

# College of Engineering, IT & Environment

## NETWORK OF INDIGENOUS PARTNERSHIPS

### Terms of Reference

#### 1. Purpose

The College of Engineering, IT & Environment (CEITE) will support our Aboriginal and/or Torres Strait Islander members through initiatives outlined in the College Strategic Plan and in CDU's First Nations Leadership Strategic Pillar Plan 2021-2025. The College Network of Indigenous Partnerships has been set up to support these initiatives with the following objectives:

- 1.1. To support First Nations staff and students in CEITE according to our purpose
- 1.2. Provide information and support to First Nations people at CDU where possible
- 1.3. To advise the College programs, policy and initiatives for First Nations students and other stakeholders particularly as it impacts learning, teaching and research activities
- 1.4. To link our work with the First Nations Support Services centre and the First Nations Leadership team
- 1.5. To publicly promote this work to First Nations community organisations

#### 2. Priorities for 2022

- 2.1. Mark two events each year to promote understanding of First Nations celebrations
- 2.2. Provide regular update on information and events to the member list
- 2.3. Increase targeted support to assist First Nations students enrolled in CEITE
- 2.4. Deliver College outreach programs to engage First Nations students into CEITE
- 2.5. Cultural awareness training across all staff and students in liaison with People and Capability
- 2.6. Consult with the First Nations Leadership team and the College of Indigenous Futures, Education and the Arts on our activities and initiatives

#### 3. Membership

Membership to the Network is open to all First Nations Australian staff, students and alumni of the College community. CDU staff members engaging with community and community training will be invited to join as collaborating members.

The group will be administered through a Chair and a Secretariat. These roles will be reviewed at least every two years or as necessary and can be rotated among members. Other roles may be established for specific projects.

Chair: Chairs to the Network will be appointed by nominations and a vote, if necessary. If more than one candidate, the Secretariat will arrange a confidential vote. The Chair to the Network will be reviewed every 12 months or upon a Chair resignation.

Secretariat: CEITE's Administrative and Operational Support team provides the Secretariat support to the Network and governance structure.

#### 4. Role and Responsibilities of the Network

In line with the First Nations Leadership Strategic Plan, the role of the Network is to:

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- 4.1. Support CDU's internal committee on First Nations specific initiatives to set relevant KPIs for each initiative (where appropriate) and monitor and report progress against the KPIs.
- 4.2. Work with the First Nations Leadership Network to form ties with First Nations Engineering, IT and Environment VET and HE disciplines, organisations and individuals nationally and around the world.
- 4.3. Support the First Nations Leadership Foundation to identify potential financial opportunities and partnerships.
- 4.4. Encourage the increase of First Nations employment in CEITE, according to the targets set by CDU and to support new employees.
- 4.5. Establish student-focused initiatives in areas relevant to CEITE expertise including:
  - a. A dedicated, on-campus 'taster' program for school-aged First Nations students;
  - b. expansion of the CDU pre discipline program to give potential First Nations students a cohort experience; and
  - c. delivery of a roadshow program targeting First Nations high school leavers and mature-age First Nations community members in the NT.

### 5. Role and Responsibilities of members

#### Role and Responsibilities of the Chair:

- Provide leadership to the Network's objectives and priorities
- Lead the liaison and consultation efforts with internal and external partners
- Lead the planning and implementation of Network priorities
- Provide guidance and leadership to the Network meetings

#### Role of Members and Collaborators:

- Proactively contribute to the Network and its priorities
- Bring personal and professional knowledge and feedback
- Positively engage with other Network members and stakeholders as necessary
- Contribute to Network events and initiatives

#### Role of Secretariat:

- Plan and maintain Network meeting schedule
- Prepare and distribute meetings' documentation
- Support Network activities as directed by the meetings
- Coordinate membership register
- Coordinate communication materials

### 6. Planning and Evaluation

Each year the Network will plan:

- 6.1. Priorities for the year.
- 6.2. An evaluation strategy – based on the priorities that includes success and impact measures.

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## 7. Operations

### 7.1. Member Support

- Provide a forum for Network staff and students to raise issues of concern and promote programs that enhance student success.
- Provide a webpage and email list to communicate within the Network.
- Support opportunities available to CEITE Aboriginal and Torres Strait Islander members

### 7.2. Work with First Nations Leadership

- Work in liaison with First Nations Leadership on initiatives, promoting CEITE skills and experiences.
- Provide a link between Indigenous students in CEITE and First Nations Leadership to collaborate on activities such as NAIDOC week, Aboriginal Language teaching, Indigenous Knowledge sharing etc.

### 7.3. Consultation with College

- The Network will be a forum for members to discuss College support for First Nations staff and students and to share information.
- The College Manager will liaise with members of the Network regarding College programs, policies and initiatives.
- The Network will be a forum for communication between local Aboriginal and Torres Strait Islander communities and the College.

### 7.4. Meetings

- Meeting will be held monthly
- The quorum for a meeting will be 3 members or nominated proxies.
- Outcomes of the meetings will be distributed to all Network members.
- Special meetings can be called for pressing matters by any member of the Network

## 8. Essential Supporting Information

- College Operational Plan
- First Nations Leadership Strategic Plan
- [Charles Darwin University Strategic Plan 2021-2026](#)
- [Charles Darwin University Employee Code of Conduct](#)
- [Charles Darwin University Students Code of Conduct](#)

Version Control (Approval Date/Review Date)

Version	Date Approved	Approved by	Brief Description
1.00	18 Sep 2020	College Manager	Draft for consultation
1.01	8 Jan 2021	College Manager	CDU Indigenous Strategy released and incorporated

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			Consultation with Network concluded
1.02	13 Jan 2021	Dean	Released
2.00	Draft	Draft	Revision