

Vice-Chancellor's Advisory Committee

ESTABLISHMENT

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

FUNCTIONS AND RESPONSIBILITIES

The role of VCAC is to:

- Advise on the strategic development and advancement of the University;
- 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;
- Monitor and review performance across the University to improve strategically aligned outcomes and strengthen the performance culture of the University;
- Ensure the efficient and effective utilisation of University resources;
- Be a forum in which Committee members may raise issues and seek advice from other members; and
- Consider and provide advice on other matters for which the Vice-Chancellor and President exercises responsibility.

MEMBERSHIP

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

- Vice-Chancellor (Chair);
- All members of the Senior Executive Team;
- All Assistant Vice-Chancellors;
- All Associate Vice-Chancellors;
- All Pro Vice-Chancellors;
- All Directors;
- All Deans, including the Dean of Graduate Studies;
- All Heads of Research Institutes;

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

VCAC Subcommittees

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.



CHAIR

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.

SECRETARY

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

TERM OF OFFICE

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

QUORUM

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.

MEETINGS

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.

AGENDA

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.

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.

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.

REPORTING

The Executive Officer prepares minutes of the meeting. The approved minutes are issued to VCAC 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.

CONFLICTS OF INTEREST

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.

DOCUMENT HISTORY AND VERSION CONTROL

Last ammendment	5 May 2021
Owner	Vice-Chancellor

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"> • Convert document to new template • Addition of VCAG subcommittees: Mataranka Station Advisory Committee and Risk Committee. • Change Indigenous reference Group to Vice- Chancellor’s Indigenous Advisory Council to reflect title change. • Change Executive Dean to Pro Vice-Chancellor to reflect title change. • Change Environmental Sustainability Group to Environmental Management Committee to reflect title change. • Change PVC teaching and Learning to PVC learning, Teaching and Community Engagement to reflect title change. • Change Executive Dean Law, Business and Arts to PVC Law, Education Business and Arts to reflect faculty name change. • Change Executive Dean Education Health and science to PVC Engineering, Health, Science and the Environment to reflect faculty name change. • Change Director, Strategic Planning, projects and Review to Director, Strategic Services and Governance to reflect title change.
1.02	30 Dec 2011	Governance	<ul style="list-style-type: none"> • Change title of contact officer • Minor changes to grammar, spelling and formatting • Addition of members due to organisational chart changes • SDVC changed to DVC • Addition of marketing committees and removal of risk committee
1.03	14 Mar 2013	Governance	<ul style="list-style-type: none"> • Updated hyperlinks • Converted document to new template • Assigned document number • Minor changes to wording, grammar and formatting • Addition of relevant definitions • Removal of PVCRRRT from membership as role is filled by PVCEHSE



			<ul style="list-style-type: none">• Revision of VCAG subcommittees• Changes to membership
2.00	18 Apr 2013	Vice-Chancellor	<ul style="list-style-type: none">• Major review
2.01	15 Dec 2017	Governance	<ul style="list-style-type: none">• Conversion to new Governance template due to new University branding
3.00	24 Feb 2121	Vice-Chancellor	<ul style="list-style-type: none">• Complete review of documents• Now called CDU Executive Leadership Group
4.00	5 May 2021	VCAC	<ul style="list-style-type: none">• Complete review of document• Now called the Vice-Chancellor Advisory Committee