



**Country
Universities
Centre**

E A S T E R N T A S M A N I A

Management Committee Expression of Interest

Join the Management Committee of Country Universities Centre Eastern Tasmania.
We are a Regional University Study Hub in Eastern Tasmania providing student services
and safe study spaces for local students in post-secondary education.

We believe that lifelong learning enriches lives and powers a prosperous and
thriving community, so we are creating opportunities for more people to aspire to
further education, helping them find the pathways that work best for them, and
supporting them to reach their learning goals.

We're breaking down the barriers and helping students aspire to and
reach their full potential—right where they are.

July 2026

EXPRESSIONS OF INTEREST

We are seeking Expressions of Interest from persons who are ready to support and grow our impact by providing oversight of the work, programs and development of Country Universities Centre Eastern Tasmania.

Your Expression of Interest should be no longer than 2 pages and must include

- An introduction about yourself and why you would like to be part of the Management Committee for CUC Eastern Tasmania.
- How your skills, knowledge and experience meet the Selection Criteria.

Please submit your Expression of Interest to the ETEE Board by email to admin@cuceasterntasmania.edu.au

Expressions of Interest for this opportunity close **5:00pm Friday 7 August 2026**.

KEY TERMS and ACRONYMS

BODEC Break O'Day Employment Connect

CUC Country Universities Centre

CUCET Country Universities Centre Eastern Tasmania

ETEE East Tas Education and Employment Ltd

RUSH Regional University Study Hub

SHA Study Hubs Australia

Post-Secondary Education – all education after leaving high school or college. Also termed Tertiary Education and includes both vocational (workforce and training) and higher (university) education.

FURTHER INFORMATION

cuceasterntasmania.edu.au

[Strategic Plan 2026-28](#)

Terms of Reference – available on request

For further information, please contact:

