

Artificial Intelligence Steering Group Terms of Reference

Section 1 - Establishment

(1) The Artificial Intelligence Steering Group (AISG) is established by the Vice-Chancellor to provide strategic oversight of the implementation of the Institutional Generative AI Action Plan. The AISG is responsible for monitoring progress against agreed actions and milestones, ensuring implementation remains aligned with institutional priorities, managing strategic risks and opportunities, and providing guidance to support the effective, ethical, and responsible adoption of generative artificial intelligence (generative AI) across the University. Through regular review of the plan's progress, the AISG promotes accountability and coordination and supports decision-making to enable the successful delivery of the plan.

Section 2 - Functions and Responsibilities

(2) The AISG will:

- a. Oversee implementation of the University's Generative AI Strategic Plan and monitor progress against agreed actions and milestones.
- b. Review implementation tracker, key performance indicators, and emerging issues.
- c. Provide strategic advice and direction on institutional priorities for generative AI in teaching, learning, research, and professional services.
- d. Monitor strategic risks, ethical considerations, regulatory developments, and compliance with University policies.
- e. Resolve or escalate implementation barriers, dependencies, and resource issues as appropriate.
- f. Ensure coordination across faculties, divisions, and governance committees to support a consistent institutional approach.
- g. Consider recommendations for updates to the Plan in response to changing technologies, legislation, or institutional priorities.
- h. Champion responsible, ethical, and evidence-informed adoption of generative AI across the University.
- i. Provide advice and recommendations to the Academic Board and the Audit, Risk and Compliance Committee on significant decisions relating to generative AI.

Section 3 - Membership

(3) Membership of the AISG will comprise:

- a. Provost (Chair);
- b. Deputy Provost;
- c. Vice-President Governance and University Secretary (or delegate);
- d. Deputy Director Office of the CIDO;

- e. Director People and Culture;
- f. Director Student and Academic Services;
- g. Director Student Engagement;
- h. Director Library Services;
- i. Dean of Graduate Studies;
- j. Director Research;
- k. Representative from First Nations Leadership;
- l. Associate Director Curriculum Assessment and Teaching Development;
- m. Associate Director Learning Systems and Resources; and
- n. Senior Digital Education and AI Specialist.

(4) Other members may also be invited, including, but not limited to:

- a. HE AI Academic;
- b. VET AI Academic; and
- c. Chief Marketing and Communications Officer.

Members' attendance

(5) The secretary will monitor members' attendance. If a member has three consecutive unexplained absences from Artificial Intelligence Steering Group meetings, the Chair will discuss the matter with that member.

Section 4 - Chair

(6) The Provost will be Chair of the AISG.

(7) The AISG will elect a Deputy Chair from the membership.

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

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

Section 5 - Secretary

(10) The Provost will nominate a secretary for the AISG.

Section 6 - Terms of office

(11) Membership of the AISG is attached to the member's substantive role. Members will remain on AISG for as long as they occupy the substantive position, unless otherwise determined by the Chair.

(12) If a member is unable to attend a meeting, they may nominate a delegate to attend on their behalf.

Section 7 - Quorum

(13) At a meeting of the AISG, the quorum is constituted as 50% plus one members of the AISG.

Section 8 - Meetings

(14) The AISG will meet at least 3 times per year, and the Chair may call additional meetings if necessary.

Member conduct

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

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

Section 9 - Agenda

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

Section 10 - Out-of-session approval

(18) Urgent matters requiring resolution before the next scheduled meeting or before an additional meeting can be called may be addressed by a circular resolution sent to members via email out of session.

(19) Any circular resolutions will be reported in the minutes of the next meeting.

(20) Circular resolutions should be used infrequently and only for urgent matters that do not require lengthy discussion by AISG members. If a lengthy discussion is required to support the decision, an AISG meeting should be convened.

Section 11 - Minutes

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

(22) 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 12 - Reporting

(23) The AISG will report to Academic Board on the progress of actions relating to research, students, learning and teaching in accordance with the Comprehensive Reporting Framework (CRF).

(24) The AISG will report annually to the Audit, Risk and Compliance Committee on the progress of the institutional plans.

Section 13 - Conflicts of interest

(25) 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 14 - Non-Compliance

(26) 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](#).

(27) Complaints may be raised in accordance with the [Complaints and Grievance Policy and Procedure - Employees](#) and [Complaints Policy - Students](#).

(28) 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	Louise King Provost
Author	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
Enquiries Contact	Teaching and Learning Connect

Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called 'governance documents' and are often referred to as 'policy' or 'University policy'.

"Generative artificial intelligence" - Generative artificial intelligence is a system that uses artificial intelligence to generate new content, including text, images, sound, and videos. The Organisation for Economic Co-operation and Development (OECD) defines artificial intelligence as a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.