REGION ENGAGEMENT COMMITTEE
TERMS OF REFERENCE

Contents

1   ESTABLISHMENT

The Vice-Chancellor and President established Region Engagement Committees (hereafter called Committee/s) to provide reports and/or advice to the Deputy Vice-Chancellor (Engagement and Campuses). A Committee will be established in each of CQUniversity's regions, as follows:

- Cairns and Far North Queensland
- Central Highlands
- Gladstone
- Mackay-Whitsunday
- New South Wales
- Rockhampton
- South Australia

- South East Queensland
- Sunshine Coast
- Townsville and North West Queensland
- Victoria
- Western Australia
- Wide Bay Burnett

2   FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

2.1   Build and strengthen relationships with the local communities and link CQUniversity, to local issues.

2.2   Through consultation, collaboration, planning and advocacy, contribute to the region's vision and associated engagement and development objectives, supporting the development of sustainable communities and building CQUniversity's profile within the local community.

2.3 Contribute to the University's annual review of its strategic plan and provide input into the University's strategic directions as they relate to communities within the region.

2.4 Contribute to CQUniversity's broader vision and mission, including the University's Daring to Be Different Strategy.

2.5 Identify and appoint co-opted committee members and Engagement Reference Group (or working group) members (established as needed to assist the Committee with specific projects) as appropriate.

2.6 Capitalise on opportunities within the region as they arise, whilst ensuring that activities and projects remain aligned with identified community needs and with the University's Strategic Plan/Intent.

2.7 Monitor progress and report to the Deputy Vice-Chancellor (Engagement and Campuses) on matters relating to the Committee's activities and recommendations.

2.8 With support from the Associate Vice-Chancellor's office, develop and maintain an active work plan (e.g. priorities, objectives, and associated actions), together with a stakeholder engagement plan where practicable, against which to measure and ultimately improve ongoing performance.

3 REFERRAL OF MATTERS

The Committee may refer any item to the Deputy Vice-Chancellor (Engagement and Campuses) for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees as appropriate.

4 REFERENCE GROUPS

The Committee may establish standing or ad hoc reference groups and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all reference groups.

The Committee shall receive reports from its reference groups and be responsible for monitoring and evaluating the activities of each reference group against their functions and responsibilities.

