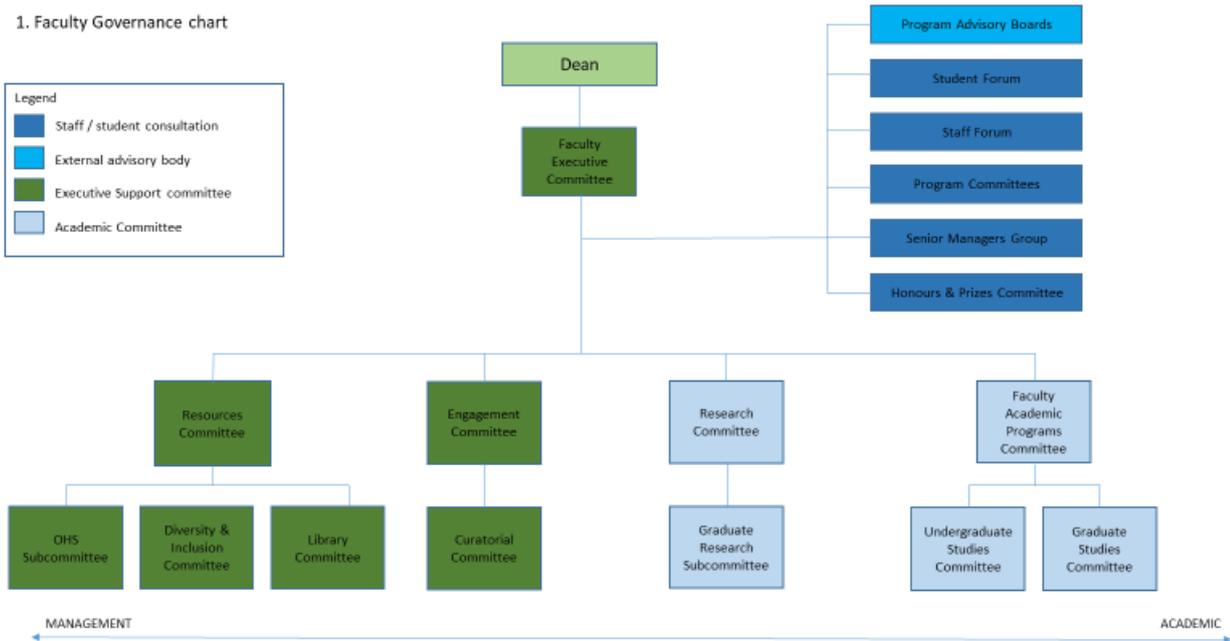


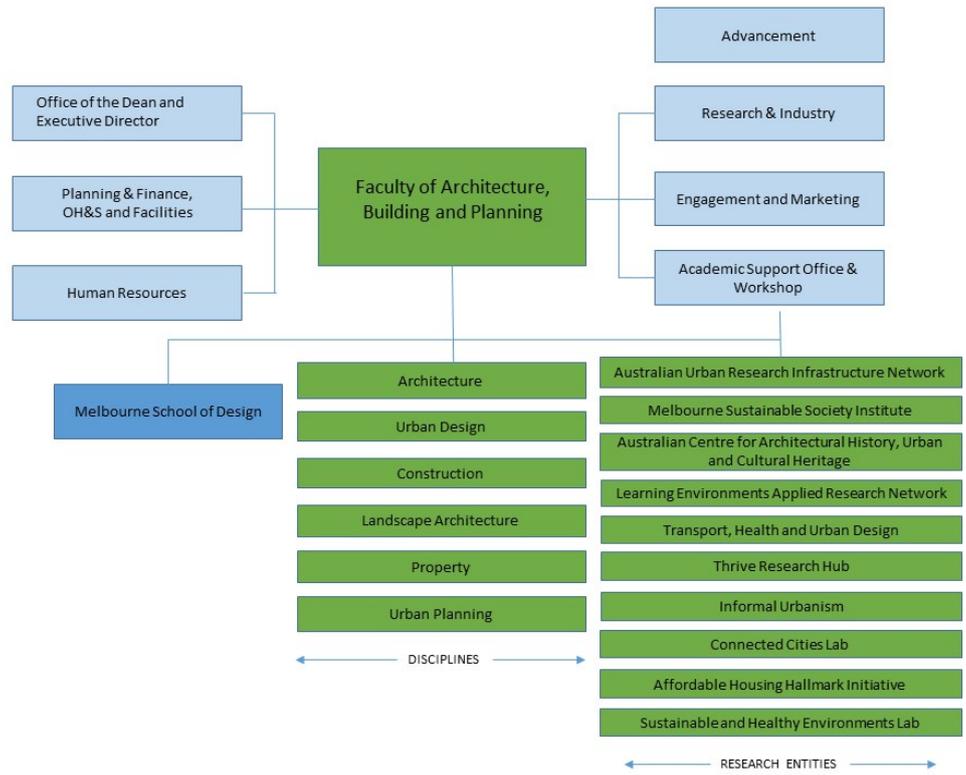
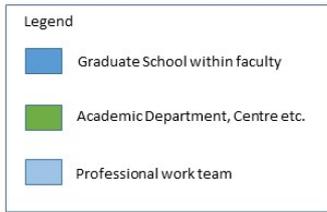
Faculty of Architecture, Building and Planning 2020 Structure and Governance Arrangements

