Nominations, Honorary Awards and Legislation Committee Terms of Reference

Section 1 - Establishment

(1) The Nominations, Honorary Awards and Legislation Committee is established under Part 3 Section 19(1) of the Charles Darwin University Act 2003.

Section 2 - Functions and Responsibilities

(2) The Nominations, Honorary Awards and Legislation Committee reports to Council and has the following functions:

a. to act as the selection panel for nominations for appointment to the Council by the administrator;
b. to act as the selection panel and make recommendations to Council of candidates to be appointed to controlled entities and other affiliated bodies;
c. to act as the selection panel for Council on matters relating to awarding of honorary awards;
d. to advise and make recommendations to Council in relation to naming rights as contained in the relevant University policy;
e. to advise and make recommendations to Council on proposed changes to the Charles Darwin University Act 2003, by-laws, rules, constitutions and policies and for controlled entities and affiliated bodies; and
f. to advise and make recommendations to Council on the Voluntary Code of Governance Principles and Practice for Australia's Public Universities.

(3) The Nominations, Honorary Awards and Legislation Committee will review its performance, membership, and objectives against the Terms of Reference, usually annually.

Section 3 - Membership

(4) The membership of the Nominations, Honorary Awards and Legislation Committee shall comprise the following:

a. Chancellor;
b. Deputy Chancellor;
c. Vice-Chancellor; and
d. Chair, Academic Board.

The Nominations, Honorary Awards and Legislation Committee will also have the right to co-opt other members as deemed necessary.

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Section 4 - Chair

(5) The Chancellor shall act as Chair for the Nominations, Honorary Awards and Legislation Committee. If the Chancellor is not available then the Deputy Chancellor will chair the meeting. The Chair has a deliberative and, if required, a casting vote.

Section 5 - Secretary

(6) The Vice-President Governance and University Secretary (or nominee) shall act as secretary for the Committee.

Section 6 - Term of Office

(7) Members will hold their positions on the Committee for the duration of their appointment to University Council.

Section 7 - Quorum

(8) A quorum shall comprise three members of the Nominations, Honorary Awards and Legislation Committee, one (1) of which must be either the Chancellor or the Deputy Chancellor.

Section 8 - Meetings

(9) The Nominations, Honorary Awards and Legislation Committee shall meet as necessary, but at least once a year.

Section 9 - Agenda

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

Section 10 - Reporting

(11) The minutes from each meeting of the Nominations, Honorary Awards and Legislation Committee will be provided to the next meeting of the Council.

Section 11 - Conflicts of Interest

(12) Where a member has a real 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.

Section 12 - Non-compliance

(13) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees 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.

(14) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and the Complaints Policy - Students.

(15) 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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