



## Faculty of Architecture, Building and Planning

### 2025 Structure and Governance Arrangements

#### FACULTY STRUCTURE AND GOVERNANCE ARRANGEMENTS SUMMARY

The Faculty of Architecture, Building and Planning (ABP) is a single department faculty which incorporates the Melbourne School of Design. This document provides details of the governance framework of the Faculty of Architecture, Building and Planning as an academic division of the University of Melbourne. Faculty Structure and Governance charts are provided in **Attachment A**, while full details of Faculty Committees including memberships and terms of reference are provided in **Attachment B**.

The University of Melbourne Act 2009 defines the mechanisms under which the University operates. The University is accountable to all its stakeholders for the values it upholds, the mission it pursues and the goals and priorities it sets. It must also account for the quality of its policies, programs and academic performance, as well as for the financial well-being of the institution, and for maintaining the highest levels of probity in the conduct of its affairs. The University's governance structure ensures these standards are met.

The University Council is the peak governing body of the University. It approves the establishment of academic divisions and ensures that the appropriate divisional structure and governance arrangements are in place. These structures must include:

- An academic structure which is appropriate to undertake the teaching, research, and other academic functions of the academic divisions
- An appropriate executive structure, to support the Deans as the accountable officers for the academic divisions
- A mechanism for collegial consultation with academic and professional staff on matters pertaining to the academic divisions
- A mechanism for consultation with representatives of students from within the academic division
- A mechanism by which a body, that includes external representatives from graduates, any relevant professional bodies, government agencies and industry partners, has advisory input to the academic division and its executive.

This governance framework will be reviewed by the ABP Faculty Executive Committee every two years.

#### Principles of Governance

The basic principles are:

1. The principal management committee for ABP is the Faculty Executive.
2. The Faculty will be governed by five formally constituted sub-committees of the Faculty Executive. These comprise: Faculty Academic Programs Committee, Resources Committee, Engagement Committee, Research Committee, and Faculty Diversity and Inclusion Committee.
3. The Graduate Research Committee, OHS Committee, Library Committee, Graduate Studies Committee and Undergraduate Studies Committees are the formally constituted sub-committees of the sub-committees.
4. The Program Advisory Boards, Student Forum, Staff Forum, Program Committees, Senior Managers and Business Partners forum, and the Honours and Prizes working group are advisory bodies to the Faculty Executive Committee.
5. As a custodial Faculty of the Bachelor of Design (BDes), the BDes Course Standing Committee reports directly to the Provost.

6. The Faculty also has a Graduate School, the Melbourne School of Design (MSD), which delivers graduate programs across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design, Urban and Cultural Heritage, Urban Planning, and Architectural Engineering. Accredited professional programs are also taught through the MSD.
7. Any groups reporting to the major governing committees and subcommittees will be constituted as advisory or working groups.
8. The Faculty Academic Programs Committee has accountability to Academic Board on matters pertaining to academic quality assurance.
9. The terms of reference for each committee will ensure alignment in purpose and delegation with the ABP Strategic Plan.
10. Staff and student consultation mechanisms are given effect partly within the governance structure itself and partly through other processes and requirements within the university, such as staff consultation on change, consultation of students on change, and a variety of ongoing feedback mechanisms for both students and staff.

## **Advisory Bodies**

The following act as advisory mechanisms to Faculty Executive Committee:

- Program Advisory Boards: The following Boards comprise of external industry representatives, recent graduate representative, peak professional body representative, current students, graduate and undergraduate program coordinators, the Dean and senior academic staff:
  - Architecture
  - Construction
  - Landscape Architecture
  - Property
  - Urban Design
  - Urban Planning

The Boards meet three to four times per year to provide holistic advice on relevant Programs of the Faculty of Architecture, Building and Planning;

- Student Forum: The Director, Melbourne School of Design, and senior academic and professional staff meet regularly between February and November with student representatives to discuss matters of concern to students;
- Staff Forum: The Dean hosts a monthly staff forum for all fixed term and continuing staff to discuss matters of importance to the Faculty and staff;
- Program Committees: The Chair of the Program meets with academic and professional staff connected with the following Program Committees of the Faculty of Architecture, Building and Planning:
  - Architecture
  - Construction
  - Landscape Architecture
  - Property

- Urban Design
- Urban Planning

Program Committees meet at least four times per year;

- Senior Managers and Business Partners Forum: The Faculty Executive Director meets with Senior Managers monthly to discuss and act upon operational matters; and
- Honours & Prizes Working Group: A senior staff member nominated by the Dean convenes meetings of senior academic and professional staff as required to consider and nominate staff or associates for honours and prizes.

Given that the above are advisory bodies to the Faculty Executive Committee and not full Faculty Committees their Terms of Reference are not outlined in Attachment B.

## **OVERVIEW OF SIGNIFICANT CHANGES**

Changes since the last submission to Council in 2022 are outlined in **Attachment C**.

