ASIA PACIFIC INTERNATIONAL COLLEGE PTY LTD

A.C.N. 061 101 488

QF026 GOVERNANCE CHARTER

DEFINITIONS

Item	Definition
Company	Asia Pacific International College Pty Ltd (APIC).
Director	A Director is a person appointed to the Board of Directors of the Company.
Independent	A member is independent if they are neither an employee, shareholder, officer, or owner of the Company or its parent company ECA as described in section 3.3 of this document.
Fit & Proper Person Requirements Declaration	A form that must be completed by all Directors and key personnel of a higher education provider as required by the higher education regulator.
Ex officio	A person holds board and/or committee membership due to holding a specific position within the College.
Higher Education Standards Framework (HESF)	The Higher Education Standards Framework (HESF) is the foundation for regulating higher education providers and courses by the Tertiary Education Quality and Standards Agency (TEQSA).
GBV/SASH	Gender-based violence, sexual assault and sexual harassment. Unless the context indicates otherwise, a reference to gender-based violence includes sexual assault, sexual harassment, sex-based harassment and other forms of sexual violence.
Higher Education Principal Executive Officer (HEPEO)	The principal executive officer of the higher education provider for the purposes of the Universities Accord (National Higher Education Code to Prevent and Respond to Gender-based Violence) Act 2025 and the National Higher Education Code to Prevent and Respond to Gender-based Violence 2025.
National Code	The National Higher Education Code to Prevent and Respond to Gender-based Violence 2025, as amended from time to time.

1. DOCUMENT PURPOSE

This Governance Charter outlines the Governance Framework of Asia Pacific International College Pty Ltd t/as Asia Pacific International College ('APIC', or 'the College'). This Charter, approved by the Company's Board of Directors, ensures that the College is appropriately governed in accordance with the regulations governing higher education providers. The Charter identifies each board and committee's roles and responsibilities, and describes the protocols to be followed to perform their duties effectively. The Charter is to be read in conjunction with the Company's Constitution, and where there are any inconsistencies, the Constitution will prevail.

2. GOVERNANCE FRAMEWORK

The Company's Constitution defines the College's institution-wide governance framework, which identifies the relationship between the College's management, its board of directors, shareholder(s), and students. The governance framework provides the structure within which the College's strategic direction and objective of being an innovative, well-regarded, quality higher education provider is set.

The boards and committees that form the College's governance framework each have specific roles and

responsibilities and provide the mechanisms within which APIC operates and holds personnel accountable. Oversight of the Higher Education Standards Framework (Threshold Standards) 2021 (HESF) is shared amongst the boards and committees identified below and, together with the policy and processes implemented, ensures that the College continues to meet its regulatory obligations.

Higher Education Threshold Standards Framework	Responsible Board/Committee	Supported by
1. Student Participation and Attainment		
1.1 Admissions	Academic Board	Learning and Teaching Committee CEO Higher Education
1.2 Credit and Recognition of Prior Learning	Academic Board	Learning and Teaching Committee
1.3 Orientation and Progression	Academic Board	Learning and Teaching Committee CEO Higher Education Registrar
1.4 Learning Outcomes and Assessment	Academic Board	Course Advisory Committee Board of Examiners Dean
1.5 Qualifications and Certification	Board of Directors	Academic Board Board of Examiners
2. Learning Environment		
2.1 Facilities and Infrastructure	Board of Directors	Academic Board Learning and Teaching Committee
2.2 Diversity and Equity	Board of Directors	Academic Board CEO Higher Education GBV/SASH Committee
2.3 Wellbeing and Safety	Board of Directors	Academic Board Learning and Teaching Committee CEO Higher Education, Registrar GBV/SASH Committee
2.4 Student Grievances and Complaints	Board of Directors	Audit and Risk Committee Academic Board CEO Higher Education GBV/SASH Committee
3. Teaching		
3.1 Course Design	Academic Board	Course Advisory Committee
3.2 Staffing	Audit and Risk Committee Academic Board	Learning and Teaching Committee CEO Higher Education
3.3 Learning Resources and Educational Support	Academic Board	Learning and Teaching Committee Dean
4. Research and Research Training		
4.1 Research	Academic Board	Scholarship and Research Committee
4.2 Research Training	Academic Board	Scholarship and Research Committee
5. Institutional Quality Assurance		
5.1 Course Approval and Accreditation	Board of Directors	Academic Board Course Advisory Committee GM Quality
5.2 Academic and Research Integrity	Academic Board	Learning and Teaching Committee Scholarship and Research Committee
5.3 Monitoring, Review, and Improvement	Academic Board	Learning and Teaching Committee Course Advisory Committee
5.4 Delivery with Other Parties	Board of Directors	Audit and Risk Committee Academic Board Learning and Teaching Committee
6. Governance and Accountability		
6.1 Corporate Governance	Board of Directors	Audit and Risk Committee CEO Higher Education and GM Quality GBV/SASH Committee

Higher Education Threshold Standards Framework	Responsible Board/Committee	Supported by
6.2 Corporate Monitoring and Accountability	Board of Directors	Audit and Risk Committee CEO Higher Education and GM Quality GBV/SASH Committee
6.3 Academic Governance	Board of Directors	Academic Board CEO Higher Education Dean GM Quality
7. Representation, Information & Information Management		
7.1 Representation	Board of Directors	CEO Higher Education
7.2 Information for Prospective Students and Current Students	Board of Directors	CEO Higher Education
7.3 Information Management	Board of Directors	Audit and Risk Committee CEO Higher Education GBV/SASH Committee

2.1. The Board of Directors (the Board), led by an Independent Chair appointed by the Shareholder(s), and acting in accordance with the Company's Constitution, will:

2.1.1 exercise competent governance oversight of and be ultimately responsible and accountable for all the College's operations in or from Australia, including accountability for the conferral of higher education qualifications and compliance with all required regulatory requirements appropriate for an Institute of Higher Education;

2.1.2 set the overall strategic directions and the framework of policies and procedures, and is ultimately responsible for both corporate and academic outcomes;

2.1.3 appoint three standing committees, the Audit and Risk Committee, the GBV/SASH Committee and the Academic Board;

2.1.4 appoint at least one Independent Member to the Audit and Risk Committee who holds professional accounting or financial qualifications;

2.1.5 ensure that the membership of the GBV/SASH Committee includes appropriate expertise in student and staff safety and wellbeing and gender-based violence prevention and response;

2.1.6 appoint and review the performance of the CEO Higher Education, who is responsible and accountable to the Board for the effective management of the College.

2.2 The Academic Board, under delegated authority from the Board of Directors, is the principal academic governing body of the College. Led by an Independent Chair, the Academic Board is ultimately responsible and accountable to the Board for setting academic institutional standards and monitoring the delivery, quality, and academic outcomes of all courses. The Academic Board approves and monitors the effectiveness of implemented policies and processes necessary to ensure that the College's courses, processes, and academic outcomes meet all legislative and regulatory requirements and are aligned with the College's strategic and business objectives.

