

### **Preamble**

1. The Motor Vehicle Sub Committee is an advisory committee to the South Port Day Links Committee of Management (CoM).
2. The Vehicle Sub Committee assists the South Port Day Links CoM by determining that the Motor Vehicle Policy is adhered to at all times. Issues covered include safety, servicing of vehicles, insurance, prompt repairs and fleet updates including number and make of vehicles.

### **Purpose**

The Vehicle Sub Committee will:

1. Work within the overall objectives and priorities as defined by the CoM
2. Set priorities for the year based on the annual business plan and direction from the CoM
3. Report to the CoM on the SPDL Vehicle fleet including:
  - a. Replacement of vehicles as per policy
  - b. Opportunities for grants or sponsorship
  - c. Servicing of vehicles
  - d. Repairs to vehicles
  - e. Insurance
  - f. Fittings – barriers, branding of, phones in vehicles etc.
4. Recommend to the CoM:
  - a. Replacement of vehicles – when and why?
  - b. Number of vehicles as per need
  - c. Make and model of vehicles to suit client base
  - d. Changes in Policy and Procedure

### **Membership**

1. The Vehicle Sub Committee will consist of at least 2 CoM members and other volunteers as co-opted and endorsed by the CoM as required.
2. The terms of appointment are at the discretion of the CoM and vacancies filled as they arise.
3. The current members are:

Chair:	Clare Doyle
External members:	Rosemary McCormack Kevin Doyle
Ex Officio:	Robert Menzies (General Manager) Sally King (Transport Coordinator)

### **Meeting Procedures and Governing Principles**

#### ***Chair***

1. The Chair of the Vehicle Sub Committee will be appointed by the SPDL CoM after the Annual General Meeting each year.
2. The Chair will approve the agenda and meeting minutes before distribution.
3. If the Chair is absent another CoM member will undertake this role.
4. The Chair reports to the CoM following each Sub Committee meeting including raising recommendations requiring CoM action or approval.

#### ***Secretary to the Sub Committee***

5. The Sub Committee will appoint a Secretary to the Sub Committee. In their absence, the Chair will nominate a Sub Committee member to act as Secretary for the meeting.
6. Minutes will be distributed to all Sub Committee members following approval of the Sub Committee Chair.

#### ***Frequency***

7. A schedule of meetings will be developed following each Annual General Meeting for the coming calendar year or on a needs basis.
8. The Sub Committee will meet on a needs basis with a minimum of twice a year.

#### ***Notice of Meetings***

9. Unless otherwise agreed by all Sub Committee members, notice of meetings and supporting documentation will be dispatched a minimum of five working days prior to the meeting date.

#### ***Quorum***

10. A quorum shall consist of one (1) CoM Member plus one other member of the Sub Committee.

#### ***Review***

11. The Terms of Reference and their adequacy will be reviewed annually by the Sub Committee and the CoM and take into consideration the priority in the SPDL Annual Business Plan.

#### ***Specific Authorities of the Vehicle Sub Committee***

12. The Sub Committee has the authority and power to exercise the responsibilities set out in these Terms of Reference and under any separate resolutions of the CoM granted to it from time to time.
13. The Committee has a right to obtain information from any employee via the General Manager in relation to the business of the Sub Committee to assist it in meeting its role and priorities.
14. The subcommittee must work with the GM in relation to negotiating work priorities to assist in managing workloads and timetables.

# Vehicle Sub Committee

## Terms of Reference

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### **Reporting**

15. The minutes of the meeting will be included in the CoM papers.
16. The Chair will provide a report of the actions and recommendations of the Sub Committee at the following CoM meeting.

Responsibility	Committee of Management
Date created	September 2016
Version	01
Review history	September 2016
Status (draft/pending/approved)	Approved
Approved by	Committee of Management
Date approved	08/09 2016
Next review	December 2017