

ORDINANCE NO. 5

COUNCIL COMMITTEES

The Council of the University of Tasmania makes this Ordinance under the University of Tasmania Act 1992.

1 Commencement and revocation

- 1.1 This ordinance takes effect on 1 December 2002.
- 1.2 Ordinance No 89 (Council Committees), made by Council on 9 November 2001, is revoked.

2 Establishment of Council committees

- 2.1 Council may establish any committees that it decides to be appropriate.
- 2.2 In establishing a committee, Council is to specify the terms of reference and membership structure of the committee and include that information in the schedule to this ordinance.
- 2.3 The membership structure and terms of reference of the current Council committees are set out in the schedule to this ordinance.
- 2.4 The schedule may be amended by resolution of Council.

3 Appointments

- 3.1 Council is to appoint the Chairs and Council appointed members of its committees at the first ordinary Council meeting, in 2003 and in every alternate year after that.
- 3.2 A chair is to be appointed by and from the members of Council and is eligible for reappointment.
- 3.3 Council may appoint a person who is not a member of Council to be a member of a committee.
- 3.4 Council appointed members of committees are eligible for reappointment.

Made by Council on 15 November 2002

Revokes Ordinance 89

Amended by Resolution no. 03/1/38 and 03/1/40 (Council 28/2/03); 03/2/25 (Council 28/3/03); 04/4/27 (Council 23/7/04) 04/5/3 (Council 24/9/04)

Amended by Ordinance 112

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- 3.5 The Chairs and Council appointed members of a committee hold office until the Council next makes appointments under clause **3.1**, unless they –
- Resign in writing to the Chancellor, or
 - Are dismissed by the Chancellor on the grounds that they have, in the Chancellor’s opinion, become unable or unwilling to act as a Chair or member of a committee
 - In the case of a Chair, cease to be a member of Council.
- 3.6 Council may, having considered any recommendation of the Nominations Committee, appoint a person to fill a casual vacancy for a Chair or a Council appointed member of a committee at any stage. That appointment is for the remainder of the term of the member being replaced.

4 Procedures

- 4.1 Each committee may determine its own procedures, unless Council resolves otherwise.
- 4.2 A committee may co-opt a person to membership (whether a member of Council or not) for specific meetings or for specific purposes.
- 4.3 A quorum for a Council committee is half the number of current members plus one if the number of members is even and the next even number which is greater than half if the number of members is odd.

5 Transitional provisions and limitations

- 5.1 The current terms of office as Chairs and Council appointed members of Council committees continue, despite this ordinance, until the relevant expiry dates on the terms and conditions in force immediately before this ordinance takes effect.
- 5.2 This ordinance does not affect the terms of office of members of Council committees who are appointed by the Academic Senate or by students.

Made by Council on 15 November 2002.

Sealed with the seal of the University of Tasmania on 25 November 2002.

Professor Rudi Lidl
Acting Vice-Chancellor

Mr Tony Ferrall
Executive Director Finance and Administration

Made by Council on 15 November 2002

Revokes Ordinance 89

Amended by Resolution no. 03/1/38 and 03/1/40 (Council 28/2/03); 03/2/25 (Council 28/3/03); 04/4/27 (Council 23/7/04) 04/5/3 (Council 24/9/04)

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SCHEDULE

Membership Structure and Terms of Reference of Council Committees

(and amended by Council Resolution Nos. 03/1/38 and 03/1/40 28 February 2003; 04/4/27 23 July 2004; 24 September 2004, Ord 112 20 May 2005)

Audit Committee

Membership

Chair (appointed by Council)

Chair, Finance Committee

Up to 3 external members (appointed by Council)

Secretary

Attendees

- Vice-Chancellor
- Deputy Vice-Chancellor (Academic) and Provost
- Executive Director Finance & Administration
- Manager, Risk Management and Audit Assurance

Terms of Reference

Internal Audit

- Develop and monitor the internal audit policy
- Approve the commissioning, selection, appointment and charter for the Internal Audit
- Review and approve the Internal Audit annual plan
- Receive and review the reports of the Internal Audit and the University's response
- Report to Council on internal audit
- Review annual financial reports of boards, centres and other Council controlled entities operating outside the triennial budget.

External Audit

- Review and receive the annual report from the Auditor General's Office on the planned scope of the external audit
- Review the Auditor General's Annual report and Management Letter and the University's draft responses
- Report to Council on external audit
- Submit to Council the University's audited financial report

Risk Management

- Oversee risk management monitoring and reporting
- Assess processes for determining and managing key risks at both the operational and strategic level including the integration of risk management processes into the University's major academic and support activities
- Monitor significant legal issues and claims involving the University and its consolidated entities
- Report to Council on risk management

The committee recognises that the Director Risk Management and Audit Assurance has, in addition to any other internal reporting lines for that position, a direct reporting line to the Chair of the Audit Committee as and when required in the course of carrying out the functions of that position.

Made by Council on 15 November 2002

Revokes Ordinance 89

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Amended by Ordinance 112

Built Environment Committee

Membership

Chair (appointed by Council)

Chair of Academic Senate or nominee

3 other members appointed by Council, having regard to the desired skills and experience approved by Council.

