

Finance and Infrastructure Committee Constitution

Current version of constitution approved: 2024/0001026 (Editorial changes as a consequence of changes to Naming Policy and Gifts & Benefits Policy.)

Constitution last amended: Council 5/2023 (9 October), 2023/0001107

Renamed as Finance and Infrastructure Committee by Council: 5/2022 (10 October)

Committee of Council established by Council: 17/1981 (7 December)

1. Introduction

1.1 The University Council (**Council**) has established the Finance and Infrastructure Committee (**Committee**) to provide focused oversight of budget and capital programs.

1.2 The constitution:

- (a) provides a framework for the performance of the Committee's activities; and
- (b) supports the University in meeting its corporate governance, monitoring and accountability obligations under Standards 6.1 and 6.2 of the *Higher Education Standards Framework (Threshold Standards) 2021 (Threshold Standards)*.

2. Mandate

2.1 The Committee is a standing committee of the Council and reports directly to and is accountable to the Council.

2.2 The Council has established the Committee to assess and advise the Council on the University's financial position, its assets and liabilities and its strategies relating to income, budget allocations, and capital expenditure on digital and physical infrastructure, including consideration of sustainability targets and related investments.

2.3 In performing its functions, the Committee supports the Council in meeting the University's obligations under:

- (a) Standard 6.2(1)(c), (d) and (e) of the Threshold Standards;
- (b) the *Financial Accountability Act 2009* (Qld); and
- (c) the *Financial and Performance Management Standard 2019* (Qld).

3. Functions

Finance Functions

3.1 The Committee will:

- (a) make recommendations to the Council on:
 - (i) forward estimates and projected revenue;
 - (ii) the annual budget to be adopted by the Council in accordance with section 59 of the *Griffith University Act 1998* (Qld);
 - (iii) expenditure on digital and physical infrastructure through the Capital Management Plan;
 - (iv) external borrowings and debt management strategies;

- (v) establishment, winding up or sale of controlled entities; and
- (vi) policies relating to finance, borrowings, investments and infrastructure as appropriate;
- (b) monitor:
 - (i) the performance of the University's controlled entities and shareholdings; and
 - (ii) the University's financial performance, including investments.

Infrastructure Functions

3.2 The Committee will:

- (a) make recommendations to the Council about the following aspects of University infrastructure to the extent delegation for such matters is reserved to Council:
 - (i) campus master planning issues, including the acquisition and disposal of land and the sustainable management of sites;
 - (ii) investment in existing and new campuses and existing buildings and grounds;
 - (iii) disposal of existing assets (campuses, buildings and site infrastructure);
 - (iv) investment in digital technology; and
 - (v) naming of buildings, physical features, organisational units or programs after particular persons;
- (b) monitor:
 - (i) progress against the University's Capital Management Plan (**CMP**);
 - (ii) maintenance activity and completion rates as it relates to legislated and corrective works and maintenance expenditure;
 - (iii) at the end of each Trimester, utilisation of teaching and office space;
 - (iv) the sustainability of existing assets at completion of each physical CMP program.

Sustainability Functions

3.3 The Committee will:

- (a) make recommendations to the Council about investment in sustainability initiatives to the extent delegation for such matters is reserved to Council; and
- (b) monitor:
 - (i) progress against the Net Zero Emissions program and annual carbon emissions;
 - (ii) progress against the biodiversity and conservation program;
 - (iii) water utilisation and progress against water reduction strategies; and
 - (iv) waste volumes and progress against waste reduction strategies.

4. Authority

- 4.1 The Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the *Griffith University Act 1988* (Qld).
- 4.2 The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.
- 4.3 The Committee has authority to approve:
- (a) the University's Treasury Policy and strategy;
 - (b) the particular location of new buildings in accordance with the relevant campus master plan;
 - (c) the naming of elements of buildings (e.g. laboratories, lecture theatres) or other physical features in recognition of a person, group, or organisation, in accordance with the Naming Policy;
 - (d) a shareholding of greater than 20% other than a shareholding in a controlled entity.
- 4.4 The Council authorises the Committee to perform its role as established within the scope of this constitution. In discharging its responsibilities, the Committee will:
- (a) have no executive powers or management functions;
 - (b) have unrestricted access to records, data and reports to obtain any information it needs from any employee of the University and/or external party (subject to their legal obligation to protect information);
 - (c) discuss any matters with external parties (subject to confidentiality considerations); and
 - (d) consult with the Vice Chancellor before seeking external legal or other professional advice, where this advice is considered necessary by the Committee to meet its responsibilities.

5. Committee Composition

- 5.1 The Committee is composed of up to seven members appointed by Council, up to two of whom may be external to the Council.
- 5.2 The Chair must be a member of the Council.

6. Term of Appointment

- 6.1 The term of office of members, other than those appointed ex officio, is two years up to 31 December of the relevant anniversary year.
- 6.2 The Council may re-appoint members at the expiration of their initial term. Resignations are to be provided to the Chair in writing.
- 6.3 The Council may dismiss a member from the Committee in accordance with the member's letter of appointment.

7. Rights of audience and debate

- 7.1 Management representatives will attend Committee meetings with rights of audience and debate as needed and with the approval of the Chair.

8. Operating Principles and Procedures

- 8.1 The Committee will operate and meetings will be conducted in accordance with the Council approved Council Committees Procedure (Standing Orders) except where the constitution states otherwise.

Meetings

- 8.2 The Committee is expected to meet at least six times per year.

Evaluation of Performance

- 8.3 The Committee will evaluate its own performance annually under the coordination of the Chair of the Committee. The evaluation may seek input from Management representatives with rights of audience and debate. The Council may determine that there be an external peer review of the performance of the Committee and/or its processes and procedure.

Review of Constitution

- 8.4 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to the Council.

Secretariat services

- 8.5 The Chief Operating Officer is responsible for appointing the Secretary of the Committee who has rights of audience and debate.

9. Sub-committees

- 9.1 The Committee may establish sub-committees of either a standing or ad hoc nature. Membership of sub-committees is not restricted to persons who are members of the Committee or the Council.