

Property Advisory Panel Independent Member Information Pack

Overview

The Maitland Local Government Area (LGA) covers an area of 396km². Key strategic suburbs include Maitland, East Maitland, Thornton, Rutherford, Thornton North, Aberglasslyn, Lochinvar, Farley, Anambah, Gillieston Heights.

Maitland is a high growth LGA with population expected to exceed 100,000 in the next two years. Maitland LGA is the focus of a diversity of economic activities, including agriculture, tourism, mining, manufacturing, transport, and construction industries.

Council manages an operating budget of \$164 million per year, including capital and operating expenditure and over \$2 billion in infrastructure assets. Over 600 staff provide a diverse range of services to the community.

Objectives

The objective of the Panel is to provide advice, guidance and expertise on strategic property matters.

Terms of reference

The Panel will operate in accordance with the Property Advisory Panel (PAP) Terms of Reference.

Membership

Membership of the Panel will feature the independent member, the Mayor, four councilors, the General Manager, Executive leaders and other staff who will participate in meetings as required.

Appointment of panel member

Appointment of the member will be for a term of up to three years, or as otherwise determined by a direction of Council, after which the member may be eligible for extension or reappointment following a formal review of performance by the Panel.

The appointment will be made based upon a demonstrated ability to meet the selection criteria. The Member chosen to serve on the Panel should exhibit independence of mind in their deliberations, not act as a representative of any particular interest group and be astute to avoid conflicts of interest.

Selection criteria

The independent external member of the Panel will have a broad range of skills and experience relevant to the position.

The following criteria will be considered in relation to skills and experience when assessing applications for the position of the independent member:

1. Professional qualifications and/or knowledge and expertise, specifically in the area of strategic commercial property, to support the activities required of a panel member
2. Demonstrate an understanding of the role of the Property Advisory Panel
3. Demonstrate an understanding of and knowledge/experience of local government and corporate governance
4. Demonstrate current/prior experience on similar panels or committees

Roles and responsibilities

The role and responsibilities of the PAP is in accordance with the Panel's Terms of Reference which may be revised or expanded by Council from time to time.

Members of the panel are expected to:

- Make themselves available as required to attend and participate in meetings
- Contribute the time needed to review and understand information provided
- Apply good professional analytical skills, objectivity, and judgement
- Act in the best interests of Council and adhere to strict confidentiality principles as outlined in the Panel's Terms of Reference
- Maintain effective working relationships with Council
- Be aware of and understand the relevant legislative and regulatory requirements appropriate to Maitland City Council
- Perform their duties in a manner that engenders trust in the integrity, objectivity, and impartiality of the Panel
- Have a high level of personal integrity and ethics, as well as act honestly and in good faith
- Work collaboratively with other members of the Panel in achieving the Panel's objectives
- Review the governance, risks, progress, controls, finances, and performance surrounding strategic property matters
- Have strong interpersonal skills, oral and written communication skills, analytical skills, and the ability to apply objectivity with sound judgment
- Comply with the Property Advisory Panel Terms of Reference

Panel meetings:

The Panel shall meet at least four times per year (quarterly), with the standard duration for a meeting being up to two hours. If necessary, additional meetings will be scheduled as required.

Reporting arrangements

The Panel will provide updates of its activities to the Council as prescribed in the Property Advisory Panel's Terms of Reference.

Constraints

All Panel members are required to comply with the following:

- Maintain confidentiality in relation to all discussions and information obtained during or because of panel meetings
- Declare a potential conflict of interest with any issue on the agenda at the commencement of the meeting or should any potential conflicts occur
- All conflicts of interest are to be declared and recorded in the minutes, and if necessary, the parties involved will be asked to leave the room while the matter is discussed

- Due to the nature and sensitivity of the information provided at the Panel meetings, independent members will be required to sign a Declaration of Confidentiality.

Code of conduct

All Panel members shall always abide by Council's Code of Conduct and relevant policies.

Induction and training

Panel members will receive information and briefings on their appointment, assisting in meeting Panel responsibilities.

Remuneration for meetings

Remuneration for the independent member will comprise a fixed fee based on a per meeting amount. Fees are inclusive of travel, preparation and all other costs associated with attending the meetings.

Attachments

Property Advisory Panel's Terms of Reference, as approved by Council 20 May 2025.

Evaluation

The evaluation of external members will be undertaken by the General Manager, reviewing the Expression of Interest applications, considering the experience of applicants and their likely ability to have appropriate analytic and strategic management skills for the position of an independent member.

Applicants should provide the following information as part of their expression of interest:

1. Complete the Property Advisory Panel Member Application Form
2. Prepare a covering letter addressing the selection criteria.
3. Provide contact details for two referees.

A shortlist of suitable applicants will be created, contact will be made and asked to progress to a final interview stage.

Expression of interest

Council invites interested persons to submit an expression of Interest to Council addressed to the General Manager and marked Property Advisory Panel Independent Member by 5.00pm on Friday 29 August 2025, via :

Mail	Maitland City Council PO Box 220 MAITLAND NSW 2320
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Email	info@maitland.nsw.gov.au
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Enquiries

All enquiries or requests for information should be directed to Mary O'Leary, Executive Manager-Finance (mary.oleary@maitland.nsw.gov.au) or email info@maitland.nsw.gov.au

Property Advisory Panel Expression of Interest Independent Member Application Form

Maitland City Council is seeking expressions of interest from suitably qualified and experienced persons to be appointed as an independent external member (not Chair) as part of Council's Property Advisory Panel.

