

Indigenous Tertiary Education Advisory Committee

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Indigenous Tertiary Education Advisory Committee

2. ESTABLISHMENT

The Indigenous Tertiary Education Advisory Committee is established under Part 3 Section 15 of the [Charles Darwin University Act 2003](#).

3. FUNCTIONS AND RESPONSIBILITIES

The role of the Indigenous Tertiary Education Advisory Committee is to provide leadership, advice and direction on the implementation of the University's Indigenous Tertiary Education Plan (ITEP) primarily at the strategic level. The Indigenous Tertiary Education Advisory Committee will make recommendations through the chairperson to VCAG and related committees on strategic matters relating to Indigenous tertiary education (VET, HE and Research) outcomes, as well have matters referred to it by VCAG for the provision of advice. The Indigenous Tertiary Education Advisory Committee will assist the Pro Vice-Chancellor Indigenous Leadership/Director ACIKE to oversee and monitor the implementation of the Indigenous Tertiary Education Plan. It will consider and take account of the advice and direction of the ACIKE Executive Advisory Group (AEAG) where relevant and appropriate.

The Indigenous Tertiary Education Advisory Committee shall:

- Provide strategic advice and recommendations through the chairperson, to VCAG and other related groups and committees about policy, programs and services that impact on Indigenous staff and student outcomes at the University;
- Provide advice and assistance to the University on the implementation, development, monitoring and evaluation of the University's Indigenous Tertiary Education Plan and attendant strategies;
- Critically review and analyse plans and reports relating to Indigenous tertiary education and provide constructive advice and support in reciprocation;
- Provide advice to the Pro Vice-Chancellor Indigenous Leadership/Director ACIKE on University responses to reviews related to Indigenous tertiary education;
- Establish and coordinate sub-committees, task groups and networks as appropriate to address specific Indigenous tertiary education outcomes;
- Provide reports to VCAG, Senior Executives and Senior Managers;
- Refer matters to VCAG for decision as appropriate; and
- Oversee the development of the University's annual Indigenous Business Plan and analyse progress and outcomes through a formal annual report to VCAG.

4. MEMBERSHIP

The membership of the Indigenous Tertiary Education Advisory Committee shall comprise the following:

- Pro Vice-Chancellor Indigenous Leadership/Director ACIKE (Ex-officio and Chair)
- Deputy Vice-Chancellor
- Pro Vice-Chancellor, VET (or delegate)
- Pro Vice-Chancellor, Academic
- Head of School, SIKPP
- Two (2) Indigenous academic staff members (as nominated by the Chair)
- External member with a background in Indigenous Higher Education
- Director, BIITE (or delegate)
- Associate Director, Aboriginal Programs, Menzies School of Health Research

The Indigenous Tertiary Education Advisory Committee may:

- Include members with overlapping areas of representation;
- Co-opt additional members as required; and
- Appoint persons who are not members of the Committee to its sub-committees and task groups.

5. PROXIES

A proxy may be nominated to attend a meeting should there be exceptional circumstances that prevent a member from attending.

6. CHAIR

The Chair of the Committee will be the Pro Vice-Chancellor Indigenous Leadership/Director ACIKE. In the Chair's absence, the Deputy Chair will preside over meetings of the Committee.

7. SECRETARY

The Chair of the Committee will be the Pro Vice-Chancellor Indigenous Leadership/Director ACIKE. In the Chair's absence, the Deputy Chair will preside over meetings of the Committee.

8. TERM OF OFFICE

All members other than ex-officio members will serve for a term consistent with their tenure in their respective substantive positions. On departure from their professional appointments, the successor (or their replacements) to their substantive positions will become members of the Indigenous Tertiary Education Advisory Committee.

9. QUORUM

At a meeting of the Indigenous Tertiary Education Advisory Committee a quorum is constituted by 50% plus (1) one members of the Committee.

10. MEETINGS

The Indigenous Tertiary Education Advisory Committee will meet at least four (4) times per year, and the Chair may call additional meetings if necessary.

11. RESOLUTIONS OF THE INDIGENOUS TERTIARY EDUCATION ADVISORY COMMITTEE

Matters requiring a resolution by the Indigenous Tertiary Education Advisory Committee are to be determined by consensus of the members present. The Chair shall have a deliberative and casting vote should a vote be required to determine a matter where consensus has not been achieved.

12. AGENDA

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

13. REPORTING

A report from each meeting of the Indigenous Tertiary Education Advisory Committee will be provided to the next meeting of the Vice-Chancellor's Advisory Group.

14. RELEVANT DEFINITIONS

In the context of this document:

ACIKE means the Australian centre for Indigenous Knowledges and Education, a partnership between Charles Darwin University and Batchelor Institute of Indigenous Tertiary Education;

Senior Executives means a staff member of the University in the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

Senior Manager means a staff member of the University in the position of Director or Head of School; and

VACG means the Vice-Chancellor's Advisory Group.

Document History and Version Control

Last amendment:	15 Dec 2017
Sponsor:	Pro Vice-Chancellor, Indigenous Leadership
Contact Officer:	Pro Vice-Chancellor, Indigenous Leadership

Version	Date Approved	Approved by	Brief Description
1.00	12 Jun 2013	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	13 Sep 2017	Governance	<ul style="list-style-type: none">• Converted document into new template• Updated definitions