1 Purpose and application

(1) These procedures give effect to the Centres Policy (“the policy”).
(2) These procedures apply to establishing, managing and closing centres.

2 Commencement

These procedures commence on 22 January 2024.

3 Interpretation

(1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

Enterprise Agreement means the Enterprise Agreement 2023 – 2026 or any replacement agreement.

4 Establishment

(1) Applications to establish a centre must:
   (a) provide information required for the proposed classification level; and
   (b) use the online form provided at the centres website.
(2) The proposed presiding dean or supervising Deputy Vice-Chancellor must endorse the application.
(3) Applications for Level 1 centres must include:
   (a) the proposed name;
   (b) the proposed presiding faculty;
   (c) names of other faculties involved;
   (d) proposed objectives;
   (e) how the centre will align with the presiding faculty’s strategic goals;
(f) names of key staff;
(g) details of proposed web, social media or other online presences, including platforms; and
(h) resourcing requirements, and how they will be met.

(4) **Applications for Level 2 centres** must include all the information required for a Level 1 Centre, plus:
(a) names of proposed directors;
(b) proposed strategic and operational plan;
(c) proposed budget; and
(d) any proposed external affiliations.

(5) **Applications for Level 3 centres** must include the information specified for Level 2 Centres plus:
(a) proposed membership of the advisory committee;
(b) proposed membership of the management committee;
(c) how the centre will align with University strategy;
(d) details of any expected translational outcomes, such as commercialisation opportunities or changes to public policy; and
(e) a risk assessment.

(6) **Applications for Level 4 Centres** must include the information specified for Level 3 Centres, plus an organisational chart of the proposed administrative structure.

5 **Management and governance**

(1) **Level 1 Centres**
(a) The members and the presiding faculty are responsible for the centre meeting its goals and objectives. This includes financial responsibility.
(b) Financial support is at the discretion of the presiding faculty.

(2) **Level 2 Centres**
(a) Strategic and operational plans must state:
   (i) the centre’s purpose;
   (ii) the centre’s objectives;
   (iii) proposed operating plans;
   (iv) key performance indicators, with measurable targets;
   (v) plans for any proposed research, research training or engagement activities.
(b) Directors must:
   (i) keep the strategic and operational plans current using the templates provided on the centres website; and
   (ii) identify and manage risks, including keeping risk assessments current.
(c) Key performance indicators include:
   (i) research outputs;
   (ii) collaborative activities;
   (iii) engagement and impact;
   (iv) education or training activities.

(3) **Level 3 Centres**
   (a) Except as provided in this clause, Level 3 Centres must meet the requirements for Level 2 Centres.
   (b) A Level 3 Centre must have an advisory committee which:
       (i) has terms of reference relevant to its objectives;
       (ii) includes members external to the centre, and the presiding faculty or supervising Deputy Vice-Chancellor’s portfolio; and
       (iii) meets at least twice each year.
   (c) A Level 3 Centre must have a management committee which:
       (i) is approved by the Vice-Provost;
       (ii) has terms of reference relevant to its objectives; and
       (iii) meets at least quarterly.

(4) **Level 4 Centres**:
   (a) Except as provided in this clause, Level 4 Centres must meet the requirements for Level 3 Centres.
   (b) A Level 4 Centre must have an advisory committee which:
       (i) is approved as provided in the policy;
       (ii) has terms of reference relevant to its objectives;
       (iii) meets at least two times each year.
   (c) A Level 4 Centre must have a management committee which:
       (i) is approved as provided in the policy;
       (ii) has terms of reference relevant to its objectives; and
       (iii) meets at least quarterly.

6 **Annual reporting**

(1) Centres must submit their annual reports by the end of March each year.

(2) **Level 1 Centres** must provide their annual reports to the relevant presiding dean. The presiding dean will decide the nature and format of the report.

(3) **Level 2 Centres** must provide their annual reports to the presiding dean for review, and approval if appropriate.
   (a) Presiding deans should provide the reviewed report to the Vice-Provost as soon as practicable.
   (b) The presiding dean must give reasons if they do not approve a report.
(4) Each annual report should include:
   (a) an overview of activities;
   (b) an assessment of performance against key performance indicators;
   (c) a financial statement;
   (d) an assessment of progress in implementing recommendations from any previous review;
   (e) any information required by the template provided on the centres website; and
   (f) any other information required by the presiding dean.

(5) Level 3 Centres must provide their annual reports to the presiding dean or supervising Deputy Vice-Chancellor.
   (a) Presiding deans or supervising Deputy Vice-Chancellors should provide the reviewed report to the Vice-Provost for approval.
   (b) The presiding dean or supervising Deputy Vice-Chancellor must give reasons if they do not endorse a report.

