

Senior Executive Committee and Planning and Strategy Committee - Membership and Terms of Reference

Section 1 - Membership

(1) The Senior Executive Committee (SEC) is comprised of:

- a. Vice-Chancellor (Chair);
- b. Deputy Vice-Chancellor (Academic);
- c. Deputy Vice-Chancellor (Administration);
- d. Deputy Vice-Chancellor (Research, Development and Industry);
- e. Chief Financial Officer; and
- f. Executive Director, Human Resources.

(2) The Planning and Strategy Group (PSG) is comprised of:

- a. the members of the SEC;
- b. Director, Governance and Corporate Affairs;
- c. Director, Strategy Coordination; and
- d. Director, Planning and Audit.

(3) The Vice-Chancellor may invite other officers of the the University to attend meetings of the committees.

Section 2 - Terms of Reference

Part A - Senior Executive Committee (SEC)

(4) The SEC meets weekly to share information, brief each other and seek advice, as appropriate, on current or imminent activities and issues, and to provide advice to the Vice-Chancellor on:

- a. major matters requiring approval by the Vice-Chancellor;
- b. actions arising from the University Council and senior management committees of the the University;
- c. establishing, monitoring and maintaining delegations;
- d. approval of the University-wide policies;
- e. strategic issues arising between meetings of the Planning and Strategy Group;
- f. management of major change; and
- g. other matters referred to the Committee by the Vice-Chancellor.

Part B - Planning and Strategy Group (PSG)

(5) The PSG meets monthly and provides advice to the Vice-Chancellor on:

- a. the framework and direction for the planning and management of the the University;
- b. the performance of the the University against the the University Strategy and Plans;
- c. key strategic opportunities and initiatives, including major infrastructure developments and funding applications (e.g. EIF, HHF);
- d. development and review of the annual operating budget of the the University;
- e. development, integration and monitoring of the the University Plans;
- f. development and monitoring of the Operational Plans of Faculty, Divisions and Schools; and
- g. other matters referred to the Committee by the Vice-Chancellor.

Section 3 - Operating Principles for the Committees

(6) Within the model of "One the University" the committees are committed to:

- a. consultation;
- b. collaboration within the Committees;
- c. communication across the the University;
- d. representation of all Primary Cost Centres; and
- e. recognition of Conflict of Interest - members of the Committee shall notify other members of any "personal interest" in a matter that relates to the affairs of the Committee.

Section 4 - Meeting Schedules

(7) Throughout the year the Vice-Chancellor may convene formal meetings or retreats of the SEC/PSG to discuss and advise on strategic matters, which include, but are not limited to:

- a. development of annual budgets;
- b. educational profiles;
- c. strategic planning, including the three the University Plans and the Operational Plans;
- d. performance indicators relating to the the University Strategy 2007-2011 and the three the University Plans;
- e. quality programs; and
- f. performance management.

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