Infrastructure & Works Committee
Terms of Reference

Approved and adopted by Council on 04/06/2026 (CRN: OCM111/06/26)

1. Purpose and Scope

1.1 The Infrastructure & Works Committee is established to provide informed, practical, and community-grounded advice to Council on the planning, prioritisation, delivery, and review of the Shire's infrastructure and works program. The Committee supports Council's strategic responsibilities by receiving reports and providing advice on infrastructure and works programs – including roads, bridges, drainage, parks, buildings, plant and equipment, and other civil assets – to promote efficient, safe and sustainable outcomes that reflect the best interests of the community.

1.2 The Committee's scope encompasses all matters relating to the Shire's infrastructure and works program, including long-term asset planning, annual works program priorities, major plant and equipment proposals, tenders, contracts, grants, project progress, risks, and budget alignment. Within this scope, the Committee reviews, analyses and provides recommendations to Council to support informed decision-making and improved community outcomes.

1.3 The Committee is an advisory committee only and has no delegated authority under the *Local Government Act 1995*. Its role is to assist Council's decision-making by offering informed analysis and recommendations; it does not direct Shire operations or staff.

2. Functions and Responsibilities

2.1 The Committee is to make recommendations to Council as to:

(a) The annual infrastructure, works program, long-term asset planning and recommend priorities.

(b) Proposals for major plant/equipment acquisitions, replacement, disposal or hire.

(c) Receiving reports on tenders, contracts, grants and procurements relevant to the Committee's scope, and provide advice to Council.

(d) Receiving progress, risk, and budget alignment reports on major infrastructure and works projects and provide advice to Council.

(e) Identifying opportunities for improved efficiency, safety, sustainability, and community benefit.

(f) Consideration of any other works or infrastructure matters referred by Council or the CEO.

3. Membership

3.1 The Committee will comprise a maximum of:

(a) Four (4) Councillors, appointed by Council.

(b) Two (2) Community Members, appointed by Council based on relevant skills, experience, or local knowledge.

3.2 Community member nominations will be assessed by the Committee, with recommendations presented to Council for appointments.

4. Presiding and Deputy Presiding Member

4.1 The Presiding Member will be appointed by Council from among the Councillor members in accordance with section 5.12(1) of the *Local Government Act 1995.*

4.2 The Deputy Presiding Member may be appointed by Council from among the Councillor members in accordance with section 5.12(2) of the *Local Government Act 1995.*

5. Community Member Eligibility

5.1 Community members must:

(a) be residents or ratepayers of the Shire of Toodyay; and

(b) demonstrate relevant experience, interest or knowledge in infrastructure, works, engineering, asset management, construction, rural operations, or community service levels.

6. Meetings

6.1 The Committee will meet at least quarterly, with additional meetings scheduled as required.

6.2 The agenda will be prepared by the CEO in consultation with the Presiding Member.

6.3 Any Committee member may propose matters for inclusion on the agenda in accordance with the Shire's Meeting Procedures.

6.4 The CEO or their delegates will attend meetings to provide advice and administrative support but is not a member of the Committee.

6.5 The Committee may request, through the CEO, that Shire employees or external parties attend meetings to provide information relevant to the Committee's functions.

7. Quorum

7.1 A quorum shall consist of 50% of the membership plus one, including at least two Councillors.

8. Administration

8.1 The CEO will ensure that minutes of each Committee meeting are prepared in accordance with the *Local Government (Administration) Regulations 1996.*

8.2 Minutes of Committee meetings will be provided to all Councillors before the next Ordinary Council Meeting.

9. Conduct, Independence and Conflicts of Interest

9.1 All Committee members must comply with the *Local Government Act 1995,* the *Local Government (Model Code of Conduct) Regulations 2021*, the Shire's Code of Conduct, and all relevant Shire policies. Committee members must disclose financial, proximity and impartiality interests in accordance with Part 5, Division 6 of the *Local Government Act 1995*, and must not participate in discussions or decisions where an interest exists unless permitted under the Act.

9.2 Committee members must act impartially, independently and in the best interests of the Shire, and must not direct or attempt to direct Shire employees in the performance of their duties.

9.3 Members are expected to demonstrate behaviours consistent with the Shire's values, governance standards, and commitment to transparent, accountable decision making.

10. Committee Membership Duration

10.1 Where a person is appointed as a member of a committee, the person's membership continues until whichever of the following occurs first:

(a) the person no longer holds the office by virtue of which the person became a member; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day.

10.2 Following each ordinary election, Council will appoint new members (or reappoint previous members) to the Committee in accordance with these Terms of Reference.

10.3 Community Members are appointed for a two-year term aligned to the local government election cycle, or until Council resolves otherwise.

10.4 Vacancies arising during a term will be filled by Council as required.

11. Review of Terms of Reference

11.1 The Committee will review these Terms of Reference every two years, or earlier if required.

11.2 The review will be undertaken with administrative support and will consider:

(a) Legislative or regulatory changes.

(b) Council's strategic direction.

(c) Committee performance and effectiveness.

(d) Feedback from Committee members and Shire officers.

11.3 Following its review, the Committee will provide recommendations to Council on any proposed amendments.

11.4 Amendments to the Terms of Reference must be approved by Council.

Approval by Council – Resolution No OCM111/06/26

M V McKe -

Signature – Shire President

11 June 2026

Date

Received by the Infrastructure & Works Committee:

M V McKe .

Signature – Infrastructure & Works Committee Presiding Member

11 June 2026

Date

Reference Information

- *Risk Management Framework endorsed by Council.*

Legislation

- *Local Government Act 1995*
- *Local Government (Regulations) 1996*

Associated documents

- Shire of Toodyay Standing Orders (Local Law) 2008(3.4, Part 13, and 17.6);
- Code of Conduct for Council Members, Committee Members and Candidates
- Statement of Business Ethics

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