

Vice-Chancellor's Advisory Committee Terms of Reference

Section 1 - Establishment

(1) The Vice-Chancellor's Advisory Committee was established in April 2021, replacing the previous Executive Leadership Group, with an expanded membership.

Section 2 - Functions and Responsibilities

(2) The role of VCAC is to:

- a. Advise on the strategic development and advancement of the University;
- b. Monitor the ongoing development and implementation of a robust and compliant policy framework and effective management systems and processes aligned to the strategic intent of the University as expressed in its vision and mission;
- c. Monitor and review performance across the University to improve strategically aligned outcomes and strengthen the performance culture of the University;
- d. Ensure the efficient and effective utilisation of University resources;
- e. Be a forum in which Committee members may raise issues and seek advice from other members; and
- f. Consider and provide advice on other matters for which the Vice-Chancellor and President exercises responsibility.

Section 3 - Membership

(3) The membership of the Vice-Chancellor's Advisory Group includes:

- a. Vice-Chancellor (Chair);
- b. All members of the Senior Executive Team;
- c. All Assistant Vice-Chancellors;
- d. All Associate Vice-Chancellors;
- e. All Pro Vice-Chancellors;
- f. All Directors;
- g. All Deans, including the Dean of Graduate Studies;
- h. All Heads of Research Institutes;

(4) All members are expected to attend VCAC meetings but may nominate a delegate if they are unable to do so.

VCAC Subcommittees

(5) VCAC may agree to form sub-committee and working parties. A report from meetings of such sub-groups will be

provided to the next meeting of VCAC or as agreed.

Section 4 - Chair

(6) The Vice-Chancellor is Chair of VCAC. In the absence of the Vice-Chancellor, the Provost will chair the meeting, and in the absence of both the Vice-Chancellor and Provost, a member of the Senior Executive Team will chair the meeting.

Section 5 - Secretary

(7) The University Secretary or nominee will serve as the Executive Officer of the committee.

Section 6 - Term of Office

(8) Membership of VCAC will be for the length of time the individual holds the office.

Section 7 - Quorum

(9) There is no formal quorum for VCAC, but members are expected to prioritise attendance, and at least 50% of the membership should be present for the meetings.

Section 8 - Meetings

(10) VCAC will meet monthly, with the exception of January. Committee meetings may be held by telephone, videoconference, or other electronic means. The Committee shall determine its meeting schedule annually in advance and meet as scheduled.

Section 9 - Agenda

(11) The Executive Officer will issue a call for papers for the upcoming meeting of VCAC. These papers will be submitted through a member of the Senior Executive Team.

(12) Any documents not available at that time should be submitted for a future scheduled meeting. The finalised agenda and documentation is circulated to members at least three working days prior to the meeting of VCAC.

(13) The VCAC submission coversheet must be submitted for all agenda items to provide a brief summary of the major issues addressed in the paper, to summarise the background to the paper and to outline the specific action required. The coversheet is to be used as a primary reference document for consideration by members. The length of the coversheet should be no more than two pages.

Section 10 - Reporting

(14) The Executive Officer prepares minutes of the meeting. The approved minutes are issued to VCAC and follow-up action initiated with all parties.

(15) Activities requiring future action will be recorded on the action sheet. Each activity will be assigned a specific meeting date for providing the revised/updated paper or report on a pending action. These items will be included on

the agenda of the upcoming meeting.

Section 11 - Conflicts of Interest

(16) Where a member has a real or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required.

Section 12 - Non-compliance

(17) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct – Students](#).

(18) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Students](#).

(19) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

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Effective Date	5th May 2021
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Committee Chair	Fiona Coulson Vice-Chancellor
Author	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
Enquiries Contact	Melanie Paine Director Office of the Vice-Chancellor <hr/> Office of the Vice-Chancellor and President