Senior Executive Team Business Committee Terms of Reference

Section 1 - Establishment

(1) The Senior Executive Team Business Committee (SET B) 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) SET B'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, including financial management reports against budget and cashflow projections;
c. Load planning and revenue growth plans including business development opportunities review;
d. University campus infrastructure planning for the physical development of each campus;
e. Business cases (academic, new courses, or other) that will have an impact on the current or planned budget; and
f. Reports on allocations of external funds including NPILF, HEPP, ISSP, and SSAF.

Section 3 - Membership

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

a. Vice-Chancellor;
b. Provost;
c. All Deputy Vice-Chancellors;
d. All Vice-Presidents;
e. All Pro Vice-Chancellors; and
f. Director Office of the Vice-Chancellor.

Members' attendance

(5) Attendance by members will be monitored by the secretary. If a member has three consecutive unexplained absences from SET B meetings, the Vice-Chancellor will discuss with the Vice-President Governance and University

Secretary their future participation as a member of the committee.

Section 4 - Chair

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

(7) If the Vice-Chancellor is unavailable, they will nominate an alternative chair for that meeting.

Section 5 - Secretary

(8) The Vice-Chancellor's office will provide a secretary for SET B.

Section 6 - Terms of Office

(9) The membership of SET B will be reviewed every two years.

Section 7 - Quorum

(10) At a meeting of SET B, quorum is constituted as 50% plus one members.

Section 8 - Meetings

(11) SET B shall meet monthly and the Chair may call additional meetings if necessary.

Member conduct

(12) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(13) Items of discussion must be treated with confidentiality as appropriate by members.

Section 9 - Agenda

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

Section 10 - Minutes

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

(16) 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

(17) As required, SET B will provide reports to the University Council, the Audit, Risk and Compliance Committee, or the Finance and Infrastructure Development Committee.

Section 12 - Conflicts of Interest

(18) 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

(19) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees 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 2025 and the Code of Conduct - Students.

(20) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(21) 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	6th February 2025
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Approval Authority	Vice-Chancellor
Approval Date	5th February 2025
Expiry Date	Not Applicable
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Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.