

**TERMS OF REFERENCE**

COMMITTEE	<b>INDIGENOUS STRATEGY AND SERVICES COMMITTEE</b>
PURPOSE	The University Executive (UE) Indigenous Strategy and Services Committee (ISSC) will develop strategies, policies and procedures and co-ordinate activity across the University to implement, monitor and refine the Indigenous Participation, Engagement, Education and Research Strategies.
TERMS OF REFERENCE	<p>The purpose of UE Committees is to:</p> <ol style="list-style-type: none"> <li>1. Contribute to the ongoing development and implementation of the University's Indigenous strategy;</li> <li>2. Review operational matters and consider business-as-usual matters;</li> <li>3. Consider planning and prioritisation proposals within the portfolio;</li> <li>4. Monitor performance against domain KPIs; and</li> <li>5. Be a conduit for institutional and faculty discussions in the domain.</li> </ol> <p>The UE Indigenous Strategy and Services Committee will:</p> <ol style="list-style-type: none"> <li>1. Contribute to the University's ongoing efforts to improve Aboriginal and Torres Strait Islander education, research, engagement and employment.</li> <li>2. Monitor and advise the University Executive annually on the implementation of the University's Aboriginal and Torres Strait Islander Strategy across the entirety of the academic endeavour: <ol style="list-style-type: none"> <li>a. Faculty and PSU level of implementation assessment and evaluation</li> <li>b. the Aboriginal and Torres Strait Islander Merit Appointment Scheme</li> <li>c. other key initiatives identified annually.</li> </ol> </li> <li>3. Monitor and report regularly to the University Executive on the University's performance against key targets, indicators and objectives in the Strategy. Advise the University Executive on approaches to improve performance on Aboriginal and Torres Strait Islander student's participation, success and completion rates.</li> <li>4. Monitor and support reporting at the UE Indigenous Strategy and Services Committee on: <ol style="list-style-type: none"> <li>a. Aboriginal and Torres Strait Islander staff numbers, classification, their distribution and career trajectories</li> <li>b. Research performance related to Aboriginal and Torres Strait Islander matters</li> <li>c. Aboriginal and Torres Strait Islander student support services and facilities</li> <li>d. Relationships with local and other Aboriginal and Torres Strait Islander communities and Indigenous communities more broadly.</li> </ol> </li> <li>5. Oversee management of risk within the Indigenous Strategy and Services portfolio to ensure risks are managed within the University's agreed appetite and tolerance levels and escalate to the University Executive those risks that are outside of the Committee's remit to resolve.</li> </ol> <p>The UE Indigenous Strategy and Services Committee has the authority to:</p> <ol style="list-style-type: none"> <li>1. Make recommendations on matters within the Indigenous Strategy and Services portfolio, in line with the strategic direction agreed to by the University Executive;</li> </ol>

	<p>2. Make recommendations on financial allocation to the limit of the DVC (ISS)' delegation, on proposals formally supported by the BRT process.</p> <p>Relationship with University Executive:</p> <ol style="list-style-type: none"> <li>1. The UE Indigenous Strategy and Services Committee will refer matters to the University Executive only if the matters have an impact on the responsibility of the other UE Committees, or the Chair considers the decision is of strategic importance;</li> <li>2. The UE Indigenous Strategy and Services Committee will refer financial decisions to the University Executive above the DVC (ISS)' delegation; and</li> <li>3. The UE Indigenous Strategy and Services Committee will report to the University Executive after each meeting.</li> </ol> <p>Committee members have the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Develop, lead and evaluate activities within this domain that align with the University's Indigenous strategy; within Faculties, University Schools and Professional Service Units;</li> <li>2. Contribute the perspectives of their Faculties, University Schools and Professional Service Units to the Committee;</li> <li>3. Inform other UE Committees of which they are members of the decisions and discussion of the Committee; and</li> <li>4. Inform Faculties, University Schools and Professional Service Units of the decisions and discussions of the Committee.</li> </ol>
CHAIR	Deputy Vice-Chancellor, Indigenous Strategy & Services
DEPUTY CHAIR	<p>The Committee shall nominate a Deputy Chair from among its appointed members. The Deputy Chair shall act as Chair in the absence of the Chair.</p> <p>The nominated Deputy Chair is the Director, Aboriginal and Torres Strait Islander Research</p>
MEMBERSHIP	<p>Director, Aboriginal and Torres Strait Islander Research (Deputy Chair)</p> <p>Pro Vice-Chancellor (Student Life)</p> <p>Director, Human Resources (or nominee)</p> <p>Director, National Centre for Cultural Competence</p> <p>Director, Operational Reform, Office of the DVC ISS</p> <p>Director, Indigenous External Relationship Development</p> <p>6 Faculty Associate Deans (Indigenous)</p> <p>3 University School Associate Deans (Indigenous)</p> <p>3 Heads of School (minimum 1 from a University school)</p> <p>1 undergraduate student representative nominated by the Student Representative Council (SRC)</p> <p>1 HDR student representative nominated by the Sydney University Postgraduate Representative Association (SUPRA).</p>

ATTENDEES	Deputy Vice-Chancellor, Education (or nominee) Deputy Vice-Chancellor, Research (or nominee) Director, Marketing and Communications (or nominee) Director, Poche Centre Head, Widening Participation Manager, Indigenous Employment and Cultural Diversity Executive Officer, Office of the DVC ISS Manager, Indigenous Student Recruitment, Global Student Recruitment and Mobility Coordinator, Student Support Services Any others as determined by the Chair when necessary.
QUORUM	A Chair plus half the members will constitute a quorum.
PAPER DEADLINES	Meeting papers are due as per the agenda paper deadlines listed on: <a href="http://sydney.edu.au/secretariat/university-executive-and-committees/indigenous-strategy-services-committee.shtml">http://sydney.edu.au/secretariat/university-executive-and-committees/indigenous-strategy-services-committee.shtml</a> Late papers will not be accepted without the written approval of the Chair.
SECRETARIAT	University Secretariat
MEETINGS	Monthly (extraordinary meetings may be called at the request of the Chair)
REPORTING	University Executive
MINUTES	Available on SharePoint (link <a href="https://unisyd.sharepoint.com/sites/ue/ind/default.aspx">https://unisyd.sharepoint.com/sites/ue/ind/default.aspx</a> )