



FACULTY OF
ARCHITECTURE,
BUILDING &
PLANNING

Structure and Governance Arrangements

Approved by Council Nominations and Governance Committee (CNGC)
November 17, 2011
As at May 2014

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2. Faculty Structure

Graduate Schools

The Melbourne School of Design
<http://www.msd.unimelb.edu.au/>

Schools

There are no other schools in the faculty.

Departments

The Faculty is a single department Faculty

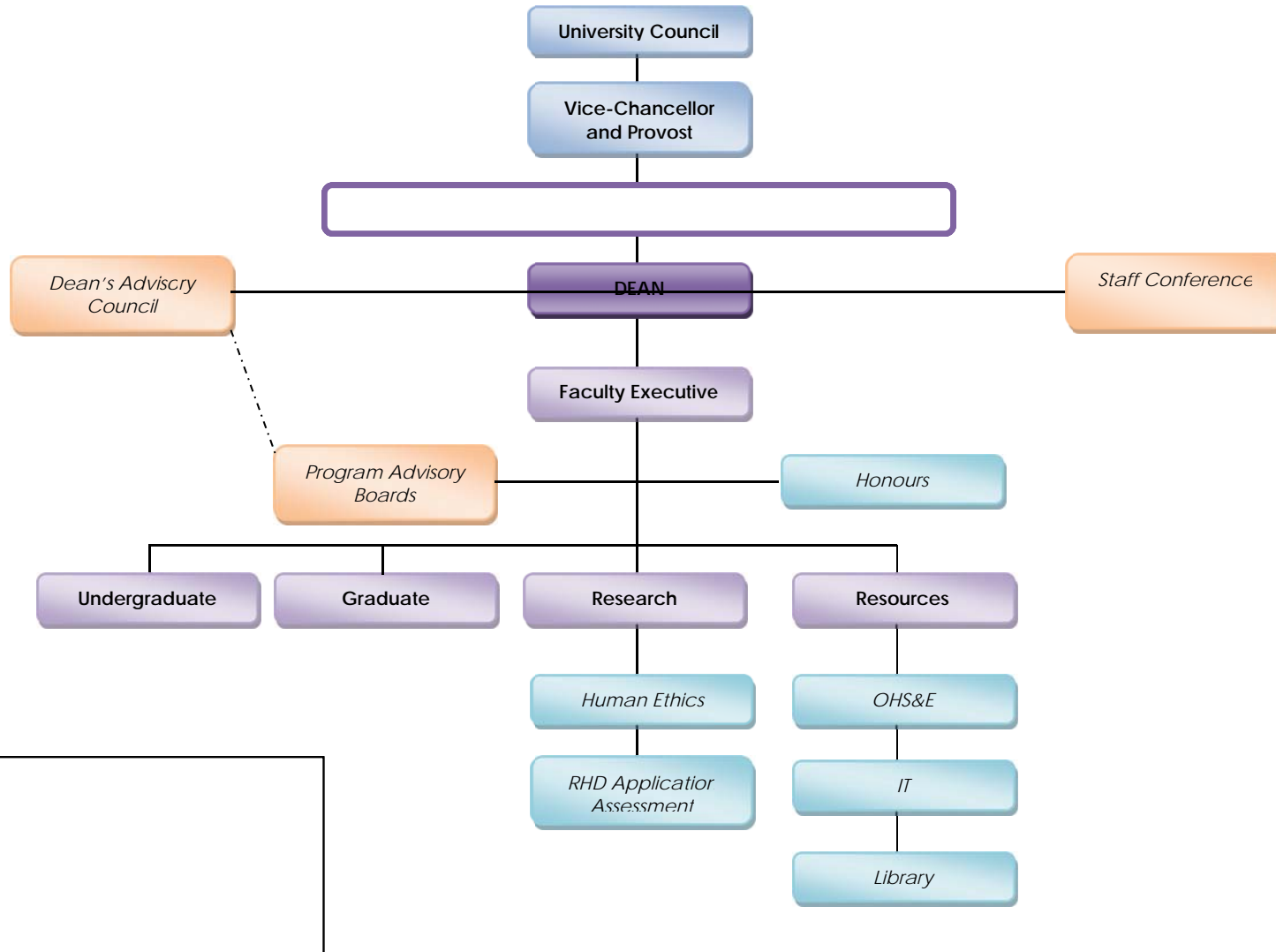
Centres and Institutes for Research and Research Training

Details of the Faculty's centres and institutes for research and research training can be found in the central list on University Secretary's web site: this list is regularly updated
<http://www.unimelb.edu.au/Statutes/contents.html#S5>

Other Academic Units

There are no other academic units in the faculty.

