BUILDINGS AND ESTATES COMMITTEE

Terms of reference

The role of the Buildings and Estates Committee is to monitor and advise Senate on matters of planning, development and general oversight of the management of the University's real property and physical infrastructure with particular reference to:

a) major capital developments
b) infrastructure management
c) operating resource allocation
d) sustainability
e) ensuring effective risk management in the areas covered by the committee’s remit
f) conducting deep dive reviews in the areas covered by the committee’s remit.

The committee’s terms of reference are reflected in the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016 (‘the Delegations’). The committee is authorised by Senate to:

a) recommend to the Finance and Audit Committee (FAC) capital expenditure projects or strategic initiative business cases valued above $10m, which are within the approved University budget total, in accordance with Delegation 6.3.1, noting that:
   i. Business cases provided to the Buildings and Estates Committee must have been through a consultation process with the University Executive, Chief Financial Officer and Strategy Governance Board before being provided to the committee.
b) approve entry into contracts valued above $10m, up to the value of the approved project budget, in accordance with Delegation 6.5.1, noting that:
   i. contracts provided to the Buildings and Estates Committee must have been through a consultation process with the relevant Project Control Group, if applicable, and with the Vice-Principal (Operations)
c) approve variations to contracts valued above $500,000, which are within the approved project budget in accordance with Delegation 6.5.2, noting that:
   i. such variations must have been through a consultation process with the Finance and Audit Committee, if approval would result in exceeding the original project budget.

Constitution

The committee is comprised of the following members:

- a chair appointed by Senate from the Fellows of Senate
- ex-officio members:
  - the Chancellor
  - the Deputy Chancellor
  - the Vice-Chancellor
- three Fellows of Senate appointed by Senate after consultation by the chair of the committee with the Chancellor and the Vice-Chancellor
- a minimum of two and up to three external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the chair of the committee.

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1 Not a staff or student Fellow
Senate may, on the advice of the committee, or on its own volition, co-opt additional members as required.

**Term of Office and Appointment**

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.

**Meetings**

The committee meets at least six times per year.

**Quorum**

At any meeting of the committee, four members shall form a quorum.

**Reporting to Senate**

The committee reports to Senate following each meeting.

**Secretary to the committee**

Secretary to Senate.