

MEMBERSHIP:

The Portfolio Executive Committee (PEC) will comprise the executive leadership group within the Corporate Services Portfolio.

Membership is position based and will include staff acting in these roles.

The Chair may invite other senior staff to attend when it is considered that their input may assist the discussion.

1. Chief Operating Officer and Deputy Vice-Chancellor (Chair)
2. Deputy Chief Operating Officer and Director Campus Leadership
3. General Counsel and Director Legal, Assurance and Governance
4. Director, Strategy and Operations, PSH – Corporate Services
5. Chief Financial Officer, Director Finance and Planning
6. Chief People Officer, Director People and Capability
7. Academic Registrar, Director, Student Administration
8. Chief Marketing Officer, Director Marketing and External Relations
9. Chief Information and Digital Officer, Director Information Technology
10. Director, Properties and Facilities
11. Portfolio Executive Officer, Office of the Chief Operating Officer

DATE ESTABLISHED:

April 2013

MEETING FREQUENCY AND LOCATION:

Currently fortnightly via Microsoft Teams

RESPONSIBLE OFFICER: Chief Operating Officer / Chair

MEETING SECRETARY: Portfolio Executive Officer, Office of COO

PURPOSE:

The Portfolio Executive Committee (PEC) will operate as a peak planning and strategic forum for the Corporate Services Portfolio. The PEC aims to provide a collaborative and collegial forum that provides opportunities for:

- Discussion, action and resolution of Portfolio issues
- Strategic and collaborative work across the Portfolio
- Enhancing communication
- Building networks
- Discussing and responding to major organisational issues
- Building leadership capabilities
- Integration of services across the Portfolio for optimum impact; and
- Fostering a positive and high performing workplace culture.

TERMS OF REFERENCE:

- To provide a senior management forum for discussion of critical issues, strategic and leadership matters affecting Corporate Services, ACU and the higher education sector
- To plan and discuss high level processes relating to the business units within the Corporate Services Portfolio
- To consider and progress the Portfolio's priorities and Vice-Chancellor's strategic priorities
- To provide a coordinated and strategic response to institutional and sector matters of relevance to the University and Portfolio
- To provide regular reports on the progress of the implementation of matters delegated to members of the PEC
- To act on issues emerging from the Vice-Chancellors Advisory Committee (VCAC)
- To consider internal and external policies that influence ACU's over-arching risk, planning, quality, and workforce initiatives.

COMMUNICATION:

PEC members are expected to report back to their managers and staff regarding the information and outcomes of the meeting, except confidential matters.

MEETING AND REPORTING FORMAT:

- The office of the Chief Operating Officer (COO)/Chair will be responsible for the meetings of PEC. The agenda is communicated by COO or the Portfolio Executive Officer. PEC members are welcome to contribute items to the agenda via the Portfolio Executive Officer.
- Apologies for the meeting should be submitted in advance to the meeting Secretary (Portfolio Executive Officer, Office of COO)
- If a PEC member is unable to attend a meeting, it is expected that an alternate (a member of the Portfolio Leadership Forum) will attend in their absence.
- The meeting agenda will contain the following elements:
 - **Welcome and Apologies**
 - **COO Update** on current and emerging institutional or Portfolio matters.
 - **Standing Items** (periodical)
 - **General Business** - Items related to the priorities and operations of the Portfolio or ACU.
 - **For Information**

REVIEW:

The PEC reviews its Terms of Reference on an annual basis.

LAST MODIFIED:

January 2024

Members of the Portfolio Executive Committee			
	Title	Name	Executive Officer
1	Chief Operating Officer and Deputy Vice-Chancellor	Dr Stephen Weller	Leonie Edwards
2	Deputy Chief Operating Officer & Director Campus Leadership	Paul Campbell	
3	Director, Corporate Services	Sharone Ciancio	Thea Williamson-Burns
4	General Counsel and Director, Governance	Diane Barker	Maria Stella Panopio
5	Director, Properties & Facilities	Michael Tracey	Dani Seaton
6	Director, Information Technology	Niranjan Prabhu	Mary Futol
7	Academic Registrar and Director, Student Administration	Kathryn Blyth	Annette Dennis
8	Chief Marketing Officer	Kathy Vozella	Alexis Cleary
9	Chief People Officer	Anna Phillips	Liz Jones
10	Chief Financial Officer	Scott Jenkins	Alsu Zaripova
11	Director, Data Analytics & Strategic Insights	Leon Bombotas	Bianca Carvalho
12	Director, Sports, Wellbeing & Residential Life	Paul McJannett	Jackie Trajcevska
13	Director, Student Support Services	Georgina Ledvinka	Michelle Roberts
14	Executive Officer to Chief Operating Officer	Leonie Edwards	