Australian
National
University

IDEA Governance Committee: Terms of Reference

Objective

The IDEA Governance Committee ('the Committee') is responsible for providing executive direction to IDEA-related strategies and initiatives across the University.

As the driver for the ANU IDEA Governance Framework ('The Framework') its purpose is to discuss, enable, and facilitate strategies and policy options for consideration by appropriate decision-making forums, particularly the Senior Management Group (SMG).

The Committee plays a key role in assisting ANU to meet its objectives under the ANU Strategy Plan 2021-2025, specifically Pillar 4: being a standard-bearer for equity and inclusion. The work undertaken by the Committee and its related groups will support an improved state for equity and inclusion for all current and future staff and students at ANU.

Authority

The Framework and Committee operates under the authority of SMG.

Membership

The Committee will consist of:

    a. Ex officio, the Deputy Vice-Chancellor (Student and University Experience), as Chair

    b. Ex officio, the Chair of Academic Board

    c. Ex officio, the Chief Operating Officer/Deputy Vice-Chancellor (Corporate and International)

    d. Ex officio, the Deputy Vice-Chancellor (Academic)

    e. Ex officio, the Vice-President, First Nations

    f. Ex officio, the Director, University Experience

    g. Ex officio, the Head, Equity and Belonging

    h. Ex officio, the ANUSA President

    i. Ex officio, the PARSA President

And the following members appointed by the Chair:

    j. One Dean of a STEMM College

    k. One General Manager of a STEMM College

    l. One Dean of a HASS College)

    m. One General Manager of a HASS College

The Deputy Chair will be appointed by the Chair from the membership, when the need for one arises.

Roles and Responsibilities

To facilitate the Framework, the Committee will:

a. Oversee the development of, and reporting against, relevant strategies, as delegated and approved by SMG.

b. Consider and address any matters referred to it by SMG, local areas, and the ANU community, that fall within its scope.

c. Establish, monitor progress, and evaluate outcomes of initiatives led by the Framework, reporting to SMG at least twice a year.

d. Provide an available avenue for consultation and advice on the implications of IDEA-related policies, programs, and services.

e. Facilitate information flow across the University and between levels to coordinate action on IDEA-related matters.

f. Monitor issues nationally and locally, identifying gaps and opportunities for the University and make recommendations to relevant committees or organisational units as appropriate.

g. Ensure work undertaken within the Framework aligns with the strategic imperative designated by the ANU Strategic Plan 2021-2025, specifically by Pillar 4.

Relevant strategies and matters will be areas of strategic impact to the university, such as those pertaining to:

a. social inclusion,

b. mental health,

c. Indigenous and First Nations people,

d. people with diverse sexualities and genders or who are marked by discrimination as a result of their gender or sexuality,

e. people with disability,

f. culturally and linguistically diverse people,

g. people of colour,

h. people with parental and caring responsibilities,

i. people from typically disadvantaged socio-economic backgrounds,

j. people marked by age-based discrimination,

k. any other group which is historically marginalised or faces structural discrimination that can be addressed from the University's position, and

l. others as identified by SMG.

The Committee will consider matters using a variety of methods, including an intersectional approach. It will consider matters and form plans that are informed by perspectives from all impacted groups to ensure that solutions are cohesive and consider outcomes for all staff and students.

Responsibilities of Members

Members of the Committee are expected to:

     a.   act in the interests of the University as a whole,

     b.   contribute the time needed to study and understand the papers provided, and

     c.   apply good analytical skills, objectivity and good judgment.

Reporting and Planning

The Committee will report to SMG, no less than twice per year. Reports will include:

     a.   Status updates on relevant strategies, plans, and initiatives.

     b.   Details of meetings held since the last reporting, including attendance tracking for all members,

     c.   Any other information as requested by SMG

In the final quarter of each year, the Committee will hold a planning session to map ideas and priorities for the following year. The Committee will prepare an action plan for the following year and identify any working groups which may be needed to enable the plan. This action plan will be submitted for SMG approval before implementation.

Administrative Arrangements

Meetings

The Committee will meet six times per year on dates determined by the Chair.

The Chair is required to call a meeting if asked to do so by SMG, and to decide if a meeting is required if requested by another Committee member.

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 Chair can appoint a Deputy Chair from the membership to preside on the Chair's behalf.

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.

Observers may attend meetings with the prior consent of the Chair. Observers will not have voting rights.

Attendance and Quorum

A quorum consists of at least 50 per cent of Committee members who hold office at the time of the meeting.

Meetings are held in hybrid mode, with both in-person and online attendance facilitated for accessibility. Members are expected to indicate their mode of attendance in advance of the meeting.

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.

        a. Alternates have the same rights and responsibilities as Committee members. An alternate may not be appointed Deputy Chair.

        b. Should a member wish to send an alternate to multiple meetings, they will need to specify the number of meetings/length of time the alternate is to be in place, when nominating to the Chair.

The Chair may request any other ANU employee and/or external party to attend Committee meetings or participate in certain agenda items.

Working Groups

The Committee can, with the approval of SMG, establish one or more working groups to help focus action on key priorities.

Criteria for the formation of working groups may include, but are not limited to:

        a. an identified need for specialist experience or surge capacity,

        b. the identification of an issue that would benefit from a more frequent meeting schedule

        c. the identification of an issue that would benefit from a more targeted group to address it, or

        d. other reasoning as provided by the Committee or SMG.

Working groups will be established for a maximum of 12-months. Where the function of a working group would benefit from a longer period, the group will be reviewed at the 12-month mark and recommissioned by the Committee where appropriate.

Secretariat and Support

The Equity and Belonging team will provide secretariat and administrative support to the Committee.

The Equity and Belonging team will provide secretariat and administrative support to the Committee's working groups where appropriate.

The Equity and Belonging team will provide subject-matter expertise and facilitate University consultation activities on behalf of the Committee where required.