



## Terms of Reference

### Vice Chancellor's Executive

Trim Location	13/G/5-3
Responsible Officer	Vice-Chancellor
Approval Date	2 February 2022
Approval Authority	Vice-Chancellor

## 1 Purpose

The Vice-Chancellor's Executive is a key advisory committee to the Vice-Chancellor on all matters relating to the management of the University, and on the setting of strategic directions and the development of policy.

## 2 Responsibilities

The Vice-Chancellor's Executive provides advice to the Vice-Chancellor on the following matters:

- The management of the University
- The relevance, implementation and modification of existing policies and strategies, and on the development of new ones considered desirable
- The development and review of strategic and operational planning through the review of plans, and negotiation of planning outcomes
- Institutional performance in all areas of its operation
- The development of the University's budget methodology and budget allocation
- The academic and infrastructure planning and development of the University, including Facilities Strategy and Information Communication Technology Strategy
- The assurance of regulatory compliance and ethical accountability for the institution
- The implementation of risk management across the University
- Reports containing recommendations and advice from management committees as required
- The continued development of University-wide communication and cooperation
- Other strategic matters referred to the committee by members.

## 3 Authority

The Vice-Chancellor authorises the committee to perform its responsibilities as outlined in the Terms of Reference.

## 4 Membership

The membership of the Vice-Chancellor's Executive shall be:

1. Vice-Chancellor (Chairperson)
2. Provost
3. Deputy Vice-Chancellor (Enterprise Services)
4. Deputy Vice-Chancellor (Research & Innovation)
5. Deputy Vice-Chancellor (Academic Affairs)
6. Chief Financial Officer
7. Pro Vice-Chancellor (Engagement)
8. Pro Vice-Chancellor (First Nations Education and Research)
9. Pro Vice-Chancellor (International)

### 4.1 Casual Vacancies

It is expected that acting appointees will attend meetings during occasional absences of members, where the absence is of one or more working weeks in duration.

### 4.2 Sub Committees

The Vice-Chancellor's Executive has the following formal sub-committee:

#### 4.2.1 Load Strategy Committee

#### 4.2.2 Markets and Partners Strategy and Management Committee

#### 4.2.3. University Safety Committee

#### 4.2.4. Data, Information and Technology Strategy and Governance Committee

#### 4.2.5. Facilities Strategy Board

#### 4.2.6. Reconciliation Action Plan (RAP) Working Group

Members of the Vice-Chancellor's Executive who chair University Management Committees are expected to provide ongoing updates to the Vice-Chancellor's Executive as appropriate and in accordance with the above stated Terms of Reference.

## 5 Meetings, Reporting and Minutes

**Frequency of Meetings:** The Vice-Chancellor's Executive meets every two weeks at specific dates and times as outlined in the University Meeting Schedule.

**Reports To:** The Vice Chancellor

**Minutes:** For all meetings, minutes and a post meeting action sheet shall be kept as provided for in the University's regulation.

## 6 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 of 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.

## 7 Secretary

The Secretary to the Vice-Chancellor's Executive is a member of the staff of the Office of the Vice-Chancellor.

## 8 Review of Terms of Reference

The Terms of Reference will be reviewed every two years by the Vice-Chancellor's Executive to ensure they remain consistent with the committee objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to the Vice-Chancellor for approval.

## 9 Modification History

Date	Source	Details
20 March 2013		Conversion to new template
May 2013		Approved by the Vice Chancellor
Dec 14	Secretary	CFO title updated to ED (F & PC)
February 2016	Secretary	Include responsibility for the implementation of risk management across the University
February 2018	Secretary	Change committee name and remove reference to University Safety Committee.
8 August 2018	Secretary	Updated membership to include PVC (Engagement) and duration of casual vacancies
8 January 2019	Secretary	Updated membership to reflect changes in Senior Executive
19 February 2019	Secretary	Updated membership to reflect changes in Senior Executive
June 2019	Secretary	Updated to reflect change to sections 2 and 4.2
January 2020	Secretary	Updated section 4 (Membership) to reflect new PVC (S) title, and section 4.2 to include Markets and Partners

		Strategy and Management Committee
19 February 2020	VCE	Section 4.2: Added University Safety Committee
4 March 2020	VCE	Section 4.2: Added Data, Information and Technology Strategy and Governance Committee
5 August 2020	VCE	Section 4.2: Added Facilities Strategy Board
October 2020		Section 4.2: Added RAP Working Group (per VCE 21 Oct 2020)
31 March 2021	VCE	Section 4.1: Updated reference to renamed Load Strategy Committee
August 2021	Vice-Chancellor	Updated section 4 (Membership) to reflect new PVC (First Nations Education and Research)
2 February 2022	VCE	Updated section 4 (Membership) to reflect changes to the Academic Division Executive Leadership Structure