

FIRST NATIONS SUCCESS STRATEGIES COMMITTEE TERMS OF REFERENCE



CONTENTS

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	REFERRAL OF MATTERS.....	2
4	MEMBERSHIP AND TERMS OF OFFICE	2
5	RIGHTS OF AUDIENCE AND DEBATE.....	3
6	OBSERVERS.....	3
7	CHAIR.....	3
8	SECRETARY	3
9	EXECUTIVE COMMITTEE	3
10	CASUAL VACANCIES	4
11	REMOVAL OF A MEMBER FROM OFFICE	4
12	QUORUM.....	4
13	CONFLICT OF INTEREST	4
14	MEETINGS	4
15	AGENDAS AND MINUTES.....	5
16	EVALUATION AND REVIEW	5
17	RELATED DOCUMENTS	5
18	FEEDBACK.....	5
19	APPROVAL AND REVIEW DETAILS.....	5

1 ESTABLISHMENT

The First Nations Success Strategies Committee has been established to provide oversight of the University's programs and strategies relating to Indigenous student support, education and employment.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee has been established as a governance mechanism to:

- meet the eligibility requirements of the [Indigenous Student Assistance Grants Guidelines 2017](#) (Cwlth)
- represent the Indigenous Employment Reference Group, as outlined in the [CQUniversity Enterprise Agreement 2017](#), and
- to provide governance oversight of CQUniversity's Indigenous strategies and programs including, but not limited to the University's Indigenous Leadership and Engagement Strategy, the First Nations Education Strategy, the First Nations Workforce Strategy, the First Nations Academy, and the First Nations Cross-Cultural Competency training.

This Committee's functions and responsibilities are to:

- 2.1 Advise, review, make decisions and monitor the use of Indigenous Student Success Programme (ISSP) grants, including:
- providing approvals on ISSP funding requests if required
 - providing input and advice into the annual ISSP Performance Report, and
 - reporting the ISSP grant outcomes annually to the Vice-Chancellor and President through the relevant Vice-President.

- 2.2 Receive reports from relevant employees and key stakeholders to review progress on the First Nations Workforce Strategy and First Nations Education Strategy actions and outcomes.
- 2.3 Advise on University policies and plans relating to Indigenous student support, education and employment.
- 2.4 Advise the Vice-Chancellor and President on First Nations success strategies and matters.
- 2.5 Recommend resource and funding requirements to support the ISSP, First Nations Workforce Strategy, and the First Nations Education Strategy to the relevant Vice-President.

3 REFERRAL OF MATTERS

This Committee may refer any item to the Vice-Chancellor and President for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

4 MEMBERSHIP AND TERMS OF OFFICE

This Committee's membership must:

- comprise a majority of Indigenous persons, each of whom has skills and experience relevant to this Committee's functions and responsibilities
- meet the requirements of the [Indigenous Student Assistance Grants Guidelines](#), Part 3, Section 11(a)(iii), and
- undertake an appropriate orientation before being involved in any Committee matters.

This Committee shall comprise:

Ex-officio members:

- Deputy Vice-President (Indigenous Engagement)
- Executive Officer, Office of Indigenous Engagement.
- Director Student Engagement

Nominated members:

- one senior Indigenous employee nominated by the Chair
- two Indigenous academic employees nominated by the Chair
- two Indigenous professional employees nominated by the Chair
- one People and Culture Directorate representative nominated by the Director People and Culture
- one nominee from each of the following unions, who are members of the Joint Consultative Committee, to attend meetings only where the Indigenous Employment Strategy is on the agenda:
 - National Tertiary Education Union (NTEU)
 - Australian Municipal, Administrative, Clerical and Services Union (AMACSU)
 - Queensland Teachers Union (QTU).

All members are expected to represent and maintain effective communications between their organisational area and the Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Terms of office

Ex-officio members shall serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend meetings, or nominate a standing nominee. Nominees must be approved by the Chair.

