



ANU IDEA Oversight Committee Charter

Introduction

1. The Australian National University (ANU) Vice-Chancellor has established the IDEA Oversight Committee (“the Committee”).
2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to review, approve and make recommendations to the Vice-Chancellor on matters relating to the institutional effort to achieving inclusion, diversity, equity and access (IDEA) within ANU, including SAGE Athena SWAN accreditation.

Authority

4. The Vice-Chancellor authorises the Committee, within the scope of its role and responsibilities, to:
 - obtain any information it needs from any ANU employee and/or external party (subject to their legal obligation to protect information);
 - request the attendance of any ANU staff at Committee meetings;
 - discuss any matters with external parties (subject to confidentiality considerations); and
 - obtain external professional advice, as considered necessary to meet its responsibilities, at the University’s expense.

Composition and Tenure

5. The Committee will consist of:
 - ex officio, the Provost, as Chair
 - ex officio, the Chief Operating Officer
 - ex officio, the Pro Vice-Chancellor (University Experience)
 - ex officio, the Deans of Colleges

- ex officio, the Dean, Higher Degree Research
- ex officio, the Director of the Tjabal Higher Education Centre
- ex officio, the Director of the National Centre for Indigenous Studies
- ex officio, the Director, Human Resources
- ex officio, the Director, Facilities and Services
- ex officio, the Director, Strategic Communication & Public Affairs
- ex officio, the Convener, ANU Gender Institute
- ex officio, the Registrar, Division of Student Life
- ex officio, the Dean of Staff
- ex officio, the Dean of Students
- one nominee of PARSA (ex officio)
- one nominee of ANUSA (ex officio)

And the following members appointed by the Chair:

- one Director of a STEMM research school
- one Director of a HASS research school
- one Representative from the Halls of Residences

6. The Committee may appoint a Deputy Chair from amongst its members, who serves in that role for a period two years.

7. Members will be appointed for up to two years and are eligible for re-appointment

8. An appointed member may resign from the Committee in writing to the Chair.

9. The Chair will have regard to the University's objectives relating to IDEA strategies, action plans and initiatives and the need for both continuity and regular renewal, in filling positions on the Committee.

Roles and Responsibilities

10. The Committee exercises such roles and responsibilities as are assigned or delegated to it by the Vice-Chancellor from time to time, but only such executive powers as are explicitly delegated to it.

11. The Committee's responsibilities, subject to revision by Vice-Chancellor, are to:

- a. developing, implementing, monitoring and resourcing strategies and action plans related to IDEA, such as the University's Reconciliation Action Plan, the SAGE Athena SWAN Action Plan, the Healthy University Strategy and Action Plan inclusive of the Mental Health Action Plan, the Disability Action Plan and the Social Inclusion Action Plan.
 - b. commissioning reports and gathering additional data on IDEA initiatives;
 - c. prioritising IDEA activity;
 - d. advocating for IDEA with the ANU community and beyond;
 - e. providing a forum to facilitate information flow and debate within the University and between senior executive officers and the wider University community;
 - f. providing feedback and advice on IDEA implications of policies, programs and services;
12. the Chair is authorised, where necessary, to take executive action on behalf of the Committee between meetings and must report to the Committee as soon as practicable on any executive action taken.

Responsibilities of Members

13. Members of the Committee are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University legislation.

14. Members are also expected to:

- act in the interests of the University as a whole;
- contribute the time needed to study and understand the papers provided; and
- apply good analytical skills, objectivity and good judgment.

Reporting

15. The Committee will report to the ANU Vice-Chancellor on its operation and activities. The report should include:

- a summary of the work performed to fully discharge its responsibilities during the preceding year;
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

16. The Committee may, at any time, report to the Vice-Chancellor any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

17. The Committee will meet four times per year on dates determined by the Committee.
18. The Chair is required to call a meeting if asked to do so by the Vice-Chancellor, and to decide if a meeting is required if requested by another Committee member.
19. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Committee each year. The forward meeting plan covers all its responsibilities, as detailed in this Charter.
20. The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee. When the Chair is unable to preside at a meeting, the Deputy Chair presides.
21. The procedure at meetings of the Committee is determined by the person presiding over the meeting, taking into account the advice of the Committee members.

Attendance at Meetings and Quorums

22. A quorum consists of at least 50 per cent of Committee members who hold office for the time being.
23. Meetings are held in person, and a Committee member may only participate in a meeting by telephone or video conference with the prior consent of the Chair.
24. A member of the Committee who is unable to attend a meeting of the Committee may nominate an alternate with the prior consent of the Chair.
25. Alternates have the same rights and responsibilities as Committee members. An alternate may not be appointed Deputy Chair.
26. The Chair may request any other ANU employee and/or external party to attend Committee meetings or participate in certain agenda items.

Committees and Working Parties

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

Secretariat

28. The OVC will provide secretariat support to the Committee.
29. The OVC will ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the Committee.

Conflicts of Interest

30. Upon joining the Committee and then once a year thereafter, Committee members will provide written declarations to the Council declaring any material personal interests that would preclude them from being members of the Committee.

31. Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.

Induction

32. The OVC maintains a program of induction for Committee members to assist them to meet their Committee responsibilities.

Assessment and Review

33. The Chair, in consultation with the Vice-Chancellor, will initiate annually a review of the performance of the Committee, and this Charter, with appropriate input sought from Committee members, the University Executive, College Deans and any other relevant stakeholders, as determined by the Vice-Chancellor. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Vice-Chancellor.