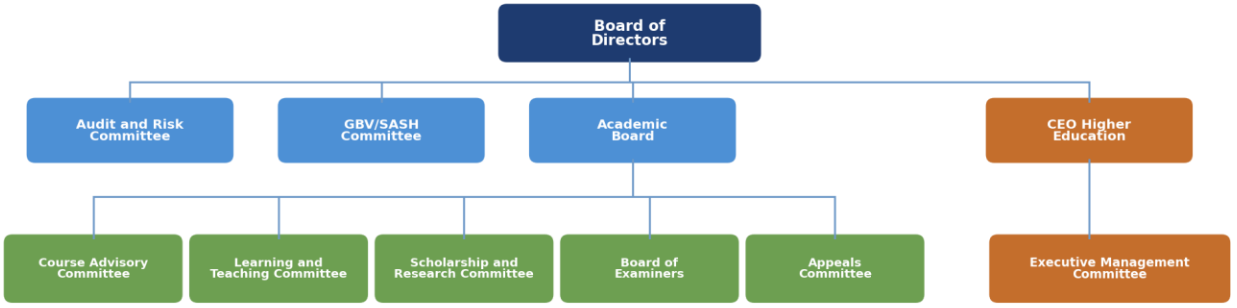
To support the execution of its responsibilities, the Academic Board has established the following standing committees:

- Board of Examiners
- Learning and Teaching Committee
- Scholarship and Research Committee
- Course Advisory Committee
- Appeals Committee

Appeals Committee is an ad hoc committee of the Academic Board, which is convened as required to hear appeals.

2.3 The College's governance framework has interdependent and overlapping functions. Each board/committee has distinct roles and responsibilities to ensure that governance is effective and implemented throughout the College.

The separation of responsibilities and roles is achieved by formal delegations to the boards and committees, as shown in the Governance Framework below. The delegated roles and responsibilities for each of the boards/committees are contained within the terms of reference presented in this Charter.



APIC Governance Framework

3. BOARD AND COMMITTEE MEMBERSHIP PROTOCOLS

3.1 Background

The College is committed to implementing processes and practices that will assure that the Independent membership of the governance boards/committees complements the internal ex officio appointments, thereby having sufficient collective competence, knowledge, skills, gender balance, and independence to conduct its business effectively.

For both the Board of Directors and the Academic Board, a Board Competency Skills matrix has been developed to identify these two boards' members' specific skills and expertise, ensuring that the collective membership provides the College with an appropriate depth of higher education capability.

3.2 Board and Committee Composition

Each board/committee's composition is described in the relevant board/committee terms of reference presented within this Charter.

3.3 Criteria and Characteristics of Independent Members

An Independent member is defined as a person who is neither an employee, shareholder, officer, or owner of Education Centre Australia Pty Ltd or any of its associated entities ("ECA"). To qualify as an Independent member, the following additional criteria will apply:

- Has not had an employment, business, or other material contractual relationship with ECA within the last three years (other than in the course of engagement as an independent expert);
- Does not have a direct or indirect material financial interest in ECA;
- Is not involved in the day-to-day management functions of ECA;
- Is sufficiently impartial and disconnected from the College's operations, and in a position to act in the College's best interests;
- Does not have a material personal interest in the outcome of a board/committee meeting;
- Is free of any interest, position, association, or relationship that might influence, or reasonably be perceived to influence their capacity to exercise independent judgement; and
- Has not been an Independent committee/board member of ECA for a period longer than ten years so that their independence may be compromised[2].

[2] https://www.teqsa.gov.au/latest-news/publications/guidance-note-corporate-governance

Independent appointments to boards and committees should complement internal appointments to ensure that the relevant boards and committees effectively conduct their business according to the respective terms of reference detailed within this Charter.

3.4 Nomination and Appointment of Board and Committee Members

3.4.1 Selection and Appointment of Independent Members to the Board of Directors and its Standing Committees

- The shareholder appoints all Directors, with advice from the Chair of the Board of Directors.
- The shareholder appoints one of the Independent Directors as the Chair of the Board of Directors.
- The Board of Directors appoints independent members of its standing committees and the Chair of each committee other than the Chair of the Academic Board.

Newly appointed board and committee members will be provided with an appointment letter together with the scheduling of an induction meeting with the relevant board/committee chair to review all relevant documentation appropriate to the board/committee position.

3.4.2 Selection and Appointment of Independent Members to the Academic Board and its Standing Committees

- The Shareholder appoints the Chair of the Academic Board (who ex officio becomes a Director).
- The Board of Directors appoints all other Academic Board members.
- The Academic Board appoints members of its standing committees.

Newly appointed board and committee members will be provided with an appointment letter together with the scheduling of an induction meeting with the relevant board/committee chair to review all relevant documentation appropriate to the board/committee position.

3.4.3 Appointment of ex officio Board and Committee members

Ex officio appointments hold the listed board/committee membership as long as they remain in the designated position. Once they cease to hold the specific position, their membership on the relevant board/committee automatically ceases.

3.5 Terms of Appointment

Unless stated otherwise in the individual Committee/Board membership profiles, the following terms of appointment apply:

Role	Term of Appointment
Chair	Appointed for an initial term of three (3) years and may be reappointed for up to two additional terms, subject to review and approval. Maximum tenure 9 years
Independent members	Independent members shall be appointed for a term of one (1) year and may be eligible for reappointment for a subsequent 2 terms, subject to review and approval. Maximum tenure 9 years
Ex officio	Staff members serving in an ex officio capacity shall serve on the Committee for the duration of their appointment to the relevant position within the College. Membership will cease when the individual no longer holds that position, and the successor to the position will assume the ex officio membership.
Student and alumni representatives	Student and Alumni representatives shall be appointed for a term of one (1) year and may be eligible for reappointment for a subsequent 2 terms, subject to review and approval. Maximum tenure 3 years. Student representatives must be enroled students at the College at the time of appointment and remain enroled for the duration of their term. Where the student representative ceases to be enroled at the College, their membership will automatically lapse, and the position will be deemed vacant until a new Student Representative is appointed.

3.6 Resignation of Board/Committee Members

Independent board/committee members may resign by providing notice in writing to the relevant board/committee chair.

All members during their term of appointment must identify any changes to their capacity to fulfill their roles during the term of their appointment, which may preclude their continuation as board/committee members and take appropriate action such as suspending their membership or resigning. Such conditions include, but are not limited to, on-going conflicts of interest; changes to their status as a fit and proper person; serious health conditions; and personal commitments.