John Brown

General Manager, Break O'Day Council

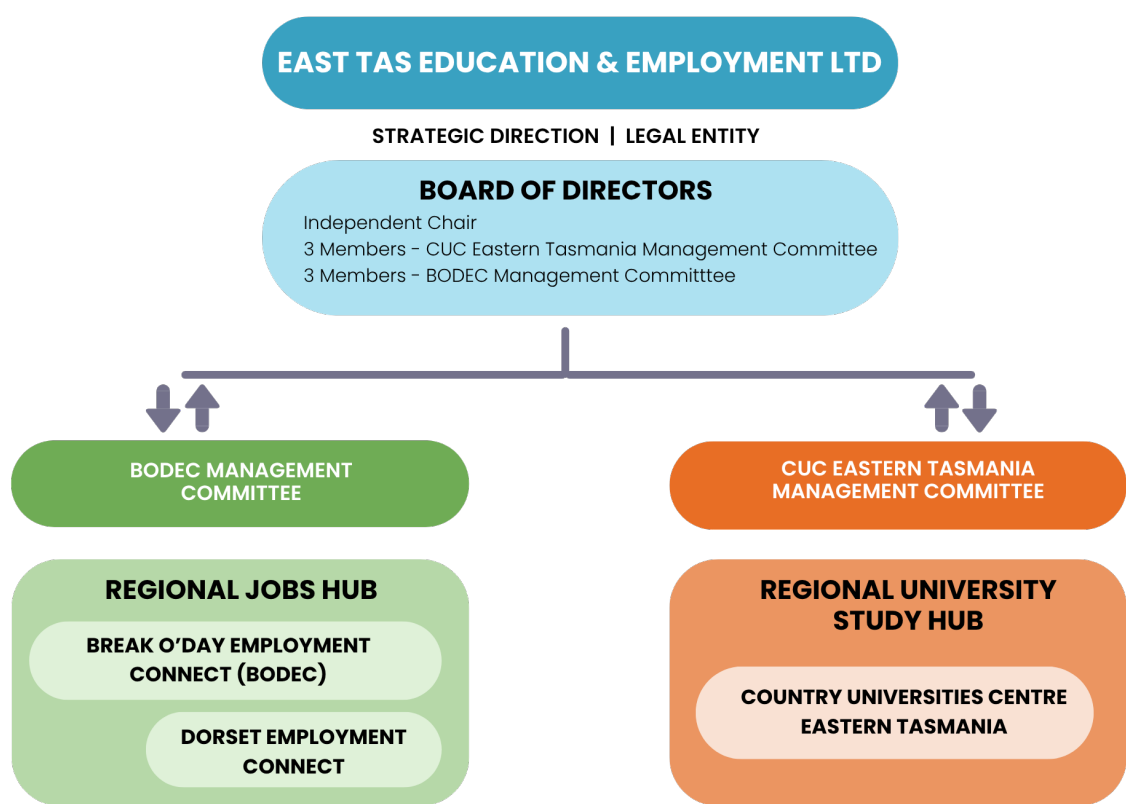
6376 7900 or john.brown@bodc.tas.gov.au

WHO WE ARE

Country University Centre Eastern Tasmania (CUC Eastern Tasmania) is operated by East Tas Education and Employment Ltd (ETEE), a local charity established in 2025 in Eastern Tasmania.

ETEE is a Company Limited by Guarantee established in 2025 to facilitate education and employment outcomes in Eastern Tasmania. ETEE holds ACNC charitable status and operates under the *Corporations Act 2001*.

The CUC Eastern Tasmania Management Committee (CUCET Management Committee) is a committee of ETEE that is responsible for oversight of the CUC Eastern Tasmania and informing decision-making of ETEE as it relates to the CUC Eastern Tasmania.



ETEE operates two business areas:

1. The Regional University Study Hub (Country University Centre Eastern Tasmania), part of the Australian Government’s Regional University Study Hub Program. The hub is affiliated with Country Universities Centre (CUC) and a member of the CUC Network.
2. The Regional Jobs Hub, Break O’Day Employment Connect (BODEC) and Dorset Employment Connect, operating since 2020 as part of the Tasmanian Government’s Regional Jobs Hub Network, administered by Jobs Tasmania within the Department of State Growth. Both Jobs Hubs operate under the BODEC identity.

ABOUT CUC EASTERN TASMANIA

CUC Eastern Tasmania is dedicated to supporting tertiary learners in regional and rural Tasmania and facilitating entry into tertiary pathways for more people.

Students in rural, regional, or remote areas often face challenges such as limited learning networks, inadequate technology access, and a lack of quiet study spaces. CUC Eastern Tasmania is dedicated to addressing these barriers, creating a better learning experience that leads to more skilled graduates who can contribute to the region.

We manage study spaces designed by locals for locals, offering free access to high-speed internet, modern technology, and academic support.

CUC students benefit from being part of a local learning community, with opportunities to engage with peers, educators, and local industry. Through enhanced higher and vocational education access, regional people are empowered to shape their future and their community.

HOW WE OPERATE

We are one of 56 Regional University Study Hubs across Australia supported by the Australian Government's Department of Education. Our centre is an active member of the RUSH Network, that connects the people working in regional university study hubs nationwide.

- education.gov.au/regional-university-study-hubs
- regionaluniversitystudyhubsnetwork.edu.au/

We are also affiliated with Country Universities Centre (CUC) and part of a network of affiliated study hubs receiving support and peer connection in the CUC Network.

Our Strategic Plan, *Country Universities Centre Eastern Tasmania Regional University Study Hub Strategic Plan 2026–2018* guides the ways we work including:

1. We connect and align the effort of individuals and organisations to drive the wellbeing of communities and prosperity of the region.
2. We engage deeply and work with our community to drive educational success and community wellbeing.
3. We nurture and cultivate opportunities that drive a love of education and engagement in lifelong learning for everyone.
4. We lead an ambitious agenda with young people that inspires and fulfils their aspirations and drives their success and prosperity.
5. We are courageous and motivated to innovate, uncover and support creative solutions for place-based education and enterprise.

OUR PURPOSE

CUC Eastern Tasmania aspires to contribute to a prosperous and innovative region where participation in education and workforce is maximised, communities are connected, and lifelong learning is valued and nurtured. Our Strategic Plan defines 4 Key Focus Areas:

1. Student Services and Success

GOAL: Creating supportive, thriving student-centred services and place of study that increase tertiary participation, retention, satisfaction and attainment.

