

Terms of Reference

Facilities Strategy Board



Trim Location	13/G/
Responsible Officer	Vice-Chancellor
Approval Date	21/6/2017
Approval Authority	Vice-Chancellor

1 Role

“Facilities” here refers to the built environment of the University (buildings, grounds and infrastructure) excluding ICT related infrastructure. It may also refer to buildings, ground and infrastructure which is used by, but not owned by, the University.

Capital Portfolio refers to the built environment including buildings, structures and other infrastructure at the workplace excluding IT related assets.

The role of the Facilities Strategy Board is to ensure that University facilities effectively contribute to achieving University strategy. This includes overseeing the various elements comprising the University’s Facilities strategy including proposing that strategy or revisions of it, quality assuring that strategy and ensuring strategic alignment. It also includes monitoring of the USQ Capital Portfolio Plan which includes portfolio capital projects sponsored directly by divisions of the University.

2 Function

The Facilities Strategy Board shall:

1. Play a leading role in the consideration of Major Capital Work proposals; and make recommendations about these to the Vice-Chancellor as appropriate.

2. Provide oversight of, and guidance on, any relevant policies and procedures regarding facilities.
3. Oversee the annual Capital Asset Management Plan (CAMP) development, ensuring the final version is complete and aligns with University's strategic objectives and conforms with the University's budget and planning processes and deadlines; and endorse the final draft CAMP to the Vice-Chancellor's Committee for consideration as part of the annual budget and planning process.
4. Review the annual TEFMA Benchmarking report and provide advice and make recommendations to the Vice-Chancellor regarding budget and subsequent strategic and operational implications.
5. Review the annual Space Audit Report and provide advice and make recommendations to the Vice-Chancellor regarding opportunities to improve space utilisation.
6. Review Divisional Strategic Plans and other relevant strategic plans (i.e. student accommodation) for overall Facilities and USQ Strategic plan 'fit' and make recommendations to the Vice-Chancellor regarding budget and subsequent strategic and operational implications
7. Be responsible for corporate governance of facilities and of the associated user experience;
8. Monitor strategic risk associated with University facilities and provide appropriate advice, including on matters relevant to internal audit activity;
9. Recommend and monitor the performance of, and report and respond against related KPIs and compliance; and
10. Consider and report on any matter referred to the Board by the Vice-Chancellor.

3 Authority

The Facilities Strategy Board is a strategic management committee established to provide advice to Vice-Chancellor's Committee.

4 Membership

The membership of the Facilities Strategy Board consists of:

- Chair: Vice-Chancellor (initially)
- Senior Deputy Vice-Chancellor or divisional nominee
- Deputy Vice-Chancellor (Students & Communities) or divisional nominee
- Deputy Vice-Chancellor (Research and Innovation) or divisional nominee
- Deputy Vice-Chancellor (Academic Services) or divisional nominee
- Executive Director (Finance and People Capability) or nominee
- Executive Director (Campus Services) or nominee
- Executive Director (Sustainable Business Management and Improvement) or nominee
- External Representative (Board appointee with relevant strategic facilities expertise)

* The Vice-Chancellor will be replaced by a nominee once committee is established. From which time, the Vice-Chancellor will continue to hold voting and other rights commensurate with those of full members, and will receive a standing invitation and all

associated documentation for participation in meetings and other business of the Facilities Strategy Board.

The Committee may invite other persons, including members of management staff and the external auditor to attend meetings as observers and/or provide information as necessary

4.1 Responsibilities of Committee Members

Members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Board in the overall interests and objectives of the University.

4.2 Casual Vacancies

Members who are unavailable to attend a Facilities Strategy Board meeting may with prior approval of the Chair, have a representative attend in their place.

4.3 Working Parties, Co-option and Observers

1. The Facilities Strategy Board may establish ad hoc working parties.
2. The Facilities Strategy Board may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required. The EDCS may invite other members of Campus Services to attend for specific items.
3. By endorsement of the Committee, observers may be invited to attend Committee meetings, noting that an observer will have no voting rights.

4.4 Sub Committees

The Facilities Strategy Board may recommend to the Vice-Chancellor's Committee (VCC), the establishment of a sub-committee. On recommendation by VCC and subsequent approval by the Vice-Chancellor of the terms of reference for the sub-committee, it may be established.

5 Meetings, Reporting and Minutes

Frequency of Meetings: The Facilities Strategy Board shall meet at least 4 times per year at specific dates and times as outlined in the University Meeting Schedule. The Board will have a special meeting each year with a view to providing input into the development of the Operational Resource Management Plan.

Reports to: Vice-Chancellor

Minutes: for all meetings, minutes shall be kept as provided for in the University's regulation. A report or minutes of each meeting will be sent to the Vice-Chancellor through the Vice-Chancellor's Committee, for abstraction and dissemination to the other sub-Committees. Aside from confidential material, the agendas and confirmed minutes of this Board will regularly be made available to the University community.

The Board is expected to work in conjunction with any other University bodies or similar, and with Campus Services, to collaborate, communicate and draw on the work and outcomes of each Committee.

A quorum consists of at least half the members of the Committee.

6 Ethical Practices, Confidentiality and Independence

Members of the Committee are to:

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
- Disclose to the Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the University's Code of Conduct.

7 Secretary

The Secretary to the Facilities Strategy Board is a member of staff from the Office of the Chair.

8 Review of Terms of Reference

The Terms of Reference will be reviewed at least annually, or more frequently if needed to ensure their currency.

9 Modification History

Date	Source	Details