

Representation on BAL Committees and Decision-Making Bodies Procedure

BAL Commitment

Ensuring that membership of its committees and decision-making bodies reflects the equity, diversity and inclusion principles outlined in the [UOW Equity, Diversity and Inclusion Policy](#), and the [Athena SWAN Charter](#).

BAL Committee and Decision-Making Body Membership Requirements

Where possible, BAL committees and decision-making bodies shall be as follows:

- Males and females (and, if appropriate, staff members identifying as non-binary) representation to each hold at least 40 per cent of the membership.
- Where a committee or decision-making body comprises between two and four members, at least one is female, one is male (and gender non-binary if appropriate), ensuring the membership does not consist of one gender group.
- Membership should aim to be representative of the broad demographic and workforce profile of the University (where appropriate a representation from Aboriginal and/or Torres Strait Islander background, Gender, Sex and Sexuality diverse community, culturally diverse, age-diverse, and persons with Altered Abilities).
- Where the workforce profile in a particular discipline or area is predominantly of one gender, as currently in the Economics Discipline, for example, a requirement to ensure committees and bodies comprise at least 40% of one gender (if appropriate, including staff member identifying as non-binary) could place a disproportionate burden on the minority group. These and other contextual circumstances will be considered by the Committee Chairs whilst meeting the business needs of the committee.
- Update Terms of Reference for all BAL Committees and Decision-making Bodies to reflect the above.

Approaches

- Managers to encourage staff to use relevant resources (e.g., unconscious bias training, use of inclusive language training) to develop the skills required to serve on committees and decision-making bodies as part of their professional development. Serving in committees and decision-making bodies can also be used as part of the professional development process.
- Committee Chairs shall be mindful of gender representation and other demographic characteristics that are protected by legislation and actively seek, inform, encourage, invite, nominate, recruit and appoint:
 - members of the minority gender
 - individuals who represent the interests of Aboriginal and/or Torres Strait Islander people
 - members from culturally diverse backgrounds
 - members of the gender, sex and sexuality diverse community
 - individuals who represent the interests of persons with altered sensory, physical and mental abilities
- Managers and Committee Chairs use self-nomination processes, e.g. Calls for Expressions of Interest
- actively invite expert representatives to relevant decision-making meetings and where decision-making relates to a particular cohort or issue, ensure that people with relevant expertise in the matter being determined are present
- where Terms of Reference provide for a Nominee, consider a Nominee who is a member of a minority group and can enrich diversity within the composition of the committee or decision-making body