

Aboriginal and Torres Strait Islander Employment Advisory Committee

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Purpose

The University has implemented the Aboriginal and Torres Strait Islander Employment Strategy, Policy and Procedure. The purpose of the Aboriginal and Torres Strait Islander Employment Advisory Committee is to assist the University in achieving its objectives under the Aboriginal and Torres Strait Islander Employment Strategy.

Functions and Responsibilities

- Make recommendations to the senior team and Human Resources in respect to the University's Aboriginal and Torres Strait Islander Employment Strategy, Policy and Procedure;
- Provide guidance and support to the Director, Human Resources and the Coordinator, Aboriginal and Torres Strait Islander Employment on matters regarding implementation of the University's Aboriginal and Torres Strait Islander Employment Strategy and Procedure, particularly with a focus on recruitment, support and retention;
- Provide updates and make recommendations in respect to the University's Aboriginal and Torres Strait Islander Employment Strategy to the Reconciliation Action Plan (RAP) Implementation Working Party in relation to the RAP;
- Review, evaluate and monitor the Aboriginal and Torres Strait Islander Employment Strategy in consultation with the University's RAP working party;
- Ensure engagement, input and advice is sought with the appropriate persons and groups from the relevant Aboriginal and Torres Strait Islander Community/Communities and also relevant internal departments.
- Provide input and oversight to particular initiatives, such as Work Experience, Cadetships and Traineeship Programs;
- In consultation with the RAP working party monitor the implementation and effectiveness of the Aboriginal and Torres Strait Islander staff Cultural Awareness Program; and

- Identify and review barriers hindering successful outcomes in Aboriginal and Torres Strait Islander employment and retention and make recommendations for improvement.

Membership

All reasonable attempts should be made to ensure that at least 50% of Committee members are Aboriginal and Torres Strait Islander People. The composition is made up of internal University staff and an external Aboriginal and or Torres Strait Islander community member with extensive experience within employment and training to ensure that the University is working actively and collaboratively within the Aboriginal and Torres Strait Islander Community/Communities in respect to achieving Aboriginal and Torres Strait Islander employment, training and development outcomes and functions of the committee.

Composition

- Chair, Director Human Resources;
- Manager, Human Resources;
- Manager, Equity and Equal Opportunity;
- Manager, Aboriginal Education Centre;
- Coordinator, Aboriginal and Torres Strait Islander Employment; and
- a relevant Aboriginal and/or Torres Strait Islander Community Member with extensive experience within the Aboriginal and Torres Strait Islander employment and training sector/s preferably currently working within the Aboriginal and Torres Strait Islander employment and training sector/s (external).

The Committee may co-opt members from time to time for a specified period and purpose.

Conflict of Interest

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from committee discussions and deliberations on the issue where a conflict of interest exists.

Quorum

For the purposes of the meeting quorum will be 50% of total membership including at least one Aboriginal and/or Torres Strait Islander members.

Record Keeping

The chair will elect committee member/s to maintain a status report.

Meetings

The committee will meet at least every 2 months.