

<b>Portfolio</b>	<b>Operations</b>	<b>Ref. No.</b>	<b>RES-MGT-006</b>
<b>Department</b>	<b>Operations Management</b>		
<b>Title</b>	<b>Property Committee Terms of Reference</b>		

## 1. PURPOSE AND SCOPE

The Property Committee (Committee) of the Royal Australasian College of Surgeons (the College) will advise the Finance, Audit and Risk Management Committee (FARM) on issues pertaining to properties leased by the College. Its aim is to ensure Council is kept abreast of all matters relating to the oversight and management of College property assets, including the sound managerial and financial control over these assets.

## 2. KEYWORDS

Lease, Premises, Committee, Council, Property,

## 3. BODY OF POLICY

### 3.1. Objectives

The key objectives of the policy are:

- To advise Council on issues pertaining to the properties owned by the College focusing on the divestment of the College owned SA property and the redevelopment of the Melbourne site.
- To ensure Council is kept abreast of all matters which affect the financial standing of these property assets.
- To develop, coordinate and monitor lease agreements for the effective management of College leases properties.

### 3.2. Duties and Responsibilities

- To oversee all activities to ensure adequate coordination and integration with current College policies.
- To recommend and advise on priorities.
- To initiate, establish priorities, implement and review policies relating to the property resources of the College.
- To be accountable to Council for reporting on any matters directed to it by Council.
- To provide an additional review function of all property assets.
- To identify and direct any capital projects or redevelopment as approved.

### 3.3. Powers

The Committee has such executive power, supervisory function making authority as the Council delegates to it from time to time.

The Committee shall also have the ability to consult independent experts where they consider it necessary to carry out their duties.

### 3.4. Composition of Committee

#### 3.4.1 Members

- Deputy Treasurer - Chair
- Treasurer
- Chair, Professional Development & Standards Board
- Councillor

#### 3.4.2 In Attendance

- Honorary Advisor - Property
- Chief Executive Officer
- Deputy CEO and Chief Operating Officer
- Secretariat

<b>Division</b>	<b>Resources</b>	<b>Ref. No.</b>	<b>RES-MGT-006</b>
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### **3.5. Terms of Office and Method of Appointment**

The membership of the external Honorary Advisers is optional subject to Committee needs, however at least two (2) Advisors must be members of the Committee at any time.

Honorary Advisors will be appointed for three years with the relevant Committee having the right of reappointment. Due to the level of expertise and commitment required by the College, Honorary Advisors may continue in the position as long as necessary contingent on Council approval.

### **3.6. Meetings**

The Committee shall hold three meetings per year about 3 to 4 weeks prior to Council week and any other meetings as it decides are necessary. Meetings may be by teleconference or emails if necessary.

### **3.7. Corporate Governance Structure**

The Property Committee will report to the Finance, Audit and Risk Management Committee (FARM) from a finance and risk management perspective.

From an operational perspective, reporting on RACS leased properties will report to Council through the CEO Report.

The Committee may establish additional project working groups to progress any major projects.

**Approver** FARM  
**Authoriser** Council