

**Table 5 – University Committees**

Committee	Terms of Reference	Reporting Requirement
<b>Planning &amp; Resources Committee (PRC)</b>	<a href="http://www.utas.edu.au/universitycouncil/committees/prc.html">http://www.utas.edu.au/universitycouncil/committees/prc.html</a>	To report to the Vice-Chancellor and Council on the annual budget process and strategic and operational planning.
<b>Capital Management Plan Review Committee</b>	<p>Use the following criteria for establishing the relative priority of different projects:</p> <ul style="list-style-type: none"> <li>➤ apart from statutory requirements, such as building acts and codes, OH&amp;S and equity, there will be minimal or no refurbishment in areas that are not growing i.e. expenditure will be concentrated in growth areas. Should it be determined that an injection of capital funding has the prospect of growing numbers, priority setting should be adjusted accordingly</li> <li>➤ UTAS will maximise use of central teaching space i.e. build no new school/faculty general teaching space and aim for utilisation of 70-75% of all teaching spaces before building new. Collaborative arrangements with relevant external organisations for the joint use of facilities should be explored where practicable</li> <li>➤ there should be maximum sharing of resources by schools and sections</li> <li>➤ infrastructure (i.e. buildings) is managed by the Centre and schools/faculties will not provide space for non university activities without prior approval</li> <li>➤ when refurbishing or building new, life cycle costing analyses, including environmental sustainability, will be undertaken. These analyses may result in higher up-front capital costs, but reducing recurrent and operational costs over the longer term.</li> </ul>	Reports to Vice-Chancellor and PRC on capital priorities and funding issues.
<b>North-West Advisory Board</b>	<p>To provide advice to the:</p> <ul style="list-style-type: none"> <li>➤ Vice-Chancellor about the provision of higher education programs in the North-West of the State;</li> <li>➤ University in the development of its North-West Strategic Plan with regard to the development of long term strategies for raising the higher education participation rate in the region; and</li> <li>➤ To facilitate input and support for the University's courses and other activities in the region from the North-West community, including business, industry and local government groups.</li> </ul>	
<b>Occupational Health &amp; Safety Committee</b>	<p>To:</p> <ul style="list-style-type: none"> <li>➤ Facilitate consultation and cooperation between the employer and persons working at the University in initiating, developing and implementing measures designed to ensure the health and safety of persons at the University.</li> <li>➤ Keep itself informed about standards relating to health and safety in workplaces of a comparable nature.</li> <li>➤ Review and make recommendations on rules and procedures relating to the health and safety of persons working at the University.</li> <li>➤ Recommend the establishment, maintenance and monitoring of programs, measures and procedures relating to the health and safety of persons working at the University.</li> <li>➤ Keep, in an accessible place and form, such information as is provided under the Workplace Health and Safety Act and by the University regarding the hazards to persons that arise or may arise at the University.</li> <li>➤ Consider and make recommendations relating to training and education in, and promotion of, health and safety at the University.</li> <li>➤ Consider and make recommendations relating to changes to be made at the</li> </ul>	Reports to Vice-Chancellor and PRC on OH&S issues.

<b>Staff Development Committee</b>	<p>University following an accident or dangerous incident.</p> <ul style="list-style-type: none"> <li>➤ Development of University Policy and strategic direction in relation to Staff Development.</li> <li>➤ Ensure that the University's strategic goals in relation to staff development are communicated to the University community so that Faculty/Division staff development plans and activities are consistent with the University's strategic direction.</li> <li>➤ Monitor and evaluate staff development policy and the quality of practices throughout the University via the receipt and review of reports on staff development activities in Faculties and Divisions with particular emphasis on ensuring that quality staff development activities are delivered in a cost effective, efficient and equitable manner.</li> <li>➤ Oversee the types of staff development programs to be offered centrally.</li> <li>➤ Provide broad policy direction in relation to the delivery of centrally provided staff development programs and appropriate charging arrangements.</li> <li>➤ Allocate and monitor the expenditure of the central staff development fund.</li> <li>➤ Report to the University community on achievements in the area of staff development.</li> </ul>	<p>Report to Vice-Chancellor and Council on staff development issues.</p>
<b>Equal Opportunity Committee</b>	<p>To:</p> <ul style="list-style-type: none"> <li>➤ Advise the Vice-Chancellor, Academic Senate and Council on the initiation, continued development and implementation, including monitoring, of equal opportunity policies and practices throughout the University, with particular reference to the combined equal opportunity and student equity plan and the University of Tasmania Equity Plan.</li> <li>➤ Provide input and support for equal opportunity aspects of: <ul style="list-style-type: none"> <li>○ the strategic and operational plans of the University, faculties and administrative divisions/sections</li> <li>○ the University's Student Equity Plan, Indigenous Education Strategy, Equal Opportunity for Women in the Workplace and related Educational Profile and other submissions to the Commonwealth Government.</li> </ul> </li> <li>➤ Receive and review implementation progress and outcome reports relating to the first two points above.</li> <li>➤ Advise and support the Equal Employment Officer, the Manager of Student Services, related equity staff, and other University officers, in carrying out their responsibilities to ensure that the University meets both its legislative requirements and strategic objectives in relation to equal opportunity</li> <li>➤ Make an annual report to the University community, through the Vice-Chancellor, on the provision of equal opportunity in the University.</li> </ul>	<p>Report annually to the Vice-Chancellor on the provision of equal opportunity in the University.</p>