

# University of Newcastle

## Equity Diversity & Inclusion Committee – Terms of Reference

### 1.0 Purpose

The Equity Diversity & Inclusion (EDI) Committee will play a key role in guiding the University to be a leader in EDI and to drive ongoing cultural change across the institution. The EDI Committee will represent the interests of both students and staff by providing an inclusive and safe culture for its community. It will serve as a sub-committee to the University Executive Committee and provide reports to Academic Senate and Council.

### 2.0 Functions and Scope

- 2.1 Develop an organisation-wide EDI strategy to capture, align and advance the current EDI eco-system at the University.
- 2.2 Provide advice and expertise to Executive Committee and provide an EDI-lens to major decision making.
- 2.3 Identify new evidenced-based initiatives and projects that will contribute to building and supporting diverse student and staff populations and building an inclusive culture.
- 2.4 Establish sub-committees as required to assist in the implementation of strategic initiatives.
- 2.5 Role model best practice in the sector and influence beyond our organisation through participation in joint-sector and community initiatives.

### 3.0 Membership

- 3.1 The membership of the Committee will have the skills and experience to provide perspectives which reflect the aspirational diversity of the University, enabling it to make decisions which lead to a broadly inclusive community. Its composition should also reflect this aspirational diversity.

- 3.2 The committee will comprise the following members:

*Ex officio*

- a. EDI Academic Lead (Chair)
- b. College PVC (rotating role);
- c. Deputy Vice Chancellor Academic
- d. UNSA student VP Welfare
- e. Manager Equity, Diversity & Inclusion

Eight members nominated from the University community reflecting the goals outlined in 3.1 and comprising:

- f. 4 staff
- g. 4 students

- 3.3 Nominated members serve on the Committee for 2 years but can be considered for a further term by the Chair if requested.
- 3.4 The EDI Committee will form sub-committees and working groups, potentially from outside its membership, to assist with strategy development and implementation of initiatives.

#### **4.0 Rights of Audience and Debate**

4.1 From time to time and 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 for up to 2 hours, at least 8 times a year and whenever necessary.

5.2 It is expected that each Committee member will attend at minimum half the meetings each year. Where a member is unable to attend, they will ensure appropriate representation/delegation.

5.3 The University of Newcastle EDI Committee members 'Diversity Champions' do not attract additional remuneration, however the Committee will support successful applicants to have their contribution acknowledged and recognised.

5.4 A quorum of the Committee shall be 50% and matters are expected to be resolved on a consensus basis.

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

#### **6.0 Reporting**

6.1 The EDI Committee is an advisory committee which will report through the Deputy Vice-Chancellor (Academic) to Executive Committee and Council.

6.2 Minutes of each meeting will be provided by the Chair to the Committee members.

6.3 Updates to the University community will be provided via a range of communication channels.

#### **7.0 Review**

7.1 A review of the Committees 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	
Policy contact position: Manager, Equity Diversity & Inclusion	
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