3.7 Fit and Proper Persons Declaration and Residency Status

All Directors and any Independent committee members are required to sign an annual *Fit & Proper Persons Requirements Declaration*. The Secretariat will maintain records of these declarations. (HESF 6.1.2a)

At least two members of the governing body must be ordinarily resident in Australia. (HESF 6.1.2b)

3.8 Declaration of Independence

All Independent Directors are required to complete an annual *Declaration of Independence*. The Secretariat will maintain records of these declarations.

3.9 Conflicts of Interest

All Independent board/committee members must declare any potential conflicts of interest as and when they arise in a meeting of that board or committee. The secretariat will maintain records of these declarations. Independent board/committee members will review those declarations annually or when requested.

4. BOARD AND COMMITTEE MEMBERS' ROLES

4.1 Directors Duties

Directors must always:

- act in the best interests of the Company as a whole, with this obligation to be observed in priority to any duty a member may owe to those electing or appointing them;
- act in good faith, honestly, and for a proper purpose;
- exercise appropriate care and diligence;
- not improperly use their position to gain an advantage for themselves or anybody else; and
- disclose and avoid conflicts of interest.

4.2 Role of the Chair of the Board of Directors

The Chair of the Board of Directors will:

- be appointed by the Shareholder;
- approve the Board of Directors meeting agenda;
- run and facilitate the effective functioning of Board meetings;
- ensure that the Board as a whole maintains an adequate understanding of the College's financial position, strategic performance, operations, and associated risks;
- encourage contributions by all Board members and seek consensus when making decisions;
- act as an essential point of contact between the Board of Directors and the CEO Higher Education;
- resolve and address the issues raised by the Directors;
- lead the appointment and induction processes for the CEO Higher Education and Chair of the Academic Board upon their appointment;
- lead the evaluation of the CEO Higher Education's performance;
- oversee the process for appraising Board members and the Board as a whole;
- lead the succession planning of the CEO Higher Education.

The Chair of the Board of Directors does not sit on the Audit and Risk Committee.

4.3 Role of the Independent Directors

Independent directors bring additional expertise, knowledge, and skills to the Board of Directors membership to achieve the IHE's strategic plans, obligations, and responsibilities as a higher education provider through their:

- executive and non-executive experience and expertise as a result of current and previous leadership roles within the higher education sector and other relevant sectors;
- knowledge, skills and expertise in functional areas, including, but not limited to, finance, accounting, law, risk management, corporate governance, strategic thinking, IT, public policy and government relations, and other relevant factors;
- knowledge of higher education provider environments and operations and related industries;
- unbiased perspectives, advice, and decision-making; and
- promoting important values such as equity, respect, and professional excellence.

4.4 Role of the Shareholder Representative

The shareholder of the Company nominates one of the appointed Directors to be their representative. This Director will not be considered an Independent Director and may be an Executive from within the ECA Group. The Shareholder Representative will act as a conduit between the owners and the Board of Directors to ensure that the shareholder's interests are represented as part of the corporate governance process.

The overarching duties of the Shareholder Representative to the Company are the same for all the Directors (refer to section 4.1).

4.5 Role of the CEO Higher Education

The CEO Higher Education leads the Executive Management team and manages the day-to-day operations of the College, its people, and its resources. Appointed by the Board, the CEO Higher Education implements the strategic and business plans approved by the Board and ensures that the College's structure, practices, and processes are aligned with the articulated strategic direction, resource allocation, and business plans.

4.6 Role of Independent Committee Members

The role of an Independent committee member is to enhance and complement the existing expertise, knowledge, skills, and expertise of the relevant committee.

4.7 Director Protection

The indemnification of Directors is covered under Rule 32 of the Constitution.

The College's Directors are protected under the provisions of the Education Centre of Australia's Directors and Officers Insurance Policy. A copy of the Policy will be provided during induction.

4.8 Director Remuneration

The Directors of the Company are paid the remuneration as determined by the shareholder. Director's travel and other expenses may also be paid when approved by the company secretary or designate. These additional expenses may be incurred when:

- attending Directors' meetings or any meetings of committees as required;
- attending any general meetings of the Company.

4.9 Succession Planning

The Directors are presented with the details of the Directors' periods of appointment and end-of-term dates to assist with Board succession planning. The Directors can recommend to the Shareholder:

- Whether a Director's terms of office should be renewed; or
- Whether the Director should be replaced with a new Director to enhance and expand the Board's skills and experience, or to ensure independence.

5. BOARD AND COMMITTEE MEETING PROTOCOLS

5.1 Chair

All meetings shall be chaired by the appointed Chair and in their absence by a member chosen by the board or committee.

5.2 Quorum

All members of the board or committee have voting rights. A quorum will be:

- 50% of the members plus one.
- In the event of a tied vote, the Chair will have the casting vote.

5.3 Absence from meetings

Meetings will be scheduled as per the Governance Calendar and may be held face-to-face and/or via electronic technology.

It is expected that members will attend all board/committee meetings, and if unable to do so, will contact the secretariat before the scheduled meeting. Board/committee members who do not attend three consecutive meetings shall be considered to have resigned, and their positions will be replaced.

5.4 Board/Committee Agenda and Papers

Board/Committee agenda and papers are to be circulated at least one week before the scheduled meeting.

Documentation will be provided electronically.

All resolutions are to be recorded accurately and maintained in the minutes and the resolutions register.

Late papers may be tabled by exception, and only with the approval of the Chair, but this practice will be discouraged where possible.

An electronic copy of all meeting agendas, papers, resolutions, and action items will be maintained and available for members.

5.5 Secretariat

The Higher Education Quality team will provide secretariat support for meetings of governance boards and committees.

5.5.1 Minutes

The secretariat will minute all meetings and record all decisions accurately.

The Chair will sign the minutes within a reasonable time after the meeting at which they were approved.

All records of meetings will be maintained in a secure location.

5.6 Governance Calendar

An annual Governance Calendar will be presented to the Board for its approval at the calendar year's last scheduled meeting. Once approved, the relevant dates will be circulated to all board/committee members and the relevant board/committee meetings scheduled.

5.7 Independent Advice

The Board of Directors may seek and commission independent expertise, advice, and/or assistance upon request to the Chair when a board/committee needs assistance to carry out its terms of reference.

5.8 Scheduling of Extraordinary Meetings

Extraordinary meetings of the boards/committees may be convened by the Chair or any three directors of the Board of Directors as required.

