



SENIOR EXECUTIVE TEAM CONSTITUTION

1. ESTABLISHMENT

- 1.1 The Senior Executive Team (SET) was established by the Vice-Chancellor on 1 April 2021.
- 1.2 SET is responsible for establishing and overseeing matters relating to the University's strategic positioning and strategy implementation.
- 1.3 SET will provide collective leadership for the University community that reflects the University's Values in all its deliberations.

2. FUNCTIONS OF SET

2.1 Role of SET in providing advice to the Vice-Chancellor

- 2.1.1 SET is responsible for advising the Vice-Chancellor on all matters for which the Vice-Chancellor exercises responsibility. Without limiting the generality of the foregoing, SET is responsible for providing the Vice-Chancellor with advice on:
 - a) the development of the University's strategic and enabling plans
 - b) the preparation of the University's annual budget
 - c) monitoring performance against key performance indicators, targets, plans and budgets
 - d) the management of strategic projects
 - e) quality enhancement
 - f) the capital works program
 - g) the implementation of recommendations arising from internal audits
 - h) the University's risk profile, including risk appetite
 - i) the digital plan
 - j) people and culture
- 2.1.2 SET provides advice to the Vice-Chancellor on matters that impact the long-term direction of the University, in particular matters relating to transformational change.
- 2.1.3 SET monitors the higher education environment and identifies challenges and opportunities, and develops strategic actions to leverage opportunities and mitigate threats.
- 2.1.4 SET serves as a forum for Executive Managers on matters relating to their portfolio responsibilities.

2.2 Responsibilities of SET

- 2.2.1 SET will refer matters to the Vice-Chancellor for approval for which the Vice-Chancellor has delegated authority.
- 2.2.2 SET will participate in Strategic Load Planning and Fee Review processes and will provide recommendations for the approval of the Vice-Chancellor on targets for student enrolments and changes to student fees.
- 2.2.3 SET will consider new course proposals for further development by faculties prior to submission to the Courses Committee and Academic Board for approval.

- 2.2.4 SET will consider the outcomes of formal reviews and determine management actions required.
- 2.2.5 SET will approve management policies relating but not limited to:
- a) Employment and management of staff
 - b) Financial management
 - c) Properties
 - d) Information and communications technology
 - e) Brand communications
 - f) Equity
- 2.2.6 Procedures that support policies approved by SET are to be approved by relevant Executive Managers. SET may however approve procedures that have been submitted to it by the Director, Integrity, Standards and Compliance.

3. MEMBERSHIP

3.1 The membership of SET comprises the following Executive Managers:

- a) Vice-Chancellor (Chair)
- b) Provost
- c) Deputy Vice-Chancellor, Academic
- d) Deputy Vice-Chancellor, International
- e) Deputy Vice-Chancellor, Research
- f) Chief Operating Officer
- g) Vice President, Corporate Relations
- h) Pro Vice-Chancellor, Business and Law
- i) Pro Vice-Chancellor, Health Sciences
- j) Pro Vice-Chancellor, Humanities
- k) Pro Vice-Chancellor, Science and Engineering
- l) Pro Vice-Chancellor and President, Curtin Dubai
- m) Pro Vice-Chancellor and President, Curtin Malaysia
- n) Pro Vice-Chancellor and President, Curtin Mauritius
- o) Pro Vice-Chancellor and President, Curtin Singapore
- p) Chief Financial Officer
- q) Chief Strategy Officer
- r) Chief Legal Officer

3.2 The membership of SET is to aspire towards achieving gender balance (at least 40% of either gender) and inclusion of persons from diverse backgrounds.

4. RIGHTS OF AUDIENCE AND DEBATE

4.1 SET may invite any person or persons whether from within the University or external to the University, to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.

5. MEETING FREQUENCY

5.1 The frequency of meetings of SET will be determined by the Vice-Chancellor.

5.2 Two planning workshops are to be scheduled for SET each year. The mid-year workshop will be designed to allow detailed discussion on changes in the market environment, Curtin's strategic positioning and mid-year progress against the Plan on a Page. The end of year workshop will consider changes in the market environment, assess Curtin's performance against KPIs and Plan on a Page outcomes and develop the Plan on a Page or the forthcoming years.

6. QUORUM

6.1 As SET is comprised wholly of ex-officio members, it is expected that most, if not all positions will be represented at each meeting of SET.

6.2 All members of SET that are Perth based are to have a nominated delegate available to attend meetings of SET if not available.

7. RELATIONSHIP WITH COUNCIL AND OTHER COMMITTEES

7.1 SET may refer matters to Council or a committee of Council, or Academic Board or a committee of Academic Board for consideration.

8. ESTABLISHMENT OF SUB-COMMITTEES

8.1 SET may establish standing committees to assist it in the performance of its functions. The composition of a standing committee may include persons other than members of SET, and may include persons who are external to the University.

9. ESTABLISHMENT OF WORKING PARTIES

9.1 SET may set up working parties to undertake particular tasks in relation to a nominated activity. The composition of a working party may include persons other than members of SET, and may include persons who are external to the University.

10. PREPARATION AND DISSEMINATION OF MEETING PAPERS

10.1 Agenda papers will be provided to the members of SET at least 3 days in advance of each meeting.

10.2 Each meeting of SET will generate Notes, Action Statements and Resolutions pertaining to matters requiring approval.

11. IMPLEMENTATION AND DISSEMINATION OF DECISIONS

11.1 It is the responsibility of the initiating Executive Manager to take appropriate follow-up action after a matter has been considered by SET, including broader dissemination and arrangements for implementation.

12. ADMINISTRATIVE SUPPORT

12.1 The Chief of Staff is responsible for secretariat support for all meetings of SET.

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REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Authority	Resolution Number	Document Reference
1.	Approved	1 April 2021	Vice-Chancellor	-	Item 3 – 1 April 2021