

December 2021

Edu.au Committee Terms of Reference



1. Introduction

The edu.au Advisory Committee (EAC) is established under paragraph 4.1 of the Constitution of .au Domain Administration Limited ACN 079 009 340 ('Constitution').

The edu.au Advisory Committee replaces the edu.au Domain Administration Committee (eDAC) established under Schedule A of the Governance Arrangements for the edu.au 2LD (2015-02).

2. Terms of Reference

The functions of the edu.au Advisory Committee pursuant to paragraph 4.1(b) of the Constitution are to provide advice and recommendations to the .au Domain Administration Limited Board ('Board') on:

- matters impacting on the stability, security or performance of the edu.au namespace.
- changes to the edu.au eligibility and allocation criteria in Schedule A of the auDA Licensing Rules and related auDA Published Policies to ensure the utility and sustainability of the edu.au namespace.
- management of the edu.au namespace, including, but not limited, to the appointment of registrars for the edu.au domain.
- appropriate communication and education strategies for the education sector on how to apply for and manage an edu.au licence.

In providing advice and recommendations to the Board, the EAC must have regard to:

- the objects of the company under paragraph 1.2 of the Constitution,
- auDA Licensing Rules and Published Policies
- Australian Government Terms of Endorsement, issued November 2021;
- auDA Strategic Plan and
- any other matter as determined by the Board.

3. Appointment of Members

The edu.au Advisory Committee comprises a representative from the membership of each of the following:

- Australian Government
- Universities Australia
- Schools Policy Group (SPG) of the Australian Education Senior Officials Committee (AESOC)
- National Catholic Education Commission
- Independent Schools Council of Australia
- Australian Industry and Skills Committee
- Australian Children's Education and Care Quality Authority (ACECQA)



All EAC members will be appointed to the EAC for a term not exceeding three (3) years.

Where a member resigns or their term expires, the ESA in consultation with the EAC Chair will request the relevant sector or peak body to nominate another person within a reasonable time.

If the sector or peak body fail to nominate another person, auDA or EAC may identify and nominate a person from the membership of the relevant peak body or sector.

4. Tenure

All appointments will be for a term not exceeding three (3) years. Members are permitted to serve up to two (2) terms.

5. Edu.au Committee Chair

The Chair will be nominated by ESA and approved by the auDA Board.

6. Resignation or termination of appointment

A member may resign from the EAC by advising the auDA Board Chair in writing.

auDA reserves the right to terminate a member's appointment at any time for misconduct, conflict of interest or the failure to participate in three (3) consecutive meetings.

7. Conflict of Interest

Members must advise auDA, if any of their external activities conflict with their position, with particular regard to auDA's role as a licencing and regulatory body.

If any EAC member has a material personal interest in or an interest by way of a personal or other relationship to any matter being considered by the EAC, then that member must give the EAC Chair and the auDA CEO or their delegate (Chief People and Culture Officer) notice of that interest as soon as that member becomes aware of the interest.

A notice required must:

- (a) Give details of the nature and extent of the interest (also having regard to any obligations of confidentiality to another party or other parties if applicable); and
- (b) The relevance of the interest to the affairs of auDA



8. Board Reports

edu.au Advisory Committee must meet a minimum of four (4) times a year.

Following each meeting, a Record of Meeting will be provided to the auDA Board.

9. Quorum

A quorum for a meeting is a majority of members.

10. Meetings

The agenda for the meeting will be set by the EAC Chair in consultation with the auDA CEO or their delegate and ESA.

Committee papers where relevant will be circulated in advance of meetings.

The meeting will be chaired by the EAC Chair. If the Chair is not able to attend the meeting, the meeting will be chaired by another member appointed by auDA.

Proxies or alternates for meetings will not be permitted.

auDA Directors may attend and contribute to meetings as observers.

The auDA CEO and other senior executives may attend and contribute to EAC meetings.

Meetings may be conducted in person, by video conference or by telephone, as decided by the Chair in consultation with the auDA CEO or their delegate.

The following responsibilities also apply to the EAC Chair:

- (a) Work with auDA to guide the forward program and agendas of the EAC;
- (b) Manage meetings in a cooperative way that respects the contribution of all EAC members.

11. Secretariat

auDA will provide Secretariat services to EAC.

12. Reporting

The auDA Company Secretary to prepare a Record of the Meeting and forward to the EAC Chair for approval within 10 working days of the meeting.



The Record of the Meeting should be confirmed at the next meeting of the Committee and signed by the EAC Chair as soon as practicable following confirmation.

13. Travel

Members will be able to claim such reasonable travel, accommodation and other expenses directly associated with attending the Committee meetings in accordance with auDA's policies approved by the Board. All air travel will be via economy class.

If any member of the EAC requires clarification as to whether or not their expenses will be reimbursed by the organisation, they should address their enquiry to auDA's Chief People & Culture Officer as delegate for the CEO prior to incurring the expense.

EAC members must seek reimbursement via the Chief People & Culture Officer as soon as practicable after incurring the expense.

All applications for reimbursement of expenses must be accompanied by detailed receipts outlining all elements of the expense in accordance with auDA policies.

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