## **ATTACHMENTS**

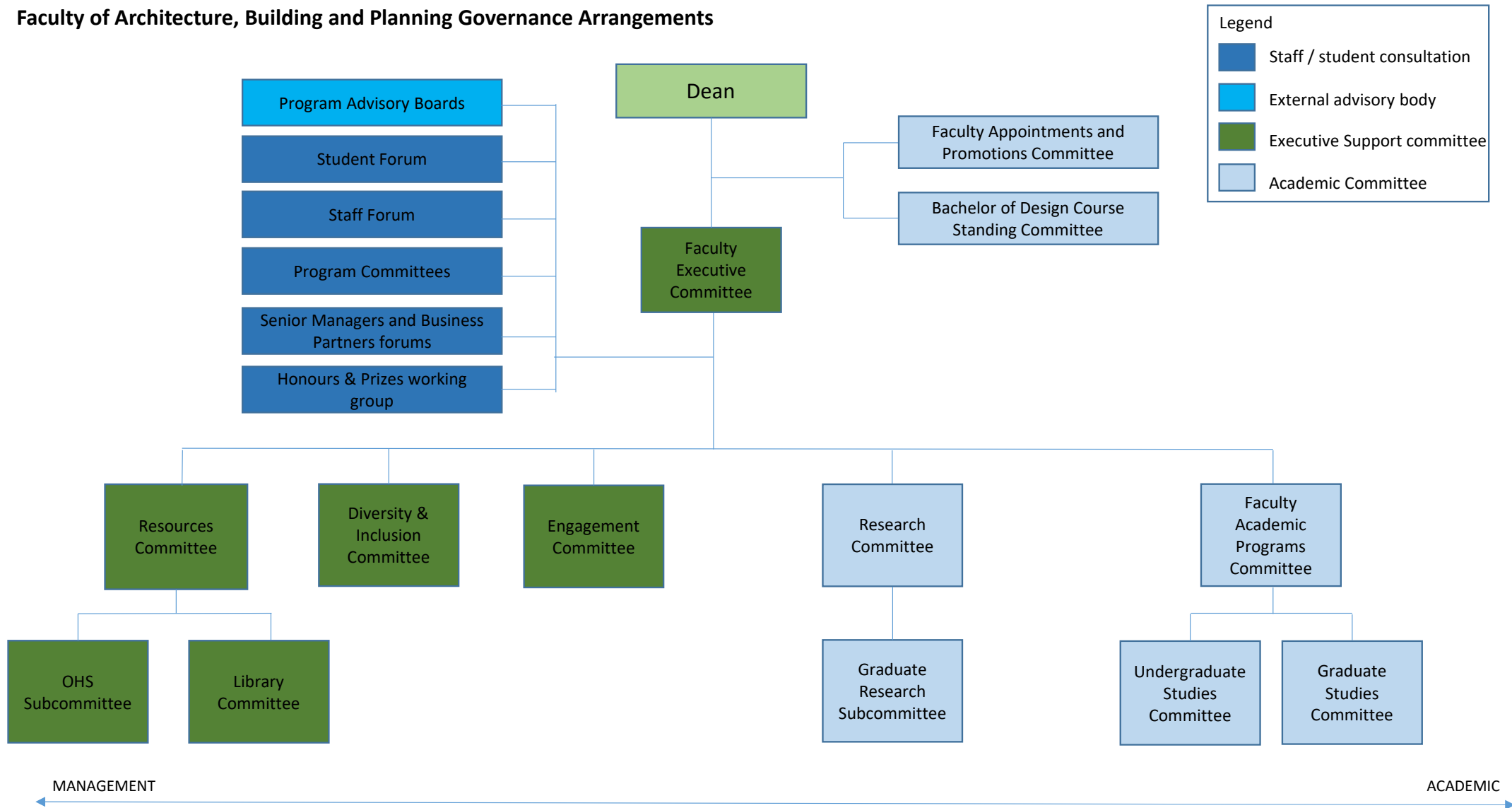
**Attachment A:** Faculty Governance and Structure Charts

