Asset Management Advisory Group – Education

**TERMS OF REFERENCE**

1. **ESTABLISHMENT**
   1. The Asset Management Advisory Group – Education (AMAG – Education) was established in 2013 by the Strategic Asset Management Committee (SAMC) to facilitate the alignment of asset strategies and solutions with the University’s Strategic Plan.
2. **SCOPE**

The Education Advisory Group provides advice to the SAMC in relation to infrastructure and facilities services that deliver innovative, outstanding and dynamic learning and teaching spaces for students and staff.

1. **RESPONSIBILITIES**
   1. The Advisory Group will:
      1. Understand and articulate the links between the Strategic and Corporate Plans and the supporting infrastructure, facilities and service requirements to develop and maintain learning and teaching spaces that meet the needs and expectations of the University community.
      2. Understand the University of Newcastle’s Strategic Asset Management Framework and Plan, Master Plan and associated planning documents to enable the development of integrated, multi-disciplinary asset strategies and solutions.
      3. Engage Communities of Practice to enable innovation, participation and capacity in the University’s Strategic Asset Management Framework and Plan.
      4. Apply an organisation-wide view in decision making that supports the optimisation and sustainable management of the University’s assets.
      5. Apply asset management optimisation principles in an effort to reach the best compromise between conflicting objectives, such as costs versus performance versus risks, and short-term versus long-term impacts.
      6. Develop sustainable asset strategies and solutions that deliver optimal asset life cycle value and improve the performance of the estate.
2. **FUNCTIONS**
   1. The Advisory Group will:
      1. Actively participate in the Asset Management Gateway Process with specific focus on the Consultation and Strategy Development stages.
      2. Review the Asset Management Gateway Consultation outcomes to assist in understanding the business needs, opportunities, risks and challenges of the Faculties and Divisions.
      3. Collaborate with the SAMPWG and the other Asset Management Advisory Groups in the development of asset solutions to improve the alignment of the estate with business objectives, close the performance gap in the estate performance criteria and meet the needs of the Faculties and Divisions.
      4. Provide a forum for stakeholders to advocate Faculty/Division asset priorities and issues.
      5. Recommend to the SAMC asset strategies and solutions for incorporation in the Asset Implementation Plans: Capital Investment, Maintenance, Space and Surplus Asset Plans.
      6. Provide subject matter expertise to the Strategic Asset Management Working Group (SAMPWG), Project Steering Committees and Project Control Groups.
      7. Provide feedback on the efficacy of the Asset Implementation Plans as part of the Annual Asset Planning Cycle performance review.
3. **DELEGATIONS**
   1. The Advisory Group has no financial or decision making delegations.
4. **MEMBERSHIP**
   1. The membership of the Advisory Group will consist of:
      1. Pro Vice Chancellor Learning & Teaching (Chair)
      2. Pro Vice Chancellor International & Advancement (Deputy Chair)
      3. PVC Education and Arts
      4. Associate Director, IT Services
      5. Director, Centre for Teaching & Learning
      6. Academic Registrar
      7. University Librarian
      8. CEO, UoNS
      9. Manager, Strategic Planning, Infrastructure & Facilities Services
5. **INVITEES**
   1. The Advisory Group may invite any person or persons whether from within or external to the University as it may determine to assist in its deliberations either for particular items or for whole meetings.
6. **REPORTING**
   1. The Advisory Group reports to the SAMC.
7. **REVIEW OF THE COMMITTEE**
   1. The Advisory Group will review its functions and performance at a minimum every two years.
8. **FREQUENCY OF MEETINGS**
   1. The Advisory Group will meet at a minimum four times a year with at least one meeting each quarter.
9. **QUORUM**
   1. The quorum for the meetings will be more than one half of the membership.
   2. Inquorate meetings will be guided by the provisions of the Meeting Protocols Policy – 000229.
10. **SERVICING OF COMMITTEE**
    1. The Advisory Group will be serviced through the Strategic Governance Office – Resources Division.

Approval Authority: Strategic Asset Management Committee

Date Approved: TBA

Date for Review: August 2015

Contact Person: Secretary Barbara Morrow, Strategic Governance Office- Resources Division

**Membership List for the Asset Management Education Advisory Group**

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| **Chair** |  |
| **Pro Vice Chancellor Learning & Teaching (Chair)** | **Professor Liz Burd** |
| **Deputy Chair** |  |
| **Pro Vice Chancellor International & Advancement** | **Professor Winnie Eley** |
| **Other Members** |  |
| **PVC Education and Arts** | **Professor John Germov** |
| **Director, Centre for Teaching & Learning** | **Professor Carol Miles** |
| **Academic Registrar** | **Ms Gail White** |
| **University Librarian** | **Mr Greg Anderson** |
| **CEO, UoNS** | **Ms Jennifer Smith (Acting)** |
| **Associate Director, IT Services** | **Mr Mark Jeffreys** |
| Manager, Strategic Planning, Infrastructure & Facilities Services | **Ms Donna Farragher** |
| **By Invitation** |  |
| **A/Manager, Strategic Governance – Resources Division** | **Ms Barbara Morrow** |
| **Advisory Group Support** |  |
| **Advisory Group Secretary** | **Ms Fiona Dyke** |