



## Terms of Reference

### Plant Committee

#### 1. NAME

The name of the Committee shall be the “Plant Committee”, appointed as an Advisory Committee to Council in accordance with provisions of Section 5.8 of the *Local Government Act 1995*.

#### 2. AIMS AND OBJECTIVES

- 2.1 To ensure the Shire’s plant and machinery assets are managed with due regard to Council’s key objectives and goals as specified in the Strategic Plan.
- 2.2 To develop and review asset management policies to guide the acquisition, use and disposal of plant and machinery assets to make the most of their service delivery potential and manage the related risks and costs over their entire life.
- 2.3 To provide input into Council’s budget forward planning through development of program covering heavy vehicle replacements, and relevant plant and machinery including (where relevant) identification of significant maintenance cost points.
- 2.4 Investigate and report to Council on recommendations:
  - Purchase and disposal of all trucks, graders, loaders, rollers and other like items of plant as per Clause 5.3;
  - Major maintenance expenditure on individual items of plant.

#### 3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, Council resolves that the Plant Committee is to comprise of 3 elected members

the Plant Committee for the term of the Council

3.4 Voting members are the three elected members

#### **4. MANAGEMENT**

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the *Local Government Act 1995* and any other statutory requirements.
- 4.2 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*.
- 4.3 A Shire of Collie employee, not necessarily a committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Unconfirmed Minutes will be available for inspection within five (5) working days. The Agenda and the Minutes of the previous meeting shall be circulated to all Committee members not later than 72 hours before each meeting.
- 4.4 The Committee shall meet as often as required to achieve the aims and objectives of the Committee, but at shall meet at least annually.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the committee.
- 4.6 The Committee is an Advisory Committee and as such, all advice and actions that require significant commitment of Shire of Collie employee resources shall be presented as recommendations to Council for consideration.
- 4.7 The Council may adopt, amend, reject or refer back to the Committee any recommendations arising from the Committee's deliberations.
- 4.8 The Committee shall not direct Shire of Collie employees.
- 4.10 Members wishing to address the Committee may do so in writing, providing information and proposals for consideration.
- 4.11 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.
- 4.12 Members shall act in accordance with Council's Code of Conduct.
- 4.13 The Committee will be provided with a plant utilisation report in the agreed format once per quarter as shown in the following table:

Appendix 3	Quarter	Report Distributed	Appendix 3
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November to January	February
February to April	May
May to July	August
August to October	November

- 4.14 All items of plant for replacement should be sought as per Council's Purchasing Policy.
- 4.15 The Committee will review the proposed Plant Replacement Program on an annual basis to support the Shire's Long Term Financial Plan, with a focus on the age, utilisation and operational effectiveness of the plant fleet.

## **5. DELEGATION**

- 5.1 The Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 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.
- 5.3 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 Director of Technical Services
  - Items greater than \$10,000 ( ex GST ) and less than \$100,000 ( ex GST) may be approved through a workshop of the Plant Committee
  - Items greater than \$100,000 ( ex GST ) must be referred to a Council meeting for approval.