



Terms of Reference

Estates Naming Advisory Group

Trim Location	14/1030PL
Responsible Officer	Executive Director, Campus Services
Approval Date	10.07.2017
Approval Authority	Vice-Chancellor

1 Role

The Estates Naming Advisory Group is established, as provided in the Estates Naming Policy, to advise the Council on issues related to naming awards consistent with the Estates Naming Policy and the Estates Naming Procedure.

Nominations for naming awards are to be considered on the basis of:

- outstanding service or outstanding contribution; or
- philanthropy; or
- sale of naming rights as part of a financial arrangement.

2 Functions

The Estates Naming Advisory Group will, in accordance with the provisions of the Estates Naming Policy:

- Consider all new nominations for naming awards on the basis of:
 - outstanding service or outstanding contribution; or
 - philanthropy; or
 - sale of naming rights as part of a financial arrangement.

- Apply the criteria of the Estates Naming Policy and the Estates Naming Procedure in making recommendations.
- Recognise that recommendations for naming awards in relation to the sale of naming rights as part of a financial arrangement will also need to progress through the relevant financial approval pathways and are subject to contract negotiations.
- Review existing naming awards at least 12 months from the expiry of their term and provide a recommendation through the Chair for progression to Chancellor’s Committee as to whether the naming award should continue.
- Consider and provide advice on whether any existing naming award should be discontinued if the naming award subjects the University to undue risk or could reflect negatively on the reputation of the University.
- Provide a written report to the Chair for progression to Chancellor’s Committee summarising any recommendation/s within 10 University Business Days of determining a recommendation.

3 Membership

The Membership of the Estates Naming Advisory Group will comprise:

Membership Category	Member	Term of Office
Chair	Vice-Chancellor or nominee	Indefinite
Member	Executive Director (Campus Services)	Indefinite
Member	Council nominee	Indefinite
Committee Support Officer (non-voting member)	Representative from the Office of Campus Services	Indefinite

The Estates Naming Advisory Group may consult with other Employees as it sees fit although they will not have voting rights. For meetings in relation to the withdrawal of naming rights, the General Counsel and Director (Legal Services) will also be required to attend in order to provide advice to the Estates Naming Advisory Group but will not have voting rights.

4 Meetings, Reporting and Minutes

4.1 Quorum

A meeting shall be quorate with the presence of all members.

4.2 Frequency of Meetings

The Group will meet on an as-required basis when:

- nominations for new naming awards are received by the Estates Naming Advisory Group Chair; and /or
- issues arise that may result in the withdrawal of a naming award.

Deliberations regarding continuation of an existing naming award will be made during a meeting at least 12 months prior to the naming award’s expiry.

4.3 Decision Making

Decision making will be by consensus. Where consensus cannot be reached the Chair may move to make a decision by majority vote.

4.4 Decisions between Meetings

Decisions will not be made between meetings.

4.5 Reporting

The Committee Support Officer is responsible for organising meetings, at the direction of the Chair.

The Committee Support Officer is responsible for minute taking and provision of the minutes of any meetings to members within seven University Business Days of the meeting.

The Committee Support Officer is responsible for preparing a report summarising any recommendations to the Chair within 10 University Business Days of the meeting.

Modification History

Date	Source	Details
03/04/2014	S. Mooketsi	Initial draft
04/04/2014	F Margetts	Editorial input
05/05/2014	S. Mooketsi	Changes as per advice of D. Povey
08/09/2014	S. Mooketsi	Finalise document
07/10/2014	S. Mooketsi	Changes as per input of S. Ivey
16/10/2014	D. Povey	Finalise document
06/04/2017	M. McGilvray	Update membership
24/05/2017	M. Toleman	Changes as per input of the Vice-Chancellor
15/06/2017	M. Toleman	Update as per input of Chancellor's Committee
19/11/2018	F. Margetts	Editorial update to role title, General Counsel and Director (Legal Services)