

INDIGENOUS EMPLOYMENT REFERENCE GROUP TERMS OF REFERENCE



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1 ESTABLISHMENT

The Vice-Chancellor and President established this committee to provide reports and/or advice to the Vice-Chancellor and President through the Vice-Chancellor's Advisory Committee.

2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Advise the Vice-Chancellor and President on matters in respect to Indigenous employment with the University.
- 2.2 Recommend to the Vice-Chancellor and President strategies to attract, employ and to continue to encourage a higher participation rate of employment of Aboriginal and Torres Strait Islander people.
- 2.3 Recommend to the Vice-Chancellor and President ways to retain Aboriginal and Torres Strait Islander staff and to enhance career development and employment opportunities.
- 2.4 Monitoring and reporting annually against performance measures.
- 2.5 Promoting equitable access for Aboriginal and Torres Strait Islander people to permanent employment and development opportunities.
- 2.6 Promoting equitable representation of Aboriginal and Torres Strait Islander people throughout all employment levels.

3 REFERRAL OF MATTERS

The 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 SUB-COMMITTEES

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

The Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:

- Pro Vice-Chancellor (Indigenous Engagement)
- Senior Deputy Vice-Chancellor (International and Services)
- Provost
- Director, People and Culture
- Manager, Employee Relations

Nominated members:

- Two Union representatives
- One Professional Staff representative
- One Academic Staff representative
- Community representatives (with experience and knowledge in employment initiatives) from time to time and as appropriate

Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee.

Representatives are appointed by the Chair in consultation with the appropriate Head of organisational area.

Nominated members shall serve for a term of three years.

6 RIGHTS OF AUDIENCE AND DEBATE

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

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

7 CHAIR

The Chair shall be the Pro Vice-Chancellor (Indigenous Engagement).

The Chair shall serve for the duration of their appointment.

8 SECRETARY

The People and Culture Directorate will provide secretarial support.

Secretarial support shall also provide assistance with establishing meeting dates/times and calling for agenda items.

9 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.

10 QUORUM

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

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines.

11 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](#).

12 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 per year. Meeting times will be advised by the secretary in collaboration with the Chair and committee members. The Chair holds the executive rights to reschedule and/or cancel proposed committee meetings.

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.

13 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.

14 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days before the meeting, via the Committee Portal. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online 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.

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.

15 EVALUATION AND REVIEW

To ensure the 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 its review of the Committee's performance and its membership.

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

In accordance with the CQUniversity reconciliation statement, the existing enterprise agreement and University policies, remain committed to increasing the proportion of employment of Indigenous employees across the University until such time as its objectives are met.

Factors in reviewing the process of the Indigenous Employment Reference Group will include, though not be limited to, evidence of strategies, processes, outcomes and reports appropriate to achieving the five functions and responsibilities of the Indigenous Employment Reference Group.

16 FEEDBACK

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

17 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 | Director, People and Culture |
| Next Review Date | 5/06/2019 |

| Approval and Amendment History | Details |
|--------------------------------------|--|
| Original Approval Authority and Date | Vice-Chancellor and President 06/2006 |
| Amendment Authority and Date | Vice-Chancellor and President 20/02/2008; Vice-Chancellor and President 31/01/2011; Vice-Chancellor and President 7/03/2013; reviewed and no changes required Director, People and Culture 24/03/2015; Amended and updated to current template - Director, People and Culture 22/02/2017; Reviewed and no changes required - Director, People and Culture 5/06/2017. |
| Notes | |