

Name: Resources Committee  
Terms of Reference

Approved by: Council

Contact: University Secretary

Last reviewed: 12 March 2020 (by Council)  
19 November 2019 (by Resources Committee)



## PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Resources Committee.

## GOVERNING BODY

This committee is a standing committee of Council.

## RESPONSIBILITY

The role of the Committee is to assist the Council in the effective discharge of its responsibilities by providing oversight and advice to Council regarding the management of the University's assets, ventures and other financial resources. The Committee shall review and make recommendations to Council regarding:

- a) university investments, and to approve adjustments to investments within the Council endorsed strategy and range;
- b) borrowings;
- c) commercial ventures previously approved by Council;
- d) large capital (including IT) projects;
- e) asset utilisation;
- f) the Capital and Infrastructure Management Plan;
- g) the Campus Master Plan;
- h) the IT Strategy;
- i) the long term financial plan.

## COMPOSITION

### Membership

Name	Type of Appointment
Chancellor	Ex officio
Deputy Chancellor	Ex officio
Vice-Chancellor	Ex officio
At least three non-executive Council members	Appointed by Council

## **Chair**

The Chair of the Committee will be elected by Council from the non-executive members. The term of office is for up to two years and is eligible for reappointment.

In the absence of the Chair the Committee will elect a Chair from among the appointed member category.

## **Secretary**

The University Secretary or nominee will be the Committee Secretary.

## **OPERATING PROCEDURES**

### **Quorum and Voting**

A quorum of the Committee will consist of half the members of the Committee.

Each member will have one vote and decisions shall be made on a majority basis.

### **Meetings**

1. The agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings. Where practical, this will be one week prior to the meeting.
2. Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members for confirmation.
3. The Committee will meet as required throughout the year.
4. Meetings may be in person or via circulation.
5. When resolutions are circulated electronically for endorsement, members may respond electronically either in the affirmative or negative or request a meeting or teleconference to discuss them.
6. The Chair shall call a meeting of the Committee if so requested by any member of the Committee or by the Chancellor, Deputy Chancellor, or Vice-Chancellor.
7. Management or parties external to the University may be invited to attend any meeting of the Committee or part thereof.
8. Non-members of the Committee may be asked to withdraw from all or any part of any meeting and may not vote on any matter at a meeting.
9. The Chair is responsible for the development of the agenda for Committee meetings in conjunction with the Vice-Chancellor and the Secretary.
10. All members of Council not on the Committee may attend meetings of the Committee as an observer and shall be entitled to receive the agenda, minutes and the meeting papers subject to the University's policy on conflicts of interest.

### **Reports**

The minutes of each meeting shall be provided to Council. The Chair will report to Council on Committee matters included in the Council agenda for discussion.

### **Evaluation and Review**

The Committee will annually evaluate its performance and its terms of reference and propose any appropriate amendments to Council for approval.