**Attachment B:** Faculty Committee Membership and Terms of Reference

**Attachment C:** Summary of changes made since 2022 submission to Council

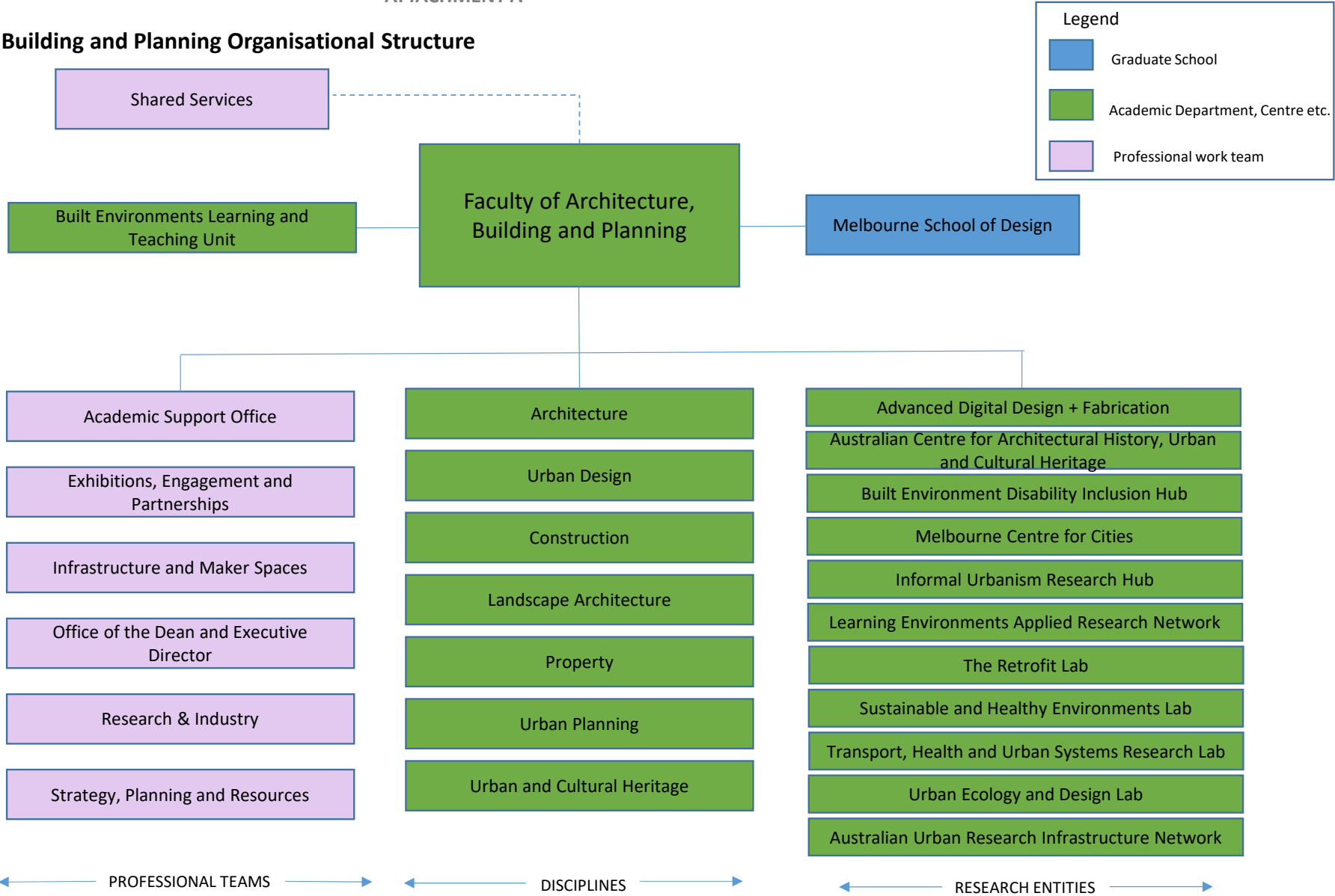
ATTACHMENT A

Faculty of Architecture, Building and Planning Governance Arrangements



ATTACHMENT A

Faculty of Architecture, Building and Planning Organisational Structure





## **Faculty of Architecture, Building and Planning**

### **Faculty Committees**

#### **1. Faculty Executive Committee**

The Faculty Executive, as the principal management committee of the Faculty, is responsible for making recommendations directly to the Dean. In making those recommendations it determines Faculty strategy and its implementation and makes decisions of matters of key strategic importance to the Faculty; and endorses, where appropriate, recommendations from Faculty's core committees and advisory groups on matters relating to academic programs, education, research and graduate research, engagement and international activities, and the effective allocation of Faculty resources. It monitors the academic and financial performance of the Faculty; has oversight of the management of Faculty's resources, including finances, workforce planning and infrastructure, and ensures compliance with policy and legislation.

##### ***Terms of Reference***

The Faculty Executive provides advice to the Dean on all matters related to the management and administration of ABP, including but not limited to:

- Shaping the strategic direction of the Faculty and ensuring alignment with Advancing Melbourne;
- Implementation of the Faculty's current strategy, *Designing Futures*;
- Considering the recommendations and reports from the Faculty's core committees;
- Planning the budget and reporting against the budget;
- Management of the Faculty's risk register;
- Developing and implementing the Faculty's capital program and major projects;
- Ensuring clear guidelines and procedures for staff and students are in place through the ABP local policy framework<sup>1</sup> and that these are consistent with the University's Policy Framework;
- Overseeing equity and diversity strategy and operations for ABP.

##### ***Delegated authority***

The committee has authority delegated to it by the Dean to do the following:

1. Approve the annual budget and business plan;
2. Recommend the Faculty's student profile and set course fees;
3. Recommend other matters as agreed by the Dean and Faculty Executive.

##### ***Membership***

- Chair – Dean (or when the Dean is unavailable, another member nominated by the Dean)
- Faculty Executive Director
- Deputy Dean
- Director, Melbourne School of Design
- Director, Bachelor of Design
- Associate Dean, Research
- Associate Dean, Engagement
- Associate Dean, International

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<sup>1</sup> A framework of rules, regulations, and templates to enable development and maintenance of Faculty policies which are to be approved by Faculty Executive Committee

## **ATTACHMENT B**

- Associate Dean, Teaching and Learning
- Associate Dean, Academic Resources

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)
- Manager, Academic Support Office
- Manager, Strategy, Planning and Resources

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – for example: Assistant Deans, Senior Managers and Business Partners. The Chair will also extend invitations to call on expertise across Chancellery as appropriate.

### ***Frequency of Meetings***

Monthly formal meetings from February to December with additional informal monthly meetings as required.

### ***Committees***

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

- Faculty Academic Programs Committee (Chaired by the Deputy Dean)
- Research Committee (Chaired by the Associate Dean, Research)
- Engagement Committee (Chaired by the Associate Dean, Engagement)
- Faculty Diversity & Inclusion Committee (Chaired by the Assistant Dean, Diversity & Inclusion)
- Resources Committee (Chaired by the Faculty Executive Director)
- Graduate Studies Committee (Chaired by the Director, Melbourne School of Design)
- Undergraduate Studies Committee (Chaired by the Director, Bachelor of Design)
- Graduate Research Subcommittee (Chaired by the Assistant Dean, Graduate Research)
- Occupational, Health & Safety Committee (Chair nominated by the Dean)
- Library Committee (Chair nominated by the Dean)

## **2. Resources Committee**

The Resources Committee will develop, endorse, and monitor strategies and local policies for the efficient and effective deployment of resources including people, infrastructure, and finances. The Committee supports the Dean and the Faculty Executive Director in optimising the allocation of resources to achieve ABP's strategic priorities and operational needs. The Resources Committee will set the strategy and policy for all research and academic spaces as well as the platforms in support of the Faculty's activities.

### ***Terms of Reference***

The role of the Resources Committee is to:

- Develop, endorse, and monitor the implementation of local policies and initiatives relating to support, allocation and best use of resources, including people, infrastructure, and finances
- Develop and monitor progress of ABP's Workforce Plan
- Review and monitor actual and budget revenues and expenditure, workforce plans and regularly (quarterly as a minimum) report to ABP Executive on progress against targets
- Assess business cases for new projects and initiatives
- Ensure appropriate focus on key elements of ABP operations and their alignment to University planning processes, timelines and budget
- Take account of relevant University resourcing policies and implement reflective mechanisms within the Faculty's budget and processes

## **ATTACHMENT B**

- Provide advice to the Dean, Deputy Dean, Executive Director, or ABP Executive Committee on any matter that affects resourcing within ABP including space
- Consider Library matters as they relate to resources and integration with broader ABP strategy
- Ensuring the Faculty meets the obligations under the Occupational Health and Safety Act (2004). And improve the health and safety of staff and students in the Faculty
- Provide oversight and ensure the effective implementation of sustainability action plan to improve sustainable practices in the Faculty.

### ***Delegated authority***

The committee has authority delegated to it by the Dean to do the following:

1. Recommend annual budget, student profile and course fees to Faculty Executive Committee
2. Endorse business cases for new projects and initiatives, to be submitted to Faculty Executive Committee for approval (for Faculty-led initiatives)
3. Endorse New Course, New multi-faculty subjects and Major Change proposals in relation to financial, infrastructure and staffing consideration, to be submitted to Faculty Executive Committee for endorsement prior to approval by the Academic Board (for Faculty-owned coursework graduate programs)
4. Determine Library vote for the Faculty
5. Recommend other matters as agreed by the Dean and Faculty Executive

### ***Membership***

- Chair – Executive Director
- Deputy Chair – Deputy Dean
- Associate Dean, Research
- Associate Dean, Engagement
- Associate Dean, Academic Resources
- Assistant Dean, Diversity and Inclusion
- Assistant Dean, Technology
- Assistant Dean, Sustainability
- Chair, OHS Committee
- Manager, Strategy, Planning and Resources
- Strategic Infrastructure and Innovation Manager
- HR Director (ABP/FEIT)

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)
- ABP Librarian

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise including calling on expertise across Chancellery as appropriate.

