

TERMS OF REFERENCE.

Property Committee – External Community Member

The City of South Perth is seeking to appoint two External Community Members to its Property Committee. These Members will be required to appropriately prepare for, attend and participate in all Property Committee meetings, held as and when required.

Committee Terms of Reference

The Committee's Terms of Reference are:

1. To establish guidelines for the conduct of a review of Property Asset Management for ratification by the Council, such guidelines to address as a minimum:
 - Expected levels of financial performance for the City's investment property portfolio;
 - The basis and extent to which the costs of operating community facilities ought properly to be recovered from revenues derived from the City's property portfolio;
 - The manner in which the views of Council and/or the community are to be obtained and considered in the conduct of the review;
 - Classes of property to which specific limitations might apply in considering future ownership or management options;
 - The extent to which the City might reasonably consider the acquisition of property for investment purposes.; and
 - The timetable for the conduct of the review and for periodic progress reports to the committee and Council.
2. To provide liaison with and oversight of the Property Asset Management review so as to provide input and guidance on behalf of the Council in relation to the agreed guidelines; and
3. Subject to the provisions of the *Local Government Act 1995* and the limitations of any delegation of powers to it by Council, the functions of the Committee are:
 - (i) To finalise and communicate guidelines for the review as approved by Council
 - (ii) To consider and respond to matters arising from the review process requiring interpretation of the approved guidelines
 - (iii) To receive and consider periodic reports on the conduct of the review, providing comments and guidance on behalf of the Council
 - (iv) To consider recommendations arising from the review and advise Council accordingly
 - (v) Subject to Council so resolving, to oversee implementation of the outcomes of the review as adopted by Council

Skills

The skills and experience required by the External Community Member are:

- Experience in managing property portfolios
- Experience in property acquisition, dispositions and investments
- Understanding of property law

Selection Process

The City will provide the Property Committee with a shortlist of candidates and recommended preferred candidates, for the Committee to consider and make a determination on.

Appointment

The External Community Members will be appointed for a maximum term of one year, commencing January 2017.

Obligations

The External Community Members must agree to abide by the City Code of Conduct.

Remuneration

The External Community Members will be paid a nominal fee of \$750 per meeting attendance and \$300 per hour for attendance at City required training or meetings with staff.

Induction Program

The External Community Members will be required to complete an induction and any internal and external training programs deemed necessary by the Committee. This includes meeting with relevant internal officers and access to relevant documentation.

Confidentiality

The External Community Members must sign and comply with a confidentiality agreement requiring the Member not to disclose any information specified in the agreement.

Voting

The External Community Members can vote at Committee meetings.

Termination

The City reserves the right to terminate the appointment of the Member prior to the end of appointment, in the event that there is a breach of confidentiality, an ongoing conflict of interest, a non-disclosure of a conflict of interest, a breach of the City's Code of Conduct or performance not meeting expectations.