Territory FM Community Advisory Board Terms of Reference

Section 1 - Establishment

(1) The Territory FM Community Advisory Board (CAB) is established by the Vice-Chancellor.

Section 2 - Functions and Responsibilities

(2) The CAB will be responsible for:

a. Contributing to the strategic planning to ensure the sustainability and success of Territory FM; and
b. Monitoring and enhancing the performance of Territory FM in meeting its community and University responsibilities.

(3) The CAB will, amongst other things:

a. Encourage participation by diverse members of the community; and
b. Monitor community perceptions and attitudes to Territory FM broadcast programming and delivery.

Section 3 - Membership

(4) Members of the CAB will comprise:

a. Vice-President Global and External Relations (ex officio);
b. Chief Marketing and Communications Officer (ex officio);
c. An academic staff member of the University;
d. Four (4) members from the community with diverse professional backgrounds; and
e. Two (2) members who are volunteers at Territory FM but not employees.

(5) Members, except ex officio members, will be appointed by the Vice-Chancellor.

(6) The Vice-Chancellor may appoint additional members as needed.

(7) The Chair may invite additional members to particular meetings as required. Members invited under this provision will have rights of audience and debate but may not vote.

(8) The Station Manager Territory FM will have standing rights of audience and debate at all meetings of the CAB.

Members' attendance

(9) Attendance by members will be monitored by the secretary. If a member has three consecutive unexplained absences from CAB meetings, the Chair will discuss with the Vice-President Governance and University Secretary their

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future participation as a member of the committee.

Section 4 - Chair

(10) The Chair of the CAB will be appointed by the Vice-Chancellor from within its membership.

(11) If the Chair is unavailable for a meeting, the meeting will be rescheduled.

Section 5 - Secretary

(12) Administrative support for the CAB shall be provided by Territory FM.

Section 6 - Terms of office

(13) The term of office of appointed members of the CAB will be for up to two (2) years, commencing from the date of their appointment and expiring 31 March no more than two years subsequent to their appointment.

(14) Appointed members may be re-appointed for one additional consecutive term.

Section 7 - Quorum

(15) At a meeting of the CAB, quorum is constituted as 50% plus one members of the CAB.

Section 8 - Meetings

(16) The CAB will meet at least four (4) times a year.

(17) Special meetings of the CAB may be convened upon the request of four (4) members of the CAB.

(18) Matters requiring a resolution by the CAB are to be determined by consensus of the members present. In the event of a tied vote the Chair will have a casting vote.

Member conduct

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

(20) As required, members must treat items of discussion with confidentiality.

Section 9 - Agenda

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

Section 10 - Minutes

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

(23) 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

(24) The minutes from the CAB will be provided to the Vice-Chancellor.

(25) The CAB will report to the Vice-Chancellor through the Vice-President Global and External Relations and the Chief Marketing and Communications Officer on a quarterly basis.

(26) The CAB will provide an annual report on the performance of the radio station to the Vice-Chancellor's Advisory Committee and to the University Council.

Section 12 - Conflicts of interest

(27) 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

(28) 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.

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

(30) 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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