
GRIFFITH UNIVERSITY**ABORIGINAL AND TORRES STRAIT ISLANDER ADVISORY COMMITTEE****NOTICE OF MEETING**

A meeting of the Aboriginal and Torres Strait Islander Advisory Committee of the Griffith University Council will be held at 1:00pm – 3.30pm on Monday, 4 November, 2013 in Room 4.08, L07 (Board Room), Logan campus.

PLEASE NOTE: As this is the last meeting for the year, and the last meeting to be attended by Professor Marilyn McMeniman, Deputy Vice Chancellor and Provost, the Advisory Committee will enjoy a light lunch from 1:00pm – 1:30pm prior to the meeting commencing at 1:30pm.

Apologies may be recorded by telephoning Ms Rosemary Marson on 373 54393.

DISTRIBUTION LIST**CHAIRPERSON OF THE COMMITTEE**

Mr Graham Dillon (DUniv)

Until 31 December 2014

DEPUTY VICE CHANCELLOR AND PROVOST

Professor Marilyn McMeniman AM

Ex officio

COUNCIL MEMBER

Dr Robert Anderson OAM

Until 31 December 2014

**REPRESENTATIVE, COMMONWEALTH DEPARTMENT OF INDUSTRY,
INNOVATION, SCIENCE, RESEARCH AND TERTIARY EDUCATION (DIISRTE)
NOMINATED BY THE DEPARTMENT**

Vacant

Until 31 December 2013

**REPRESENTATIVE, QUEENSLAND INDIGENOUS
EDUCATION CONSULTATIVE COMMITTEE (QIECC)**

Vacant

Until 30 May 2015

TWO ABORIGINAL REPRESENTATIVES

Ms Anne Leisha

Until 3 May 2015

Mr Bill Chapman

Until 3 May 2015

TWO TORRES STRAIT ISLANDER REPRESENTATIVES

Mr Thomas Sebasio

Until 3 May 2015

Ms McRose Elu

Until 3 May 2015

PROFESSOR OF INDIGENOUS COMMUNITY ENGAGEMENT, POLICY AND PARTNERSHIPS

Professor Boni Robertson

Ex officio

PROFESSOR OF INDIGENOUS RESEARCH

Professor Adrian Miller

Ex officio

HEAD, GUMURRII STUDENT SUPPORT UNIT

Ms Bronwyn Dillon

Ex officio

CONVENOR, CONTEMPORARY AUSTRALIAN INDIGENOUS ART

Ms Jennifer Herd

Ex officio

PRESIDENT, GRIFFITH INDIGENOUS STUDENT ASSOCIATION (GISA)

Ms Warrika Watson

Ex officio

TWO STUDENT REPRESENTATIVES

Vacant (Northern campuses)

Until 31 December 2013

Vacant (Gold Coast campus)

Until 31 December 2013

TWO STAFF REPRESENTATIVESMr John Graham
Ms Kerry BodleUntil 11 July 2015
Until 15 May 2014**FIRST PEOPLES' STAFF PROJECT OFFICER, EQUITY AND DIVERSITY**

Mr Brian Blow

Ex officio

Co-opted Members

Mr Phil Mairu

Ms Rosemary Marson (Secretary)

Other Copies:Binding copy (CARMS) (attachments)
Spare copy (attachments)**Committee Team Place Web Address**<https://qplace01.domino.griffith.edu.au/quickplace/sec-university-committees/main.nsf/>

Use the left navigation bar to select the relevant committee site.

Username is your staff number, and password is the same as your Portal login.

Call the Secretary on 54393 for advice or if experiencing difficulties with the site.

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Rosemary Marson
Secretary

AGENDA1.0 ACKNOWLEDGEMENT OF COUNTRY2.0 APOLOGIES

Apologies can be recorded by telephoning Rosemary Marson on extension 54393 or by emailing r.marson@griffith.edu.au.

3.0 CONFIRMATION OF MINUTES

The minutes of 2/2013 Aboriginal and Torres Strait Islander Advisory Committee are attached.

To be taken as read and confirmed

4.0 CHAIRPERSON'S REPORT5.0 DEPUTY VICE CHANCELLOR and PROVOST'S REPORT

The Deputy Vice Chancellor and Provost will report on item 10.0.

