



URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA (WESTERN AUSTRALIA)

COMMITTEE STRUCTURE AND GOVERNANCE MANUAL

2018-19

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URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA (WESTERN AUSTRALIA)

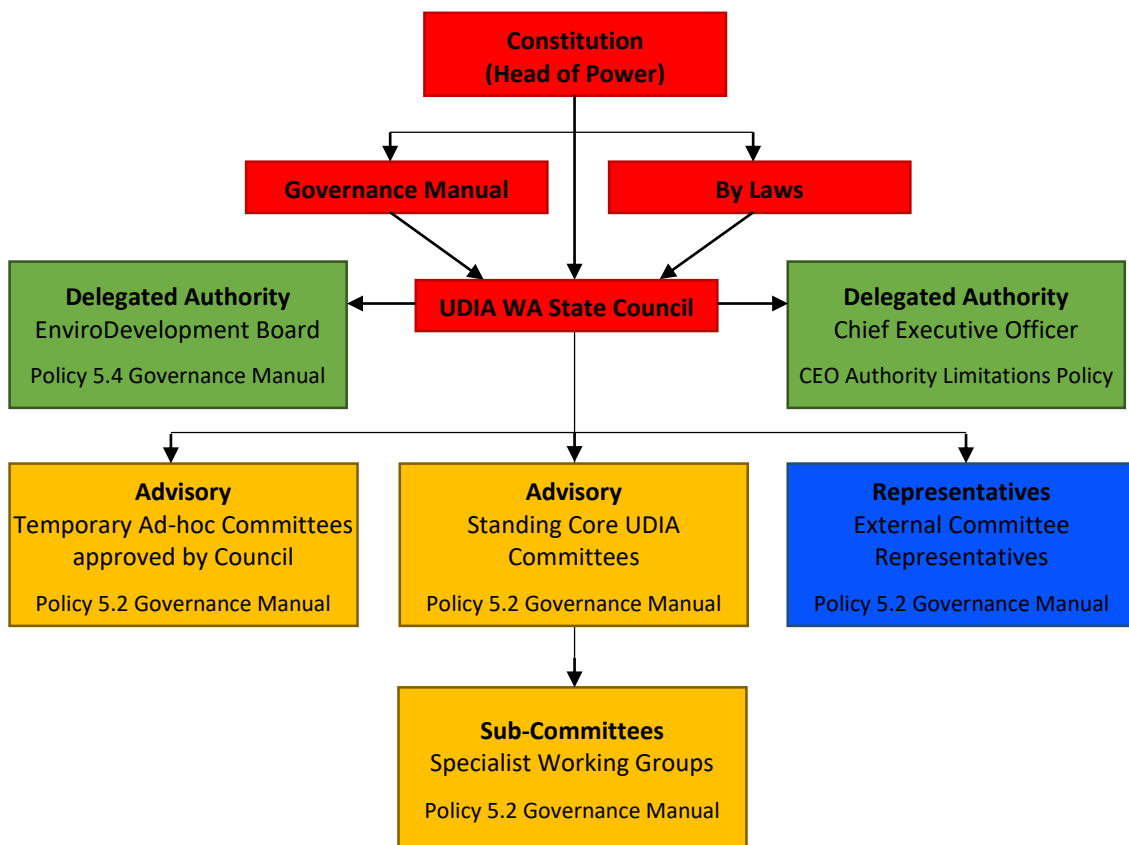
The Urban Development Institute of Australia (WA) is the peak body for the development industry in this State.

Our members represent a diverse set of talented professionals who work to address and resolve the many challenges of development, to achieve outcomes that are environmentally sustainable, economically sound, innovative and appealing to the community.

Together, our members imagine, plan and build the cities and urban environments of Western Australia, for current and future generations of Western Australians.

The Institute supports the need for a long term, bipartisan and integrated plan to deliver Western Australia’s built environment which ensures the State is agile, future ready and a highly liveable destination that is competitive on the world stage.

COMMITTEE STRUCTURE



ROLE OF COUNCIL ADVISORY COMMITTEES (Policy 5.2 Governance Manual)

UDIA's Policy Governance Manual expressly provides for Council Advisory Committees to be established from time to time, to help carry out the Council's responsibilities.

If Council Committees are established, their role is to assist the Council's job only, never fragmenting the wholeness of the Council's job. These committees may be standing i.e. operating from year to year until no longer required or ad hoc to manage specific issues. The Standing Committees may also form working groups or sub-committees which shall also be bound by the requirements of this governance manual.

