EQUITY AND DIVERSITY WORKING PARTIES

WESTERN SYDNEY UNIVERSITY

TERMS OF REFERENCE

PURPOSE

Equity and Diversity Working Parties provide a forum for targeted discussion and review of equity and diversity considerations within Schools, Divisions and Institutes. These Working Parties will help contextualise key equity and diversity challenges and opportunities with a focus on staff and work-related practice, as relevant to each local area. These bodies will also ensure localised implementation of equity and diversity policy and strategy across the University.

STRATEGIC ALIGNMENT

Equity and Diversity Working Parties will act to ensure equitable and inclusive practice across all areas of our University, reflect our University's core values, and align directly with *Goal 6: A Dynamic and Innovative Culture that Secures Success* in the University's overarching *Securing Success 2018-2020 Strategic Plan*.

FUNCTIONS OF THE WORKING PARTIES

- Actively promote and support the principles of equity, diversity and inclusion across their School, Division or Institute.
- Analyse, identify and report on equity and diversity gaps, barriers, arising opportunities, and/or successes in their local context and identify productive strategies in response.
- Provide a mechanism for Schools, Divisions and Institutions to design local responses to complex equity and diversity considerations, with the support of content experts.
- Provide an effective, safe and readily accessible channel for staff within each School, Division or Institute to provide feedback and unsolicited suggestions, ideas or concerns relating to equity and diversity matters.
- Facilitate discussion and information sharing between Schools, Divisions and Institutes to identify models for best practice.
- Ensure local strategic and operational planning processes reflect the University's commitment to equity and inclusion, relevant University strategic objectives, and the diverse concerns, capacities, contributions and needs of all staff.
- Play an active role in identifying relevant local priorities and ensuring the effective local implementation of the:
    - *Gender Equality Strategy and Action Plan (2015-2020)* and associated *Gender Equality Policy*,
    - *SAGE Action Plan (2019-2022)*,
    - *Accessibility Action Plan (2018-2020),*
    - *Sexuality and Gender Diversity Action Plan (2017-2020)*
    - Future strategic equity and diversity targets as determined by the Senior Executive.
- Review and assess annual gender equity and other data in relation to their School, Division or Institute's performance against objectives, with data to be provided by the Office of Quality and Performance.
- Provide advice and support as required in the local coordination of annual gender equity reporting.

Whilst Working Parties will have scope to address strategies across broader equity and diversity target groups and initiatives, the initial focus will be gender equity for the purposes of ensuring timely and effective implementation of existing policy and strategy frameworks and for securing the initial stages of the SAGE Action Plan (2019-2022).

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MEMBERSHIP

Each Working Party will, to the greatest extent possible, reflect the diverse people, perspectives and experiences from within the Schools, Institutes and Divisions. This will be a crucial feature of the Working Parties and a means of leveraging informed and balanced solutions and responses.

School Equity and Diversity Working Parties

The Working Party membership will include:

- a minimum of 4 members, including the Chair (Working Parties can expand membership depending on the needs of the School and Working Party);
- Academic and Professional staff;
- Executive and non-Executive staff; and
- no more than 60% of a single gender, where possible.

The Dean will directly appoint fifty percent of the *School Equity and Diversity Working Parties* members. The other fifty percent will be selected via a school-wide Expression of Interest (EOI) process, and approved by the Dean.

Additionally, each School Equity and Diversity Working Party will include at least one staff member currently engaged as a School Representative on the SAGE Self-Assessment Team (SAT). These representatives will be appointed by the SAGE Academic Lead.

Each School Equity and Diversity Working Party will be chaired by the Dean or nominated senior representative.

Institute Equity and Diversity Working Party

The Institute Equity and Diversity Working Party will include representatives from all Western Sydney University Institutes. This shared body recognises the smaller workforce and limited resources available within the research Institutes.

The Institute Equity and Diversity Working Party will have 2 representatives from each Institute, including:

- a Professional and an Academic staff member (where relevant);
- One Senior Representative from each Institute.
- no more than 60% of a single gender, where possible;

Institute Directors will nominate the two representatives of each Institute.

Additionally, the Institute Equity and Diversity Working Party will include two staff members currently engaged as Institute Representatives on the SAGE Self-Assessment Team (SAT). These members will be in addition to those appointed by Institute Directors and will be appointed by the SAGE Academic Lead.

The Institute Equity and Diversity Working Party will be chaired by the senior representative from each Institute on a six monthly rotational basis. The Working Party Secretariat will prepare a schedule of Chair rotations before the first meeting of each year.

Divisional Equity and Diversity Working Party

The Divisional Equity and Diversity Working Party will include representatives from all Western Sydney University Divisions. This shared body recognises the commonalities across divisional structures and processes.

The Divisional Equity and Diversity Working Party will have 2 representatives from each Division,

including:

- a Professional and an Academic staff member (where relevant);
- one Senior representative from each Division; and
- no more than 60% of a single gender, where possible.

Divisional Heads will nominate the two representatives of each Division.

Additionally, the Divisional Equity and Diversity Working Party will include two staff members currently engaged as Divisional Representatives on the SAGE Self-Assessment Team (SAT). These members will be in addition to those appointed by Divisional Heads and will be appointed by the SAGE Academic Lead.

The Divisional Equity and Diversity Working Party will be chaired by the senior representatives from each Division on a six monthly rotational basis. The Working Party Secretariat will prepare a schedule of Chair rotations before the first meeting of each year.

