



Asset Management Sub Committee

- Terms of Reference -

Endorsed by Council: 26 October 2020 (0715/2020)
Amended 27 September 2021 (1098/2021)

Review Date: November 2022

1. Purpose

1.1 The Asset Management Sub Committee has been established to provide advice to the Urban Services Committee in relation to reviewing the Policies, 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. *(Added Sep 2019 as per Council resolution)*

1.2 The Sub Committee will adopt an innovative and risk management focus in its considerations, delivery and recommendations to Council.

2. Status and Term of the Committee

2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Urban Services Committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.

2.2 This Sub Committee will exist for the term of the Council.



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3. Meeting Details

- 3.1 This Sub Committee is scheduled to meet once a month, on the second Monday of the month, for an initial period to consider the topics mentioned in 1.1 above, and then meet quarterly, or as required, to focus on the priority of future works programs and any requests received.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 34 Church Street, Salisbury or as otherwise determined by the Committee.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days' notice of an ordinary meeting will be provided to members of the Sub Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Sub Committee Agenda will also be displayed at 34 Church Street, Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee is as determined by Council.
 - Cr Beau Brug (Chairman)
 - Cr Lisa Braun
 - Deputy Mayor, Cr Chad Buchanan
 - Cr David Hood (Deputy Chairman)
 - Cr Sarah Ouk
 - Cr Shiralee Reardon
 - Mayor Gillian Aldridge (ex-officio)
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.



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- 4.3 Proxy membership is not permitted under the Act.
- 4.4 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. *Chairman and Deputy Chairman*

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Committee.

6. *Voting Rights*

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the Urban Services Committee for decision.

7. *Meeting Procedures, Minutes and Documents*

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local*



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8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 6 members, the quorum is 4.
- 8.2 When the Mayor (as an ex officio member) is in attendance at an Asset Management Sub Committee meeting, the quorum requirement remains at 4 (that is $7 \div 2 = 3.5 + 1$ (ignoring any fractions) = 4).
- 8.3 Elected Members who are suspended from office and those granted a leave of absence under Section 55A of the *Local Government Act 1999*, are not to be counted in the total number of Members of the Council when calculating the prescribed number of Elected Members that constitutes a quorum.

9. Reporting Requirements

- 9.1 This Sub Committee reports to the Urban Services Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view changes or improvements are needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next Urban Services Committee meeting, through presentation of minutes, for final resolution.