5 COMMUNICATION STRUCTURE
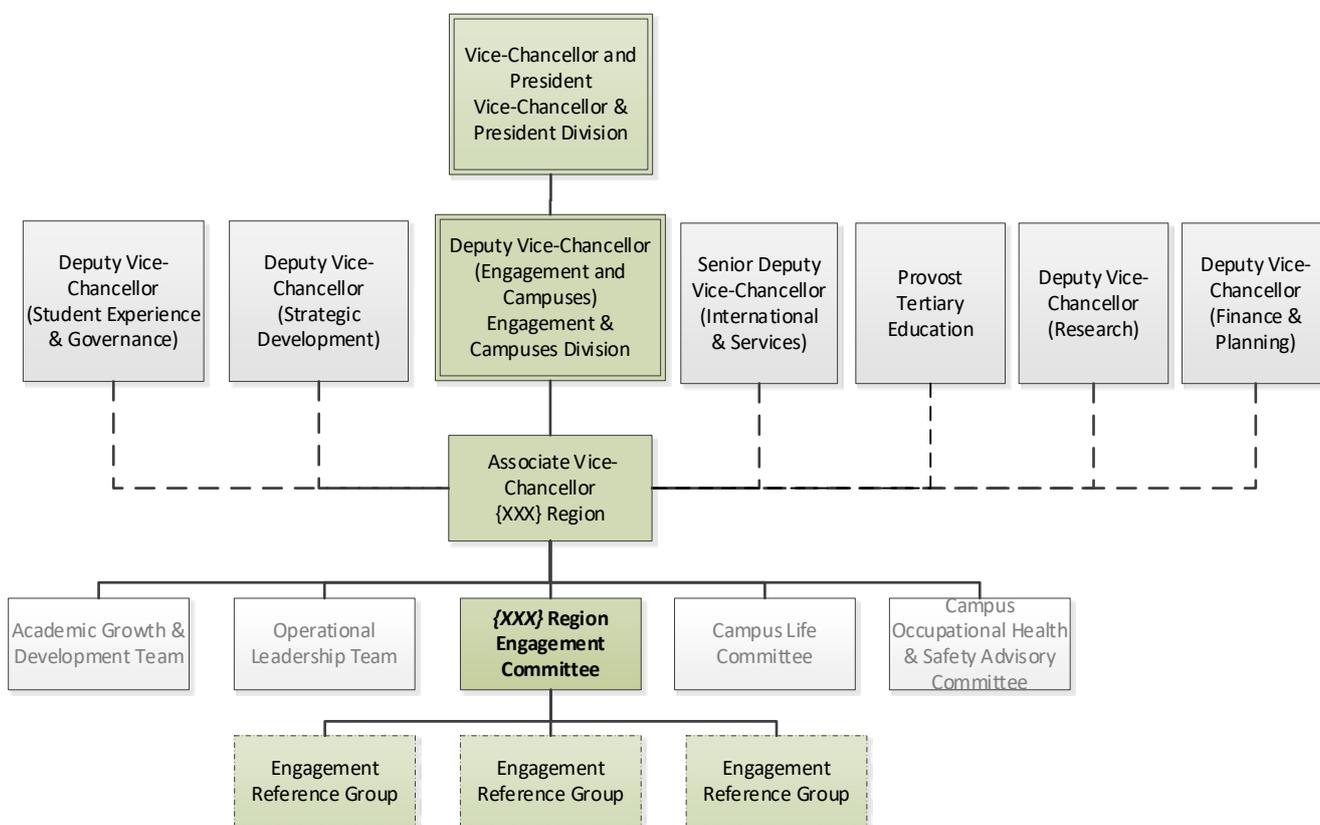
6   MEMBERSHIP AND TERMS OF OFFICE

A region's geography, and other associated variables, will inform the number of internal and external members making up the Committee. The Associate Vice-Chancellor will assist the Committee to determine membership based on the representation principles below.

The Committee shall comprise a combination of the following:

Ex-officio members:

- Associate Vice-Chancellor of the region;

- Dean/s and/or Deputy Dean/s as practicable, or their nominee, to represent higher and vocational education operations in the region; and

- A University Council member (appointed by the Chancellor).

Appointed or nominated members:

- Community representatives endorsed by the region's Associate Vice-Chancellor (and/or Committee Chair) and appointed by the Deputy Vice-Chancellor (Engagement and Campuses) in consultation with the Vice-Chancellor and President, using the following principles:

  o Wherever possible, community members should represent a broad cross section of stakeholders relevant to higher and vocational education (tertiary education) with a vested interest in supporting local community development and be willing to assume an ambassadorial role on behalf of the University in the wider community.

  o The Committee will actively seek to include at least one Indigenous representative member to represent the interests of Aboriginal and Torres Strait Islander Australians in the region. This member would ideally be impartial to any specific group and have an interest in supporting a cross section of Indigenous views and the diverse and specific interests of local Indigenous groups.

  o The Associate Vice-Chancellor will liaise with the Pro Vice-Chancellor (Indigenous Engagement) to identify possible Indigenous representative candidates. Once appointed to the committee, the Indigenous representative will identify (if required) a nominee to attend meetings on their behalf if/when the Indigenous representative is unable to attend. The Indigenous representative's nominee would ideally be impartial to any specific group and have an interest in supporting a cross section of Indigenous views and the diverse and specific interests of local Indigenous groups.

  o Committee membership will also include representation from other equity groups as appropriate to the region/context in which the Committee operates. For example, such groups may include: people from socio-economically disadvantaged backgrounds, Australian South Sea Islander people, and people with a disability.

  o Alumni of the University (higher and vocational education) are encouraged as members of the Committee. The Alumni Relations team can assist with the identification and recruitment of appropriate alumni.

Co-opted members:

- Lead roles, external or internal to the University, who have the capacity to support identified priorities in the region, and

- Student representative/s as appropriate to the Committee's activities.

Appointed or nominated members shall serve for a term of three years, after which they may nominate for re-appointment. Such re-appointments are subject to both the Chair's and Deputy Chair's approval. Members normally would not serve for more than two consecutive three year terms, however may do so with the approval of the Chair and Deputy Chair.

The Committee should aim for a 50% turnover of its appointed or nominated members every three years. This may occur through natural attrition, e.g. members leaving their jobs or moving away from the region, without the need for a formal process.

Co-opted members shall serve for a term relevant to the project/activity to which they are contributing, subject to Committee consideration and the Chair's approval.

Committee membership must include appropriate gender representation.

7 RIGHTS OF AUDIENCE AND DEBATE

Committees may extend rights of audience and debate on a standing or ad hoc basis.

All members of the Vice-Chancellor's Advisory Committee (VCAC) shall have standing rights of audience and debate at Committee meetings. VCAC members planning to attend a Committee meeting are asked to advise the Chair, Deputy Chair or Secretary of their intention to do so before the meeting date. Senior Executive members may be invited as an optional attendee to Committee meetings held within their region.

Staff and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine approval of these requests.

