Self-Assurance Steering Group Terms of Reference

Section 1 - Establishment

(1) The Self-Assurance Steering Group (SASG) is established under the Compliance Management Policy.

Section 2 - Functions and Responsibilities

(2) The SASG will:

a. monitor the systems and processes for ongoing compliance with the following:
    i. VET Quality Framework;
    ii. Higher Education Standards Framework (Threshold Standards) 2021;
    iii. National Code of Practice for Providers of Education and Training to Overseas Students 2018;
    iv. ELICOS Standards 2018; and
    v. National Standards for Foundation Programs 2021.
b. be a forum for maintaining and promoting a culture and commitment to educational and research quality and student outcomes.
c. implement a schedule for self-assurance of regulatory standards for higher education and VET.
d. establish Quality Reference Groups to:
    i. review systems and processes for assuring full compliance with regulatory standards;
    ii. set actions to enhance the systems and processes for assuring quality; and
    iii. identify rectifications to any non-compliances identified in the review of systems and processes.
e. monitor action plans resulting from Quality Reference Groups.
f. initiate recommendations for internal audit and/or review.
g. oversee the enhancement plans to evidence re-registration with ASQA, TEQSA and CRICOS.
h. provide advice and recommendations to the Provost to report to the Audit, Risk and Compliance Committee and Council about systemic risks or non-compliance.

Operations

(3) The SASG will:

a. develop an annual self-assurance plan.
b. establish Quality Reference Groups with a focus on:
    i. Training and Assessment/Learning and Teaching;
    ii. Students (enrolment, support, progression and completion/graduations);
    iii. Marketing and Recruitment;
    iv. Governance and Quality Assurance; and
    v. Research and Research Training.
c. receive reports from the Quality Reference Groups and determine or recommend actions within the functions of

the SASG in response to such reports.

d. report to the Academic Board every September and February to provide oversight of the cyclical program of self-assurance to respond to key areas of academic risk.
e. review its own performance against its Terms of Reference at least annually.
f. consider and report on any matter referred by the Academic Board or the Vice-Chancellor.

Referral of matters

(4) The SASG may refer any item to:

a. Academic Board or its sub-committees for discussion, consideration and/or action concerning learning and teaching matters.
b. Audit, Risk and Compliance Committee regarding systemic risks or non-compliances.
c. Re-registration committees relating to actions or enhancement which will support re-registration processes.

Section 3 - Membership

(5) Membership of the SASG will comprise:

a. Provost;
b. Deputy Provost;
c. The Chairs of each Quality Reference Group;
d. Quality Specialist – VET; and
e. Associate Director Academic Quality and Integrity.

Members' attendance

(6) Attendance by members will be monitored by the secretary. If a member has three consecutive unexplained absences from SASG meetings, the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

Section 4 - Chair

(7) The Provost will be Chair of the SASG.

(8) The Deputy Provost will be Deputy Chair of the SASG.

(9) If the Chair is not available, the Deputy Chair will chair the meeting.

(10) If the Chair and Deputy Chair are both unavailable, the members present will elect a chair for that meeting.

Section 5 - Secretary

(11) The Provost (or nominee) will act as secretary to the Self-Assurance Steering Group.

Section 6 - Terms of office

(12) SASG members, other than ex officio members, will hold office for the duration of their appointment.

(13) An elected or appointed member vacates their office if they are absent, without apology, from three consecutive meetings of the committee.

Section 7 - Quorum

(14) At a meeting of the SASG quorum is constituted as 50% plus one member of the SASG.

Section 8 - Meetings

(15) The SASG will meet at least four times per year, and the Chair may call additional meetings if necessary.

(16) Matters requiring a resolution or recommendation by the committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote.

Member conduct

(17) Professional conduct of members is expected at all times. The Chair may call members to order as required.

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

Section 9 - Agenda

(19) The agenda is to be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

Section 10 - Minutes

(20) Meeting minutes and action items will be made available within two weeks of the meeting.

(21) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - Reporting

(22) The minutes and action items from the SASG will be provided to Academic Board bi-annually, in February and September.

(23) Information relating to matters under consideration and issues resolved will be disseminated to the University.

Section 12 - Conflicts of interest

(24) 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

(25) 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.

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

(27) 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

Status	Current
Effective Date	15th October 2024
Review Date	15th October 2026
Approval Authority	Vice-Chancellor
Approval Date	23rd February 2024
Expiry Date	Not Applicable
Committee Chair	Fiona Coulson Provost
Author	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
Enquiries Contact	Ruttiya McElroy Executive Officer