2. Possibilities and Participation

GOAL: Growing aspirations for lifelong learning across our region and promoting and facilitating participation in tertiary education.

3. Pathways and Partnerships

GOAL: Building trusted partnerships and community connections that help meet needs of local learners and local workforce for a thriving community.

4. Sustainable and Responsive Organisation

GOAL: Operate a viable, relevant and responsive organisation through best practice, community-led governance, strong compliance and quality systems, collaborative engagement and agile responses to risk and opportunity.

The Constitution of ETEE states:

- a) *The Object of the Company is to pursue the charitable purpose of advancing education.*
- b) *The Company may pursue and promote its Object by, including but not limited to:*
 - (i) *facilitating, delivering, promoting and providing access to university and higher education, including by:*
 - (A) *serving as the primary point of contact for the delivery of university education and higher education in the Region;*
 - (B) *facilitating and promoting education and career pathways between schools, vocational education and training providers, universities, higher education providers and industry;*
 - (C) *coordinating and supporting research and partnerships, especially those which assist in sustainable development of the Region; and*
 - (D) *promoting and assisting lifelong learning and raising community aspirations, particularly in the Region;*
 - (ii) *facilitating, delivering, promoting and providing access to services for individuals experiencing disadvantage and requiring support to secure employment, including by:*
 - (A) *providing career development and employment support services, such as job placement assistance; and*
 - (B) *facilitating training programs, workshops and mentoring initiatives that enhance job readiness, skill development and career progression for job seekers, particularly those facing barriers to employment;*
 - (iii) *acting as trustee and performing and discharging the duties and functions incidental thereto where this is incidental or conducive to the attainment of the Object; and*
 - (iv) *doing other things as are incidental or conducive to the attainment of the Object.*

THE CUCET MANAGEMENT COMMITTEE ROLE AND STRUCTURE

The role of the CUCET Management Committee is to represent the views of the learners; education, skills and training sectors; industry and employers; community job seekers, different population groups on barriers to education and training, participation, and employment; and bring these to the ETEE Board and the management of CUC Eastern Tasmania to inform decision-making.

As a committee of ETEE, the CUCET Management Committee must comply with the policies, procedures of ETEE and CUC Eastern Tasmania. The CUCET Management Committee must act in accordance with the Terms of Reference (attached).

The intent of the CUCET Management Committee structure is to provide the necessary governance, leadership skills and experience to oversee and guide the activities of CUC Eastern Tasmania through a mix of individuals (to the largest extent possible) who can represent the views of:

- i. Education, skills and training sector.
- ii. Employers and industry.
- iii. Community and local organisations.
- iv. Different population cohorts in the regions e.g. Aboriginal, migrant, youth.
- v. Different regions within the CUC Eastern Tasmania geographical coverage.

Current CUC Management Committee members are:

- a. Stephen Walley – community representative, education and not-for-profit sector experience.
- b. Sue Kilpatrick – Adjunct Professor of Education, Chair Regional Development Australia (Tasmania).
- c. Kaitlin Roach – community representative, public policy, government and stakeholder relations, and economic development experience.
- d. Chris Ronan – former CEO of Country Universities Centre, Co-CEO of Study Hubs Australia, RUSH program experience.

Each Member will be appointed for a term three years to maintain continuity of CUCET Management Committee membership. A person appointed as a Member, who remains eligible to be appointed as a Member, may be reappointed for a further term, or terms, beyond three (3) years.

Member recruitment will be based on meeting the Selection Criteria and achieving a skilled Committee with diverse strengths and experience.