The Panel comprises one independent member, the Mayor and four Councillors who will meet at least four times a year. The Panel is supported by relevant Council officers. This is an advisory panel to Council providing independent property oversight and assistance to Council, supporting good governance, the highest and best use of assets, optimising financial outcomes, strategic alignment and performance.

APPLICANT DETAILS			
Surname		First name:	
Postal Address:		Suburb:	
Postcode:		Phone:	
Mobile:		Email address:	
Preferred contact:	<input type="checkbox"/> Mobile <input type="checkbox"/> Email		

MEMEBRSHIPS / AFFILIATIONS	
Please list any clubs, organisations, interest groups or committees that you are a member of or have affiliations with within the Maitland Local Government Area.	
Name/details:	
Name/details:	
Name/details	

DECLARATION OF INTERESTS, CONTRACTS OR OTHER BUSINESS WITH COUNCIL

Do you have any contracts (actual or potential) or other business with Council that might create a conflict of interest between your duties as a member of this Panel and your private interests?.

Yes

No

If yes, please outline:

SELECTION CRITERIA

Please attach a cover letter addressing the below criteria, explaining clearly under each heading how your qualifications or experience meet and satisfies the criteria and giving examples of current/past work experience

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Professional qualifications, and or knowledge and expertise to support the actives required as a panel member

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Demonstrate the understanding of the role of PAP

☐

Demonstrate an understanding of (knowledge/experience) of Local Government

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Demonstrate current/prior experience on similar panels or committees

Signed:

Date:

SUBMIT YOUR APPLICATION

Applications should be marked:

- Application for Property Advisory Panel Independent External Member
- Attention of the General Manager

and sent to:

Mail: Maitland City Council PO Box 220 MAITLAND NSW 2320

Email: info@maitland.nsw.gov.au

Closing date for applications is 5.00pm on Friday 29 August 2025.

Thank you for your application. All applications received will be assessed and you will be advised of the outcome in due course.

Privacy and Personal Information Protection Notice

This information is provided voluntarily by the applicant and is collected for the assessment of the application. Failure to provide this information will prevent Council processing your application and may lead to your application being rejected. This information is intended only for Officers of Maitland City Council and will be stored in accordance with Council's compliant Records Management System and the State Records Act 1998 (NSW). This information may be accessed by Council Officers or by requests under the Government Information (Public Access) Act 2009 (NSW). You have a right to access your personal information under the Privacy and Personal Information Protection Act 1998 (NSW) by application to Maitland City Council and to have that information updated or corrected.



Maitland City Council Strategic Community Committee Property Advisory Panel

PANEL STRUCTURE & TERMS OF REFERENCE

maitland
CITY COUNCIL

Terms of Reference – Property Advisory Panel

Adopted 20 May 2025

Governing Body / Approved By: Elected Council

Department Responsible: Corporate Finance

Community Strategic Plan Alignment:

- i. Vibrant Maitland

Working together to create opportunities for growth, work, and participation. 1.

1. Function:

- a. To provide advice, guidance and expertise on strategic property matters.

2. Purpose:

- 1. To provide advice on the development of strategies related to Maitland City Council land holdings;
- 2. To investigate, consider and provide advice on the acquisition of land and buildings for strategic purposes;
- 3. To investigate, consider and provide advice on the disposal of Council land and buildings that are surplus to the city's needs and do not meet investment benchmarks;
- 4. To provide advice on the reclassification of Community or Operational land; and
- 5. To monitor Council's performance and achievements across the relevant focus areas in the Community Strategic Plan.

3. Meeting Schedule:

- 1. Quarterly on the fourth Wednesday of the specified month, commencing at 4.15pm.
- 2. Additional meetings may be scheduled by the General Manager or Chairperson.

4. Membership:

- 1. Mayor (or nominee)
- 2. Four (4) Councillors
- 3. External Industry Expert
- 4. General Manager (non-voting)
- 5. Director City Services (non-voting)
- 6. Director City Planning (non-voting)
- 7. Executive Manager Finance (non-voting)

5. Chairperson:

The Mayor or Mayor's nominated delegate

6. Deputy Chairperson:

One Councillor appointed by the Committee

7. Confidentiality:

- 1. Given the potential commercial implications, items of Committee business remain confidential unless confirmed otherwise by the General Manager;

3. Unless otherwise resolved by the Committee, all meetings of the Property Committee will be closed to the general public.
4. Prior to attending a meeting, any guests invited must sign a Deed of Confidentiality document and agree to abide by the terms of Council's Code of Conduct relating to confidentiality.

8. Quorum:

A quorum is constituted by attendance of at least five (5) members.

9. Meetings:

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Committee will submit reports to Council where a Council resolution is required to enact a recommendation of the Committee
4. The Committee will report quarterly via an Information Report to the elected Council on attendance, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information).

10. Voting:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights