



TERMS OF REFERENCE

ASSET MANAGEMENT STEERING COMMITTEE

1. Purpose

Asset management is considered a key ongoing focus for Council and is at the centre of Council's overall long-term financial and strategic planning processes. The role of the Asset Management Steering Committee is to ensure effective asset management that will assist Council in meeting its medium and longer term strategic and financial sustainability objectives.

In 2020-2021, Council's assets were valued at \$504M, with an additional \$15M (on average) being added per annum through new capital and donated assets. The challenge presented to Council is to successfully maintain and operate these assets within acceptable levels of service balanced against available funding.

2. Scope

The Asset Management Steering Committee will guide the development of Council's asset management goals, objectives, and initiatives to facilitate the implementation of asset management strategies and plans.

3. Membership

Asset Management Steering Committee

The Asset Management Steering Committee will comprise:

- Chief Executive Officer (Chairperson);
- Administrative Assistant Infrastructure Assets (Secretary);
- Director Infrastructure and Utility Services;
- Infrastructure Assets Manager;
- Director Corporate and Community Services;
- Finance Manager;
- A representative from Queensland Treasury Corporation; and
- Hinchinbrook Shire Council Councillor.

The Councillor shall be nominated by Council at a General Meeting.

Asset Management Technical Committee

The Asset Management Technical Committee may comprise:

- Infrastructure Assets Manager (Chairperson);
- Infrastructure Operations Manager;
- Utility Services Manager;
- Finance Manager;
- Finance and Assets Officer;
- Assets Technical Officer; and
- Administrative Assistant Infrastructure Assets (Secretary).

4. Responsibilities

Asset Management Steering Committee

The role of the Asset Management Steering Committee is to:

- Take the lead role in the strategic development of asset management across the organisation and to establish operational teams as required to assist in the development of class-specific asset management initiatives across the organisation as defined by the Asset Management Steering Committee;
- Enhance the asset management practices and support the continuous improvement of strategic asset management practices;
- Develop and implement annual Asset Management Improvements Action Plans (AMIAP). The AMIAP is developed based on the roadmap provided by Queensland Treasury Corporation (QTC), findings from external and internal auditors and strategic priorities identified by the Council;
- Provide feedback and make recommendations to Council on asset proposals;
- Plan short/long term initiatives; and
- Ensure a coordinated, whole-of-organisation approach is applied for asset management.

Asset management requires a whole-of-Council approach and is the responsibility of the Leadership Team and staff. Specific asset class ownership is detailed in the Asset Responsibility Matrix.

Chairperson

The Chairperson will be the Chief Executive Officer.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

5. Operating Procedures

5.1 Asset Management Improvements Action Plan

The Asset Management Improvements Action Plan (AMIAP) is the key driver for the effective advancement of the asset management practices at Council.

The features of AMIAP:

- It is an annual plan developed and approved for each financial year;
- The action plan includes improvements in asset management including planning, establishing service levels, financial asset management, asset management education and reporting requirements;
- The action plan is based on SMART goals (S-Specific, M-Measurable, A-Achievable, R-Realistic, T-Timely);
- The action plan must incorporate or address reports obtained from any relevant internal or external audits, any legislative or compliance requirements and Council priorities;

- The Infrastructure Asset Manager is the owner of the AMIAP and each project lead is responsible for allocating resources, engaging key stake holders to achieve the actions from AMIAP; and
- The AMIAP may be updated by the Asset Management Steering Committee during the year.

5.2 Meetings

The Asset Management Steering Committee shall meet a minimum of once each three months. These meetings may be held via electronic means. More regular updates of the AMIAP may be provided to the Committee via emails.

The Asset Management Technical Committee meets based on the action plan with the relevant members of the Committee.

5.3 Quorum

A minimum of three of the following members of the Asset Management Steering Committee must be in attendance to form a quorum:

- Chief Executive Officer;
- Director Infrastructure and Utility Services;
- Director Corporate and Community Services;
- Infrastructure Assets Manager; and
- Finance Manager.

5.4 Minutes

Minutes shall be taken for all meetings including the noting of all actions in the action list (see below). Within two business days following the meeting, the draft minutes including the action list, are to be circulated to the Chairperson of that meeting for review prior to being distributed to the committee within five business days of the meeting.

The draft minutes shall then be circulated via email for approval by the end of the same month.

5.5 Action List

An Action List shall be maintained for any actions arising from the committee meeting. The action list will include the due date for the action to be addressed and the accountable officer. An update on the status of each action item is to be presented and discussed at the subsequent committee meeting.

5.6 Meeting Invitees

At the request of the committee chairperson, people other than the committee members (e.g., consultants, asset owners, or other internal staff) may attend the meeting as required (whether for full or part of the meeting).

5.7 Agenda and Papers

The agenda and any supporting papers for the meeting will be sent out three days prior to the meeting.



6. Reporting

The Infrastructure Assets Manager will prepare a report on committee activities, progress and outcomes achieved. This report will be provided to:

- Council General Meeting on a three-monthly basis; and
- The Audit and Risk Committee on a six-monthly basis.

7. Evaluation and Review

7.1 Review

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The Steering Committee's achievements;
- The Purpose and Responsibilities of the Committee;
- Composition of the Committee;
- Whether there is a demonstrated need for the Steering Committee to continue; and
- Any other relevant matter.

7.2 Cessation

Council may disband the Steering Committee following a review or at any time during its operation.