PART 1: FACULTY CHARTS

1. Faculty Governance chart



2. Chart of Faculty Structures



PART 2: FACULTY GOVERNANCE COMMITTEES

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INTRODUCTION

The Faculty of Architecture, Building & Planning 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 & Planning, as an academic division of the University of Melbourne.

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 four formally constituted sub-committees of the Faculty Executive. These comprise: Faculty Academic Programs Committee, Resources Committee, Engagement Committee and Research Committee. The Graduate Research Subcommittee, OHS Committee, Library Committee, Curatorial Committee, Graduate Studies Committee and Undergraduate Studies Committees are the only exceptions as they are formally constituted sub-committees of the Faculty Executive. The Program Advisory Boards, Student Forum, Staff Forum, Program Committees, Senior Managers Group, and the Honours & Prizes Committee are advisory bodies to the Faculty Executive Committee.
3. As a custodial Faculty of two undergraduate degrees of the University of Melbourne, the Bachelor of Design Advisory Group reports directly to the Dean while the Bachelor of Environments Course Standing Committee reports directly to the Provost. The Bachelor of Environments is being taught out from 2017.
4. 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, and Urban Planning. Accredited professional programs are also taught through the MSD.
5. Any groups reporting to the four major governing committees will be constituted as advisory or working groups.
6. The Faculty Academic Programs Committee has accountability to Academic Board on matters pertaining to academic quality assurance.
7. The terms of reference for each committee will reflect published terms of the University's corollary committee to ensure alignment in purpose and delegation and the ABP's Strategic Plan.
8. 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.

COMMITTEES OF GOVERNANCE

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, program graduate and undergraduate coordinators, the Dean and senior academic staff:
 - Architecture
 - Construction
 - Landscape Architecture
 - Property
 - Urban Design
 - Urban Planning

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

- Student Forum: The Director, Melbourne School of Design with senior academic and professional staff meet monthly 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 & Planning:
 - Architecture
 - Construction
 - Landscape Architecture
 - Property
 - Urban Design
 - Urban Planning

Program Committees meet at least four times per year;

- Senior Managers Group: The Faculty Executive Director meets with Senior Managers weekly to discuss and act upon operational matters; and
- Honours & Prizes Committee: 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 the above are advisory bodies to the Faculty Executive Committee their Terms of Reference are not outlined in this document.

1. Faculty Executive Committee

The Faculty Executive as the principal management committee of the Faculty is responsible for making recommendations directly to the Dean on matters relating to Faculty strategy on teaching and learning, research and research training, engagement activities and the effective allocation of Faculty resources. It oversees finalisation and delivery of the Faculty's strategic plan and preparation of the annual Faculty budget. The Faculty Executive monitors performance against plans and budgets, the Faculty's capital program, HR strategy and major projects.

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;
- Considering the recommendations and reports from the Faculty's committees;
- Planning the budget and reporting against the budget;
- Management of the Faculty's business risks;
- 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 framework¹ and that these are consistent with the University's Policy Framework;
- Management policies, procedures and processes in areas including but not limited to:
 - Learning and teaching, including the student experience;
 - Research and research training;
 - Engagement and events (including exhibitions);
 - Staff appointments (including granting of honorary appointments or award nominations arising from recommendations from the Honours & Prizes Committee)
 - Internationalisation;
 - Advancement; and
 - Administrative structures and functions.