### ***Frequency of Meetings***

Four times per year.

## **3. Engagement Committee**

The Engagement Committee oversees international and engagement matters relating to the Faculty. It also provides the means for strategic and operational oversight of the Faculty's Engagement Strategy.



## ATTACHMENT B

### ***Terms of Reference***

The role of the Engagement Committee is to:

#### ***Engagement***

- Enact the Faculty's Engagement Strategy and monitor progress
- Review and monitor Faculty community engagement activities
- Work with the broader Faculty to identify potential new community engagement opportunities
- Receive applications for partnerships and make recommendations to the Dean for consideration
- Ensure the strategic alignment of the Faculty's Engagement Strategy and related activities with the University's community engagement plans both nationally and internationally
- Work closely with Chancellery and Shared Services to leverage University-wide initiatives

#### ***Curatorial***

- Provide strategic oversight and structured curation approach to event and exhibition programming emphasising quality and impact, strategic curation of public exhibition programming, and enhanced communications to broader audiences profiling the Faculty's intellectual capital
- Ensure the strategic alignment of the Faculty's events and exhibitions program with the University's Engagement Plan and Faculty strategic objectives

#### ***Marketing and Communications***

- Oversee the development and promotion of the Faculty's strategic marketing and communication priorities in relationship to engagement and partnerships-related initiatives
- Ensure alignment with broader University strategic endeavours, Chancellery and University Services strategies, and the Faculty's Engagement Strategy

#### ***International***

- Advise on the development of the Faculty's international engagement activities (both onshore and offshore)
- Advise on and monitor University and Faculty International partnerships

#### ***Delegated authority***

The committee has authority delegated to it by the Dean to do the following:

1. Endorse annual public programming for the Faculty
2. Recommend other matters as agreed by the Dean and Faculty Executive

#### ***Membership***

- **Chair** – Associate Dean, Engagement (or when the chair is unavailable, another member nominated by the chair)
- Manager, Engagement and Partnerships
- Associate Dean, Research
- Director, Melbourne School of Design
- Director, Bachelor of Design
- Associate Dean, International
- Manager, Academic Support Office
- Manager, International Partnerships
- Nominee from each of the six programs of ABP (noting that this option will be offered to program areas on a bi-annual basis but may not be taken up if elected by the program).
- Senior Business Development Manager

## ATTACHMENT B

- Faculty Executive Director (ex officio)
- Dean (ex officio)
- Associate Director, Comms and Marketing (ABP/FEIT)

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)
- Director, Engagement and Operations (STEM and Indigenous)
- Manager, Exhibition Programs

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as Human Resources, Finance and Planning, Infrastructure etc. calling on expertise across Chancellery as appropriate.

### ***Frequency of Meetings***

Six times per year.

## **4. Research Committee**

The ABP Research Committee provides advice to the Associate Dean Research and the ABP Executive on the development and refinement of ABP's strategic research agenda and research development operations, developing local policy and programs in support of ABP's research and research training activities.

The ABP Graduate Research Subcommittee reports into the Research Committee via a Standing Agenda Item each meeting. The GR Subcommittee's responsibilities are outlined in its [Terms of Reference](#), and include: course selection; research training and scholarship guidelines; processes and standards; the strategic direction and management of research degree programs; and developing capacity and cohort-building activities to support ABP Graduate Researchers and staff.

### ***Terms of Reference***

The Research Committee shall undertake the following functions:

- Oversee the development and promotion of the Faculty's strategic research priorities, ensuring alignment with Chancellery initiatives and broader University strategic endeavours, and taking into consideration the University's *Advancing Research 2030: Excellence for Impact Strategy*, *Advancing Melbourne 2030 Strategy*, *Indigenous Research Framework 2023-2027*, and other key institutional documents.
- Develop, endorse, and monitor initiatives to achieve ABP's Key Performance Indicators in research, encompassing competitive research grant applications, HERDC Category 2-4 income, research outputs, collaborative projects and research partnerships (local, national and international), against internal, external and international benchmarking.
- Support Graduate Research Subcommittee initiatives to improve the quality of research training and research supervision within the Faculty.
- Develop, endorse and monitor local policies and programs to foster high quality research outcomes and partnerships by all academic staff, including early career, mid-career and experienced researchers, and provide advice to the Faculty Executive Committee on the continued development of research performance.
- Form working groups to achieve specific goals related to the Research portfolio.
- Make recommendations to the Associate Dean Research on the allocation of ABP strategic research funding to ABP academic staff, Graduate Researchers, research groups (such as Labs and Hubs), interdisciplinary programs, and research-intensive partnerships (such as international or industry collaborations).

## ATTACHMENT B

- Note, and provide feedback on, target development areas identified via the faculty's Strategic Investment Framework.
- Share key updates from the University's CADRe and CGRAD committees at each meeting, for information and action as appropriate.

### ***Delegated authority***

The committee has authority delegated to it by the Dean to do the following:

1. Determine internal funding schemes, including award and review of grants.
2. Consider progress of ABP research groups such as Labs and Hubs, and major interdisciplinary programs and research-intensive partnerships (such as international or industry collaborations, with oversight from AD International and AD Engagement respectively) including leading review processes.
3. Oversight of major research bids, fellowships, and internationally based research-programs.
4. Recommend other matters as agreed by the Dean and Faculty Executive Committee.

