



**BOARD OF TRUSTEES  
UNIVERSITY INFRASTRUCTURE COMMITTEE  
CHARTER**

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**Approved by the Board of Trustees 9 August 2017**

**1 Introduction**

1.1 The University Infrastructure Committee is a committee of the Board of Trustees of Western Sydney University.

**2 Appointment and composition**

2.1 Members of the Committee are appointed by the Board of Trustees.

2.2 The Committee is to have the following composition:

- (a) one member of the Board of Trustees who is to be an external member of the Board;
- (b) if the Board so resolves, one or more additional members of the Board (who do not have to be external Board members);
- (c) the Vice-Chancellor and President;
- (d) up to seven other external members.

2.3 The Chair of the Committee is appointed by the Board of Trustees, and is to be an external Board member appointed to that Committee.

2.4 All external Committee are to have appropriate business or public sector qualifications or experience, including infrastructure planning and development skills, technology and digital skills and an understanding of the higher education sector.

2.5 The University's *Gender Equality Procedures and Guidelines* apply with respect to achieving gender balance on the Committee.

2.6 Subject to clause 2.9, the term of office for all appointed members is two years.

2.7 Members are eligible for re-appointment for up to two additional consecutive terms, excluding any term of appointment to fill a casual vacancy.

2.8 A person ceases to be a member of the Committee if that person:

- (a) resigns from that Committee;
- (b) if a Board appointment, ceases to be a member of the Board;
- (c) becomes an employee of the University; or
- (d) is removed for any reason by resolution of the Board.

2.9 If a casual vacancy occurs, the Board is to appoint another person to fill that casual vacancy, which may be for the balance of the previous member's terms or for a new term of two years.



### 3 Role of Committee

#### 3.1 The role of the University Infrastructure Committee:

##### Campus planning and development

- (a) provide strategic guidance and oversight to capital development of the University's campuses with three interdependent elements:
  - (i) Campus Futures: Strategic, long-term planning of the multi-campus network, including alternative uses of some campuses and possible new sites and including the use of technology;
  - (ii) Campus Planning: Strategic master planning of individual campuses having regard to the strategic plan, developing academic profile, sustainability issues, and projections for future growth;
  - (iii) Campus Property Developments: Management of developments to generate income streams to the University.
- (b) undertake those responsibilities within the delegations established by the Board of Trustees, acknowledging that these do not include alienation of land as per Section 24 of the UWS legislation.

##### Major investment in capital, technology and other infrastructure

- (c) consider preliminary proposals for capital works, technology and other infrastructure major investment projects, including major systems development or acquisition (estimated at \$1 million or more) on the recommendation of the Vice-Chancellor, and approve or not their further development, including consideration of associated risk management strategies;
- (d) recommend to the Finance and Investment Committee, for inclusion in the Board's approved Capital Works Program or technology capital budget, specific projects (costed at \$1 million or more) that have been fully assessed and costed, including additional operating costs;
- (e) review and recommend to the Board via the Finance and Investment Committee, the Capital Works Program for the University as part of the annual Budget process as well as global allocations for technology investment;
- (f) report to the Finance and Investment Committee and the Board on any significant variations to the budget and/or timing of any projects in the Capital Works Program or technology major investment projects.

#### 3.2 The Committee also considers any matters referred to it by the Board or the Vice-Chancellor.

#### 3.3 Except as set out in this Charter or as delegated by the Board, the Committee does not exercise any executive power, delegated authority or supervisory function in relation to operational matters.



#### **4 Meetings and procedures**

- 4.1 The Committee will meet at least four times a year. Additional meetings may be held as required. The Chair is required to convene a meeting if requested to do so by another Committee member or by the Board of Trustees.
- 4.2 The quorum will be as specified generally by the Board of Trustees for its committees in the Board's Standing Orders.
- 4.3 Meetings of the Committee shall be conducted in accordance with the procedures set out in the Board's Standing Orders. Meetings of the Committee shall be attended by:
- (a) the Vice-Chancellor and President;
  - (b) the Vice-President (Finance and Resources) or that person's representative;
  - (c) any other staff member the Committee or the Vice-Chancellor considers appropriate to enable direct discussion of issues related to the Committee's role.

#### **5 Conflicts of interest**

- 5.1 Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- 5.2 Where members or observers at Committee meetings are deemed to have a real, or perceived, conflict of interest it may be appropriate that they are excused from Committee deliberations on the issue where a conflict of interest exists.

#### **6 Performance reviews**

- 6.1 The Chair of the Committee, in consultation with the Vice-Chancellor will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis, as well as in consultation with the internal and external auditors, management and any other relevant stakeholders, as determined by the Chair.

#### **7 Review of Charter**

- 7.1 The Committee will review this Charter at two yearly intervals to ensure it remains relevant and effective and will advise the Board of Trustees on any recommended changes.