

EQUITY AND DIVERSITY WORKING PARTIES NETWORK



TERMS OF REFERENCE

PURPOSE

The Equity and Diversity Working Parties (EDWPs) Network plays a key role in identifying and addressing local issues related to equity, inclusion, and belonging within Schools, Divisions, and Institutes. They act in alignment with WSU's values and strategic goals to drive change. The EDWPs collaborate across the University to share expert advice, local insights and to work together on common challenges.

FUNCTIONS OF THE WORKING PARTIES

- Promote and support equity, inclusion and belonging principles within their School, Division, or Institute.
- Identify and address local equity, inclusion and belonging gaps and barriers, while celebrating successes and creating strategies for improvement.
- Enable Schools, Divisions, and Institutes to create tailored solutions to complex equity, inclusion and belonging issues with expert guidance.
- Offer a safe and accessible safe space for feedback, suggestions, and concerns about equity, inclusion and belonging.
- Facilitate knowledge sharing to implement DEI best practices across the University.
- Align local planning with the University's values and equity, inclusion and belonging objectives and diverse student and staff needs;
- Set and implement local equity, inclusion and belonging priorities, strategies, and policies.

MEMBERSHIP

EDWP members are selected to reflect diverse perspectives from their Schools, Divisions, or Institutes. This includes a range of experiences and backgrounds to ensure well-rounded responses and solutions.

EDWP membership should include:

- At least 4 members, including a Chair (additional members can be added).
- A balance of genders and diverse experiences.
- Representation from academic, professional, executive, and non-executive staff.
- Where relevant, student and casual staff should also be represented.

Each EDWP will include at least one representative from the Western SAGE Self-Assessment Team (SAT).

EDWP member appointments

- **School or Institute EDWP Chairs:** Appointed by the Dean/Director.
- **General EDWP Members:** Selected through an open Expression of Interest (EOI) process*, with final approval by the Dean/Director.
- **Divisional EDWP:** Each Division to nominate two representatives. The Chair is selected by Equity and Diversity, endorsed by the Divisional Head.

*Calls for EOI to be coordinated by the Dean or Director's office, with forms and procedural guidance to be provided by Equity and Diversity. Student and casual staff members can be appointed by either direct nomination of the Dean, or EOI.

Workload recognition

- **Academic staff:** EDWP members receive a percentage of their workload allocation for their involvement, as described by the *University Work Plan Policy* as follows:
 - Equity & Diversity Working Party Members 1%

- Dual SAGE SAT Members 2%
- Equity & Diversity Working Party Chairs 3%

- **Professional staff:** Managers will accommodate participation of members in EDWP meetings and related activities during regular work hours and as part of their work objectives.
- **Student and casual staff:** Should be compensated appropriately for their time, including for example honorarium or paid casual work hours.

Membership Terms

- Member terms are two years, with a maximum of two terms (exceptions may apply at discretion of Diversity, Equity & Inclusion team).
- Student or casual staff may serve for a term of one year, based on their availability.

Resignations

- Resignations must be submitted in writing to the Chair and Diversity, Equity & Inclusion team.
- Members who miss three consecutive meetings without explanation will be considered to have resigned, unless there are extenuating circumstances.
- Vacancies will be filled following the same process as the original appointment.

MEETINGS

- EDWPs will meet at least four times per year, either in person or online.
- Meeting quorums will be decided by the Chair, but as a guide should reflect at least 50% of members in attendance.
- Agendas will be distributed a week in advance, and meeting notes will be shared within two weeks. Meeting notes should capture identified issues and relevant actions. Notetaking is to be shared on a rotational basis by all members.
- The Chair (or nominee) will attend three additional EDWP Chairs meetings annually to update knowledge and share information across the EDWP network.

REPORTING

- EDWPs will report quarterly to their School, Divisional, or Institute Executive Committee, including a summary of key issues identified, actions taken and any recommendations for further change.
- EDWP Chairs will complete a bi-annual Chair Reflections survey to update on individual EDWP activities and priorities.
- An annual summary report on insights and actions by the Network will be provided to the Vice-Chancellor's Gender Equity and Respectful Relationships Advisory Committee and Senior Executive Team.

CONFIDENTIALITY

Members must maintain confidentiality about sensitive information, in accordance with University policies, including the [Code of Conduct](#).

RESPONSIBILITIES OF THE CHAIRPERSON

- Ensure agendas reflect current equity, inclusion and belonging priorities and run inclusive, effective meetings.
- Encourage open, respectful discussion and facilitate rotation of notetaking duties.
- Complete two EDWP Chair reflection surveys to provide insight on focus areas and initiatives.
- Attend three additional EDWP Chair meetings each year as convened by Diversity, Equity and Inclusion team.

RESPONSIBILITIES OF WORKING PARTY MEMBERS

- Attend meetings, represent equity, inclusion and belonging considerations, and contribute to discussions.
- Provide feedback on relevant documents and participate in collaborative activities across the EDWP Network.

RESPONSIBILITIES OF WESTERN SAGE

- Provide expertise and guidance on local opportunities and responsibilities related to Western SAGE priority areas.

RESPONSIBILITIES OF EQUITY AND DIVERSITY

- Serve as a central contact point for the EDWP Network and manage annual reporting requirements.
- Support EDWP Chairs and members in fulfilling their responsibilities as per this ToR.
- Provide expert guidance and advice on equity, inclusion and belonging policies and issues.

Detail of Equity Advisers for each EDWP:

Katie Hayes	School of Business
Katie Hayes	School of Humanities and Communications Arts
Sarah Creer	School of Education
Katie Hayes	School of Law
Michelle Corbett	School of Nursing & Midwifery
Kimberley Ann Pangilinan	School of Engineering Design and the Built Environment
Kimberley Ann Pangilinan	School of Computing, Data and Mathematical Sciences
Michelle Corbett	School of Medicine
Kimberley Ann Pangilinan	School of Psychology
Michelle Corbett	School of Science
Katie Hayes	School of Health Science
Kimberley Ann Pangilinan	School of Social Science
Michelle Corbett	Divisions
Katie Hayes	MARCS Institute

This structure ensures that each EDWP is well-equipped to contribute to strengthening equity, inclusion and belonging at the University in a collaborative and informed manner.