ORDERING OF THE AGENDA

At this point in the Agenda the Chair will advise members about any matter on the Agenda not included in Section II, that members have requested prior to the meeting be so included.

SECTION I: MATTERS FOR DISCUSSION AND DEBATE6.0 GRIFFITH UNIVERSITY CONFLICT OF INTEREST POLICY

6.1 At the 8 October 2013 University Council meeting, the attached Conflict of Interest Policy was approved. The policy provides guidance for staff in the appropriate management of actual, potential, and perceived conflicts of interest. The policy applies to all members of staff of the University at all times while engaged in University business or otherwise representing the University.

6.2 In introducing this policy, the University is fulfilling its responsibilities as a publically-funded organisation to ensure that its official activities and those of its staff conform to acceptable standards of integrity and good conduct. Through this policy, the University recognises that a well-established system for identifying, disclosing, and managing conflicts of interest as the following benefits:

- Increases its public accountability; and
- Reduces the risk of corruption, misconduct and bias in its operations and decision-making processes.

6.3 Through this policy, the University expects that:

- all staff members to act with honesty and integrity;
- staff will not allow their external, personal or financial interests or their duties to any external entity to compromise their duties, obligations and responsibilities to the University;
- all conflicts of interest, regardless of their character or level, will be identified, disclosed and managed;
- that any gifts/benefits/sponsorship/hospitality or service will not be accepted by staff if the intention is to influence current or future behaviour of staff or an individual School/Office within the University (see also Gifts and Benefits Policy). The preservation of academic and professional independence is a paramount consideration and should be made clear to potential sponsors;
- where a conflict of interest occurs, the interests of the University will be balanced against the interests of the staff member. Unless exceptional circumstances exist, the balance of interests will be resolved in the University's favour; and
- Heads of Element, when notified of a conflict of interest, will deal promptly with the conflict as per this policy and put in place arrangements that protect the integrity of the University's processes and decision-making.

6.4 Members are asked to familiarise themselves with the attached policy.

For discussion and debate

7.0 UNIVERSITY CONFLICT OF INTEREST POLICY – DECLARATION OF INTERESTS

7.1 Following the introduction of the University's Conflict of Interest policy, University Council has advised that the following statement and Declaration of Interests is to be included in the Agenda of all University Committees.

7.2 Members are invited to identify any conflict of interest, including family or other personal relationship/s as outlined in the University policy on Conflict of Interest, which may exist in relation to any items included on this Agenda. When an interest has been declared, the Chair may resolve that the member:

- Leaves the meeting while the item of business is discussed; or
- Participates in the discussion, but withdraw from the meeting before the vote and/or decision is taken; or
- Stays, but does not participate in either the debate or vote/decision; or
- Stays with full debating and voting/decision/rights.

For discussion and debate

8.0 ABORIGINAL AND TORRES STRAIT ISLANDER CURRICULUM DEVELOPMENT & IMPLEMENTATION ADVISORY GROUP – FINAL REPORT

8.1 The Aboriginal and Torres Strait Islander Curriculum Development & Implementation Advisory Group has forwarded the attached Report (doc no. 2013/0005010) for comment and feedback. The Report documents the activities of the Aboriginal and Torres Strait Islander Curriculum Development & Implementation Advisory Group (Advisory Group) since it re-convened in June 2011 and up to the November 2013 meeting. In fulfilling its role, the Advisory Group has worked closely with members of the Aboriginal and Torres Strait Islander Curriculum Development & Implementation Working Party (Working Party).

- 8.2 Members may recall that the Advisory Group reports to the Learning and Teaching Committee and is charged with the following terms of reference:

Provide advice, as requested by Learning and Teaching Committee, Academic Committee, Griffith University Aboriginal and Torres Strait Islander Advisory Committee, or the University Executive on a range of issues related to the policy, planning and implementation of the goals stated above, consulting with parties as relevant and necessary.

Monitor the progress and report to the Griffith Learning & Teaching Committee and the Griffith University Aboriginal and Torres Strait Islander Advisory Committee regarding the implementation the University's goals concerning:

- The development of a culturally-appropriate Aboriginal and Torres Strait Islander curriculum, which is inclusive of Aboriginal and Torres Strait Islander studies, knowledges and perspectives, and to support its sensitive implementation in degree programs; and
- The design of culturally sensitive learning and teaching strategies and to train, develop and support academic staff in their use.