Accordingly:

1. Council committees are to help the Council by preparing policy alternatives, advice and recommendations for Council deliberation.
2. Council Committees must not speak or act for the Council except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with the authority delegated to the Chief Executive Officer.
3. Council committees cannot exercise authority over staff. Because the Chief Executive Officer works for the full Council, he or she will not be required to obtain approval of a Council committee before an executive action.
4. Council committees are to avoid over-identification with organisational parts rather than the whole. Therefore a Council committee that has helped the Council create policy on some topic will not be used to monitor organisational performance on that same topic.
5. Ad hoc committees will be established as task forces and used sparingly. Their terms of reference will include a pre-determined timeframe for action.
6. This policy applies to any group that is formed by Council action, whether or not it is called a committee and regardless whether the group includes Council members. It does not apply to committees formed under the authority of the Chief Executive Officer.
7. Composition of Council Committees is to reflect the representational diversity of the Council as a whole, unless otherwise authorised by the Council.
8. A list of Council committees and their composition to be provided to Council on an annual basis.
9. The formation of ad hoc committees will be reported to the Council within one month of formation.
10. All committee members must complete and submit a signed Code of Conduct form.

STANDING ADVISORY COMMITTEES

PURPOSE

To lead the planning, implementation and delivery of the Institute's Policy and Advocacy Agenda and to actively identify and address opportunities and challenges faced by the urban development industry.

ROLES AND RESPONSIBILITIES

While each Standing Committee will have its own distinct terms of reference, Standing Committees will also operate in accordance with the following:

- Committee Chairpersons appointed by State Council;
- Assist in the development of the Institute's Policy and Advocacy Agenda;
- Provide leadership and insight to address foreseen and unforeseen opportunities and challenges faced by the urban development industry;
- Contribute information, knowledge and resources to the development of submissions, position papers, briefing notes and other advocacy material;
- Review and assist in providing a coordinated response to government reports, policy changes, legislation and regulatory reviews;
- When required, recommend the establishment of expert sub-committees for State Council consideration;
- Inform the UDIA WA Executive and State Council of any information which may require the Institute to formulate an advocacy strategy and/or response;
- When required, Committee Chairperson or other appointed representative to participate in meetings and briefings with government representatives or workshops, inquiries, forums and the like; and
- Assist in the preparation of project briefs for research activities and other advocacy actions.

MEMBERSHIP

- Committees will be made up of a maximum of fifteen member representatives;
- All participants must be current employees of a financial member of the Institute;
- At least one member of the Institute's State Council to be a member on each Committee;
- Committee Members will be appointed based on their skills, expertise and their commitment to the Institute's policy and advocacy activities;
- All Committees run for a term of two years, after which they will automatically undertake a spill process;
- State Council may, at its discretion, spill a Committee at an earlier date;
- If Committee Members fail to attend more than two consecutive meetings without apology their Committee position may be reviewed.

POLICY AREAS

The policy areas which the committees will focus upon include: Environment, Housing Diversity, Industry Diversity, Infrastructure, Land Use Planning, Outlook (Young Professionals) and Urban Water.

CURRENT STANDING COMMITTEES

ENVIRONMENT

To drive an efficient, consistent and coordinated approach to effective environmental management in Western Australia in a way that is cognisant of climate change and has a positive economic, social and environmental impact.

HOUSING DIVERSITY

To identify opportunities for and barriers to, achieving best practice, greater affordability and diversity in built form outcomes, to meet Western Australia's various housing and lifestyle needs, in a way that has a positive economic, social and environmental impact.

INDUSTRY DIVERSITY

To represent the diversity of those who work within the urban development industry and to assist in promoting greater equality, engagement and participation across the industry.

INFRASTRUCTURE

To seek the timely provision of urban infrastructure and services to meet the needs of new and existing communities; whilst ensuring the provision of the infrastructure required does not adversely impact the affordability and accessibility of housing.

LAND USE PLANNING

To advocate for an efficient statutory and strategic planning system that facilitates high quality and innovative development outcomes at both a local and state level and that meets Western Australia's economic, social and environmental needs.

OUTLOOK

To identify and promote opportunities for professional development, networking, growth and engagement of young professionals within the property development sector.

URBAN WATER

To promote an efficient, innovative and coordinated approach to urban water management, ensuring that competing social, economic and environmental demands for water are appropriately balanced.

