Equity, Diversity and Inclusion Committee Terms of Reference

Section 1 - Establishment

(1) The Equity, Diversity and Inclusion Committee (EDIC) is established as an advisory committee reporting directly to the Vice-Chancellor.

Section 2 - Functions and Responsibilities

(2) The EDIC will provide leadership and oversight of the University's performance in relation to equity, diversity, and inclusion for staff and students.

(3) The EDIC will provide a forum for the discussion of equity related issues at the University.

(4) The EDIC will provide high-level advice to the Vice-Chancellor in relation to equity issues including but not limited to:

a. policy and program directions that impact on staff and student equity, diversity, and social inclusion outcomes;
b. identification of staff and student equity priorities for the University;
c. endorsement of the University's Diversity and Inclusion Plan and strategies, initiatives, and implementation plans;
d. development of a framework for monitoring and benchmarking the University's performance against equity indicators at the University, and against other universities;
e. critical review and analysis of plans and reports relating to equity, diversity, and social inclusion from operational units and Faculties;
f. oversight of responses to reviews;
g. oversight of allocation of funds to support specific equity, diversity, and social inclusion policies, programs, and initiatives, and advocacy support, as recommended and reported by the Chair;
h. establishment and coordination of sub-committees, advisory groups and working groups as appropriate;
i. development of strategic linkages with committees of the University that monitor staff and student policies and programs, including the Academic Board and the First Nations Workforce Advisory Committee; and
j. equity issues referred to and by the EDIC.

(5) Advisory groups, working groups, and other staff and student representatives may be required to report to the Committee periodically on their activities.

Section 3 - Membership

(6) The membership of the EDIC will comprise:

a. Equity, Diversity and Inclusion Consultant (Chair);

b. Director People and Culture (Deputy Chair);
c. Director Student Engagement (Deputy Chair);
d. Provost;
e. Deputy Vice-Chancellor First Nations Leadership;
f. Director CDU Global;
g. One (1) nominee from each Faculty;
h. One (1) nominee from CDU TAFE; and
i. Two (2) student representatives, appointed from expressions of interest sought from the CDU Student Council and reflecting representation of the diversity of student groups at undergraduate and post-graduate level.

(7) Ex officio members may nominate a standing nominee.

(8) When appointing members, the Chair must ensure that the overall configuration of the Committee reflects the diversity of the University community and includes representation from campuses in addition to Casuarina.

(9) The Committee may co-opt additional persons as required.

Member Attendance

(10) Attendance by members will be monitored by the Secretary. If a member has three consecutive unexplained absences from EDIC meetings the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

Section 4 - Chair

(11) The Equity, Diversity and Inclusion Consultant will Chair the EDIC.

(12) The Director People and Culture and Director Student Engagement are Deputy Chairs of the EDIC.

Section 5 - Secretary

(13) People and Culture will provide secretariat for the EDIC.

Section 6 - Term of Office

(14) Appointed members of the EDIC will serve for terms of up to two (2) years, concluding on 31 March of the relevant anniversary year.

(15) A member may be appointed to two (2) additional consecutive terms, up to a maximum of six (6) years continuously.

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

(17) Within these twelve (12) months, a member may still be appointed to a working party or group tasked with conducting EDIC business.

Section 7 - Quorum

(18) At a meeting of the EDIC a quorum is constituted as 50% plus one members of the Committee.

Section 8 - Meetings

(19) The EDIC will meet four (4) times each year.

(20) The Chair may call additional meetings if necessary.

(21) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote.

Member Conduct

(22) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(23) Items of discussion must be treated with confidentiality as appropriate by members.

Section 9 - Agenda

(24) The agenda is to be distributed with supporting documents at least three (3) days prior to each scheduled meeting date.

Section 10 - Minutes

(25) Meeting minutes and action items will be made available within two (2) weeks of the meeting.

(26) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - Reporting

(27) The minutes from the EDIC will be provided to the next meeting of the Vice-Chancellor's Advisory Committee.

(28) Information relating to matters under consideration and issues resolved will be disseminated to the University.

(29) The EDIC will report annually to Vice-Chancellor's Advisory Committee and to Council. Reports to Academic Board will be provided as requested.

Section 12 - Conflicts of Interest

(30) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy and Conflicts of Interest Procedure.

Section 13 - Non-compliance

(31) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(32) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(33) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	26th September 2023
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Approval Authority	Vice-President Governance and University Secretary
Approval Date	18th September 2023
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Committee Chair	Lynette Pathy Equity, Diversity and Inclusion Consultant
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Glossary Terms and Definitions

"**Faculty**" - An organisational and academic unit in the University that delivers courses and conducts research.