



## PROPERTY ADVISORY GROUP

### TERMS OF REFERENCE December 2018

**These Terms of Reference are to be read in conjunction with Council's Advisory Group Operation and Conduct Policy.**

#### BACKGROUND

Council owns and has care and control over a large portfolio of property, buildings and land. This is comprised of reserves, parks, roads (both made and unmade), community land such as halls and sporting facilities and buildings ranging from council offices and community halls, to commercially leased heritage buildings. Council also maintains a community land register.

#### ROLE

The Property Advisory Group provides advice to the Executive Officer on matters relating to the operations, maintenance, improvement and rationalisation of Council's building and property portfolio.

#### STRATEGIC LINKS

##### Strategic Plan

<b><i>Place</i></b> - Places for people and nature	3.3	We will complete the road reserves and reserve assessments (blue marker project), leading the nation in conservation and biodiversity management practices
<b><i>Place</i></b> - Places for people and nature	3.5	We will take a proactive approach and a long term view, to infrastructure maintenance and renewal
<b><i>Explore</i></b> - Explore ideas and work with others	4.6	We will actively pursue opportunities to share resources and partner with other for better community outcomes
<b><i>Organisational Sustainability</i></b>		Risk & responsibility <ul style="list-style-type: none"> <li>• Legal compliance</li> <li>• Financial &amp; asset sustainability</li> </ul>

## **FUNCTIONS**

The Property Advisory Group provides advice to the Executive Officer on:

- Matters relating to the operations, maintenance, improvement and rationalisation of Adelaide Hills Council's building and property portfolio;
- Progress of rationalisation, management and key transactions as resolved by Council;
- Specific property transactions, leases or other issues related to property and building matters; and
- Road closures, widenings, encroachments and rents

## **MEMBERSHIP**

The Property Advisory Group shall comprise up to four (4) Council Members.

The Manager Property Services (or nominee) or other officer as appointed by the Chief Executive Officer shall act as Executive Officer for the Property Advisory Group.