8 CHAIR (AND DEPUTY CHAIR)

The Chair shall be elected from the appointed or nominated members and must be an external representative. The Chair's appointment shall be determined by a majority member vote conducted by the Committee's Deputy Chair. If this process does not result in a consensual appointment of a Chair, the Deputy Chair will resolve the matter in consultation with the Deputy Vice-Chancellor (Engagement and Campuses).

The Chair shall serve for a term of office equal to the duration of their current appointment/nomination to the Committee.

The Deputy Chair shall be the Associate Vice-Chancellor for the region.

If the Chair is absent, the Deputy Chair shall act as the Chair. If the Chair and Deputy Chair are absent from a meeting, the members present will elect one of their number as Chair of that meeting.

9 SECRETARY

The Associate Vice-Chancellor for the region shall nominate the Committee Secretary.

10 CASUAL VACANCIES

If necessary, a casual vacancy shall be filled in accordance with section 6 of these terms of reference during the vacancy only. Where possible, the member vacating office should nominate a person to attend on their behalf.

11 REMOVAL OF A MEMBER FROM OFFICE

The Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference and for which due notice of the motion to terminate the person's membership has been given.

The Vice-Chancellor and President or the Deputy Vice-Chancellor (Engagement and Campuses) may also terminate a person's membership for misconduct.

Where a member or their nominee does not attend three consecutive meetings or four meetings in a year, without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Committee to have their membership reinstated. Such re-instatement would need the approval of the Deputy Vice-Chancellor (Engagement and Campuses).

12 QUORUM

A quorum for a committee meeting shall be 50% of the membership, plus one. For example, an eight-member team would require five present, a five-member team would require three present, and so on.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision when the meeting is inquorate must be subsequently ratified at the next Committee meeting, or by flying minute, before those decisions can be actioned.

13   CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the Conflict of Interest Policy and Procedure.

14   MEETINGS

Committee meetings may be held face-to-face, by telephone, videoconference, or other electronic means.

Committee meetings shall be held at least four times each year; however, six or more meetings may be required depending on the Committee's work plan. The Chair, Deputy-Chair, Deputy Vice-Chancellor (Engagement and Campuses) or the Vice-Chancellor and President may call a special committee meeting.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

A joint meeting of Committee Chairs and Deputy Chairs from each region, together with the Vice-Chancellor and President and the Deputy Vice-Chancellor (Engagement and Campuses), will be held once per annum. This meeting will be conducted face-to-face (where possible) and be an opportunity to share experiences and ensure that all Committees remain aligned with the University's strategic direction.

15   ACCESS TO RESOURCES

Committee members will be provided with access to any resources they reasonably require to fulfil their duties as a committee member.

16   OBSERVERS AND VISITORS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

17   AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days before the meeting, via email wherever possible. Members are encouraged to bring laptops, iPads or similar to the meetings to view the agenda online during the meeting.

Only with the Chair's permission will late papers be accepted. All papers must be submitted to the Secretary no later than eight working days before the next meeting.

Committee records are subject to the Queensland *Public Records Act 2002* and therefore must be retained by the Secretary in accordance with the University's Records Management Policy and Procedure.

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

18 REPORTING

In addition to the meeting minutes noted above, the Chair (with their Secretary's support) will provide a written report (meeting summary) as soon as practicable after each meeting to the Deputy Vice-Chancellor (Engagement and Campuses) This report will be used by the Deputy Vice-Chancellor (Engagement and Campuses) to distribute actions and/or channel recommendations throughout the University as appropriate, as well as to update the University Council, Senior Executive, and/or Vice-Chancellor's Advisory Committee of outcomes.

19 EVALUATION AND REVIEW

To ensure that a Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Deputy Vice-Chancellor (Engagement and Campuses); along with any information the Deputy Vice-Chancellor (Engagement and Campuses) requests to facilitate a review of Committee performance and membership.

The Administrator will review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Vice-Chancellor's Advisory Committee.

20 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region)
Next Review Date	27/09/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Council 17/08/1992
Amendment Authority and Date	Council 15/02/1993; Council 6/12/1993; Council 28/02/2005; Vice-Chancellor and President 21/08/2006; Vice-Chancellor and President 26/06/2010; Vice-Chancellor and President 01/11/2012; Vice Chancellor and President 02/09/2014; Minor Amendments Deputy Vice-Chancellor (Engagement and Campuses) 26/05/2016; Vice-Chancellor and President 12/10/2016; Administrator Approval – Vice-Chancellor and President 11/09/2017; Administrator Approval – Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region) 27/09/2018.
Notes	This document was formerly known as the Campus Advisory Committee Terms of Reference (25/08/2010) and Regional Engagement Committee Terms of Reference (1/11/2012).