(6) Each annual report should include:
   (a) an overview of activities;
   (b) an assessment of performance against key performance indicators;
   (c) a financial statement;
   (d) an assessment of progress in implementing recommendations from any previous review;
   (e) any information required by the template provided on the centres website; and
   (f) any other information required by the presiding dean or supervising Deputy Vice-Chancellor.

(7) Level 4 Centres must provide their annual reports to the Vice-Chancellor.

(8) Each annual report should include:
   (a) the information required for Level 3 Centres;
   (b) financial information and reports as required by usual University processes; and
   (c) any other information required by the Deputy Vice-Chancellor (Research).

(9) The Vice Chancellor should:
   (a) review;
   (b) if appropriate, approve; and
   (c) forward Level 4 Centre reports to the University Executive for information.

(10) The Vice-Chancellor should provide reasons if they do not approve a report.

7 Reviews

(1) Reviews are organised and managed by the presiding faculty or supervising Deputy Vice-Chancellor.
   (a) The Vice-Provost will provide oversight and guidance for reviews.
(b) The presiding dean or supervising Deputy Vice-Chancellor should inform centre directors of proposed reviews as soon as practicable.

(2) **Reviews of Level 1 Centres** should consider whether the centre:

(a) has met its objectives;

(b) operates in a financially responsible way; and

(c) aligns with the presiding faculty’s strategic goals.

(3) The presiding dean will decide the process for review of a Level 1 Centre.

(4) **Reviews of Levels 2, 3 and 4 Centres** will commence with a self-evaluation report from the centre.

(a) This report must use the template on the centres website.

(b) If a centre wishes to continue beyond its approved term the report must include:

   (i) a strategic and operational plan for the next 5 years; and

   (ii) a proposed budget for the next 5 years.

(5) The presiding dean will decide the process for **review of a Level 2 Centre**.

(a) The review may be done by an individual or a panel.

(b) All reviewers must be external to the centre, with at least one external to the presiding faculty.

(6) The Vice-Provost will oversee **reviews of Level 3 Centres**. The presiding dean or supervising Deputy Vice-Chancellor will manage the reviews.

(a) The presiding Dean or supervising Deputy Vice-Chancellor will provide the Vice-Provost with:

   (i) details of suggested review panel members; and

   (ii) suggested parameters for the scope of the review.

(b) When the Vice-Provost has approved the panel and review scope, the presiding dean or supervising Deputy Vice-Chancellor will convene the review panel.

(7) The review panel should prepare a written report of its review using the template on the centres website.

(8) The Vice-Chancellor will oversee **reviews of Level 4 Centres**. The Vice-Provost or the Deputy Vice-Chancellor (Research) will manage the reviews.

(a) The Vice-Provost or Deputy Vice-Chancellor (Research) will provide the Vice-Chancellor with:

   (i) details of suggested review panel members; and

   (ii) suggested parameters for the scope of the review.

(b) Review panels must consist of a chair and at least two other members.

   (i) At least two members of the review panel must be external to the University.

(c) When the Vice-Chancellor has approved the panel and review scope, the Vice-Provost or Deputy Vice-Chancellor (Research) will convene the review panel.

(9) The first review of a Level 4 Centre may be internal to the University. It must not be done by anyone associated with the centre.
(10) Review panels should prepare written reports using the template on the centres website.

(a) The review panel report must include a recommendation about the centre’s future.

Note: See clause 16 of the policy.

8 Closure

(1) Before deciding to close a centre, the presiding dean or supervising Deputy Vice-Chancellor must be satisfied that there has been appropriate consultation with:

(a) any affected faculties or schools;
(b) centre directors; and
(c) for Level 4 Centres, the University Executive.

(2) After the relevant delegate has approved closure of a centre, the presiding dean or supervising Deputy Vice-Chancellor should:

(a) inform the Vice-Provost;
(b) address any financial and staffing issues;
(c) inform any funding bodies;
(d) arrange for any accounts to be closed;
(e) reallocate infrastructure as appropriate;
(f) arrange for removal or redirection of web and other online accounts; and
(g) ensure that the closure checklist form on the centres website has been completed.

9 Rescissions and replacements

This document replaces the Centres and Collaborative Networks Procedures 2017, which is rescinded as from the date this document commences.

NOTES

Centres Procedures 2023

Date adopted: 12 December 2023
Date commenced: 22 January 2024
Last amended: 22 April 2024 (administrative amendments)
Owner: Provost and Deputy Vice-Chancellor
Review date: 22 January 2029

Rescinded documents: Centres and Collaborative Networks Procedures 2017
Related documents:
- University of Sydney (Delegations of Authority) Rule
- Centres Policy
- Recordkeeping Policy

AMENDMENT HISTORY

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