6. BOARD OF DIRECTORS TERMS OF REFERENCE

6.1 Role

The Board of Directors (the *Board*) is the governing authority of the College, with powers and authorities identified in the Constitution. The *Board* determines and monitors the framework of roles, relationships, systems, and processes implemented within the College to achieve its objectives and meet all legislative and statutory obligations relevant to the lawful functioning of a Higher Education Provider. (HESF 6.1.1)

6.2 Responsibilities:

The Board's responsibilities are to:

6.2.1 Business Performance:

a. Be accountable for the direction setting and oversight of all operations. (HESF 6.2.1b)

b. Approve the values, vision, mission, and strategic direction of the College articulated in the Strategic Plan. (HESF 6.2.1b)

c. Ensure the role and responsibilities are carried out in accordance with the Constitution.

d. Approve, provide oversight, and regularly review the strategic plan's effectiveness, the annual budget, the business plan, and the workforce plan. (HESF 6.2.1c)

e. Approve significant new commercial activities.

f. Regularly monitor progress against performance targets and provide advice and actions to be taken to correct underperformance. (HESF 6.2.1c)

g. Regularly review and monitor financial performance to ensure the College remains financially viable and sustainable. (HESF 6.2.1c,d)

h. Obtain and use such information and advice, including independent advice and academic advice, as is necessary for informed and competent decision-making and direction setting. (HESF 6.1.3a)

6.2.2 Risk Management:

a. Oversee the assessment and management of risk across the College. (HESF 6.2.1e)

b. Monitor the effectiveness of the management and mitigation strategies implemented to address the identified risks to operations. (HESF 6.2.1e)

c. Oversee, review, and monitor the effectiveness of the management of the College's educational offerings and sustainability.

d. Ensure that there are credible business continuity plans and adequately resourced financial and tuition safeguards to mitigate disadvantages to students who are unable to progress in a course of study and that safeguards are appropriate to the student cohort. (HESF 6.2.1i)

e. Monitor the occurrence and nature of formal complaints, academic misconduct breaches, and critical incidents and the action taken to address the underlying causes of such incidents. (HESF 6.2.1j)

f. Ensure that the College continues to meet the Higher Education Standards Framework, that lapses in compliance with the *Higher Education Standards Framework* are identified and monitored, that prompt corrective action is taken, and that the effectiveness of corrective actions is evaluated. (HESF 6.2.1k)

g. Ensure to obtain advice as is necessary to identify and address potential risks related to obligations under workplace laws, including the risk of wage underpayment due to issues in payroll, employment and administrative systems.

h. Oversee the risks to the cyber threats and breaches.

6.2.3 Delegations:

a. Establish and maintain an:

a. Academic Board.

b. Audit and Risk Committee. (HESF 6.1.3b, 6.1.3f)

c. GBV/SASH Committee. (National Code Standard 1.2; HESF 2.3, 6.1.3b, 6.2.1e)

b. Appoint all independent members of the Academic Board (other than the Chair), the Audit and Risk Committee and the GBV/SASH Committee. (HESF 6.1.3f; National Code Standard 1.2)

c. Delegate authority and responsibility for all academic governance and oversight to the Academic Board. (HESF 6.1.3b)

d. Delegate responsibility for oversight of student and staff safety and wellbeing under Standard 1.2 of the National Code to the GBV/SASH Committee, while retaining ultimate accountability.

e. Monitor and review regularly the implementation of all delegations. (HESF 6.1.3b)

6.2.4 Quality Assurance:

a. Assure the College's quality assurance framework is fit for purpose.

b. Create a culture where academic autonomy, freedom of speech, and free intellectual inquiry are upheld. (HESF 6.1.4)

c. Approve course development proposals and the final submission of course accreditation /reaccreditation applications to TEQSA.

d. Receive regular reports from the Academic Board. (HESF 6.3.2h)

e. Review and foster the safety and well-being of all students and staff. (HESF 6.1.4)

f. Approve the Gender-Based Violence, Sexual Assault and Sexual Harassment Policy and endorse the Provider-specific Prevention and Response Plan, Outcomes Framework and material amendments.

g. Receive and consider reports from the GBV/SASH Committee at least every six months against the Outcomes Framework, including de-identified incident information, trends, material risks and recommended improvements.

h. Ensure that the Provider has adequate expertise, resources, systems and controls to comply with the National Code and meet its obligations for student and staff safety and wellbeing.

i. Oversee the grievance and appeals outcomes of staff and students.

j. Regularly review the College's diversity and equity approach to supporting students and staff from diverse backgrounds (including participation by Aboriginal and Torres Strait Islanders and being sensitive to their knowledge and cultures). (HESF 6.2.1g)

k. Initiate periodic independent reviews at least every seven years, of the Board and its standing committees ' performance and effectiveness, and ensure the reviews are considered by the Board and that agreed responses and actions are documented and implemented. (HESF 6.1.3d)

l. Ensure the provision of higher education and research training and the conduct of research are governed by institutional policies and that operations are consistent with those policies. (HESF 6.1.3c)

m. Confer all awards and ensure all qualifications are awarded legitimately. (HESF 6.2.1h)

n. Monitor agreements and the associated services provided.

o. Review and approve the Corporate Policies.

6.2.5 The CEO Higher Education:

The Board is responsible for the appointment and ongoing performance review of the CEO Higher Education.

6.3 Membership Profile

Members	Term of Office
1. Chair (Independent)	Initial term of 3 years (maximum 9 years)
2. Independent Directors (up to 3)	Initial term of 3 years (maximum 9 years)
3. Shareholder's representative	As determined by the Shareholder
4. Chair, Academic Board (Independent)	Ex officio while Chair of AB

The Chair of the Board of Directors may, from time to time, invite other people to attend meetings as and when required.

6.4 Frequency of Meetings

The Board of Directors meets at least four (4) times per year according to the Governance Calendar and may be convened with reasonable notice for additional meetings.

6.5 Standing Committees

The Board of Directors will maintain the following standing committees:

- The Academic Board
- The Audit and Risk Committee
- The GBV/SASH Committee

6.6 Conduct of Business

The conduct of the business of the Board of Directors is set out in the *Board and Committee Meeting Protocols* (Section 5 above).

7. AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

7.1 Role

The Board of Directors delegates to the Audit and Risk Committee the authority to review, monitor, and investigate four key areas: financial reporting and performance, risk management systems, and internal and external audit functions. The Committee will also examine any other matters referred to it by the Board.

7.2 Responsibilities

The Audit and Risk Committee will undertake the following responsibilities:

a. Assist the Board of Directors in establishing the Risk Framework and monitor the implementation and effectiveness of the management of risk. (HESF 6.2.1e)

b. Monitor and report annually on the College's performance in relation to all appropriate standards, legal and regulatory requirements, and corporate policies. (HESF 6.2.1a)

c. Oversight of the engagement of third parties and representations of the College, including agents and other parties. (HESF 7.1.4, 7.1.5)

d. Oversight of fraud and corruption, including policies and actions to prevent unauthorised or fraudulent access to private or sensitive information. (HESF 7.3.3b)

e. Monitor and review the College's delegation policy and register. (HESF 6.1.3b)

f. Review draft budgets and financial reports and advise the Board of Directors accordingly. (HESF 6.2.1d)

g. Review reports from external auditors and discuss with external auditors matters relating to the conduct of the audit and its findings. (HESF 6.2.1d)

h. Provide advice to the Board of Directors on the performance of ECA appointed auditors and the scope of audits. (HESF 6.2.1d)

i. Monitor actions taken by management in respect of the Annual Audit Report, if applicable, and this Committee's recommendations. (HESF 6.2.1d)

j. Provide advice to the Board of Directors as is necessary to identify and address potential risks related to obligations under workplace laws, including the risk of wage underpayment due to issues in payroll, employment and administrative systems.

k. Oversight of Non-academic grievance and appeals.

l. Provide advice on the cyber security threats and effectiveness of mitigating the risk.

m. Undertake any other duties as requested by the Board of Directors.

n. Undertake special investigations initiated by the Audit and Risk Committee or upon request from the Board of Directors.

o. Confirm annually that all responsibilities outlined in these terms of reference have been carried out.

