

Accommodation, Fleet and Asset Management Committee

Facilities Services

Terms of Reference

DOCUMENT INFORMATION

This is a document controlled by the Chair of the Accommodation, Fleet and Asset Management Committee (edocs #1683320).

VERSION HISTORY

The following outlines the high-level changes made to each version of this document:

Version	Notes	Changes made by	Date
1	Initial Draft	Brian Lovi and Chris Chadwick	May 2009
2	Reviewed by Phil Clarke, DDG and Barry Leahy, DDG	Brian Lovi	May/June 2009
3	Reviewed by Rachel Hunter, DG	Brian Lovi	June 2009
4	Annual Review by AMC	Allen Harvey	January 2011
5	Amendments to include new DG, new member and position name changes	Ben Madden	April 2011
6	Amendments to include: <ul style="list-style-type: none">• new standing member• new AFAMC scope and name	Shane Reiche	August 2011

SIGN OFF

Endorsed by: Terry Ryan
Chair
Accommodation, Fleet and Asset Management Committee

Refer minutes of 28 July 2011 AMC meeting

Approved Philip Reed
Director-General

Refer minutes of 16 September 2011 BOM meeting

REVIEW

The AFAMC will review this document annually.

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BACKGROUND

- 1.1 The Board of Management (BOM) of the Department of Justice and Attorney-General (DJAG) has established the Accommodation, Fleet and Asset Management Committee (AFAMC) as part of its governance framework.
- 1.2 This document establishes the authority and responsibility of the AFAMC so that it may function effectively in the department.
- 1.3 The AFAMC will brief the Director-General and report to the BOM regarding decisions made and courses of action as soon as practicable after each meeting.

2. PURPOSE

- 2.1 The role of the AFAMC is to:
 - clearly define DJAG's major and minor capital works program
 - set the accommodation, fleet and asset management strategic and operational direction for DJAG, having regard to DJAG's obligations under the *Financial Management Standard 2009* and *Financial Accountability Act 2009*
 - consider emerging issues and risks to determine the most appropriate response, having regard to funding options
 - report and make recommendations to the Director-General and the BOM for the good governance and management of DJAG's accommodation, fleet and asset portfolio.

3. MEMBERSHIP

- 3.1 Membership of the AFAMC consists of the substantive or acting post holders of the following positions:

Standing Members

- Deputy Director-General, Justice Services (Chair)
- Assistant Director-General, Corporate Services (Deputy Chair)
- Executive Director Electrical Safety Office
- Executive Director, Office of Regulatory Policy
- Executive Director, Supreme, District and Land Courts Service
- Executive Director, Magistrates Courts
- Director, Financial Services Branch
- Director, Information Technology Services
- Director, Facilities Services
- Director, Property Services

Observers

- Program Manager, Facilities Services

- 3.2 The AFAMC will consider a person acting in any of the above positions as a member of the committee for the term of the acting arrangement.
- 3.3 Only the Director-General may appoint standing members. The AFAMC may appoint observers as it considers appropriate.

3.4 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting) the Deputy Chair will act as Chair.

4. MEETINGS

4.1 The AFAMC will meet monthly or as required by the Chair.

4.2 The Chair is to:

- determine the venue for the conduct of meetings
- conduct meetings on a formal basis
- ensure that the Secretariat records minutes of the meetings.

4.3 A quorum consists of the Chair (or Acting Chair) and a majority of Standing Members.

4.5 Standing Members proposing to send proxies to attend meetings must seek agreement from the Chair prior to the meeting.

5. AGENDAS

5.1 The Secretariat is to prepare an agenda for meetings with relevant issues papers attached and distribute it to members, preferably at least 48 hours prior to the meetings.

5.2 The AFAMC may consider agenda items out of session by electronic or other means. The Secretariat is to record the outcomes of these considerations in the minutes of the next available meeting.

6. MINUTES

6.1 The Secretariat must forward the minutes of the meeting to members as soon as practicable after the meeting.

6.2 The Minutes must record the following:

- date and location of meeting
- attendees, apologies and absentees
- agenda item discussions
- action items (including responsibility and timeframe)
- decisions taken (including rationale).

6.3 The AFAMC must:

- confirm the minutes of the preceding meeting at each meeting
- review the status of any outstanding action items.

7. SECRETARIAT

7.1 The Facilities Services unit will provide secretariat support to the AFAMC.

7.2 The Secretariat will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and recording the minutes of meetings.

7.3 The Secretariat is to save into e-docs, electronic copies of all relevant documents to the AFAMC (including agendas, position papers and minutes).

8. INDUCTION OF NEW MEMBERS

- 8.1 As a form of induction, it is the responsibility of the Chair to provide new standing members and observers with a copy of the following documents prior to their first meeting:
- the Terms of Reference (if not already supplied)
 - a copy of the program of capital works
 - the Corporate Governance framework (as detailed in the Annual Report)
 - the minutes of the previous three AFAMC meetings.

9. SUBCOMMITTEE

- 9.1. The AFAMC may create sub-committees at any time to perform specific tasks or responsibilities. The AFAMC must specify terms of reference, membership, reporting arrangements and sunset arrangements at time of establishment.

10. ANNUAL REVIEW

- 10.1 Each year the Human Resources and Governance (HRG) branch will undertake a review of the operation and functioning of the AFAMC with particular reference to the extent to which the AFAMC has discharged its roles and responsibilities. Where appropriate the review should make recommendations for improvements.
- 10.2 The HRG branch is to consult with the Chair.
- 10.3 The HRG branch is to provide a copy of the review report to the Chair of the AFAMC and the BOM.

11. DEFINITIONS

- ‘Standing Member’ A specific position approved and appointed by the Board of Management to be on the AFAMC and expected to participate in each meeting
- ‘Observer’ A specific position or person approved by the Chair to be on the AFAMC and invited to attend and observe each meeting