



## Alkira Centre – Box Hill Inc.

### TERMS OF REFERENCE

#### **PLANNING & PROPERTY COMMITTEE**

The Planning & Property Committee is a Sub-Committee of the Alkira Board of Directors (Board)

#### **MEMBERSHIP**

The Committee shall consist of the CEO (ex officio) and 3 members of the Alkira Board

#### **APPOINTMENT**

Committee members shall be appointed annually.

The Board shall, at their first meeting following the Annual General Meeting each year, elect the office bearers who will make up this committee.

#### **FREQUENCY OF MEETINGS**

The Committee shall meet as necessary between Board meetings at least on a quarterly basis. A quorum at each meeting shall be 3 members. Meetings may be conducted electronically.

#### **RECORD OF MEETINGS**

A record of each meeting is to be forwarded to the Board.

#### **FUNCTIONS OF THE COMMITTEE**

In conjunction with the CEO to:

- Assist the management team to develop and review the property master plan for Alkira and ensure it supports the broader Alkira Strategic Plan
- Ensuring that correct processes are employed in dealing with any Alkira property
- Monitor projects approved by the Board, through the delivery stage to ensure their completion on time and within budget

- Monitor the maintenance of Alkira's property assets ,serviceable condition ,and required level of reliability to ensure their efficient operation
- Monitor the purchase and sale of the physical assets of Alkira for approval by the Board
- To oversee major capital expenditure projects and report progress on a timely basis to the Board
- To engage consultants where necessary to assist in the implementation of projects
- To advise the Board and CEO on all property and facility matters
- To ensure that Alkira has appropriate procedures and processes to manage all risks associated with the use of its properties and facilities
- To provide input as required by the Board Finance & Risk Committee to the annual insurance review process
- To complete other tasks which are assigned to it from time to time

**Reviewed and approved by Alkira Board 19/09/2017**