

**VICTORIA UNIVERSITY****UNIVERSITY COUNCIL****INFRASTRUCTURE PLANNING COMMITTEE****TERMS OF REFERENCE****1. Role**

The Infrastructure Planning Committee is a formally constituted committee of Council with particular responsibility for advising Council on matters relating to the planning and development of the University's major property and physical infrastructure.

**2. Authority**

In accordance with the *Schedule 1 section 15 (3) and section 18 of the VU Act*, Council authorises (delegates) the Infrastructure Planning Committee to:

- establish internal working groups as required to assist it in the exercise of its responsibilities;
- request the attendance of any University employee, officer of a Controlled Entity or Council member at Committee meetings where reasonable;
- obtain legal or other professional advice as considered necessary to execute its functions;
- obtain relevant and reasonable information in line with functions of the Committee from a University employee or an external party (subject to their legal obligation to protect information); and
- exercise such other functions as may be necessary to enable it to exercise the responsibilities set out in its Terms of Reference.

**3. Functions**

- 1 Monitor, review, report and make recommendations to the Council on:
  - a. a long-term strategic infrastructure plan in accordance with VU's Strategic and Business Plans;
  - b. development of overall master plan and individual campus master plans, set infrastructure utilisation and efficiency targets, and scheduled reviews;
  - c. on the acquisition or disposal of land or buildings **over \$5 million** (having first tracked to FIC).

- d. the implementation of the University's rolling major capital works program including final designs and ensuring (i) the quality of the student experience has primacy planning and in designs and (ii) planning and design of staff accommodation provides for an effective, efficient and safe working environment;
  - e. the implementation of the University's Infrastructure Asset Management Policy and recommend changes as necessary;
  - f. the naming of buildings or significant University infrastructure such as sporting ovals, streets, landscape, places, walks and courtyards;
  - g. the heritage listing of significant buildings or sites;
  - h. the installation or removal of major pieces of campus public art; and
  - i. policies relating to campus planning, such as *Naming of Buildings Policy and Procedure*.
- 2 Liaise with the Finance and Investment Committee to make recommendations to Council on strategic infrastructure investments.
  - 3 Liaise with the Compliance, Risk and Audit Committee in relation to risk management.
  - 4 Carry out additional responsibilities as requested by the Council from time to time.
  - 5 Review and report annually to Council on its own performance.

#### **4. Membership**

- 1 The Council nominates and appoints members of the Infrastructure Planning Committee. It will have the following membership:
  - five members of Council including the Chair of the Finance and Investment Committee, and of which one of whom will be the Chair; and
  - two external experts.
- 2 The Chair will have experience in educational infrastructure and where possible, hold appropriate qualifications in architecture, engineering, project management and/or related area of expertise.
- 3 All Members will have:

- a. experience in major educational infrastructure capital projects, defined as having a minimum total project cost of \$2m, and
  - b. knowledge of the University's Strategic Plan and associated University infrastructure funding issues.
- 4 Among the members there will be:
- a. members with commercial expertise (as demonstrated by relevant experience at a senior level in the public or private sector) and
  - b. skills, knowledge and experience in areas relevant to the effective use of Victoria University's infrastructure resources.
- 5 External members must be 'fit and proper persons' as determined by *The Tertiary Education Quality and Standards Agency Fit and Proper Person Determination 2018*, the *Education Services for Overseas Students (ESOS) Act 2000*; as required by the Australian Skills and Quality Authority (ASQA), and as required by the University's probity processes.

## 5. Meetings

The Committee will meet at least four times a year. In addition, the Chair may call special meetings as required.

## 6. Quorum

A quorum of the Council is at least a majority of members holding office for the time being, other than a member who is on approved leave of absence.

## 7. Conflict of Interest

Where relevant, members must declare real or perceived conflicts of interests in the appropriate form and according to the *Conduct of Council Business and Standing Orders Procedure*.

THE COMMON SEAL of VICTORIA UNIVERSITY )  
was affixed this            day of            )  
with the authority of Council in the presence of:    )

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**Original Council Approval Date**

Tuesday 19 October 2021

**Modification History**

<b>Date</b>	<b>Approval</b>	<b>Details</b>
Tuesday 7 December 2021	Council	Membership changed from 'four' to 'five' members of Council including the Chair of the Finance and Investment Committee, and of which one of whom will be the Chair.