

Official Residences Advisory Committee Terms of Reference

September 2017

These Terms of Reference set out the policies and procedures of the Official Residences Advisory Committee (the Committee) for the Official Residences (the Residences) of the Prime Minister (The Lodge in Canberra and Kirribilli House in Sydney) to assist the Committee members in the performance of their duties and responsibilities.

1. Role

The role of the Committee is to provide advice to the Australian Government on the conservation and development of the buildings and grounds and for the long-term strategic planning of the Residences.

2. Membership

- 2.1 The Committee will be comprised of five (5) to seven (7) members, each of whom shall be a recognised expert in their field.
- 2.2 The Australian Institute of Architects will be invited to nominate a suitably qualified architect with relevant experience in large scale domestic heritage buildings to serve as a member of the Committee.
- 2.3 Where vacancies exist, the remaining members may exercise all the powers and perform all the duties of the Committee so long as a quorum still exists. (See 7.4)
- 2.4 Each member will be appointed to the Committee by the Prime Minister after consultation with the Leader of the Opposition for an initial term of up to three (3) years, subject to renewal twice, such that no member's term of service on the Committee will exceed nine (9) years.
- 2.5 The First Assistant Secretary, Ministerial Support Division, Department of the Prime Minister and Cabinet (PM&C) is an ex-officio member of the Committee and may attend any meetings of the Committee.
- 2.6 Terms of Committee members will be staggered so that, over time, the terms of no more than three members will expire at the same time.

3. Duties and Responsibilities

- 3.1. If requested by the Secretary, PM&C, the Committee may provide advice on how each new significant capital works project at the Residences can contribute to: maintaining the current capability and condition of the properties; improving long-term sustainability; and meeting the operational

requirements and needs of residents. This includes providing advice on such things as:

- 3.1.1. plans, designs and proposals for capital improvements (e.g. conservation, preservation and life cycle upgrades)
 - 3.1.2. multi-year capital plans for the Official Residences and the priority-setting and risk management frameworks to establish such plans
 - 3.1.3. plans and designs for the lands, buildings, infrastructure, landscapes and interiors of the Official Residences, taking into consideration the formal (protocol and symbolic), heritage, operational (functional and maintenance), environmental, and aesthetic aspects of the place, and
 - 3.1.4. policies, strategies and standards for the management of the Official Residences, including the front of house, private areas, work areas, grounds and buildings.
- 3.2. The Committee may also provide advice on such other matters concerning the Official Residences as may be referred to it by the Australian Government or relevant agencies.
- 3.3. The Committee undertakes its advisory role in consultation with the occupants of the residences and representatives of PM&C and the Department of Finance or other relevant department. The Committee will also consult with the Office of the Official Secretary to the Governor-General where its advice might reasonably be expected to impact the operations of either Government House or Admiralty House.
- 3.4. Committee members will attend meetings, prepare for each meeting by thoroughly reviewing all materials prepared and sent to Committee members prior to each meeting and participate actively in all meetings, bringing to the Committee and its deliberations the full extent of their experience.
- 3.3 Committee members shall:
- 3.3.1 strictly maintain the confidentiality of the information they obtain because of their membership on the Committee, and

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- 3.3.2 not knowingly take advantage of, or benefit from, information that is obtained in the course of their term on the Committee and that is not generally available to the public.

4. Conflict of Interest

If a Committee member faces a real, apparent, or potential conflict of interest relating to a matter before the Committee, that member will inform the Chairperson or, in the case of the Chairperson, he or she will inform the Secretary, PM&C prior to consideration of the matter by the Committee. If the Chairperson, or the Secretary, PM&C, as the case may be, concurs that a real, apparent, or potential conflict of interest exists, the member faced with such conflict will disclose to the Committee the member's interest, will not participate in the consideration of the matter and will not vote on or otherwise participate in the consideration of the matter.

5. Member Selection

- 5.1. Members will be selected based on their expertise or experience in the following areas (which may be varied according to changing requirements of the Residences) to enable the Committee to adequately fulfill its mandate:

Real Asset Management

- Property Management
- Land Management
- Heritage Sites Management
- Life Cycle Management
- Infrastructure
- Horticulture
- Engineering
- Project Management
- Construction/building

Design

- Architecture
- Landscape Architecture
- Interior Design
- Environmental Design

Heritage

- Built Heritage
- Natural Heritage
- Planning
- Conservation/Rehabilitation
- Maintenance

- 5.2. In the event of a vacancy on the Committee, PM&C will review the existing Committee member profiles as well as the list of required expertise set out above to identify qualified candidates for recommendation to the Prime Minister who will make the decisions after consultation with the Leader of the Opposition.

6. Chairperson

- 6.1. The candidates for the position of Chairperson must demonstrate: leadership, discipline and dependability; excellent and effective communication skills; an ability to summarize the key message of the discussion in a neutral fashion; and, an ability to promote a positive atmosphere to allow for open and frank discussions and sharing of opinion.
- 6.2. A Vice-Chairperson will be appointed to assist the Chairperson.

7. Committee Meetings

- 7.1. The Committee will meet at least six monthly.
- 7.2. The Chairperson may convene additional Committee meetings as required on such notice as may be determined by the Chairperson.
- 7.3. Quorum for the meetings of the Committee will be established as follows:
 - 7.3.1. with a membership of five (5) or six (6) members, the quorum will be three (3) Committee members; and
 - 7.3.2. with a membership of seven (7) members, the quorum will be four (4) Committee members.
- 7.4. In the absence of the Chairperson, the Vice-Chairperson will act as chairperson of a Committee meeting. In the absence of the Chairperson and the Vice-Chairperson, the attending Committee members will appoint an acting Chairperson from amongst themselves.
- 7.5. PM&C will provide the secretariat for the Committee.

8. Reporting

The Committee will report annually to the Secretary of the Department of the Prime Minister and Cabinet regarding its meetings and progress in carrying out the responsibilities of the Committee pursuant to these Terms of Reference.

9. Financial Considerations for Committee Members

Fees and travel allowances, as set by the Commonwealth Remuneration Tribunal, are payable for attendance at advisory committee meetings.

10. Use by the Office of the Official Secretary to the Governor-General

As the Office of the Official Secretary to the Governor-General (OOSGG) already has in place well developed property project oversight and management strategies, it will draw on the services of the Committee only on an as-required basis. Where that occurs, the Committee is to undertake its advisory role for those purposes in consultation with the OOSGG.

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