3. Overview



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4. Faculty Executive

Purpose

The Faculty Executive is the senior management group of the Faculty of Architecture, Building and Planning with overall responsibility for making recommendations to the Dean on the strategic development of the Faculty's teaching, research and engagement activities. Faculty Executive is responsible for obtaining and providing input on matters of key strategic importance to the Faculty and works to ensure the academic leadership and management required to facilitate a collegial, productive and safe working environment within the Faculty.

Terms of Reference

The role of the Faculty Executive is:

- To advise the Dean in the governance of the Faculty
- To formulate and periodically review the Faculty's Strategic Plan, which informs Faculty business planning
- To develop and review strategies and policies
- To oversee the strategic and operational activities of the Faculty in the implementation of the Strategic Plan
- To review and approve recommendations from Faculty committees
- To ensure effective and collegial governance of the Faculty through its committees, establishing committees and working groups as may be necessary for the conduct of its business
- To monitor and ensure continuing performance against the Strategic Plan of all aspects of the Faculty
- To advise the Dean on the performance of the teaching and learning, research and engagement activities within the Faculty and on policies that will improve their performance
- To advise the Dean on the management of Faculty Resources
- To ensure compliance with Environmental Health and Safety legislation and policies

Reports

The Committee reports to the Dean.

Reporting

The following committees have been established as operational committees reporting to Faculty Executive. The terms of reference and composition of these committees will be reviewed annually and may be amended or disbanded by Faculty Executive as required.

- Undergraduate Committee
- Graduate Committee
- Resources Committee
- Research Committee

Membership

Membership of the Faculty Executive is linked to the take-up of Faculty roles in line with University policy.

Chair - Dean
Deputy Dean
Director, Melbourne School of Design
Director, Bachelor of Environments
Faculty General Manager
Associate Dean (Undergraduate)
Associate Dean (Research)
Associate Dean (Resources)
Executive Officer (as nominated by Faculty General Manager)

Meeting Cycle

Faculty Executive will meet formally on a monthly basis or as required.

5. Faculty Advisory Committees

5.1 Dean's Advisory Council

The Dean's Advisory Council is an advisory body established to provide the Faculty through the Dean with the insights and information on developments in industry and the community that will help formulate the Faculty's strategic plans and enrich the academic programs of the Faculty.

The Dean's Advisory Council will consider business agreed in advance by the Dean and Chair. Business will usually comprise that which is likely to have a strategic or significant long-term impact on the Faculty as well as the performance of the Faculty in relation to internal and external benchmarks and measures.

The role of the Council is to:

- Provide advice and support the development of world class programs in both the undergraduate program and the Melbourne School of Design
- Facilitate increased opportunities for research collaboration, including identification of high priority topics
- Assist in the development of links between the Faculty and the wider business, government and community sectors for students, research and other purposes and facilitate advocacy on behalf of the Faculty

Chair – *appointed from non-staff representatives*

Dean

Representative of the Professoriate (minimum of two)

No less than six external members who are:

- highly respected and well known within the corporate, government or community sectors
- including a minimum of two Chairs of Program Advisory Boards
- with not less than four members being alumni of the Faculty

Executive Officer (as nominated by Faculty General Manager)

NB: Members of Faculty Executive are invited to meetings

Meeting Cycle

The Deans Advisory Council will meet two to three times per year.

5.2 Program Advisory Boards

Program Advisory Boards play an important function within the Faculty through the provision of high level strategic advice on professional matters and future directions, assisting the Faculty in strengthening the profile and significance of its programs. The Boards provide a forum for discussion and collaboration in which key members from business and community sectors can share high-level information and provide advice to the Faculty on teaching programs and potential research and engagement directions. Program Advisory Boards are established for each of the graduate programs within the Melbourne School of Design. The role of each Board will be to provide the following in relation to their specific program:

- Advice to the Faculty on directions in the discipline and the profession that have an impact on the education needs and employment opportunities of graduates and how the Faculty should respond to these
- Advice on academic and practice matters, including course structure and content, quality of the program and related pathways within the University of Melbourne
- Advice on student and graduate employment, work experience and job opportunities and graduate attributes in relation to these
- Assistance with professional and community liaison, including guidance on marketing of the program and liaison with the profession and community
- Facilitation of active engagement with alumni
- Additional terms of reference can be added with approval of Faculty Executive

Proposed Board Membership

Chair – *appointed from non-staff representatives*

Representative – External industry (x 3)

Representative – Peak professional body

Representative – Recent graduate

Representative – Current students (x 2)

Professors of Program

Graduate Program Coordinator

Undergraduate Program Coordinator

Executive Officer (as nominated by Student Centre Manager)

Additional information about the operation of these Boards is contained in *Faculty Policy 06 Program Advisory Boards Policy and Guidelines*.

Meeting Cycle

Each Program Advisory Board will meet at least three times per year.

5.3 Staff Conference

The Faculty currently holds a monthly staff forum as a means of sharing information about matters critical to the operation of the Faculty as well as showcasing work being undertaken by our staff and students. In addition to these, the Faculty will undertake a number of designated staff conferences each year. These sessions will be used as a forum for broad Faculty-wide consideration and consultation of major policy and planning issues and for provision of advice to the Dean. In particular the Staff Conference may consider:

- Strategic Planning Matters
- Strategic Performance Review
- Academic Planning and Intent
- Annual Review of Schools, Institutes and Centres

Formal agendas for Staff Conferences will be tabled, and a call for agenda items will be made well in advance. Space will be provided for questions from the floor and minutes will be taken. Meetings will be timetabled during non-teaching time and all permanent staff (continuing and fixed term) will be invited to participate.

Meetings will be chaired by the Dean, and the Faculty's Executive Officer will serve as Executive Officer.

Meeting Cycle

A minimum of two Staff Conferences will be held each year.

6. Faculty Committees

6.1 Undergraduate Portfolio

The Associate Dean (Undergraduate) has delegated responsibility for the oversight of the Faculty's undergraduate offerings. To assist them in this role, they are aided by the Faculty's Undergraduate Committee whose role is outlined below:

- To develop, implement and monitor strategies and policies leading to quality and integrated academic and research programs for the Faculty's undergraduate academic courses, majors and programs
- In conjunction with the Deputy Dean monitor teaching and learning quality in undergraduate courses and develop advice on coursework policy and programs to maintain quality outcomes
- To consider and approve new subjects and course proposals in line with the Faculty's strategic goals and the University's undergraduate coursework policy
- To oversee compliance with University policies relating to undergraduate academic programs
- To recommend undergraduate academic program-related priorities to the Faculty Executive
- To coordinate with Graduate Committee to ensure pathways and accreditation
- To oversee the administration of Faculty-based undergraduate funding schemes for undergraduate coursework programs
- To establish subcommittees and ad-hoc working groups as needed and monitor their effectiveness, disestablishing such committees and working groups when no longer needed
- To receive reports from the Bachelor of Environments Course Standing Committee

Committee Membership

Chair - Associate Dean (Undergraduate)

Representative – Teaching and Learning Unit

Student Centre Manager

Pathway Coordinator – Architecture

Pathway Coordinator – Landscape Architecture

Pathway Coordinator – Property

Pathway Coordinator – Construction

Pathway Coordinator – Urban Planning and Design

Nominee – Undergraduate Student Body

Nominee – Undergraduate Student Body

Executive Officer (as nominated by Faculty General Manager)

Ex officio members – Dean, Deputy Dean, General Manager, Director MSD, Director BEnvs

Meetings

The Undergraduate Committee will meet on a monthly basis or as required.

6.2 Graduate Portfolio

The Director of the Melbourne School of Design acts as the Associate Dean (Graduate) for the Faculty. In this role the Director has delegated responsibility for the oversight of the Faculty's graduate offerings and is assisted by the Faculty's Graduate Committee whose role is outlined below: The role of the Graduate Committee is:

- To develop, implement and monitor strategies and policies leading to quality and integrated academic and research programs for the Faculty's graduate academic courses, majors and programs
- In conjunction with the Deputy Dean monitor teaching and learning quality in graduate courses and develop advice on coursework policy and programs to maintain quality outcomes
- To consider and approve new subjects and course proposals in line with the Faculty's strategic goals and the University's graduate coursework policy
- To oversee compliance with University policies relating to graduate academic programs
- To recommend graduate academic program-related priorities to the Faculty Executive

- To coordinate with Undergraduate Committee to ensure pathways and accreditation
- To oversee the administration of Faculty-based graduate funding schemes for graduate coursework programs
- To establish subcommittees and ad-hoc working groups as needed and monitor their effectiveness, disestablishing such committees and working groups when no longer needed.

