

Property & Development Committee Charter

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1. INTRODUCTION

This Charter has been developed and approved by the Board of DOOLEYS Lidcombe Catholic Club (DOOLEYS) to outline the manner in which the Property & Development Committee discharges its responsibilities.

2. ROLE OF THE PROPERTY & DEVELOPMENT COMMITTEE

- 2.1 The Committee is constituted as a Committee of the Club pursuant to Rule 53 of the DOOLEYS Constitution to assist the Board in discharging its responsibilities by monitoring and advising on matters relating to, but not limited to:

2.1.1 Property & Development strategies and practices generally including facilities

2.1.2 Selection of consultants & development team

2.1.3 Remuneration & contractual terms of Club consultants & development team

2.1.4 Building & development plans & staging

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2.1.5 Diversification of Club revenues & facilities

2.1.6 Work health and safety; and risk management of building

3. MEMBERSHIP

3.1 The Board appoints the Property & Development Committee members

3.2 The Committee must be comprised of at least three Board members including the Chairperson of the Board, all of whom are determined by the Board to be independent

3.3 Each Member is expected to:

3.3.1 Have adequate knowledge of building issues

3.3.2 Have reasonable knowledge of DOOLEYS, properties, future development, building, facilities & services & the industries in which it operates;

3.3.3 Have the capacity to devote the required time and attention to prepare for and attend Committee meetings

3.3.4 Have reasonable knowledge of project & facilities management

4. MEETING FREQUENCY

The Committee shall meet as required.

5. RESPONSIBILITIES

In performing its role, the responsibilities of the Property & Development Committee include, but are not limited to:

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5.1 Property & Development strategies and practices generally

- 5.1.1 Reviewing and making recommendations to the Board relating to the overall property & development strategies, policies and practices of DOOLEYS.
- 5.1.2 Monitoring the effectiveness of DOOLEYS overall property & development framework in achieving DOOLEYS property & development strategies
- 5.1.3 Reviewing the recruitment, retention and termination policies and contractual terms for consultant & development team
- 5.1.4 Overseeing the process to set robust performance measures and targets that encourage superior performance, quality & ethical behaviour & embrace risk management processes

5.2 Diversity

- 5.2.1 Reviewing DOOLEYS, strategic plan in relation to diversification of the Company's revenues and facilities
- 5.2.2 Making recommendations to the Board regarding measurable objectives for achieving diversification of the Company

5.3 Work health and safety

- 5.3.1 Considering the health and safety environment at DOOLEYS in detail and considerations required whilst planning & undertaking building
- 5.3.2 Reviewing contractual arrangements, and considering whether incentives and contractual outcomes are aligned with occupational, health and safety objectives

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5.4 Other

- 5.4.1 Performing any other duties and undertaking or overseeing any specific projects as the Board may from time to time request

6. AUTHORITY

The Property & Development Committee has delegated authority from the Board to fulfil its responsibilities including:

- 6.1 Having access to adequate internal and external resources, including having access to management, employees and information relevant to its responsibilities under this Charter, through the Chairperson or the CEO and;
- 6.2 Obtaining independent advice, at DOOLEYS expense, including engaging and receiving advice and recommendations from appropriate independent experts

7. REPORTING RESPONSIBILITIES

The Chairperson of the Property & Development Committee updates the Board regularly about matters relevant to the Property & Development Committee's role, responsibilities, activities, and matters considered, discussed and resolved at Committee meetings.

8. REVIEW OF PROPERTY & DEVELOPMENT COMMITTEE PERFORMANCE AND CHARTER

- 8.1 In order to ensure that the Property & Development Committee is fulfilling its duties, it:
- 8.1.1 Undertakes an annual self-assessment of its performance against the requirements of its charter and provides that information to the Board
- 8.1.2 Provides any information the Board may request to facilitate its review of the Committee's performance and its members

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8.2 The Property & Development Committee reviews and assesses the adequacy of the Property & Development Committee Charter annually, and seeks Board approval for any changes

8.3 Amendments to the Charters are to be approved by the Board

9. MEETING PROCEDURES

The Board and Board Committee Procedural Rules set out the procedures for meetings of the Committee.

10. QUORUM

A quorum of the Property & Development Committee is 2 members of the Board.

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