



SHIRE OF
DOWERIN
TIN DOG TERRITORY

ASSET & WORKS COMMITTEE

Terms of Reference

July 2022



Purpose

The Asset & Works Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act to establish and maintain liaison between stakeholders, consider policies associated with plant, assets, roadworks and oversee development and maintenance of the road networks within the municipality.

This Terms of Reference (“ToR”) sets out the objectives, authority, membership, role, responsibilities and operation of the Committee.

Objectives

The objectives of the Committee are:

1. To foster liaison and cooperation between the Shire of Dowerin and stakeholders associated with the road networks within the district.
2. To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the roadworks and maintenance.
3. Make recommendations to Council on matters associated with the future development and maintenance of assets.
4. To review the asset and works components of the Shire’s Asset Management Plan (AMP) and Long Term Financial Plan (LTFP).
5. To review the Shire’s assets and works budget.
6. To meet on special occasions to investigate and/or evaluate urgent road infrastructure issues.
7. To ensure the Shire’s plant and light fleet assets are managed with due regard to Council’s key objectives and goals as specified in the AMP and LTFP.
8. To develop and review asset management policies to guide the acquisition, use and disposal of plant and light fleet assets to make the most of their service delivery and manage the related risks and costs over their entire life.
9. To provide input into Council’s long term budget planning through the development of programs covering plant replacements, and relevant plant and light fleet, significant maintenance cost points.
10. Investigate and report to Council on recommendations:
 - a. Acquisition and disposal of plant and light fleet
 - b. Major maintenance expenditure on individual items of plant.

Role & Responsibilities

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures. The Committee shall not direct Shire of Dowerin employees.

The Committee has the responsibility to:

- a. review progression of the road works program;
- b. ensure issues of concern to resident and users of the Shire’s road network are discussed;
- c. provide feedback regarding roadworks priorities for annual budget consideration;
- d. consider priorities for roadworks consistent with Shire of Dowerin Road Strategy 2021 and Five Year Road Program;
- e. make recommendations to Council through the Senior Officer responsible;
- f. consider plant and light fleet requirements to implement asset and works programs; and
- g. review the proposed Plant Replacement Program on an annual basis to support the Shire’s AMP and LTFP, with a focus on the age, utilisation and operational effectiveness of the plant fleet.

Delegated Authority

The Asset & Works Committee has been established as an Advisory Committee only and does not have any delegated powers.

The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Plant items within the approved annual budget shall be assessed and selected as per the following limitations:

- Items less than \$10,000 (ex GST) may be approved by the CEO
- Items greater than \$10,000 (ex GST) and less than \$100,000 (ex GST) may be approved through a workshop of the Asset & Works Committee
- Items greater than \$100,000 (ex GST) must be referred to a Council meeting for approval.

Membership

Three elected members and two Shire officers shall be appointed to the committee with an additional elected member appointed as a deputy member.

The Asset & Works Committee consists of three elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

The Committee shall elect a Presiding Member and a Deputy Presiding Member from amongst themselves in accordance with Section 5.12 of the *Local Government Act 1995*.

Meetings

The Committee will meet at least quarterly, with additional meetings convened as required at the discretion of the Chairperson or at the request of the CEO.

If any member is absent from three consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

Elected members of the Shire may attend each Committee meeting.

Committee members are expected, where possible, to attend each meeting in person. Where attendance in person is not possible, in accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Committee may, by resolution*, allow a member to attend the meeting via telephone or other means of instantaneous communication.

**Absolute Majority required*

Notice of Meeting and Agenda

The CEO or their delegate will administratively coordinate the convening of meetings of the Committee and invite members of management, or others to attend meetings as observers and to provide relevant information as necessary.

The Committee may call upon guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed shall be provided to each member of the Committee no later than 72 hours prior to the meeting. Associated meeting papers are to be provided at the same time.

Minutes of Meetings

The Executive & Governance Officer will facilitate the administrative support for the meeting, including as a minute taker for the meeting.

Minutes will be taken at each meeting and be presented to the subsequent meeting for confirmation. Minutes will include the proceedings and resolutions of the meeting including the names of those in attendance.

The Chairperson shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Conflicts of Interest will be managed in accordance with the Shire's policies and the *Local Government Act 1995*.

Unconfirmed Minutes of Committee meetings shall be circulated promptly to all members of the Committee.

Minutes of Committee meetings shall be presented to the next Ordinary Council Meeting, with any recommendations from the Committee to be considered by Council by way of a separate agenda item.

The Council may adopt, amend, reject or refer back to the Committee any recommendations arising from the Committee's deliberations.

Other than confidential papers and attachments, agendas and minutes of the Committee will be made publicly available on the Shire's website in accordance with Section 5.96A of the *Local Government Act 1995*.

Quorum

Quorum for a meeting shall be at least 50% of the number of members, whether vacant or not. A recommendation of the Committee does not have effect unless it has been made by a simple majority.

Termination of Committee

Termination of the Committee shall be:

- a. In accordance with the Local Government Act 1995; and
- b. By a decision of Council.

Amendment to the Terms of Reference

This document may be altered at any time by the Council.