Governance

Committees reporting to Council

THE UNIVERSITY of ADELAIDE

Senior Executive Review Committee

Most recent review	
When:	3 December 2012
By what authority:	Council
For what period:	Indefinitely

Terms of Reference

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1. In relation to the Vice-Chancellor and President (the Vice-Chancellor):

   1.1 Regarding the setting of Key Performance Indicators (KPIs) forming an element of the matters on which performance of theVice-Chancellor will be measured, to consult with the Vice-Chancellor and make recommendations to Council.

   1.2 Regarding the performance of the Vice-Chancellor in the discharge of the responsibilities and accountabilities of office including KPIs,

      (a) to consult with the Vice-Chancellor

      (b) to review that performance and the remuneration package (including whether it should be increased following that review), and

      (c) to make recommendations to Council.

2. In relation to other senior staff positions being positions at and above the level of Executive Dean (“senior staff positions”):

   2.1 Regarding the duties of senior staff positions, and the appointment, extension and termination of employment of the holders of such positions:

      (a) to ensure that the committee adequately informs itself on such matters, and

(b) to consult with the Vice-Chancellor before the Vice Chancellor makes final decisions on such matters.

2.2 Regarding the performance of the holders of senior staff positions in the discharge of the responsibilities and accountabilities of their respective offices

(a) to inform itself through the Vice Chancellor on matters relevant to such performance, and

(b) to consult with the the Vice-Chancellor and President regarding the assessment of the performance of the holders of senior staff positions before the Vice-Chancellor makes final decisions regarding such assessment and regarding the remuneration and other benefits of such positions.

3. To seek and obtain any advice it considers necessary to carry out the functions.

Reporting line:	To Council
Quorum:	Half the full membership (ignoring any fraction resulting from the division) plus one unless otherwise stated
Procedures prescribed/determined itself:	Determined by itself
Frequency of meetings:	As required
List of any sub-committees:	None
Membership	
Any categories prescribed:	a. Chancellor (Chair) b. Deputy Chancellor c. Chair of Finance Committee d. Chair of Audit Compliance and Risk Committee e. Council member nominated by the Vice-Chancellor and President and appointed by Council f. Vice-Chancellor and President (except regarding own position)
Term of Office:	Appointed members to hold office concurrent with positions held.
Attendance	Council Secretary (Secretary to the Committee)

	The Chancellor and Vice-Chancellor and President are ex-officio members of all Committees of Council and the Vice-Chancellor and President is an ex-officio member of all Committees of the University.
Agenda:	All agendas must have a statement on the declaration of any conflict of interest.
Minutes:	The Minutes of the Senior Executive Review Committee are confidential and will be so treated in all communications. The Minutes of Council, and all Standing Committees of Council, should be prepared in accordance with the Standing Orders. Reports of Standing Committees to Council should show clearly those matters **recommended** to Council for decision. Reports shall be considered at the ensuing meeting of Council.
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