SUBJECT MATTER EXPERTS

In addition to the above Standing Committees, members are able to assist the Institute through less formal methods by highlighting their expertise in relation to varying matters. Subject matter experts assist with providing industry knowledge and insight to the UDIA WA Executive, enabling the Institute to deliver accurate and in depth industry responses to more technical issues.

Subject matter experts may be called on to represent the Institute on separate policy matters that are not specific to any one Committee, or participate on Temporary Advisory Committees and Working Groups.

EXAMPLES OF SUBJECT MATTERS

Activity Centres/Employment lands	Infrastructure Planning	Project Feasibility and Quantity Surveying
Affordability (Housing and Living)	Infrastructure – Roads and Rail	Seniors Living
Architecture	Infrastructure – Social and Community	Social Planning and Assessment
Cultural Heritage	Infrastructure – Telecommunications	Taxation & Finance
Development Finance	Innovation & Sustainability	Urban Ecology
Diversity/equality	Legal – Fiscal and Procurement	Urban Economics
Environmental Planning and Assessment	Legal – Planning and Environment	Urban Design
Foreign Investment	Medium/High-density/Infill Development	Urban Renewal
Industrial Lands Development	Mixed-use/Commercial	Value Capture

PROACTIVE POLICY RESPONSE

Committees shall be responsible for ensuring a proactive policy agenda on behalf of members.



TERMS OF REFERENCE - ENVIRONMENT

PURPOSE

To drive an efficient, consistent and coordinated approach to effective environmental management in Western Australia in a way that is cognisant of climate change and has a positive economic, social and environmental impact.

OBJECTIVES

- Consideration of the impacts of climate change on future urban development;
- Integration and consolidation of Federal, State and local government environmental approvals to provide greater clarity and certainty;
- Integration and streamlining of State planning and environmental approvals processes to remove duplication and the embedding of environmental approvals into strategic planning documents and structure planning to streamline the approvals process;
- Ongoing consideration of environmental approvals and controls to ensure that they deliver innovative and positive environmental outcomes;
- Accurate and up to date environmental data to be maintained and made publically available; and
- Suitable recognition of the value of natural habitats and the provision of appropriate economic incentives such as public open space credits for passive recreation purposes.

ROLES AND RESPONSIBILITIES

- The full Committee will meet bi-monthly at the Urban Development Institute;
- Assist in the development of the Institute's Policy and Advocacy Agenda;
- Contribute information, knowledge and resources to the development of submissions, position papers, briefing notes and other advocacy material;
- Review and identification of priority advocacy issues on an annual basis;
- Committee members will adhere to the Code of Conduct for UDIA WA Committee Members;
- Committee Chairperson or other appointed representative to participate in meetings and briefings with government representatives or workshops, inquiries, forums and the like;
- Members to inform the UDIA WA Executive and State Council of any items which may require the Institute to formulate an advocacy strategy and/or response;
- Assist in the preparation of project briefs for research activities and other advocacy actions; and
- Contribute to the Institute's development and delivery of key industry events including speaker and topic suggestions, direct Committee member involvement and overall participation.

TERMS OF REFERENCE - HOUSING DIVERSITY

PURPOSE

To identify opportunities for and barriers to, achieving best practice, greater affordability and diversity in built form outcomes, to meet Western Australia's various housing and lifestyle needs, in a way that has a positive economic, social and environmental impact.

OBJECTIVES

- A whole of Government (State and local government) approach to achieving strategic planning goals and appropriate incentives available to both local government and industry working to achieve density goals;
- More effective development controls to support the delivery of infill and appropriately located high density development with greater recognition afforded to costs associated with higher density;
- Effective integration of land use and built-form outcomes through a performance based assessment approach;
- Strata titling reform and the introduction of community title and staged strata development to support contemporary lifestyle choices;
- Development of incentives to promote greater housing diversity and living choices;
- Taxation and fiscal policy reform to support the delivery of more affordable housing options. Primary amongst these should be the abolishment of stamp duty and introduction of a broad based land tax; with land taxes to be applied only to the unimproved value of the land to prevent investment disincentives and encourage the highest and best use of the land;
- Reform to ensure GST contributions are equitable and not duplicated for development projects.
- Commitment to the introduction of community title and a greater integration between commercial and compatible forms of development; and
- Introduction of contemporary development controls for commercial development relating to issues such as car parking, the treatment of waste and access arrangements etc.

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TERMS OF REFERENCE – INDUSTRY DIVERSITY

PURPOSE

To represent the diversity of those who work within the urban development industry and to assist in promoting greater equality, engagement and participation across the industry.

