

Terms of Reference

TEQSA 2024 Steering Committee

Responsible officer	Provost	Approval Date	15 February 2023
Committee	Senior Project Officer,	Approval Authority	TEQSA 2024 Steering
Services Officer	Office of the Provost		Committee
Higher Education Standards Framework (Threshold Standards) 2021		Domain 5 Institutional Quality Assurance	
		Domain 6 Governance and Accountability	

1. Role

The role of the TEQSA 2024 Steering Committee is to oversee preparation of the University's renewal of registration application, due for submission to TEQSA on 28 October 2024.

2. Functions

The TEQSA 2024 Steering Committee will:

1. In consultation with Risk Management, Compliance and Insurance Services, oversee internal self-assessment activities to identify areas of risk, inform development of an internal audit plan and monitor outcomes;
2. Oversee development and execution of project plans for each of the seven domains in the *Higher Education Standards Framework (Threshold Standards) 2021*;
3. Co-operate and provide requisite information in relation to any audit or advisories conducted by assurance services in relation to the project;
4. Ensure delivery of project milestones and facilitate required reporting to governance and executive-level committees, as set out in the TEQSA 2024 Program Outline;
5. Ensure submission to TEQSA of the re-registration application by the due date of 28 October 2024.

3. Meetings, Reporting and Minutes

Frequency of and Conduct of Meetings: The Steering Committee normally will meet every two months or as required, to align with reporting to Audit and Risk Committee meetings, where possible.

Meetings of the Steering Committee will be chaired by the Provost. In the absence of the Provost, the Deputy Vice-Chancellor (Academic Affairs) will act as Chairperson.

Reporting: The Steering Committee will report on progress to each meeting of Audit and Risk Committee, and at least twice each year to Academic Board and Vice-Chancellor's Executive.

Minutes: For all meetings, minutes will be kept as per University policy and procedure.

4. Membership

- Provost (Chairperson)
- Deputy Vice-Chancellor (Academic Affairs)
- Deputy Vice-Chancellor (Research and Innovation)
- Pro Vice-Chancellor (Engagement)
- Pro Vice-Chancellor (International)
- Dean (Academic)
- Dean (Academic Transformation)
- Dean (Students)
- Dean (Learning and Teaching Futures)
- Academic Registrar
- Deputy Academic Registrar and Director (Student Administration)
- Chair of Academic Board
- Deputy Chair of Academic Board
- Director (Governance) and University Secretary
- Academic Board Member
- Principal Advisor (Academic Governance and Standards)
- Director (Risk Management, Compliance and Insurance) (non-voting)

5. Responsibilities of Steering Committee Members

While members are appointed to represent their organisational constituencies, they are expected to contribute to the overall interests and objectives of the University. Should Board members be unable to attend a scheduled meeting, a nominated proxy should attend in their place. The proxy will have authorised decision making and voting responsibility to act on the Board members behalf.

6. Working parties and Co-option

1. The Steering Committee may establish working parties as it deems necessary or desirable for it to carry out its functions.
2. The Steering Committee may co-opt members of the University to their membership for such terms as they may decide. Co-opted members will have full voting rights.
3. The Steering Committee may invite other persons to provide advice and assistance in respect of specific issues being considered, as required, noting that an invited participant will have no voting rights.