1. UNSW Commitments

UNSW is committed to:

- ensuring that membership of its committees and decision-making bodies reflects the equity, diversity and inclusion principles outlined in the *Equity, Diversity and Inclusion Policy*, and
- the *Athena SWAN Charter*.

2. UNSW Committee and Decision-Making Body Membership Requirements

Usual composition of UNSW’s committees and decision-making bodies must be as follows:

- males and females 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 and one is male
- membership should be representative of the broad demographic and workforce profile of the University (see Definitions and Acronyms)
- members should be sufficiently skilled to fulfil the requirements of their membership role.

UNSW recognises that:

- the composition of some committees and decision-making bodies is determined by legislation and/or Terms of Reference that provide for ex-officio and elected members
- where the workforce profile in a particular discipline or area is predominantly of one gender, as in Science, Technology, Engineering, Mathematics and Medicine (STEMM), a requirement to ensure committees and bodies comprise at least 40% of one gender could place a
disproportionate burden on the minority group. These and other local circumstances will be
considered by the Equity, Diversity and Inclusion Board during their assessment of the annual
data and statements they receive from the Committee Chairs (see Section 3 and 5 of the
Procedure).

- achieving the membership requirements will involve consideration of how representation can
best be achieved whilst meeting the business needs of the committee. Where this is challenging,
support will be provided (see Section 5).

When developing and reviewing Terms of Reference for committees or decision-making bodies in
excess of 10 members and which are composed of elected, ex officio and/or nominated persons, the
Terms of Reference must provide for at least one position to be appointed (a ‘such other person’) to
assist in meeting the requirements of Section 2.

It is recognised that a person may identify with a male or female gender and/or one or a number of other
demographic characteristics.

Section 4 describes a range of approaches to achieve these requirements.

3. Responsibilities

UNSW must provide Convenors and Chairs of committee and decision-making bodies with access to
equity, diversity and inclusion training and ensure that they have the skills to meet the following
responsibilities.

The Convenor and/or Chair of the committee or decision-making body must:

- regularly review membership composition
- adopt the approaches described in section 4 below for the purpose of achieving the UNSW
requirements
- collect annual data on membership composition and submit it to the Division of Equity Diversity
and Inclusion annually
- in cases where the membership requirements of section 2 have not been met, provide an
accompanying statement describing what efforts will be implemented in the forthcoming year to
achieve the requirements, including information about any barriers and facilitators of note.

Managers must ensure that staff are supported to develop the skills required to serve on committees and
decision-making bodies as part of their professional development.

4. Approaches

The Convenor and/or Chair of UNSW committees and decision-making bodies must apply the principles of the
Equity, Diversity and Inclusion Policy and strive to adopt the following universal and targeted
approaches:

- be mindful of gender representation and other demographic characteristics that are protected by
legislation (see Definitions below) and actively seek, target, inform, encourage, invite, nominate, co-opt, recruit and appoint:
  - members of the minority gender
  - those with broad demographic characteristics, including individuals who represent the
interests of Aboriginal and/or Torres Strait Islander people
- use self-nomination processes
- use identified positions, targeted advertising and recruitment agencies where no suitable
candidate is selected at the initial shortlisting stage
- 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
- revise the membership provisions of the Terms of Reference of committees and decision-making
bodies, including the impact of the number of ex-officio and elected members, the impact of the
term served, the duration of the term of office and the number of members overall, noting that section 2 provides for a 'such other person' where there is in excess of 10 members.

- seek advice from the UNSW Division of Equity Diversity and Inclusion.

Key opportunities to implement these approaches include elections, filling casual vacancies and making appointments to committees and decision-making bodies (where Terms of Reference permit this discretion).

5. Monitoring

To achieve these aims:

- the Division of Equity Diversity and Inclusion will collate the annual data and statements provided by the Convenors and/or Chairs of committees and decision-making bodies (see Responsibilities above) and report the findings to the Equity Diversity and Inclusion Board for its review (see Appendix A below)

- the Equity Diversity and Inclusion Board will monitor the annual trends and statements and, where required, work with Convenors and/or Chairs of committees and decision-making bodies to support them to meet the UNSW membership requirements across both current and future timelines.

