

La Trobe University
SENIOR EXECUTIVE GROUP

Establishment

Established by the Vice-Chancellor on 15 September 2016.

Membership

Composition	Member	Appointment status
Vice-Chancellor (Chair)	Professor John Dewar	Ex-Officio
Deputy Vice-Chancellor and Vice-President (Research & Industry Engagement)	Professor Susan Dodds	Ex-Officio
Deputy Vice-Chancellor (International)	Professor Richard Speed	Ex-Officio
Deputy Vice-Chancellor (Students)	Professor Jessica Vanderlelie	Ex-Officio
Deputy Vice-Chancellor (Education)	Professor Nicki Lee	Ex-Officio
Provost, College of Arts, Social Sciences and Commerce	Professor Simon Evans	Ex-Officio
Provost, College of Science, Health and Engineering	Professor Robert Pike	Ex-Officio
Vice-President (Strategy & Development)	Ms Natalie MacDonald	Ex-Officio
Chief Transformation Officer	Mr Mark Smith	Ex-Officio
Interim Chief Financial Officer	Ms Jodie Banfield	Ex-Officio
Executive Director (Human Resources)	Ms Emma Hardy	Ex-Officio
Pro Vice-Chancellor (Regional) <i>Acting</i>	Dr Guinever Threlkeld	Ex-Officio
Head of Office, OVC	Ms Katie Phillis	In Attendance

Attendees

- Secretariat support staff from Governance and Policy Services and/or the Office of the Vice Chancellor (as agreed by the Vice Chancellor or Chair)
- The Vice Chancellor or Chair may invite other persons to attend particular meetings to advise the committee or participate in discussion – it is anticipated that in most cases, the authors of papers or reports will be expected to attend.

Role / Terms of reference

The Senior Executive Group (SEG) is the principal management committee of the University. The SEG exercises authorities in relation to matters delegated to it by the Vice-Chancellor (Section 27(7) of the La Trobe University Act) and provides advice to the Vice-Chancellor on matters relating to strategy, planning, resourcing and operations of the University.

It is the shared and collective responsibility of all SEG members to ensure University-wide strategies are effectively communicated and implemented across the University (see La Trobe Operating Model).

Terms of reference

1. To provide advice to the Vice-Chancellor on strategic and operational planning including endorsing the University Strategic Plan and ensuring collective and effective delivery of the Plan.
2. To advise the Vice-Chancellor on University expenditure including periodic reviews of strategic focus areas and resource allocations to ensure they are achieving the University's strategic and operational objectives. This includes reviewing, endorsing and monitoring:
 - a. an annual operational plan, consistent with the University's strategic plan, for consideration by Academic

Board and Council.

- b. annual business plans of each College and administrative division within the University.
 - c. annual and long term budgets to support the implementation of strategic, operational and business plans, for approval by Council.
3. To regularly monitor the performance of the University against its strategic, operational, staffing and financial plans and targets and recommend corrective actions if required.
 4. To consider University significant initiatives and opportunities that arise outside of the planning cycle to determine their priority for delivery, including ensuring they are supported by appropriate business cases and action plans prior to the allocation of University resources.
 5. To regularly consider the Risk Appetite Statement and monitor the strategic and enterprise risk profiles of the University and ensure appropriate and effective mitigating strategies are in place.
 6. To receive and review management reports on strategies and plans across the Colleges and the academic, research and administration portfolios.
 7. To approve administrative policies and procedures.

Frequency of meetings: Weekly

Agenda items and papers

- All agenda items are to be approved by the Vice-Chancellor or his/her delegate
- A standard deadline for agenda items and papers will be close of business on the Friday prior to the SEG. Normally, if papers are provided after this deadline, they will be provided to the following meeting.
- Subject to the approval of the Vice-Chancellor, urgent items can be provided with less notice, including being tabled at a meeting.
- The intention is that only one sub-committee report is considered at any one SEG meeting.
- Papers should be brief and concise and can be provided in any format provided they are approved by the relevant SEG portfolio holder.
- All papers require a standard coversheet with a recommendation (approval of specific actions; or receive and discuss; or receive and note for information only), brief summary and list of attachment/s.

Outcomes

- Meeting outcomes will be recorded in a decision register and action table provided to each meeting. (This will include delegated approvals to sub-committees being recorded in the register for the SEG meeting at which the sub-committee reports).
- Open action items will be reviewed and reported on at each meeting.
- Meeting outcomes (decision and actions) will also be sent as formal correspondence to the report authors.

Records Management/Audit

- Each paper will be numbered consecutively - TRIM files will be kept, as will a list on the Governance and Policy shared drive for reference.

List of any sub-committees

- Course Portfolio and Scholarships Committee
 - Scholarships Committee
- Health and Safety Committee
- Regional Committee
- Research Strategy Committee

Secretariat

Office of the Vice Chancellor

Contact person and phone / email

Email seg@latrobe.edu.au