UNIVERSITY ACCESS AND EQUITY COMMITTEE

TERMS OF REFERENCE, MEMBERSHIP AND OPERATING PROCEDURES

1. MEMBERSHIP OF THE UNIVERSITY ACCESS AND EQUITY COMMITTEE

1.1 Composition

(a) Pro Vice-Chancellor (Student Experience), as Chair of the Committee;
(b) Pro-Vice Chancellor (Research and Research Training);
(c) Dean of Students;
(d) Registrar (Student Life) or nominee;
(e) Deputy Director, Access, Inclusion and Wellbeing or nominee;
(f) Director, Tjabal Indigenous Higher Education Centre or nominee;
(g) Head, University Counselling and Health Centre or nominee;
(h) Manager, Access and Inclusion or nominee;
(i) Director, Human Resources, or nominee;
(j) Director, Facilities and Services, or nominee;
(k) Director, Student Recruitment and Admissions or nominee;
(l) Chief Information Officer, Information Technology Services, or nominee;
(m) President of the Postgraduate and Research Students’ Association Inc. or nominee;
(n) President of the Australian National University Students’ Association Inc. or nominee;
(o) 1 member of the Executive of each ANU College, with responsibility for College access and equity initiatives, to be nominated by the Dean of the College and appointed by the Chair;
(p) not more than 2 additional members appointed by the Chair of the Committee to provide a diversity of views if the Chair believes the current membership of the Committee does not reflect the academic and cultural diversity of the University.

1.2 Standing Invitation to Attend

A Standing Invitation to Attend Meetings may be extended to a member of the staff of the University by the Committee on the recommendation of the Chair.

1.3 Term of Appointment

(a) The term of appointment of members mentioned in paragraphs (o) and (p) (above) is to be 2 years, but may be renewed.
(b) The term of appointment of members mentioned in paragraphs (m) and (n) (above) is to be 1 year, but may be renewed.

1.4 Vacancies

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

- the resignation of the member; or
- the death 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.

1.5 Gender Balance

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

1.6 Role of the Member of the Executive of each ANU College, nominated by the Dean and appointed by the Chair

All ANU College Deans will nominate one member of their College Executive to be responsible for access and equity issues within that College. That person:

(a) will, upon formal appointment by the Chair, serve as a member of the University Access and Equity Committee;

(b) may establish and chair a local Access and Equity Committee within that College to assist with implementation of initiatives, dissemination of information and bringing forward issues for discussion at the University Access and Equity Committee;

(d) will report to their respective College Executive on discussions held at the University Access and Equity Committee;

(c) will assist the Dean in meeting University-set access and equity targets;

(d) will assist the Dean in setting access and equity targets for College Operational Plans, as well as annually assessing and reporting to the University Access and Equity Committee against those targets;

2. TERMS OF REFERENCE OF UNIVERSITY ACCESS AND EQUITY COMMITTEE

The Committee will advise the Vice-Chancellor and the University Executive:

(a) on matters relating to the quality and standard of student access and equity at the University;

(b) on major issues of access, equity and community relevant to the University’s strategic plans and overarching policy;

(c) on any matter referred to the Committee by the Vice-Chancellor, the Chair of the Committee or a member of the University Executive.

The Committee, in carrying out its role, is to:

(a) consider the development and review of the University’s policies and plans in relation to access, equity and community, including the Access and Equity Operational Plan, and make recommendations as appropriate;
(b) advise on the coordination of the University’s access and equity agenda;

(c) consider and advise on the University's access and equity activities;

(d) hold an annual forum for staff and students to canvass access and equity issues from across the University community; and

(e) receive and consider reports from the Gender Oversight and Reconciliation Action Plan Committees and the Disabilities Working Group.

3. **CHAIR**

(a) The Chair of the University Access and Equity Committee is the Pro Vice-Chancellor (Student Experience).

(b) The Chair of the Committee (or, if the chair is not present, the Deputy Chair) is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

(c) The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.

(d) The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.

(e) At a meeting of the Committee, the Chair has a deliberative and a casting vote.

4. **DEPUTY CHAIR**

(a) The Deputy Chair of the Committee is to be elected from among their number by the Committee.

(b) A call for nominations for the position will be made leading up to and at the meeting of the Committee at which the election is to be held.

(c) Nominations require a nominator and the agreement of the nominee to stand for election.

(d) In a ballot, the method of voting will be first past the post.

(e) The term of office is two years.

5. **STEERING COMMITTEE**

The Chair will appoint a Steering Committee from the membership of the University Access and Equity Committee. The Steering Committee will meet within 21 days of a meeting of University Access and Equity Committee. The role of the Steering Committee is to assist in framing the agenda, coordinate recommendations to the Executive and other bodies, and manage the implementation of proposals.

6. **MEETING SCHEDULE**

It is expected that the Committee will meet at approximately every 2 months. A schedule of meeting dates will be maintained at the Committee’s website.

One meeting each year will be held in the form of a community forum, accessible by all staff and students, where the Committee can canvas issues and respond to questions from forum attendees.

7. **QUORUM**

At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.
8. ATTENDANCE AT MEETINGS

(a) An appointed member of a Committee who is unable to attend a meeting of the Committee may nominate an alternate from the same category of membership to attend the meeting on his or her behalf.

(b) An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.

(c) An alternate has the same rights and obligations as the substantive member in whose place the alternate attends the meeting.

(d) Subject to the above provisions relating to alternates, members who are unable to attend a meeting may nominate a person to attend on their behalf without voting rights.

(e) Acting appointments (e.g. persons formally appointed as Acting Registrar, Acting Director HR) have full Committee membership rights.

(f) Attendance by invitation for particular items will be determined by the Chair prior to meetings and will be subject to the agreement of the meeting.

(g) The Chair may confer speaking rights in respect of non-members who attend meetings by invitation.

9. SUBCOMMITTEES

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

10. SECRETARIAT

The Vice-Chancellor nominates officers of the University to provide secretariat and other support to the Committee.

11. OPEN MEETINGS OF THE UNIVERSITY ACCESS AND EQUITY COMMITTEE

Meetings of the University Access and Equity Committee will be open to members of the University Council, academic and general staff of University and to undergraduate and postgraduate students of the University.

With the exception of the annual community forum meeting of the Committee:

(a) No more than 10 persons will be admitted as observers at any meeting. Observers will be treated on a "first come first served" basis. They should notify the Secretary to the Committee in advance of the meeting of their request to attend. Observers will be asked to sign the attendance sheet at the meeting.

(b) Observers will have no speaking right and may not communicate with members of the Committee during the meeting.

(c) Observers may not bring recording equipment or cameras into the meeting.

(d) All matters relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are to be treated as confidential. Confidential items will be so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the University Access and Equity Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers will be asked to leave until consideration of that item has finished.

(e) Access to copies of the agenda will be made available to observers where possible.
12. DISTRIBUTION OF AGENDAS AND MINUTES

(a) Agendas and minutes will be available to members from the Committee’s Alliance site.
(b) A distribution will be maintained by the Secretariat.
(c) Members may either download the agenda and minutes to personal laptops or iPads, or in hard copy from the site.
(d) Normally, agendas will be distributed to members approximately one week prior to the meeting.

11 November 2014