

EQUITY, DIVERSITY AND INCLUSION COMMITTEE

TERMS OF REFERENCE

Current version approved: 03 April 2025 [*via Equity, Diversity & Inclusion Committee*]

Formerly established by Council: 2 August 1993 (Council 7/93 meeting)

Reviewed: Council 3/2022 meeting (6 August) [*Constitution document number: 2022/0001214*]

1.0 Purpose

The Equity, Diversity and Inclusion Committee ('**the Committee**') advises the Vice Chancellor and Executive Group on strategic matters relating to equity, diversity, inclusion and belonging.

The Committee's purpose is to optimise the University's performance on equity, diversity, inclusion and belonging in alignment with its Strategic Plan.

2.0 Responsibilities and deliverables

The Equity, Diversity and Inclusion Committee will:

- Provide equity, diversity and inclusion advice on strategic priorities, plans, implementation and evaluation.
- Oversee the development of, and reporting against, relevant strategies.
- Establish strategic linkages with other university committees to maximise the embedding of equity, diversity, inclusion and belonging, particularly in key university plans.
- Monitor, benchmark and advise on university metrics and Key Performance Indicators (KPIs) relevant to equity, diversity and inclusion.
- Consider and advise on related matters.
- The Committee may establish working groups or sub-committees to progress priority areas where required.
- Support the University with its compliance obligations with relevant laws and standards, including, but not limited to:
 - (a) [Standard 2.2 of the Higher Education Standards Framework \(Threshold Standards\) 2021](#)
 - (b) [Workplace Gender Equality Act 2012](#)
 - (c) State and Commonwealth anti-discrimination, human rights legislation and Workplace Health and Safety legislation
 - (d) The [Action Plan Addressing Gender-based Violence in Higher Education](#) and [National Higher Education Code to Prevent and Respond to Gender-based Violence](#).
 - (e) [Disability Discrimination Act 1992](#)
 - (f) [Disability Standards for Education 2005](#)
- Monitor international, national and local issues to identify gaps and opportunities for the University and make recommendations. Contribute to institutional responses related to equity, diversity and inclusion where appropriate.
- Provide a channel for consultation and advice on equity, diversity and inclusion.

3.0 Authority

The Equity, Diversity and Inclusion Committee was established by the Vice Chancellor.

4.0 Reporting

The Equity, Diversity and Inclusion Committee makes recommendations to the Vice Chancellor and Executive Group for approval.

Monitoring and reporting on equity, diversity and inclusion via the:

- Quarterly Workforce Profile Report (focusing on employee equity, diversity and inclusion)
- Vice Chancellor's Report to Council (focusing on student/learning and teaching equity, diversity and inclusion)

Where appropriate, the Equity, Diversity and Inclusion Committee will also provide input to other relevant reports, for example, the Safe Campuses Annual Report, Workplace Gender Equality Agency Reports and Athena Swan Reports.

5.0 Membership

The Committee Chair is appointed by the Vice Chancellor and is a member of the Executive Group.

Membership of the Equity, Diversity and Inclusion Committee includes:

- Committee Chair (ex officio)
- Chairs of relevant sub-committees/ Working Groups and Group EDI Committees or representative
- Senior Lead (Inclusion & Development) (ex officio)
- Manager, Student Disability and Accessibility (ex officio)
- Two student members with relevant lived experience, appointed by the Chair
- One HDR student with relevant lived experience, appointed by the Chair
- Two members with special expertise in equity, diversity and inclusion, appointed by the Chair
- Seven members with leadership responsibility in areas related to Learning and Teaching; Student Life; Research; Digital Solutions; Physical Environments; and Health, Safety and Wellbeing who can be a conduit between the Equity, Diversity and Inclusion Committee and other key University Committees. They are appointed by the Chair.

In composing the Committee's membership, every effort will be made to

- ensure Committee diversity and maximise the contribution of equity, diversity and inclusion expertise and
- facilitate engagement across the University, including appropriate Group representation.

