

# Terms of Reference (Vice-Chancellor approved) - Policy Committee

## Section 1 - Overview

### Establishment of the Committee

(1) The Committee is established as a Committee of the Vice-Chancellor and Chief Executive Officer, and the Committee is delegated a number of functions in relation to Policies at the University.

(2) The establishment of this Committee and the delegation of powers to it are actions authorised by the Vice-Chancellor and Chief Executive Officer.

### Objectives

(3) To establish a management Committee that can coordinate and oversee the development, making and review of Policies at the University.

## Section 2 - Committee Membership

(4) The members of the Committee are as follows:

- a. Chair
  - i. Director Governance and University Secretary or nominee;
- b. Membership
  - i. Deputy Vice-Chancellor or nominee;
  - ii. Deputy Vice-Chancellor Research or nominee;
  - iii. Pro Vice-Chancellor (Academic Innovation) or nominee;
  - iv. Chief Operating Officer or nominee; and
  - v. Head Records Policy and Governance or nominee.
- c. Observer (non-voting)
  - i. The Chair of Academic Board will be in attendance at meetings of the Committee, as an observer and contributor to discussions.

### Co-opted members

(5) The Committee may co-opt members from time to time for a specified period and purpose.

### Chair

(6) The Director Governance and University Secretary or nominee will act as Chair. If this person is unavailable to act as Chair, then the Deputy Vice-Chancellor or nominee will act as Chair. If neither of these people are available to act as Chair, then the Committee will elect a Chair to act during the period they are unavailable.

## Gender Representative Objectives

(7) Gender representation shall accord with the [Gender Representation on Decision Making and Advisory Committees Policy](#).

## Section 3 - Functions of the Committee

(8) The function of the Committee is to be a high-level management committee that coordinates and oversees:

- a. rules, policies, procedures and similar instruments (referred to collectively in this document as Policies); and
- b. terms of reference for management committees.

(9) In particular, the Committee will ensure that the development, making, review, and where necessary the abolition, of Policies follows proper process, including consultation with affected parts of the University.

(10) The Committee will apply the following principles to Policies:

- a. Policies should be concise and written in plain English; and
- b. the University is seeking to reduce and simplify its Policies, as far as practicable.

## Section 4 - Authorities

(11) This Committee is established under the authority of the Vice-Chancellor and Chief Executive Officer to perform the approval, advice and monitoring functions set out in these Terms of Reference, and all matters ancillary to those functions.

## Section 5 - Conduct of Committee Business

### Reporting

(12) The Chair of the Committee will report to the Vice-Chancellor and Chief Executive Officer on business conducted, as required.

### Meetings

(13) The Committee will meet on a monthly basis and is expected to use technology and “flying minutes” to attend to urgent matters. Committee members are expected to be available on short notice, however should be given as much notice as is practicable in the circumstances of matters arising.

### Quorum

(14) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

### Business Papers

(15) Unless the Chair directs otherwise, Committee business papers, or “flying minutes” and explanatory documents accompanying them, will be distributed to Committee members and any official attendees as required, and with as much notice as is practicable in the circumstances. Any additional documents may be tabled at short notice with prior approval by the Chair.

## **Resolutions**

(16) The Committee may pass a resolution by “flying minute” provided that the resolution has been approved by a simple majority of the Committee members at the time the resolution is made.

## **Minutes**

(17) Meeting notes will be prepared by the Committee Secretary, kept to a minimum and circulated promptly following the meeting. Notes will include all action items, and will not require formal endorsement by the Committee.

## **Disclosure of Information**

(18) Disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

## **Use of Technology**

(19) The Committee will use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Committee Secretary, to distribute meeting papers and otherwise to conduct Committee business.

## **Self-Review**

(20) Once every twelve-month period, the Committee shall devote at least one part of one meeting to review its policies, practices and procedures over the preceding twelve months.

## **Secretary to the Committee**

(21) The Records, Policy and Governance Office will provide a Secretary and administrative support to the Committee.

(22) The Secretary to the Committee is responsible for ensuring all Committee agendas, minutes and reports are recorded in the University’s corporate record keeping system (TRIM) in accordance with the University’s [Records Management Rule](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	25th September 2018
<b>Review Date</b>	25th September 2021
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	21st September 2018
<b>Expiry Date</b>	8th June 2021
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