

Estate Planning Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) The Estate Planning Committee was established by the Vice-Chancellor on the recommendation of the Vice-Chancellor's Leadership Team.

Background

(2) When considered in its entirety the campus wide network of Charles Sturt University (the University), is a significant land estate (the Estate), in the form of land held in freehold title, Crown land under the management of the University and land under lease.

(3) The University has a responsibility to ensure good governance and management practices around the acquisition, management and disposal of land assets.

(4) The Estate also provides the University with opportunities to leverage one-off and ongoing incomes from well planned land transactions, developments and leasing activities. Commercial land management is also subject to the [Guidelines for Commercial Activities Policy](#).

Purpose

(5) The purpose of the Estate Planning Committee is to provide a formal management body to govern and maintain continuing oversight of strategic and asset planning transactions.

Section 2 - Glossary

(6) For the purpose of this document:

- a. the Estate – means the University campus network of land estate, including land held in freehold title, Crown land under the management of the University, and land under lease; and
- b. Committee – means the Estate Planning Committee.

Section 3 - Membership

(7) The members of the Estate Planning Committee shall be the:

- a. Chief Financial Officer as Chair;
- b. University Secretary;
- c. Executive Director, Division of Facilities Management; and
- d. Director, Government and Community Relations.

(8) Right of Audience and debate shall be granted to the:

- a. Director, Planning, Design and Construction, Division of Facilities Management; and
- b. Director, Procurement and Risk Management, Division of Facilities Management;

(9) The Estate Planning Committee will be serviced by the Executive Officer, Chief Financial Officer.

Section 4 - Functions and Responsibilities

(10) To provide strategic guidance and oversight to the strategy for long term planning of the Estate including;

- a. land acquisition;
- b. land divestment;
- c. leasing of land;
- d. alternative and allied uses of campuses; and
- e. new sites.

(11) Provide strategic guidance and oversight to master planning of individual campuses having regard to the strategic plan, developing/changing academic profiles, sustainability issues, and projections for future growth and regional, community and industry engagement facilitation.

(12) Provide strategic guidance and oversight to the management of leasing and development opportunities to generate income streams to the University (i.e. Landlord).

(13) Provide strategic guidance and oversight to the management of leasing of third party assets for University purposes (i.e. Tenant).

(14) Consider external influences which have potential impacts on Estate issues and strategy.

Section 5 - Meetings

(15) A regular member may appoint another person to attend a meeting or meetings on their behalf, or to act on their behalf for a specified timeframe. A person so appointed will be deemed to be a regular member of the Committee for the specified time and may vote as a regular member.

(16) The Committee may invite other participants as for audience and debate as considered necessary.

Quorum

(17) A quorum shall be three members of the Estate Planning Committee.

Meetings

(18) Approximately three meetings will be held annually.

(19) Where approvals are required between meetings due to criticality or urgency of decision required, the Chair may address such issues via a 'Flying Minute' with the Committee.

Agendas and Minutes

(20) Agendas are circulated to the Committee one week prior to the Committee Meeting.

(21) Minutes of the Committee meeting are circulated to Committee members following the meeting. Minutes of the meeting are reported to the Vice-Chancellor's Leadership Team on a quarterly basis.

Conflict of Interest

(22) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the committee meeting prior to discussion to the item of business.

Status and Details

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