

Executive Committee – Terms of Reference

1. Purpose

The Executive Committee (the Committee) is responsible for providing strategic and operational oversight of the Centre to ensure the successful delivery of the ARC Training Centre in Sustainable and Green Economy Manufacturing (SAGE-M) in accordance with ARC requirements, the Grant Agreement, and the Centre’s strategic objectives.

The Committee supports the Director in coordinating the Centre’s multidisciplinary research and training program focused on sustainable and green catalytic technologies for manufacturing, bioprocessing, circular economy systems, and renewable energy applications. The Committee also supports translation, industry engagement, and delivery of national benefit through research excellence and workforce development.

The Committee acts as the primary governance and decision-making body for Centre operations.

2. Scope

These Terms of Reference apply to all Executive Management Committee members and governs the management and oversight of all Centre activities, projects, participating organisations, and operational functions.

3. Governance and Responsibilities

Strategic Oversight

- Approving and monitoring the Strategic Plan and key priorities
- Ensuring alignment with ARC Industrial Transformation objectives
- Reviewing proposals for new projects, strategic initiatives, new partners, or major variations
- Considering recommendations from the Advisory Board

Operational Governance

- Oversight of research program and project performance across themes/nodes
- Monitoring delivery against KPIs, milestones, and reporting obligations

Financial Oversight

- Monitoring of financial performance and expenditure

- Approval of budget allocations and reallocation of funds
- Oversight of strategic funds and partner contributions
- Monitoring financial risks and sustainability

People & Resourcing

- Oversight of recruitment strategy (ICHDRs, ICPDs, staff)
- Succession planning for leadership roles
- Managing significant personnel changes

Risk & Compliance

- Oversight of risk management framework
- Ensuring compliance with ARC requirements and Grant Agreement
- Monitoring conflicts of interest

Partnerships

- Oversight of Participating Organisation relationships
- Approval of new partner participation

4. Authority

The Committee has delegated authority to:

- Make decisions on Centre strategy and operations
- Approve expenditure within agreed delegations
- Recommend major changes requiring ARC approval

The Committee does not override:

- ARC Grant Agreement requirements
- Administering Organisation policies
- Formal ARC approval processes

5. Membership

The Committee will comprise:

- Training Centre Director (Chair)
- Deputy Directors
- Theme/Node Leaders
- Business Manager
- Additional members (including PIs) as determined by the Director

The Committee may invite additional attendees or observers where appropriate.

6. Decision-Making

The Committee will seek to operate by consensus wherever possible. Where consensus cannot be achieved, the Director will make the final determination, considering the views of the Committee members. The Committee may establish subcommittees or working groups where required.

7. Meetings

The Committee will meet at least quarterly. Additional meetings may be convened by the Director as required. Meetings may be held in person or via videoconference, or via a hybrid setup.

Minutes and actions will be recorded for all meetings. Actions arising from meetings will be monitored by the Business Manager.

7.1 Quorum

A quorum will consist of at least 50% of members including the Director or delegated nominee.

8. Conflicts of Interest

- All members must declare actual, potential, or perceived conflicts of interest
- Conflicts will be managed in accordance with the Monash University's Conflict of Interest Policy and ARC requirements
- Members may be required to recuse themselves from specific discussions

9. Confidentiality

Members must maintain confidentiality of all non-public information. Information shared in meetings is not to be disclosed without approval.

10. Diversity and Inclusion

The composition of the Advisory Board will:

- Promote gender equity and diversity
- Reflect a range of backgrounds, sectors, and perspectives
- Where appropriate, include opportunities for Early Career Researcher engagement (e.g. observer roles)

11. Review of Terms of Reference

These terms will be reviewed at least every two years. Updates may be made to reflect evolving Centre needs and ARC expectations.