



# DBSA MAINTENANCE & EQUIPMENT WORKING GROUP

## *CHARTER AND TERMS OF REFERENCE*

**Reviewed December 2022**

### **Purpose**

- The purpose of the DBSA Maintenance & Equipment Working Group is to maintain the Association's property and assets in usable and safe condition at all times.

### **Objectives**

1. Ensure that boats are maintained to a safe and acceptable standard at all times.
2. Carry out timely repairs on equipment ensuring that all of DBSA's required equipment is available and ready to use at any time.
3. Conduct training on the correct handling procedure for DBSA equipment.
4. Ensure that all DBSA property is securely and correctly stored.
5. Regularly check trailers to ensure that they are registered and roadworthy.
6. In carrying out maintenance or repairs, safety and environmental standards will be observed.
7. Prepare an annual maintenance schedule and implement it.

### **Accountability**

- The Working Group is accountable to the DBSA Board.

### **Structure**

- The Working Group will consist of one representative from each Club plus a DBSA Portfolio Lead.
- The term of each appointment is one year. If a member resigns within the year their Club will appoint another representative for the remainder of the term.
- It is expected that any representative will have the necessary expertise to meet the Working Group's objectives.

### **Chair of the Working Group**

- The Working Group will nominate a Chair and inform the Board.

### **Meetings**

- The Working Group shall meet as required.

### **Conflict of Interest**

- Working Group members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the agenda.
- If a Working Group member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, they will be excused from discussions and deliberations on the issue where a conflict of interest exists and must not be present for consideration of that matter.

## **Reporting**

- The Working Group will report to the DBSA Board.
- The DBSA Portfolio Lead will provide updates on the working group progress to the DBSA Board during Board meetings and at other times when relevant.

## **Authority**

- Low value repairs or consumable purchases (less than \$150) may be authorised by the Portfolio Lead and reimbursed by the DBSA Treasurer.
- New asset purchases or large costs must be authorised by the DBSA Board.
- The Portfolio Lead may need to liaise with Landlord, Council or other third parties where issues warrant.