7.3 Reporting Requirements

The Audit and Risk Committee reports to the Board of Directors.

7.4 Membership Profile

Members	Term of Office
Chair (Independent Director)	As Director of the Board
Independent Member x 3	Initial term of 3 years

The Chair of the Board of Directors may not be a member of the Audit and Risk Committee. The Chair of the Academic Board and the CEO Higher Education are required to attending meetings of the Audit and Risk Committee as standing attendees.

The Chair of the Audit and Risk Committee may, from time to time, invite other people to attend meetings as and when required.

7.5 Frequency of Meetings

The Audit and Risk Committee meets at least four (4) times per year and may be convened with reasonable notice for additional meetings.

7.6 Conduct of Business

The conduct of the business of this Committee is set out in the *Board and Committee Meeting Protocols* (Section 5 above).

8. ACADEMIC BOARD TERMS OF REFERENCE

8.1 Role

The Academic Board has delegated authority from the Board of Directors to oversee the academic governance of the College and assure the quality of each course of study, leading to a higher education award.

8.2 Responsibilities

The Academic Board undertakes the following responsibilities to:

a. Lead and provide effective oversight of academic governance through the framework of academic policies, systems, and processes. (HESF 6.3.1a)

b. Foster a culture where academic autonomy, freedom of speech, and free intellectual inquiry are upheld. (HESF 6.1.4)

c. Foster a culture of scholarship and monitor scholarly activity, scholarship, research and research training. (HESF 3.2.3a)

d. Advise on academic aspects in the development and review of the College's Strategic Plan.

e. Approve academic policies and key academic plans and strategies and monitor and review their effectiveness. (HESF 6.3.2a)

f. Monitor and ensure that appropriate and effective academic services, facilities, and infrastructure are provided to support all courses delivered. (HESF 2.1.1)

g. Monitor and provide effective academic oversight of the quality of learning and teaching, research, and research training. (HESF 6.3.1a)

h. Monitor and review the academic workforce plan's effectiveness to ensure appropriate staffing and academic leadership, consistent with the types and levels of awards offered. (HESF 6.3.1c)

i. Maintain oversight of academic and research integrity, including monitoring of potential risks, and ensure strategies address identified risks. (HESF 6.3.2d, 5.2.1-5.2.4)

j. Review, monitor and approve preventative actions in relation to academic risks, including risks to students, and risks to course quality and graduate outcomes. (HESF 6.3.2d, also 5.3.2, 1.3.4)

k. Critically monitor, review, and academically approve all projects relating to course development, course renewal and, where appropriate course discontinuation. (HESF 6.3.2c)

l. Ensure all accredited courses of study are subject to periodic (at least every seven years) comprehensive reviews, which incorporate external referencing and benchmarking activities. (HESF 5.3.1, 5.3.2)

m. Review and assess relevant academic elements of applications for (re)registration and (re)accreditation that are to be assessed by external regulators and/or professional bodies. (HESF 6.3.2c)

n. Monitor and oversee institutional benchmarks for academic quality and outcomes. (HESF 6.3.1b)

o. Review regularly course review reports to assure all courses and their associated student outcome data meet institutional benchmarks. (HESF 6.3.2e, 5.3.3)

p. Ensure course review and improvement activities include regular internal and external referencing of graduate success, of student satisfaction, and of the performance of student cohorts against comparable courses of study, including:

- analyses of progression rates, attrition rates, completion times and rates, grade distributions and, where applicable, comparing different locations of delivery, and
- the assessment methods and grading of students' achievement of learning outcomes for selected units of study within courses of study. (HESF 5.3.4a,b)

q. Monitor and evaluate proposals for educational innovations and the effectiveness of educational innovations. (HESF 6.3.2f)

r. Regularly review and monitor student feedback and grievances, and the effectiveness of strategies to support student engagement in academic governance. (HESF 5.3.5, 6.3.3)

s. Monitor and review delegations of academic authority and confirm delegations are implemented appropriately. (HESF 6.3.2b)

t. Approve the graduands list and recommend the award conferral list to the Board of Directors.

u. Provide competent advice and reports to the Board of Directors on academic matters, including advice on academic outcomes, policies and practices, the quality of teaching, learning and research, and the effectiveness of institutional monitoring, review and improvement of academic activities. (HESF 6.3.1d, 6.3.2g,h)

v. Review and monitor students' academic grievance and appeals.

w. Exercise other responsibilities as delegated by the Board of Directors.

8.3 Reporting Requirements

The Academic Board reports to the Board of Directors.

8.4 Membership Profile

Members	Membership status
Chair (Independent)	Chair
Independent Members (up to 4)	Initial term of 3 years, with up to 2 further renewals.
CEO	Ex officio
Dean, Academic	Ex officio
General Manager, Higher Education Quality	Ex officio
Deputy Dean	Ex officio
Dean (Research and Scholarship)	Ex officio
Academic Staff Representative	Ex officio
Student Representative	Member

The Chair of the Academic Board may, from time to time, invite other people to attend meetings as and when required.

8.5 Frequency of Meetings

The Academic Board meets at least four (4) times per year according and may be convened with reasonable notice for additional meetings.

8.6 Decision Making Between Meetings

Where urgent action is required between scheduled meetings of the Academic Board, the Chair of the Academic Board, in consultation with the Dean, may act on behalf of the Academic Board, and will report all such actions to the Academic Board for ratification at its next meeting.

8.7 Standing Committees

The Academic Board will maintain the following standing committees:

a. Course Advisory Committee
b. Learning and Teaching Committee
c. Scholarship and Research Committee
d. Board of Examiners

An Appeals Committee may be convened as an ad hoc committee when required.

8.8 Working Groups/ Subcommittees

The Academic Board, as well as each standing committee, can establish one or more working groups/ sub-committees. A working group/ sub-committee can be created to address a specific problem or to produce one or more specific deliverables.

The membership of a working group/ sub-committee will vary depending on its function. Normally, a working group/sub-committee is generally expected to be short-lived in nature and is disbanded upon completion of its goals and/or achievement of its objectives.

