



## Terms of Reference

### Load Forecasting and Review Committee

Trim Location	13/G/5-3
Responsible Officer	Deputy Vice-Chancellor (Academic)
Approval Date	2 September 2019
Approval Authority	Vice-Chancellor

### 1 Role

The Load Forecasting and Review Committee has oversight of the University's student load management processes (load forecasting and review) and University student load submissions to the Government.

### 2 Functions

The functions of the Load Forecasting and Review Committee are:

- To provide oversight of load forecasting and planning cycles and develop a transparent student load model that uses comprehensive datasets and expert knowledge to forecast future student load;
- To coordinate load planning processes and activities and review load targets that contribute to budget builds in a timely manner;
- To monitor the progress and review outcomes of student load management processes and forecasts to manage necessary action plans and strategies relating to priority program marketing and fee setting; and
- To provide advice on and timely updates to the Vice-Chancellor and Vice-Chancellor's Executive on load planning and trends.

### 3 Membership

The membership of the Load Forecasting and Review Committee shall be:

1. Deputy Vice-Chancellor (Academic) (Chairperson)
2. Deputy Vice-Chancellor (Enterprise Services)
3. Executive Director (Corporate Management Services)
4. Executive Dean (Faculty of Business, Education, Law and Arts)
5. Executive Dean (Faculty of Health, Engineering and Sciences)
6. Pro Vice-Chancellor (Education)

7. Pro Vice-Chancellor (International) or nominee
8. Chair, Markets and Partners Strategy Management Committee
9. Pro Vice-Chancellor (Student Services)
10. Executive Director (Marketing and Student Attraction)
11. Director (Financial Reporting and Budgets)
12. Director (Strategic Information Services)
13. Manager (Strategic Information and Analysis)

#### **4.1 Nominees**

Members may nominate a duly appointed acting person to represent them when necessary. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

#### **4.2 Working Parties, Co-option and Observers**

1. The Load Forecasting and Review Committee may establish ad hoc working parties where required.
2. The Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required including co-option of Heads of School/College.
3. By endorsement of the Load Forecasting and Review Committee, observers may be invited to attend meetings, noting that an observer may not contribute to debate and will have no voting rights.

### **4 Meetings, Reporting and Minutes**

- **Frequency of Meetings:** A minimum of four times per year and as required by the student load management planning and review cycle.
- **Reports to:** Vice-Chancellor's Executive.
- **Minutes:** For all meetings, minutes and a post meeting action sheet shall be kept.

### **5 Ethical Practices, Confidentiality and Independence**

Members of the committee are to:

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;

- Disclose to the Committee any matter, which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the University’s Code of Conduct.

## 6 Secretary

The Secretary to the Load Forecasting and Review Committee is a member of the staff of the Office of the Deputy Vice-Chancellor (Academic).

## 7 Review Of Terms Of Reference

These Terms of Reference will be reviewed annually by the Load Forecasting and Review Committee to ensure the Terms of Reference remain consistent with the Committee’s objectives and responsibilities.

### Modification History

<b>Date</b>	<b>Source</b>	<b>Details</b>
15.05.2019	Vice-Chancellor’s Executive	Approval of Initial Terms of Reference by the Vice-Chancellor through Vice-Chancellor’s Executive
02.09.2019	Vice-Chancellor	Update to Membership to reflect repurposing of Markets and Partner Management Committee to Markets and Partners Strategy Management Committee; inclusion of ‘or nominee’ for the Pro Vice-Chancellor (International); and inclusion, as a member, of the role of Pro Vice-Chancellor (Student Services)