

# Finance and Infrastructure Development Committee

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## TERMS OF REFERENCE

### 1. TITLE OF COMMITTEE

Finance and Infrastructure Development Committee

### 2. ESTABLISHMENT

The Finance and Infrastructure Development Committee is established under Part 3 Section 19(1) of the [\*Charles Darwin University Act 2003\*](#).

### 3. FUNCTIONS AND RESPONSIBILITIES

The Finance and Infrastructure Development Committee is responsible for assessing and advising Council on the University's financial position and performance; its assets and liabilities; and its strategies relating to income, budget allocations, and capital expenditure.

The Committee may undertake the following broad functions:

#### Fees and charges

- Review and recommend to Council the fees and charges to be paid to the University.

#### Proper accounts to be kept

- Review the management of financial operations;
- Review financial performance;
- Monitor the investment of funds;
- Review the write-off of bad debts;
- Review significant matters relating to management of the University's human resources;
- Review significant matters relating to information and communications technology;
- Review campus master planning issues, including the acquisition and disposal of land and buildings and the sustainable management of sites;
- Review policies relating to finance, borrowings, investments and infrastructure; and
- Advise Council on any matters which have or potentially have, a significant financial impact upon the University.

#### Financial Accommodation

- Review and recommend to Council approval for entering into any borrowings.

#### Budget and financial information

- Review and recommend to Council whether the annual University budget should be approved;

- Review and recommend to Council whether any amendments to the annual University budget should be approved.

### Trading Corporations

- Review and recommend to Council that the University establish or participate in establishing trading, research or other corporations for the purpose of promoting or assisting the University in connection with its functions.

### Controlled and Associated Entities

- Monitor the financial management practices of controlled and associated entities, including:
  - Menzies School of Health Research (Menzies School of Health Research Act Part IV);
  - CDU Amenities Limited;
  - CDU Foundation and Trust Limited;
  - FCD Health Limited;
  - Centre for Remote Health; and
  - Other associated entities.

The Finance and Infrastructure Development Committee may consider other items relevant to the discharge of its functions and responsibilities as deemed necessary or referred to it by Council.

## 4. MEMBERSHIP

The membership of the Finance and Infrastructure Development Committee shall comprise the following:

- Chancellor (ex officio);
- Vice-Chancellor; and
- Three (3) members of Council appointed under section 9(1)(d) of the Act with appropriate qualifications and experience (only 1 of whom can also be a member of the Audit and Risk Committee).

The Finance and Infrastructure Development Committee will also have the right to co-opt other members as deemed necessary.

At least one (1) member of the Committee must be an appropriately qualified accountant.

### Observers

The following positions have observer status and right of debate at meetings of the Committee.

- Chair of the Audit and Risk Committee;
- Deputy Vice-Chancellor;
- Pro Vice-Chancellor, Strategy and Planning;
- Executive Director, Finance and Asset Services;
- Director, Finance Services;
- Director, Strategic Services and Governance;
- Other persons invited by the Chair as required depending on the issues for consideration.

## 5. CHAIR

The Chair of the Finance and Infrastructure Development Committee will be a member appointed under section 9(1)(d) of the Act and will be reviewed annually. If the appointed Chair is not available the members present will elect a chair for that meeting.

## 6. SECRETARY

The University Secretary (or nominee) shall act as secretary for the Committee.

## 7. TERM OF OFFICE

The objectives and membership of the Finance and Infrastructure Development Committee will be reviewed by Council on an annual basis, in February of each year.

## 8. QUORUM

A quorum shall comprise three (3) members of the Finance and Infrastructure Development Committee.

## 9. MEETINGS

The Committee will meet as required, and at least four (4) times per year.

## 10. RESOLUTIONS OF THE FINANCE AND INFTRSTRUCTURE DEVELOPMENT COMMITTEE

Matters requiring resolution by the Committee are to be determined by consensus of the members present. The Chair shall have a deliberative and casting vote should a vote be required to determine a matter where consensus has not been achieved.

## 11. AGENDA

The agenda is to be distributed with supporting documentation at least seven (7) days prior to the meeting date.

## 12. REPORTING

The report from the meeting of the Finance and Infrastructure Development Committee will be provided to the next meeting of the Council and the Audit and Risk Committee.

## 13. RELEVANT DEFINITIONS

In the context of this document:

**Council** means the University Council;

**Monitor** means:

- Observe and check the progress or quality of (something) over a period of time;
- Keep under systematic review;
- Maintain regular surveillance over; and

**Review** means:

- Assess (something) formally with the intention of instituting change if necessary;
- Survey or evaluate (a subject or past events).

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	
<b>Sponsor:</b>	Director, Strategic Services and Governance	
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Version	Date Approved	Approved by	Brief Description
1.00	17 Feb 2012	Council	Creation of original document and upload to CDU website.
1.01	12 Mar 2013	Governance	<ul style="list-style-type: none"> <li>• Converted document to new template</li> <li>• Assigned document number</li> <li>• Minor changes to wording formatting and grammar</li> <li>• Updated hyperlinks</li> </ul>
1.02	13 Sep 2017	Governance	Conversion to new Governance template due to new University branding