

# POLICY 2.31

## Governance

### Technical Services and Works Committee



#### Terms of Reference

Version: 5 | Next Review: Nov 2020

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#### POLICY STATEMENT

The name of the Committee shall be “The Technical Services & Works Committee”.

This Committee is formed under provisions of Section 41 of the Local Government Act 1999.

#### 1. Role of the Committee

To provide advice and recommendations to Council on:

##### 1.1 Tumby Bay Airport Management

To develop, encourage, promote, foster and maintain through the efficient operation of the airport, the financial and economic well being and advancement of the region, in consultation with the Community.

To develop, encourage, promote, foster and maintain consultation and cooperation between State and Commonwealth governments and their instrumentalities for the improvement of infrastructure and services at the airport.

To assist in the development of the Tumby Bay Airport.

Recommend to Council infrastructure changes ensuring high safety standards are maintained meeting Civil Aviation Safety Authority standards and regulations and Security objectives

##### 1.2 General Technical Services & Works

To provide access to desired locations for all population groups, facilitating the various modes of transport & services.

- Meeting the needs of community mobility with emphasis placed on:
- Special requirements of users, e.g. the elderly
- Various modes of transport
- Facilities required for movement, e.g. roads, car parks, footpaths, bike tracks, walking trails, signs etc
- Materials used in construction and maintenance, e.g. asphalt, concrete, rubble etc.
- Consulting the community on future needs

Meeting the needs of the community in relation to recreational facilities (parks & gardens) with emphasis placed on:

- Having an adequate number of parks, gardens, reserves, playgrounds etc, which provide high quality active and passive recreation opportunities for the public.
- Having optimum utilisation of recreational facilities (i.e. Ovals).
- Consulting the community on future needs.

Meeting the needs of the industries that underpin the financial viability of the Council region, especially agriculture, with regard to adequate and safe road infrastructure in keeping with the changing requirements of the freight and transport task.

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Also meeting the needs of the community in relation to:

- Sanitation and garbage management
- Effluent disposal and reuse
- Stormwater management and reuse
- Cemeteries management
- Public Conveniences management
- Street lighting
- Foreshore Protection
- Boat Ramps, Jetties and Swimming Facilities management
- Marina operations management (e.g. Boat Cradle)
- Ovals & sports facilities

## 2. Terms of Reference

- Prepare draft plans (e.g. plant replacement, infrastructure maintenance & construction etc for 5 - 10 years).
- Undertake feasibility studies and investigations as needed.
- Inspect infrastructure and plant.
- Seek funding alternatives.
- Input into budget preparation.
- Input into Assets Management planning.
- Prepare draft policy.
- Review plans and policy on regular basis.
- Review Terms of reference Mid term, i.e. Dec 2020

## 3. Membership

- Mayor
- 2x Elected Members
- Tumby Bay Progress Association Representative
- Ungarra Progress Association Representative
- Lipson Progress Association Representative
- Port Neill Progress Association
- Tumby Bay Ag Bureau Representative
- Butler Tanks/ Ungarra Ag Bureau Representative
- Koppio Ag Bureau Representative
- Cockaleechee Hall Committee

## 4. Chair

- The Committee shall appoint the chair.

## 5. Staff Assisting (non voting)

- Works Manager
- Chief Executive Officer
- Works Supervisor

## 6. Reporting & Terms of Committee

The Committee is to report to Council by presenting their minutes to the next ordinary Council meeting after the committee meeting. It will also report as required to any funding bodies with copies of such reports being presented to Council.

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**7. Member's role**

The role of a committee member is to:

- participate in the deliberations of the Committee, with regard to the policy and business which is before it;
- be mindful of the objectives and policies of the Council as they relate to the business of the Committee; and
- to be aware of the Council resources, expenditure and activities, and the need for efficiency and effectiveness in the activities for which the Committee has been established

**8. Meeting times**

The committee shall meet quarterly the third Tuesday of the months March, June, September and December subject to enough business warranting a meeting.

**9. Extent of Authority**

To gather information for the presentation to the Committee, with no Authority to make any commitment (financial or otherwise) on behalf of the Committee or Council.

**10. Civil Liability**

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 members or committee's powers, functions or duties.

**11. Quorum**

Quorum is six members.

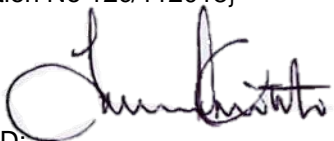
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**Strategic Link:** n/a

**Delegation:** n/a

**Documentation:** Nil

**Authority:**            Adopted by Council:    18/11/2014    {Motion No 8c/112014}  
                                 Reviewed by Council:    10/11/2015    {Motion No 7c/112015}  
                                 Reviewed by Council:    15/11/2018    {Motion No 12c/112018}

SIGNED:  .....  
Responsible Officer

Date: 15 / 11 / 2018

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