

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, physical and digital 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. the Whole of Institution Campus Master Plan and Digital Master Plan in accordance with VU's Strategic and Business Plans;
 - b. development of overall Whole of Institution Campus and Digital Master Plans and, setting infrastructure utilisation and efficiency targets, and scheduled reviews;

- c. on the Capital Investment Plan and annual prioritisations (via Finance and Investment Committee);
 - d. on the acquisition or disposal of land or buildings **over 20 million** (having first tracked to FIC);
 - e. the implementation of the University's rolling major capital works program including final designs of physical infrastructure and ensuring (i) the quality of the student experience has primacy in planning and designs and (ii) planning and design of staff accommodation provides for an effective, efficient and safe working environment;
 - f. the implementation of the University's Infrastructure Asset Management Policy and recommend changes as necessary;
 - g. the naming of buildings or significant University infrastructure such as sporting ovals, streets, landscape, places, walks and courtyards; (note that the Council is ultimately responsible for naming of buildings/places);
 - h. any changes to heritage listed buildings or sites;
 - i. the installation or removal of major pieces of campus public art;
 - j. policies relating to campus planning, such as *Naming of Buildings and Space Allocation Policies and Procedures*; and
 - k. the progress towards the University achieving Carbon Net Zero.
- 2 Refer items to the Finance and Investment Committee on strategic infrastructure investments.
 - 3 Refer items to 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:

- six members of Council, including the Chair of the Finance and Investment Committee and the staff elected member and of which one of the external members will be the Chair;
 - up to two external experts with expertise in physical and digital Infrastructure; and
 - One external expert with expertise in Information Technology.
- 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 infrastructure and/or enterprise wide projects; 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 two 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*.

Original Council Approval Date

Tuesday 19 October 2021

Modification History

Date	Approval	Details
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.
Tuesday 6 December 2022	Council	Language tightened up including reflection of key VU documents, reflect consideration of the Capital Investment Plan and annual prioritisations and meet a minimum of two times a year.
Wednesday 22 March 2023	Council	An additional responsibility was added for the oversight of Information Technology, as well as a further alteration to its membership to include the staff elected member of Council and ITS external expertise.
Tuesday 5 December 2023	Council	To align with the new Delegations and Authorisations Policy.