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Charter of the UNE Indigenous Student Success Program (ISSP) Committee

This Charter rearticulates and updates the arrangements that have been in place throughout 2024 and are intended to apply until a review in 2025 to be conducted by the Pro Vice-Chancellor Indigenous once they are appointed.

Objective and scope

The UNE ISSP Committee will have responsibility for advising on, reviewing, making recommendations about, and monitoring the use of ISSP grants; and have authority within the governance structure of the provider.

Authority within UNE governance structure

The Committee is established by the Vice-Chancellor to advise on, review, make recommendations about, and monitor the use of ISSP grants.

The Committee provides reports to the Vice-Chancellor and to the Executive Team through the Deputy Vice-Chancellor.

Membership

The voting members of the UNE ISSP Committee are:

- If the role is occupied, Pro Vice-Chancellor-Indigenous (Ex Officio) (Chair)
- Director, Oorala Aboriginal Education Centre (Ex Officio) (Co-Chair, Chair if the PVCI role is not filled)
- Student Engagement Manager, Oorala Aboriginal Education Centre (Ex Officio)
- Course Coordinator and Head of Academic Team, Oorala Aboriginal Education Centre (Ex Officio)

The Chair may appoint additional members who have skills and experience relevant to the work of the Committee from the following groups:

- Indigenous Academics employed at UNE on a continuing or fixed term basis
- UNE Elders who work with UNE in relation to Indigenous student and education matters

The Committee must at all times be constituted by a majority of Indigenous persons, each of whom has skills and experience relevant to the role.

Official attendees include any person invited by the Chair.

Term of Office

The term of office for appointed members of the Committee will be for one year. Members may be appointed to additional terms of membership.

Functions and responsibilities

The Committee will:

- Advise on, review, make recommendations about, and monitor the use of ISSP grants.
- Consider any matters relating to ISSP at UNE.
- Establish, as necessary, any sub-committees or working groups for the purpose of providing specialist advice on ISSP grants.
- Refer for action or advice on any relevant matter to the Executive via the Deputy Vice-Chancellor.

Terms of Reference are to be reviewed annually.

Approval functions:

None

Advisory functions:

- a. Endorse and recommend for approval:
 - i. allocation of ISSP funds for specific projects and activities
 - ii. the development and implementation of policies and frameworks for allocation and monitoring the use of ISSP funds
 - iii. annual and other reports related to the use of ISSP funds
 - iv. any other matter on which the DVC seeks advice or is raised by a member of the Committee and agreed by the Chair to be presented.

Monitoring functions

- a. The Committee will monitor:
 - i. the implementation of projects and activities to which ISSP funds are allocated
 - ii. the achievement of the aims of projects and activities to which ISSP funds are allocated
 - iii. the use of ISSP funds for the purposes to which they are allocated
 - iv. Indigenous student enrolment, success, retention, engagement, progression and completion
 - v. any other matter on which the DVC requests monitoring or is raised by a member of the Committee and agreed by the Chair to be presented.

Committee conduct

Members and Attendee responsibilities

Members and attendees agree to:

1. adhere to the UNE Code of Conduct.
2. act in the best interests of the University.
3. actively participate in respectful and collegiate discussion and cross-unit collaboration and consultation.
4. support transparency and accountability by declaring potential or actual conflicts of interest.
 - a. Members with a conflict may be required by the Chair to absent themselves from specific discussions and or business papers.
5. maintain confidentiality unless authorised to undertake further communication by the Chair.
6. provide comments on the minutes and undertake to progress actions assigned to them or their teams.

Observers agree to maintain confidentiality of the meeting unless authorised to undertake further communication by the Chair.

Chair and Deputy Chair

The PVCI (once appointed and in role) or the Director Oorala (until the PVCI is in role) will Chair the meetings. In the event the PVCI is unavailable the Director Oorala will Chair.

Agenda and minutes

Agendas for the meetings of the Committee will be prepared by the Office of the PVCI or of the Director Oorala.

Minutes of formal meetings will be managed by the Office of the PVCI or of the Director Oorala.

Meetings, Timing and Quorum

The Committee will meet at least four times per year. Additional meetings can be scheduled as required.

The Committee may use Flying Minutes for urgent matters or to formalise resolution on matters discussed at a meeting.

The quorum shall be three members of the Committee, with at least one of those members being the Chair or Co-Chair, who are by virtue of their role is an appropriately qualified senior academic or executive employee of UNE.

Decision-making processes

Decisions will usually be made by consensus. If a vote is required, a simple majority of those present (or voting on a Flying Minute) in favour is sufficient.

Reporting

The Chair will forward minutes of meetings to the DVC.

Authority/Delegation

The provisions of these Terms of Reference take effect under the authority of VC&CEO consistent with the Section 28(1)(a) of the University of New England Act 1993 (NSW).

Variations to these terms of reference must be approved by the VC&CEO.