Delegated authority

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

1. Prepare an annual budget and forward estimates and recommend these to the annual Planning and Budget Conference;
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, Undergraduate Studies
- Associate Dean, Research
- Associate Dean, Engagement
- Associate Dean, International

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 – for example: the Program Coordinators, Assistant Dean, International, and the Managers of Human Resources and Finance & Planning. The Chair will also extend invitations to call on expertise across Chancellery as appropriate.

Frequency of Meetings

Monthly from February to November with additional 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.

- Academic Programs Committee (Chaired by the Deputy Dean)
- Research Committee (Chaired by the Associate Dean, Research)
- Engagement Committee (Chaired by the Associate Dean, Engagement)
- 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, Undergraduate Studies)
- Graduate Research Subcommittee (Chaired by the Assistant Dean, Graduate Research)

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

- Curatorial Committee (Chair nominated by the Dean)
- 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 staffing, facilities, 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, facilities, and finance
- Developing and monitoring progress of ABP's People Strategy
- 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
- Assessing 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
- Provide advice to the Dean, Deputy Dean, Executive Director, or ABP Executive Committee on any matter that effects resourcing within ABP including space
- Consider Library matters as they relate to resources and integration with broader ABP strategy
- Oversee equity and diversity strategy and operations for ABP
- Oversee OH&S for ABP

Delegated authority

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

1. Recommend annual budget and forward estimates to Faculty Executive Committee
2. Endorse business cases for new projects and initiatives, to be:
 - a. 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, facilities and staffing consideration, to be:
 - a. Submitted to Faculty Executive Committee for endorsement prior to approval by the Academic Board for their approval (for Faculty-owned coursework graduate programs)
4. 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
- Assistant Dean, Resources
- Assistant Dean, Equity and Diversity
- Assistant Dean, IT & Fabrication
- Assistant Dean, Facilities
- Chair, OHS Committee
- Manager, Strategy, Planning and Resources
- Manager, Human Resources

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 – such as Academic Support, Marketing and Communications etc. 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.

Terms of Reference

The role of the Engagement Committee is to:

Engagement

- Ensure the strategic alignment of the Faculty's Engagement Strategy and related activities with the University's community engagement plans both nationally and internationally
- 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

Marketing and Communications

- Oversee the development and promotion of the Faculty's strategic marketing and communication priorities, ensuring alignment with broader University strategic endeavours, Chancellery and University Services strategies and initiatives, aligning with the Faculty's Engagement Strategy
- Receive applications for branding and make recommendations to the Dean for consideration

International Development and Recruitment

- Ensure the strategic alignment of the Faculty's international activities with the University's International Plan
- Review and monitor Faculty international activities (both onshore and offshore)
- Work with key stakeholders to identify potential new international programs and markets for international students
- Advise on and monitor the implementation of the University and Faculty's internationalisation goals
- Advise on the impact of policies and practices of the Faculty and University on International Students
- Develop appropriate quality assurance measures relating to the Faculty's international programs
- Promote the provision of appropriate support for international students who are enrolled in Faculty programs
- Work closely with Chancellery and University Services (External Relations) to leverage University-wide initiatives
- Advise the Faculty Executive of known or potential risks across the Faculty's engagement and international portfolio

Delegated authority

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

1. Endorse annual gallery programming for the Faculty
2. Recommend brand applications for endorsement by the Dean
3. 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)
- Associate Dean, Research
- Director, Melbourne School of Design

- Associate Dean, International
- Manager (Academic Support Office)
- 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). May also have other sitting members represented on committee
- Manager, Marketing and Engagement
- Faculty Executive Director (ex officio)
- Dean (ex officio)

In attendance

- Executive Officer (as appointed by Faculty Executive Director)
- Manager, Development
- Senior Business Development Manager

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

Four times per year.

4. Research Committee

The 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 Committee provides oversight of ABP's Graduate Research program, including course selection, research training, and scholarship guidelines, processes, and standards; considers the strategic direction and management of research degree programs; and develops capacity and cohort-building activities to support 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 broader University strategic endeavours, Chancellery initiatives, taking into consideration the University's *Advancing Melbourne 2030* strategy across all of its core components.
- Develop, endorse, and monitor initiatives to achieve ABP's Key Performance Indicators in research, including competitive research grant applications, HERDC Category 2-4 income, publications, collaborative projects and research partnerships (local, national and international), and the generation of research outputs, capacity building and income against internal, external and international benchmarks
- Develop, endorse, and monitor initiatives to improve the quality of research training and research supervision within the Faculty, including local policies relating to higher degree research, Graduate Research supervision requirements, support for research students – particularly regarding timely completion, career-building and engagement with the Faculty's major research initiatives
- 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 Executive on the continued development of research performance
- Develop policies for the award of research scholarships within ABP
- Form working groups to achieve specific goals related to the Research portfolio
- Develop principles and guidelines for Graduate Researcher application assessment to ensure compliance with University and ABP policies and maintenance of rigorous entry standards, assess applications for acceptance into ABP Research Training programs, and periodically review completion rates and doctoral research performance (e.g. outputs, career pathways and engagement with faculty research)