Chair – Director, Melbourne School of Design

Representative – Teaching and Learning Unit

Student Centre Manager

Program Coordinator – Architecture

Program Coordinator – Landscape Architecture

Program Coordinator – Property

Program Coordinator – Construction

Program Coordinator – Urban Planning

Program Coordinator – Urban Design

Nominee - Graduate Student Body

Nominee - Graduate Student Body

Executive Officer (as nominated by Faculty General Manager)

Ex officio members – Dean, Deputy Dean, General Manager, Associate Dean (Undergraduate)

Meetings

The Graduate Committee will meet on a monthly basis or as required.

6.3 Resources Portfolio

The Associate Dean (Resources) has delegated responsibility for the oversight of the Faculty's resources.

To assist them in this role, they are assisted by the Assistant Dean (Facilities) and the Assistant Dean (IT).

They are aided by the Faculty's Resources Committee whose role is outlined below:

- To develop, implement and monitor strategies and policies for the efficient and equitable deployment of Faculty resources to achieve Faculty goals, including:
 - Use of the Faculty budget
 - Use of space, furnishings and equipment within the faculty
 - Staff, including recruitment need, HR management, and workload allocation between staff
- To monitor relevant University policies and recommend actions to ensure compliance
- To establish subcommittees and ad-hoc working groups as needed and monitor their effectiveness, disestablishing such committees and working groups when no longer needed

Chair - Associate Dean (Resources)

Deputy Dean

General Manager

Manager, Business Services

Chair, Faculty EHS Committee

Chair, Library Subcommittee

Nominee Undergraduate Committee

Nominee Graduate Committee

Assistant Dean (IT)

Assistant Dean (Facilities)

Executive Officer (as nominated by Faculty General Manager)

Ex officio members - Dean

Meetings

The Resources Committee will meet quarterly or as required.

6.4 Research Portfolio

The Associate Dean (Research) has delegated responsibility for the oversight of the Faculty's research. To assist them in this role, they are aided by the Assistant Dean (Research Training) and the Faculty's Research Committee whose role is outlined below. The role of the Research Committee is:

- To develop strategies and policies leading to quality research in the Faculty
- To develop graduate research and research training policy and programs
- To monitor research performance of academic staff and achievement against University expectations
- To develop, implement and monitor policies for admission of research higher degree (RHD) students
- To develop and implement procedures to assist in development of quality research funding applications
- To oversee ethics approvals and compliance in the Faculty
- To recommend research-related priorities to the Faculty Executive
- To develop policy for and oversee implementation of the Faculty's research funding schemes, scholarships and prizes for staff and research students
- To establish subcommittees and ad-hoc working groups as needed and monitor their effectiveness, disestablishing such committees and working groups when no longer needed.

Chair – Associate Dean (Research)

Assistant Dean (Research Training)

Manager, Research

Chair, ABP Ethics Advisory Group

Elected Representative – Teaching and Research Staff

Elected Representative – Teaching and Research Staff

Elected Representative – Research Only Staff

Elected Representative – Early Career Researchers

Nominee - Graduate Students

Nominee - Graduate Students

Executive Officer (as nominated by Faculty General Manager)

Ex officio members - Dean and General Manager

Meetings

The Research Committee will meet on a monthly basis or as required.

7. Faculty Subcommittees

The above mentioned Committees may establish Subcommittees from time to time to assist with specific matters. The following subcommittees have been endorsed by Faculty Executive (as outlined in Section Three).

7.1 Graduate Research Applications Assessment Committee Subcommittee

The role of the Graduate Research Applications Application Assessment Subcommittee is to:

- Assess applications for acceptance into the MPhil and PhD study in the Melbourne School of Design
- Develop principles and guidelines for assessment to ensure:
 - Compliance with University and Faculty policies
 - Rigorous entry standards are maintained
 - Appropriate resources are available within the Faculty for successful applicants to complete their proposed research
 - Ensure applicants are matched with supervisors with appropriate expertise and experience
- In so far as it is possible, ensure RHD supervision load is spread among eligible supervisors
- Assess applicants for scholarship scoring and ranking including the award of additional 'DRS' points to scholarship scores
- Act as scholarship award committee to decide on the award of MRS, MIFRS, and, where allowable, other Faculty-based stipends for RHD candidates
- Develop recommendations for the Research Committee on policies and strategies to improve the quality of applications for the MPhil and PhD

Chair – Assistant Dean (Research Training)

Associate Dean (Research)

Manager, Research

Elected Nominee – Teaching and Research Staff

Elected Nominee – Teaching and Research Staff

Elected Nominee – Teaching and Research Staff

Elected Nominee – Teaching and Research Staff

Executive Officer (as nominated by Faculty General Manager)

Meetings

The Graduate Research Applications Assessment Subcommittee will meet on a monthly basis or as required.