RESPONSIBILITIES OF THE CUCET MANAGEMENT COMMITTEE

The CUCET Management Committee has the following responsibilities to:

- a. Provide oversight and governance to the Centre to support ETEE to ensure compliance and quality control; and provide timely information to the ETEE Board about any concerns or challenges.
- b. Support development and alignment of strategic and operational plans of CUC Eastern Tasmania.
- c. Development and oversight of budgets including making recommendations for consideration and approval by the ETEE Board.
- d. Overseeing the delivery of program objectives, ensuring they are in accordance with grant funding conditions, and any other required compliance.
- e. Support and oversee reporting of budgets, programs and plans before submission to relevant parties.
- f. Monitor program performance implementation of agreed plans and provide timely reports to ETEE Board.
- g. Engage with stakeholders and promote the constitutional objectives of ETEE and strategic goals of CUC Eastern Tasmania.
- h. Advocate for, and promote, the Centre and encourage community engagement with the Centre.
- i. Nominate three (3) members to act as Directors on the ETEE Board, one of whom shall be the Chair of the CUC Eastern Tasmania CUCET Management Committee unless that person declines the nomination and delegates this duty to another Member.

CUCET Management Committee Members will:

- a. Practice and adhere to the principles of good governance as defined by [AICD](#).
- b. Be responsible for representing perspectives relevant to the activities of CUC Eastern Tasmania and act in the best interests of the region to support access to education for all people in their communities, including keeping up to date with accurate information about the Centre and the community.
- c. Act as an advocate for the work of the Centre and its role within the community.
- d. Reflect the values of CUC Eastern Tasmania and ETEE in all actions as part of the CUCET Management Committee
- e. Reconcile differences in opinion and approach and resolve disputes arising from them in a professional and respectful manner.
- f. Use their skills, knowledge and networks to help fulfil the functions of the CUCET Management Committee; and support CUC Eastern Tasmania to operate and achieve its strategic goals.
- g. Share information with the CUCET Management Committee and stakeholders on activities, opportunities and risks that are related and of interest CUC Eastern Tasmania and ETEE, within common principles of confidentiality.
- h. Disclose the nature and extent of any actual or perceived conflict of interest in a matter that is being considered at a meeting of the CUCET Management Committee:

SELECTION CRITERIA

Achieving the appropriate mix and balance of skills, knowledge and experience required to fulfil the functions of the CUCET Management Committee will inform the selection process.

Expressions of Interest for membership will be assessed by a panel appointed by the ETEE Board and will be assessed in consideration of current members' balance of skills, knowledge and experience; and against the following selection criteria:

- a. Involvement in, or representative of any, or more than one, of the following:
 - o Education, skills and training.
 - o Local employers and industry.
 - o Community and local organisations.
 - o Different population cohorts in the regions e.g. Aboriginal, migrant, youth.
 - o The different regions within the CUC Eastern Tasmania's geographical coverage.
- b. Management, leadership or service delivery qualifications, or practical experience, in a field relevant to study hub operations and governance: e.g. education; leadership; compliance; accounting/financial; community development; and operational, project and risk management.
- c. Experience as an office bearer or a member of a Board in an incorporated or unincorporated association is favourable but not essential.

APPOINTMENT PROCESS

Upon closing of the Expressions of Interest (EOI) period all expressions received will be assessed by a panel nominated by the ETEE Board against:

- (1) the selection criteria, and
- (2) in consideration of the current CUCET Management Committee membership; to achieve a balance of representation, skills, knowledge and experience.

The ETEE Board will endorse the committee members at a General Board Meeting. All applicants will be informed of the decision on the first Monday following the ETEE Board meeting where the decision was made.

SCHEDULE

EOIs open	EOIs close	Panel assessment & recommendation	Decision by ETEE Board	Applicants notified of outcome
13 Jul 2026	7 Aug 2026	11 Aug 2026	13 Aug 2026	14 Aug 2026

POSITION

The Chair provides leadership to CUCET Management Committee to oversee the delivery and coordination of CUC Eastern Tasmania activities as it fulfils its responsibilities as a Regional University Study Hub in Eastern Tasmania.

In discharging the role, the Chair will be impartial, ensuring the views of all members are canvassed, and all meetings are conducted in good order.

The Chair will act as the chief spokesperson for the CUC Eastern Tasmania, providing leadership within the region in relation to the Study Hub. The Chair will be the primary contact between the CUCET Management Committee and the Centre Manager; the CUCET Management Committee and the Board of ETEE.

