FUNCTIONS

1 The Central Support Services Reference Group (CSSRG) -
   (a) provides feedback on the efficiency and effectiveness of services provided by University Administration, Information Services, and other central support offices.
   (b) acts as a forum for Schools and other academic elements to raise issues of concern regarding support services, with a particular focus on how these concerns will be addressed.
   (c) identifies areas for improvement in administrative processes and systems.
   (d) facilitates dissemination of information to Schools and other academic elements on a range of issues including changes in University policy, key strategic initiatives and innovations in service delivery.

MEMBERSHIP

2 The membership of the CSSRG comprises:
   (a) Pro Vice Chancellor (Administration), who is the Chair;
   (b) Two Deans
   (c) Two Heads of School from each academic group;
   (d) One School Administrative Officer from each academic group;
   (e) One School Secretary from each academic group;
   (e) Co-ordinator, Administrative Support (or equivalent) from each academic group;
   (f) Director, Information Services (Students), ex officio.

In respect of the members identified in (b) to (e), members are appointed by the Pro Vice Chancellor (Administration) in response to a call for expressions of interest in serving on the CSSRG.

TERMS OF OFFICE

3 All members other than ex officio members serve for a term of two years. Members may be reappointed to serve for an additional term or terms.

MEETINGS

4 The CSSRG meets twice each Semester. Meetings are conducted by a video-conference link between the Gold Coast, Logan and Nathan campuses.

SECRETARY

5 The Pro Vice Chancellor (Administration) will appoint a Secretary who will have rights of audience and debate.