- 8.3 The attached Report is to be considered by the Aboriginal and Torres Strait Islander Curriculum Development & Implementation Advisory Group at its final meeting on Thursday, 21 November. The Report will then be forward to Learning and Teaching Committee.

- 8.4 Members of the Aboriginal and Torres Strait Islander Advisory Committee are asked to comments on the attached draft Report. Comments will be forwarded to the Aboriginal and Torres Strait Islander Curriculum Development & Implementation Advisory Group for consideration.

For discussion and debate

9.0 ABORIGINAL AND TORRES STRAIT ISLANDER CULTURAL PROTOCOLS

- 9.1 At the 1/2013 and 2/2013 meetings, the Advisory Committee identified the need for Griffith to draft and endorse a clear set of cultural protocols to guide staff and students when dealing with Aboriginal and Torres Strait Islander individuals and communities.
- 9.2 The attached draft Aboriginal and Torres Strait Islander Cultural Protocols (doc no. 2013/0005009) have been prepared for the University community and, once adopted, are to be used by all students studying and all staff working at Griffith. The document describes the various protocols and how they are to be used and incorporated into the University's core business
- 9.3 Members of the Advisory Committee are invited to comment on the attached draft Aboriginal and Torres Strait Islander Cultural Protocols (doc no. 2013/0005009).

For discussion and debate

10.0 ABORIGINAL AND TORRES STRAIT ISLANDER HIGHER EDUCATION ADVISORY COUNCIL (ATSIHEAC) CO-CHAIR VISIT TO GRIFFITH ON 1 AUGUST 2013

- 10.1 In September 2012 the Australian government released the outcomes of the Review of Higher Education Access and Outcomes for Aboriginal and Torres Strait Islander people (Review). ATSIHEAC and the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE) are now working collaboratively to implement the Review. As part of this process, ATSIHEAC Co-chair Professor Ian Anderson visited each university to discuss the implementation of the Review at the institutional level.

- 10.2 Professor Anderson and Mr Craig Ritchie (DIICCSRTE) met with Professor Ian O'Connor, Vice Chancellor and Professor Marilyn McMeniman, Deputy Vice Chancellor & Provost on Thursday 1 August 2013 to discuss Griffith's progress to-date in implementing the Review.

The Deputy Vice Chancellor & Provost will introduce this item.

For discussion and debate

11.0 WORK PLAN FOR 2014

- 11.1 In 2013, the Advisory Committee agreed to the following items as part of the Committee's 2013 Work Plan. Members are asked to consider the following list and to make suitable suggestions for any additions or amendments for the 2014 Work Plan.

2013 Work Plan	
Activity/Project Name	Sorry Business and the provision of bereavement leave in the University Assessment Policy
	Ongoing oversight and input into the implementation of the Griffith Reconciliation Action Plan
	Input into the development of Indigenous Cultural Protocols for Griffith
	Continued input into the reports of the GUMURRII Student Support Unit
	Continued input into, and monitoring of, the ATSI pages and articles within the Griffith website
Budget requests	Continued catering costs to be covered by DVC & Provost

For discussion and debate

12.0 GUMURRII STUDENT SUPPORT UNIT

- 12.1 The Head, GUMURRII Student Support Unit will report (attached) on current issues of relevance to the Advisory Committee.

For discussion and debate

13.0 INDIGENOUS RESEARCH NETWORK

- 13.1 The Professor, Indigenous Research Network, will report (attached) on current issues arising at the Indigenous Research Network.

For discussion and debate

14.0 REPORT FROM INDIGENOUS COMMUNITY ENGAGEMENT POLICY AND PARTNERSHIPS (ICEPP)

- 14.1 The Professor Indigenous Community Engagement Policy and Partnerships (ICEPP) will provide a written report.

For discussion and debate

15.0 GRIFFITH INDIGENOUS STUDENT ASSOCIATION (GISA)

- 15.1 The President, GISA will provide a report on recent events and initiatives related to the Griffith Indigenous Student Association.

