First Nations Workforce Advisory Committee Terms of Reference

Section 1 - Establishment

(1) The First Nations Workforce Advisory Committee is established under the Charles Darwin University and Union Enterprise Agreement 2022.

Section 2 - Functions and Responsibilities

(2) The responsibility of the First Nations Workforce Advisory Committee is to oversee the development and implementation of the First Nations Workforce Strategy and to provide advice to the University on issues that affect First Nations employment and career pathways.

(3) The First Nations Workforce Advisory Committee will:

a. oversee the development and implementation of the University's First Nations Workforce Strategy aimed at attraction, recruitment, engagement, development, retention, and career development for First Nations staff members;
b. provide support, advice, and recommendations to the University on the development and implementation of a First Nations Workforce Strategy;
c. monitor and strive to increase the number of First Nations staff members. The University and the First Nations Workforce Advisory Committee commit to using their best endeavours to increase First Nations employment as outlined in the Enterprise Agreement;
d. oversee the development, implementation, and completion statistics of the compulsory employee training program regarding cross cultural competency; and
e. monitor and evaluate the progress and implementation of the First Nations Workforce Strategy and recommend variations as appropriate.

Establishment of Working Parties or Sub-Groups

(4) The First Nations Workforce Advisory Committee 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 First Nations Workforce Advisory Committee.

(5) The role of such a working party or sub-group is advisory. Such bodies have no delegation to make any decisions which are binding upon the First Nations Workforce Advisory Committee.

Referral of Matters

(6) The First Nations Workforce Advisory Committee may refer matters to the Vice-Chancellor or relevant Deputy Vice-Chancellors, Pro Vice-Chancellors, Directors, Deans, Heads of Schools, or other leadership positions for discussion and/or action.

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Guiding Principles

(7) The First Nations Workforce Strategy will be underpinned by the following principles:

a. Respect for the culture, social and spiritual practices by First Nations peoples;
b. Recognition of First Nations knowledges as a significant contributor to other bodies of knowledge;
c. Recognition of scholarship that First Nations staff members bring to the University; and
d. Recognition of intellectual property of First Nations communities.

Section 3 - Membership

(8) Membership of the First Nations Workforce Advisory Committee will comprise of:

a. Co-Chair - Deputy Vice-Chancellor First Nations Leadership;
b. Co-Chair - Director People and Culture;
c. Director First Nations Leadership;
d. Equity, Diversity and Inclusion Consultant;
e. Faculty Pro Vice-Chancellor;
f. President of the National Tertiary Education Union Branch (or nominee); and
g. Two First Nations staff representatives from the University, including one Professional staff member and one Academic staff member.

(9) Membership may be reviewed from time to time as deemed necessary by the Committee.

Rights of Audience and Debate

(10) The First Nations Workforce Advisory Committee 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 First Nations Workforce Advisory Committee in its deliberations.

Members Attendances

(11) Attendance by members will be monitored by the Secretary. If a member has three consecutive unexplained absences from First Nations Workforce Advisory Committee meetings the Co-Chairs will discuss with the Vice-President Governance and University Secretary their future participation as a member of the Committee.

Section 4 - Chair

(12) The Deputy Vice-Chancellor First Nations Leadership and the Director People and Culture will be Co-Chairs of the First Nations Workforce Advisory Committee.

Section 5 - Secretary

(13) The Director People and Culture (or nominee) will act as Secretary for the First Nations Workforce Advisory Committee.

Section 6 - Terms of Office

(14) Members of the First Nations Workforce Advisory Committee (other than external members) shall serve for terms consistent with their tenure in their respective substantive positions. On departure from their professional appointments, the successor or replacement to their substantive positions will become members of the First Nations Workforce Advisory Committee.

Section 7 - Quorum

(15) The quorum for meetings of the First Nations Workforce Advisory Committee shall be at least five (5) members and must include one (1) First Nations employee representative.

Section 8 - Meetings

(16) The First Nations Workforce Advisory Committee will meet at least four (4) times per year, twice in each semester and the Co-Chairs may call additional meetings if necessary.

(17) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote.

Member Conduct

(18) Professional conduct of members is expected at all times. The Co-Chairs may call members to order as required.

(19) Items of discussion must be treated with confidentiality as appropriate by members.

Section 9 - Agenda

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

Section 10 - Minutes

(21) Meeting minutes and action items will be distributed within two weeks of the meeting.

(22) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - Reporting

(23) The minutes and action items from the First Nations Workforce Advisory Committee will be provided to the next meeting of the Joint Consultative Committee and the Vice-Chancellor's Advisory Committee.

(24) The First Nations Workforce Advisory Committee is responsible for meeting all reporting requirements of the First Nations Workforce Strategy and the Enterprise Agreement. This includes but is not limited to:

a. reporting in June and December on progress towards achieving objectives of the First Nations Workforce Strategy, including data on the number, positions, promotion rates, reclassification, and professional

development of First Nations staff members; and

b. providing updates on the progress of the action items to the Vice-Chancellor and the Vice-Chancellor's Advisory Committee.

Section 12 - Conflicts of Interest

(25) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(26) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(27) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(28) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

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