7.2 Human Ethics Advisory Subcommittee

The role of the Human Ethics Advisory Subcommittee is to:

- Provide preliminary assessment of human research projects submitted by staff and students and to advise the relevant Human Ethics Subcommittee (HESC) and the central Human Research Ethics Committee (HREC) on issues pertaining to human research ethics in the Faculty.
- Examine proposals which involve the use of humans as participants in the research of staff and students of the department, school or Faculty; and to advise the HREC and its subcommittees on whether the proposals comply with the ethical guidelines adopted by the University and the Human Research Ethics Committee
- Make an assessment of the ethical implications and the academic value including methodology and technical aspects of proposals to be conducted by staff and students of the department, school or Faculty prior to submission of the proposal to the appropriate Human Ethics Subcommittee, in accordance with the policy and procedures adopted by the HREC
- Consider, approve and keep appropriate records of Project-within-Program proposals, which are derived from Program applications of research previously approved by the Human Ethics Subcommittees. To report Project-within-Program approvals and forward a signed copy to the HREC

- Consider, approve and keep appropriate records of Minimal Risk proposals. To report Minimal Risk approvals and forward a signed copy to the HREC
- Assist and advise the HREC and its Subcommittees as follows:
 - To ensure that investigators are appropriately qualified to conduct the research including any specific procedures proposed by them in a project
 - To ensure that proper arrangements are made in accordance with University and HREC policy for security and disposal of confidential data collected in the course of research
 - To monitor research projects conducted by staff and students of the department in accordance with the National Statement on Ethical Conduct in Human Research and University procedures
 - To keep appropriate records for audit and compliance purposes
- Provide ethics training for department researchers, supervisors, post-graduate students and HEAG members, including information on the policy and procedures of the University's ethics committees.
- Representatives of HEAGs are to attend information sessions and other training seminars provided by the HREC.

Chair – Nominee of Associate Dean (Research)

Nominee – Teaching and Research Staff

Nominee – Teaching and Research Staff

Nominee – Teaching and Research Staff

Nominee – Teaching and Research Staff

Nominee – Teaching and Research Staff

Nominee – Teaching and Research Staff

Executive Officer (as nominated by Faculty General Manager)

Meetings

The Human Ethics Advisory Subcommittee will meet on a monthly basis or as required.

7.3 Occupational Health Safety and Environment Subcommittee

The role of the Faculty's OHSE Subcommittee is to oversee the Faculty's responsibilities for relevant safety and environmental issues and consider new procedures and policies accordingly. The OHS&E Subcommittee also has links to the University's Occupational, Health and Safety Committee. The role of the Committee is to:

- Provide a consultative forum to the Faculty Executive to address health, safety and environment matters arising within the Faculty,
- Act as a Faculty forum to monitor and make recommendations on initiatives to meet the requirements of the OH&S Act and the University of Melbourne's Environment Management System
- Advise the Faculty on effective ways to ensure the health and safety of staff, students and visitors to the Faculty
- Facilitate co-operation between management and employees and provide a forum for participation by employees in the Faculty, related to OHS&E issues
- Enable Faculty members covered by the legislation to be able to refer matters to the committee for advice and assistance
- Provide such other functions as are prescribed or agreed upon by Faculty Executive and the OHS&E Committee

Chair – Appointed by the Dean

Manager, Facilities

OHS Coordinator

Elected – Health and Safety Staff Representative

Elected – Health and Safety Staff Representative

Elected – Health and Safety Staff Representative

Nominee – Staff Environment Advocate

Nominee – Student Centre Management team
Nominee – Workshops / FabLab team
Nominee – Marketing and Communications team
Nominee – BEnv Student
Nominee – MSD Students
Nominee – RHD Students

Executive Officer (as nominated by Faculty General Manager)

Ex Officio Members - Representatives of the General Manager OHS

Meetings

The Occupational Health Safety and Environment Subcommittee will meet quarterly or as required.