- Assess applications for Graduate Researcher scholarships and act as scholarship award committee to decide on the award of Australian Postgraduate Awards, Melbourne Research Scholarships, Melbourne International Fee Remission Scholarships, and, where appropriate, any other stipends and/or awards for Graduate Research candidates
- Ensure applicants are matched with supervisors with appropriate expertise and experience
- Make recommendations to the Associate Dean (Research) on the allocation of ABP Strategic 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);
- Consider the introduction of new Research Training courses and any major changes to existing courses, pathways, or changes to the policies relating to Graduate Researcher selection, scholarship allocation, progress, and supervision
- Develop a program of enrichment activities for Graduate Researchers and their supervisors to build cohorts and capacity and maintain a culture of collegiality and support

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
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 international research-based programs
4. Award of Graduate Research scholarships and admission of Graduate Research candidates, and
5. Recommend other matters as agreed by the Dean and Faculty Executive Committee

Membership

- **Chair** – Associate Dean, Research (or when the chair is unavailable, another member nominated by the chair)
- Assistant Dean, Graduate Research
- Nominee from each of the core ABP teaching programs (as spelled out in the “program advisory board” part of this document, on a bi-annual term basis, elected by each program at level B and above)
- Nominee from each of the formal research entities of ABP (as spelled out in page 23 of this document, on a bi-annual term basis, elected by each entity at level B and above)
- Manager, Research and Industry
- Manager, Marketing and Engagement (or delegate)
- ABP Graduate Student Representative (elected)
- Senior Business Development Manager
- Associate Dean, Engagement (ex officio)
- Associate Dean, International (or delegate)
- Director, Melbourne School of Design (ex officio)
- 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 Librarian, Human Resources, Finance and Planning, Infrastructure, Marketing and Communications etc. calling on expertise across Chancellery as appropriate.

Frequency of Meetings

Three times per year, plus an additional research strategy meeting aligned with the annual Faculty “Think Tank”

5. Faculty Academic Programs Committee

The Academic Programs Committee provides strategic oversight of the Faculty's learning and teaching activities and supports the Deputy Dean, Director of the Melbourne School of Design, Director of Undergraduate Studies 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 and support University Services in the delivery of a quality student experience
- Develop and oversee the implementation of local policies and initiatives relating to the continuous improvement of learning and teaching
- Monitor the quality of all Faculty learning and teaching activities through course and subject evaluations and course reviews, and ensure that follow-up 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
- Periodically review support provided to staff and students in the development and delivery of teaching and learning programs of the Faculty and provide recommendations and advice to the Faculty Executive Director
- 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 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 Subject Experience 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, Undergraduate Studies (Director, Bachelor of Design)
- Assistant Dean, Teaching and Learning Quality
- Program Coordinators (Pathway Coordinators will act as deputy Program Coordinators where required)
- Manager, Academic Support Office
- Graduate coursework student representative (elected)
- Bachelor of Design or Bachelor of Environments Student Representative (must be enrolled in an ABP major) (elected)
- Dean (ex officio)
- Faculty Executive Director (ex officio)

In attendance

- Executive Officer (as appointed by Faculty Executive Director)

- Assistant Dean (AWAM) to be invited
- 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 Librarian, Major Coordinators, Human Resources, Finance and Planning, Infrastructure, Marketing and Communications etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Six times per year with additional meetings as required.

SUBCOMMITTEES

1.1 Honours and Prizes Committee

The Honours and Prizes Committee acts on behalf of Faculty Executive in considering appointments of special distinction and recommends and advises on honours and awards in recognition of service to the Faculty or the community.

