

Senior Executive Team Business Committee Terms of Reference

Section 1 - Establishment

(1) This Committee was established by the Vice-Chancellor to provide executive management oversight on a range of matters for advice and/or recommendations to the Vice-Chancellor and the University Council and other committees as required.

Section 2 - Functions and Responsibilities

(2) The Committee has senior management oversight of the planning and strategy, financial and business, major projects and infrastructure operations of the University.

(3) The Committee's functions are to advise and make recommendations to the Vice-Chancellor and President on the following matters (often prior to progressing those matters to the relevant governance committees of the University):

- a. The strategic planning process, including the planning and reporting framework, development of goals, core and enabling plans and key performance indicators;
- b. The University's annual budget, budget reviews and forecasts;
- c. Financial management reports against budget, including cashflow projections;
- d. Load planning and revenue growth plans including business development opportunities review;
- e. Capital Plans and reports of performance against the capital expenditure budget;
- f. Campus Masterplans for the physical development of each campus and related implementation plans;
- g. Investment Plans, reports on investment performance and decisions relating to the investment of surplus funds held by the university;
- h. Business cases (academic, new courses, infrastructure, or other) that will have an impact on the current or planned budget (capital and operational);
- i. Requests for financial support for the development and delivery of new programs;
- j. Fee setting;
- k. Asset management plans and utilisation reports;
- l. Review of internal audit reports to ensure that management actions and recommendations are being addressed in an appropriate and timely manner;
- m. All major projects with a budget estimate of \$250,000 or more, plans and milestones;
- n. Review of 12 month post-project review reports for major projects;
- o. The information and communication technology enterprise architecture and information architecture, including requests for new systems and project investment;
- p. Policies, procedures and standards that are likely to have a financial impact on the University;
- q. Major donations and bequests to ensure alignment with University values and priorities and any likely associated resources and/or infrastructure projects that require additional University support or investment;
- r. Reports on allocations of external funds including NPILF, IRLSAF, SSAF for approval for the upcoming year and

- then acquittal at the end of each reporting period; and
- s. Monitor and act on major strategic risks.

Section 3 - Membership

(4) The membership of the Committee shall comprise the following:

- a. Vice-Chancellor;
- b. Deputy Vice-Chancellor First Nations Leadership;
- c. Deputy Vice-Chancellor Students and VET;
- d. All Pro Vice-Chancellors;
- e. All College Deans;
- f. University Secretary;
- g. Chief Financial Officer;
- h. Vice President Global and External Relations; and
- i. Director People and Culture.

Section 4 - Chair

(5) The Vice-Chancellor will be the chair of the SET B committee.

Section 5 - Secretary

(6) The Vice-Chancellor's Office will provide a Secretary for the SET B Committee.

Section 6 - Terms of Office

(7) The membership of the SET B Committee will be reviewed every two years.

Section 7 - Quorum

(8) At a meeting of the SETB Committee quorum is constituted as 50% plus one of the SET B Committee.

Section 8 - Meetings

(9) The SETB Committee shall meet monthly and the Chair may call additional meetings if necessary.

Section 9 - Agenda

(10) The agenda is to be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

Section 10 - Minutes

(11) Meeting minutes will be made available within two weeks of the meeting.

(12) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - Reporting

(13) This Committee must provide appropriate reports to the next meeting of Council or Finance Infrastructure Development Committee.

Section 12 - Conflicts of Interest

(14) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(15) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct – Students](#).

(16) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Students](#).

(17) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	12th July 2022
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