



Campus Planning Committee Charter

Introduction

1. The Australian National University (ANU) Council has established the Campus Planning Committee (“the Committee”) in accordance with section 18 of the *Australian National University Act 1991*.
2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to monitor and advise Council on matters relating to the planning and development of the University’s major property and physical infrastructure.

Authority

4. The Council authorises the Committee, within the scope of its role and responsibilities, to:
 - obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
 - discuss any matters with external parties (subject to confidentiality considerations);
 - request the attendance of any ANU employee, officer of a controlled entity, or Council member at Committee meetings; and
 - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the University’s expense.

Composition and Tenure

5. The Committee will consist of:
 - a Chair, appointed by the Council from among its members, who may not be a student or employee of the University;
 - three other Council members, appointed by the Council;
 - ex officio, the Vice-Chancellor;

- ex officio, the Chair, Campus Development Advisory Committee
 - two external members, with relevant skills
6. The Committee may appoint a Deputy Chair from amongst its members
 7. Members will be appointed for up to two years and are eligible for re-appointment.
 8. The Council will have regard to the University's objectives on gender equity, and the need for both continuity and regular renewal, in filling positions on the Committee.
 9. Council members may attend Committee meetings, and when they elect to do so, will be provided with Committee papers.

Roles and Responsibilities

10. The Committee exercises such functions, responsibilities and authorities as may be assigned or delegated to it by Council from time to time, but only such executive powers as are explicitly delegated to it.
11. The Committee's responsibilities, subject to revision by Council, are to monitor, review and where appropriate make recommendations to Council with respect to:
 - a. the Campus Master Plans, Precinct Codes and scheduled reviews;
 - b. any developments that are outside the guidelines of the Master Plans or Precinct Codes;
 - c. the acquisition or disposal of land or buildings;
 - d. the implementation of the University's rolling major capital works (buildings) program including final designs;
 - e. the naming, re-naming or de-naming of buildings or significant University infrastructure such as sporting ovals, streets, landscape, places, walks and courtyards;
 - f. the heritage listing of significant buildings or sites;
 - g. campus wayfinding strategies;
 - h. the installation or removal of major pieces of campus public art; and
 - i. policies related to campus planning, such as Asset Naming and Public Artworks policy.
12. 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 for consideration. Similarly, where it identifies issues that may present a risk consideration for the University, it shall refer such matters to the Audit and Risk Management Committee.

Responsibilities of Members

13. Members of the Committee are expected to understand and observe the legal requirements of the *Australian National University Act 1991* and the *Public Governance, Performance and Accountability Act 2013*.

14. Members are also expected to:

- act in the interests of the University;
- contribute the time needed to study and understand the papers provided; and
- apply good analytical skills, objectivity and good judgment.

Reporting

15. The Committee will regularly, but at least once a year, report to the Council on its operation and activities. The report should include:

- a summary of the work it performed to fully discharge its responsibilities during the preceding year;
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

16. The Committee may, at any time, report to the Council any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

17. The Committee will meet at least three times per year on dates determined by the Committee.

18. The Chair is required to call a meeting if asked to do so by the Council and decide if a meeting is required if requested by another Committee member.

19. A forward meeting plan, including meeting dates, location and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all its responsibilities, as detailed in this Charter.

Attendance at Meetings and Quorums

20. A quorum will consist of 50 per cent of Committee members who hold office for the time being.

21. Meetings can be held in person, by telephone or by videoconference.

22. The Deputy Vice-Chancellors; the Executive Director, Administration and Planning; the Pro Vice-Chancellors; the Director, Facilities and Services; and the Director, Corporate Governance and Risk Office may, subject to the Committee requesting otherwise, attend each meeting and contribute to its deliberations.

23. The Chair of the Committee may request any other ANU employee and/or external party to attend Committee meetings or participate in certain agenda items.

Secretariat

24. The Corporate Governance and Risk Office will provide secretariat support to the Committee.

25. The Facilities and Services Division will be responsible for the development and preparation of reports and other papers on campus planning matters to be presented to the Committee. Such reports and papers will be submitted to the Corporate Governance and Risk Office for inclusion in the agenda papers.

26. The Corporate Governance & Risk Office will ensure the agenda and supporting papers for each meeting are circulated after approval from the Chair and at least 10 days before the meeting. Copies of the agenda and supporting papers should be provided to all members of the Council via the secure server.

27. The Corporate Governance and Risk Office will ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the Committee.

Conflicts of Interest

28. Upon joining the Committee and then once a year thereafter, Committee members will provide written declarations to the Council declaring any material personal interests that would preclude them from being members of the Committee. External members will be asked to consider past employment, consultancy arrangements and related party issues in making these declarations. Council will need to be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

29. Committee members must declare any material personal interests at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, will be appropriately recorded in the minutes.

Induction

30. The Corporate Governance and Risk Office, will maintain a program of induction, training and awareness-raising for Committee members, with the objective of enabling the Committee to keep abreast of contemporary developments and leading practice to assist

them to meet their Committee responsibilities. The Facilities and Services Division will assist the Corporate Governance and Risk Office in this task whenever requested.

Assessment and Review

31. The Chair of the Committee, in consultation with the Chancellor, will initiate biennially a review of the performance of the Committee, and this Charter, with appropriate input sought from the Council, the Vice-Chancellor, management and any other relevant stakeholders, as determined by the Council. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Council.

Approved by resolution of the ANU Council meeting of 2 October 2015.