Terms of reference

The role of the Honours and Prizes Committee is to:

- Consider nominations for a range of prizes and awards. Examples include the Redmond Barry Distinguished Professor award / Neville Quarry award / Honorary Doctorates / Civil Honours / Honour Roll of Women in Victoria
- Independently identify potential nominees for prizes and awards and prepare submissions for these
- Consider honorary appointments (new and ongoing) as well as reviewing the current cohort
- Consider requests for honorary Professorial appointments eg. Enterprise Professors
- Coordinate and consider Faculty-based prizes or awards for staff

Delegated authority

The Honours and Prizes Committee has authority delegated to it by Faculty Executive Committee to approve and recommend nominations, with final decisions being passed back to Faculty Executive for noting only.

Membership

- Chair – Dean
- Director, Melbourne School of Design
- Faculty Executive Director
- Four academic colleagues

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 Human Resources, Marketing and Communications etc. calling on expertise across Chancellery as appropriate.

Frequency of Meetings

Four times a year, or convened as required

2.1 Occupational Health & Safety Subcommittee

The OHS Sub-Committee oversees the Faculty's responsibilities for relevant safety and environmental issues and considers new procedures and policies accordingly. It is a consultative forum to the Faculty Executive and monitors and makes recommendations on initiatives to meet the requirements of the OH&S Act and the University of Melbourne's Environment Management System, and provides advice on effective ways to ensure the health and safety of staff, students, and visitors to ABP.

Terms of Reference

The role of the Occupational Health & Safety Subcommittee is to:

- Provides a health and safety consultative mechanism for management, staff and students to:
 - Facilitate cooperation between management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the Faculty
 - Formulate review and disseminate standards, rules and procedures relating health and safety that are to be carried out or complied with throughout the Faculty
- The Committee receives reports concerning environment, health and safety matters.

Membership

- **Chair** – A staff member appointed by the Dean
- **Deputy Chair** – Manager, Strategy, Planning and Resources
- OHS Coordinator
- Faculty Executive Director (ex officio)
- 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)
- Three (3) Elected Employee Health and Safety Representatives
- One (1) ABP Graduate Student representative (elected)
- University Services OHS representative

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 Human Resources, Marketing and Communications etc. calling on expertise across Chancellery as appropriate.

Frequency of Meetings

Four times per year with additional meetings as required.

2.2 Library Committee

Terms of Reference

The Library Committee provides advice to the Faculty and University Services on branch, undergraduate (Bachelor of Environments and 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 on a bi-annual basis but may not be taken up if elected by the program). May also have other sitting members represented on committee
- Two Library staff
- 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 – Academic Support Office, Human Resources, Finance and Planning, Marketing and Communications, sessional academic staff etc. and calling on expertise across the University

Frequency of Meetings

At least once per year.

2.3 Diversity and Inclusion Committee

The University of Melbourne is committed to achieving equality, equity and building a diverse and inclusive learning and working environment. This is articulated through *Growing Esteem*, the *People Strategy 2015-2020*, and the *Diversity and Inclusion Implementation Plan 2016-2020*. The University recognises the direct correlation between having a diverse workforce and improved organisational performance. The University has identified that there are five priority groups that need focus: representation of women; LGBTQIA+ employees and inclusion; indigenous workforce; disability employment and mental health; race, ethnicity and cultural diversity.

Objectives

The objectives of the Diversity and Inclusion Advisory Committee are to facilitate the University's objectives within the Faculty. The Advisory Committee seeks to promote:

- Embedding diversity in all that the Faculty does
- A workplace where diversity and inclusion are valued and respected
- Attracting, retaining and developing the best people from a global, diverse and talented pool.
- The enhancement of governance, management and accountability to drive improved diversity and inclusion implementation outcomes.
- An environment 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.
- Bringing attention to, and leading conversations about the built environment in support of diversity and inclusion

Terms of Reference

- To provide advice to the Resources Committee and Senior Faculty Leadership on diversity and inclusion matters
- To identify emerging issues related to diversity and inclusion
- To develop an annual Diversity Action Plan aligned with the Faculty's People and Culture strategy

- To monitor the Faculty's progress on equity and diversity
- To inform and promote career advancement and professional development opportunities for Faculty of Architecture Building and Planning Staff
- To raise awareness of diversity and inclusion in the Faculty
- To liaise with the relevant University committees and groups on matters relating to diversity and inclusion

Role of the Diversity and Inclusion Advisory Committee Members

- To liaise between the Advisory Committee and academic and professional staff in the Faculty
- To actively participate in and contribute to the implementation of activities advocated by the advisory Committee
- To help identify activities that fulfil the terms of reference of the Advisory Committee
- To promote initiatives that will help achieve the Advisory Committee objectives

Membership

- **Chair** – Assistant Dean (Diversity and Inclusion)
- Manager, Human Resources
- Up to four members from across professional and academic staffing
- One Early Career Researcher from the ECR Network
- 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)
- 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 is 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. There will be a call for membership when renewal of the committee is required. A Deputy Chair will be nominated at the beginning of each year. Advisory Committee members can self-nominate for this role. The role of the Deputy Chair is to chair the Advisory Committee and attend Faculty meetings as appropriate in the absence of the Chair

Frequency of Meetings

Four times per year.

