

# University Equity Committee

---

## TERMS OF REFERENCE

### 1. TITLE OF COMMITTEE

University Equity Committee

### 2. ESTABLISHMENT

The University Equity Committee is established under Part 3 Section 15 of the [Charles Darwin University Act 2003](#).

The University Equity Committee is established as an advisory committee reporting directly to the Vice-Chancellor. It will be constituted as a permanent fixture of the University organisational structure and appear on the University Organisational Chart.

### 3. FUNCTIONS AND RESPONSIBILITIES

The University Equity Committee is a formal advisory committee of the University. The Committee will provide leadership and oversight of the University's performance in relation to equity, diversity, and social inclusion for staff and students.

The University Equity Committee will provide high-level advice to the Vice-Chancellor in relation to equity issues including but not limited to:

- Policy and program directions that impact on staff and student equity, diversity and social inclusion outcomes;
- Identification of staff and student equity priorities for the University;
- Advice and assistance on the development, monitoring, and evaluation of the University's Equity and Diversity Plan and attendant strategies;
- Development of a framework for monitoring and benchmarking the University's performance against equity indicators at the University;
- Critical review and analysis of plans and reports relating to equity, diversity, and social inclusion from units and divisions;
- Implementation of responses to Reviews;
- Allocation of funds to support specific equity, diversity, and social inclusion policies, programs, and initiatives, and advocacy support;
- Establishment and coordination of sub-committees and task groups as appropriate;
- Development of strategic linkages with committees of the University that monitor staff and student policies and programs, in particular Academic Board and the Vice-Chancellor's Indigenous Advisory Council; and
- Equity issues referred to the University Equity Committee.

The University Equity Committee will also provide a forum for the discussion of equity related issues at the University.

The Deputy Vice-Chancellor will have ultimate responsibility for the fulfilment of the University's equity responsibilities.

#### 4. MEMBERSHIP

The membership of the University Equity Committee will comprise:

- Deputy Vice-Chancellor, ex officio;
- Pro Vice-Chancellor Indigenous Leadership/Director ACIKE, ex officio;
- Deputy Chief Operating Officer, ex officio;
- Coordinator, Equity Services, ex officio;
- Head of School, Academic Language and Learning;
- One (1) nominee from the Office of the Deputy Vice Chancellor;
- One (1) nominee from the Faculty of Law, Education, Business, and Arts;
- One (1) nominee from the Faculty of Engineering, Health, Science, and the Environment;
- One (1) nominee from the Faculty of Vocational Education and Training; and
- Two (2) student representatives, appointed from expressions of interest sought from the Student Representative Council and reflecting representation of the diversity of student groups at undergraduate and post-graduate level

Membership may include members with overlapping areas of representation. In appointment members, consideration is given to ensure that the overall configuration of the Committee reflects the diversity of the University community and includes representation from campuses in addition to Casuarina.

The Committee may co-opt additional persons as required.

#### 5. CHAIR

The Chair for the University Equity Committee will be the Deputy Vice-Chancellor. The Deputy Chair for the University Equity Committee will be the Pro Vice-Chancellor, Indigenous Leadership

#### 6. SECRETARY

The Executive Officer, Office of the Deputy Vice-Chancellor, shall act as secretary for the University Equity Committee.

#### 7. TERM OF OFFICE

Members of the University Equity Committee, other than ex officio members, will serve for terms of up to two (2) years, concluding on 31 March of the relevant anniversary year.

An appointed member may be appointed to serve for additional term/s provided that such member serves no more than three (3) consecutive terms or a maximum of six (6) years continuously.

Twelve (12) months must elapse before a person having served the maximum three (3) consecutive terms is eligible to serve again with the University Equity Committee.

Within this twelve (12) months, a member may still be appointed to a working party or group tasked with conducting University Equity Committee business.

#### 8. QUORUM

A quorum for meetings of the University Equity Committee will comprise six (6) members.

## 9. MEETINGS

The University Equity Committee will meet four (4) times each year. The Committee will determine if more meetings are required in order to fulfil its responsibilities and may therefore call extraordinary meetings, resources permitting.

## 10. RESOLUTIONS OF THE UNIVERSITY EQUITY COMMITTEE

Matters requiring a resolution by the University Equity Committee are to be determined by the consensus of the members present.

## 11. AGENDA

The Secretary will distribute the agenda and supporting documentation at least three (3) days prior to each scheduled meeting of the University Equity Committee.

## 12. REPORTING

The University Equity Committee will report annually to VCAG and to Council. Reports to Academic Board will be provided as requested.

### Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017
<b>Sponsor:</b>	Pro Vice-Chancellor, Education and Student Success
<b>Contact Officer:</b>	Deputy Vice-Chancellor

Version	Date Approved	Approved by	Brief Description
1.00	27 AUG 2014	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	18 Sep 2017	Governance	<ul style="list-style-type: none"><li>Conversion to new Governance template due to new University branding</li></ul>