

# UNIVERSITY MANAGEMENT COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Vice-Chancellor and President established this Committee on 19 June 2020 to provide reports and/or recommendations to the Vice-Chancellor and President and to consider reports to be submitted to the University Council and other committees as required.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee has senior management oversight of the University's strategy and operations.

This Committee's functions and responsibilities are to advise and make recommendations to the Vice-Chancellor and President on the following matters:

- 2.1 The strategic development and advancement of the University and the strategic planning processes within the University, including recommending matters to take forward to the University Council in relation to the University's strategic direction.
- 2.2 The University Plan, key performance indicators, operational plans and other plans as developed from time to time, and the monitoring of progress against the University [Strategic Plan](#).
- 2.3 The University's annual budget and mid-year forecasts.
- 2.4 The University's financial report against budget, including cash flow projections, reports of performance against the capital expenditure program budget and a summary of investment performance.
- 2.5 Strategic risk and risks associated with major projects and required actions.
- 2.6 Business cases (academic, infrastructure or other) that will have an impact on the current or planned budget (capital and operational).
- 2.7 Capital budget setting priorities.

- 2.8 Applications for financial support for the development and delivery of new programs.
- 2.9 Fee setting.
- 2.10 Major donations and bequests and any likely associated resources and/or infrastructure projects that require the support of various areas of the University.
- 2.11 Higher Education Participation and Partnerships Program (HEPPP) and Student Services and Amenities Fee (SSAF) spend and allocation plans for upcoming year and acquittal at end of year.
- 2.12 Proposed master plans for the physical development of each of the University's campuses.
- 2.13 The annual report on the utilisation of University buildings for teaching, research and other purposes.
- 2.14 The Strategic Asset Management Plan.
- 2.15 The asset valuation reports provided by the Student and Corporate Services Division outlining the University assets, value and categories, depreciation, etc.
- 2.16 The University's information and communication technology enterprise architecture and information architecture.
- 2.17 Twelve-month post-project review reports for performance reporting purposes.
- 2.18 The University's performance in meeting its health and safety obligations.
- 2.19 Relevant internal audit reports to ensure that management actions and recommendations are being addressed in an appropriate and timely manner.
- 2.20 Policies and procedures for the management of University operations, including (subject to overall University delegations) those that are likely to have a financial impact on the University.

### **3 REFERRAL OF MATTERS**

This Committee may refer any item to the Vice-Chancellor and President for discussion, consideration and/or action, and may refer relevant matters for action or noting to the University Council or its sub-committees, or other committees or officers as appropriate.

### **4 SUB-COMMITTEES**

This Committee may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

This Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

### **5 MEMBERSHIP AND TERMS OF OFFICE**

This Committee shall comprise:

Ex-officio members:

- Vice-Chancellor and President
- Vice-Presidents
- Deputy Vice-Presidents
- Deans of School
- Director, Office of the Vice-Chancellor and President
- Director, Strategic Engagement

- Director, People and Culture
- Director, Global Brand and Marketing
- Director, International
- Director, Facilities Management
- Government Relations Advisor
- Deputy Director, Strategic Planning, Risk and Insurance

All members are expected to represent and maintain effective communications between their organisational area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Ex-officio members may not send a nominee when unable to attend a meeting. A report submitter may be invited to attend the meeting to speak to their item if their ex-officio sponsor is not able to attend.

## **6 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis.

Employees and external stakeholders may request the opportunity to address this Committee. The Chair will consider and determine these requests.

## **7 OBSERVERS**

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

## **8 CHAIR**

The Chair shall be the Vice-Chancellor and President.

The Chair shall nominate an alternate Chair if the Chair is unable to attend a scheduled meeting.

## **9 SECRETARY**

The Director, Governance shall nominate the Secretary.

## **10 QUORUM**

The quorum for a Committee meeting shall be 50% of the membership, plus one. Where a loss of quorum is identified, the meeting may be adjourned until such time as the Chair may determine.

## **11 CONFLICT OF INTEREST**

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest or potential conflict they may have with any item on this Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before this Committee, the member will be excused from Committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## 12 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Committee meetings shall be held once every four weeks after the monthly ledger has closed and relevant reports prepared.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and electronically signed or approved by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## 13 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days prior to the meeting, via the Committee Page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of items be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and therefore must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared for each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all members and include them in the agenda papers for the next meeting.

## 14 EVALUATION AND REVIEW

To ensure that this Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Vice-Chancellor and President along with any information the Vice-Chancellor and President requests to facilitate their review of the Committee's performance and its membership.

## 15 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 16 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee	University Management Committee
Administrator	Director, Office of the Vice-Chancellor and President
Next Review Date	19/06/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 19/06/2020
Amendment Authority and Date	
Notes	This Committee consolidated and replaced the Executive Management Committee and Vice-Chancellor's Advisory Committee (19/06/2020).