7.4 Information Technology Subcommittee

The role of the Faculty's Information Technology (IT) Subcommittee will be to provide oversight of the Faculty's use of IT and multimedia in learning and teaching, research and administration. The role of the Subcommittee is to:

- Consider strategic matters in relation to IT, including provision of advice on issues and trends in IT
- Consider IT needs across the Faculty and make recommendations for IT developments, improvements and initiatives
- Develop and recommend policies and guidelines concerning Faculty allocation and use of IT resources and equipment
- Provide a consultative forum to address IT matters arising
- Coordinate Faculty-wide IT major equipment procurement or grant applications
- Liaise with University Central IT Services, monitor relevant University IT policies and recommend actions to ensure compliance
- Provide such other functions as are prescribed or agreed upon by Faculty Executive and the Resources Committee.

Chair – Assistant Dean (IT)

Manager, IT

Faculty Webmaster

Nominee of the Director, MSD

Nominee of the Associate Dean (Undergraduate)

Staff representative – Fabrication Lab

Executive Officer (as nominated by Faculty General Manager)

Meetings

The IT Subcommittee will meet quarterly or as required.

7.5 Library Subcommittee

The role of the Library Subcommittee is to provide advice to the Faculty and the University on branch, Bachelor of Environments and ABP Library matters. The Subcommittee will also provide a forum for discussion on the strategic operation and direction of the ABP Library. This will be to:

- Advise the Faculty on the strategic direction of ABP Library policy in the context of the aims and objectives of the Faculty, the Bachelor of Environments and the University.
- Advise the Faculty on the distribution of the Bachelor of Environments and ABP Library materials budget, and how it has been spent
- Advise the Faculty about accommodation and equipment needs for the branch Library

- Monitor the services and operation of the branch Library and to recommend changes as appropriate
- Advise the University Library on matters relating to the branch Library.
- Consider any other matters referred to it by the Faculty, the Bachelor of Environments and the University Library.

Chair – Nominee of the Dean

MSD Representative – Nominee of the Director, MSD

BEnv Representative – Nominee of the Associate Dean (Undergraduate)

Nominee – Research Students

Nominee – Graduate Students

Nominee – Undergraduate Students

Branch Librarian

Environments Liaison Librarian

Executive Officer (as nominated by Faculty General Manager)

Ex Officio Members - Representatives of the University Library; Faculty General Manager

Meetings

The Library Subcommittee will meet quarterly or as required.

7.6 Honours Subcommittee

The Honours Subcommittee acts on Faculty Executive's behalf in considering appointments of special distinction, and also recommends and advises on honours and awards in recognition of service to the Faculty or the community generally. The terms of reference are:

- To independently identify and nominate individuals associated with the disciplines of the Faculty who will be proposed for recognition through a range of honours (award of an honorary degree, national honours system and other schemes) as appropriate
- To ensure that proposals align with the Faculty's history and its intellectual goals
- To oversee preparation of citations and proposals

Chair – Selected from Faculty Executive

Three members appointed from Professoriate (two year term)

Executive Officer (as nominated by the Faculty General Manager)

Meetings

The Honours Subcommittee will meet on a quarterly basis or as required.

8. Guidelines for Committee Operations

The following guidelines have been outlined to provide common operating principles for all Faculty Committees and Subcommittees. Advisory Committees may follow these principles but have no provision for quorum or voting as they are advisory bodies only.

8.1 Chair / Deputy Chair

Committees will be chaired by the responsible Associate Dean. Subcommittees and Advisory Boards will be chaired as specified in this outline (sections five and seven). Deputy Chairs to be appointed as necessary at the first meeting of each year.

8.2 Term of Appointment

All appointments to Faculty Committees and Sub-committees will be for a period of up to two years (dependent upon student enrolment). At the end of this period, members may be reappointed to serve a second term. Where appointment is linked to the holding of a Faculty role, the term of appointment to a committee role will align with the term of appointment to the Faculty role.

8.3 Reporting Structure

The reporting structure is outlined in section three of this document.

8.4 Co-option and Proxies

Committees and Subcommittees may from time to time co-opt up to 10 percent of their membership (in the event that there are less than ten members, one additional member may be co-opted). Any co-opted member must have expertise in matters pertinent to the Committee's terms of reference.

A co-opted member is a full member of the committee and will have their membership reviewed annually by the Chair.