TERM

The Chair will be appointed by the Board of ETEE for a period of 3 years (maximum of 2 terms).

FUNCTIONS OF THE CHAIR

The Chair will be required to carry out the following functions:

- a. Provide leadership to the committee to fulfil its duties, by employing best practice meeting and committee management, good governance; delegation of tasks; and effective communication between the ETEE Board, CUCET Management Committee and the Centre.
- b. Ensure recommendations and decision-making is informed by accurate operational information, within scope of agreed plans, in accordance with all required legislative requirements, grants and partnerships executed between ETEE and other parties,
- c. Ensure recommendations and decision-making are informed by community views, strengths and needs as they relate to participation in learning and employment.
- d. Provide strategic oversight on the CUC Eastern Tasmania including monitoring of strategic and operational plans and risk management frameworks in consultation with ETEE.
- e. Monitor program and Centre performance and report to the ETEE Board.
- f. Engage with stakeholders and promote the constitutional objectives of ETEE and strategic goals of CUC Eastern Tasmania.
- g. Lead the advocacy and promotion of the Centre and its role within the community.
- h. Nominate three (3) members to be elected as Directors on the ETEE Board, and represent the CUCET Management Committee on the ETEE Board unless this person declines the nomination and delegates the ETEE duties to another Member who is a nominated Director.

GOVERNANCE AND OVERSIGHT

The CUCET Management Committee are responsible for the governance of CUC Eastern Tasmania and will:

- a. Ensure the business and affairs of CUC Eastern Tasmania are conducted in a manner that is sound and is consistent with CUC Eastern Tasmania's strategic and operational plans and in accordance with all relevant regulatory and compliance requirements; and legal agreements signed between East Tas Education and Employment Ltd and other parties.

- b. Consult with CUC Central on the strategic direction of CUC Eastern Tasmania and provide recommendations to ETEE.
- c. Oversee budget development, ensuring alignment with grant conditions and other legal agreements, for consideration and approval by the ETEE Board.
- d. Oversee delivery of programs and implementation of agreed plans, in accordance with grant funding conditions, and all relevant areas of compliance.
- e. Oversee reporting of budgets, programs and plans before submission to relevant parties.
- f. Oversee recruitment and employment and make recommendations to ETEE to ensure this occurs in accordance with contemporary human resource practices, and within the parameters of ETEE policies and procedures.
- g. Ensure appropriate risk management and operational procedures are in place, in line with ETEE and CUC Eastern Tasmania policies and procedures and all relevant regulatory and compliance requirements.

CHAIR RESPONSIBILITIES

The Chair will:

- a. Provide leadership to the CUCET Management Committee, and operations of CUC Eastern Tasmania; and set the tone, implement and monitor adherence to the principles of good governance as specified by AICD.
- b. Be responsible for representing perspectives relevant to the activities of CUC Eastern Tasmania and act in the best interests of the region to support access to education for all people in their communities, including keeping up to date with latest information about the Centre and the community.
- c. Provide leadership to the community and act as an advocate for the work of the Centre, and its role within the community, and the constitutional objectives of ETEE.
- d. Reflect the values of the CUC Eastern Tasmania and East Tas Education and Employment in their actions as part of the CUCET Management Committee.
- e. Reconcile differences in opinion and approach, and resolve disputes arising from them in a professional and respectful manner.
- f. Use their skills, knowledge and networks to help fulfil the functions of the CUCET Management Committee; and support CUC Eastern Tasmania to achieve their strategic goals.
- g. Share information with the CUCET Management Committee and stakeholders on activities, opportunities and risks that are related and of interest CUC Eastern Tasmania and ETEE, within common principles of confidentiality.
- h. Disclose the nature and extent of any actual or perceived conflict of interest in a matter that is being considered at a meeting of the CUCET Management Committee.

REMUNERATION & EXPENSES

Service on the CUC Eastern Tasmania Management Committee is without remuneration, except for reimbursement for what is determined to be reasonable travel, accommodation and other expenses incurred while engaged on business of the CUCET Management Committee or the ETEE Board.



