

Pat Turner Scholarship Advisory Group – Terms of Reference

1. General scope

The Pat Turner Scholarship Advisory Group (the Group) is a committee of the Sir Roland Wilson Foundation Board and is established in accordance with the authority provided in Division 3.1 of the [Australian National University \(Sir Roland Wilson Foundation\) Statute 2019](#). The Board has resolved to establish this Group and to adopt these Terms of Reference (TOR) to govern the proceedings and meetings of the Group.

2. Functions and responsibilities

The Group assists the Foundation in achieving its goals and objectives, as outlined in the [Strategic Plan 2020–2025](#). It actively supports the Foundation's purpose, to build research-informed public policy capability and leadership through postgraduate scholarships, professional development and networking opportunities.

Specifically, the Group provides guidance to the Foundation and the Board in relation to the Pat Turner Scholarship (PTS) program, which offers formal avenues of leadership and public policy development for Aboriginal and Torres Strait Islander Australian public servants through high quality research training.

The Group has the following functions:

- To provide advice and recommendations to the Foundation and Board on PTS matters including strategic direction, plans, protocols, processes, structures, a range of issues touching on scholars, scholarships, activities, events and any other matters the Group deems significant within its TOR.
- To promote the scholarship and research opportunity as part of a holistic career development.
- To foster and promote positive relationships between The Australian National University (ANU), Charles Darwin University (CDU) and the Australian Public Service (APS).
- To strengthen and build the PTS network, to help create opportunities for scholars and alumni to ensure exposure to a diverse range of development opportunities, including through the Tjabal Indigenous Higher Education Centre, the National Centre for Indigenous Studies and ANU and CDU more broadly.
- To participate in PTS events and activities.
- Consider matters referred by the Foundation and the Board, including reports and program evaluation material.

3. Membership

The Group is comprised of a minimum of four and a maximum of six members:

- One Chair
- Three to five additional members

The Group will be wholly comprised of Aboriginal and Torres Strait Islander peoples and balanced for gender.

The Group must include academic staff from both participating universities and one professional staff member from ANU. Within the maximum stipulated above, members could also include a representative of the APS Indigenous SES Network, a PTS alumni, a member of a private entity or a person from the not-for-profit sector.

Membership of the Group is voluntary. There are no payments for performance of the Group's responsibilities, however reasonable travel costs may be reimbursed upon submission of receipts to Foundation staff. Agreement must be sought from the Foundation Executive Director prior to travel.

A representative from the Foundation, the Executive Director, will attend Group meetings as an observer. Observers shall not have voting rights.

The Foundation shall provide secretarial services to the Group.

4. Appointment and terms of office

The Board Chair shall appoint members of the Advisory Group in writing.

A member is appointed for a period of between one and three years (no longer than three years) as decided by the Board Chair. A person may be reappointed, however, the maximum period that can cumulatively be served by a member is eight years. The Board Chair may extend this maximum if necessary, but in any event should not exceed ten years.

The Group elects the Advisory Group Chair (the Chair) for a period of between one and three years. The Board Chair will endorse the appointment in writing.

The Chair may be reappointed at the discretion of the Board Chair, for a term decided by the Board Chair, but noting the term limits above.

5. Meetings

The Group shall meet at least three times a year.

Meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Members are required to attend at least 50% of the scheduled meetings. Members with a reasonable excuse should communicate this to the Chair or the Foundation's Executive Director in writing prior to the meeting.

A notice of meeting confirming the date, time, location, teleconference details and agenda shall be forwarded to each member of the Group at least a week prior to the date of the meeting. The notice of meeting will include relevant supporting papers for the agenda items to be discussed. The agenda and supporting documents will be approved by the Chair prior to distribution to the Group.

The quorum for a meeting is three.

Group decisions may be made at a scheduled meeting or through a written resolution agreed to and physically or electronically signed by a majority of those voting or a minimum of three members, whichever is greater.

Minutes will be distributed to all members after the Chair has given preliminary approval. Records of copies of approved minutes of proceedings and resolutions of Group meetings shall be maintained by the Foundation.

Ad hoc meetings, teleconferences and email communication may occur throughout the year on an as needs basis.

6. Confidentiality

Upon joining the Group all members agree to abide by the [ANU Code of Conduct](#).

7. Conflict of Interest

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Group's agenda.

If the Chair deems the member to have a conflict of interest in a matter before the Group, the member will be excused from discussions and deliberations on that matter.

8. Removal of a member from office

The Board Chair must terminate a person's membership if:

- the member, in the Group's opinion formed by resolution passed at a meeting of the Group, has breached the member's duties under the Public Governance, Performance and Accountability Act 2013, Part 2-2, Division 3, Subdivision A as a member; or
- is incapable of performing the duties of a member.

Where a member does not attend three consecutive meetings without reasonable excuse, that person's membership may be terminated by the Board Chair.

9. Amendment, Modification or Variation

The TOR may be amended, varied or modified only with the written approval of the Board Chair.

10. Distribution of Terms of Reference

The complete TOR are to be made available to the Foundation's Board, Group members and Foundation staff.

11. Approval and Review Details

Original Approval Date:	
Approved by:	
Amendment Approval and Date:	
Next Review Date:	

DRAFT