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1. Title

The name of the Committee shall be the Works Committee.

2. Membership

The membership of the Works Committee shall comprise;

- Five (5) Elected Members of the District Council of Grant
- In the event that the Mayor of the District Council of Grant is not a member of the Committee, they shall be an “ex-officio” member.

The Presiding Member of the Works Committee shall be appointed by Council at the first meeting following the periodical Council Elections held every four years.

The Term of Office of the members of the Works Committee shall be for a period of four (4) years and reviewable each subsequent four year period following the periodical Council Election.

The Works Committee may establish a sub-committee which may consist of or include persons who are not members of Council, subject to the prior approval of Council.

3. Administrative Support

The Chief Executive Officer, Works Manager and Works Supervisor will provide administrative support, reports, and advice to the Committee, and shall attend each meeting of the Committee.

4. Role of the Presiding Member

The Presiding Member of the Works Committee shall:

- (1) Preside at all meetings of the Works Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member to preside for that meeting or until the Presiding Member is present.
- (2) Preserve order at meetings so that the business may be conducted in due form and with propriety.
- (3) Upon confirmation of the minutes, sign them in the presence of the meeting.
- (4) Be an official spokesperson for the Works Committee.
- (5) The Presiding Member may convene a special meeting of the Works Committee at his or her own volition and shall convene a meeting upon the written demand of a member of the Works Committee.

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5. Aims and Objectives

The aims and objectives of the Works Committee are to consider various issues and initiatives, and recommend actions to Council to:-

- Consider maintenance and improvement to road and associated infrastructure
- Consider replacement plans for Plant and Machinery and sustainable usage of plant & machinery
- Consider Road Funding Programs or Agreements
- Consider Annual Roadworks Program, Building & Property Programs, and Community Wastewater Management Systems (CWMS) programs, Programs progress, and assist with annual budgetary considerations
- Consider matters associated with the Boundary Roads Advisory Group
- Consider maintenance and improvement to Council Buildings and Property (excluding Airport & saleyards)
- Consider maintenance and improvements to Council CWMS
- Consider Asset Management Plans


6. Functions

The functions of the Works Committee are to undertake appropriate action in pursuance of the above aims and objectives. Such actions shall include, but not be limited to the following:-

- To consider any research, investigation, survey or inquiry relative to existing or proposed road and associated infrastructure, buildings and property, and CWMS.
- To consider the requirements of users of road, building and property, and CWMS infrastructure
- To review the existing road infrastructures, building and property facilities, and CWMS from a service level and satisfaction perspective
- To liaise and consult with persons, groups and organisations in relation to identified infrastructure
- To regularly report to, and consult with Council on the progress and performance of the Committee and Works Operations.
- To consider such other acts, as are incidental to, or conducive to the attainment of the aims and objectives of the Committee.

7. Calling and Timing of Meetings

- Ordinary meetings of the Committee shall be held at least once per year, prior to Council's budget process, at times and places determined by the Committee, taking into account the availability and convenience of Members of the Committee.

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- Each Member of the Committee, at the time that notice of a meeting is given, is to be supplied with a copy of any documents or reports that are to be considered at the meeting, so far as this is practicable.

8. Proceedings of Meetings

- All Meetings of the Works Committee shall be conducted in accordance with the *Local Government (Procedures at Meetings) Regulations 2013* and Sections 87 to 91 of the *Local Government Act 1999*.
- The meetings of the Works Committee are open to the public,.
- All members of the Works Committee will have equal voting rights in respect of all motions put to a Works Committee Meeting.
- The Presiding Member of the Works Committee or any other Member of the Works Committee in the absence of the Presiding Member, has a deliberative vote on any matter arising for decision at the meeting, but does not have a casting vote in the event of an equality of votes.
- Notice of every meeting shall be given in writing to every Works Committee member at least three (3) clear days prior to such a meeting. The notice shall contain the date, time and place of the meeting and the business to be transacted thereat.
- No business can be transacted at a Works Committee meeting unless a quorum is present.
- The quorum for any Works Committee Meeting shall be three (3) members.
- If at any meeting there is not a quorum present within 30 minutes after the time appointed for the commencement of the meeting, or if at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to another time and date in accordance with the provisions of the Local Government Act.

9. Members to Disclose Interest

- A Member of the Committee has an interest in a matter before the Committee if the member or a person with whom the member is closely associated would, if the matter were decided in a particular manner, receive or have a reasonable expectation of receiving a direct or indirect pecuniary or non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary or non-pecuniary detriment.
- A Member of the Committee who has an interest in a matter before the Committee of which he or she is a member must declare the interest to the Committee.
- A disclosure made must be recorded in the minutes of the Committee.
- A Member of the Committee who has an interest in a matter before the Committee must not:-
 - i. Propose or second a motion relating to the matter
 - ii. Take part in discussion by the Committee relating to that matter.
 - iii. While such discussion is taking place, be in, or in the close vicinity of the room in which the matter is being discussed.
 - iv. Vote in relation to the matter.
- A Member of the Committee who has disclosed an interest in a matter may, by permission of

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the Committee, attend during proceedings of the Committee on the relevant matter in order to ask or answer questions, provided that the meeting is open to the public, the Member withdraws from the room after asking or answering the questions, and the Member does not in any other way take part in any debate or vote on the matter.

10. Reporting to Council

The Chief Executive Officer will ensure that a copy of all minutes of the Works Committee Meetings are provided to Council for inclusion on the next Council Agenda for Councils consideration.

11. Dissolution

The Council may at any time abolish the Works Committee pursuant to Section 41 of the *Local Government Act 1999*.

12. Liability of Members

In accordance with Section 41(12) and (13) of the *Local Government Act 1999*, no civil liability attaches to a member of a committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or committee's powers, functions or duties. Further, a liability that would, but for this clause attach to a member of a committee attaches instead to the Council.

13. Alteration of Terms of Reference

Council may at any time, either on its own initiative or at the request of Works Committee, alter, delete or add to any provisions of these Terms of Reference. In doing so, Council may consult with the Works Committee prior to adoption.

Action	Date	Minute Reference
Adopted by Council	05/06/2000	00157.1
Amended	06/09/2010	10205.1.2
Amended	01/09/2014	14108.2
Amended	01/12/2014	14140.1.6
Amended	18/09/2017	17116.1