



# Committee Nomination Handbook



*Shape the future of property*

**2023-2024**



# SHAPE THE FUTURE OF PROPERTY OUR COMMITTEES

The foundation of the Property Council of Australia's success is the 1,800 industry volunteers who contribute their intellect, experience and time through our committees.

Committee Members help shape our advocacy, networking, professional development and research work. Your commitment to the Property Council of Australia and contribution to the industry is greatly valued.

Being a Committee Member is highly sought after. We encourage you to fully harness the benefits that can be derived through your involvement and commitment, including:

- Demonstrating leadership within your organisation and your industry
- Providing insight into important issues that impact the property industry and your organisation
- Working with and learning from your peers; building constructive relationships based on mutual interests
- Formulating and presenting your position on issues and to learn from others' perspectives
- Demonstrating expertise and experience through involvement in substantive issues
- Increasing the profile and professional development for you and your organisation, and
- Relationship building with other Committee Members and stakeholders such as Government representatives.

# HOW TO PREPARE YOUR NOMINATION

We know the best discussions, thinking and productivity occurs when there is diversity. We have once again set a participation target of 40% women, 40% men and 20% discretionary.

Committee membership is determined by Executive Directors and their Division Councils. Please note that we receive multiple nominations for every available committee role and unfortunately will not be able to place every nomination request.

We thank you for your ongoing engagement and support.

1

Identify up to two committees in your Division you would like to nominate for. Consider joining a committee where you have expertise (e.g. planning) or the sector you are building your career in (e.g. residential, industrial, retirement).

2

Discuss your plan to nominate within your organisation and with your manager. We are encouraging companies to take a whole company approach to their nominations.

3

Find out who is the central person coordinating the nominations in your company. Contact Membership Central on [membership@propertycouncil.com.au](mailto:membership@propertycouncil.com.au) to identify this person if required.

4

Once you have notified your representative of your preferred committees, ensure your CV is up to date on LinkedIn and provide the link. This link will accompany your nomination.

# NOMINATION FORM QUESTIONS

Below is an example of the questions in the 2023/24 Committee Nomination form to assist you with preparing your nomination. The personal information provided will be used for statistical purposes only. It will assist us in tracking our progress in achieving a more diverse and inclusive industry.

**1****ARE YOU NOMINATING ON BEHALF OF SOMEONE?**

- Yes/No answer
- If yes, nominator contact details are required

**2****NOMINEES DETAILS**

- Full name, position title, work email, mobile number and LinkedIn Profile URL
- What best describes your gender identity? (Male, female, non-binary/gender fluid, different identity, prefer not to disclose)
- Do you identify as Aboriginal and/or Torres Strait Islander? (Yes, Aboriginal / Yes, Torres Strait Islander / Both / No / Prefer not to disclose)
- Have you participated in the 500 Women in Property Program as either a Participant or Sponsor before? (Yes, as a Participant / Yes, as a Sponsor / Yes, as both / No)
- Have you nominated for a committee position before? (Yes, and I was appointed / Yes, and I was not appointed / No)

**3****IN WHICH STATE OR TERRITORY ARE YOU BASED?**

- Selection is to be made from the drop down list only; do not input your own text or select from auto-fill options

**4****COMPANY DETAILS**

- Selection is to be made from the drop down list only
- If your company name does not appear, please contact [membership@propertycouncil.com.au](mailto:membership@propertycouncil.com.au)

**5****COMMITTEE PREFERENCE SELECTION**

- Selection is to be made from the drop down list only
- Committees available will be listed per state/territory
- Two preferences are required for each nomination
- Only Capital Markets Members are eligible for nomination for the National Capital Markets Roundtables and Committees.

# FREQUENTLY ASKED QUESTIONS

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Read our latest information that answers common questions about the nomination process, including what it is, how it works and what is required.

## **HOW DO I KNOW WHAT COMMITTEES THERE ARE AND WHAT THEY ARE RESPONSIBLE FOR?**

The list of all Committees being formed for the 2023-2024 term can be found on the Property Council website.

## **HOW MANY HOURS DOES EACH COMMITTEE MEMBER NEED TO COMMIT?**

Generally, a committee meeting runs for 1-1.5 hours per month. If a committee member joins a sub-committee working group, then more time may be dedicated to the committee depending on the project (e.g. assisting our policy advisors with submissions to government). Pre-reading may also be required prior to each meeting.

## **HOW MANY MEETINGS?**

Committees have between 6 to 12 meetings a year – held both face to face and via Microsoft Teams. Committee term runs for 2 years – so this is a 2 year commitment.

## **DO I NEED TO ATTEND PROPERTY COUNCIL EVENTS?**

We do encourage committee members to support our events program by attending sector specific events. For example, if you sat on the NSW Industrial Committee, there would be a level of expectation that you would attend the NSW Industrial Outlook event.

## **WHAT WOULD BE MY ROLE IN THE EVENTS?**

Assisting to develop content relevant to the industry, identifying potential speakers, supporting through your own attendance and sharing amongst colleagues and external networks.

## **SELECTION PROCESS - HOW DOES IT WORK?**

Committee membership is determined by Executive Directors and their Division Councils. Please note that we receive multiple nominations for every available committee role and unfortunately will not be able to place every nomination request. It is recommended to have your LinkedIn profiles up to date to showcase your industry experience.

