

# 'Finance and Infrastructure Review Committee' - Membership and Terms of Reference

## Section 1 - Establishment

### Background

(1) An internal review of Charles Sturt University's management committees was undertaken in 2022 for the purpose of transitioning to a more contemporary and streamlined management committee structure. A recommendation of the review is that a Finance and Infrastructure Review Committee be established.

### Purpose

(2) The purpose of the Finance and Infrastructure Review Committee (the committee) is to advise the Vice-Chancellor and Executive Leadership Team on matters relating to the financial and operational performance of the University. This, in turn, allows the Vice-Chancellor to ensure the University Council is well-informed and fulfils its accountabilities.

(3) The committee supports the formal budget approval process (both operating and capital) and will be responsible for endorsing fees and charges in relation to subjects, courses, students and internal charges.

(4) The committee will also provide advice and support to the Vice-Chancellor and Council on the planning and development of the University's major property and physical infrastructure. This will be primarily through the Campus Master Planning activities and capital plan initiatives.

## Section 2 - Glossary

(5) Nil.

## Section 3 - Membership

(6) The members of the Committee are:

- a. Chief Financial Officer (Chair)
- b. Deputy Vice-Chancellor (Academic) or delegate
- c. Deputy Vice-Chancellor (Research) or delegate
- d. Director, Strategy or delegate
- e. Pro Vice-Chancellor (International) or delegate
- f. Chief of Staff
- g. Executive Director, Engagement and Enterprise or delegate
- h. Director, Business Services
- i. Director, Financial Services
- j. Executive Officer, Division of Finance (committee secretary)

# Section 4 - Functions and responsibilities

## Committee responsibilities

(7) The committee will:

- a. review the University's annual budget and ensure that it remains consistent with the organisational objectives of the University
- b. make recommendations to the Vice-Chancellor and Council in regards to the approval of the University's annual budget
- c. monitor the financial and operating performance of the University and provide advice and support to the Vice-Chancellor regarding performance
- d. assess financial risks or concerns that impact, or may impact, on the financial performance and reporting obligations of the University
- e. receive and consider submissions from University budget centres and capital plan owners for:
  - i. allocation of funds from contingency or other sources
  - ii. exemptions from infrastructure levy
  - iii. variations to budget allocation categories (such as reallocating salary/non-salary amounts)
  - iv. the use of carry forward or reserve funds
  - v. other budget issues
- f. receive and note (add to meeting actions) notifications from Deputy Vice-Chancellors approving the allocation of carry forward/reserve funds within their portfolio in accordance with the policies and/or procedures for those funds, and
- g. endorse fees for University courses, subjects, students and internal charges from the Course Fee Advisory Group.

## Member responsibilities

(8) This document applies to all members of the committee and all staff responsible for preparing and approving submissions to the committee.

## Advisory role and referral of matters

(9) The committee:

- a. endorses the allocation of contingency (operational and capital) and carried forward funds
- b. reviews and endorses the capital plan for submission to Executive Leadership Team and Finance, Investment and Infrastructure Committee on an annual basis
- c. reviews and endorses the recommendations of the Course Fee Advisory Group
- d. provides oversight, coordination and senior management direction regarding the flow of funds within the University, to achieve or enhance the broader strategic objectives of the University, and
- e. develops and maintains policy and guidance to ensure that funding allocations processed by the committee are:
  - i. expended solely on the purpose for which they were granted
  - ii. not exceeded
  - iii. subject to appropriate time limits on availability.

## **Outcomes procedure**

(10) The committee secretary will communicate preliminary outcomes of all submissions to the committee in a timely manner post meeting date.

(11) All endorsed preliminary submissions will be actioned in the University financial systems prior to communication of outcomes.

(12) All outcomes of approvals are reported in writing to the Vice-Chancellor for noting. During this period the Finance and Infrastructure Review Committee reserves the right to rescind preliminary approvals, confirmed by a subsequent communication to the submission owner.

## **Section 5 - Meetings**

### **Quorum**

(13) Each meeting must have a quorum inclusive of half the listed committee members plus one to ensure fair and equitable decisions.

### **Meetings**

(14) The Finance and Infrastructure Review Committee will typically convene every two months starting in February and finishing in December.

(15) Meeting dates are published on the Division of Finance website.

### **Agendas and minutes**

(16) Agendas are circulated by the committee secretary at least three days prior to the scheduled meeting date.

(17) Minutes of the committee meeting are circulated to the Vice-Chancellor and committee members upon approval, in the first instance, from the Chief Financial Officer.

### **Related expenses**

(18) Nil.

### **Conflicts of interest**

(19) A member of the committee who becomes aware that they have a direct or indirect pecuniary interest in a matter being considered, or about to be considered by the committee, will disclose:

- a. the fact and nature of that interest, or
- b. the nature, character and extent of the conflict.

(20) All disclosures will be recorded in the agenda of the meeting of the committee and the member must not, unless the committee by a majority otherwise agrees:

- a. be present during any deliberation of the committee in relation to that matter, or
- b. participate in any decision of the committee in relation to that matter.

(21) The content of all submissions to, and deliberations of, the committee are confidential to the committee.

## **Variations**

(22) The Finance and Infrastructure Review Committee Membership and Terms of Reference document shall be reviewed and submitted for approval at the first meeting of the new calendar year.

(23) Variations to the terms of reference and/or membership of the committee must be approved by the Chief Operating Officer.

## **Claim submissions**

(24) Information on the claim submission process and guidance on the requirements for each type of claim can be found in the [Finance and Infrastructure Review Committee Claim Submissions Information](#) document.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	4th May 2023
<b>Review Date</b>	4th May 2026
<b>Approval Authority</b>	Chief Operating Officer
<b>Approval Date</b>	4th May 2023
<b>Expiry Date</b>	9th April 2024
<b>Unit Head</b>	Meg McKenchnie Chief Financial Officer
<b>Author</b>	Rebecca Dwyer Executive Officer
<b>Enquiries Contact</b>	Division of Finance