



## Terms of Reference

### Aboriginal & Torres Strait Islander Peoples Workforce Strategy Committee

Trim Location	17/C438
Responsible Officer	Deputy Vice-Chancellor (Students & Communities)
Approval Date	
Approval Authority	Deputy Vice-Chancellor (Students & Communities)

#### 1. Role

The Committee will consult 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 Aboriginal and Torres Strait Islander Peoples Workforce Strategy 2018-2020.

#### 2. Functions

The functions of the Committee include:

- Provide recommendations for appropriate resourcing including targeted funding to implement the Strategy
- Aboriginal and Torres Strait Islander employees including progress towards targets and outcomes for
- To review the progress of the Aboriginal & Torres Strait Islander Peoples Workforce Strategy and assist where necessary with advice and support
- To actively contribute to the implementation of the Aboriginal & Torres Strait Islander Peoples Workforce Strategy.
- To actively contribute to and commit to the introduction of Aboriginal and Torres Strait Islander employment initiatives, including but not limited to, workforce planning, into faculties and departments by garnering support at appropriate governance and management forums including the Vice-Chancellor's Executive.

#### 3. Authority

Deputy Vice-Chancellor (Students & Communities)

## 4. Membership

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

1. Chair: Deputy Vice-Chancellor (Students & Communities)
2. Member of the Elders and Valued Persons Advisory Board
3. Executive Director (Human Resources)
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 community, appointed by the Deputy Vice-Chancellor (Students & Communities). 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 nominee of the Unions covered by the USQ Enterprise Agreement
8. Associate Director (Careers & Employability)
9. A representative of the Aboriginal and Torres Strait Islander Employee Network
10. Social Justice Support Officer

### 4.1 Board Membership

<b>DEPUTY VICE-CHANCELLOR (STUDENTS AND COMMUNITIES) WHO SHALL BE EX OFFICIO CHAIR OF THE COMMITTEE</b>  Mr Carl Rallings	Ex officio
<b>MEMBER OF THE ELDERS AND VALUED PERSON ADVISORY BOARD</b>  Mr Wayne Fossey	
<b>EXECUTIVE DIRECTOR (HUMAN RESOURCES)</b>  Mrs Jane Farmer	Ex officio
<b>HEAD (COLLEGE FOR INDIGENOUS STUDIES, EDUCATION AND RESEARCH)</b>  Professor Tracey Bunda	Ex officio
<b>IDENTIFIED HR REPRESENTATIVE RESPONSIBLE FOR INDIGENOUS WORKFORCE MATTERS</b>  Dianne Lucas	Ex officio

<b>ABORIGINAL AND TORRES STRAIT ISLANDER ACADEMIC AND PROFESSIONAL STAFF REPRESENTATIVES</b>  Mrs Vicki Horner Ms Belinda Gilbert	
<b>NATIONAL TERTIARY EDUCATION UNION REPRESENTATIVE</b>  Ms Tonia Chalk	
<b>ASSOCIATE DIRECTOR (CAREERS AND EMPLOYABILITY)</b>  Mrs Tessa McCredie	Ex officio
<b>ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYEE NETWORK REPRESENTATIVE</b>  Chair or Deputy Chair of the Network	Ex officio
<b>SOCIAL JUSTICE SUPPORT OFFICER</b> Shenaed Bliss	

## 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:** Deputy Vice-Chancellor (Students & Communities).
- **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 incited 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 Social Justice Support Officer shall act as Secretary to the Committee.

## **9. Review Of 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**

<b>Date</b>	<b>Source</b>	<b>Details</b>
4.05.2016	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
26/10/18	Shenaed Bliss	Change of membership