



## TERMS OF REFERENCE ASSETS COMMITTEE

### 1 Purpose of the committee

- 1.1 Sub-Committee of the Finance Committee
- 1.2 Mainly to ensure the long-term development and maintenance including optimal use of available space, of the infrastructure of the University.

### 2 Responsibilities of the committee

- 2.1 To evaluate the infrastructure maintenance policies and annual maintenance budgets of the campuses and make recommendations to the Finance Committee for Council's approval, according to the infrastructure processes and procedures;
- 2.2 To evaluate and ensure that the long-term macro planning of infrastructure and capacity per campus is in accordance with the macro institutional plan as approved by Council and submitted to the Department of Education; and make recommendations to the Finance Committee for Council's approval, according to the infrastructure processes and procedures. This includes the evaluation of available spaces for future infrastructure development on all three campuses, to be taken into account when purchasing or selling property.
- 2.3 To evaluate the annual priority planning for capital projects and equitable budget allocations per campus and make recommendations to the Finance Committee for Council's approval, according to the infrastructure processes and procedures;
- 2.4 To evaluate the progress reports on the aforementioned duties and make recommendations to the Finance Committee for Council's approval, according to the infrastructure processes and procedures.
- 2.5 To evaluate any offer with regard to fixed property (acquisition or selling), subject to general limitations and conditions periodically imposed by Council and the Minister of Education and make recommendations to the Finance Committee for Council's approval, according to the infrastructure processes and procedures.

### 3 Authority

The Committee approves infrastructure applications, macro maintenance and unscheduled projects and recommends it to the Finance Committee for approval.

### 4 Membership

#### 4.1 Composition

##### 4.1.1 Standing members:

	Members	Term
(1)	External member of Council (Chairperson)	In accordance with Council term
(2)	External member of Council	In accordance with Council term
(3)	Vice-Chancellor	-
(4)	Institutional Registrar (Ex Officio member)	-

4.1.1 Members in attendance:

	Representing members	
(5)	Executive Director: Finance and Facilities	
(6)	Chief Director: Physical Infrastructure and Planning	
(7)	Secretariat	

**4.2 Appointment of members**

The members are appointed by the NWU Council on recommendation from the Council Executive committee.

**4.3 Appointment of Chairperson and acting Chairperson**

The chairperson is appointed by the NWU Council on recommendation from the Council Executive committee.

**4.4 Co-opted members, observers and visitors**

Not applicable

**4.5 Voting rights of members**

All standing members have voting rights. Co-opted members, observers and visitors will not have voting rights.

**4.6 Secretariat**

Secretariat services are provided by Corporate and Information Governance Services.

**5 Meeting arrangements**

The following meeting arrangements apply:

<b>Frequency</b>	At least twice per annum: April/May and October/November
<b>Extraordinary meetings</b>	If and when necessary
<b>Quorum</b>	The quorum of the meeting will be half (50%) plus one of all the members, excluding vacant positions.
<b>Notice of the meeting</b>	At least 30 days before the meeting date, the Secretariat electronically notifies of the time and place where the meeting is to be held.  The minutes of the previous meeting will be enclosed and members are requested to provide the Secretariat with input by the closing date for the agenda. Should no response be received by this time it will be assumed that the members agree with the record.
<b>Agenda</b>	At least 7 days prior to the meeting, the Secretariat provides the complete agenda pack electronically to all members.  Members who prefer a hard copy must inform the secretariat accordingly.
<b>Attendance register</b>	An attendance register will be circulated by the Secretariat at the beginning of each meeting. Every member present must sign the attendance register. The attendance register is proof of attendance for purposes of minuting and payment of honorariums.
<b>Confirmation of Minutes</b>	An ordinary meeting, after being constituted and opened, commences with reading and confirming (by means of the chairperson signing) of the minutes of the previous meeting(s).  Any objection to the minutes is raised and disposed of before the minutes are confirmed. The minutes may be regarded as read if a copy of the draft minutes was provided to members prior to the meeting.  Minutes will be a true reflection of the previous meeting, and will contain all views expressed under the heading "noted". Decisions made by the committee will reflect under the heading "resolved".

