

MEMBERSHIP: (*membership is position based*)

1. Chief Operating Officer and Deputy Vice-Chancellor (Chair)
2. Deputy Chief Operating Officer & Director Campus Leadership
3. Director, Service Delivery & Improvement
4. Executive Officer, Office of the Chief Operating Officer
5. National Manager, Service Improvements
6. National Manager, Strategic Programs

7. General Counsel and Director, Governance

8. Director, Properties and Facilities
9. Associate Director, Development and Capital Projects
10. Associate Director, Facilities Management

11. Director, Information Technology
12. Associate Director, IT Strategy and Program Delivery
13. Associate Director, Enterprise Services
14. Associate Director, Client Services

15. Academic Registrar and Director, Student Administration
16. Associate Director, Student Administrative Services
17. Associate Director, Student Systems
18. Associate Director, User Experience

19. Chief Marketing Officer, Marketing & External Relations
20. Associate Director, Communications & Creative Services
21. Associate Director, Digital Experience
22. Associate Director, Future Students

23. Chief People Officer,
24. Associate Director, HR Business Partnering & Talent Management
25. Associate Director, Workforce Systems & Processes
26. Associate Director, Employment Relations & Safety

27. Chief Financial Officer
28. Associate Director, Financial Operations
29. Associate Director, Financial Corporate Services

30. Director, Data Analytics & Strategic Insights

31. Director, Sports, Wellbeing & Residential Life

32. Director, Student Support Services
33. Associate Director, Student Life

DATE OF ESTABLISHMENT: April 2013

Portfolio Leadership Forum (PLF) Terms of Reference

MEETING FREQUENCY: 6 times per year– one of which shall be an annual conference

RESPONSIBLE OFFICER: Chief Operating Officer

MEETING SECRETARY: Director, Corporate Services

PURPOSE:

- The Portfolio Leadership Forum (PLF) will operate as a senior information meeting for the portfolio of the Chief Operating Officer (Corporate Services). It will comprise the senior managers of the business units that report to the Chief Operating Officer.
- The membership of PLF is position based and will include staff acting in these roles. The Chair may invite other staff when it is considered that their input would assist the discussion.
- The PLF aims to provide a collaborative and collegiate forum that provides opportunities for:
 - collaborative work across the portfolio
 - information sharing
 - deepening the understanding of all portfolio functions, opportunities, and challenges
 - enhancing communication
 - building networks
 - discussing and responding to major organisational issues
 - building leadership capabilities
 - integration of services across the portfolio for optimum impact; and
 - fostering a positive and high performing workplace culture.

TERMS OF REFERENCE:

- To share information and discuss institutional matters of importance to the University and portfolio.
- To brief senior management on important emerging issues including major policy decisions and major projects.
- To discuss issues relating to the business units of the portfolio.
- To act as a monitoring mechanism for significant issues and matters that impact ACU.
- To provide a forum for free discussion and consideration of strategic, managerial, and operational matters affecting the University, higher education sector and portfolio.
- To co-ordinate a response to relevant legislation, policies, and procedures.

MEETING FORMAT:

- Apologies for the meeting shall be submitted in advance to the meeting Secretary.
- The meetings will be a mix of face-to-face and videoconference.
- The meeting agenda will contain the following elements:
 - **Welcome and Apologies**
 - **Standing Items**
 - **COO Update** on current and emerging institutional or portfolio matters.
 - **General Business**
 - Items related to the priorities and operations of the portfolio or institution.
 - Guest speakers may be invited to address an issue of relevance to the PLF.

COMMUNICATION:

PLF members are expected to report back to their staff regarding the information and outcomes of the meeting, unless of a confidential nature.

REVIEW: The PLF reviews its terms of reference on an annual basis.

LAST MODIFIED: February 2023

Members of the Portfolio Leadership Forum (PLF)

	Title	Name	Executive Officer
1	Chief Operating Officer and Deputy Vice-Chancellor	Dr Stephen Weller	Leonie Edwards
2	Deputy Chief Operating Officer & Director Campus Leadership	Paul Campbell	
3	Director, Service Delivery & Improvement	Sharone Ciancio	Thea Williamson-Burns
4	Executive Officer, Office of the Chief Operating Officer	Leonie Edwards	
5	National Manager, Service Improvements	William McKendry	
7	General Counsel and Director, Governance	Diane Barker	Maria Stella Panopio
6	National Manager, Strategic Programs	Jane Caton	
8	Director, Properties and Facilities	Michael Tracey	Dani Seaton
9	Associate Director, Development and Capital Projects	Stephen Zaczkiewicz	
10	Associate Director, Facilities Management	Jye West	
11	Director, Information Technology	Niranjan Prabhu	Mary Futol
12	Associate Director, IT Strategy and Program Delivery	Mark Brodsky	
13	Associate Director, Enterprise Services	Bernard Stepien	
14	Associate Director, Client Services	Peter Coppola	
15	Academic Registrar and Director, Student Administration	Kathryn Blyth	Annette Dennis
16	Associate Director, Student Administrative Services	Helen Murnane	
17	Associate Director, Student Systems	Chinar Mamdapur	
18	Associate Director, User Experience	Margaret Cato-Smith	
19	Chief Marketing Officer, Marketing and External Relations	Kathy Vozella	Alexis Cleary
20	Associate Director, Communications & Creative Services	Alisse Graffiti	
21	Associate Director, Digital Experience	Luke Williams	
22	Associate Director, Future Students	Caroline Taouk	
23	Chief People Officer	Anna Phillips	Liz Jones
24	Associate Director, HR Business Partnering & Talent Mgt	Liza Rainbird	
25	Associate Director, Workforce Systems and Processes	Kya Simpson	
26	Associate Director, Employment Relations & Safety	Rena Christmann	
27	Chief Financial Officer	Scott Jenkins	Alsu Zaripova
28	Associate Director, Financial Operations	Mitch Srbnovski	
29	Associate Director, Financial Corporate Services	Paul Zappia	
30	Director, Data Analytics & Strategic Insights	Leon Bombotas	Bianca Carvalho
31	Director, Sport, Wellbeing & Residential Living	Paul McJannett	Jackie Trajcevska
32	Director, Student Support Services	Georgina Ledvinka	Michelle Roberts
33	Associate Director, Student Life	Alistair Cowie	