Each working group will have a defined Terms of Reference to guide its function. The Terms of Reference will state the scope of work for the group and lay out responsibilities of the working group to complete their function.

8.9 Conduct of Business

The conduct of the business of the Academic Board is set out in the Board and Committee Meeting Protocols (Section 5 above).

9. BOARD OF EXAMINERS TERMS OF REFERENCE

9.1 Role

The Board of Examiners reviews all academic coursework results, approves the release of the final marks/grades, and approves those students eligible for conferral of awards.

9.2 Responsibilities

The Board of Examiners has delegated authority from the Academic Board to undertake the following responsibilities:

a. Pre-assessment validation of assessment tasks before first use.

b. Consider and approve final and administrative grades for units in accordance with approved assessment criteria and with due regard to assessment policies and processes and the maintenance of academic standards and quality.

c. Review and monitor the awarding of administrative grades.

d. Oversee moderation and assessment validation processes.

e. Approve the release of final and administrative marks and grades for units.

f. Review reports from unit coordinators for units identified for further monitoring.

g. Analyse and monitor grade distribution for courses, units, and campuses each study period to ensure comparability with other higher education institutions.

h. Determine student eligibility to graduate and recommend the award conferral list to the Academic Board.

i. Monitor assessment related policies, procedures, and practices to ensure best practice and recommend improvements and changes to the Learning and Teaching Committee.

j. Recommend the Dean's Merit Awards and awards for academic excellence to the Academic Board.

k. Approve the list of students identified for academic caution and at risk.

l. Prepare regular reports to the Academic Board on all matters relevant to these Terms of Reference, including assurance that student completions and the integrity of grade approval processes have been maintained.

9.3 Reporting Requirements

The Board of Examiners reports to the Academic Board.

9.4 Membership Profile

Members	Membership Status
Deputy Dean (Chair)	Ex officio
Registrar	Ex officio
Dean	Ex officio
Course Coordinator(s)	Ex officio

The Chair of the Board of Examiners may, from time to time, invite other people to attend meetings as and when required.

9.5 Frequency of Meetings

The Board of Examiners meets at least three (3) times per year and may be convened with reasonable notice for additional meetings.

9.6 Conduct of Business

The conduct of the business of this Committee is set out in the *Board and Committee Meeting Protocols* (Section 5 above).

10. LEARNING AND TEACHING COMMITTEE TERMS OF REFERENCE

10.1 Role

The Learning and Teaching Committee is a standing committee of the Academic Board which oversees and reports the quality of academic delivery of the College's higher education courses.

10.2 Responsibilities

The Learning and Teaching Committee undertake the following responsibilities:

a. Initiate learning and teaching initiatives and processes to support excellence in all academic activities.

b. Monitor, review, and promote the effectiveness of learning, teaching, and assessment practices.

c. Ensure academic staff are appropriately qualified and skilled to deliver courses.

d. Analyse student performance (grades, progression, attrition, completion) by cohort, course, campus, and agent, and report on outcomes to the Academic Board, including admission standards,.

e. Monitor and initiate action to improve performance against institutional benchmarks and external standards for academic quality and outcomes..

f. Develop approaches for learning and teaching pedagogies at the College.

g. Periodically review and report on the student support services, physical and IT resources provided for all learning and teaching delivery.

h. Develop and oversee the implementation of policies relevant to learning and teaching.

i. Oversee academic integrity, record any breaches, and review actions taken.

j. Constitute ad hoc project-based working parties as and when required.

k. Monitor the effectiveness of academic staff professional development.

l. Provide advice to the Academic Board on any matter concerning learning and teaching.

m. Monitor assessment policies and procedures to ensure alignment with current learning and teaching approaches.

n. Prepare regular reports to the Academic Board on all matters relevant to these Terms of Reference.

10.3 Reporting Requirements

The Learning and Teaching Committee reports to the Academic Board.

10.4 Membership Profile

Members	Membership Status
Dean (Chair)	Ex officio
Registrar	Ex officio
External Member	Member
Deputy Dean	Ex officio
Course Coordinator (s)	Ex officio
Academic Staff Representative	Ex officio
Student Representative	Member

The Chair of the Learning and Teaching Committee may, from time to time, invite other people to attend meetings as and when required.

10.5 Frequency of Meetings

The Learning and Teaching Committee meets at least four (4) times per year and maybe convened with reasonable notice for additional meetings.

10.6 Conduct of Business

The conduct of the business of this Committee is set out in the *Board and Committee Meeting Protocols* (Section 5 above).

11. COURSE ADVISORY COMMITTEE TERMS OF REFERENCE

11.1 Role

The Course Advisory Committees are discipline-specific standing committees of the Academic Board. Each Course Advisory Committee's role is to provide advice and participate in the development and review of courses and report back to the Academic Board, ensuring alignment with strategic goals and industry best practices.

11.2 Responsibilities

The Course Advisory Committees have delegated authority from the Academic Board to undertake the following responsibilities:

a. Consider and provide advice on new course developments and major amendments to existing courses.

b. Review recommendations arising from course development, review, or re-accreditation activities.

c. Contribute independent academic and industry expertise to course development and review processes to ensure academic coherence, relevance, and alignment with contemporary disciplinary and professional standards.

d. Recommend the engagement of external academic and professional experts to support course development, accreditation, and review activities.

e. Monitor and advise on emerging trends, skills needs and professional expectations within relevant industries and disciplines, and make recommendations to ensure the College's courses remain current, relevant, and future-focused.

f. Review and advise on course transition and teach-out arrangements to ensure that students affected by significant course changes are supported and that academic progression, completion, and outcomes are protected.

11.3 Reporting Requirements

The Course Advisory Committee reports to the Academic Board.

11.4 Membership Profile

Members	Membership Status
Independent (Chair)	Member
Dean, Academic	Ex officio
Deputy Dean	Ex officio
Discipline specific Course Coordinator(s)	Ex officio
Independent Academic(s) (minimum of 1)	Member
Independent Industry/Professional Experts (minimum of 1)	Member
Student representative	Member
Alumni representative	Member
General Manager, Higher Education Quality	Ex officio

The Chair of the Course Advisory Committees may, from time to time, invite other people to attend meetings as and when required.

The knowledge and expertise of the independent academics and industry/professional experts must provide sufficient coverage of all the courses within the discipline, include specialisations.

11.5 Frequency of Meetings

The Course Advisory Committee meets at least two (2) times per year and may be convened with reasonable notice for additional meetings.

11.6 Conduct of Business

The conduct of the business of this Committee is set out in the *Board and Committee Meeting Protocols* (Section 5 above).

12. THE SCHOLARSHIP AND RESEARCH COMMITTEE TERMS OF REFERENCE

12.1 Role

The Scholarship and Research Committee is a standing committee of Academic Board and has delegated authority from the Academic Board and is convened to foster and support a culture of research and scholarly activities at the College.

