

TERMS OF APPOINTMENT

Schedule 1: CAC Performance Expectations and Non-disclosure Agreement

In accepting appointment as a Complaints Assessment Committee (**CAC**) I acknowledge and agree to comply with the following expectations:

1. To immediately notify the Real Estate Authority (**REA**) if my personal circumstances change negating or affecting (or potentially negating or affecting) my suitability for the role.
2. To not exceed any authority pursuant to the Real Estate Agents Act 2008 and associated regulations, any guidelines and policies set out, from time to time, by REA.
3. To comply with any performance measures set by REA for performance of CAC members.
4. Pursuant to section 63 of the Crown Entities Act 2004, to declare any actual, potential or perceived conflict of interest as soon as it becomes apparent.
5. To exercise the degree of care, skill and diligence reasonably expected of a person in my position.
6. To demonstrate a robust working-knowledge and understanding of the Real Estate Agents Act 2008 and associated regulations and code of conduct.
7. To comply with any legislative provisions that may apply in the undertaking of my duties.
8. To maintain the confidentiality of all information disclosed to me in relation to allegations and complaints about licensees under the Real Estate Agents Act (**Confidential Information**).
9. To only use knowledge of the Confidential Information for the purpose of assessing and making determinations on allegations and complaints before the CAC (**Permitted Purpose**).
10. To not disclose, or permit to be disclosed, the Confidential Information other than to;
 - (a) Other members of the CAC, REA employees, contractors or agents who need access to the Confidential Information for the Permitted Purpose; or
 - (b) As required by Court Order; or
 - (c) With the written consent of REA
11. To securely destroy all CAC papers, documentation or any other material made available to me as a CAC member in the fulfilling my functions, after a case has closed, or to securely return that information to REA.

12. I acknowledge that, when carrying out our legislative functions as a CACs are subject to both the Official Information Act 1982 and the Privacy Act 1993 and that certain categories of information held by CACs may have to be disclosed pursuant to these two Acts.

Signed:

Name:

In the presence of:

Name:

Date: