



Wesley College Melbourne Property Committee Charter

Purpose	<ul style="list-style-type: none">• Establish, for approval by Council, the policy framework for all property dealings of the College – including the construction and maintenance of buildings, building equipment, building and site services, site improvements
Authority to Act	<ul style="list-style-type: none">• Delegation of Council in accordance with the Constitution
Composition	<ul style="list-style-type: none">• No less than three (3) Councillors, including the Principal, having appropriate mix of skills, experience / knowledge (building and construction)• Co-opted members: No more than three (3) able to vote as required at the direction of Council• Invitees: Business Director & CFO, Associate Director Finance & Performance Reporting, College Head of Facilities, Facilities Operations Manager
Conduct of Meetings	<ul style="list-style-type: none">• Monthly, unless otherwise agreed by the Chair and as required• Committee Chair – appointed by Council and should be non ex-officio member of Council• Minutes of all proceedings of meetings are to be kept
Key Responsibilities	<ul style="list-style-type: none">• Monitor building and site improvement projects approved by Council ensuring their completion on time and within budget• Monitor continual conformity of all College facilities and site works with statutory requirements, including building and occupancy approvals, fire detection and suppression, health and safety standards and practice• Approve the terms of engagement inclusive of monitoring of compliance with College OH&S and Duty of Care policies of consultants and contractors in the completion of new approved projects and proper maintenance of buildings, equipment, services and grounds• Ensure the efficient operation of physical College assets with regard to best practice environmental and sustainability processes and outcomes; including the adoption of appropriate policies and standards to direct both College personnel responsible for facilities management and users of College facilities• Oversee the sale of physical assets of the College as approved by Council• Recommend to Council the form of recognition of Nomenclature items, and review the maintenance of existing plaques, honour boards and instruments of nomenclature
Committee Reporting	Minutes of Meetings, signed by the Chair, to be provided to the next Council meeting for endorsement

FINAL March 2022