## **DO I APPLY AS AN INDIVIDUAL OR SHOULD I DO IT THROUGH MY COMPANY?**

Anyone who works for a member organisation can apply for a committee role, but we encourage organisations to submit their nominations taking a whole company approach. These roles are much valued and should be seen as strategic organisation engagement with the property industry.

# FREQUENTLY ASKED QUESTIONS

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## **WHAT DO I NEED TO GIVE TO MY COMPANY'S MEMBER REPRESENTATIVE TO NOMINATE?**

You need to provide your contact details, a link to your LinkedIn profile and a maximum of two committee preferences. We encourage you to discuss your plans to nominate with your Manager.

## **I DON'T KNOW WHO MY MEMBER REPRESENTATIVE IS. WHAT DO I DO?**

Please email [membership@propertycouncil.com.au](mailto:membership@propertycouncil.com.au) and we will advise who your Member Representative is.

## **CAN I BE ON A COMMITTEE IF MY COMPANY IS NOT A MEMBER?**

No - participating on a committee is an exclusive member benefit. If you would like to check whether your company is a member or join the Property Council, please contact [membership@propertycouncil.com.au](mailto:membership@propertycouncil.com.au).

## **WHAT HAPPENS IF I MOVE FROM A MEMBER ORGANISATION?**

All nominations must be endorsed by your company. If you are selected onto a committee and you move to another member organisation, you will need to discuss this with the Division Executive Director. Kindly note, if you leave a Property Council member company you are no longer eligible for a position on the committee.

## **WILL I GET ON ONE OF THE COMMITTEES I NOMINATE FOR?**

Committee membership is determined by Executive Directors and their Division Councils. Each committee is composed to ensure there is the right mix of expertise, renewal, diversity as well as continuity of corporate knowledge. We have multiple nominations for every available position on a committee and unfortunately will not be able to place every nomination request.

## **I WANT TO STAY ON THE COMMITTEE I AM ALREADY ON. DOES THIS HAPPEN AUTOMATICALLY, OR DO I HAVE TO NOMINATE?**

All positions on all committees are being spilled and you will need to participate in the nomination process. Committee membership is determined by Executive Directors and their Division Councils. It will not occur automatically.

## **WHAT PROPORTION OF COMMITTEE MEMBERS WILL CHANGE?**

It is up to Executive Directors and their Division Councils to determine the composition of each committee to ensure the right mix of expertise, renewal, diversity as well as continuity of corporate knowledge.

# FREQUENTLY ASKED QUESTIONS

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**I AM PART OF THE 500 WOMEN IN PROPERTY PROGRAM AND KEEN TO NOMINATE. WILL MY PARTICIPATION BE NOTED IN MY NOMINATION?**

Yes. This is one of the mandatory questions on the nomination form and this will form an important consideration in the selection process.

**I AM NOMINATING MORE THAN 10 INDIVIDUALS FOR COMMITTEE POSITIONS, WHAT SHOULD I DO?**

Please send through an email to [support@propertycouncil.com.au](mailto:support@propertycouncil.com.au) and our team can assist you with your enquiry on bulk submissions.

**I DON'T HAVE ALL OF THE DETAILS FOR THE NOMINEE I AM SUBMITTING ON BEHALF OF, WHAT SHOULD I DO?**

Fill in the form with the details you have and press the save button in the bottom left corner. This will give you a link to go back to fill in the remaining details at a later stage. Alternatively, you can send the link onto the nominee who can complete the missing details for you.

**I AM SUBMITTING NOMINATIONS ON BEHALF OF MY COMPANY; CAN I SUBMIT MULTIPLE AT A TIME?**

Yes, you can. Once you press submit on the first nomination you will be redirected to a nomination confirmation page. On this page you can download and save a copy of the previous nomination as a PDF as well as click through to submit another nomination. Please note all nomination submissions will receive a copy of the nomination via email.

**I AM HAVING TROUBLE SELECTING THE STATE/TERRITORY I AM BASED IN DUE TO BROWSER AUTO-FILL OPTIONS, WHAT SHOULD I DO?**

The easiest way is to press escape on your keyboard when the auto-fill options appear. This will now show the drop down list of the State/Territory selections.

**I AM TRYING TO SUBMIT MY NOMINATION HOWEVER MY COMPANY NAME ISN'T APPEARING IN THE DROP DOWN SELECTION OF MEMBERS, WHAT SHOULD I DO?**

Please email [membership@propertycouncil.com.au](mailto:membership@propertycouncil.com.au) and we will advise of your company membership status.

# KEY DATES

**WEDNESDAY 24 AUGUST 2022**

## **NOMINATIONS OPEN**

The portal will be open for nominations to be submitted.

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**WEDNESDAY 21 SEPTEMBER 2022**

## **NOMINATIONS CLOSE**

The portal will be closed, and no late submissions will be accepted.

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**MID - LATE DECEMBER 2022**

## **POSITION ANNOUNCEMENTS**

Successful and unsuccessful nominees will be advised via email.

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**JANUARY 2023**

## **2023 MEETING DATES**

2023/24 committee meeting dates will be circulated to all committee members for the year ahead.

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