



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. FUNCTIONS

The PRC assists Council in executing its functions in accordance with 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 functions:

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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 are determined by Council on an annual basis.

- 3.6 Information and Communication Systems Projects
The PRC recommends to Council the 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.
- 3.7 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.
- 3.8 Naming or re-naming of properties, events and facilities
The PRC:
 - 3.8.1 Oversees the implementation of the phased strategy for the naming or re-naming of properties, events and facilities in accordance with the Naming Policy.
 - 3.8.2 Facilitates transformation within the University with reference to the naming or re-naming of properties, events and facilities in accordance with the Policy.
 - 3.8.3 Proactively strategizes to mitigate reputational and legal risks related to the naming or re-naming of properties, events and facilities.
 - 3.8.4 Deliberates on any matter that, in the opinion of the chairperson and other committee members, should serve at the PRC for consideration prior to submission to the Council for decision-making.
- 3.9 Considers and monitors the functionality of the PRC in terms of the following fiduciary directives: policy, strategy, risks, performance, innovation, sustainability and transformation.
- 3.10 Monitors the aspects of the Annual Performance Plan that are related to the functions of the PRC.

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.
- 4.4 Chief Operating Officer (co-opted).
- 4.5 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

- 4.6 Chief Financial Officer (if not contemplated in 4.4).
- 4.7 UJ General Counsel.
- 4.8 Registrar.
- 4.9 Senior Executive Director: Office of the Vice-Chancellor.
- 4.10 Executive Director: Operations.
- 4.11 Chief Information Officer.

When the naming/renaming of facilities, etc., are considered, the following additional members should be co-opted for the **specific item on the agenda**:

- 4.12 Senior Director: Campuses.
- 4.13 Campus Director from the relevant campus(es).
- 4.14 One union representative nominated by each recognised union with one full voting power shared by them.
- 4.15 The Chairperson may invite persons to attend a meeting for a specified purpose related to the relevant agenda (with no voting rights).

Observer

- 4.16 One representative from the UJ SRC (with no voting rights).

Sub-committees/task teams

- 4.17 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. SCOPE OF AUTHORITY

Council delegates the scope of authority to the PRC as it deems fit.

6. FINANCIAL MANAGEMENT

The PRC:

- 6.1 Functions within the University's financial management policies and procedures.
- 6.2 Applies the principles of corporate governance with regard to financial management.

7. MEETING PROCEDURE AND REPORTING

- 7.1 The PRC meets at quarterly (meeting dates set in advance and contained in the University's Year Programme).
- 7.2 The majority of the members should be present to constitute a quorum.
- 7.3 Members are required to declare any conflict of interest at the meeting.
- 7.4 Members diligently execute their duty of care and fiduciary duty during deliberations and decision-making.
- 7.5 Decision-making is primarily based on the principle of consensus and/or sufficient consensus.
- 7.6 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.
- 7.7 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote.
- 7.8 The Chairperson may call an extraordinary or emergency meeting in accordance with the Rules.
- 7.9 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.
- 7.10 The University Secretariat provides the secretariat who administers meetings in accordance with the Rules for Effective Meetings.
- 7.11 The minutes of each meeting are considered at the next meeting.
- 7.12 Reporting to Council takes place in the form of a written report by the Chairperson and, when applicable, items included in the agenda of the Council meeting.

8. TERMS OF OFFICE

- 8.1 The term of office of external members of Council on the PRC is for the duration of their term on the Council.
- 8.2 Internal members representing the Executive Leadership Group serve by virtue of their office.
- 8.3 The terms of office of co-opted members appointed by Council is a maximum of five years, renewable for a second term.
- 8.4 The terms of office of co-opted members for purposes of naming/renaming is three years, not renewable for a second term.

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.

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

Amendments approved by the Council on 14 June 2018

Amendments to the composition (including title changes) approved by Council on 19 March 2019

Amendments approved by Council on 19 March 2020