The term of office of members who are not ex officio is for a period of up to two years. The Chair may re-appoint members at the expiration of their term for one further term. Resignations are to be provided to the Chair in writing.

6.0 Meeting arrangements

6.1 Attendance at meetings

Wherever possible, members are expected to attend meetings in person.

Members are expected to attend as many meetings of the Committee as possible and must:

- Submit an apology to the Chair via the Committee Secretary if they are unable to attend a meeting
- Seek leave of absence from the Committee via the Chair if they will be absent for more than three consecutive meetings.

The Committee Secretary must advise the Chair if a member is absent for more than:

- Three consecutive meetings without approval of the leave of absence; or
- 50% of the meetings held in any year.

6.2 Invitees or observers

Invitees or observers may attend Committee meetings if expressly invited by the Chair or by resolution of the Committee. Invitees may be a regular ("standing") invitee or an invitee for a particular item or items and may participate in discussions but are not eligible to vote.

Observers may attend for items of business undertaken in the open session but may not participate in discussions or vote.

6.3 Meetings

The Committee shall typically meet four times per year.

Meeting dates will be set in advance by the Secretary in consultation with the Chair and in accordance with the Council meeting cycle.

Videoconferencing will be available for those unable to attend in person.

The Secretary will notify each member of the Committee of the date, time, place, and provide agenda papers for the meeting, usually at least one week before each meeting.

6.4 Committee Work Plan

An annual work plan will be developed by the Secretary in conjunction with the Chair.

6.5 Quorum

A quorum of a majority of current members (50%+1) must be met in order to conduct a meeting. Proxies are not allowed. If a quorum is not met, then items requiring a vote will be circulated by flying minute as soon as practicable after the meeting.

6.6 Voting at Meetings

A decision supported by a majority of votes cast at a meeting of the Committee at which a quorum is present is a decision of the Committee.

Each Committee member present at a meeting has one vote and may vote in favour of, against or abstain from voting, in respect of a resolution.

In the case of a tie, the resolution fails.

6.7 Special Meetings

The Chair may call a special meeting of the Committee for the consideration of business that requires urgent or immediate attention.

A special meeting shall be convened by the Chair, or in the absence of the Chair, by the Secretary.

6.8 Flying Minutes

The Chair may permit consideration of resolutions without a meeting if a decision is needed before the next scheduled meeting and if it is not possible or necessary to call a special meeting.

The Secretary will circulate the resolution in the form of a flying minute with relevant details and a proposed motion.

Committee members may vote for or against the motion on the flying minute. If a majority approves, it becomes a Committee resolution. This must be confirmed at the next meeting.

Flying minute resolutions do not count towards the number of Committee meetings required to be held in any year and will not be included in the University's Annual Report but may be reported separately.

7.0 Sub-Committees

7.1 As part of the governance structure, the Equity, Diversity and Inclusion Committee has subcommittees that report into the committee. The Equity, Diversity & Inclusion Committee may establish additional subcommittees or working parties of an ad hoc nature from time to time. The subcommittees will provide a formal report to the Equity, Diversity and Inclusion Committee on a regular basis to support the status of activities being undertaken.

7.2 Each subcommittee will have a Terms of Reference that is approved by the Equity, Diversity and Inclusion Committee.

8.0 Secretary

The Chair is responsible for appointing the Secretary to the Committee.

The overarching role of the Committee Secretary is to assist the Chair in ensuring that the Committee functions effectively and efficiently.

The Secretary:

- has rights of audience and debate
- will be familiar with the Committee constitution and its place in the governance structure
- will prepare the agenda and as required, prepare discussion papers and background documents

- will circulate the agenda and supporting papers for each meeting, after approval by the Chair, usually at least one week before each meeting.

9.0 Evaluation of Performance

The Committee will evaluate its own performance annually under the coordination of the Chair of the Committee.

10.0 Review of Terms of Reference

The Committee will review these terms of reference annually. Any substantial changes to the terms of reference will be recommended by the Committee for approval by the Vice Chancellor.