<table>
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<tr>
<th>Accountabilities</th>
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<tbody>
<tr>
<td>Responsible Officer</td>
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<td>Contact Officer</td>
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<tr>
<th>Supporting Information</th>
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<tr>
<td><strong>Legislative Compliance</strong></td>
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<tr>
<td>This Procedure supports the University’s compliance with the following legislation:</td>
</tr>
<tr>
<td>Workplace Gender Equality Act 2012 (Cth)</td>
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<tr>
<td>Anti-Discrimination Act 1977 (NSW)</td>
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<tr>
<td>Discrimination Act 1991 (ACT)</td>
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<tr>
<td>Racial Discrimination Act 1975 (Cth)</td>
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<td>Age Discrimination Act 2004 (Cth)</td>
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<td>Sex Discrimination Act 1984 (Cth)</td>
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<tr>
<td>Australian Human Rights Commission Act 1986 (Cth)</td>
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<td>Fair Work Act 2009 (Cth)</td>
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<td>Disability Discrimination Act 1992 (Cth)</td>
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<td>Disability Standards for Education 2005 (Cth)</td>
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<tr>
<th><strong>Parent Document (Policy)</strong></th>
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<tbody>
<tr>
<td>Equity Diversity and Inclusion Policy</td>
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<table>
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<tr>
<th><strong>Supporting Documents</strong></th>
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<tr>
<td>Code of Conduct</td>
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<tr>
<th><strong>Related Documents</strong></th>
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<tbody>
<tr>
<td>Regular Team Meetings Hours Policy</td>
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<tr>
<td>UNSW Selection Committees – Composition of – Requirements and Guidelines</td>
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<tr>
<th><strong>Superseded Documents</strong></th>
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<tbody>
<tr>
<td>Representation on UNSW Committees and Decision-Making Bodies v1.0</td>
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<th><strong>File Number</strong></th>
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<td>2019/17202</td>
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<thead>
<tr>
<th><strong>Definitions and Acronyms</strong></th>
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<tr>
<td><strong>Affiliate</strong></td>
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<tr>
<td>Conjoint, Adjunct, Emeritus, Honorary and visiting appointees; consultants and contractors; agency staff; members of University committees, and any other person appointed or engaged by the University to perform duties or functions for the University, which may include those performing public official functions and volunteers.</td>
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<tr>
<th><strong>Committees and Decision-Making Bodies</strong></th>
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<td>Includes, but is not limited to, UNSW Committees and Boards described in the UNSW Rules, as well as Committees and Decision-Making Bodies convened by Divisions, Faculties and Schools.</td>
</tr>
</tbody>
</table>
| Demographic Characteristics | Examples extracted from the *Fair Work Act* 2009 (Cth) include and race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer responsibilities, pregnancy, religion, political opinion, national extraction, and social origin.

Examples from the *Anti-discrimination Act* 1977 (NSW) include race, including colour, nationality, descent and ethnic, ethno-religious or national origin, sex, including pregnancy and breastfeeding, marital or domestic status, disability, homosexuality, age, transgender status, and carer responsibilities. Sexual harassment and vilification on the basis of race, homosexuality, transgender status or HIV/AIDS status are also prohibited under this Act.

Source: Australian Human Rights Commission |
| Elected | Members who are elected through electoral processes. |
| Ex-Officio | Members who sit on committees or decision-making bodies by virtue of the position they hold. |
| Identified Position | Positions to be filled only by a person with a particular attribute. This might mean an Aboriginal or Torres Strait Islander applicant, a person with a disability, a person of a particular sex or a person of a particular age. Australian Human Rights Commission |
| Workforce Profile | Levels of employment including, but not limited to, Early Career Staff. |

| Revision History | | | |
| --- | --- | --- | --- | --- |
| Version | Approval by | Approval date | Effective date | Sections modified |
| 1.0 | Deputy Vice-Chancellor Equity Diversity and Inclusion | 27 June 2019 | 27 June 2019 | This is a new Procedure |
| 1.1 | Director of Governance as an administrative update | 8 July 2019 | 8 July 2019 | Administrative update to correct a typographical error |
Appendix A:
The Division of Equity, Diversity and Inclusion will implement monitoring on a phased basis. Phase one will include the committees and decision-making bodies listed below. The list will be expanded, as required, by the Division of Equity, Diversity and Inclusion.

Council Committees
Audit Committee
Finance and Business Committee
Investment Sub-Committee
Honorary Degrees Committee
Remuneration and People Committee
Risk Committee
2025 Council Sub-Committee

Management Committees
Management Board
Senior Leadership Team (and Level 1 Health, Safety and Environment Committee)

Academic Board and its Committees
Academic Board
Academic Board Advisory Committee
Academic Board Programs Committee
Academic Board Program Review Committee

University Committees
University Academic Quality Committee
University Research Committee
University Higher Degree Research Committee

Faculty Committees
Deputy Vice-Chancellor Academic Board of Studies
Art and Design Faculty Board
  Art and Design Faculty Academic Committee
  Art and Design Faculty Assessment Review Group
  Art and Design Faculty Research Committee
Arts and Social Sciences Faculty Board
  Arts and Social Sciences Academic Programs Committee
  Arts and Social Sciences Academic Quality Committee
  Arts and Social Sciences Research Committee
Built Environment Faculty Board
  Built Environment Academic Programs and Quality Committee
Engineering Faculty Board
   Engineering Academic Programs Committee
   Engineering Quality Assurance Committee
Law Faculty Board
   Law Qualifying Degrees Committee
   Law Postgraduate Education Committee
Medicine Faculty Board
   Medicine Education Committee
   Medicine Higher Degree Research Committee
Science Faculty Board
   Science Faculty Research Committee
   Science Faculty Teaching and Quality Committee
Business School Faculty Board
   Business Education Committee
UNSW Canberra Board
   UNSW Canberra Academic Programs Committee
   UNSW Canberra Academic Quality Committee
   UNSW Canberra Research Committee
   UNSW Canberra Higher Degree Research Committee