

## **Infrastructure and Environmental Services Committee**

**Adopted by Council:**  
27-11-2018

**Review Date:**  
4 years (or within 12 months of a general election)

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### **1. Background**

- 1.1 Pursuant to Section 41 of the *Local Government Act 1999* ("the Act") the Council established by resolution at its meeting of 27 November 2018 the Infrastructure and Environmental Services Committee ("the Committee").
- 1.2 Subject to clause 1.3, the Committee is established from 27 November 2018 and will continue in existence until the next general election of Council unless wound up by Council by resolution.
- 1.3 The Committee may be wound up at any time by the Council by resolution.

### **2. Function of the Infrastructure and Environmental Services Committee**

The Committee is established to assist the Council in the performance of the following functions of the Council:

- a. Public Works
  - i. Roads
  - ii. Footpaths
  - iii. Stormwater
  - iv. Flood mitigation and flood protection
  - v. Parks, gardens, playgrounds and reserves
- b. Traffic Management
- c. Murray Street upgrade
- d. Directional and Civic Signage
- e. Asset Management
- f. Property Management (maintenance and upgrades)
- g. Cemeteries
- h. Development
  - i. Building
  - ii. Planning
  - iii. Heritage
- i. Waste Management
- j. General inspectorial services
  - i. Animal and plant control
- k. Environment and community health
- l. Emergency Management

### **3. Delegations**

This Terms of Reference should be read in conjunction with this Committee's instrument of delegation as the Committee has been delegated powers under certain Acts of legislation.

- 3.1 The Committee may defer or refer an item considered or to be considered by the Committee to the next Council meeting either pursuant to a request by a Council Member or on the Committee's own initiative.
- 3.2 A copy of the minutes of a meeting of the Committee shall as far as practicable be submitted to the next Council meeting following the Committee meeting to which the minutes relate.
- 3.3 The Committee will adopt a risk management focus in its considerations, decisions and recommendations to Council to enable Council to act as an informed and responsible decision maker representing the interests of the community.

### **4. Membership**

- 4.1 A minimum of seven (7) Council Members will be appointed by the Council by resolution as members of the Committee, for a period determined by Council.
- 4.2 The Committee may, by resolution supported by a majority of all members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.
- 4.3 All members of the Committee (including members who are not Council Members) must comply with the Code of Conduct for Council Members, the general duties set out in Section 62 of the Act and the conflict of interest provisions set out in Sections 73 – 75A of the Act as if the Committee were a Council and a Committee member were a Council Member.

### **5. Chairperson and Deputy Chairperson**

- 5.1 The Council will appoint the Presiding Member (to be known as the Chairperson) of the Committee for the term determined by Council.
- 5.2 The Committee will appoint a Deputy Chairperson from its members at the first meeting of the Committee for the same term as the Chairperson.
- 5.3 If the Chairperson of the Committee is absent from a meeting then the Deputy Chairperson will preside at the meeting until the Chairperson is present. In the absence of the Chairperson and the Deputy Chairperson a member of the Committee chosen from those present will preside at the meeting until the Chairperson is present.

## **6. Meeting Details**

- 6.1 The Committee shall meet on the second Tuesday of the month (bi-monthly), commencing at 7.00pm and may in addition meet on other days and times as determined by the Committee.
- 6.2 The Committee may meet in the Conference Room, or as otherwise determined by the Committee.
- 6.3 All Committee meetings will be conducted in accordance with the Act, and relevant Regulations, Code of Practice for Council Meeting Procedures and Code of Practice for Access to Council and Committee Meetings and Council Documents.
- 6.4 Part 2 of the Local Government (Procedures at Meetings) Regulations 2013 apply to meetings of this Committee.

## **7. Reporting Requirements**

- 7.1 This Committee reports directly to and is accountable to Council.
- 7.2 The Committee must produce an Annual Review report for consideration by the Council by the end of each calendar year outlining the work of the Committee for the preceding 12 months.