<p><b>Decision-making process</b></p>	<p>Matters are decided by means of general consensus. The Chairperson might however decide when a decision should be taken by means of a voting procedure.</p> <p>The Chairperson may decide that voting must be by secret ballot, provided that voting for persons must always be by secret ballot.</p> <p>The Chairperson has an ordinary vote, but must in addition exercise a casting vote in the event of an equality of votes on any matter.</p> <p>The number of votes in favour of or against any proposal is not recorded in the minutes, unless the Chairperson so decides.</p>
<p><b>Conflict of Interest</b></p>	<p>A member may not take part in the discussion of or vote on any matter in which the member has a direct financial or other interest, unless the members first discloses the nature and extent of the interest and obtains the leave of the meeting to take part in the discussion or to vote.</p> <p>All committee members must indicate any conflict of interest at the agenda point allocated therefor and must also indicate a conflict of interest on the attendance register by indicating the agenda item where the conflict arises in writing next to his/her name.</p>
<p><b>Point of Order</b></p>	<p>A point of order, clarification or information may be raised against any member, in which instance the ruling of the Chairperson is binding. The ruling of the Chairperson is binding and cannot be challenged.</p> <p>Should the above point of order, clarification or information be immediately challenged by a member, the ruling is put to the meeting for determination – without it being discussed, and the decision of the meeting is final.</p>
<p><b>Disrespectful / Disorderly conduct</b></p>	<p>Anyone attending a meeting who, after having been requested to refrain from disrespectful or disorderly conduct, continues to disobey a ruling from the Chairperson, must be requested to leave the meeting.</p> <p>If that person does not leave the meeting immediately, such a person could be removed from the meeting with the assistance of Protection Services.</p>
<p><b>Apology</b></p>	<p>An apology will be noted when a member electronically submits it to the Secretariat and/or the Chairperson, at least one day prior to the meeting.</p> <p>Members absent from the meeting without above mentioned apology are noted as “without apology”.</p> <p>The views of a member who is unable to attend a meeting may be submitted in writing but may not count as a vote of such member.</p>
<p><b>Recording of meeting</b></p>	<p>At the opening of the meeting, the Chairperson indicates that a recording will be made for minute purposes.</p> <p>The audio file is deleted after signed confirmation of the minutes at the next meeting.</p>
<p><b>Round Robin Process</b></p>	<p>The Chairperson may electronically submit urgent matters in between scheduled meetings. The Secretariat will assist in this process.</p> <p>At least two thirds of the members have to electronically confirm their involvement in the process by giving feedback, approval or non-approval. When a majority of members reaches agreement it is taken as a resolution. Such resolution is equivalent to a resolution of the committee and must be recorded in the minutes of the next meeting.</p>

<b>Resources and Budget</b>	<p>A centralised budget regarding the matters of this committee managed within Corporate and Information Governance Services.</p> <p>The travel and accommodation costs of EXCO members will be paid according to the approved "Guidelines for Travel and Accommodation of Council members.</p>
<b>Records management</b>	<p>All records of the committee (terms of reference, membership list, agendas, minutes, attendance register, correspondence, etc.) will be kept electronically (on <i>Share</i>) and hard copy and the hard copy sent to the Archives and Museum for permanent preservation.</p> <p>Committee members have automatic access to all records of the committee. All other interested parties must complete a request form in terms of the Promotion of Access to Information Act, which will be assessed in terms of the prescriptions contained in the Act.</p>

## 6 Reporting

The Assets committee reports twice a year to the Finance Committee at its scheduled meetings.

## 7 Approval and review

The following documents guide the operations of this committee (if applicable):

Document	Status	Authority	Date

## 8 Review

The terms of reference for Council and council Committees will be reviewed on a three year cycle.