OBJECTIVES

- Increase awareness and capability in our industry leaders to embrace diversity and flexibility;
- Provide thought leadership and advocacy for diversity and inclusiveness within our industry;
- Actively seek diversity for all UDIA events and through UDIA publications (noting that speakers or contributors are to be relevant to the industry and meet attendees' requirements for industry specific knowledge);
- Increase the visibility of diversity in the industry through recognition of success and achievement in the industry;
- Build awareness within our industry to embrace diversity, inclusion and flexibility.

ROLES AND RESPONSIBILITIES

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- Contribute to the Institute's development and delivery of key industry events including speaker and topic suggestions, direct Committee member involvement and overall participation.

TERMS OF REFERENCE – INFRASTRUCTURE

PURPOSE

To seek the timely provision of urban infrastructure and services to meet the needs of new and existing communities; whilst ensuring the provision of the infrastructure required does not adversely impact the affordability and accessibility of housing.

OBJECTIVES

- A State infrastructure funding and implementation plan, linked to strategic land use planning priorities and integrated across all relevant government departments and agencies;
- All strategic land use planning documents to include a full cost benefit analysis to evaluate current and future infrastructure needs generated;
- Review of existing and investigation into alternative infrastructure funding mechanisms and establishment of an independent infrastructure body to evaluate and identify long term infrastructure requirements;
- A fair, equitable and transparent infrastructure contribution system;
- Examination of alternative infrastructure investment models seeking to remove of upfront developer charges, funding infrastructure over extended timeframes through recurring and appropriate charges related to development; and
- Development of an infrastructure funding and implementation plan, linked to strategic land use planning priorities and integrated across all relevant government departments and agencies.

ROLES AND RESPONSIBILITIES

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TERMS OF REFERENCE – LAND USE PLANNING

PURPOSE

To advocate for the development and implementation of an efficient planning system that facilitates effective urban development and that meets Western Australia’s economic, social and environmental needs.

OBJECTIVES

- A simplified and more efficient development approvals process, that provides greater certainty, consistency and accountability in the development approval processes. The system should also have the ability to be flexible and respond to innovation;
- Statutory and strategic planning policy reforms that deliver best practice, efficient processes and innovative outcomes;
- Efficient and innovative delivery of land for industrial, commercial, and other non-residential land uses;
- Effective strategic planning that provides an efficient supply of residential land to support growth and appropriately links communities with infrastructure;
- Investigation of a risk based development assessment approach;
- Strategic land use planning documents include a full cost benefit analysis to evaluate current and future infrastructure needs generated;
- Commitment to diversifying the State’s economy embedded in all strategic land use planning instruments;
- A fair, equitable and transparent infrastructure contribution system;
- Investigation of a risk based development assessment approach;
- Introduction of a form-based planning option; and
- Development of a medium density housing code to support greater diversity of housing typologies.

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TERMS OF REFERENCE - OUTLOOK

PURPOSE

To identify and promote opportunities for professional development, networking, growth and engagement of young professionals within the property development sector.

OBJECTIVES

- Identify the information and educational opportunities that will enable young professionals to grow and learn;
- Encourage the engagement of young people in industry in UDIA and the broader industry;
- Contribute to the planning of events relevant to the target audience, through speaker and topic suggestions, focussing on expanding skills, knowledge and professional networks;
- Engage with young professionals through a strategic approach to communications, utilising mediums including social media e.g. LinkedIn;

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- Contribute to the Institute's development and delivery of key industry events including speaker and topic suggestions, direct Committee member involvement and overall participation.

TERMS OF REFERENCE – URBAN WATER

PURPOSE

To promote an efficient, innovative and coordinated approach to urban water management, ensuring that competing social, economic and environmental demands for water are appropriately balanced.

OBJECTIVES

- Government commitment to the use of fit for purpose water, with the investigation and adoption of innovative water recycling methods;
- Streamlined approval processes that include alternative water systems and recognises the benefits that they can provide;
- Advancement of water sensitive design and an integrated water system that utilises all available water resources to ensure resilience against climate change;
- Clear and consistent guidance regarding the management of wetlands, waterways and any associated buffers, with accurate and contemporary mapping and information made readily available;
- Greater policy recognition of the value of wetlands through open space credits for wetlands; and
- Practical, cost effective drainage solutions which maximise social, economic and environmental benefits.

ROLES AND RESPONSIBILITIES

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- Assist in the preparation of project briefs for research activities and other advocacy actions; and
- Contribute to the Institute’s development and delivery of key industry events including speaker and topic suggestions, direct Committee member involvement and overall participation.