Attendees

- Vice-Chancellor
- Deputy Vice-Chancellor (Academic) and Provost
- Executive Director Finance and Administration
- Director Asset Management Services

Members should have skills, knowledge and industry experience in design, development and management of the built environment, including information technology requirements relating to the built and natural environment.

Terms of Reference

The committee will focus on strategy and high level policy.

The committee is responsible for considering, reviewing and advising Council on the development, approval and implementation of –

- Campus Framework Plans
- Priorities for major capital works
- Strategic asset management plan, including information technology support infrastructure
- Preventative maintenance program
- Buildings and grounds plans
- Design standards for building works and landscaping.

Note – a major capital project is one –

- involving expenditure or receipt by the University of more than \$500,000; or
- of strategic or political significance to the University.

Made by Council on 15 November 2002

Revokes Ordinance 89

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Amended by Ordinance 112

Ceremonial and Honorary Degrees Committee

Members

Chair (Chancellor, ex officio)
Vice-Chancellor
Chair of Academic Senate or nominee
Chair of Foundation
2 appointments by Council

Terms of Reference

To make recommendations to Council for the recognition by the University of individuals and organisations, including -

- To make recommendations to Council for the conferring of the title of Emeritus Professor and Honorary Professor.
- To make recommendations to Council for the conferring of honorary degrees.
- To make recommendations to Council for the conferring of the award Fellow of the University.
- To make recommendations to Council for the naming of buildings or facilities in accordance with the policy approved by Council.
- Generally to consider and advise Council on all matters relating to recognition by the University, the conferring of degrees ceremonies, and other ceremonial matters

Made by Council on 15 November 2002

Revokes Ordinance 89

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Amended by Ordinance 112

Finance Committee

Members

Chair (appointed by Council)

Ex Officio

- Vice-Chancellor
- Chair of Academic Senate (or nominee)
- Chair of Audit Committee

2 members appointed by Council

Secretary

Attendees

- Deputy Vice-Chancellor (Academic) & Provost
- Executive Director Finance and Administration
- Director Financial Services

Terms of reference

1. To provide strategic assessment and review of the UTAS financial position
2. To monitor the financial performance and activities of the University and to make recommendations to Council on financial matters as appropriate.
3. To review the University's triennial budget and report to Council on its financial implications.
4. To review budgets of boards, centres and other Council controlled entities operating outside the triennial budget.
5. To recommend to Council University investment policy and to review that policy and oversee the investment of University funds.
6. To review levels of fees and charges imposed by the University and report to Council as appropriate.
7. To act as a source of advice and consultation for the Vice-Chancellor on financial matters.
8. To review the University's fiscal plan and report to Council on its implications.

The committee should meet at least quarterly.

Made by Council on 15 November 2002

Revokes Ordinance 89

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Amended by Ordinance 112

Legislation Committee

Members

Chair (appointed by Council)
2 members appointed by Council

Terms of Reference:

To draft and recommended any ordinances, rules and by-laws that are necessary to implement the decisions of the Council.

Made by Council on 15 November 2002

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Nominations Committee

Members

Chair (Chancellor, ex officio)
Deputy Chancellor
1 other member appointed by Council.

Attendee

Vice-Chancellor (as appropriate)

Terms of Reference

1. The committee is to call for nominations and consider and make recommendations to Council on the filling of all positions to which Council is required to make appointments, including Council itself and its committees.
2. In making recommendations for appointment to Council, the committee is to take into account –
 - whether the person has the skills, knowledge and experience needed to contribute to the effective working of Council
 - whether the person has an appreciation of the values of a university and its core activities of teaching and research, its independence and academic freedom
 - whether the person has the capacity to appreciate what the external community needs from the university.

The committee should meet at least twice a year.

Remuneration Committee

Members

Chair (Chancellor, ex officio)
Deputy Chancellor
Chair Finance Committee

Attendees (as appropriate)

- Vice-Chancellor
- Deputy Vice-Chancellor (Academic) and Provost
- Executive Director Finance and Administration

Terms of Reference

- Through consultation with senior management, ensure the strategic alignment of human resource management and industrial negotiations with the University's plan
- Authorise the signing of industrial instruments by the Vice-Chancellor
- Determine the University policy for senior executive remuneration and performance appraisal
- Determine from time to time the remuneration bands for senior executive remuneration and those for senior managers whose remuneration levels are not regulated by industrial instruments
- Determine annually the remuneration of the Vice-Chancellor
- Determine annually the remuneration of other senior executives, after consideration of the Vice-Chancellor's recommendations based on performance appraisal
- Determine the renewal of contracts for senior executives, after consideration of the Vice-Chancellor's recommendations based on performance appraisal
- Consider, twice a year, reports on remuneration of staff employed by entities created by the University
- Provide periodic reports to Council on the committee's activities
- Address any other matters that may be referred to it by Council

Note – A **senior executive** is a Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor, Executive Director Finance and Administration or Dean of a Faculty.

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