CAPITAL DEVELOPMENT AND SPACE MANAGEMENT COMMITTEE

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Capital Development and Space Management Committee

2. ESTABLISHMENT

The Capital Development and Space Management Committee is established under Part 3 Section 19 (1) of the *Charles Darwin University Act 2003 (NT)* (the Act).

3. FUNCTIONS AND RESPONSIBILITIES

The University's strategic and operational planning process recognises the importance of maintaining and developing the University's capital infrastructure, and of establishing strong ties with industry and the community. The Capital Development and Space Management Committee has been established in recognition of these roles and to encourage input from academic staff in particular.

The Committee is also established to provide advice to the Vice-Chancellor on capital development and space management matters in relation to the University's campuses and centres.

The Capital Development and Space Management Committee shall:

- Provide advice on campus development and master planning for the University, and for the University's presence in the Northern Territory and neighbouring areas including shared, leased, or other spaces the University may occupy, or wish to occupy, in accordance with the University's Strategic Plan;
- Act as a steering committee for the master planning process for the University's Campuses which is to be facilitated by Office of Facilities Management and external consultants;
- Review and advise on the University Five-Year Capital Plan;
- Review and advise on the University Annual Capital Plan as a result of the operational planning process;
- Review and advise on space management requests and associated space management plans, policies, procedures and processes;
- Review space audits and advise on recommendations to improve utilisation.

4. MEMBERSHIP

The Members of the Committee are:

- Executive Director, Finance and Asset Services (Chair);

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- Pro-Vice Chancellor, Strategy and Planning;
- Pro-Vice Chancellor, Law, Education Business and Arts;
- Pro-Vice Chancellor, Engineering, Health, Science and the Environment;
- General Manager, VET Business Development;
- Director, Facilities Management;
- Director, Student Administration and Equity Services; and
- Director, Information Technology Management and Support

The Chair may invite additional persons to particular meetings as required. Members invited under this provision shall have rights of audience and debate.

5. CHAIR

The Chair of the Committee is the Executive Director, Finance and Asset Services.

6. SECRETARY

The Committee shall be supported through the Office of the Executive Director, Finance and Asset Services.

7. TERM OF OFFICE

The term of office of Committee members shall remain current for as long as members hold the position relevant to their membership.

8. QUORUM

A quorum shall comprise 5 members of the Capital Development and Space Management Committee.

9. MEETINGS

Meetings shall be held bi-monthly or as otherwise determined by the Vice-Chancellor or Executive Director, Finance and Asset Services.

10. RESOLUTIONS OF THE CAPITAL DEVELOPMENT AND SPACE MANAGEMENT COMMITTEE

Matters requiring a resolution by the Committee are to be determined by consensus of the members present.

Minutes from the meetings shall be sent to the next VCAG meeting following the Capital Development and Space Management Committee meeting.

11. AGENDA

The agenda and associated documentation will be distributed at least three (3) working days prior to each meeting.

The Agenda and notes of the meeting are confidential.

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12. REPORTING

The Committee is advisory to the Vice-Chancellor and VCAG.

Reports received or provided by the Committee are to be timely and of a professional standard.

The performance of the Committee will be evaluated on an annual basis as determined by the Vice-Chancellor or Executive Director, Finance and Asset Services.

The terms of reference shall be reviewed by the Committee on an annual basis to ensure the Committee's continuing effectiveness.

13 INTERPRETATION

In the context of this document:

Capital Bids means submissions via a contestable process to attempt to secure capital expenditure budget; and

VCAG means the Vice-Chancellor's Advisory Group. Its membership consists of all the Senior Executives of the University.

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Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	25 Sep 2009	Vice-Chancellor	Creation of original document and posting to CDU website.
2.00	21 Mar 2012	Vice-Chancellor	Major review of document including: • Transfer document to new template • Addition of interpretation, term of office, quorum, resolutions and document history and version control sections. • Minor amendments to spelling, grammar and formatting • Addition of PVCSP and Director, ITMS to membership.
2.01	17 Oct 2012	Governance	• Minor changes to formatting and content
2.02	11 Mar 2013	Governance	• Updated hyperlinks • Assigned document number • Minor changes to wording, grammar and formatting • Converted document to current template

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