### ***Membership***

- Chair – Associate Dean Research (or when unavailable, another member nominated by the Chair)
- Assistant Dean, Graduate Research
- Two ECR representatives (one nominated by ABP's Early Career Academic Network, and one by ABP Program Chairs, for a two-year term, with one ECR representative to be at each meeting – Report on / disseminate ECR related activities and opportunities, and support faculty-wide research events such as the biannual research day.
- One ABP Graduate Student Representative (elected by ABP's Research Students Association on an annual term basis).
- One Program Chair (elected by ABP Program Chairs, for a two-year term) – Be a conduit for providing discipline-based advice to the Associate Dean Research.
- One ABP Research Unit Leader (elected by ABP Research Units, at Level C or above for a two-year term) – Report on Research Unit activities, including mentorship, and support Research Unit engagement in Faculty-wide research events such as the biannual research day.
- One Industry Partnerships Coordinator (appointed by the ADR for a two-year term) – Lead an industry peer advisory team to inform the ADR, work with Business Development and others on industry uplift research activities (including pathways for new research activities and collaborations, including involving ECRs), act as a conduit for industry research-focused opportunities and activities.
- One representative from the Creative Practice Uplift Peer Advisory Group (appointed by the ADR for a two-year term) – Report to the Committee on reviews, advice, and related activities in this area of focus.
- One First People's representative, or non-Indigenous academic working with First Peoples communities (appointed by the Associate Dean Research, for a two-year term) – Report on University policies and actions relating to First Peoples research, and advise on ethical practices, community engagement and related activities in consultation with selected academics working in this area.
- Faculty Research Manager
- Manager, Strategic Research Initiatives
- Manager, Engagement and Partnerships (or delegate)
- Senior Business Development Manager
- Senior Advancement Manager
- Associate Director, University Communications and Marketing (ex officio)
- Director, Melbourne School of Design (ex officio)

## ATTACHMENT B

- Dean (ex officio)

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)
- Architecture, Building and Planning Librarian (observer)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as ABP’s Research Liaison Librarian, Human Resources, Finance and Planning, Infrastructure, Marketing and Communications, other relevant ABP Associate and Assistant Deans (International, Engagement, Diversity & Inclusion) etc., and calling on expertise across Chancellery as appropriate.

### ***Frequency of Meetings and Committee consultative support***

The Committee will meet three times per year, with an additional research strategy and planning meeting (proposed for December) to align with planning for the bi-annual Faculty Research Event the following quarter.

To support the Committee, regular research forums will be held once per semester. These forums will include:

- A Discipline Chairs Forum
- A Research Unit Directors Forum
- An Early Career Researchers (ECRs) Forum

Each forum will be chaired by the ADR, ensuring engagement across disciplines, research units, and early career researchers.

## **5. Faculty Academic Programs Committee**

The Academic Programs Committee provides strategic oversight of the Faculty’s education, learning and teaching activities and supports the Deputy Dean, Director of the Melbourne School of Design, and Director of the Bachelor of Design in setting priorities, developing policy, monitoring coursework teaching standards and ensuring ABP coursework programs align with the ABP Strategic Plan.

### ***Terms of Reference***

The role of the Academic Programs Committee is to:

- Develop, implement and monitor strategies leading to high quality and integrated learning and teaching and research activities for the Faculty’s coursework programs and subjects
- Oversee all aspects of the design, delivery, and evaluation of ABP coursework programs
- Lead the exploration, implementation and evaluation of new and innovative learning and teaching practices
- Support and implement Academic Board and Chancellery strategies and policies
- Develop and oversee the implementation of local policies and initiatives relating to the continuous improvement of learning and teaching, and the delivery of a quality student experience
- Monitor the quality of all Faculty learning and teaching activities through course and subject evaluations and course reviews, and ensure actions are taken in response to these
- Lead the academic program review process with at least one program being reviewed in depth per annum with recommendations provided to Faculty Executive Committee for final approval
- Contribute to the development of the Faculty workforce plan
- Oversee and monitor enrolments against Student Scenario Model (SSM) targets

## **ATTACHMENT B**

- Provide advice to the Dean and Faculty Executive Committee on any matter that affects provision of learning and teaching within ABP or the achievement of learning and teaching targets in the ABP Strategic Plan
- Contribute to the Faculty risk register and mitigation strategies.

### ***Delegated authority***

The committee has authority delegated to it by the Dean to:

1. Respond to Program Advisory Board considerations as they relate to the Faculty's Education, teaching & learning programs.
2. Review programs and initiate program changes as appropriate in response to such reviews.
3. Approve actions or initiatives arising from the review of End of Subject Survey results.
4. Recommend other matters as agreed by the Dean and Faculty Executive.

### ***Membership***

- Chair – Deputy Dean (or when the chair is unavailable, another member nominated by the chair)
- Director, Melbourne School of Design
- Director, Bachelor of Design
- Associate Dean, Teaching and Learning
- Associate Dean, Academic Resources
- Assistant Dean, Student Experience
- Assistant Dean, Sustainability
- Assistant Dean, Technology
- Committee of Associate Deans and Delegates (Indigenous) representative
- Manager, Strategy, Planning and Resources
- Manager, Academic Support Office
- Graduate coursework student representative (elected)
- Bachelor of Design Student Representative (must be enrolled in an ABP major) (elected)
- Dean (ex officio)
- Faculty Executive Director (ex officio)
- Associate Director, Future Students (ex officio)

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)
- Architecture, Building and Planning Librarian (observer)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise, calling on expertise across Shared Services and Chancellery as appropriate.

### ***Frequency of Meetings***

Six times per year with additional meetings as required.

## **6. Faculty Diversity and Inclusion Committee**

The role of the Faculty Diversity and Inclusion Committee (Advisory Committee) is to assist and provide advice to the Faculty to achieve its aims related to equity, diversity, and inclusion.

To align with the University's diversity and inclusion goals, the Committee developed the Diversity and Inclusion Action Plan and Implementation Framework, which is ABP's roadmap to advance and embed equity, diversity, inclusion and belonging.

## **ATTACHMENT B**

### **Faculty of Architecture, Building and Planning D&I Commitment Statement**

The Faculty of Architecture, Building and Planning (ABP) is committed to shaping a welcoming, equitable and inclusive place for research and education, attracting a diverse mix of talented staff and students working purposefully with engaged partners for the public good. We listen with respect and humility, we acknowledge traditional Indigenous custodians, and we continue to pursue meaningful connections both locally and internationally to create a community rooted in respect, conviviality, and collegiality.

We recognise the path ahead to overcome disadvantage is a complex one but, together as a community strengthened by diverse voices, we are determined to discover a better way of supporting each other and express our solidarity to meet the needs of future generations. In our capacity as built environment teachers, students, and researchers, we seek to build momentum for positive change in our research and education community.

