

## **TERMS OF REFERENCE**

### **ESTATES COMMITTEE**

**May 2026**

**General Purpose:** The Estates Committee is responsible to Council for overseeing the delivery of all matters pertaining to the buildings, property and land, owned and leased by the Community Council.

1. To manage and direct the use of all buildings, property and land within the Council's portfolio. To ensure the best possible use of them by/for the community, consistent with the Business Plan.
2. To be responsible for maintenance/improvement programmes of all Council property portfolio.
3. To prepare each year, for submission to Council by the end of October, a detailed draft budget covering all project expenditure for the coming financial year and the following 4 financial years.

Any projects not included in the budget for that financial year, must be forwarded to the Finance Committee for direction.

1. To review annually the Terms of Reference prior to the Annual Meeting of Council
2. The Estates Manager to present a 6 monthly report on the overall condition of all buildings, any issues of note or urgency to be reported to the next Committee meeting.
3. The Estates Manager to present a 6 monthly report on the overall condition of all land controlled by the Community Council, any issues of note or urgency to be reported to the next Committee meeting.

With regard to new projects:

4. To identify and present the options available to Council
5. To define the scope of the project for Council approval
6. To define the tasks, activities, timeline, processes and resources required to accomplish the delivery of the project for approval of Council
7. To report to Council the progress against the tasks defined
8. To identify any additional tasks that may be required to achieve the outcome

9. To identify any problems and issues that may adversely affect the timely accomplishment of the project
10. To define and implement the Exit Strategy agreed by Council