

# Vice-Chancellor's Advisory Group

---

## TERMS OF REFERENCE

### 1. TITLE OF COMMITTEE

Vice-Chancellor's Advisory Group (VCAG)

### 2. ESTABLISHMENT

The Vice-Chancellor's Advisory Group is established under Part 3 Section 15 of the [Charles Darwin University Act 2003](#).

### 3. FUNCTIONS AND RESPONSIBILITIES

The role of the Vice-Chancellor's Advisory Group (VCAG) is to:

- Provide strategic and tactical advice to members relevant to their portfolio responsibilities and to the Vice-Chancellor on whole-of-University issues including planning and resourcing;
- Review and endorse proposed governing documents in respective portfolios and those relevant to organisational change and renewal; and
- Review progress on major projects, operational priority plans and other plans.

### 4. MEMBERSHIP

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

- Vice-Chancellor (Chair);
- Deputy Vice-Chancellor (Deputy Chair);
- Executive Director, Corporate Services;
- Executive Director, Finance and Asset Services;
- Pro Vice-Chancellor, Academic;
- Pro Vice-Chancellor, Engineering, Health, Science and the Environment;
- Pro-Vice-Chancellor, Indigenous Leadership;
- Pro Vice-Chancellor, Law, Education, Business and Arts;
- Pro Vice-Chancellor, Strategy and Planning; and
- Pro Vice-Chancellor, Vocational Education and Training.

All members are expected to attend VCAG meetings. When a member is off-campus and consequently unavailable to attend (and cannot attend by video or teleconference) an alternate (and suitably senior) member may attend the meeting.

#### VCAG Subcommittees

A report from subcommittee meetings must be submitted to the next VCAG meeting following the subcommittee meeting, generally for noting. Recommendations from subcommittees must be brought forward to VCAG for discussion.

The VCAG subcommittees are as follows:

- Capital Development and Space Management Committee;
- CDROC;
- Environmental Management Committee;
- Equity Committee;
- International Committee;
- IT Governance Committee;
- Marketing Advisory Committee;
- Strategic Marketing Committee; and
- VET Strategic Workplace Asset Management Plan Working Group.

## 5. CHAIR

The Vice-Chancellor is Chair of the Vice-Chancellor's Advisory Group. In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor will chair the meeting.

## 6. SECRETARY

The Director, Strategic Services and Governance will serve as the Executive Officer of the committee.

## 7. TERM OF OFFICE

N/A

## 8. QUORUM

N/A

## 9. MEETINGS

VCAG shall meet on a fortnightly basis.

## 10. RESOLUTIONS OF THE VICE-CHANCELLOR'S ADVISORY GROUP

Matters requiring a resolution by VCAG are to be determined by Vice-Chancellor.

## 11. AGENDA

The Executive Officer will issue a call for papers for the upcoming meeting of VCAG. Any documents not available at that time should be submitted for a future scheduled meeting.

The finalised agenda and documentation is circulated to members prior to the meeting of VCAG.

The VCAG 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 recommendations that VCAG is being asked to consider). The coversheet is to be used as a primary reference document for consideration of members. The length of the coversheet should be no more than two pages.

## 12. REPORTING

Items on the agenda are considered and discussed at the meeting with any recommendations being put forward to the Vice-Chancellor for approval.

The Executive Officer prepares a report of the meeting. The approved report is issued to VCAG and follow-up action initiated with all parties.

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. The practice of detailed analysis of the action sheet will be discontinued unless specific requests to discuss or update an item are raised by members.

### 13. RELEVANT DEFINITIONS

In the context of this document:

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. A Governance document is a formal statement of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff and students they include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement.

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017
<b>Sponsor:</b>	Vice-Chancellor
<b>Contact Officer:</b>	Director, Strategic Services and Governance

Version	Date Approved	Approved by	Brief Description
1.00	4 Aug 2010	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	28 Dec 2010	Governance	<ul style="list-style-type: none"> <li>• Convert document to new template</li> <li>• Addition of VCAG subcommittees: Mataranka Station Advisory Committee and Risk Committee.</li> <li>• Change Indigenous reference Group to Vice- Chancellor's Indigenous Advisory Council to reflect title change.</li> <li>• Change Executive Dean to Pro Vice-Chancellor to reflect title change.</li> <li>• Change Environmental Sustainability Group to Environmental Management Committee to reflect title change.</li> <li>• Change PVC teaching and Learning to PVC learning, Teaching and Community Engagement to reflect title change.</li> <li>• Change Executive Dean Law, Business and Arts to PVC Law, Education Business and Arts to reflect faculty name change.</li> <li>• Change Executive Dean Education Health and science to PVC Engineering, Health, Science and the Environment to reflect faculty name change.</li> <li>• Change Director, Strategic Planning, projects and Review to Director, Strategic Services and Governance to reflect title change.</li> </ul>
1.02	30 Dec 2011	Governance	<ul style="list-style-type: none"> <li>• Change title of contact officer</li> <li>• Minor changes to grammar, spelling and formatting</li> <li>• Addition of members due to organisational chart changes</li> <li>• SDVC changed to DVC</li> <li>• Addition of marketing committees and removal of risk committee</li> </ul>
1.03	14 mar 2013	Governance	<ul style="list-style-type: none"> <li>• Updated hyperlinks</li> <li>• Converted document to new template</li> <li>• Assigned document number</li> <li>• Minor changes to wording, grammar and formatting</li> <li>• Addition of relevant definitions</li> <li>• Removal of PVCRRRT from membership as role is filled by PVCEHSE</li> <li>• Revision of VCAG subcommittees</li> <li>• Changes to membership</li> </ul>
2.00	18 Apr 2013	Vice-Chancellor	Major review
2.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> </ul>