavailable the Deputy Mayor. In the event that the Deputy Mayor is unavailable a Chair for the meeting shall be elected from present elected members of Council.

8.0 Committee Meetings


The meeting frequency shall be determined by the committee(s) as necessary to undertake business arising.

9.0 Appointment to Committees

Appointment to the Committee(s) shall be by the Council at its discretion.

10.0 Conflict of Interest and Confidentiality

In the event of a conflict of interest arising for any member of the committee, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. The Conflict of Interest shall be dealt with in terms of the Local Government Act 1999 (S 73,74 75)

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11.0 Administrative Support

Council will provide the necessary support to assist the Committee to function effectively including:

- 11.1 Maintaining contact details of members;
- 11.2 Preparing and distributing Agendas and prior reading material;
- 11.3 Preparing and distributing meeting minutes;
- 11.4 Circulating other material to Committee members as necessary;
- 11.5 Managing all other administrative processes associated with the Committee meetings.

12.0 Media

The Mayor is the official spokesperson for media releases where the matter is of a political, controversial or sensitive nature. Committee members are not to represent the Committee to the media without prior approval of the Mayor.

Council will undertake media report release and advertising in terms of its standing policies

13.0 Reporting

Minutes of meetings shall be reported to the Council for endorsement at a subsequent full Council ordinary or special meeting.

14.0 Review of Committee

A review of the role, function, membership and productivity of the Committee and the Terms of Reference may be conducted at any time but shall be undertaken within six months of a general election or upon the resignation of an elected member committee member.