

ESOS AND DIAC MANAGEMENT COMMITTEE

1 Establishment

This Committee was established by the Deputy Vice Chancellor (International) in 2010 and reports to the Vice Chancellor's Advisory Committee through the International Report provided by the Deputy Vice Chancellor (International). Given the complexity of the Education Services for Overseas Students (ESOS) suite of legislation, and Department of Immigration and Culture (DIAC) changes to student visa and permanent migration regulations which affect CQUniversity students, this committee provides an essential coordinating role across a range of University functional areas.

2 Functions and Responsibilities

This Committee's functions are to monitor changes to the ESOS suite of legislation, and the Migration Act and related regulations and legislation, so it can:

- 2.1 develop informed responses to Government when legislation is being developed;
- 2.2 ensure the University processes and policies are consistent with legislation and are reviewed to meet any changes in legislation;
- 2.3 receive internal audit reports of compliance across all university campuses in relation to ESOS and DIAC compliance;
- 2.4 monitor training and development programs to ensure training of personnel across all university campuses.

It is acknowledged that many of the University policies which need to be monitored are actually approved through other committees of the University, such as Academic Board, however, this Committee can provide informed assistance in the development of such policies.

3 Referral of Matters

In exercising its responsibilities, this Committee may refer any item to the Vice-Chancellor's Advisory Committee for discussion, consideration and/or action.

This Committee may refer relevant matters for action or noting to other committees as appropriate.

4 Committees

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee, and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

5 Membership and Terms of Office

The membership of this Committee shall be:

Ex-officio members:

- Deputy Vice-Chancellor (International and Services) / Chief Executive Officer, C Management Services Pty Ltd or nominee;
- Deputy Vice-Chancellor (Academic and Research) or nominee;
- Director, International or nominee;
- Academic Registrar or nominee;
- Manager, Course Information Centre and Student Business Centre or nominee;
- Manager, Student Support or nominee;
- Pro Vice-Chancellor (Research) or nominee;
- Group Manager, Administrative Services (C Management Services Pty Ltd), or nominee;
- General Manager, Marketing and Recruitment (C Management Services Pty Ltd), or nominee.

Appointed members:

- Two representatives of the Higher Education Division, appointed by the Deputy Vice-Chancellor (Higher Education).

Appointed members shall serve for a term of two years, and may be re-appointed.

6 Rights of Audience and Debate

This Committee may extend rights of audience and debate on either a standing or ad hoc basis.

7 Chair and Deputy Chair

The Deputy Vice-Chancellor (International and Services) shall be the Chair, and will nominate a Deputy Chair who will act as chair in the absence of the Chair.

8 Secretary

A nominee of the Deputy Vice-Chancellor (International and Services) shall be the Secretary.

9 Executive Committee

This Committee shall have an Executive Committee, empowered to act executively between meetings where urgent business requires such action, and to form ad hoc sub-committees on such matters as determined by the Committee. Executive Committee approvals will be reported back to this Committee at the next scheduled meeting.

The Executive Committee shall comprise:

- Deputy Vice-Chancellor (International and Services) / Chief Executive Officer C Management Services Pty Ltd;
- Director (International);
- Group Manager, Administrative Services (CMS).

10 Quorum

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where attention is drawn to a loss of quorum, the meeting *may* be adjourned until such time as the Chair may determine.

11 Conflict of Interest

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

12 Meetings

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Committee meetings shall be held at least three times per year.

Committee members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who are entitled to vote on the resolution other than those on an approved leave of absence.

13 Access to Resources

Committee members will be provided with access to any resources reasonably required to fulfil their duties as a committee member.

14 Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

15 Agendas and Minutes

Agendas and associated documentation will be distributed five working days prior to the meeting, via email.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than eight working days prior to the forthcoming meeting.

Committee records are subject to the Public Records Act 2002 and therefore must be retained in accordance with the University's records management policy. Responsibility for ensuring appropriate records management for the committee rests with the Secretary under the direction of the Chair of the committee. All committee documentation shall be retained in the University's primary electronic records management system.

Minutes are to be prepared for each committee meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all committee members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting.

16 Reporting

This Committee reports to the Deputy Vice-Chancellor (International and Services) and advises the Vice-Chancellor's Advisory Committee on specific matters.

17 Evaluation and Review

In order to ensure that this committee is fulfilling its duties, it will:

- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Vice-Chancellor and President;
- provide any information the Vice-Chancellor's Advisory Committee may request to facilitate its review of the committee's performance and its members.

This Committee shall review its Terms of Reference every two years and provide a report, including any recommendations, to the Vice-Chancellor and President.

Approval Authority	Vice-Chancellor and President
Administrator	Deputy Vice-Chancellor (International and Services)
Original Approval Date	31 May 2010
Amendment History	Vice-Chancellor and President 7 August 2012
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Related Documents	