Vice-Chancellor's Advisory Committee Terms of Reference

Section 1 - Establishment

(1) The Vice-Chancellor's Advisory Committee (VCAC) is established under Part 3, Section 15 of the Charles Darwin University Act 2003.

Section 2 - Functions and Responsibilities

(2) The Vice-Chancellor's Advisory Committee serves as a forum for Charles Darwin University leaders to discuss issues and advise the Vice-Chancellor.

(3) The primary functions of VCAC are to:

a. Provide advice on the strategic development and advancement of the University;
b. Recommend effective approaches to assist the development and implementation of policies and management systems that align with the University's Strategic Plan and vision.
c. Consider strategies to enhance 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. Act as a platform for discussing issues and seek advice from other members; and
f. Provide advice on other matters for which the Vice-Chancellor and President exercises responsibility.

VCAC subcommittees

(4) VCAC may agree to form subcommittees and working parties. A report from meetings of such groups will be provided to the next VCAC meeting, or as agreed.

Section 3 - Membership

(5) The Vice-Chancellor's Advisory Committee is to consists of representatives of areas of the University which deliver operational services. The membership of the Vice-Chancellor's Advisory Committee includes:

a. Vice-Chancellor and President (Chair);
b. All members of the Senior Executive Team;
c. All Associate Vice-Chancellors;
d. All directors of research institutes;
e. Dean of Graduate Studies;
f. CDU TAFE Deputy Chief Executives; and
g. Directors from various operational services across the University.

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(6) Membership may be reviewed as deemed necessary by the Chair.

Members’ attendance

(7) Attendance by members will be monitored by the Director Office of the Vice-Chancellor. If a member has three consecutive unexplained absences from VCAC meeting, the Vice-Chancellor will discuss this with Vice-President Governance and University Secretary their future participation as a member of the committee.

Rights of audience and debate

(8) The Vice-Chancellor's Advisory Committee may invite any person/s – whether from within or external to the University – to attend specific meetings or for specific items within a meeting to assist the committee in its deliberations.

Section 4 - Chair

(9) The Vice-Chancellor is Chair of the Vice-Chancellor's Advisory Committee. In the absence of the Vice-Chancellor, a member of the Senior Executive Team will Chair the meeting.

Section 5 - Secretary

(10) The Director Office of the Vice-Chancellor or nominee will provide secretariat support to the Committee.

Section 6 - Term of Office

(11) Members of the Vice-Chancellor's Advisory Committee are members of the committee for the duration of their appointment to their position.

Section 7 - Quorum

(12) The is no formal quorum for the Vice-Chancellor's Advisory Committee, however members are expected to prioritise attendance, and at least 50% of the membership should be present for the meetings.

Section 8 - Meetings

(13) The Vice-Chancellor's Advisory Committee will meet at least four times per year. The Vice-Chancellor shall determine the annual VCAC meeting schedule and may call additional meetings if necessary.

Member conduct

(14) Professional conduct of members is always expected. The Chair may call members to order as required.

(15) As required, members must treat items of discussion with confidentiality.

Section 9 - Agenda

(16) The secretary will issue a call for papers, presentations, and workshops for the upcoming meetings of VCAC. These papers will be submitted through a member of the Senior Executive Team.

(17) Any documents not available to be submitted for the upcoming meeting should be submitted for a future scheduled meeting. The finalised agenda and documentation to be circulated to members at least three (3) days prior to the meeting date.

(18) The governance 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 of the paper and to outline the specific action required. The coversheet is to be used as a primary reference document for consideration by members.

Section 10 - Minutes

(19) The Director Office to the Vice-Chancellor prepares the action minutes of the meeting. The minutes will be made available within two weeks of the meeting. The action minutes will include only the conclusion of discussions and the action that needs to be taken.

Section 11 - Reporting

(20) 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 12 - Conflicts of Interest

(21) Where a member has an actual, potential 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, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(22) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees 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 2025 and the Code of Conduct - Students.

(23) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(24) 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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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 Office of the Vice-Chancellor and President