12.2 Responsibilities

The Scholarship and Research Committee has delegated authority from the Academic Board to undertake the following responsibilities:

a. Encourage and guide scholarly activities within the College.

b. Develop and build the capacity for academic research and scholarly activities with industry and academic partners.

c. Periodically review research ethics proposals to ensure guidelines related to negligible and low-risk research are being met.

d. Oversee the ongoing maintenance of a Scholarship Register and Research Register.

e. Develop appropriate policies and guidelines to support research and scholarly activities.

f. Oversee research integrity, record any breaches, and review actions taken.

g. Provide the Academic Board with an annual report regarding research and scholarly activities.

h. Prepare regular reports to the Academic Board on all matters relevant to these Terms of Reference.

12.3 Reporting Requirements

The Scholarship and Research Committee reports to the Academic Board.

12.4 Membership Profile

Members	Membership Status
Dean (Research and Scholarship) (Chair)	Ex officio
Dean, Academic	Ex officio
Deputy Dean	Ex officio
Course Coordinator (s)	Ex officio
Research active Academic Staff – a minimum of 2	Member

The Chair of the Committee may, from time to time, invite other people including externals to attend meetings as and when required.

12.5 Frequency of Meetings

The Scholarship and Research Committee meets at least four (4) times per year and may be convened with reasonable notice for additional meetings.

12.6 Conduct of Business

The conduct of the business of this Committee is set out in the *Board and Committee Meeting Protocols* (Section 5 above).

13. THE APPEALS COMMITTEE TERMS OF REFERENCE

13.1 Role

The Appeals Committee is an ad-hoc committee of the Academic Board convened to hear evidence and make a determination in cases of student appeals in relation to academic decisions.

13.2 Responsibilities

The Appeals Committee has delegated authority from the Academic Board to undertake the following responsibilities:

a. Determine, uphold, or dismiss student appeals relating to academic decisions; and

b. Provide to the Academic Board reports concerning student appeals relating to academic decisions.

c. The Committee will provide the Academic Board with an annual report regarding student appeals.

d. The Committee will provide regular reports to the Academic Board on all matters relevant to these Terms of Reference.

13.3 Reporting Requirements

The Appeals Committee reports to the Academic Board.

13.4 Membership Profile

Members	Membership status
Chair of the Academic Board (Chair)	Ex officio
CEO Higher Education	Ex officio

The Chair of the Appeals Committee may, from time to time, invite other people to attend meetings as and when required.

13.5 Frequency of Meetings

The Appeals Committee is an ad hoc committee, convened as and when required.

13.6 Quorum

A quorum will be both members being present.

13.7 Conduct of Business

The conduct of the business of this Committee is set out in the *Board and Committee Meeting Protocols* (Section 5 above).

14. GBV/SASH COMMITTEE TERMS OF REFERENCE

14.1 Role

The GBV/SASH Committee is a standing committee of the Board of Directors. The Board delegates to the Committee responsibility for oversight of student and staff safety and wellbeing under Standard 1.2 of the National Higher Education Code to Prevent and Respond to Gender-based Violence 2025, including oversight of the College's whole-of-organisation approach to preventing and responding to gender-based violence, sexual assault and sexual harassment.

The Committee supports the Board by providing specialist oversight, assurance and advice on the implementation and effectiveness of the College's Gender-Based Violence, Sexual Assault and Sexual Harassment Policy, GBV/SASH Response and Resolution Procedure, Prevention and Response Plan, Outcomes Framework and related controls.

The Committee does not replace the accountability of the Board or the Higher Education Principal Executive Officer, and does not investigate individual matters, make findings of misconduct, determine disciplinary sanctions or appeals, or routinely receive identifiable case information.

14.2 Responsibilities

The GBV/SASH Committee will undertake the following responsibilities:

a. Provide oversight and assurance to the Board on the implementation, effectiveness and continuous improvement of the GBV/SASH Policy, Response and Resolution Procedure, Prevention and Response Plan, Outcomes Framework, Gender Equality Action Plan and related operational controls.

b. Monitor compliance with the National Higher Education Code to Prevent and Respond to Gender-based Violence 2025, the Higher Education Standards Framework as amended from time to time, the ESOS legislative framework and National Code 2018, and applicable discrimination, employment, work health and safety, privacy, child safety, mandatory reporting and criminal laws.

c. Monitor the whole-of-organisation assessment of systemic risks, enablers and barriers, and ensure that prevention and response actions address the drivers and contributing factors of gender-based violence and the circumstances of the Provider's students and staff.

d. Monitor progress against the Prevention and Response Plan and Outcomes Framework, including performance against baselines, targets, implementation milestones and corrective actions.

e. Receive and assess de-identified information about disclosures, formal reports, risk assessments, support plans, investigations, disciplinary outcomes, appeals, timeframes, victimisation, service use and feedback, and identify trends, repeat risks, systemic barriers and opportunities for improvement.

f. Monitor the accessibility, cultural safety, responsiveness and effectiveness of disclosure and formal reporting channels, support services, academic and workplace adjustments, external referral arrangements and communications for domestic and international students and staff.

g. Monitor prevention education, leadership training, induction, annual disclosure-response training and specialist capability requirements, including participation, learning outcomes, feedback and the currency of required expertise.

h. Monitor psychosocial hazards and safety risks across campuses, workplaces, online environments, placements, practicums, work integrated learning, research supervision, events, travel, social activities, third -party arrangements and other Provider-related settings, and review the effectiveness of controls and consultation arrangements.

i. Monitor recruitment and appointment declarations, conflict-of-interest arrangements for intimate personal relationships, Working with Children Check and other screening obligations, and relevant contractor, volunteer and third-party controls.

j. Monitor the adequacy of staffing, specialist expertise, systems, funding and other resources required to meet the Provider's prevention, support, response, investigation, data and reporting obligations, and recommend additional resources where required.

k. Monitor the security, privacy, quality, completeness and Provider-specific separation of records and data required for internal assurance and regulatory reporting under Standard 6 of the National Code.

l. Monitor any student accommodation information, referral, promotion or other arrangement and ensure that any actual or potential obligations under Standard 7 of the National Code are identified, assessed and addressed.

m. Ensure that student and staff engagement, consultation with disproportionately affected groups, lived-experience input and advice from appropriately qualified experts inform the Provider's prevention, response, evaluation and continuous improvement activities.

n. Review proposed material amendments to the GBV/SASH Policy, Procedure, Prevention and Response Plan and Outcomes Framework and make recommendations to the Board.

o. Monitor the preparation and quality assurance of reports and submissions to the Secretary, the GBV Regulator, TEQSA, the National Student Ombudsman and other relevant regulators or authorities, and monitor the implementation of regulatory feedback and recommendations.

p. Escalate without delay any material safety risk, significant systemic failure, serious control weakness, actual or potential material non-compliance, significant data or privacy breach, or matter requiring urgent Board action.

q. Liaise with the Audit and Risk Committee, Academic Board and management committees to ensure that related corporate, academic, student support, workplace safety, risk, data and quality assurance responsibilities are coordinated without duplication or gaps.

r. Commission or recommend independent advice, review or evaluation where specialist assurance is required, subject to the Board's approval and applicable delegations.

s. Review annually the Committee's performance, membership, skills and effectiveness against these Terms of Reference and confirm to the Board that its responsibilities have been carried out.

t. Undertake any other duties referred to it by the Board of Directors that are consistent with the Committee's role.

