

Vice-Chancellor's Leadership Team - Membership and Terms of Reference

Section 1 - Membership

(1) The Senior Executive Committee (SEC) is comprised of the following decision makers:

- 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 following officers will attend SEC meetings to provide strategic advice and updates on University matters:

- a. University Secretary and Director, Governance and Corporate Affairs;
- b. Director, Strategic Planning and Information
- c. Director, Government and Community Relations; and
- d. Executive Officer.

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

- a. the members of the SEC;
- b. University Secretary and Director, Governance and Corporate Affairs;
- c. Director, Strategic Planning and Information
- d. Director, Government and Community Relations;
- e. Executive Deans;
- f. Dean of Students;
- g. Pro Vice-Chancellor (International Education and Partnerships);
- h. Pro Vice-Chancellor (Indigenous Education);
- i. Pro Vice-Chancellor (Student Learning);
- j. Presiding Officer, Academic Senate.

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

Section 2 - Terms of Reference

Senior Executive Committee (SEC)

(5) The SEC meets fortnightly 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 University;
- c. establishing, monitoring and maintaining delegations;
- d. approval of 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.

Planning and Strategy Group (PSG)

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

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

Section 3 - Operating Principles for the Committees

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

- a. consultation;
- b. collaboration within the committees;
- c. communication across 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

(8) 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 University Plans and the Operational Plans;
- d. performance indicators relating to the University Strategy and sub plans;
- e. quality programs; and
- f. performance management.

Status and Details

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