

CENTRES PROCEDURES 2023

Issued by: Provost and Deputy Vice-Chancellor
Dated: 12 December 2023 (commencing 22 January 2024)
Last amended: 22 April 2024 (administrative amendments)
Name: Professor Annamarie Jagose

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

Provision	Amendment	Commencing
Throughout	Administrative amendments to remove the year in policy references.	22 April 2024