The Aboriginal and Torres Strait Islander Employment Advisory Committee is constituted as per the University of Canberra Enterprise Agreement.

The Terms of Reference were approved by the Vice Chancellor on 26 August 2016.

To advise and assist the University on Aboriginal and Torres Strait Islander employment.

1. To advise the University on Aboriginal and Torres Strait Islander employment policy.
2. To provide advice and ongoing support to the Director of Human Resources (or delegate) in relation to the objectives provided for in the Enterprise Agreement as they pertain to Aboriginal and/or Torres Strait Islander employees.
3. To assist the University in the development of Aboriginal and Torres Strait Islander employment initiatives with the aim to recruit, attract and grow Indigenous talent.
4. To provide support and advice regarding implementation of actions related to Aboriginal and Torres Strait Islander employment as detailed in the Reconciliation Action Plan.
5. To provide relevant and regular updates to the Vice Chancellor and the Reconciliation Action Plan Implementation Committee.

The Aboriginal and Torres Strait Islander Employment Advisory Committee comprises:
- Dean, Aboriginal and Torres Strait Islander Leadership and Strategy (Co-Chair) (1 member)
- Director, Human Resources (Co-Chair) (1 member)
- Deputy Director, Human Resources (1 member)
- The Chair of the Aboriginal and Torres Strait Islander Advisory Group (1 member)
- One senior member of academic staff with relevant expertise and a commitment to the aims of the committee (1 member)
- One member of staff who is also a member of the Aboriginal and Torres Strait Islander community (1 member)
- One member of the Aboriginal and Torres Strait Islander community (1 member)
- One member (staff member or external) with relevant professional experience or expertise and with a demonstrated ability to make a contribution to the work of the committee (1 member)

Total membership may range between 6 and 8 members.

Alternate Members:
- The Committee may not make arrangements for alternate members.

Co-opted Members:
- The Committee may make arrangements to co-opt members with specific expertise for a specific period of time.
| **Method of appointment** | • Dean, Aboriginal and Torres Strait Islander Leadership and Strategy (Chair) (1 member) - *ex officio*
• Director, Human Resources (Chair) (1 member) - *ex officio*
• Deputy Director, Human Resources (Chair) (1 member) - *ex officio*
• The Chair of the Aboriginal and Torres Strait Islander Advisory Group (1 member) - *ex officio*
• One senior member of academic staff with relevant expertise and a commitment to the aims of the committee – invited by the Co-Chairs
• One member of staff who is also a member of the Aboriginal and Torres Strait Islander community (1 member) – invited by the Office of Aboriginal and Torres Strait Islander Leadership and Strategy
• One member of the Aboriginal and Torres Strait Islander community (1 member) – invited by the Office of Aboriginal and Torres Strait Islander Leadership and Strategy
• One member (staff member or external) (1 member) - invited by the Co-Chairs, based on her or his professional experience or expertise and her or his ability to make a contribution to the work of the committee |

| **Term of appointment** | Non-*ex officio* members will be appointed for a period of for two years.
Re-appointment can only be for one additional term though the member can serve further, non-consecutive terms. |

| **Secretariat arrangements** | The Secretary will be provided by Teaching and Learning (DVC-E).
The Secretary will provide administrative support to the Committee including preparing and distributing agendas and papers, maintaining minutes of meetings of and the website, collating reports and associated material as part of official University records.
Agendas and associated documentation will normally be distributed a week prior to the meeting. |

| **Quorum** | A quorum consists of a majority of members.
Where there is no quorum the Committee may still meet to ensure that the work of the committee continues.
Recommendations made at such meetings must be endorsed at a subsequent meeting where a quorum is present. |

| **Schedule of meetings** | The Committee normally meets face to face 3 times per calendar year.
The Committee should not meet unless there is sufficient business to warrant a meeting being held.
Special meetings may be called if warranted. |

| **Evaluation and review** | The Committee should review its Terms of Reference as part of its normal course of business, with amendments approved by the Vice Chancellor. |