3.1 Curatorial Committee

The Curatorial Committee provides a formally curated approach to event and exhibition programming for the Faculty.

Terms of Reference

The role of the Curatorial Committee is to:

- 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

- To ensure the strategic alignment of the Faculty's event and exhibitions program with the University's Engagement Plan and Faculty strategic objectives
- Consider applications for inclusion and determine the Faculty's annual program of exhibitions and associated events

Delegated authority

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

1. Determine gallery programming for the Faculty (noting annual program to be endorsed by Engagement Committee)
2. Determine guest lecture programming for the Faculty

Membership

- **Chair** - Manager, Engagement and Marketing
- Director, Melbourne School of Design
- Chair of Architecture
- Senior Events and Exhibitions Coordinator
- Senior Events and Exhibitions Officer
- Events and Exhibitions Officer
- One (1) representative from Marketing & Engagement team
- 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)
- Associate Dean (Engagement) (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 – such as Human Resources, Finance and Planning, Infrastructure etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Monthly.

4.1 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
 - 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)

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 up to one year.

Frequency of Meetings

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

5.1 Undergraduate Studies Committee

The Undergraduate Studies Committee is responsible for oversight of learning and teaching quality and undergraduate 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/or Bachelor of Environments, and developing strategies to maintain and improve quality outcomes
3. Reviewing Subject Experience Survey (SES) results for all Faculty-taught undergraduate subjects on a biannual basis, and ensuring that SES feedback is appropriately distributed to students, and providing a continual process of review to ensure
4. Overseeing compliance with University policies relating to undergraduate academic programs, in particular those relating to assessment and results
5. Monitoring the teach-out of the Bachelor of Environments' Faculty-majors ensuring measures are in place to assist students to complete their course
6. Referring undergraduate academic program-related priorities to the Faculty Academic Programs Committee

7. Coordinating with the Graduate 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 undergraduate teaching and learning
9. Establishing sub-committees and ad-hoc working groups as needed and monitor 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, Undergraduate Studies (Director, Bachelor of Design)
- Director, Melbourne School of Design
- Assistant Dean (Teaching and Learning Quality)
- All major Coordinators
- Manager, Academic Programs and Teaching Support
- Bachelor of Environments or Bachelor of Design student representative (from an ABP major) (elected) noting that the Bachelor of Environments is being taught out from 2017
- 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 – Academic Support Office, Human Resources, Finance and Planning, Marketing and Communications, and calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Monthly between February and November.

5.2 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. 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 Subject Experience Survey (SES) results for all ABP-taught graduate subjects on a biannual basis, and ensuring that SES 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 are 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 Graduate 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 monitor 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, Undergraduate Studies (Director, Bachelor of Design)
- Assistant Dean (Teaching and Learning Quality)
- All Program Coordinators
- Manager, Academic Programs and Teaching Support
- Graduate coursework student representative (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 – Academic Support Office, Human Resources, Finance and Planning, Marketing and Communications, and 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:

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

Melbourne Sustainable Society Institute (MSSI): MSSI is hosted by the Faculty and is one of six Melbourne Interdisciplinary Research Institutes within the University of Melbourne. MSSI aims to progress sustainability as a societal goal via the provision of sustainability-related research at the University of Melbourne

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

Learning Environments Applied Research Network (LEaRN): Is a collaboration with the Melbourne Graduate School of Education focused on educational and medical physical environments. The network will undergo a governance review in 2018 led by the Faculty

Transport, Health and Urban Design Hub (THUD): THUD explores how the effects of urban form and transportation influence the health of the residents of cities

Thrive Hub: Thrive aims to develop new knowledge in applied research relating to buildings, people and ecosystems in cities

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

Connected Cities Lab: Connected 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.

Affordable Housing Hallmark Initiative (AHHI): This initiative brings together researchers from architecture,

urban planning, property economics, public health, geography, economics and sociology to acknowledge the complexity of housing systems and their role in supporting or inhibiting sustainability, social justice and economic stability.

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.