

VICTORIA UNIVERSITY
Infrastructure Planning Committee
TERMS OF REFERENCE

Composition

- a) Four members of Council, one of whom shall be the Chair;
- b) Up to 4 members of VU management; and
- c) Two external experts

Terms of Reference: Infrastructure Planning Committee

The Victoria University (VU) Infrastructure Planning Committee ('Committee') is a formally constituted Committee of the Council under the Victoria University Act 2010 (*Schedule 1—Membership and procedure of the Council; Section 15. Committees and delegation of powers*) and reports directly to the Council. The Committee has an advisory role assisting the Council in fulfilling its infrastructure planning, development and construction management activities for all major Capital Projects (Projects), defined as having a minimum total project cost of \$2m.

The establishment of this Committee does not release Council from its responsibilities.

Expected Competencies:

- (a) Chair
 - Have experience in educational infrastructure and, where possible, hold appropriate qualification in architecture, engineering, project management and/or related area of expertise.
- (b) All Members:
 - Have experience in major infrastructure capital projects, defined as having a minimum total project cost of \$2m
 - respect for confidentiality of the discussions;
 - Have experience in educational infrastructure knowledge of the University strategic plan and associated University infrastructure funding issues;
- (c) among the members:
 - members with commercial expertise (as demonstrated by relevant experience at a senior level in the public or private sector); and
 - skills, knowledge and experience in areas relevant to the effective utilisation of Victoria University's infrastructure resources.

The Role of the Infrastructure Planning Committee

The Committee will focus on developing its key responsibilities in assisting the Council to fulfil its obligations relating to infrastructure planning and delivery for Projects.

1. The broad responsibilities of the Committee shall include oversight, reporting and making recommendations to the Council with emphasis on:
 - 1.1 a long-term strategic infrastructure plan
 - Design and planning principles that inform the development of VU's physical infrastructure;
 - The development of new infrastructure in accordance with VU's Strategic and Business Plans;
 - 1.2 a campus footprint

- 1.3 commissioning of infrastructure projects
 - Identification of opportunities to rationalise VU's Campus footprint
 - Proposed initiatives for Projects,;
 - Predesign requirement / Briefing, Architect Selection. Concept plans and specifications for Projects;
 - Make recommendations to the Finance and Investment Committee as to what the Infrastructure priorities are, relating to Capital Planning that may require borrowings. This will enable the Finance and Investment Committee to understand and to make recommendations to Council regarding the financial capacity to move forward with Infrastructure priorities
 - Make recommendations to Council, in concert with Finance and Investment Committee, as to what the Strategic Infrastructure Investments priorities are that may require borrowings and the financial capacity to move forward with Strategic Infrastructure Investment.
 - The construction and delivery of Projects relative to approved schedules and budgets;
 - Projects which enhance the organisation's LT capability
- 1.4 infrastructure asset management
 - Infrastructure Asset Management Policy;
 - overall maintenance of facilities, infrastructure and assets
- 2. The Committee will also carry out additional responsibilities as requested by the Council from time to time.
- 3. Reporting to the Council

The Committee is required to report to the Council on a regular basis. Reporting to the Council may be:

 - 3.1 Regular

The Committee Chair to present to the ordinary Council meeting scheduled immediately following the Committee meeting:

 - 3.1.1 The minutes of the Committee meeting;
 - 3.1.2 Considerations and discussions of the Committee; and
 - 3.1.3 The recommendations adopted at the meeting.
 - 3.2 Other

The Committee, through its Chair, report or present to the Council its findings, considerations and recommendations in relation any other matters delegated to it by Council.
- 4. Committee meetings
 - 4.1 Frequency of Committee meetings: TBD
 - 4.2 Agenda for Infrastructure Planning Committee meetings: TBD
 - 4.3 Attendance at Infrastructure Planning Committee meetings: TBD
 - 4.4 Minutes of Meetings: TBD
- 5. The Infrastructure Planning Committee Chair

One of the keys to the success of a Committee is the effectiveness of its Chair.

 - 5.1 General

The Chair of the Committee shall:

 - 5.1.1 Be appointed directly by the Council;

- 5.1.2 Be appointed for a term of up to three years and may be eligible for reappointment;
 - 5.1.3 Have experience in educational infrastructure and, where possible, hold appropriate qualification in architecture, engineering, project management and/or related area of expertise; and
 - 5.1.4 Provide a leadership function to the other members of the Committee.
- 6. External Advice
 - 6.1 It is important that the Committee has access to appropriately qualified advisers.
 - 6.2 The Committee may therefore commission reports from external advisers who have been approved by the Council from time to time.
 - 6.3 The Committee shall be responsible for reviewing the qualifications and expertise of any such advisers.
- 7. Access to Information

The Committee within the scope of its responsibilities will:

 - 7.1 Consider any information referred to it from:
 - 7.1.1 Any employee;
 - 7.1.2 Internal and external auditors; and
 - 7.1.3 External parties.
 - 7.2 Obtain outside legal or other professional advice to assist in fulfilling its responsibilities.
- 8. Conflict of Interest

Committee members must declare their interest, whether material or personal.
- 9. Performance and Terms of Reference Review

The Committee shall review its:

 - 9.1 Performance on an annual basis and provide recommendations to the Council;
 - 9.2 Terms of Reference at least once every three years.

Secretary: Ms Christine Holmes