



**Bayside Council**

Serving Our Community

# **City Works & Assets Committee Terms of Reference**

**12 December 2024**



© Bayside Council

City Works & Assets Committees Terms of Reference  
File: F17/1273 Document: 24/324169[v2]  
Class of document: Terms of Reference

Enquiries: Manager Governance & Risk



Telephone Interpreter Services - 131 450 Τηλεφωνικός Υπηρεσιός Διαμεγμένων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преводување по телефон

# Contents

<b>1</b>	<b>Purpose</b> .....	<b>4</b>
<b>2</b>	<b>Objective/Function</b> .....	<b>4</b>
<b>3</b>	<b>Interpretation/Definitions</b> .....	<b>5</b>
<b>4</b>	<b>Status of Committee</b> .....	<b>5</b>
<b>5</b>	<b>Delegations</b> .....	<b>5</b>
<b>6</b>	<b>Membership</b> .....	<b>5</b>
6.1	Overview .....	5
6.2	Councillors.....	5
6.3	Chair and Deputy Chair .....	6
6.4	Quorum .....	6
6.5	Term of Office.....	6
<b>7</b>	<b>Other Attendance</b> .....	<b>6</b>
7.1	Community Representation.....	6
7.2	Council Staff .....	7
7.3	General Public.....	7
<b>8</b>	<b>Support</b> .....	<b>7</b>
8.1	Sub-committees.....	7
8.2	Specialist Support.....	7
8.3	Administrative Support.....	7
<b>9</b>	<b>Meeting Schedule</b> .....	<b>7</b>
<b>10</b>	<b>Meeting practices and procedures</b> .....	<b>8</b>
<b>11</b>	<b>Administrative Procedures</b> .....	<b>8</b>
<b>12</b>	<b>Document Control</b> .....	<b>8</b>
12.1	Review .....	8
12.2	Version history.....	8

# 1 Purpose

The purpose of the City Works & Assets Committee Terms of Reference is:

- To make recommendations to Council in relation to matters falling within the responsibility of the City Works & Assets Committee.
- To support the success of Council's Integrated planning and reporting framework goals and objectives through the provision of strategic direction and informed decision making.
- To provide advice on strategic direction, priorities and policy principles related to the Committee function.
- To outline the function, structure, authority and reporting requirements of the Committee.

# 2 Objective/Function

The objective/function of the City Works & Assets Committee is to consider all issues relating to City Works & Assets.

The Committee shall have responsibility for consideration of all matters/issues related to all functions that fall within the respective directorate including but not limited to the following:

- Development of engineering standards;
- Traffic management;
- Street lighting;
- Infrastructure design standards;
- Construction and maintenance, civil infrastructure;
- Capital projects implementation and monitoring;
- Lease/purchase, roads, pathways and reserves; construction, maintenance and management of buildings and recreational facilities;
- Tender's process (works relate);
- Emergency Services;
- Subdivision standards, operational works and services programs, capital works programs, streetscapes and landscaping, maintenance of parks, reserves and open spaces, protection of the environment, parking enforcement, community health obligations, companion animals, waste management services, Infrastructure maintenance and renewal, heritage – built environment, local shopping precincts, traffic management and facilities, residential parking schemes, commercial management and assessment of commercial opportunities;
- Property investment;
- Regional resource sharing and initiatives;
- Land acquisitions;
- Sales and leases.

The role of the City Works & Assets Committee includes but not limited to the following functions:

- Capital Works Program\*
- Asset Management Planning\*

- City Projects
- Parks & Open Space
- Civil Works
- Waste & Cleansing
- Property (including Property Strategy)

### 3 Interpretation/Definitions

For the purpose of this document:

*Member* means a member of the City Works & Assets Committee.

*Committee* means City Works & Assets Committee.

*Council* means Bayside Council.

*Chairperson* means the chairperson of the City Works & Assets Committee or Sub-Committee appointed by Council.

*Mayor* means the elected Mayor.

### 4 Status of Committee

City Works & Assets Committee is a 'Council Committee', as defined in Council's Code of Meeting Practice.

### 5 Delegations

City Works & Assets Committee may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for final consideration.

Council Committees **do not** have the power to incur expenditure, nor do they have the power to bind Council to a decision.

### 6 Membership

#### 6.1 Overview

City Works & Assets Committee comprises Councillors only as members of the Council Committee.

Staff attendance comprises of the Respective Director, General Manager and any other nominated Council officer.

#### 6.2 Councillors

Council appoints the number of Councillors to be members of the Committee. As per Council resolution (Min No.2022/034) this Committee is to consist of 7 Councillors.

All other Councillors are welcome to attend meetings of a Committee as observers and contribute to discussions but are not entitled to vote unless they are voted as alternate members, to fill a quorum.

### **6.3 Chair and Deputy Chair**

**The Chairperson** is the Mayor, otherwise, if the Mayor does not wish to be the Chairperson of a Committee, either

- (a) a member of the committee is elected by the Council, or
- (b) if the Council does not elect such a member, a member of the committee elected by the committee.

The Deputy Chairperson – Council to elect a member of a committee as Deputy Chairperson of the Committee or if the Council does not make the election, the Committee may elect a Deputy Chairperson.

### **6.4 Quorum**

The quorum for the City Works & Assets Committee is **four (4)** member Councillors present (i.e., half the total members plus one).

All Councillors that are not members of this Committee be appointed as alternate members to fill quorum in times when a quorum cannot be achieved due to absences and/or conflicts of interest.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting is to be adjourned and lapses.

In the event of a tied vote, the Chairperson can exercise a casting vote to progress the matter.

### **6.5 Term of Office**

City Works & Assets Committee members are appointed for a period coinciding with a Mayoral term.

A member continues as a member of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference, if such event occurs before the next general local government election.

Any casual vacancy in membership is to be filled by Council appointment.

## **7 Other Attendance**

### **7.1 Community Representation**

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of the City Works & Assets Committee in order to assist the Committee in the consideration of matters before it.

Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Committee.

## 7.2 Council Staff

City Works & Assets Committee is supported by Council officers, who will provide technical support and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

City Works & Assets Committee is serviced by the respective divisional Director.

## 7.3 General Public

City Works & Assets Committee meetings are open to the public. However, if confidential matters are before the Committee, members of the public will be requested to leave the meeting whilst the Committee is in Closed Session.

Members of the public who wish to make representations on an item listed on the Agenda to the Committee may register to address the Committee and if registered, can address the Committee via Public Forum at the Committee meeting. Public Forum will be held as per Council's Code of Meeting Practice.

# 8 Support

## 8.1 Sub-committees

The Council may establish sub-committees; and appoint members and respective Chairpersons to support the work of the Council Committees.

## 8.2 Specialist Support

Council provides specialist information on the areas of interest of Committees. Such information includes:

- Proposing strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Preparation of reports on issues to be considered in Committee meetings.

## 8.3 Administrative Support

Council provides administrative support as determined by the General Manager to assist Committees in their deliberations and in undertaking their functions. Such support includes:

- Preparing and publishing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

# 9 Meeting Schedule

City Works & Assets Committee normally meet once a month on the **first Wednesday of the month and will be held at the conclusion** of the City Planning and Environment Committee after a ten (10) minute break. The City Planning and Environment Committee **commences at 6:30pm** (except during the summer recess) at the Botany Town Hall.

The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it and notification provided in accordance with Council's Code of Meeting Practice.

The location, date and time for meetings is advised on the meeting notice, which will be provided to members along with the business paper in accordance with the Code of Meeting Practice.

## 10 Meeting practices and procedures

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

Where possible, or otherwise approved, the meetings of City Works & Assets Committee will be held the first Wednesday of the month (except during the summer recess).

The proceedings of each meeting are recorded in minutes of the meeting, including but not limited to those present, apologies, conflict of interests, public forum and recommendations on matters before the Committee.

The minutes of each meeting are submitted to the next available Council Meeting with a view to the Committee's recommendations being considered.

All City Works & Assets Committee meetings are live streamed and accessible via Council's YouTube channel.

## 11 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

## 12 Document Control

### 12.1 Review

The Committee and this Terms of Reference will be reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

### 12.2 Version history

Version	Release Date	Author	Reason for Change
1.0	11/02/2022	Cathryn Bush	New document
1.1	23/2/2022	Cathryn Bush	Adopted by Council with minor modification
2.0	12/12/2024 (Executive)	Lead Governance	Review of Terms of Reference with minor changes