



# Asset Management Sub Committee

## Terms of Reference

<b>Adopted by Council:</b> 28 November 2022 (0004/2022) Quorum wording amended 26 February 2024 (0597/2024)	<b>Review Date:</b> November 2026
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### 1. Establishment

- 1.1 The **Asset Management Sub Committee (AMSC)** is established under section 41 of the *Local Government Act 1999* as a sub committee reporting to the **Urban Services Committee** for the purpose of providing advice to Council in regard to the areas listed in section 2 below.
- 1.2 The Sub Committee will exist for the term of the Council or unless resolved otherwise by the Council.
- 1.3 The Sub Committee is established as a Standing Committee within the Council's governance framework.

### 2. Functions and Responsibilities

- 2.1 The Asset Management Sub Committee has been established to provide advice to the Urban Services Committee in relation to reviewing Plans and priority programs of work, related to Asset Management. The Sub Committee will focus on the Playspace, Streetscape and Footpath related assets. To achieve this goal, the Asset Management Sub Committee will:
  - Review footpath, playground and streetscape policies for their appropriateness and currency, taking into consideration best practice and sector and other organisations' approaches and provide recommendations for Council consideration.
  - Consider the targeted levels of service for key asset classes, namely footpaths, playspaces and streetscapes, taking into consideration best practice in asset management, to ensure they match community expectations and are financially sustainable, and consistent across the city.
  - Consider the priority of future and current works flowing from the relevant programs in the relevant Asset Management Plans.
  - Review and provide recommendations to Council on relevant intervention levels for footpath reactive maintenance.
  - Review and provide recommendations to Council on the Building Renewal Program.
- 2.2 The Sub Committee will adopt an innovative and risk management focus in its considerations, delivery and recommendations to Council.

### 3. Authority

- 3.1 The Asset Management Sub Committee has delegated authority to make decisions on appeals following the Footpath Request Evaluation Team (FRET) process as per the Footpath Policy.
- 3.2 Recommendations made by the AMSC will be referred to the next scheduled meeting of the USC, and through presentation of recommendations to Council for final resolution.



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### 4. Membership

- 4.1 Membership of the AMSC comprises of five (5) Elected Members as determined by Council plus the Mayor as ex-officio.
- 4.2 Membership continues for the term of the Committee unless a member resigns from the Committee or is removed earlier by resolution of Council.
- 4.3 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.4 Proxy membership is not permitted.
- 4.5 The appointment of the Presiding Member and Deputy Presiding Member will be made by the Council for a term determined by the Council.

### 5. Meetings

- 5.1 Meetings of the Sub Committee will be held in the Council Offices at 34 Church Street, Salisbury, in the Council/Committee Rooms. Meetings will occur monthly or as required.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 In accordance with section 87 of the *Local Government Act 1999* (the Act), a minimum of three clear days' notice of an ordinary meeting of the Committee will be provided to members of the Committee.
- 5.4 Public notice of meetings will be given through publication of the meeting schedule on the City of Salisbury website. A copy of the Notice of the Meeting will be displayed publicly at the Council's Community Hub.

### 6. Quorum

- 6.1 The quorum shall be determined by dividing the total number of Members of the Committee (excluding the Mayor if ex officio) by two (ignoring any fractions) and adding one. For example, a Committee comprising of five (5) members (excluding the Mayor in the count if ex officio), the quorum is three (3).

When the Mayor as an ex officio member is in attendance, the Mayor will be included in the count towards achieving the required quorum number.

- 6.2 Elected Members who are granted a leave of absence under Section 55A of the *Local Government Act 1999* and Elected Members who are suspended or removed from office, are not counted in the total number of Members of the Committee when calculating the number of members that constitutes a quorum.



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### 7. Meeting Procedures

- 7.1 All meetings will be held in accordance with the Act and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) and the *City of Salisbury Code of Practice for Meeting Procedures*.
- 7.2 Where the Act, the Regulations or these Terms of Reference do not prescribe the procedure to be observed in relation to the Committee, the Committee may determine its own procedure.

### 8. Voting

- 8.1 All members of the Sub Committee have equal voting rights and each member of the Committee present at a meeting will have one vote.
- 8.2 Each member must vote on a question arising for decision, except when a conflict of interest is declared.
- 8.3 The Presiding Member has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 8.4 In the event of an equality of votes, the Committee has not made a decision on that item, which will then be referred to the Council for decision.

### 9. Minutes and Documents

- 9.1 Minutes and documents will be managed in accordance with Regulation 25 – *Local Government (Procedures at Meetings) Regulations 2013* and the *City of Salisbury Code of Practice for Access to Meetings and Documents*.
- 9.2 Minutes will be kept of the proceedings at each Committee meeting. Members of the Committee will be provided with a copy of all minutes of the proceedings of the Committee within (5) five days after a Committee meeting.
- 9.3 The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting.
- 9.4 Members of the public are entitled to access all documents received at a meeting of the Committee unless it is resolved to be confidential under the *Local Government Act 1999*.