POSITION

The member will provide support to CUC Eastern Tasmania and oversee the delivery and coordination of CUC Eastern Tasmania activities as it fulfils its responsibilities as a Regional University Study Hub in Eastern Tasmania.

TERM

Members will be appointed by the Board for a period of 3 years and may be reappointed for a further period or periods subject to any extension of the Term of the Authority beyond three (3) years.

COMMITTEE MEMBER FUNCTIONS

The Member will be required to carry out their functions (along with the Chair) in accordance with the following:

- a. Contribute to the making of recommendations and decisions informed by accurate operational information, within scope of agreed plans, in accordance with all required legislative requirements, grants and partnerships executed between ETEE and other parties.
- b. Contribute to the making of recommendations and decisions informed by community views, strengths and needs as they relate to participation in learning and employment.
- c. Provide strategic oversight on the CUC Eastern Tasmania including monitoring of strategic and operational plans and risk management frameworks in consultation with ETEE.
- d. Monitor program and Centre performance, under the direction of the Chair.
- e. Engage with stakeholders and promote the constitutional objectives of ETEE and strategic goals of CUC Eastern Tasmania.
- f. Advocate and promote the Centre and its role within the community.
- g. Provide advice, information and assistance to the ETEE Board on its functions and powers as needed.
- h. Follow environmentally sound principles in its development and resource management activities.
- i. Endorse the Strategic Plan and Operational Plans for CUC Eastern Tasmania.
- j. Work with the Chair to maintain a strong working relationship and communication with the ETEE Board.

GOVERNANCE AND OVERSIGHT

The CUCET Management Committee are responsible for the governance of CUC Eastern Tasmania and will:

- a. Ensure the business and affairs of CUC Eastern Tasmania are conducted in a manner that is sound and is consistent with CUC Eastern Tasmania's strategic and operational plans and in accordance with all relevant regulatory and compliance requirements; and legal agreements signed between East Tas Education and Employment Ltd and other parties.

- b. Consult with CUC Central on the strategic direction of CUC Eastern Tasmania and provide recommendations to ETEE.
- c. Oversee budget development, ensuring alignment with grant conditions and other legal agreements, for consideration and approval by the ETEE Board.
- d. Oversee delivery of programs and implementation of agreed plans, in accordance with grant funding conditions, and all relevant areas of compliance.
- e. Oversee reporting of budgets, programs and plans before submission to relevant parties.
- f. Oversee recruitment and employment and make recommendations to ETEE to ensure this occurs in accordance with contemporary human resource practices, and within the parameters of ETEE policies and procedures.
- g. Ensure appropriate risk management and operational procedures are in place, in line with ETEE and CUC Eastern Tasmania policies and procedures and all relevant regulatory and compliance requirements.

COMMITTEE MEMBER RESPONSIBILITIES

CUCET Management Committee Members will:

- a. Practice and facilitate adherence to the principles of Good Governance as defined by AICD.
- b. Be responsible for representing perspectives relevant to the activities of CUC Eastern Tasmania and act in the best interests of the region to support access to education for all people in their communities, including keeping up to date with latest information about the Centre and the community.
- c. Provide leadership to the community and act as an advocate for the work of the Centre, and its role within the community, and the constitutional objectives of ETEE.
- d. Reflect the values of the CUC Eastern Tasmania and East Tas Education and Employment in their actions as part of the CUCET Management Committee.
- e. Reconcile differences in opinion and approach, and resolve disputes arising from them in a professional and respectful manner.
- f. Use their skills, knowledge and networks to help fulfil the functions of the CUCET Management Committee; and support CUC Eastern Tasmania to achieve their strategic goals.
- g. Share information with the group and relevant stakeholders on activities that are related and of interest to the Role of the Board.
- h. Disclose the nature and extent of any actual or perceived conflict of interest in a matter that is being considered at a meeting of the CUCET Management Committee.

REMUNERATION & EXPENSES

Service on the CUC Eastern Tasmania Board is without remuneration, except for reimbursement for what is determined to be reasonable travel, accommodation and other expenses incurred while engaged on business of the Board.