UDIA WA STANDING COMMITTEE NOMINATION FORM 2018-19

Committee Members will be appointed based on their skills and expertise and their commitment to the Institute’s policy and advocacy activities. All Standing Committees run for a term of two years, unless otherwise determined by State Council.

Please send the completed UDIA WA Standing Committee Nomination Form, a copy of your Professional CV and signed Code of Conduct for UDIA WA Committee Members to policy@udiawa.com.au by **COB Monday, 22 January, 2018**.

Details about the roles and responsibilities of members of representative committees are outlined in UDIA’s Committee Structure and Governance Manual. Please refer to the specific Terms of Reference for each committee for more information.

APPLICANT DETAILS

Name:	
Company name:	
Position:	
Phone:	E-mail:

Note: All successful applicants must be an employee of a financial member organisation.

NOMINATED STANDING COMMITTEE(S)

If nominating for more than one committee, please indicate the order of preference by numbering the boxes (number ‘1’ indicating a first preference).

	Environment		Land Use Planning
	Housing Diversity / Built Form		Outlook
	Industry Diversity		Urban Water
	Infrastructure		

Please outline any specific areas of interest and the experience/qualifications you have that are relevant to the standing committees for which you are nominating:

SUBJECT MATTER EXPERTISE

Please identify the subject matters you have expertise in and in which you would be interested in contributing to, should an ad-hoc or temporary committee be formed in the future:

Activity Centres/Employment lands		Infrastructure Planning		Project Feasibility and Quantity Surveying
Affordability (Housing and Living)		Infrastructure – Roads and Rail		Seniors Living
Architecture		Infrastructure – Social and Community		Social Planning and Assessment
Cultural Heritage		Infrastructure – Telecommunications		Taxation & Finance
Development Finance		Innovation & Sustainability		Urban Ecology
Diversity/equality		Legal – Fiscal and Procurement		Urban Economics
Environmental Planning and Assessment		Legal – Planning and Environment		Urban Design
Foreign Investment		Medium/High-density/Infill Development		Urban Renewal
Industrial Lands Development		Mixed-use/Commercial		Value Capture

CURRICULUM VITAE

Please provide a CV of your professional experience. No application can be considered without this information.

Applicant's signature: _____ Date: ____ / ____ / 2017

CODE OF CONDUCT FOR UDIA WA COMMITTEE MEMBERS

General Principles

Members shall observe the highest possible standards of ethical conduct. They will avoid any action, or inaction, which could in any way impair the Committee's capacity to carry out its duties, or compromise the UDIA's reputation and standing among its members or in the community generally.

Specific Undertakings

Members shall:

- Discharge their duties with care and diligence;
- Act in good faith, and in the best interests of UDIA;
- Not use their position to benefit themselves or any other person, or to cause detriment to the UDIA or any person;
 - Not use any information obtained by virtue of their position to benefit themselves or any other person, or to cause detriment to the UDIA or any person; and
 - Declare any material personal interest where a conflict arises with the interests of the UDIA.

This Code further provides that Members will observe the following:

1. **The confidentiality of information** – including in the committee materials, and in the discussion at the meeting – must be strictly maintained, including after Members have left the committee or no longer attend meetings. Members shall also avoid any situation where they might be perceived as having acted with the benefit of knowledge not available to the general market place.
2. **Conflicts of interest**, whether of an actual or potential nature, and whether involving personal or business affairs, shall be promptly and fully disclosed.
3. Members shall take great care in **property transactions** for personal account. Members shall not use information gained in their UDIA activities and not generally available to the market place for purposes of carrying out private property transactions, whether directly or indirectly via third parties, or whether conducted for their own account or for the account of a third party.
4. Members generally shall take great care when engaging in **public commentary or discussion** about property development and policy issues, respecting the confidentiality of committee discussions and observing that most public commentary should be conducted through the President or the Chief Executive. Members who, in the ordinary course of their activities outside the UDIA, have occasion to discuss property development and policy matters generally, shall do so on the basis that the views so presented are personal or affiliated with another institution, not the UDIA.

Where questions of interpretation of this Code arise, members shall consult with the President or Chief Executive. Where issues arise which cannot be specifically foreseen in this Code, members shall be expected to exercise sound judgement and behaviour consistent with the General Principles outlined above. Members shall, where appropriate, consult with the President or Chief Executive.

I _____ have read and understand this Code of Conduct and I agree to adhere to and be bound by its provisions.

Signature

Date



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