



Terms of Reference

Estates Naming Advisory Group

| | |
|---------------------|--|
| Trim Location | 14/1030PL |
| Responsible Officer | Deputy Vice-Chancellor (Enterprise Services) |
| Approval Date | 23.08.2021 |
| Approval Authority | Vice-Chancellor |

1 Purpose

The Estates Naming Advisory Group is established, as provided in the Estates Naming Policy, to advise the Council on issues related to naming awards consistent with the Estates Naming Policy and the Estates Naming Procedure.

Nominations for naming awards are to be considered on the basis of:

- outstanding service or outstanding contribution; or
- philanthropy; or
- sale of naming rights as part of a financial arrangement.

2 Responsibilities

The Estates Naming Advisory Group will, in accordance with the provisions of the Estates Naming Policy:

- Consider all new nominations for naming awards on the basis of:
 - outstanding service or outstanding contribution; or
 - philanthropy; or
 - sale of naming rights as part of a financial arrangement.

- Apply the criteria of the Estates Naming Policy and the Estates Naming Procedure in making recommendations.
- Recognise that recommendations for naming awards in relation to the sale of naming rights as part of a financial arrangement will also need to progress through the relevant financial approval pathways and are subject to contract negotiations.
- Consider and provide advice on whether any existing naming award should be discontinued if the naming award subjects the University to undue risk or could reflect negatively on the reputation of the University.
- Provide a written report to the Chair for progression to Chancellor's Committee summarising any recommendation/s within 10 University Business Days of determining a recommendation.

3 Membership

The Membership of the Estates Naming Advisory Group will comprise:

1. Vice-Chancellor or nominee (Chair)
2. Deputy Vice-Chancellor (Enterprise Services)
3. Council nominee

The Estates Naming Advisory Group may consult with other Employees as it sees fit although they will not have voting rights. For meetings in relation to the withdrawal of naming rights, the Director (Legal Services) will also be required to attend in order to provide advice to the Estates Naming Advisory Group, but will not have voting rights.

The Committee will be supported by a member of staff of the Governance Office, Office of the Vice-Chancellor or Office of the Deputy Vice-Chancellor (Enterprise Services).

4 Meetings, Reporting and Minutes

4.1 Frequency of Meetings

The Group will meet on an as-required basis when:

- nominations for new naming awards are received by the Estates Naming Advisory Group Chair; and /or
- issues arise that may result in the withdrawal of a naming award.

4.2 Decision Making

Decision making will be by consensus. Where consensus cannot be reached the Chair may move to make a decision by majority vote.

4.3 Reporting

The Committee reports to the Vice-Chancellor.

Modification History

| Date | Source | Details |
|-------------|---------------|--|
| 03/04/2014 | S. Mooketsi | Initial draft |
| 04/04/2014 | F Margetts | Editorial input |
| 05/05/2014 | S. Mooketsi | Changes as per advice of D. Povey |
| 08/09/2014 | S. Mooketsi | Finalise document |
| 07/10/2014 | S. Mooketsi | Changes as per input of S. Ivey |
| 16/10/2014 | D. Povey | Finalise document |
| 06/04/2017 | M. McGilvray | Update membership |
| 24/05/2017 | M. Toleman | Changes as per input of the Vice-Chancellor |
| 15/06/2017 | M. Toleman | Update as per input of Chancellor's Committee |
| 19/11/2018 | F. Margetts | Editorial update to role title, General Counsel and Director (Legal Services) |
| 09/07/2021 | J.Shinners | Changes as per input of the Vice-Chancellor. |
| 23/08/2021 | USQ Council | Approved revised Terms of Reference, along with revised Estates Naming Policy and Estates Naming Procedure |