ABP seeks a world beyond the narrow confines of singular disciplinary perspectives, one which celebrates our diversity as a critical component for the social imaginary of a progressive world.

### **Objectives**

The Committee will seek to:

- Embed diversity and inclusion in all that the Faculty does
- Promote a welcoming, equitable and inclusive place for research and education where diversity and inclusion are valued and respected, where people feel that they belong
- Attract, develop and retain a diverse mix of talented staff and students working purposefully with engaged partners for the public good
- Enhance the governance, management and accountability to drive improved diversity and inclusion implementation outcomes
- Create a culture where unlawful discrimination, harassment and bullying are not tolerated and where we openly and promptly address behaviours, attitudes and practices that do not support this objective
- Bring attention to, and lead conversations about the built environments in support of diversity and inclusion.

### ***Terms of Reference***

The committee will:

- Provide advice to the Dean and Faculty Executive Committee on diversity and inclusion matters, including:
  - the identification of emerging issues to diversity and inclusion
  - making recommendations on appropriate strategies and policies,
  - identification of career advancement and professional development opportunities for ABP staff, and
  - reporting progress related to diversity and inclusion
- Set the priorities for, monitor the progress and evaluate the performance of the Diversity and Inclusion Action Plan and other diversity and inclusion initiatives
- Convene working groups to progress the implementation of the diversity and inclusion priority areas as outlined in the Action Plan
- Act as a forum for staff and students on diversity and inclusion-related issues
- Liaise with the relevant University committees and groups on matters relating to diversity and inclusion.

### ***Membership***

- Chair – Assistant Dean (Diversity and Inclusion)
- Business Partner (Human Resources)
- One student representative

## **ATTACHMENT B**

- Up to two representatives from professional staff
- Three representatives from academic staff:
  - One Early Career Researcher academic
  - One Education or E&R academic
  - One Research or E&R academic
- Membership will include up to four representations from various diversity groups/ERGs/Ally Networks as set out in the Equal Employment Opportunity (Commonwealth Authorities) Act 1987 via a call for Expressions of Interest
- Dean (ex officio)
- Faculty Executive Director (ex officio)

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)

As required, the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise. A breadth of membership will be encouraged to ensure that knowledge and experience are gained from different areas of the Faculty.

The Committee will seek to regularly engage with a broad range of student cohorts: Undergraduate, Postgraduate Coursework and Research Higher Degree.

Membership will be for three years for all positions, except for ex-officio positions. There will be a call for membership via expressions of interest when renewal of the committee is required. A sub-committee comprising of three existing committee members will convene to appoint new members.

A Deputy Chair will be confirmed at the beginning of each year.

Committee members can self-nominate for this role. The role of the Deputy Chair is to chair the Committee and attend Faculty meetings as appropriate in the absence of the Chair.

### ***Frequency of Meetings***

The Committee will meet four times per year.

## SUBCOMMITTEES

### 8. Occupational Health & Safety Subcommittee

The primary role of the ABP Health and Safety committee is to serve as a consultative body on health and safety matters within the Faculty, engaging with management, staff, students, and other stakeholders in partnership with health and safety team members.

This Committee will consist of equal numbers of management and staff representatives, nominated by the Designated Work Groups (DWG) and staff within the Division. A quorum requires the Chair and at least three additional voting members, at least half of whom must be staff representatives.

Committee minutes will be made available to staff, students, and other stakeholders.

#### *Terms of Reference*

The role of the Occupational Health & Safety Committee is:

1. To foster collaboration between management, staff, students, and other parties to develop and implement effective health and safety measures across the Faculty.
2. To establish, review, and distribute health and safety standards, rules, and procedures applicable across the Faculty.
3. To review reports related to environmental, health and safety issues that affect the Faculty.
4. To define nomination and election processes for employee representatives.

Health and Safety Representatives are encouraged to complete the HSR Initial OHS Training course and refreshers as required during their term of office. Duly elected HSRs can request reimbursement from Health & Safety Services.

Management representatives are recommended to attend the OHS Training Course for Managers and Supervisors to allow them to undertake their responsibilities for the Health and Safety Committee under the OHS Act. Costs for this training are charged to the local area.

#### *Membership*

To establish an effective Health and Safety Committee, the following membership guidelines apply, ensuring compliance with the Occupational Health and Safety Act 2004 (Vic):

##### **Management representatives:**

- Chair – Dean (or a nominee)
- Deputy Chair – Faculty Executive Director (or a nominee)
- Up to three (3) additional Management representatives nominated by the Dean:
  - Maker Spaces Manager
  - Exhibitions Programs Manager
  - ASO Field Trips Officer
- **Staff Health and Safety Representatives:**
  - Elected Employee Health and Safety Representative(s):
    - Two (2) representatives from the Academic DWG
    - One (1) representative from the Professional Staff DWG
  - Elected Deputy Health and Safety Representative(s)
    - Up to two additional staff members as determined by the disciplines
- **Non-voting attendees and observers:**
  - Nominee of the Director, Health and Safety
  - Undergraduate student representative (if applicable)
  - Postgraduate student representative (if applicable)



## ATTACHMENT B

- Observers invited by the Chair as determined by the Committee
- **Committee secretariat:**
  - ABP Office of the Dean

### ***Frequency of Meetings***

The committee must meet at least quarterly.

## **9. Library Committee**

### ***Terms of Reference***

The Library Committee provides advice to the Faculty and Student and Scholarly Services (SASS) on branch, undergraduate (Bachelor of Design), graduate and Faculty library matters. It also acts as a forum to discuss strategic operation and direction of the Faculty library, this includes reporting on Faculty library materials budget, services and operation; accommodation and equipment needs for the library.

### ***Delegated authority***

The committee has authority delegated to it by the Dean to do the following:

- Provide advice on strategic spend for library materials

### ***Membership***

- Chair – A staff member appointed by the Dean
- Graduate coursework student representative (elected)
- Graduate Research student representative (elected)
- Undergraduate coursework student representative (elected)
- Nominee from each of the six programs of ABP (noting that this option will be offered to program areas every two years but may not be taken up if elected by the program). May also have other sitting members represented on committee
- Two Library staff
- Manager, Strategy, Planning and Resources
- Faculty Executive Director (ex officio)

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the discipline to represent specific portfolios and provide their expertise including calling on expertise across the University.

