



**TERMS OF REFERENCE**

COMMITTEE	BUILDING AND ESTATES COMMITTEE
PURPOSE	<p>The role of the Building and Estates Committee is to monitor and advise Senate on:</p> <ul style="list-style-type: none"><li>a) matters of planning, development and general oversight of the management of the University's real property and physical infrastructure with particular reference to:<ul style="list-style-type: none"><li>i. major capital developments;</li><li>ii. infrastructure management;</li><li>iii. operating resource allocation;</li><li>iv. sustainability;</li></ul></li><li>b) effective risk management in the areas covered by the Committee's Terms of Reference; and</li><li>c) conducting reviews in the areas covered by the Committee's Terms of Reference.</li></ul>
TERMS OF REFERENCE	<p>The Committee's Terms of Reference are reflected in the <i>University of Sydney Delegations of Authority Rule 2020</i> ('the Delegations'). The Committee is authorised by Senate to:</p> <ul style="list-style-type: none"><li>a) recommend to the Finance Committee (FC) business cases or capital expenditure projects valued above \$-20M, which are within the approved University budget total, in accordance with <u>Delegation 6.15.9</u>, noting that:<ul style="list-style-type: none"><li>i. Business cases provided to the Building and Estates Committee must have been through a consultation process with the University Executive;</li></ul></li><li>b) recommend to the Finance Committee (FC) approval of agreements for expenditure for infrastructure works or services valued above \$20M, up to the value of the approved project budget, in accordance with <u>Delegation 6.15.10</u>, noting that:<ul style="list-style-type: none"><li>i. contracts provided to the Building and Estates Committee must have been through a consultation process with the relevant Project Control Group, if applicable, and with the Vice-President (Operations); and</li></ul></li><li>c) approve variations to agreements, for expenditures for infrastructure works or services above \$1M and within the approved budget in accordance with <u>Delegation 6.15.11</u>, noting that:<ul style="list-style-type: none"><li>i. such variations must have been through a consultation process with the Finance Committee, if approval would result in exceeding the original project budget.</li></ul></li></ul> <p>The Committee is to:</p> <ul style="list-style-type: none"><li>a) review a quarterly Safety Report from the Chief University Infrastructure Officer (CUIO) detailing BEC risks and WHS matters;</li><li>b) review the annual and three-year Internal Audit Plan to ensure audits that fall within the purview of the committee are appropriate, timely and comprehensive; and</li><li>c) review relevant Internal Audit Reports.</li></ul>

CHAIR	Appointed by Senate from the Fellows of Senate <sup>1</sup>
MEMBERSHIP	<p>The Building and Estates Committee is comprised of the following members:</p> <p>Ex-officio members:</p> <ul style="list-style-type: none"><li>• Chancellor</li><li>• Deputy Chancellor</li><li>• Vice-Chancellor.</li></ul> <p>Three Fellows of Senate appointed by the Nominations Committee after consultation by the Chair of the Committee with the Chancellor, and the Vice-Chancellor.</p> <p>Up to three external members with appropriate professional expertise and experience appointed by the Nominations Committee on the recommendation of the Chair of the Committee.</p>
TERM OF OFFICE	All members, including the Chair, are appointed for a term of office of two years. Terms of office are staggered where possible so that expertise and continuity can be maintained.
ATTENDEES	Any others as determined by the Chair when necessary.
QUORUM	At any meeting of the Committee four members shall form a quorum.
SECRETARIAT	Chief Governance Officer.
MEETINGS	The Committee meets at four times per year or at the Chair's discretion.
REPORTING	The Committee reports to Senate following each meeting.
MINUTES	Available on Diligent.

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<sup>1</sup> Not a staff or student Fellow