

Australian Network of University Planners (ANUP)

Terms of Reference

(Revised 26 September 2016)

Purpose

1. The Australian Network of University Planners (ANUP) is a network of institutional representatives that is convened to:

- (a) consider emerging planning matters affecting the Australian higher education sector;
- (b) consider current and emerging regulatory reporting matters and provide advice as appropriate;
- (c) facilitate the exchange and sharing of relevant information between Network members;
- (d) facilitate the exchange and sharing of data using, among others, the Government's HEIMS dataset;
- (e) enhance the planning and performance measurement capabilities of the Network members;
- (f) as appropriate, identify and establish collaborative partnerships within the higher education sector with the aim of enhancing the goals of ANUP;
- (g) where appropriate, explore opportunities to align with other relevant groups, domestically and internationally;
- (h) provide advice as relevant and appropriate,
- (i) provide expert advice to the Government and formal bodies, such as Universities Australia, through each institution's Vice-Chancellor or direct with the Government or formal body;
- (j) advocate for the collective value of university planning units.
- (k) any other activities relevant to planning and reporting within the higher education sector.

Membership

2. The membership of ANUP will comprise

- (a) one representative from each of the Table A and Table B higher education providers identified in the *Higher Education Support Act 2003*.
- (b) a nominated member of Universities Australia (UA).

3. This would normally be the Planning Director (or equivalent) from each of these institutions. Given the very broad variation in responsibilities between institutions the

'Planning Director' is loosely defined as that person who has responsibility for direct contact with the Department, and other entities, for relevant institutional planning and regulatory compliance issues. Membership automatically transfers to a director's successor when they leave the relevant role.

4. The Planning Director may appoint a delegate to attend the meeting.

Attendance

5. Representatives from other bodies within the sector may be invited to meetings, as required. However such invitees will not be able to vote in relation to formal resolutions of the Network.

6. The Planning Directors from the New Zealand universities will be invited to meetings. However they will not be able to vote in relation to formal resolutions of the Network.

Executive

7. The Network will appoint an Executive Committee, with the following roles:

- Chair (a member elected by Network members)
- Two Deputy Chairs (one taking on the role of ANUP Secretary and the other the role of ANUP Treasurer, amongst other duties)

8. The responsibilities of Executive Committee are to:

- (a) Lead discussion on relevant issues, or delegate to an identified ANUP member
- (b) Coordinate and prepare the meeting agenda and schedule
- (c) Coordinate the logistics for each meeting
- (d) Maintain records of ANUP member details
- (e) Prepare and maintain formal records of each meeting
- (f) Coordinate any member votes on motions or options
- (g) Facilitate sharing of information from the Government or its agents with members
- (h) Coordinate any ANUP submissions to Government or its agents
- (i) Manage relationships between ANUP and other organisations
- (j) Manage any monies collected from members
- (k) Any other relevant responsibilities.

Some or all of the responsibilities listed in section 8 parts (b) to (e) and (g) to (j) may be delegated to a third party with agreement of the majority of members in accordance with the voting provisions in sections 19-21.

9. The Chair will normally be appointed for a period of two calendar years, with the new chair being elected from the Executive. Elections are expected to be relatively informal.

10. Should the Chair retire or resign during this period a Deputy Chair, nominated by the Executive, will become Chair for the remainder of the term. An additional Deputy Chair would normally be elected, depending on relevant circumstances.

11. Consecutive appointments to these roles are allowable, with a maximum of two terms serving on the Executive Committee in any role.

12. Chair and Deputy Chair elections will normally be held at the meeting in the second half of the year, with the term of office to commence the following year.

Member responsibilities

13. Chatham House Rule applies to ANUP meetings and communications. Under the Chatham House Rule participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), or that of any other participant, may be revealed.

14. Provide advice and feedback to the ANUP Executive as appropriate, including voting on motions or options.

15. Members are responsible for communicating meeting activities and outcomes to relevant colleagues in the member institution.

16. As appropriate, participate in relevant working groups and present outcomes to ANUP Members.

17. Promote ANUP within the member institution, especially around identifying and pursuing collaborative opportunities.

18. Contribute financially to cover the costs of running ANUP and its meetings (venue and catering costs).

Voting

19. The Chair can initiate a member vote on a motion¹ or range of options either at a meeting or 'out of session' between meetings. Usual practice would be for the matter to have been discussed at a previous meeting or raised in a previous circular email.

20. Each member is entitled to one vote. In the context of a meeting, a motion is considered to be carried, or option selected, if the majority of members present indicate support for the motion or option. In the context of a circular email, the motion is considered to be carried, or option selected, if the majority of members replying to the email by the indicated date express support for the motion or option. In both cases, a quorum of at least one third of all members is required to have expressed support for the motion or option.

21. In the case of member opinion being evenly split, the Chair will have the casting vote (in addition to their vote as a member).

¹ A "motion" is a proposal that is put before members for discussion and a decision. If a motion is passed, it becomes a resolution. Resolutions are binding and will be recorded in meeting minutes.

Information sharing

22. Meeting agendas may be circulated by members to give colleagues in the member institution an understanding of the range of topics covered.
23. However, meeting notes distributed by the Executive are for members only, and will be identified in this way. This restriction will be reviewed as appropriate.
24. While meeting notes should not be circulated, as is appropriate members may discuss the content with colleagues, in confidence, within the member institution.
25. Members not able to attend a meeting will receive a copy of the meeting notes.
26. Meeting notes will not be shared with any other external entity. This restriction will be reviewed as appropriate.
27. Invited guests /presenters will be given the opportunity to review the notes for the session they had presented.
28. The membership list may be used to distribute relevant information by the Executive. This information may not be shared with any commercial organisation.

ANUP Benchmarking Activities

29. Any ANUP member can initiate a benchmarking activity within the Network, preferably after discussion and agreement at an ANUP meeting.
30. The following guidelines will apply in determining how ANUP Benchmarking Survey or study results may be shared within the group and with third parties, including DVC groups hosted by Universities Australia:
 - Participants will receive all benchmarking data collected during the survey, or other benchmarking activity.
 - Non-participating ANUP members will receive summary level results.
 - ANUP Members are free to share results within their institution
 - Summary level results may generally be provided to third parties by the Executive .
 - Detailed results will only be distributed to third parties by the Executive after obtaining the express approval of the participants. Where approval is not obtained from all participants, the Executive may determine whether to provide:
 - summary level results combined with detailed results for those participants that have approved release; or
 - Summary level results only.

Meetings

31. The Network will normally meet twice yearly, but this schedule will be varied as required and agreed by the Network.

32. Meetings will normally be held in either Melbourne or Sydney, but other locations are possible depending on relevant circumstances.

Relationships with Other Bodies

33. The Network will remain independent of any other body, even those with whom it chooses to collaborate with formally.

34. The Network remains an informal advisory group. No advice given on behalf of the network represents the views of the sector or any individual university. Consultation with the Network will provide insights into operational challenges the sector will face but should not be considered a formal consultation process.

Support for individual member requests

35. In general, ANUP exists to support initiatives that benefit all members. At the discretion of the Executive Committee, a request from an individual member or group of members to progress a matter that would not benefit all members may be supported (e.g. circulation of a job advertisement, circulation of a draft document for feedback).

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