### ***Frequency of Meetings***

At least twice per year.

## **10. Graduate Research Subcommittee**

### ***Terms of Reference***

The role of the Graduate Research Subcommittee is to:

- Assess applications for acceptance into the MPhil and PhD courses within the Melbourne School of Design
- Develop principles and guidelines for assessment to ensure:
  - Compliance with University policies and Faculty guidelines
  - Rigorous entry standards are maintained

## ATTACHMENT B

- Appropriate resources are available within the Faculty for successful applicants to complete their proposed research
- Applicants are matched with supervisors with appropriate expertise and experience
- Assess applicants for the purposes of scholarship scoring and ranking including the award of additional points (where eligible)
- In so far as it is possible ensure:
  - Graduate Research (GR) supervision load is spread equitably among eligible supervisors
  - Diversity of research topics, themes and candidates is achieved across the cohort
- Act as scholarship award committee to decide on the award of Melbourne Research Scholarships and, where allowable, other Faculty-based stipends and awards for Graduate Research candidates
- Develop recommendations for the ABP Research Committee on policies and strategies to improve the quality of applications for the MPhil and PhD, and of application assessment processes.
- Annually review and recommend updates to ABP's Graduate Research course entries (PhD and MPhil) in the University Handbook.
- Provide feedback and recommendations to improve the delivery of Graduate Research courses in ABP more generally to improve outcomes and student experience.

### ***Method of operation***

- The Graduate Research Subcommittee meets to review applications and to discuss general issues relating to graduate research in ABP. Minutes, including decisions regarding application outcomes, must be recorded.
- Members of the Graduate Research Subcommittee are asked to declare any Conflicts of Interest at the start of each meeting and may not review or approve applications where they are nominated as the supervisor or have a pre-existing supervisory or direct professional or personal connection to the applicant. In such cases other committee members must review the application and the member must not be present for the committee's discussion.

### ***Membership***

- **Chair** – Assistant Dean Graduate Research
- Associate Dean (Research) (ex officio)
- Manager, Research & Industry (ex officio)
- 6-8 academic staff members (Teaching & Research or Research Only), to be appointed by the Assistant Dean Graduate Research and Associate Dean Research. Members will reflect: the diversity of disciplines within the Faculty; the diverse range of research methods employed across the Faculty; and will be diverse in terms of gender, cultural background and academic career progression.

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as ABP Librarian, Human Resources, Finance and Planning, Infrastructure, Marketing and Communications etc. calling on expertise across Chancellery as appropriate.

Members must be fully registered in the University's supervisor registration system. Members will serve a term of up to three years, which may be extended for a further term.

### ***Frequency of Meetings***

Monthly, with additional meeting during major intake periods (November/December).

## **11. Undergraduate Studies Committee**

The Undergraduate Studies Committee is responsible for oversight of education quality and undergraduate

## **ATTACHMENT B**

academic coursework offerings in the Faculty of Architecture, Building and Planning.

### ***Terms of Reference***

The Undergraduate Studies Committee considers all matters related to the management and administration of undergraduate programs in the Faculty, including but not limited to:

1. Approving changes to Faculty-administered majors and subjects, and assessing them for academic rigour, content overlap, impact on other programs and compatibility with strategic priorities of the Faculty
2. Monitoring teaching and learning quality in Faculty-administered majors of the Bachelor of Design and developing strategies to maintain and improve quality outcomes
3. Reviewing End of Subject Survey (ESS) results for all Faculty-taught undergraduate subjects on a biannual basis, and ensuring that ESS feedback is appropriately distributed to students, and providing a continual process of review
4. Overseeing compliance with University policies relating to undergraduate academic programs, in particular those relating to assessment and results
5. Referring undergraduate academic program-related priorities to the Faculty Academic Programs Committee
6. Coordinating with the Graduate Studies Committee to ensure decisions, initiatives and curriculum changes align
7. Responding to requests from the Faculty Academic Programs Committee and Faculty Executive in relation to any matters relating to undergraduate teaching and learning
8. Establishing sub-committees and ad-hoc working groups as needed and monitoring their effectiveness, disestablishing such committees and working groups when no longer needed.

The Chair may endorse time-critical late course and subject change proposals as determined by the “ABP Course and Subject Changes Governance” table, out of session on behalf of the Committee.

### ***Membership***

- Chair - Director, Bachelor of Design
- Director, Melbourne School of Design
- Associate Dean (Teaching and Learning)
- All major Coordinators
- Manager, Academic Support Office
- Bachelor of Design student representative (from an ABP major) (elected)
- Deputy Dean (ex officio)
- Faculty Executive Director (ex officio)
- Dean (ex officio)

### ***In attendance***

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the discipline to represent specific portfolios and provide their expertise, including calling on expertise across University Services and Chancellery as appropriate.

### ***Frequency of Meetings***

Monthly between February and November.

## 12. Graduate Studies Committee

The Graduate Studies Committee is responsible for oversight of learning and teaching quality and graduate academic coursework offerings in the Melbourne School of Design.

### *Terms of Reference*

The Graduate Studies Committee considers all matters related to the management and administration of graduate programs in the Faculty, including but not limited to:

1. Advising on and approving changes to courses and subjects and assessing them for academic rigour, impact on other programs, and compatibility with strategic priorities of the Faculty
2. Monitoring teaching and learning quality in coursework programs, and developing strategies to maintain and improve quality outcomes
3. Reviewing End of Subject Survey (ESS) results for all ABP-taught graduate subjects on a biannual basis, and ensuring that ESS feedback is appropriately communicated to students, and providing a continual process of review
4. Coordinating with Undergraduate Studies Committee to ensure program accreditation, including the review of examiner reports and follow up actions required in response to them, is undertaken
5. Overseeing compliance with University policies relating to graduate academic programs, in particular those relating to assessment and results
6. Referring graduate academic program-related priorities to the Faculty Academic Programs Committee
7. Coordinating with the Undergraduate Studies Committee to ensure decisions, initiatives and curriculum changes align
8. Responding to requests from the Faculty Academic Programs Committee and Faculty Executive in relation to any matters relating to graduate teaching and learning
9. Establishing sub-committees and ad-hoc working groups as needed and monitoring their effectiveness, disestablishing such committees and working groups when no longer needed.