Expressions of Interest (Schools Only)
Calls for EOI will be coordinated by the Dean's office, with forms and procedural guidance to be provided by the Office of Equity and Diversity.

Dean's will hold discretion with regards to shortlisting of EOI nominees, with consideration given to the recommended membership outlined in this ToR document.

Term of Membership
All Equity and Diversity Working Party members will hold office for a term of one (1) year, with eligibility limited to three (3) terms only.

Workload
EDWPs will be made up of both professional and academic staff as well as a member of the SAGE Self-Assessment Team (SAT). Based on this, the approved workload allocations for members are as follows:

- Equity & Diversity Working Party Members 1%
- Dual SAGE SAT Members 2%
- Equity & Diversity Working Party Chairs 2-3%

Resignation of Committee Members
Members who wish to resign from a Working Party are to submit their resignation in writing to the Chair. When a vacancy with a School Equity and Diversity Working Party is confirmed, either a nomination or EOI process will be undertaken by the School as defined by resigning members method of appointment.

When a member resigns from the Divisional or Institute Equity and Diversity Working Party, the Acting Chair should contact the relevant Director or Head of Division to nominate a replacement member.

The Working Party Secretariat must be notified of any changes to membership.

A member who fails to attend three consecutive meetings will be deemed to have resigned from the Working Party. An exception may be made by the Chair in the case of exceptional circumstances.

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MEETINGS

Equity and Diversity Working Parties will meet on a quarterly basis. An agenda and associated documents will be provided to members one week prior to each meeting.

Minutes of meeting proceedings will be recorded, retained and made available to members within two weeks of the given meeting.

At least one representative member from each local Equity and Diversity Working Party will be required to attend one additional training session/meeting annually, for the purpose of updating knowledge of current issues, discussing local progress and outcomes, advancing opportunities for collaboration, and for the sharing of information. This session will be coordinated by the Senior Manager, Equity and Diversity, in consultation with the Science in Australia Gender Equity (SAGE) team.

REPORTING FRAMEWORK

Equity and Diversity Working Parties will report directly to:

- School, Divisional or Institute level Executive Committees on a quarterly basis, either verbally or in written form, as requested. Reporting to these Committees will be via a standing Agenda item, with a nominated member of the Working Party to provide a short summary report on key initiatives, locally relevant concerns, and any recommendations for whole-of-organisation implementation, change or consideration.

The Office of Equity and Diversity will coordinate an annual summary report of key Working Party activities for the information of the Vice-Chancellor's Gender Equality Committee and the University Executive Committee.

CONFIDENTIALITY

Working Party members are to respect any confidential information discussed or exchanged at meetings and adhere to relevant policy provisions including those outlined in the University's Code of Conduct.

ROLE OF THE CHAIRPERSON

Ensure that:

- meeting agendas are concise and relevant to current working party considerations;
- meetings are conducted in an orderly manner and kept to the time allocated;
- all members are given the opportunity to express their opinions and have them considered; and
- Working Party membership is representative of staff within the School, Institute or Division.

ROLE OF GENERAL WORKING PARTY MEMBERS

- Attend meetings to represent equity and diversity considerations of staff across their local School, Division or Institute;
- Contribute to discussions within the meeting and provide feedback on documents (or other artefacts) arising from and/or relevant to committee business;
- Facilitate the exchange of information between Working Parties located within other Schools, Divisions and Institutes; and
- Advise the Secretariat of the Working Party in advance if unable to attend a scheduled meeting.

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ROLE OF THE OFFICE OF EQUITY AND DIVERSITY

- Provide Secretariat support to all Equity and Diversity Working Parties including:
    - Provide an agenda (in consultation with Working Party Chairs) and associated documents to Working Party members, generally within 1 week of the scheduled meeting; and
    - Keep accurate records of meeting discussions and circulate to all members within two weeks of the meeting date, and follow up related action items for future meetings.
    - Provide minutes from all Working Party meetings to the Executive Officer of the Vice-Chancellor's Gender Equality Committee within two weeks following a meeting.
- Act as a central point of contact for Equity and Diversity Working Parties, and assist in the collection and dissemination of Working Party reports in accordance with Reporting Framework requirements outlined in this ToR.
- Provide information and advice to assist Working Party members in discharging this ToR;
- Offer guidance and advice on Equity and Diversity matters impacting individual School, Division or Institutes;
- Offer guidance and advice on the implementation of associated responsibilities under existing and emerging equity and diversity policy and strategy frameworks; and
- Provide subject matter expertise in the fields of gender equity, LGBTIQ, disability and cultural diversity.

ROLE OF SCIENCE IN AUSTRALIA GENDER EQUITY (SAGE) PROJECT

Provide:

- guidance and advice on the implementation of local responsibilities under the SAGE Athena SWAN Action Plan (2019-2023); and
- subject matter expertise in the fields of gender equity and gender and sexuality diversity, with a particular focus on STEMM disciplines.

ROLE OF OFFICE OF GOVERNANCE

Provide:

- advisory and secretariat support (in liaison with the Chair) on committee management, administration and membership processes.

ROLE OF OFFICE OF QUALITY AND PERFORMANCE

Provide:

- summary staff data as relevant to individual Schools, Divisions, and Institutes, to facilitate the informed delivery of the functions as outlined in this Term of Reference document. Data to be provided on a quarterly basis as available.