Nominated members shall serve for a term of two years. To ensure continuity of Committee operations, one half of the nominated members shall initially serve for a term of one year, with all nominated members subsequently serving for a term of two years.

Leave of absence

Where a member is aware that they will be absent from the University and unable to attend Committee meetings for an extended period of time, the member may apply to the Chair for leave of absence for the period. For the purpose of calculating membership and quorum, the membership will be reduced by the number of members on leave of absence at the time of the meeting.

5 RIGHTS OF AUDIENCE AND DEBATE

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

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

6 OBSERVERS

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.

7 CHAIR

The Chair shall be the Deputy Vice-President (Indigenous Engagement).

If the Deputy Vice-President (Indigenous Engagement) is not an Indigenous person, the Deputy Vice-President (Indigenous Engagement) will seek advice from the [National Indigenous Australians Agency](#) for the appointment of a suitable Chair.

The Chair shall serve for the duration of their appointment.

The Deputy Chair, who is appointed by the Chair, shall act as Chair if the Chair is unable to attend a scheduled meeting.

8 SECRETARY

The Deputy Vice-President (Indigenous Engagement) shall nominate the Secretary.

9 EXECUTIVE COMMITTEE

This Committee shall have an executive committee, which shall meet at regular intervals between this Committee's meetings, and shall be empowered to act between meetings where urgent business arises. Executive Committee decisions will be reported to this Committee at its next scheduled meeting.

This Committee has delegated the Executive Committee to authority to advise, review, make decisions and/or recommendations, and monitor the use of ISSP Grants by:

- assessing and approving ISSP funding requests, and making recommendations to this Committee for approval or otherwise if required
- undertaking decision-making on financial management matters relating to ISSP funding, including the review of funding allocations and approval of amendments where necessary
- monitoring reporting requirements of ISSP funding recipients
- reviewing policy documents and processes relating to management and oversight of ISSP funding

- reporting on matters relating to ISSP funding management and outcomes to this Committee, and to higher University committees where appropriate
- responding to University executive requests as required, and
- forming ad hoc sub-committees if required.

The Executive Committee's membership must comprise a majority of Indigenous persons, each of whom has skills and experience relevant to the Committee's functions and responsibilities.

The Executive Committee shall comprise:

- Chair
- Deputy Chair
- Executive Officer, Office of Indigenous Engagement
- one senior Indigenous employee nominated by the Deputy Vice-President (Indigenous Engagement).

10 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the original method of appointment.

11 REMOVAL OF A MEMBER FROM OFFICE

This 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.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person who has had their membership terminated may apply to the Committee to have their membership reinstated.

12 QUORUM

The quorum for a committee meeting shall be 50 per cent of the membership, plus one.

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

13 CONFLICT OF INTEREST

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

If the Chair or Committee deems a member to have a conflict of interest in a matter before this 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. This Committee will meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing (flying minute) to all members and electronically signed or approved 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.

15 AGENDAS AND MINUTES

Agendas papers will be distributed at least five working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and 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 members and include them in the agenda papers for the next meeting.

16 EVALUATION AND REVIEW

To ensure this 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 Vice-Chancellor and President, along with any information the Vice-Chancellor and President requests to facilitate a review of this Committee's performance and its membership.

17 RELATED DOCUMENTS

[CQUniversity Enterprise Agreement 2017](#)

First Nations Education Strategy

[First Nations Workforce Strategy](#)

Indigenous Leadership and Engagement Strategy

[Indigenous Student Assistance Grants Guidelines 2017](#) (Cwith)

18 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

19 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	Joint Consultative Committee
Administrator	Deputy Vice-President (Indigenous Engagement)
Next Review Date	10/08/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 03/06/2020
Amendment Authority and Date	Vice-Chancellor and President 11/08/2020; Editorial amendment 21/01/2021; Vice-Chancellor and President 10/08/2021
Notes	This Committee replaced the Indigenous Student Support Program Governance Committee and represents the Indigenous Employment Reference Group (03/06/2020).