

Curriculum Advisory Committees

Purpose

1. Curriculum Advisory Committees (CACs) are panels of internal and external industry representatives who advise the College on the curriculum of specific programs to ensure they remain relevant and up to date.

Practical Legal Training (PLT) Programs

2. CACs in New Zealand, New South Wales, Australian Capital Territory, Northern Territory, South Australia, Queensland, Victoria and Western Australia will be established to advise course leaders on the impact of local conditions on the PLT Program curriculum and work experience options and to recommend changes to the relevant stream materials.

Post-admission Programs

3. The CAC for Post-admission Programs performs the same function as PLT Program CACs.

Terms of Reference

4. CACs meet at least annually and report to the Academic Board via the GCC.
5. The role of a CAC is to review the curriculum, including the learning outcomes and assessment tasks, for each subject taught within the relevant program in order to provide industry insights into local conditions, expectations of graduate capabilities and the realities of legal practice.

Membership

6. CACs are constituted by:
 - a) The relevant Program Director (Chair);
 - b) Academic Secretary (Secretary);
 - c) An early career lawyer;
 - d) A cooperative partner representative;
 - e) A senior lawyer; and
 - f) A lecturer who teaches in the relevant course.

Term

7. Non-ex officio members are appointed for a term of 2 years by the Program Director.

Quorum

8. The attendance of at least three of the four external members, in addition to the Program Director and Academic Secretary, is required for a quorum.
9. A simple majority of those present is required for the passing of any resolution.

Minutes

10. Minutes of each meeting will be provided by the Secretary to the Chair for review within 7 days of the meeting and circulated to CAC members within 14 days of the meeting.

Circular resolutions

11. Out-of-session decisions may be required for matters outside of regular meetings. In such circumstances, the Chief Academic Officer or delegate may request members to deliberate on matters via circular resolution.

Reporting

12. The CACs report to the Academic Board via the representatives of the PLT and Postgraduate programs who are regular attendees at Academic Board meetings.
13. After each meeting of a CAC the Program Director will provide a report of that meeting to the Group Course Committee (GCC) including any recommendations or suggestions made by the CAC.

Confidentiality

14. CAC members must keep confidential all information pertaining to matters dealt with by the CAC. This includes reports and associated documents, and information contained in those documents. The obligation to maintain confidentiality continues to apply even after a person has left the CAC.