

# Terms of Reference (Vice-Chancellor approved) - Diversity Advisory Committee

## Section 1 - Overview

### Introduction

- (1) The University Diversity Advisory Committee provides oversight and advice to the Vice-Chancellor and Chief Executive Officer on all aspects of diversity as it relates to Students, staff and community stakeholders.
- (2) UNE recognises that focusing more on diversity creates more tolerance and understanding of differences, and reduces fear and ignorance ensuring UNE becomes a better place to study and work.
- (3) The intention is not for this to be a management driven Committee but a Committee which calls upon the interest and expertise of staff and Students with strong connection and experience in varying diversity related issues.

### Objectives of the Committee

- (4) The primary aim is for the Committee to assist in creating an environment characterized by equal access and respected participation of all groups and individuals regardless of cultural, ethnic, racial, gender, age, religious differences, abilities and disabilities, and sexual orientation.

## Section 2 - Committee Membership

### Membership

- (5) The members of the Committee are both staff and Students from across UNE who have relevant exposure or experience within the aspects of diversity. The Committee will be broadly representative of the diversity of the University of New England community. The members of the Committee are as follows:

- a. Chief Operating Officer
- b. Academic Staff Representatives X 2
- c. Professional Staff Representatives X 2
- d. Aboriginal and/or Torres Strait Islander Staff Representative
- e. Student Representatives X 3
- f. International Student Representative
- g. Manager Workforce Strategy & Development
- h. Director Human Resource Services
- i. NTEU Representative
- j. CPSU Representative.

### Chair

- (6) The Chair will be elected by all members of the Committee. Rotation of the Chair role, amongst members of the

Committee, to occur in accordance with principles determined by the Committee and with the aim of maximizing the contribution of all Committee members.

### **In Attendance**

(7) The Advisory Group may seek input from any other members of the University community from time to time, or invite University officials and representatives of various stakeholder groups to meetings depending on the need.

### **Term of Office**

(8) Members shall serve a term of 12 months, with the possibility of extension for a further 12 months or more, depending on the continuing requirement of the Committee.

### **Gender Representative Objectives**

(9) The objective will be to ensure, so far as is practicable, that the membership of the Committee includes the following gender representation:

- a. where the Committee has five or more members, at least two of each gender; and
- b. where the Committee has four or less members, at least one of each gender.

## **Section 3 - Functions of the Committee**

(10) In supporting the [UNE Strategic Plan](#), the Committee will review and recommend strategies to the Vice-Chancellor and Chief Executive Officer broadly encompassing gender, race, sexual orientation, multiculturalism, indigeneity, age, disability, social inclusion and any other matters as it relates to diversity. Specifically the Committee will:

- a. review existing diversity related initiatives;
- b. provide recommendations to the Vice-Chancellor and Chief Executive Officer on pro-active initiatives that may be introduced to ensure UNE becomes a more inclusive and diverse learning environment and workplace;
- c. identify and ensure appropriate consultative mechanisms are in place to obtain input from staff, Students and community stakeholders in relation to diversity issues; and
- d. recommend to the Vice-Chancellor and Chief Executive Officer, consultative arrangements that effectively support ongoing focus on diversity across the University.

## **Section 4 - Authorities**

(11) This Committee is established under the authority of the Vice-Chancellor and Chief Executive Officer, to perform the approval, advice and monitoring functions set out in these Terms of Reference, and all matters ancillary to those functions.

## **Section 5 - Conduct of Committee Business**

### **Meetings**

(12) The Committee will meet three (3) times per annum (or otherwise as required) in order to perform its functions. Committee members should be given at least four (4) months notice in advance of the next meeting, or such shorter notice period as is practicable where the matter is urgent.

## **Business Papers**

(13) Unless the Chair directs otherwise, Committee business papers, or "flying minutes" and explanatory documents accompanying them, will be distributed to Committee members not less than seven (7) days before the next meeting. Disclosure of business papers, minutes and other information received by the Committee should be made via the Secretary to the Committee.

## **Quorum**

(14) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

## **Use of Technology**

(15) For its business papers, meetings and otherwise to conduct its business the Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Committee Secretary.

## **Resolutions**

(16) The Committee may pass a resolution by "flying minute" provided that the resolution has been approved by a simple majority of the Committee members at the time the resolution is made.

## **Minutes**

(17) Meeting notes will be kept to a minimum and circulated promptly following the meeting, including all action items. These will not require formal endorsement by the Committee.

## **Self-Review**

(18) A review of the Committee will be conducted following the initial three meetings to ascertain the continuing requirement of the Committee.

## **Secretary to Committee**

(19) The Director Human Resource Services and/or nominee will act as Secretary and provide administrative support to the Committee.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	23rd June 2019
<b>Review Date</b>	28th November 2022
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	17th December 2018
<b>Expiry Date</b>	To Be Advised
<b>Unit Head</b>	Kirsten Clayton Director People and Culture
<b>Author</b>	David Thorsen
<b>Enquiries Contact</b>	Kirsten Clayton Director People and Culture <hr/> People and Culture +61 2 6773 3705

## Glossary Terms and Definitions

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"Aboriginal and/or Torres Strait Islander"** - Is a person who is of Australian Aboriginal and/or Torres Strait Islander descent, identifies as an Australian Aboriginal and/or Torres Strait Islander person, and is accepted and known as an Australian Aboriginal and/or Torres Strait Islander person by the community in which he or she has lived.