14.3 Reporting Requirements

The GBV/SASH Committee reports directly to the Board of Directors.

The Committee will provide a written report following each meeting and, at least every six months, a report against the Provider's Outcomes Framework. The six-monthly report will include:

a. de-identified information about incidents experienced by students and staff since the previous report, including case progression and timeliness information;

b. identified trends, systemic risks, barriers, repeat conduct and emerging issues;

c. progress against the Prevention and Response Plan, Outcomes Framework and Gender Equality Action Plan;

d. the effectiveness of prevention, training, reporting channels, support, risk controls and response processes;

e. material compliance issues, regulatory feedback, resource or capability gaps and overdue actions; and

f. recommendations and management responses, including action owners and target completion dates.

Reports must relate specifically to the College, even where shared ECA PHE systems, activities or consolidated information are also considered. Identifiable case information will only be provided where it is lawful, necessary and appropriate for the Board to discharge its responsibilities.

The Chair will immediately notify the Chair of the Board and the HEPEO of any matter requiring urgent governance attention and may request an extraordinary meeting of the Committee or Board.

The Higher Education Quality team will provide secretariat support for all GBV/SASH Committee meetings and will maintain agendas, minutes, the action register, declarations, consultation records, reports and assurance evidence in a secure location.

14.4 Membership Profile

Members	Membership status
Chair (Independent Director)	As Director of the Board
Chief Executive Officer / HEPEO	Ex officio
General Manager, Higher Education Quality	Ex officio
Registrar, Director of Student Services	Ex officio
Senior representative, People, Engagement and Culture	While nominated

Dean or nominated senior academic representative	While nominated
Independent member with relevant GBV/SASH or student and staff safety and wellbeing expertise	Member
Staff representative	Member
Student representative	Member

Collectively, the Committee membership must include demonstrated expertise in student and staff safety and wellbeing and sufficient knowledge of gender-based violence prevention and response, trauma-informed and person-centred practice, student support, employment, work health and safety, risk, privacy, data and higher education governance.

The Chair may invite other staff, students, external specialists or advisers to attend where their expertise is required. Invitees are not members and do not have voting rights. No person is required to disclose lived experience as a condition of membership or participation.

All members will complete appropriate induction and ongoing training on the National Code, GBV/SASH governance, privacy, trauma-informed practice, conflicts of interest and the safe handling of de-identified information. Student and staff representatives will not receive identifiable information about individual matters.

14.5 Frequency of Meetings

The GBV/SASH Committee meets at least four (4) times per year and may be convened with reasonable notice for additional meetings. An extraordinary meeting may be convened where a material safety risk, significant incident, regulatory deadline or urgent compliance matter requires consideration.

14.6 Conduct of Business

The conduct of the business of this Committee is set out in the Board and Committee Meeting Protocols (Section 5 above). A quorum must satisfy Section 5.2 and include the Chair or another Independent Member, the HEPEO or nominee, and at least one member with relevant student and staff safety and wellbeing or GBV/SASH expertise.

The Committee will ordinarily consider de-identified and aggregated information. Members must maintain confidentiality, comply with privacy requirements and declare any actual, potential or perceived conflict of interest. A member with a conflict must not receive relevant papers or participate in discussion or decision-making unless the Chair determines otherwise in accordance with the conflict-of-interest requirements.

The Committee may establish time-limited working groups to undertake defined tasks. A working group does not exercise the Committee's delegated authority and must report its findings and recommendations to the Committee.

15. Related Documents, References and Legislations

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021, as amended from time to time
- Education Services for Overseas Students Act 2000 (Cth)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Higher Education Support Act 2003 (Cth).
- Universities Accord (National Higher Education Code to Prevent and Respond to Gender-based Violence) Act 2025 (Cth)
- National Higher Education Code to Prevent and Respond to Gender-based Violence 2025
- Australian Human Rights Commission Act 1986 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Fair Work Act 2009 (Cth)
- Privacy Act 1988 (Cth) and applicable State and Territory privacy laws
- Applicable Commonwealth, State and Territory work health and safety or occupational health and safety legislation, regulations and approved codes of practice
- Gender-Based Violence, Sexual Assault and Sexual Harassment Policy
- GBV/SASH Response and Resolution Procedure
- Gender-Based Violence Prevention and Response Plan
- Gender-Based Violence Outcomes Framework
- APIC Constitution

16. Version Control

Category	Corporate		
Document Owner	General Manager, Higher Education Quality		
Responsible	Board of Directors		
Review Date	28 October 2028		
Version	**Change description**	**Approved**	**Approved Date**
1.0	Consolidate Governing Board Charter with the Academic Governance Charter	Board of Directors	10 December 2020
1.1	Minor changes to recognise changes to regulation and inconsistencies with	Board of Directors	8 October 2021
2.0	Changes to the ToR and Memberships of AB and sub-committees as recommended by Academic Governance Review (Deane). The Changes to the ARC ToRs are a result of its own Annual Review.	Board of Directors	13 September 2022
3.0	Changes to the ToR of BoD membership and ToR of AB and sub-committees as a result of the independent corporate governance review.	Board of Directors	11 May 2023

4.0	Updates to the Terms of reference of the ARC, AB sub-committees, based on the self-evaluation feedback.	Board of Directors Academic Board	17 May 2024 7 June 2024
4.1	Minor amendments to the roles of CAC and BoE following the annual self-evaluation; minor addition to AB ToR regarding oversight of academic grievances and appeals; additions to ARC and BoD ToR concerning oversight of grievances and appeals, workplace law obligations, and risks relating to cyber threats and breaches.	Board of Directors	20 June 2025
5.0	Amendments to establish the GBV/SASH Committee as a standing subcommittee of the Board of Directors and align governance oversight with the National Higher Education Code to Prevent and Respond to Gender-based Violence 2025.	Board of Directors	6 August 2026
5.1	Amendments to the membership of the Audit and Risk Committee. Update Course Advisory Committee ToR to align with ACS requirements. Updated Committee memberships. Adding provision for the creation of working groups/subcommittees of the Academic Board.	Board of Directors	28 October 2026