University of Newcastle

Equity Diversity and Inclusion Committee – Terms of Reference

1.0 Purpose

The Equity Diversity and Inclusion (EDI) Committee is key in guiding the University to be an EDI leader and drive ongoing cultural change. The EDI Committee represents the interests of students and staff by developing strategies and policies that facilitate an inclusive and safe community. It is a sub-committee of the University Executive Leadership Team (ELT). It provides quarterly reports to the ELT and annual reports to the Academic Senate and University Council.

2.0 Functions and Scope

2.1 Develop an organisation-wide EDI strategy to capture, align and advance the EDI eco-system at the University.

2.2 Provide advice and expertise to ELT and provide an EDI lens for decision-making.

2.3 Identify evidence-based initiatives and projects that will contribute to building and supporting diverse student and staff populations and an inclusive culture.

2.4 Establish sub-committees as required to assist in the implementation of strategic initiatives.

2.5 Role model best practices in the sector and influence beyond our organisation through participation in joint-sector and community initiatives.

3.0 Membership

3.1 The committee members will have the skills and experience to provide perspectives that reflect the aspirational diversity of the University, enabling it to make decisions that lead to an inclusive community. Its composition should also reflect this aspirational diversity.

3.2 The committee will comprise the following members:

Ex officio

a. University Chair in Equity, Diversity and Inclusion (Committee Chair)
b. College PVC (rotating role)
c. College Assistant Deans EDI (or equivalent)
d. Deputy Vice-Chancellor (Academic)
e. UNSA Student Representative
f. University Chaplain
g. EDI Unit Manager
h. EDI Unit Coordinators

Eight members to be selected through an expression of interest process from the University community reflecting the goals outlined in 3.1 and comprising:

i. four staff
j. four students

3.3 Nominated members serve on the Committee for two years and can be considered for a further term by the Chair if requested.

4.0 Rights of Audience and Debate

4.1 As required, the Chair may invite additional University staff members or external stakeholders to present to or participate in the Committee where their specialist contribution would be valued.

5.0 Meetings and Attendance

5.1 The Committee will meet in person quarterly and online out of session as requested by the Chair.

5.2 Each Committee member will attend a minimum of two meetings each year. Where a member cannot attend, they will ensure appropriate representation/delegation or provide a report to be read by another member of the Committee.

5.3 Where a member does not attend the minimum number of meetings and/or send a delegate or report in their place, the Chair can revoke Committee membership and seek a replacement representative.

5.4 Staff Committee members are 'EDI Champions' and do not attract additional remuneration. However, the Chair will support successful applicants in acknowledging and recognising their contributions.

5.5 Student Committee members will be remunerated for their time, and membership will be noted on their Australian Higher Education Graduation Statement (AHEGS).

5.6 A quorum of the Committee shall be 50% of its membership.

5.7 Committee matters are expected to be resolved by consensus.

5.8 Sub-committees and working groups are created and terminated by the Chair as required and report to the Committee.

6.0 Reporting

6.1 The Committee is an advisory board that reports through the Deputy Vice-Chancellor (Academic), the ELT quarterly and Academic Senate and Council annually.

6.2 The Chair will provide minutes of each meeting to the Committee members.

6.3 Updates to the University community will be provided as required via various communication channels.

7.0 Review

7.1 A review of the Committee's Terms of Reference will occur bi-annually and is the responsibility of the Chair. Amendments and updates to the Terms of Reference are subject to approval by the Deputy Vice-Chancellor (Academic).

Approval Authority: Deputy Vice-Chancellor (Academic)	
Date Approved: 2 November 2021	
Date for Review: June 2022	
Contact position: EDI Unit Manager	
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	Amended 20 February 2025