

MEMBERSHIP: *(membership is position based)*

1. Chief Operating Officer and Deputy Vice-Chancellor (Chair)
2. Deputy Chief Operating Officer & Director Campus Leadership
3. General Counsel and Director, Legal, Assurance & Governance
4. Director Strategy & Operations, Professional Services Hub (PSH) – Corporate Services

5. Chief Financial Officer
6. Associate Director, Financial Operations
7. Associate Director, Financial Corporate Services

8. Chief People Officer
9. Associate Director, Workforce Systems and Reporting
10. Associate Director HR Business Partnering & Talent Management

11. Academic Registrar and Director, Student Administration
12. Associate Director, Administrative Services
13. Associate Director, Student Systems
14. Associate Director, Student Admin (Enrolment, Progression, Completion)

15. Chief Marketing Officer
16. Associate Director, Communications and Creative Services
17. Associate Director, Future Students

18. Chief Information & Digital Officer
19. Associate Director, Enterprise Services
20. Associate Director, Service Delivery & Operations
21. National Manager Cyber Security

22. Director, Properties & Facilities
23. Associate Director, Development and Capital Projects

24. Portfolio Executive Officer, Office of the Chief Operating Officer

DATE OF ESTABLISHMENT: April 2013

MEETING FREQUENCY: 6 times per year– one of which shall be an annual conference

RESPONSIBLE OFFICER: Chief Operating Officer

MEETING SECRETARY: Director, Strategy & Operations, PSH – Corporate Services

PURPOSE:

- The Portfolio Leadership Forum (PLF) will operate as a senior information meeting for the portfolio of the Chief Operating Officer (Corporate Services). It will comprise the senior managers of the business units that report to the Chief Operating Officer.
- The membership of PLF is position based and will include staff acting in these roles. The Chair may invite other staff when it is considered that their input would assist the discussion.
- The PLF aims to provide a collaborative and collegiate forum that provides opportunities for:
 - collaborative work across the portfolio
 - information sharing
 - deepening the understanding of all portfolio functions, opportunities, and challenges
 - 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 share information and discuss institutional matters of importance to the University and portfolio.
- To brief senior management on important emerging issues including major policy decisions and major projects.
- To discuss issues relating to the business units of the portfolio.
- To act as a monitoring mechanism for significant issues and matters that impact ACU.
- To provide a forum for free discussion and consideration of strategic, managerial, and operational matters affecting the University, higher education sector and portfolio.
- To co-ordinate a response to relevant legislation, policies, and procedures.

MEETING FORMAT:

- Apologies for the meeting shall be submitted in advance to the meeting Secretary.
- The meetings will be a mix of face-to-face and virtual.
- The meeting agenda will contain the following elements:
 - **Welcome and Apologies**
 - **Standing Items**
 - **COO Update** on current and emerging institutional or portfolio matters.
 - **General Business**
 - Items related to the priorities and operations of the portfolio or institution.
 - Guest speakers may be invited to address an issue of relevance to the PLF.

COMMUNICATION:

PLF members are expected to report back to their staff regarding the information and outcomes of the meeting, unless of a confidential nature.

REVIEW: The PLF reviews its terms of reference on an annual basis.

LAST MODIFIED: January 2024

Portfolio Leadership Forum (PLF)
Terms of Reference



PLF Member	Position Title	Executive Officer
Stephen Weller	Chief Operating Officer & Deputy Vice-Chancellor (Chair)	Mary Futol
Paul Campbell	Deputy Chief Operating Officer and Director Campus Leadership	Mary Futol
Diane Barker	General Counsel & Director Legal, Assurance and Governance	Vacant
Sharone Ciancio	Director Strategy & Operations, PSH - Corporate Services	Thea Williamson-Burns
Scott Jenkins	Chief Financial Officer	Alexis Cleary
Mitch Srbinovski	Associate Director Financial Operations	
Vacant	Associate Director Financial Corporate Services	
Angelle Laurence	Director People & Capability	Vacant
Kya Simpson	Associate Director Workforce Systems	
Tanja Protschky	Associate Director HR Business Partnering & Talent Management	
Cheryl Fullwood	Academic Registrar & Director Student Administration	Thea Williamson-Burns
Helen Murnane	Associate Director Student Administrative Services, Student Administration	
Warren Mead	Associate Director Student Admin (Enrolment, Progression, Completion)	
Chinar Mamdapur	Associate Director Student Systems	
Kathy Vozella	Chief Marketing Officer	Alexis Cleary
Alisse Grafitti	Associate Director Communications & Creative Services	
Caroline Taouk	Associate Director Future Students	
Russell Parker	Chief Information & Digital Officer	Danielle Seaton
Neville Caine	Associate Director Enterprise Services	
Peter Coppola	Associate Director Client Services	
Mark Brodsky	National Manager Cyber Security	
Michael Tracey	Director Properties & Facilities	Danielle Seaton
Stephen Zaczekwicz	Associate Director Development & Capital Projects	