



**WESTERN SYDNEY UNIVERSITY**

**PROVOST CAMPUS COMMITTEE**

**Terms of Reference**

To advise and assist the Campus Provost and Deputy Provost to enhance University campus life through aiding, encouraging and supporting improvement to facilities, atmosphere and environment on campuses, and to provide a campus atmosphere that offers a connection between staff and students at a range of levels. University campus life is defined as matters that relate to the social, physical, cultural and educational fabric of the campus.

The Campus Provost (as Chair) and Deputy Provost (as Deputy Chair) are the leading people responsible for building a sense of community and creating a sense of place and identity for those who study and work on the campus (see Appendix 1 for Campus Provost and Deputy Provost Position Description).

The Provost Campus Committee (PCC) is an advisory body (as required) to the Campus Provost, Deputy Provost, and other relevant bodies, on matters relating to and affecting campus life. The PCC will:

- Put forward proposals for the improvement of campus life and facilities for staff and students;
- Act as the interface between staff and students on social, environmental and cultural campus issues;
- Act as a campus interface with internal and external authorities, through the appropriate channels of the University, in relation to campus-based issues and improvements;
- Assist in the coordination of University wide campus-based activities;
- Recommend expenditure of PCC funding, including implementation of the PCC Expenditure Guidelines;
- Oversee the application and selection process for PCC grants;
- Ensure that communication strategies are in place and enacted for all events arranged and coordinated by the PCC, ensuring a wide dissemination of information across campus to staff and students;
- Provide regular reports to the University Central Provost Committee on PCC activities;
- Liaise with the Chief Student Experience Officer, Office of Marketing and Communications (Events Team), and Student Campus Committees about relevant student-related matters and activities;
- The School Engagement Officers and Assistants will work closely with the Campus Provosts and PCCs to produce an Annual Calendar of Events with dates and details of University-wide events that the PCCs need to coordinate locally (eg. Orientations etc).

**Provost Campus Committee Grants**

The University will allocate an annual PCC budget to each campus. At least 40% of this budget is to be allocated for PCC Grants, as set out below, provided the number and quality of applications warrants this.

The PCC is responsible for calling for applications for PCC Grants by the end of the first quarter.



At the discretion of the Campus Provost, funding can be offered under a PCC Grant for activities to promote campus life on the campus.

### **PCC Expenditure guidelines**

- It is expected that the PCC budget will be fully exhausted each year. Recommendations for expenditure should be dedicated to materials, items and events that will enhance campus life for both staff and students.
- The Campus Provost has delegation for PCC expenditure. Where the Provost is not available to authorise expenditure, a staff member with delegation for the cost centre and project may authorise expenditure.

### **Membership**

The PCC should aim to be representative of major stakeholder groups on the campus. The Provost will call for volunteers to join the PCC every two years. Membership will vary between campuses, but will typically include:

- Campus Provost and Deputy Provost
- Up to four campus-based Western Sydney University student representatives;
- At least one international Western Sydney University student representative;
- At least four campus-based Western Sydney University staff or entity staff members (academic and professional staff);
- One Disabilities Advisor/representative of students with disabilities;
- External representatives who have an interest in the campus activities (e.g. gym, food and beverage);
- One staff representative from OEC Infrastructure Services;
- One representative from Building Management (for vertical campuses);
- One staff representative from Campus Safety and Security;
- One representative from Campus Living Villages (where student accommodation is on campus).

The Campus Provost and Deputy Provost will have the power to co-opt or invite other members to the committee as required that have relevance to the activities of the PCC.

The Campus Provost will be the Chair of the PCC. The Deputy Provost will chair any meeting that the Campus Provost is unable to attend.

The PCC will be serviced by a staff member of the Campus Provost.



**Meetings and Governance**

PCC meetings will be held a minimum of four times per year, and more frequently as required for the conduct of their business. Members should attend as many meetings as possible during the year. The meetings should be scheduled for no more than 2 hours.

The PCC will determine the meeting schedule at the first meeting of each year.

All meeting materials for distribution shall be in the hands of the PCC support staff by close of business four working days prior to the date of the scheduled meeting. Late materials shall be distributed at the discretion of the Chair.

The PCC support staff distributes the agenda and supporting papers for each meeting no less than three working days prior to the scheduled meeting date.

The PCC support staff shall distribute action sheets resulting from decisions of the committee no later than five working days after the date of the scheduled meeting, subject to Chair approval.

The PCC support staff will collate progress on outstanding action items for reporting at the next meeting.