



Terms of Reference

Aboriginal & Torres Strait Islander Peoples Workforce Strategy Committee

Trim Location	20/84873C
Responsible Officer	Pro Vice-Chancellor (Students)
Approval Date	29 July 2020
Approval Authority	Pro Vice-Chancellor (Students)

1. Role

The Aboriginal and Torres Strait Islander Peoples Workforce Committee (WFSC) is responsible for a whole-of-university approach to increasing the employment and participation of Aboriginal and Torres Strait Islander peoples in the University's workforce. The committee reports to the Vice-Chancellor's Executive Committee to drive and enhance discussions, awareness, shared accountability and outcomes. The WFSC will report on the effectiveness of implementation and measures of success against the goals and performance measures in the USQ Aboriginal and Torres Strait Islander Peoples Workforce Strategy (Workforce Strategy). The reporting relationship between the WFSC and the Vice-Chancellor's Executive Committee will serve as a two-way communication conduit on Aboriginal and Torres Strait Islander matters impacting the University and its operations.

2. Functions

The functions of the Committee include:

- Oversee, monitor and review progress towards achieving the goals, targets and performance measures of the Workforce Strategy and ensure its ongoing alignment with other relevant strategic documents at USQ i.e. USQ Aboriginal and Torres Strait Islander Peoples Education Strategy and Reconciliation Action Plan;
- Develop and accept shared accountability for practical solutions that support the decision-making progress to initiatives arising from the implementation of the Workforce Strategy;
- Committee members driving initiatives under the scope and actions associated with the committee, and consulting widely with all key stakeholders including Aboriginal and Torres Strait Islander academic and professional staff and their appointed representatives and relevant community representatives, and the union, in the implementation of the Strategy;
- Provide recommendations to Vice-Chancellor's Executive Committee for appropriate University wide resourcing including targeted funding to implement the Strategy;

- Commit to driving a culturally safe and sensitive environment at USQ, complimented by championing cultural competency training across the whole of university and walking the talk with inclusive and respectful behaviours;
- Monitor KPI's for the whole of university to progress the Strategy and report the progress to the Vice-Chancellors Executive Committee; and
- Make recommendations to the Vice-Chancellor Executive Committee on matters concerning Aboriginal and Torres Strait Islander Peoples affairs relevant to the Workforce Strategy and other strategies for working with Aboriginal and Torres Strait Islander peoples at the University.

3. Authority

Pro Vice-Chancellor (Students)

4. Membership

The Membership of the Aboriginal and Torres Strait Islander Peoples Workforce Strategy Committee shall consist of:

1. Chair: Pro Vice-Chancellor (Students)
2. Member of the Elders and Valued Persons Advisory Board
3. Director (People and Workforce Strategy)
4. Head (College for Indigenous Studies, Education and Research)
5. Identified HR representative responsible for Indigenous Workforce matters
6. At least (2) representative of the University's Aboriginal and Torres Strait Islander employee community, appointed by the Pro Vice-Chancellor (Students). Appointments should take into account achieving a gender balance on the Committee and include academic and professional staff representatives. Where possible, one of these employee representatives should also be from the University's local Indigenous communities
7. A member of the University's Aboriginal and Torres Strait Islander student community, appointed by the Pro Vice-Chancellor (Students).
8. A nominee of the Unions covered by the USQ Enterprise Agreement
9. Associate Director (Careers & Employability)
10. Research & Innovation Division representative
11. A representative of the Aboriginal and Torres Strait Islander Employee Network Aboriginal and Torres Strait Islander workforce

4.1 Board Membership

PRO VICE-CHANCELLOR (STUDENTS) WHO SHALL BE EX OFFICIO CHAIR OF THE COMMITTEE Professor Joshua Pienaar	Ex officio
MEMBER OF THE ELDERS AND VALUED PERSON ADVISORY BOARD Mr Wayne Fossey	
DIRECTOR (PEOPLE & WORKFORCE STRATEGY) Trudi Davidson	Ex officio

HEAD (COLLEGE FOR INDIGENOUS STUDIES, EDUCATION AND RESEARCH) Professor Shirley O'Neill	Ex officio
IDENTIFIED HR REPRESENTATIVE RESPONSIBLE FOR INDIGENOUS WORKFORCE MATTERS Dianne Lucas	Ex officio
ABORIGINAL AND TORRES STRAIT ISLANDER ACADEMIC AND PROFESSIONAL STAFF REPRESENTATIVES Vicki Horner Belinda Gilbert	
NATIONAL TERTIARY EDUCATION UNION REPRESENTATIVE Anna Jackson	
ABORIGINAL AND TORRES STRAIT ISLANDER STUDENT REPRESENTATIVE Vacant	
RESEARCH AND INNOVATION DIVISION REPRESENTATIVE Dr Samantha Rose	
ASSOCIATE DIRECTOR (CAREERS AND EMPLOYABILITY) Deb Munro	
ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYEE NETWORK REPRESENTATIVE Current Chair or Current Deputy Chair	Ex officio
COMMITTEE SERVICING OFFICER To be appointed	

5. Meetings, Reporting and Minutes

- **Frequency of Meetings:** The Aboriginal and Torres Strait Islander Peoples Workforce Strategy Committee shall meet four (4) times per year at specific dates and times as outlined in the University Meeting Schedule
- **Reports to:** Pro Vice-Chancellor (Students).
- **Minutes:** Minutes and/or Post Meeting Action Sheet will be sent to all committee members.

A quorum consists of at least half the members of the committee

6. Co-Option and Observers

The Committee may co-opt other person required to provide advice and assistance in respect of specific issues being considered or when other area of specialist expertise is required.

By endorsement of the Committee observers may be invited to attend meetings noting that an observer will have no voting rights.

7. Ethical Practices, Confidentiality and Independence

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest; and
- Disclose to the Committee any matter, which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest.

8. Secretary

The Committee Services Officer (Identified Role), appointed from the University's Aboriginal and Torres Strait Islander workforce shall act as Secretary to the Committee.

9. Review Terms of Reference

These Terms of Reference will be reviewed annually by the Committee to ensure the Terms of Reference remain consistent with the Committee's objectives and responsibilities.

Modification History

Date	Source	Details
04.05.2016	Sharlene Gordon	Updated TOR
15.02.2017	Sharlene Gordon	Minor change to the function and membership
18.06.2018	Stacey Hixon	Change of committee name and membership
26.10.2018	Shenaed Bliss	Change of membership
31.01.2019	Naomi Mear	Changes to committee membership and committee members' position titles. New Committee Servicing Officer appointed.
07.02.2019	Naomi Mear	Membership changes updated. Director (Workforce Strategy and Diversity) replaced Executive Director (Human Resources) on-going.
13.02.2019	Naomi Mear	Admin Change: Position Title of Chair changed from Head (Students and Communities) to current title Pro Vice-Chancellor (Student Services)
01.05.19	Naomi Mear	Updated Aboriginal and Torres Strait Islander Employee Network Rep Chair and Deputy Chair
20.01.20	Sharlene Gordon	Addition of Research and Innovation Division membership
20.07.20	Sharlene Gordon	Major update to all sections