

**MEMBERSHIP:**

The Portfolio Executive Committee (PEC) will comprise the executive leadership group within the Corporate Services Portfolio.

Membership is position based and will include staff acting in these roles.

The Chair may invite other senior staff to attend when it is considered that their input may assist the discussion of particular issues.

1. Chief Operating Officer and Deputy Vice-Chancellor (Chair)
2. Deputy Chief Operating Officer
3. Academic Registrar and Director, Student Administration
4. Chief Financial Officer
5. General Counsel and Director, Governance
6. Director, Human Resources
7. Director, Information Technology
8. Director Marketing and External Relations
9. Director, Planning & Strategic Management
10. Director, Properties & Facilities
11. Executive Officer, Office of the Chief Operating Officer
12. Director, Corporate Services
13. Director, Student Engagement and Services

**DATE ESTABLISHED:**

April 2013

**MEETING FREQUENCY AND LOCATION:**

Monthly in North Sydney

**RESPONSIBLE OFFICER:** Chief Operating Officer / Chair

**MEETING SECRETARY:** Director, Corporate Services

**PURPOSE:**

The Portfolio Executive Committee (PEC) will operate as a peak planning and strategic forum for the Corporate Services Portfolio. The PEC aims to provide a collaborative and collegial forum that provides opportunities for:

- Discussion, action and resolution of Portfolio issues;
- Strategic and collaborative work across the Portfolio;
- 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 work place culture.

**TERMS OF REFERENCE:**

- To provide a management forum for discussion of critical issues, strategic and managerial matters affecting Corporate Services, ACU and the higher education sector;
- To plan and discuss high level processes relating to the business units within the Corporate Services Portfolio;
- To consider and progress the Portfolio's priorities and Vice-Chancellor's strategic priorities;
- To provide a co-ordinated and strategic response to institutional and sector matters of relevance to the University and Portfolio;
- To provide regular reports on the progress of the implementation of matters delegated to members of the PEC;
- To implement processes to support the institutional operations of ACU;
- To receive requests and act on issues that come from the Senior Executive Group (SEG); and
- To consider internal and external policies, both professional and stakeholder, that influence ACU's over-arching risk, planning, quality, and workforce initiatives.

**COMMUNICATION:**

PEC members are expected to report back to their managers and staff regarding the information and outcomes of the meeting, with the exception of confidential matters.

**MEETING AND REPORTING FORMAT:**

- The office of the Chief Operating Officer/Chair will be responsible for the meetings of PEC. The agenda is constructed by the Director, Corporate Services and approved by the COO. PEC members are welcome to contribute items to the agenda via the Director, Corporate Services.
- Apologies for the meeting should be submitted in advance to the meeting Secretary (Director, Corporate Services)
- In the event that a PEC member is unable to attend a meeting, it is expected that an alternate (preferably a member of the Portfolio Leadership Forum) will attend in their absence.
- The meetings are face to face and there are no teleconference or videoconference facilities available.
- The meeting agenda will contain the following elements:
  - **Welcome and Apologies**
  - **COO Update** on current and emerging institutional or Portfolio matters.
  - **Budget** - on a quarterly basis
  - **General Business** - Items related to the priorities and operations of the Portfolio or ACU.
  - **For Information**

**REVIEW:**

The PEC reviews its Terms of Reference on an annual basis.

**LAST MODIFIED:**

March 2019

**Members of the Portfolio Executive Committee**

	<b>Title</b>	<b>Name</b>	<b>Executive Officer</b>
1	Chief Operating Officer and Deputy Vice-Chancellor	Dr Stephen Weller	Melinda Hunt
2	Deputy Chief Operating Officer	Paul Campbell	Melinda Hunt
3	Academic Registrar and Director, Student Administration	Kathryn Blyth	Cariza Sy
4	Chief Financial Officer	Scott Jenkins	Vacant
5	General Counsel and Director, Governance	Diane Barker	Maria Stella Panopio (Mariela)
6	Director, Human Resources	Diana Chegwiddden	Liz Jones
7	Director, Information Technology	Niranjana Prabhu	Nathalie Vauzelle
8	Director, Marketing and External Relations	Kathy Vozella	Amanda Bemet
9	Director, Planning & Strategic Management	Omer Yezdani	Maria Fernandes
10	Director, Properties & Facilities	Michael Tracey	Michaela York
11	Executive Officer, Office of the Chief Operating Officer	Melinda Hunt	
12	Director, Corporate Services	Sharone Ciancio	Elizabeth Chlebicka
13	Director, Student Engagement and Services	Paul McJannett	