

# FIRST NATIONS COUNCIL OF ELDERS AND LEADERS TERMS OF REFERENCE



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## 1 ESTABLISHMENT

This Council has been established to advise the Deputy Vice-President (Indigenous Engagement) on matters of First Nations People cultural competency, custodianship, engagement, advocacy and leadership.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Council's functions and responsibilities are to:

- 2.1 Establish a First Nations People custodial presence within the University to advise the Deputy Vice-President (Indigenous Engagement), University Council and other senior employees on matters of First Nations People engagement, advocacy and leadership.
- 2.2 Form ad-hoc advisory committees where required, for the purpose of providing advice and recommendations on specific issues within or relating to the University.
- 2.3 Provide information and advice on cultural competency in relation to employees, students, policy documents procedure and governance.
- 2.4 Provide custodianship of knowledge and culture to the University.
- 2.5 Be available upon request to guest lecture on First Nations knowledge and culture.
- 2.6 Be available for Welcome and Acknowledgement of Country ceremonies where appropriate.
- 2.7 Provide advice and offer support to students of the University.

### **3 REFERRAL OF MATTERS**

This Council may refer any item to University Management Committee 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 Council shall comprise the following appointed members:

- up to nine members who are acknowledged as Elders or Leaders by their community, appointed by the Deputy Vice-President (Indigenous Engagement) by invitation or an expression of interest process.

All members are expected to represent their full constituency and maintain effective communications between their communities and this Council, as appropriate. Members should serve as a conduit from communities and to communities in matters before this Council.

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

#### **Terms of office**

Appointed members shall serve for a term of 12 months. The Deputy Vice-President (Indigenous Engagement) may extend an invitation to members to serve additional terms if appropriate.

### **5 RIGHTS OF AUDIENCE AND DEBATE**

This Council may extend rights of audience and debate on a standing or ad hoc basis. Attendees with rights of audience and debate may participate in meetings but have no voting rights.

Employees and external stakeholders may request the opportunity to address the Council. 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 AND DEPUTY CHAIR**

The Deputy Vice-President (Indigenous Engagement) will appoint the Chair from within the Council membership. The Chair will serve for an initial term of 12 months. The Deputy Vice-President (Indigenous Engagement) may extend this appointment for additional terms.

The Deputy Chair will be appointed by election from the Council members at its first meeting of each calendar year. The Deputy Chair will serve for an initial term of 12 months.

The Chair will nominate an alternate Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

### **8 SECRETARY**

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

### **9 REMOVAL OF A MEMBER FROM OFFICE**

The Deputy Vice-President (Indigenous Engagement) may terminate a person's membership for misconduct. Where misconduct is considered to have occurred, due notice will be issued to the member concerned that any further instance of misconduct will result in termination of membership from this Council.

Where a member does not attend two consecutive meetings without adequate cause, that person's membership may be terminated. A person who has had their membership terminated may apply to this Council to have their membership reinstated.

## **10 QUORUM**

The quorum for a Council meeting will 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 at the next Council meeting, before those decisions can be actioned.

## **11 CONFLICT OF INTEREST**

Members must declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the agenda.

If the Chair or Council deems a member to have a conflict of interest in a matter before this Council, the member must not be present when the Council considers that matter.

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

## **12 MEETINGS**

Council meetings may be held face-to face, by telephone, videoconference, or other electronic means. Meetings will be scheduled a minimum of four times per year. Additional meetings may be scheduled as required by the Deputy Vice-President (Indigenous Engagement).

Council 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.

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

## **13 ACCESS TO RESOURCES**

External Council members will be provided with access to any resources they reasonably require to fulfil their duties as Council members.

## **14 AGENDAS AND MINUTES**

Agenda papers will be distributed at least five working days before the meeting, via member's email accounts. 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.

Council 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 will 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.

Meetings will be recorded for the purpose of minute-taking, with recordings to be deleted upon confirmation of minutes.

## 15 EVALUATION AND REVIEW

To ensure this Council is fulfilling its duties, it will undertake a self-assessment of its performance against these terms of reference and provide that information to the Deputy Vice-President (Indigenous Engagement) along with any information the Deputy Vice-President (Indigenous Engagement) or the Vice-Chancellor and President requests to facilitate their review of this Council's performance and its membership.

## 16 RELATED DOCUMENTS

Nil.

## 17 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 18 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
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