



CHARTER FOR THE PROJECTS AND RESOURCING COMMITTEE OF COUNCIL

1. NAME

The name of the committee is the Projects and Resourcing Committee of Council, hereafter referred to as the PRC.

2. STATUS

The PRC is a committee of Council, as stipulated in the UJ Statute Section 16 and reports to Council.

3. MISSION AND GOALS

The PRC assists Council in executing its functions in accordance in Section 8 of the UJ Statute and in accordance with the University's vision, mission, strategic goals and objectives, core values, key performance areas and key performance indicators, the principles of corporate governance and within the legal and management framework of the University, with specific reference to the following:

3.1 Specific objectives:

- a) Strategic planning for and maintenance of the University of Johannesburg's physical infrastructure within the framework of the University's Infrastructure Master Plan;
- b) Security of and protection for the physical infrastructure of the University and of the staff, students and members of the public, utilising such infrastructure;
- c) A safe and healthy environment for employees and students of the University of Johannesburg;
- d) Information and Communication Systems and Services in as much as they enable the institutional operations and functions;
- e) Adequate disaster management for the institution;
- f) Approval of all major building projects and acquisition of physical assets;
- g) Strategic planning to source external funds for major building projects.

This done with a special emphasis on:

- a) Policy,
- b) Strategy,
- c) Performance,
- d) Risk,
- e) Innovation,
- f) Sustainability and
- g) Transformation.

4. COMPOSITION

- 4.1 The Chairperson is an external member of Council appointed by Council. When the Chairperson is absent, he/she will, in consultation with the Vice-Chancellor and Principal, appoint an external Council member to act as Chairperson;
- 4.2 At least two additional external members of Council appointed by Council;
- 4.3 The Vice-Chancellor and Principal;

- 4.3.1 The Deputy Vice-Chancellor responsible for Operations (co-opted);
 4.4 Other internal member(s) of Council may be appointed by Council as a member of the committee.

Note: In accordance with Section 8.3 of the UJ Statute, The Council may appoint persons, who are not members of Council, as co-opted members of its committees as it deems fit.

Invitees

- 4.5 Deputy Vice-Chancellor: Finance (if not contemplated in 4.4);
 4.6 Deputy Vice-Chancellor: Research and Internationalisation;
 4.7 Any other member of the Management Executive Committee may be nominated by MEC (as it deems fit) as an additional invitee, subject to approval by the PRC;
 4.8 Executive Director: Operations
 4.9 Executive Director: Information and Communications Systems;
 4.10 Executive Director: Financial Governance and Revenue;
 4.11 Senior Director: Campuses;
 4.12 The PRC may invite persons to attend a meeting for a specified purpose related to the relevant agenda.

Observer

- 4.13 One representative from the UJ SRC.

Sub-Committees/Task teams

- 4.14 The PRC May constitute a sub-committee or task team for the purpose of consulting knowledgeable individuals on any matter relevant to its responsibilities.

5. FUNCTIONS

- 5.1 Strategic planning
 The PRC ensures that a strategic plan for the development and maintenance of the physical infrastructure of the University is developed and implemented in line with the overall strategic plan and Infrastructure Master Plan of the University, monitors and evaluates its implementation by Management and reviews the plan from time to time.
- 5.2 Security and protection
 The PRC ensures that adequate resources are provided and adequate measures are put in place and maintained by Management to provide for the safety of persons engaged in lawful activity on university property, to protect staff and students from unlawful activity and to protect university property.
- 5.3 Health and Safety
 The PRC ensures that policies, structures and processes are put in place by Management to adequately provide for a safe and healthy working and study environment for the University's staff and students and to ensure that the University complies with statutory health and safety requirements. It also regularly monitors implementation strategies and reviews such structures and processes.
- 5.4 Disaster management
 The PRC ensures that structures and processes are put in place and maintained by Management to adequately respond to emergency situations that involve loss of or damage to university property and injury to staff and students.

- 5.5 Approval of major building projects and acquisition of physical assets
The PRC recommends to Council approval of all proposals by Management for major building projects of the University and for the acquisition of major physical assets. The value of projects and assets in order to qualify as “major” projects or assets is determined by Council on an annual basis.
- 5.6 Information and Communication Systems Projects
The PRC recommends to Council approval of all proposals by Management for ICS projects of the University and for the acquisition of major Information Technology assets. The value of projects and assets in order to qualify as “major” projects or assets is determined by Council on an annual basis.
- 5.7 Sourcing of external funds
The PRC provides strategic guidance on the sourcing of external funds for major building projects and the acquisition of major physical assets.
- 5.8 Considers and monitors the functionality of the PRC in terms of the following fiduciary directives: policy, strategy, risks, performance, innovation, sustainability and transformation.
- 5.9 Monitors the aspects of the Annual Performance Plan that are related to the functions of the PRC.
- 6. SCOPE OF AUTHORITY**
Council delegates the scope of authority to the PRC as it deems fit.
- 7. FINANCIAL MANAGEMENT**
The PRC:
- 7.1 Functions within the University’s financial management policies and procedures.
- 7.2 Applies the principles of corporate governance with regard to financial management.
- 8. MEETING PROCEDURE AND REPORTING**
- 8.1 The PRC meets at quarterly (meeting dates set in advance and contained in the University’s Year Programme);
- 8.2 Majority members present constitute a quorum;
- 8.3 Members are required to declare any conflict of interest at the meeting;
- 8.4 Members diligently execute their duty of care and fiduciary duty during deliberations and decision-making;
- 8.5 Decision-making is primarily based on the principle of consensus and/or sufficient consensus;
- 8.6 If consensus cannot be reached, a principle/motion is put to the vote and it is carried if a simple majority vote of those present at the meeting has been obtained;
- 8.7 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote;
- 8.8 The Chairperson may call an extraordinary or emergency meeting in accordance with the Rules;

- 8.9 The Chairperson, in consultation with the Vice-Chancellor and Principal, may invite persons who are not members to attend meetings, provided that they may participate in discussions but may not participate in decision-making;
- 8.10 The University Secretariat provides the secretariat who administers meetings in accordance with the Rules for Effective Meetings;
- 8.11 The minutes of each meeting are considered at the next meeting;
- 8.12 Reporting to Council takes place in the form of a written report by the Chairperson on items included in the agenda of the Council meeting.

9. LIFESPAN AND DISSOLUTION

- 9.1 The PRC is instated in accordance with section 16 of the UJ Statute and can therefore only cease to exist if the Council has resigned.
- 9.2 The composition of PRC is reviewed by Council every three years, based on the outcome of a corporate governance review.

Approved by Council 17 March 2011 aligned with the UJ Statute.

Editorial amendments approved by Council EXCO 19 May 2011.

Amendments approved by Council on 17 September 2015.

Title amendments, in line with MEC decisions, made on 19 September 2016.

Amended in line with revised UJ Statute of 24 March 2017 – approved by Council on 22 June 2017