



# Community and Resources Committee Terms of Reference

<b>Responsible Director/s</b>	<b>Chief Executive Officer, Director Community Development, Director Corporate Services and Director Infrastructure</b>
<b>Responsible Business Unit/s</b>	<b>Community Safety, Community Services, Corporate Information Services, Engineering Services, Facilities, Projects and Assets, Finance Services, Governance, People Services, Customer and Communications, Parks and Environment, Recreation and Leisure Services, Strategy and Performance and Waste and Fleet</b>
<b>Quorum</b>	<b>4</b>

## 1. Establishment

The Community and Resources Committee is established by the City of Stirling under Section 5.8 of the *Local Government Act 1995*.

## 2. Objectives

The objective of the Committee is to advise Council on matters that pertain to waste management, engineering services, recreation and leisure, parks and environment, leisure and community facilities, arts and culture, community services, community safety, transport, facility management, project management, asset management, human resources, governance, finance and corporate projects, strategy and performance. The Committee then makes appropriate recommendations to Council.

## 3. Areas of Responsibility

- Footpaths, drainage and stormwater management, roads, verges, traffic management and lighting
- Irrigation management, natural areas conservation, parks design and construction, parks operations and sustainability matters
- Sport and recreation, libraries, leisure and community facilities management, community services and local history Marketing, communications and customer service
- Rangers, parking management, animal/pet management, emergency management and crime prevention
- Arts, events, cultural development and place activation
- Construction, renewal and maintenance of the City's infrastructure
- Waste and recycling, and plant and vehicles
- Community and Sporting Leases

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- Strategy and performance analysis and reporting
- Budgets, financial reporting, general contract services, request for funds, reserve funds, tenders, transferring of money between accounts, write off accounts
- Industrial relations, senior designated employee recruitment
- Corporate Governance Framework, Elected Member matters, Local Law development and review, Policy development and review

## 4. Membership

The Committee shall consist of the following unless otherwise determined by Council:-

- One Elected Member from each Ward – as appointed by Council
- Deputy members as determined by Council
- The Mayor, if desired
- Presiding Member and Deputy Presiding Member (to be appointed by Council)

All appointments to the Committee shall be by nomination and appointed by Council.

## 5. Committee Operations

- The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the City's adopted Meeting Procedures.
- The Committee may institute and manage any other rules considered necessary for the day-to-day operations of the Committee.
- The Committee's recommendations must be considered by the Council before implementation.
- The Terms of Reference are to be reviewed in line with the election of new members and any amendment is to be submitted for Council approval prior to Committee adoption.

## 6. Meetings

The Committee will generally meet at 6.00pm on Tuesdays once a month prior to the full Council meeting as determined by Council, or as required.



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## 7. Minutes

- Reports and associated Recommendations from the Committee will be presented to the next available Council meeting for consideration.
- The Chief Executive Officer is responsible for keeping minutes of all business transacted at each meeting and will present the minutes to the next meeting of the Committee for confirmation.
- The minutes shall be made available on the City's website to all Elected Members and the public.

Office Use Only	
Reviewed/Modified	
19 November 2013	Council Resolution Number 1113/017
17 November 2015	Council Resolution Number 1115/002
5 December 2017	Council Resolution Number 1217/018
19 November 2019	Council Resolution Number 1119/014
16 March 2021	Council Resolution Number 0321/020
21 November 2023	Council Resolution Number 1123/013
28 October 2025	Council Resolution Number 1025/005

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