



**Submission/ Report to Management Committee**

<b>Submission/ Report Title:</b>	TOR – Project Approval Sub-Committee		
<b>Meeting Date/ Agenda Item:</b>	MC 18_4 / Item 3.2		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Sponsor:** Arnold Wong, National Treasurer.

**Project Manager:** Kim Finch, Chief Financial Officer.

**Recommendation(s):** Approve the Terms of Reference for the Project Approval Sub-Committee and dissolve the Business Case Review Committee.

**Discussion:** Historically ACS has had two project approval committees, the old PASC (Project Approval Sub-Committee) which comprised the VP's, National Treasurer and CEO to approve Board projects and the BCRC (Business Case Review Committee) that approved all other projects and any board project over \$20k. The Project Management Framework was introduced in March 2017 and has introduced a more rigorous framework to govern projects. In line with this we recommend having only one approving committee moving forward to simplify the process.

**Critical Date(s):** The new committee needs to start work on approving projects asap.

**Consultation(s):** President & CEO

**Project Completion/ Post Implementation Review** N/A Committee to operate under it's new Terms of Reference.

<b>Attachments:</b>	PASC Terms of Reference
<b>Submission/Report Prepared by:</b>	Kim Finch - CFO

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# Project Approval Sub-Committee (PASC)

## Terms of Reference

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## 1. PURPOSE

The objective of this document is to set out the responsibilities and operating terms of the ACS Project Approval Sub-Committee (PASC).

## 2. AUTHORITY

PASC operates on delegated authority from Management Committee (MC). The committees remit is to review and, where appropriate, endorse, approve or reject new project submissions and business cases for projects that align to the defined ACS strategy, enabling progression through the ACS Project Management framework, where appropriate.

The responsibilities of the former Business Case Review Committee (BCRC) have been consolidated into the PASC effective with the approval of this document.

The scope of PASC authority is limited to the following actions:

1. **Endorse:** Formal support for the project to submit to MC for approval
2. **Approve:** Formal consent for the project to commence/continue (under \$50k)
3. **Reject:** Formal opposition to the project as submitted to MC. This could be an outright rejection or a request for additional information and resubmission for endorsement

The matrix below details the decisions that can be made for each type of submission:

Artefact	Approve	Endorse	Reject/More Information
Project Charter – Planned – less than \$50k	✓		✓
Project Charter – Planned – greater than \$50k		✓	✓
Project Charter – Unplanned – less than \$50k		✓	✓
Project Charter – Unplanned – greater than \$50k		✓	✓
Business Case Lite - Unplanned – less than \$50k		✓	✓
Business Case - Planned – greater than \$50k		✓	✓
Business Case - Unplanned – greater than \$50k		✓	✓

## 3. MEMBERSHIP

The Project Approval Sub-Committee is comprised of the following 5 positions and members:

PASC Position	ACS Role	Term
Chairman	National Treasurer	01/01/2017 – 31/12/2018
Member	Chair of BAC	01/01/2018 – 31/12/2019
Member	VP Community (MAB)	01/01/2018 – 31/12/2018
Member	VP Academic (TAB)	01/01/2017 – 31/12/2018
Member	VP Membership (PAB)	01/01/2018 – 31/12/2019
Member	CFO	N/A
Member	CEO	N/A

### The Chairperson:

- Leads all meetings;
- Is responsible for scheduling meetings, including any ad-hoc meetings as required ;

- Nominates a member to perform the duties of Secretary, such as recording the minutes all meetings, preparation and distribution of agendas and meeting minutes and the preparation of any required documents, reports etc

**Members:**

- Commit to attending all meetings where possible
- Commit to pre-reading submissions to enable timely, informed decision making
- Ensure that anything that is endorsed or approved contributes to achieving the approved ACS strategy

## **4. MEETINGS**

The Project Approval Sub-Committee (PASC) meets at least twice during the annual budget process, and then as required throughout the year.

The notice of ordinary meetings will take the form of an agenda that will be distributed at least three (3) working days prior to the meeting date.

Under extraordinary circumstances where an urgent decision is required, approval from the committee may be sort via email. This can be arranged at the discretion of the Chairperson.

## **5. DECISION MAKING**

All decisions will be made at meetings of the Committee. Each member is eligible to cast 1 (one) deliberative vote.

## **6. QUORUM**

A quorum will exist when there are majority or members at least 4 members (including the Chairperson or assigned delegate) present at the designated meeting location.

If the Chairperson or assigned delegate is not present, then the meeting can proceed, however any decisions made during the meeting are not binding and all submissions must be carried over to the next meeting.

## **7. ATTENDANCE OF NON-MEMBERS**

Non-members may be invited to attend the Project Approval Sub-Committee (PASC) meetings to provide subject matter expertise relevant to a submission at the discretion of the Chairperson.

Invitations for non-members to attend are at the discretion of the Chairperson.

## **8. PROCEDURE FOR AMENDMENT THE TERMS OF REFERENCE**

The terms of reference may be altered by agreement of the MC, for whom the Project Approval Sub-Committee operates under delegated authority.

This document is due for review by the MC at its first meeting in 2019.

Minor changes may be approved by the author/reviewer, e.g. the correction of typographical or formatting errors.

## VERSION CONTROL

### Authors

Jason Higson
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### Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
5 <sup>th</sup> February 2018	0.1	First draft created to go with the revised Project Approval Process document	Kim Finch/Andrew Johnson

### Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version
Management Committee				

### Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Project Approval Sub-Committee	PASC Members		
Management Committee	MC Members		

<b>Custodian title &amp; email address:</b>	Jason Higson <a href="mailto:Jason.Higson@acs.org.au">Jason.Higson@acs.org.au</a>
<b>Responsible Business Group:</b>	Project Management Office
<b>Distribution: Highlight which is applicable and provide names where applicable</b>	<b>Upon Approval – for posting to ACS website and public access.</b>