

Indigenous Student Success Program Grants Committee Charter

Section 1 - Charter

(1) The Indigenous Student Success Program Grants Committee Charter sets out the membership, responsibilities, authority and operations of the Indigenous Student Success Program Grants Committee of Southern Cross University.

(2) The Indigenous Student Success Program Grants Committee (ISSPG Committee) is established to meet the requirements of the Federal Government's Indigenous Student Success Program (ISSP).

Responsibilities

(3) The ISSPG Committee is responsible for advising the Vice-Chancellor on, reviewing, making recommendations about, and monitoring the use of ISSP grants.

(4) In formulating and determining its advice, the ISSPG Committee works collegially and by consensus.

Membership

(5) The Vice-Chancellor shall determine the membership of the ISSPG Committee from time to time whilst being guided by the following principles:

- a. there should be no less than three members,
- b. members should have appropriate skills and experience, and
- c. the Chair and a majority of members should be Indigenous persons.

Attendees

(6) Non-members may attend and contribute to meetings of the ISSPG Committee at the determination of the Vice-Chancellor or at the invitation of the Chair.

Meetings

(7) The ISSPG Committee must meet at least twice a year, or as determined by the committee itself, or as determined by the Vice-Chancellor.

(8) Meetings are held online, with a quorum being three members.

Flying Minute

(9) The Chair may determine that urgent matters requiring the ISSPG Committee's approval between meetings may be conducted by flying minute.

Secretariat

(10) The ISSPG Committee Secretary shall be appointed by the Vice-Chancellor and is responsible for:

- a. preparing and distributing agendas and supporting papers no less than five days prior to meetings,
- b. preparing meeting records in the form of formal minutes, and
- c. circulating agendas and minutes of meetings to all members and the Vice-Chancellor.

Amendment, Modification or Variation

(11) This Charter is issued by the Vice-Chancellor and may be amended, varied or modified in writing by him.

Section 2 - Current Members and Attendees

Members

Anthony Olive, Chair - Manager, Indigenous Australian Student Services

Chris Ashton - Executive Director and Chief of Staff, Office of the Vice-Chancellor

Natasha Straub - Senior System Analyst

Attendees

Professor Thomas Roche - Dean, Gnibi College of Indigenous Australian Peoples

Virginia Ingham - Administrative Officer

Carlene Grace - Finance Business Partner

Ruth Flower - Senior Student Management Officer

Owen Trembath - Senior Governance Officer

Status and Details

Status	Current
Effective Date	10th February 2025
Review Date	10th February 2028
Approval Authority	Director, Governance Services
Approval Date	10th February 2025
Expiry Date	Not Applicable
Responsible Executive	Tyrone Carlin Vice-Chancellor +61 2 66269189
Head of Work Unit	Mark Dixon Director, Governance Services
Enquiries Contact	Governance Services