ADM+S Equity and Diversity Committee

Terms of Reference

1. Purpose

The committee is charged with setting the Centre's diversity and inclusion agenda encompassing, but not limited to: Indigenous staff and students, Gender equality and gender equity, Students from low socio-economic backgrounds, Staff and students of diverse genders, sexes and sexualities, Staff and students with disability, ongoing medical or mental health conditions, Staff and students from culturally and linguistically diverse backgrounds. The Centre acknowledges Indigenous Australians as the original and continuing Australians and ongoing custodians of Country. The Centre is committed to the unique relationship that exists with Indigenous people through Indigenous community engagement, employment and broader education strategies. The Centre acknowledges that this policy is a step in the evolution of new approaches that step out Indigenous Australians from a Diversity, Inclusion and Equal Opportunity framework towards development of a unique and independent framework.

2. Responsibilities

The Committee:

- provides advice to the Executive Committee on equity and diversity matters relating to staff and students;
- develops and monitors the implementation of a plan to advance equitable and inclusive initiatives across the Centre to support and encourage a diverse workforce reflecting our communities;
- gathers data and information on issues relating to gender equity as a basis for action within the Centre;

- draws upon best practice among other ARC Centres of Excellence, successful programs including the Athena Swan charter, existing institutional policies, and the ARC's Gender Equality Action Plan and Statement on flexibility, capacity and participation in the research workforce, to inform the Centre's equity and diversity plan;
- provides strategic advice on grant programs, transparent and equitable recruitment processes and strategies, and the pre-doctoral program for Indigenous HDRs to ensure the Centre is supporting and encouraging an inclusive and diverse workforce;
- contributes to the development and review of the Centre's policies and plans in relation to equity and diversity, and makes recommendations as appropriate;
- documents challenges and progress in advancing equity and equality in outcomes, as a way to provide potential models for addressing broader issues of inclusion and diversity within the Centre;
- provides support for equity and diversity training for all staff.

3. Membership

The membership will seek to appoint members that reflect the diversity of characteristics the Committee seeks to represent (as above):

- ➢ Centre Director (Chair)
- ➢ Program representative/s from the Research Programs (Data, Machines, Institutions, People)
- ➢ Focus Area representative/s from the Focus Areas (News and Media, Transport and Mobility, Social Services, Health)
- ➢ Research Training Officer (RMIT professional staff member)
- ➢ Indigenous pre-doctoral scholar
- ➢ Two representatives of the Centre's research higher degree students
- ➢ Two representatives of the Centre's early career researchers

- The Committee will also consult other staff of the Centre as required.

4. Term and Process of Appointment

- Appointments to the Committee will be made through an Expression of Interest process.
- The term of appointment of each appointed member of the Committee is one year through a process of expression of interest, but may be renewed.

5. Vacancies

If the position of an appointed member falls vacant due to:

- the resignation of the member; or
- the member ceasing to hold the requisite qualifications for the position;

the Chair may appoint a person who would otherwise be eligible for appointment to the position to complete the remainder of the former member's term of office.

6. Gender and Cultural Diversity

Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender and cultural diversity of the committee before making decisions regarding an appointment.

7. Meeting and Administrative Arrangements

- The Chair will convene a minimum of four meetings each year. Urgent items may be considered out of session.
- Secretariat and other support to the Committee is provided by the Node Administrator from the Chair's organisation.
- The quorum is half the membership, plus one.
- Whenever a member is unable to attend, they may nominate a suitable proxy to attend. The proxy will exercise all rights and privileges of the member.

8. Notice of Meeting

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee, any other person required to attend, no later than five working days before the date of the meeting.

9. Subcommittees

The Committee may establish one or more subcommittees to assist it in the carrying out of its functions.

6 JUNE 2022

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