

Indigenous Employment (Development & Implementation) Sub-committee

Membership and Terms of Reference

(May 2011)

Function

To provide advice to the Equity Committee of the University's Indigenous Employment Strategy and the Indigenous Australian Employment Action Plan.

Terms of Reference

The Indigenous Employment (Development & Implementation) Sub-committee shall provide advice to the Equity Committee based on the Indigenous Employment Strategy and the Indigenous Australian Employment Action Plan relating to:

- methods of increasing the employment rate of Indigenous people in both general and academic positions;
- establishing and maintaining equitable and culturally appropriate employment and career development opportunities at Edith Cowan University;
- increasing the skill base of Indigenous Australian staff; and
- methods of retaining Indigenous staff by developing and creating a culturally sensitive environment.

Membership

The Indigenous Employment (Development & Implementation) Sub-committee will comprise the following members.

- Chair, the senior employee responsible for Indigenous matters, or nominee.
- A senior employee nominated by the Equity Committee.
- The Head of Academic Unit – Kurongkurl Katitjin.
- Two Aboriginal and/ or Torres Strait Islander employees elected by Indigenous employees at the University.
- The Indigenous Employment Co-ordinator.
- A nominee of the National Tertiary Education Union ECU Branch
- The Team Leader, Recruitment, Benefits and Policy.

Co-opted members and guests

The Sub-committee may co-opt persons to become members on the basis of specialist experience or for a specific project or task or to enhance equity balance. Co-opted members will not have voting rights.

The Sub-committee may also invite stakeholders, experts, or interested parties to attend meeting as guests and contribute to discussions on particular issues.

Attendance

All members who are unable to attend a meeting must notify the Chair of their absence and nominate an appropriate staff member to attend the meeting as their proxy.

Note: For Indigenous Australian membership positions, nominated proxies must also be of Indigenous Australian descent.

Tenure

The tenure for members of the Sub-committee is two years in line with ECU's Academic Staff Union Collective Agreements 2009 and General Staff Union Collective Agreements 2009, or until new Collective Agreements are lodged with Fair Work Australia, unless otherwise specified by the Vice-Chancellor.

Executive Officer

A nominee of the Director, Planning, Quality and Equity will provide administrative support for the Committee.

Quorum

Four members, with 50% of the members being Indigenous Australians, not including co-opted members shall constitute a quorum.

Meeting Frequency and Duration

The Indigenous Employment (Development and Implementation) Sub-committee will meet at least two times per year. Each meeting shall be scheduled for the duration that the agenda requires.

Voting Rights

All members have one vote with the Chair has a casting vote.

Decisions will be made by a simple majority of those members who are present.

Vacancies

Vacancies that occur during any year will be filled by invitation from the Chair.

Reporting

A report on the Indigenous Employment Strategy will be provided to the Equity Committee by the IEDI Sub-committee on an annual basis. This report will be prepared by staff from the Human Resources Services Centre.