

Senate Committee for Equity, Diversity and Inclusion (EDI Committee)

Terms of Reference

Establishment of EDI Committee

1. The University's Senate is the governing authority of the University established under the University of Queensland Act 1998. The Act permits Senate to delegate its powers under the Act to an appropriately qualified Committee that includes one or more members of Senate.
2. Senate has established the EDI Committee as a Committee of Senate.

Role of the Committee

3. The role of the Committee is to support and advise Senate in exercising its oversight in relation to the matters set out in these terms of reference. The establishment of this Committee does not relieve Senate of its responsibility for these matters.
4. The Committee monitors equity, diversity and inclusion matters, including progress on relevant plans, strategies and reports, to inform the strategic direction of the University with respect to diversity and inclusion.
5. The Committee encompasses student and staff diversity and inclusion related matters.

Responsibilities of the Committee

6. **Areas of focus**
 - 6.1 The EDI Committee will provide strategic oversight of all diversity and inclusion matters, informed by the areas of focus of the University.
7. **Monitoring and reporting**
 - 7.1 Monitor progress on relevant plans and reports for staff and students equity, diversity and inclusion matters.
 - 7.2 Seek annual reports from management on equity, diversity and inclusion initiatives and issues to monitor progress on all diversity and inclusion matters, as defined by the areas of focus.
 - 7.3 Monitor the University's institutional response to its responsibilities under state and federal legislation, taking into account the structure for equity, diversity and inclusion matters for staff and students at the University.
 - 7.4 Review the various University plans and identify gaps and make recommendations on plans and targets for staff and student equity, diversity and inclusion matters, particularly in light of relevant benchmarking data.

- 7.5 Report to Senate on key equity, diversity and inclusion issues for staff and students.
8. **Informing strategic direction of the University**
- 8.1 Guide a coherent and integrated approach to equity, diversity and inclusion across the University, taking into account the structure for equity, diversity and inclusion matters for staff and students at the University.
- 8.2 Identify risks and recommend mitigation strategies.
- 8.3 Provide Senate oversight to key University diversity and inclusion committees, as defined by their terms of reference.

Power of the Committee

9. The Committee has no delegated authority other than to provide the first line of oversight for Senate on matters set out in these terms of reference. Accordingly, the Committee may only make recommendations to Senate.
10. The Committee will work closely with relevant areas of the University, including Workplace Diversity and Inclusion and Student Affairs, to ensure that diversity and inclusion efforts are coordinated to facilitate the effective consideration by Senate of matters requiring Senate approval.
11. The Committee may, from time-to-time, form working parties in relation to matters where it is expedient to do so.

Structure and Composition of the Committee

12. **Membership appointment**
- 12.1 Senate appoints a Member of Senate to chair the Committee.
- 12.2 Senate determines the membership of the Committee members.
- 12.3 The Committee has the ability to co-opt external members with appropriate expertise.
- 12.4 Only members have voting rights.
13. **Membership composition**
- Members:
- At least 3 UQ Senators, chaired by a Senator and with a balanced gender representation;
 - Vice-Chancellor, or nominee;
 - Pro-Vice-Chancellor (Indigenous Engagement) or nominee;
 - Student Representative;
 - Deputy Provost, or nominee;
 - Deputy Vice-Chancellor (Academic), or nominee
 - Director, Organisational Culture and Capability, or nominee
- Additional attendee:
- Committee Secretariat
- Invited observers:
- Chairs of UQ's strategic diversity committees, including the:

- Gender Steering Committee;
- Ally Action Committee;
- Disability Inclusion Group;
- Aboriginal and Torres Strait Islander Employment Steering Committee;
- Cultural Inclusion Council;
- Reconciliation Action Plan Oversight Committee;
- Age Friendly Committee; and
- Others as agreed by the Chair and Vice-Chancellor.

14. Expertise required of members

14.1 Members of Committee should have appropriate and recognised diversity and inclusion expertise to ensure strategic diversity and inclusion planning and performance monitoring meet the long-term goals of the University.

15. Responsibilities of members

15.1 Under the Conflict of Interest Policy, members need to ensure that any conflict of interest office is avoided, resolved or appropriately managed in accordance with the Policy.

15.2 Members are required to comply with the University's Code of Conduct, particularly the confidentiality requirement.

15.3 Members are required to comply with the Diversity and Inclusion policy.

16. Term of appointment

The term of appointment of a Member is up to four years, and may be renewed. Appointment terms should be staggered to ensure continuity of membership.

Operation of the Committee

17. The EDI Committee will generally meet four times a year.

18. Secretariat support is to be evenly shared between Workplace Diversity and Inclusion, Human Resources or Student Affairs staff on an alternating year basis.

19. The format of the agenda and minutes should be consistent with those produced for Senate meetings.

20. The agenda and papers should be distributed at least three days prior to the meeting.

21. Members of the Committee may participate in the meeting by way of teleconference/video facilities.

22. The quorum for meetings is 50 per cent of formal members. .

23. The Terms of Reference of the Committee and the functioning of the Committee should be subject to regular review by Senate, including self-assessment by the Committee every two years, to ensure it is operating effectively and fulfilling its functions.