Facilities and Services Division
Brunel Meeting
Terms of Reference

Date: June 2012
Review Date: June 2013

1. Purpose
1.1 The Facilities and Services (F&S) Division Brunel Meeting aims to provide a formal consultative forum to impart matters in respect of current and planned projects at the ANU. The meeting is collaborative in nature, with representation from all functional areas within F&S.

2. Role and Responsibilities
2.1 Provide a forum for effective engagement, collaboration and teamwork;
2.2 Focus on information exchange on all project (capital and non-capital) matters within F&S;
2.3 Track project progress, monitor risk and resolve any project conflicts to ensure all areas within F&S are managing project outcomes effectively;
2.4 Provide a forum to inform the asset management planning development process;
2.5 Increase the overall communication of project issues to ensure all staff within F&S have a sound appreciation of Estate issues;
2.6 Ensure staff are updated on key project issues;
2.7 Promote active and effective discussion on matters arising;
2.8 Ensure Members disseminate relevant information from the Brunel Meeting to their respective staff.

3. Membership
3.1 Membership of the Brunel Meeting will take into account the diversity of the Division and will ensure that the meeting includes representatives from all work areas, where practicable.
3.2 The Brunel Meeting will comprise the following:
- Associate Director, Project Delivery (Chair)
- Associate Director, Facilities Planning
- General Manager, Campus Services
- Manager, F&S Finance
- Manager, Engineering and Technical Services
- Team Leaders, Project Delivery
- Manager, Space Planning
- Manager, Sustainability
- Manager, Maintenance
3.3 Representatives may nominate a proxy member to attend on their behalf, due to approved absence from the office;

3.4 Non-members may be invited to attend meetings with the prior agreement of the Chair; and

3.5 All membership positions will be approved by the Director, F&S.

4. **Member Responsibilities**

4.1 Members must:
   a) attend all scheduled meetings;
   b) actively participate in meetings;
   c) represent the views of staff in their work area, and
   d) maintain up to date knowledge on relevant project matters.

5. **Chair Responsibilities**

5.1 The role of the Chair is to ensure that the F&S Brunel Meeting functions effectively.

5.2 The responsibilities of the Brunel Meeting Chair will be to:
   - facilitate meetings according to the agenda and time available;
   - ensure that all members actively participate in meetings and have the opportunity to discuss issues;
   - invite subject matter experts to attend meetings when required;
   - ensure all discussion items end with a decision, action or definite outcome;
   - assist Secretariat with follow up on action items; and
   - review and approve the agenda and minutes before distribution, ensuring that they represent an accurate reflection of the meeting.

6. **Secretariat Responsibilities**

6.1 Secretariat function will be provided by the, F&S Corporate Services Administration Team.

6.2 In consultation with the Chair, the role of the secretariat is to:
   - prepare the meeting agenda;
   - issue calendar invitations for meetings;
   - distribute project report template **two weeks** prior to the meeting;
   - distribute the meeting agenda **one week** prior to the meeting;
   - record minutes of proceedings of the meeting;
   - record, follow up and monitor action items; and
   - distribute minutes to all members within **five working days**.

7. **Meetings**

7.1 Brunel meetings will be held monthly;

7.2 Each meeting will be scheduled for 2 hours duration;
7.3 Additional meetings may be convened to consider particular items, as required. Extraordinary meetings will require the approval of the Chair;

7.4 The Meeting shall, wherever possible, reach decisions by consensus. Where consensus cannot be reached all views must be submitted to management for consideration and decision; and

7.5 Small working parties may be established to progress matters raised, as required.

Approved by Members at 25 June 2012 Meeting