Joint Consultative Committee Terms of Reference

Section 1 - Establishment

(1) The Joint Consultative Committee (JCC) is established under the Charles Darwin University Enterprise Agreement (EA).

Section 2 - Functions and Responsibilities

(2) The negotiating parties continue their commitment to consultation and communication through the operation of a JCC.

(3) The JCC will:

a. monitor the ongoing implementation of the Enterprise Agreement 2018 (EA), including those matters listed in Clause 59 of the EA; and
b. be a forum for maintaining and promoting a positive, collaborative & collegiate employment relationship on the campuses of CDU.

(4) The following commitments within the EA are of interest:

a. Clause 1.4: The University, during the first 3 months of the Agreement, will develop training material for Managers and Supervisors on the application of terms and conditions contained herein;
b. Clause 5.3: The University will establish an Aboriginal and Torres Strait Islander Workforce Advisory Committee (ATSI), to assist and advise the University on the development and implementation of an ATSI Workforce Strategy. The ATSI Workforce Advisory Committee will draw membership from the University and Unions;
c. Clause 9.2.9: The University shall use its best endeavours to employ 8 Scholarly Teaching Fellows (STF) over the nominal life of this Agreement;
d. Clause 59: The parties continue their commitment to consultation and communication through the operation of a JCC;
e. Clause 59.3 facilitate consultation between the University and Employees on workplace relations and human resource matters;
f. Clause 74.3: The University Workload Framework shall be developed in consultation with the Union within 12 months of this Agreement becoming operational; and
g. Clause 83.3: The University agrees to review the Promotion Policy and Procedure, including criteria, in consultation with the Union within the first 12 months of this Agreement.

Section 3 - Membership

(5) Membership of the JCC must have an equal number of representatives from the University and Unions as per the Enterprise Agreement.

(6) Membership will comprise:

a. Chair as appointed by the Vice-Chancellor;
b. 1 representative from VET;
c. 1 representative from Higher Education;
d. 1 representative from the General CDU Staff cohort;
e. 1 First Nations Workforce Representative;
f. 1 representative from the Australian Education Union Northern Territory Branch (AEU);
g. 1 representative from United Voice (UV);
h. 1 representative from the Community and Public Sector Union (CPSU);
i. 1 representative from the National Tertiary Education Union (NTEU); and
j. 1 representative from the Australian Manufacturing Workers Union (AMWU).

Members Attendances

(7) Attendance by members will be monitored by the Secretary. If a member has three consecutive unexplained absences from JCC meetings the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

Section 4 - Chair

(8) The Chair of the JCC will be nominated by the Vice-Chancellor as per the Enterprise Agreement.

Section 5 - Secretary

(9) The Director People and Culture (or nominee) will act as secretary to the JCC.

Section 6 - Terms of Office

(10) Members of the JCC will hold their positions on the Committee for the duration of their appointment.

Section 7 - Quorum

(11) At a meeting of the JCC quorum is constituted as 50% plus one member of the JCC.

Section 8 - Meetings

(12) The JCC will meet at least four times per year, once a quarter, and the Chair may call additional meetings if necessary.

(13) 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

(14) Professional conduct of members is expected at all times. The Chair may call members to order as required.

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

Section 9 - Agenda

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

Section 10 - Minutes

(17) Meeting minutes and action items will be made available within two weeks of the meeting.

(18) 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

(19) The minutes and action items from the JCC will be provided to the next meeting of the Vice-Chancellor's Advisory Committee.

(20) Information relating to matters under consideration and issues resolved will be disseminated to the University.

Section 12 - Conflicts of Interest

(21) 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

(22) 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.

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

(24) 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.

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Status and Details

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