PLANNING AND MANAGEMENT COMMITTEE

CONSTITUTION

1.0   ESTABLISHMENT

1.1   The Planning and Management Committee (PMC) was established as a committee of the Vice-Chancellor by the Council at its 11/97 meeting held on 17 December 1997 (Resolution C 199/97).

1.2   A revised Constitution for the Planning and Management Committee (PMC) was approved by the Vice-Chancellor on 9 August 2016.

2.0   FUNCTIONS OF THE COMMITTEE

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

2.1.1   The PMC is responsible for advising the Vice-Chancellor on all matters for which the Vice-Chancellor exercises responsibility. Without limiting the generality of the foregoing, the PMC is responsible for providing the Vice-Chancellor with advice on:

a)   operational, enabling and faculty plans that support the University's Strategic Plan;
b)   the University's performance against KPIs;
c)   quality enhancement at the University;
d)   the management of strategic projects;
e)   the implementation of recommendations arising from internal audits;
f)   people and culture;
g)   the financial management of the University;
h)   the performance of investments;
i)   fees and charges;
j)   information and communications technology services;
k)   the University's risk profile, including risk appetite, treatment and the status of individual risks;
l)   health, safety and emergency management;
m)   compliance with key legislation and policies made under the University's Policy Framework;
n)   the capital works program,
o)   the maintenance of integrity and standards at the University;
p)   alumni relations and fund raising activities; and
q)   the brand of the University.

2.1.2   The PMC will:

a)   refer matters to the Vice-Chancellor for approval for the which the Vice-Chancellor has delegated authority; or
b)   note reports as appropriate.

2.2   Responsibilities delegated to the Committee

2.2.1   The PMC is also responsible for approving policies relating to matters for which the Vice-Chancellor has delegated authority.

2.2.2   Under the University's Policy Framework, procedures that support policies approved by the PMC are to be approved by relevant Executive Managers. The PMC may however approve procedures that have been submitted to it by Director, Legal and Compliance Services.

3.0 MEMBERSHIP

3.1 The membership of the PMC comprises:

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 Mauritius
n) Pro Vice-Chancellor and President, Curtin Sarawak
o) Pro Vice-Chancellor and President, Curtin Singapore
p) Chief Financial Officer
q) Chief Strategy Officer
r) Chair, Academic Board
s) Elder in Residence
t) Chief Legal Officer

3.2 The PMC may grant observer status to any other person, in its absolute discretion.

4.0 RIGHTS OF AUDIENCE AND DEBATE

4.1 The Committee 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.

5.0 MEETING FREQUENCY

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

6.0 QUORUM

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

6.2 A decision of the PMC is binding on the whole University, unless the PMC by resolution deems otherwise, and regardless of whether a particular Executive Manager was or was not in attendance when a decision was taken.

7.0 RELATIONSHIP WITH COMMITTEES OF THE COUNCIL, AND THE COUNCIL

7.1 Matters considered by the PMC are to be informed by the deliberations of the Senior Executive Team (SET), Academic Board, a standing committee of PMC and/or a working party of PMC as necessary.

7.2 The PMC may refer matters to the Vice-Chancellor that are to be submitted to Council or a committee of Council for consideration.

8.0 ESTABLISHMENT OF COMMITTEES

8.1 The PMC 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 the PMC, and may include persons who are external to the University.

8.2 The PMC is to review the constitution of each standing committee annually to consider whether the committee should continue and, if so, whether any changes are required to the terms of reference, membership or methods of operation of the committee.

9.0 ESTABLISHMENT OF WORKING PARTIES

9.1 The PMC 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 the PMC, and may include persons who are external to the University.

10.0 PREPARATION AND DISSEMINATION OF PMC PAPERS

10.1 Agenda and minutes of PMC meetings will be provided only to members, principally via electronic media.

10.2 Members who wish to consult colleagues on particular items will make their own arrangements to provide copies of those items to those being consulted.

10.3 Each set of minutes of a PMC meeting will generate an Action Sheet, which is the principal means by which the PMC will ensure that all decisions taken are appropriately actioned, by a specified time.

11.0 IMPLEMENTATION AND DISSEMINATION OF DECISIONS

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

12.0 ADMINISTRATIVE SUPPORT

12.1 Director, Secretariat and Council Secretary, is the Executive Officer to the PMC, and is responsible for the secretarial support of the Committee.

12.2 The initiating Executive Manager is responsible for ensuring that

a) documentation which incorporates recommendations; and
b) new or revised policies and procedures

are consistent with the University's governance framework, and consistent with the Guidelines on the preparation of documentation as promulgated from time to time.

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REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Committee/Board	Resolution Number	Document Reference
	Rescinded	14/06/2005	PMC	PMC 66/05 (i)	00205/05
	Approved	15/07/2005	Vice-Chancellor	PMC 66/05 (ii)	00758/05
	Approved	27/01/2009	Vice-Chancellor	PMC 02/09	00018/09
	Approved	28/03/2012	Vice-Chancellor	PMC 14/12 PMC 21/12	00165/12 00174/12

	Approved	27/08/2013	Vice-Chancellor	N/A	N/A
	Approved	09/08/2016	Vice-Chancellor	PMC 62/16	Attachment A
Administrative Change	Amendment	07/06/2018	Secretariat	N/A	N/A
Administrative Change	Amendment	19/09/2018	Secretariat	N/A	N/A
Administrative Change	Amendment	01/01/2019	Secretariat	N/A	N/A