



# Terms of Reference: Committee on Equity, Diversity, and Inclusion

## 1. Aim

The Committee for Equity, Diversity, and Inclusion (CEDI) is an advisory group to the Vice-Chancellor at the University of Wollongong (UOW). It provides high-level direction, advocacy and support for matters relating to equity, diversity, and inclusion so that all members of the UOW community, regardless of race, sex, gender, sexuality, socio-economic status, and ability, can flourish and succeed in a safe, respectful, and socially inclusive environment.

## 2. Terms of Reference

The CEDI will:

- Lead, promote and strengthen a culture of equity, diversity, and inclusion; a culture where discrimination and deficiency in inclusive design are proactively identified and addressed;
- Oversee development and review of strategies, initiatives, plans, policies, and processes that relate to matters of equity, diversity, and inclusion, and provide feedback to related committees, networks and groups;
- Monitor, review and support achievement of objectives and targets relating to UOW strategies and initiatives that concern matters of equity, diversity, and inclusion;
- Ensure UOW compliance with relevant legislation and reporting requirements;
- Champion a best practice model of inclusive design across modes of learning, all UOW campuses, and our operations;
- Support the formation of reference groups and networks representing specific identity groups, as appropriate; and
- Advise the Vice-Chancellor and senior leadership on the functions, targets, initiatives and achievements of the Committee and related committees/networks/groups.

## 3. Membership

To encourage a broad spectrum of views and discussion, the CEDI aims to draw its membership from a diversity of professional and academic staff across all areas of the University. Membership should consist of a representative from the following areas or positions as a minimum:

- Chair: Vice-Chancellor or Chief People and Culture Officer (CPCO)
- Executive Officer: Equity, Diversity, and Inclusion Workforce Manager
- All Associate Deans (Equity, Diversity, and Inclusion)
- Chief People & Culture Officer (CPCO)
- Woolyungah Indigenous Centre
- People & Culture UOW GE
- Infrastructure and Property Division (IPD)
- Learning Teaching & Curriculum Division



- Student Life Division
- Risk & Assurance Division
- Integrity Division
- Advancement and Communications Division
- Student representative, Student Advisory Council (1)
- Professional Staff Representative (2)
- Academic Staff Representative (2)
- Regional and/or Metro Campus Manager representative
- Equity, Diversity, and Inclusion Network Advisory Group(s) representatives:
  - Pride Network Advisory Committee (1)
  - Disability Inclusion Network Advisory Committee (1)
  - Women of UOW (WOW) Network Advisory Group (1)
  - FUSE Advisory Group (1)

CEDI represents the EDI community at UOW, and the committee will include:

- Members from all diversity groups including all genders, persons who are Aboriginal and Torres Strait Islander; culturally and racially marginalised (CARM); persons with lived experience of disability; parents and carers; sex, sexuality, and gender diverse (LGBTIQ+); and other marginalised communities;
- Members will be spread across professional and academic staff, and the student population (including HDR);
- A community representative; and
- Guests as invited by the chair.

Nominated CEDI Members are appointed for a term of up to two (2) years, or until they no longer meet the eligibility requirements for the position, whichever comes first.

CEDI members must be employees or students of UOW or a UOW controlled entity.

#### **4. Meeting Arrangements and Reporting**

The CEDI will:

- Meet at least twice yearly. A quorum will require 50% plus one of the current committee members via electronic conferencing or in person.
- Be supported by the Equity, Diversity and Inclusion Team based in People and Culture.
- Provide an annual report on its activities to the People and Culture Committee (PACC) for information and the broader UOW community on a biannual basis.

The CEDI may establish subcommittees to assist it to discharge its terms of reference. Subcommittees may be made up of members of the CEDI and other people co-opted by the Committee.

Members should inform the chair if they have a conflict of interest with respect to any agenda items. A conflict arises when there is a divergence between the individual interests of a person and their professional obligations, such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.

Related committees and reference groups will report into the CEDI on a biannual basis providing either a verbal or a written progress report against objectives and targets.



## 5. Member Responsibilities

Members of the *CEDI* are required to:

- Attend and fully participate in Committee meetings;
- Act as champions for EDI initiatives and communicate initiatives throughout their respective workplaces;
- Communicate at Committee meeting on EDI actions and issues within their workplaces;
- Represent the views of diverse members of their workplaces and act as a body of expertise on EDI issues;
- Maintain the confidentiality of sensitive information; and
- Attend events organised by the Committee where possible.

### VERSION CONTROL

| Version | Date Released | Date Effective | Approved By | Amendment  |
|---------|---------------|----------------|-------------|--|
| 1.1     | 03/04/2024    | 03/04/2024     | CEDI Chair  | Minor updates, including to template that TOR information is held within |
| 1.2     | xx/10/2024    | 27/11/2024     | CEDI Chair  | Minor updates, including update to member representation                 |