



Campus Planning Committee Charter

1. Introduction

1. The Australian National University (ANU) Council has established the Campus Planning Committee (“the Committee”) in accordance with section 18 of the *Australian National University Act 1991*.

2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

2. Objective

3. The objective of the Committee is to monitor and advise Council on matters relating to the planning and development of the University’s major property and physical infrastructure, while supporting the University’s pursuit of excellence in all aspects of its work as presented in the Strategic Plan (ANU 2025).

4. In undertaking its duties, the Committee will have regard to the pre-eminence of the Acton Campus Master Plan, being aware of the importance of environmental issues, Indigenous and cultural heritage, sustainability and the urban realm.

3. Authority

5. The Council authorises the Committee, within the scope of its role and responsibilities, to:

- obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
- discuss any matters with external parties (subject to confidentiality considerations);
- request the attendance of any ANU employee, officer of a controlled entity, or Council member at Committee meetings; and
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the University’s expense.

4. Composition and Tenure

6. The Committee will consist of:
 - a Chair, appointed by the Council from among its members, who may not be a student or employee of the University;
 - up to three other Council members, appointed by the Council;
 - ex officio, the Vice-Chancellor;
 - ex officio, the Chair, Campus Development Advisory Committee;
 - up to four external members, with any one or more relevant skills such as urban planning and design, construction and project management, environmental sustainability, property management or general commercial experience.
7. The Committee may appoint a Deputy Chair from amongst its members.
8. Members will be appointed for up to three years and are eligible for re-appointment.
9. The Council will have regard to a balanced membership, including with respect to background, gender, geographic location, culture and identity, and the need for both continuity and regular renewal, in filling positions on the Committee.

5. Roles and Responsibilities

10. The Committee exercises such functions, responsibilities and authorities as may be assigned or delegated to it by Council from time to time, but only such powers as are explicitly delegated to it.
11. The Committee's responsibilities, subject to revision by Council, are to monitor, review and, where appropriate, make recommendations to Council with respect to:
 - a. the Campus Master Plans, Precinct Codes and scheduled reviews;
 - b. any developments that are outside the guidelines of the Master Plans or Precinct Codes;
 - c. the acquisition or disposal of land or buildings;
 - d. the implementation of the University's rolling major capital works (buildings) program including final designs;
 - e. the heritage listing of significant buildings or sites;
 - f. campus wayfinding strategies;
 - g. policies related to campus planning; and
 - h. philanthropic naming proposals of physical assets.

6. Responsibilities of Members

12. Members of the Committee are expected to understand and observe the legal requirements of the *Australian National University Act 1991* and the *Public Governance, Performance and Accountability Act 2013*.

13. Members are also expected to:

- a) act always in the best interests of the university as a whole, with this obligation to be observed in priority over any duty a member may owe to those electing or appointing them;
- b) act in good faith, honestly and for a proper purpose;
- c) exercise appropriate care and diligence;
- d) not improperly use their position to gain an advantage for themselves or someone else; and
- e) disclose and avoid conflicts of interest.¹

7. Reporting

14. The Committee will regularly, but at least once a year, report to the Council on its operation and activities. The report should include:

- a summary of the work it performed to fully discharge its responsibilities during the preceding year;
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

15. Where the Committee identifies issues of possible concern relating to the financial management, budget sustainability or commercial activities of the University, it shall refer (including by informal means and/or during the meeting agenda preparation phase) such matters to the Finance Committee for consideration. Similarly, where it identifies issues that may present a risk to the University or its interests, it shall refer such matters to the Audit and Risk Management Committee for consideration.

16. The Committee may, at any time, report to the Council any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Council (Chancellor).

¹ As outlined in the *Voluntary Code of Best Practice for the Governance of Australian Universities (2018)*
Campus Planning Committee Charter

8. Administrative Arrangements

8.1 Meetings and Planning

17. The Committee will meet at least three times per year, with five meetings scheduled in a standard year, on dates determined by the Committee.
18. The Chair is required to call a meeting if asked to do so by the Council and decide if a meeting is required if requested by another Committee member.
19. A forward meeting plan, including meeting dates and key agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all its responsibilities, as detailed in this Charter.
20. The Chair will be regularly updated on significant issues relating to campus planning by the Chief Operating Officer, or the Director, Facilities and Services.

8.2 Attendance at Meetings and Quorums

21. A quorum will consist of 50 per cent of Committee members (rounded up to the nearest whole number) who hold office for the time being.
22. Meetings can be held in person or by digital means.
23. Members of the University Executive and other relevant persons may, subject to Committee direction, attend or be required to attend meetings and contribute to deliberations.
24. The Chair of the Committee may request any ANU employee and/or external party to attend Committee meetings or participate in certain agenda items.
25. On request, Council Members shall be provided with committee meeting papers and supporting material and may also attend committee meetings.

8.3 Secretariat

26. The Corporate Governance and Risk Office (CGRO) will provide secretariat support to the Committee.
27. The Facilities and Services Division will be responsible for the development and preparation of reports and other papers on campus planning matters to be presented to the Committee. Such reports and papers will be submitted to the Corporate Governance and Risk Office for inclusion in the agenda papers.
28. In supporting the preparation of agenda papers, CGRO will provide procedural and contextual advice and drafting support, especially in respect of recommendations being presented to the Committee.
29. CGRO will ensure the agenda and supporting papers for each meeting are circulated at least 7 days before the meeting.

30. CGRO will ensure the minutes of the meetings are prepared and maintained. Minutes must be authorised by the Chair for circulation to members of the Committee for consideration prior to approval being sought from the Committee at the next meeting.

8.4 Conflicts of Interest

31. Upon joining the Committee and then once a year thereafter, Committee members will provide written declarations to the Council declaring any material personal interests that could preclude them from being members of the Committee. External members will be asked to consider past employment, consultancy arrangements and related party issues in making these declarations. Council will need to be satisfied that there are sufficient processes in place to manage any real, perceived, or potential conflict.

32. Committee members must declare any material personal interests at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, will be appropriately recorded in the minutes.

8.5 Induction

33. CGRO, will maintain a program of induction, training and awareness-raising for Committee members, with the objective of enabling the Committee to keep abreast of contemporary developments and leading practice to assist Members to meet their Committee responsibilities. The Facilities and Services Division will assist CGRO in this task whenever requested.

8.6 Assessment and Review

34. The Chair of the Committee, will initiate a review of the performance of the Committee and this Charter at intervals of two years with the outcomes to be reported to Council. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Council.

Approved by resolution of the ANU Council on 14 June 2024.