For discussion and debate

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

NIL

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS**16.0 INNOVATIVE RESEARCH UNIVERSITIES (IRU) STATEMENT OF INTENT: ABORIGINAL AND TORRES STRAIT ISLANDER HIGHER EDUCATION**

16.1 At the 11 July 2013 Senior Staff Forum of the Innovative Research Universities (IRU), members were presented with the attached draft statement of intent for Aboriginal and Torres Strait Islander Higher Education, which “signifies the IRU’s commitment to building a nation in which all of its citizens take pride in engaging with the world’s oldest living cultures”.

In summary, IRU member universities will:

- honour and pay respect to the unique scholarship of Elders, traditional Aboriginal and Torres Strait Islander holders of knowledge and knowledge systems and ensure that they are intrinsically involved in the development of university programs, research and policies;
- advance a whole-of-university strategy recognising the significance of Indigenous Units as places of expertise which
 - contribute to the successful academic lifecycle of Aboriginal and Torres Strait Islander students, and
 - build appreciation and understanding of Aboriginal and Torres Strait Islander perspectives throughout the entire university community;
- develop staff and students’ cultural integrity and core competencies and understanding through ongoing, positive engagement between Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander members of the university and wider community;
- focus efforts on Aboriginal and Torres Strait Islander student and staff retention and success;
- increase the number of Aboriginal and Torres Strait Islander peoples moving into and completing postgraduate study and research;
- create a study environment that encourages Aboriginal and Torres Strait Islander post graduate students to engage in collaborative research with local communities that can provide evidence of impact, progression and change in their state of well-being and development;
- increase Aboriginal and Torres Strait Islander participation in co-curricular activities and campus communities, including participation in student mobility, work experience and placements, social and sporting activities;
- promote learning, teaching and research that incorporates and is directed towards the privileging of Aboriginal and Torres Strait Islander knowledge systems, knowledges, perspectives and issues;
- encourage robust community engagement strategies that develop appreciation of the particular bodies of knowledge and needs of Aboriginal and Torres Strait Islander communities, both those local to the university and those throughout Australia; and
- appoint senior Aboriginal and Torres Strait Islander people to positions that have influence on strategy, policy and advocacy across all core business of the University.

For noting

17.0 GRIFFITH HEALTH - ABORIGINAL AND TORRES STRAIT ISLANDER CULTURAL AWARENESS PORTAL

17.1 At the 1/2013 meeting, the Deputy Vice Chancellor & Provost tabled the paper *Understanding Culture in Health – Cultural Considerations in Health Care*, which outlines a range of protocols and advice for health care workers working with Aboriginal and Torres Strait Islander communities. The Advisory Committee agreed that the University community, particularly those teaching into and studying in the health area, needs a clear set of protocols to guide them when dealing with Aboriginal and Torres Strait Islander individuals and communities.

17.2 At the 1/2013 meeting, members further agreed that the tabled protocols represent a significant starting point for the University in its development of broader, university-wide protocols. The exception to this endorsement is the section *Words you must never use* (page 3/5), which members agreed should not be included in any documentation prepared by the University; rather the use of preferred terms should be included.

17.3 The Health Group has undertaken considerable work on the protocols, which are available at:

<http://www.cultureawarenessporthealth.com.au/>

The Health Group is looking forward to the next stage of the project, which involves embedding the portal as a requirement for Health students to complete before they commence their clinical placements.

17.4 Griffith University has a Placements Essentials site that provides information for Health students about their clinical placements. The site is managed by Learning@Griffith and has checklist that monitors whether each student has fulfilled the pre-placement requirements, such as obtaining vaccinations and obtaining a Blue Card. The Placements Essentials site is available at:

<http://www.griffith.edu.au/health/placement-essentials>

17.5 The Health Group is working with Learning@Griffith so that the Cultural Awareness portal is embedded in the Placements Essentials site. By embedding the Cultural Awareness information in the site, each student will be required to complete the online quiz, and the system will register their completion as a pre-placement requirement that has been satisfied.

17.6 Until the portal is managed by Learning@Griffith, the weblink will be uploaded to Herbie, the University's online teaching resource.

For noting

18.0 OTHER BUSINESS

19.0 2014 COMMITTEE MEETING DATES

Members are asked to note and record the 2014 schedule of meetings. Meetings are to be held on **Thursdays from 1:30pm – 3:30pm**.

Meeting Date 2014	Campus	Venue Allocated
27 March	Nathan	N54_2.01
29 May	Nathan	N54_2.01
21 August	Nathan	N54_2.01
27 November	Nathan	N54_2.01