

Planning and Development Committee Charter

Establishment

1. The Planning and Development Committee (**Committee**) is established by the University Council (**Council**) in accordance with section 17 of the [University of Canberra Act 1989](#) under resolution C197/12.
2. The Committee replaces the Campus Development Board and the Environment and Works Committee.

Purpose

3. The Committee will monitor and advise the Council on matters relating to the planning and development of the University's major property and infrastructure and will ensure the University's activities are directed towards opportunities for growth and sustainable development that support the University's Strategic Plan, *Distinctive by Design*.

Authority

4. The Council authorises the Committee, within the scope of its role and responsibilities, to:
 - a. establish working groups as required to assist the Committee in the exercise of its duties;
 - b. request the attendance of any University employee, officer of a controlled entity, or Council member at Committee meetings;
 - c. obtain legal or other professional advice (via the General Counsel and University Secretary) as considered necessary to execute its functions;
 - d. obtain any information it needs from any employee or external party (subject to their legal obligation to protect information); and
 - e. exercise such other functions as may be necessary to enable it to exercise the responsibilities specified in this Charter.

Terms of Reference

5. The Committee will monitor, review and make recommendations to the Council with respect to:
 - a. the Campus Master Plan and its associated policies and strategies, in consultation with the Design Review Panel where appropriate;
 - b. developments requiring Development Approval under the [Planning and Development Act 2007](#) (ACT); and
 - a. having a cost to the University of greater than \$10 million (aggregate in each financial year);
 - b. having a risk rating of 'High' or above;
 - c. having significant strategic relevance to the University; or
 - d. being a sensitive or complex development as determined by management;
 - c. the acquisition or disposal of University land or the relocation of a part or all of a University campus, or the grant of a declared land sublease by the University;

- d. the philanthropic naming of a University building, facility, academic entity or academic position (excluding honorary naming);
 - e. developments approved by the Council including the provision of progress reports or advising of any material variations to a previously approved development;
 - f. compliance by the University with applicable legal and regulatory requirements; and
 - g. other matters referred by management from time to time.
6. The Committee will review and approve, on the delegated authority of the Council:
- a. recommendations from the Design Review Panel in relation to building or precinct design proposals in accordance with the University Design Protocols and relevant framework and policy documents;
 - b. the issue of request for tenders for the development and preparation of University Master Plan documents, associated policies and strategies in accordance with the University Procurement Policy; and
 - c. updates on progress against the University capital works program.
7. The Committee will review and monitor the provision of services by the Project Adviser in accordance with the Project Adviser Deed dated 21 April 2016 between the University and Integrated Property Services Group Pty Limited (**Project Adviser**).
8. The Committee exercises such additional functions, responsibilities and authorities as may be assigned or delegated to it by Council from time to time.
9. Where the Committee identifies issues of possible concern relating to the financial management, budget sustainability or commercial activities of the University, it shall refer such matters to the Finance Committee.
10. Where the Committee identifies issues that may present a risk consideration for the University, it shall refer such matters to the Audit and Risk Management Committee.
11. Where there is a perceived overlap of responsibilities between the committees of the Council, the respective Chairs will determine the most appropriate committee to consider the item, or alternatively hold a special joint meeting of such committees.

Membership

12. The Committee shall comprise a minimum of seven members, including:
- a. up to two external members of the Council, one of whom who will act as chair of the Committee (unless otherwise determined by the Council);
 - b. the Chair of the Finance Committee;
 - c. the Vice-Chancellor;
 - d. the Vice-President, Finance and Infrastructure;
 - e. the General Counsel and University Secretary;
 - f. the Chair of the Design Review Panel; and
 - g. up to three external members with skills and experience relevant to the functions of the Committee.

13. The Associate Vice-President, Campus Estate shall have right of audience and debate at meetings of the Committee.
14. Members shall be appointed by the Council for a term not exceeding three years or their term on the Council (if applicable). Members may be reappointed at the end of a term.
15. The Committee may temporarily co-opt other members of the Council to the membership of the Committee where it is necessary to do so to comply with clauses 12 and 25.
16. In appointing the membership of the Committee, the Council will have regard to the relevant skills and experience commensurate to the functions of the Committee, the University values and equity and diversity objectives, and the need for both continuity and regular renewal of the membership.
17. The Committee will appoint a member of the Council to act as Deputy Chair of the Committee. The Deputy Chair will assume the role of Chair in the absence of the Chair and will preside over all matters where the Chair maintains a conflict of interest.

Role and Responsibilities of Members

18. Members of the Committee are expected to understand and observe the legal requirements of the *University of Canberra Act 1989*, University Statutes and Rules.
19. Members are also expected to:
 - a. act in the best interests of the University;
 - b. contribute sufficient time to review and understand the papers provided; and
 - c. apply analytical skills, objectivity and good judgment.

Administration

20. The Committee will be supported by the Office of the General Counsel and University Secretary.

Decisions

21. Decisions will be determined by resolution passed by at least two-thirds (2/3) of the members present at the Committee meeting.

Meetings

22. The Committee will meet at least four times per year on dates determined by the Committee unless otherwise agreed by the Chair. Meetings may be held in person, by telephone or by videoconference.
23. The Chair is required to call a meeting if asked to do so by the Council and may determine whether a meeting is required if requested by a Committee member.
24. Papers may only be tabled at a meeting with the approval of the Chair.

25. A Committee Annual Plan, including meeting dates and key agenda items, will be agreed by the Committee each year. The Annual Plan will cover all responsibilities as detailed in this Charter.

Quorum and Attendance

26. A quorum consists of a majority of the people for the time being holding office as members of the Committee.
27. The Chair may approve for the whole, or any part, of a meeting of the Committee, the attendance of:
- a. a member of the Council;
 - b. an employee or contractor of the University; or
 - c. any external persons for the purpose of providing advice or consultation to the Committee.

Induction

28. The Office of the General Counsel and University Secretary will maintain a program of induction for Committee members.

Remuneration

29. Remuneration may be payable to independent external members appointed under 12(e) in accordance with the [Council Remuneration Policy](#). The Chair and Council members appointed to the Committee are remunerated in accordance with the Council Remuneration Policy. Remuneration is not payable to staff members appointed to the Committee.

Assessment and Review

30. The Committee will:
- a. review this Charter biennially and recommend to the Council any necessary amendments; and
 - b. assess its performance biennially with respect to the Committee's purpose and functions.

Reporting

31. The Chair of the Committee or their delegate will report on the business of each Committee meeting at the next meeting of the Council.
32. The Committee will submit an annual report to the Council on its operations and activities, including:
- a. a summary of the work it performed to fully discharge its responsibilities during the preceding year;
 - b. details of any outstanding business; and
 - c. details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.

33. The Council may request additional reports on the business of the Committee as it deems necessary.
34. The Committee may report to the Council any other matter it deems of sufficient importance to do so.