There is no provision for proxies within the Faculties system of Committees and Subcommittees.

8.5 Papers

Agenda and papers will be circulated electronically no less than three working days before a meeting. A call for agenda items will be issued one week prior to meetings. Copies of agenda, papers (other than confidential papers) and minutes will be made available to staff via the Faculty's intranet (published on the staff only network).

Meeting Minutes will capture key decisions made and critical discussion points; they will not serve as a record of discussion at the meeting.

8.6 Timetable

The Faculty will publish an annual schedule of meetings which will be overseen by staff in the Office of the Dean and General Manager. This document will be published on the Faculty's intranet.

8.7 Faculty PolicyBank

To ensure transparent decision making, the Faculty has in place an evolving database of Faculty policy. The PolicyBank can be found on the Faculty's intranet. For further information on this policy library, please contact the Faculty's Executive Officer.

8.8 Decision Making and Quorums

The minimum quorum provision is as outlined below:

Committee Size	Quorum
5	3
6	4
7	4
8	5
9	5
10 or more	60%

Committee meeting decisions will be made by show of hands. As far as possible, committees shall work by consensus.

8.9 Chair Responsibilities

The Chair will assist with the operational direction of the Faculty, ensuring that committee work underpins decisions which support the strategic direction of the Faculty. They achieve this by:

- Chairing meetings in a timely manner, in line with agenda and committee objectives
- Drafting agendas with a view to the Faculty's strategic and operational needs in line with the remit of the Committee
- Facilitating group process throughout meetings, ensuring all members have an opportunity to participate as appropriate; ensuring all discussion items end with a decision, action or definite outcome
- Reporting as appropriate to the parent committee
- Reviewing and authorising minutes as a formal record of the meeting
- Promoting Committee decisions

8.10 Executive Officer Responsibilities

Executive Officers are allocated to committee roles by the Faculty General Manager, unless nominated by role in the tables above. The Committee Executive Officer will be responsible for:

- Over-seeing the timely election and appointment of committee members
- Scheduling of meetings, ensuring booking of facilities to support committee business; liaison with Committee members
- Advising the Chair on the agenda
- Collation and distribution of meeting papers, documentation and coordination of committee business including drafting meeting minutes which record apologies and attendance and key outcomes of discussions and any decisions
- Being familiar with university policy in respect of the committee's remit and advising the Chair accordingly
- Maintaining appropriate records, publishing committee minutes (as appropriate) to staff network
- Ensuring submission of committee recommendations to Faculty Executive; liaising with other Committee Executive Officers and Chairs to ensure the cycle of business and reporting requirements are met

8.11 Committee Member Responsibilities

Committee members may be serving on Faculty committees in a variety of different capacities, depending on how their position is defined. Members may be appointed to represent the interests of a particular group, such as professional or academic staff, students, or for the contribution they can make in a specific discipline or area of professional expertise.

Members of committees:

- Act as a representative of the Faculty and disseminate information, discussion and agreement as appropriate

- Participate fully in the business of the committee, including attending scheduled meetings
- Act with respect for the viewpoints and consideration of fellow members

8.12 Appointment of Committee Members

In many instances, appointment to a committee is tied directly to a role undertaken e.g. a Graduate Program Coordinator automatically takes up membership on the Graduate Committee.

Where student positions are listed as being nominated, it is intended that the relevant student body will nominate a member to represent that student constituency.

Where positions are nominated as elected representatives, the Committee's Executive Officer will be designated the Returning Officer with responsibility for calling for nominations and running an election (if needed). All elections will be held in line with the Australian Electoral Commission's "Model Rules Guide" and will be run as "first past the post" elections. Key principles in the running of these include:

- Timing – sufficient time is to be allowed for both the call of nominations and holding of an election
- Communication – ensuring appropriate communications to all constituents relating to all elements of the election
- Voting Format – may be online or via ballot papers as appropriate
- Transparency and Security – the chosen mechanism must allow for the appropriate conduct, including scrutineering of results if necessary
- A final declaration of results will be declared

When no nominations have been received for a committee role, the Chair may fill the role via invitation.

8.13 Review of Terms of Reference

Faculty Executive will review the terms of reference for all committees on an annual basis. Committees can make representation to amend or alter their terms as required.

8.14 Faculty Templates

The following templates have been created for use by the Faculty Committees:

- Meeting Agenda
- Meeting Minutes
- Meeting Action List
- Meeting Report / Recommendation
- Faculty Policy