



Property Assets Working Party

Terms of Reference

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Reports to Committee:	Finance, Community & Services Committee
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Division/Department:	Infrastructure and Sustainability / Property & Projects
Responsible Officer:	Manager – Property & Projects
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1 Who are we

We are the Property Assets Working Party (the Working Party).

2 Background

This Working Party was established by Council resolution on 23 April 2012, with the aim to consider existing Council owned and managed property assets and any potential future property assets.

3 What We Do

Our purpose is to support the development of existing Council owned and managed property assets and any potential future property assets.

Our objectives are to:

- Oversee the development of strategies for the acquisition and development of property assets.
- Develop priorities for the acquisition and development of property assets.
- Consider proposals for asset rationalisation and development.
- Identify funding options for the acquisition and development of property assets.

4 Working Party Performance

Every two years, the performance of the Working Party will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Working Party is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Working Party may be required.

5 Membership

The Working Party will consist of:

Woollahra Councillors

- The Mayor
- Four (4) Woollahra Councillors appointed by the Mayor, following an annual Expression of Interest (EOI) process undertaken with Councillors, noting that the Mayor will nominate the Chair of the Working Party.

Council Staff

- Director, Infrastructure & Sustainability
- Manager, Property & Projects

General Manager

- The Working Party meetings will be serviced by appropriate Directors and other Council staff, as required.

6 Quorum

A minimum of three (3) Councillor members of the Working Party shall constitute a quorum for a meeting.

7 Strategic Advice

The Working Party may request specific, specialist, strategic advice from persons or organisations should circumstances require.

8 Term of Working Party Membership

The term of the Working Party for Councillors members will be annual or as often as Working Parties are re-determined by Council and the Mayor.
Staff membership will be at the discretion of the General Manager.

9 Delegation Authority

The Working Party is a working party only and has no delegated authority. The activities of the Working Party will be reported to the Finance, Community & Services Committee as required. The Working Party cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff.

10 Meeting Procedures

1. The frequency of meetings of Working Party will be at the discretion of the Chair. Meetings will either be held at Woollahra Council Chambers, or online.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Working Party, not less than seven (7) days prior to the meeting.
3. Members of the Working Party are requested to advise the Chair if they are not able to attend any meeting or by contacting the appropriate Council staff prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.

5. Presentations to the Working Party will be permitted at the invitation of the Chair. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.
6. Arrangements may be made for meetings to be conducted and/or attended electronically including attendance by invited guests. The confirmation of the minutes of meetings may also be conducted electronically. This will be at the discretion of the Chair.
7. Administrative support will be provided by Woollahra Council staff.

11 Duties

All Working Party members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

Chair

1. The Chair shall preside at all meetings of the Working Party.
2. The Chair may determine the frequency of meetings. At the end of each meeting consideration will be given to the date of the next meeting.
3. In the absence of the Chair, the Working Party will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Working Party Members

1. All Working Party members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.
2. Act in a manner consistent with Woollahra Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.

Staff

1. Working Party meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. It is preferable that a minimum of two (2) staff attend meetings, with one to be a senior staff member.
2. The responsible staff member shall see that meeting notices, agendas and other information are forwarded to all Working Party members at the appropriate times.
3. The responsible staff member shall submit all minutes of the Working Party meetings to the Finance, Community & Services Committee for consideration and appropriate action.

Terms of Reference Amendments

Date	Responsible Officer	Description