The Chair may endorse time-critical late course and subject change proposals as determined by the “ABP Course and Subject Changes Governance” table out of session on behalf of the Committee.

### *Membership*

- Chair – Director, Melbourne School of Design
- Director, Bachelor of Design
- Associate Dean (Teaching and Learning)
- Associate Dean (Academic Resources)
- All Program Coordinators
- Manager, Academic Support Office
- Manager, Academic Programs and Teaching Support
- Architectural Engineering representative
- Graduate coursework student representative (elected)
- Deputy Dean (ex officio)
- Faculty Executive Director (ex officio)
- Dean (ex officio)
- Associate Director, Future Students (ex officio)

### *In attendance*

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the discipline to represent

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specific portfolios and provide their expertise, including calling on expertise across University Services and Chancellery as appropriate.

### ***Frequency of Meetings***

Monthly between February and November.

## FORMAL AND INFORMAL RESEARCH ENTITIES

A number of formal and informal research entities are also embedded within the Faculty:

- **Advanced Digital Design + Fabrication (ADD+F):** ADD+F is a research hub at the Melbourne School of Design that brings together academics and lead technicians, covering a diverse field of expertise, from data-driven design and robotic to 3D printing and mixed reality environments.
- **Australian Centre for Architectural History, Urban and Cultural Heritage (ACAHUCH):** Is the Faculty's first University Research Centre and provides an international perspective on research and teaching in architectural history and heritage with a particular emphasis on Australia and the Asia-Pacific
- **Australian Urban Research Infrastructure Network (AURIN):** A spatial intelligence network and platform hosted by the Faculty, funded by the Federal Government under the National Collaborative Research Infrastructure Strategy
- **Built Environments Disability Inclusion Hub:** brings together the interdisciplinary skills of built environment academics and professionals to design accessible and inclusive spaces, communities, and environments *with and for* people with visible and non-visible disabilities. Human rights, coproduction and codesign leading to practical Universal Design Principles, informs the Hub's advocacy, practice-led education, teaching, and research.
- **Built Environments Learning + Teaching (BEL+T):** The Built Environments Learning + Teaching (BEL+T) group works with staff and students of the Faculty of Architecture Building and Planning to improve teaching quality and student engagement. Our work is underpinned by research into best practice contemporary built environment pedagogy
- **Informal Urbanism (InFur-):** InFur- was established in 2018 and aims to generate new knowledge of the role of urban informality in the creative production of urban spaces and codes of governance by providing better understanding of the legitimacy, the logic and the resilient capacities embodied in self-organisation
- **Learning Environments Applied Research Network (LEaRN):** Is a collaboration with the Melbourne Graduate School of Education focused on educational and medical physical environments. Since 2009, LEaRN has brought together international experts from diverse disciplines and sectors to investigate, imagine and improve physical learning environments
- **Melbourne Centre for Cities:** The Melbourne Centre for Cities, jointly supported by the Faculty and the Deputy Vice Chancellors for Research (DVCR) and International (DVCI), was launched in 2019 as a research and capacity building laboratory with core expertise in urban governance and urban development and a mission to drive a more globally informed city leadership
- **Sustainable and Healthy Environments Lab (SHE):** The Lab works in close collaboration with key stakeholders to develop projects aimed at evaluating the design, performance and experience of spaces, providing the evidence needed to address real-world challenges. Research developed informs improvements that can positively affect people's satisfaction, productivity and wellbeing
- **Transport, Health and Urban Systems Lab (THUS):** THUS explores how the effects of urban form and transportation influence the health of the residents of cities
- **Urban Ecology and Design Lab (UED):** The Urban Ecology and Design Lab (UEDLAB) applies ecological research through landscape architecture practice using Designed Experiments. The Lab is forming around landscape architecture projects in collaboration with other disciplines to advance a more integrated approach to urban landscape architecture project design, development and implementation.

**ATTACHMENT B**

**Faculty of Architecture, Building and Planning (ABP) Governance Arrangements**  
**Summary of changes made since previous submission to Council in 2022**

**Governance**

- Curatorial Committee – disbanded, removed as subcommittee of Engagement Committee
- Honours and Prizes Subcommittee – Disbanded. Change of function, name and membership to Honours and Prizes working group. Removed as subcommittee of Faculty Executive, added as staff / student consultation group.
- Update membership to reflect newly established Assistant Dean Roles
  - Assistant Dean Sustainability – member of Academic Programs Committee and Resources Committee
  - Assistant Dean Indigenous – member of Academic Programs Committee (Faculty CADDI representative currently attending as Assistant Dean Indigenous role remains vacant)
  - Assistant Dean Student Experience – member of Academic Programs Committee
- Removal of reference to the Bachelor of Environments – this has been taught out
- Establishment of a sustainability portfolio reporting to Resources Committee
- Addition of Faculty Appointments and Promotions Committee and Bachelor of Design Course Standing Committee

**Structure**

- Professional services teams removed from Faculty as part of Professional Services Redesign – Marketing and Communications, Human Resources, Finance
- Updated Research Entities to reflect current units established under ABP's Research Unit Policy
  - Additions: Urban Ecology and Design Lab, Built Environment Disability Inclusion Hub, Retrofit Lab
  - Removals: Affordable Housing Hallmark Initiative
- Addition of Urban and Cultural Heritage discipline

**Membership and Terms of Reference**

- Faculty Executive Committee – addition of Senior Manager, Strategy Planning and Resources and Senior Manager, Academic Support Office to 'in attendance'. Minor changes to Terms of Reference
- Resources Committee – addition of point 5: determine library vote for Faculty
- Engagement Committee – addition of Director BDes and Manager, International Partnerships to membership. Increase in meetings from four to six per year
- Research Committee – addition of Faculty Executive Director (ex officio) to membership
- Undergraduate Studies Committee – removal of reference to Bachelor of Environments (this has now been taught out)
- Graduate Studies Committee – addition of Architectural Engineering representative to membership list

**Terminology and Editorial**

- University Services now Shared Services, People Plan now Workforce Plan, Facilities now Infrastructure, Learning and Teaching now Education including Student Experience, Learning and Teaching;
- Minor editorial changes.