

# Vice-Chancellor's Indigenous Advisory Council

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## TERMS OF REFERENCE

### 1. TITLE OF COUNCIL

Vice-Chancellor's Indigenous Advisory Council (VCIAC)

### 2. ESTABLISHMENT

The Vice-Chancellor's Indigenous Advisory Council is established under Part 3 Section 15 of the [Charles Darwin University Act](#).

The VCIAC is established as an advisory council reporting directly to the Vice-Chancellor. It will be constituted as a permanent fixture of the CDU organisational structure and appear on the CDU Organisational Chart.

### 3. FUNCTIONS AND RESPONSIBILITIES

The Vice-Chancellor's Indigenous Advisory Council (VCIAC) is a formal advisory council of the University. The VCIAC will have both a jurisdictional and national focus and will provide high-level advice to the Vice-Chancellor and the University in relation to Indigenous matters including but not limited to:

- Relationships between the University, government, education providers, and industry;
- The strategic direction, development and excellence in Indigenous academic programs and research;
- External relationships, partnerships and opportunities relating to Indigenous education and Indigenous affiliations;
- Consultation and communication with the Indigenous communities of the Northern Territory; and
- Advice on Indigenous matters referred to the VCIAC.

The VCIAC will assist the Pro Vice-Chancellor, Indigenous Leadership (PVCIL) by providing additional advice to the Vice-Chancellor on the development, implementation and review of the University's strategic goals for Indigenous education as outlined in the CDU Strategic Plan 2010 - 2014, and the CDU Indigenous Leadership Plan 2010. The VCIAC will provide advice to the Vice-Chancellor through the PVCIL in monitoring the following:

- Targets for the employment of Indigenous staff in line with the 'Indigenous Employment Strategy 2010' and beyond;
- Indigenous representation on relevant University council;
- The development of the University's Indigenous cultural competence;
- The admission, progression and graduation of currently enrolled Indigenous students and increasing the number of future Indigenous students;
- The extent of incorporation of Indigenous Australian Studies across CDU courses;
- The development and implementation of the Indigenous research objectives within the CDU Research Strategy 2010 and beyond; and

- Advice on additional initiatives to achieve the objectives of the CDU Strategic Plan in relation to Indigenous outcomes.

### **Establishment of Working Parties or Sub-Groups**

The VCIAC may, as it deems appropriate or desirable, establish working parties to undertake particular tasks in relation to a nominated function. A working party may include persons other than members of the VCIAC.

The role of such working party or sub-group is advisory. Such bodies have no delegation to make any decisions which are binding upon the VCIAC.

## **4. MEMBERSHIP**

The membership of the VCIAC shall comprise:

- Pro Vice-Chancellor, Indigenous Leadership or nominee, ex officio;
- A senior Indigenous CDU academic ex officio;
- The Director of the Australian Centre of Indigenous Knowledge and Education, ex officio;
- Up to five Indigenous persons external to the University selected on the basis of their expertise in Indigenous education and/or Indigenous affairs, one of whom shall be Chair; and
- One Indigenous student representative.

Membership will be reviewed from time to time as deemed necessary by the council

### **Rights of Audience and Debate**

The VCIAC may invite any person – whether from within, or external to, the University – to attend specific meetings, or for specific items within a meeting, to assist the VCIAC in its deliberations.

## **5. CHAIR**

The Chair for the Vice-Chancellor’s Indigenous Advisory Council will be appointed from the 5 eligible external representative members on the Council and will be reviewed bi- annually.

## **6. SECRETARY**

The Coordinator, Business Operations, Office of the Pro Vice-Chancellor, Indigenous Leadership (or nominee) shall act as secretary for the Vice-Chancellor’s Indigenous Advisory Council.

Funds will be allocated on an annual basis to resource the secretariat and to assist with travel fees of members, at the discretion of the PVCIL.

## **7. TERM OF OFFICE**

Members of the VCIAC (other than ex officio members) shall serve for terms of up to two (2) years, concluding on 31 March of the relevant anniversary year.

An appointed member may be appointed to serve for additional term/s provided that such member serves no more than three (3) consecutive terms or a maximum of six (6) years continuously.

Twelve (12) months must elapse before a person having served the maximum three (3) consecutive terms is eligible to serve again with the VCIAC.

Within this twelve (12) months, a member may still be appointed to a working party or group tasked with conducting VCIAC business.

## 8. QUORUM

The quorum for meetings of the VCIAC shall be 6 members (including 1 student representative, 3 community representatives and 2 CDU representatives).

## 9. MEETINGS

The VCIAC will meet at least twice each year, once in each semester and where practical, meetings will alternate between Alice Springs and Darwin. The VCIAC will determine if more meetings are required in order to fulfil its responsibilities and may therefore call extraordinary meetings, resources permitting.

The VCIAC Chair shall meet with the Pro Vice-Chancellor, Indigenous Leadership and/or the Vice-Chancellor as required.

## 10. RESOLUTIONS OF THE VICE-CHANCELLOR'S INDIGENOUS ADVISORY COUNCIL

Matters requiring a resolution by the VCIAC are to be determined by consensus of the members present.

## 11. AGENDA

The agenda is to be distributed with supporting documentation at least seven (7) days prior to the advertised meeting date.

## 12. REPORTING

The VCIAC will report to the Vice-Chancellor regularly by way of a report.

The VCIAC through the OPVCIL will submit an Annual Report of its activities in retrospect. This report will include a self-assessment of the effectiveness of the VCIAC in fulfilling its brief in the period under review; advise on the continued appropriateness of the provisions of the

VCIAC Terms of Reference and any amendments which the VCIAC believes desirable or necessary to improve efficiency and effectiveness; and advise on the achievement of the specific objectives in the CDU Strategic Plan for which the VCIAC has an advisory role.

## 13. RELEVANT DEFINITIONS

In the context of this document:

**Indigenous** means someone who is a member of the Australian Aboriginal or Torres Strait Islander race and identifies as an Aboriginal or Torres Strait Islander; and is accepted by the community as Aboriginal or Torres Strait Islander.

**OPVCIL** means the University's Office of the Pro Vice-Chancellor Indigenous Leadership

## Document History and Version Control

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