

## **Planning and Resources Committee**

### La Trobe University PLANNING AND RESOURCES COMMITTEE

#### **Membership**

Vice-Chancellor (Chair)  
Deputy Vice-Chancellor (Academic)  
Deputy Vice-Chancellor (Research)  
Deputy Vice-Chancellor (International and Future Students)  
Chair of Academic Board  
Executive Director, Office of the Vice-Chancellor  
Executive Director, Finance and Resource Planning/Chief Financial Officer  
Executive Director, Infrastructure and Operations  
Executive Director, People and Culture  
Dean, Faculty of Health Sciences  
Dean, Faculty of Education  
Dean, Faculty of Humanities and Social Sciences  
Dean, Faculty of Law and Management  
Dean, Faculty of Science, Technology & Engineering  
Chief Information Officer

#### **Terms of Reference**

1. To provide advice to Council, Academic Board and the Vice-Chancellor on strategic and operational planning.
2. To oversee preparation of the University's strategic plan for consideration by Academic Board and approval by Council.
3. To monitor and report to Academic Board and Council on performance against the plan.
4. To prepare an annual operational plan, consistent with the University's strategic plan, for consideration by Academic Board and Council.
5. To receive and comment on the annual operational plans and policies of each operational unit within the University.
6. To commission and receive periodic external reviews of each operational unit within the University.
7. To agree, and periodically review, the principles and procedures by which annual budget allocations are determined.
8. To prepare annual and long-term budgets to support the implementation of the operational and strategic plans. The budgets include (but are not limited to)
  - Allocations to budget divisions
  - Allocations for capital works and equipment, including IT.
9. To oversee the expenditure of University resources to ensure that they are utilised to best achieve the University's operational and strategic objectives.

10. To consider all requests for expenditure additional to that approved in annual operational budgets.
11. To delegate to relevant University officers authority to approve expenditures not contained in approved annual budgets, and to receive from these officers reports of any such expenditure.

**Secretariat:** Ms Marian Obenchain, Director, Governance, Planning & Policy

Updated 06/04/09