

GENDER EQUITY AND INCLUSION ADVISORY GROUP (GEIAG)

TERMS OF REFERENCE

1. Establishment

- 1.1 Curtin University recognises that championing gender equity and inclusion and implementing gender equity and inclusion initiatives is intrinsic to the work we do and to the wellbeing of our community. Curtin University practices and policies must promote and work towards achieving gender equity and inclusion.
- 1.2 The GEIAG was established as an advisory group of the Diversity, Inclusion and Belonging Committee (DIBC) on 11 May 2023.

2. Responsibilities and Accountabilities of the Advisory Group

- 2.1 Advise on matters relating to the strategic objectives pertaining to gender equity and inclusion contained in the University's Strategic Plan to help create an increasingly safer, more sustainable, fairer, inclusive and successful university community.
- 2.2 Monitor progress relating to internal and external benchmarking and key performance indicators for gender equity and inclusion.
- 2.3 Provide advice and guidance relating to gender equity and inclusion to the Diversity Inclusion and Belonging Committee, Senior Executive Team, Council and any other relevant University governance, planning and reporting mechanisms, as appropriate;
- 2.4 Identify and monitor risks and opportunities in relation to Curtin's gender equity initiatives and provide insights and guidance on risk and reward management;
- 2.5 Recommend to the Diversity Inclusion and Belonging Committee, Senior Executive Team, Council and any other relevant University governance, planning and reporting mechanisms University wide action plans related to gender equity and inclusion
- 2.6 Recommend the establishment of specific project or task groups (for defined time periods) to undertake activities to improve gender equity outcomes;
- 2.7 Identify emerging issues, changing priorities and evaluating impacts and outcomes related to gender equity and inclusion to achieve continuous improvement in a changing future of work;
- 2.8 Bring leading expertise, knowledge and practice from within or outside Curtin to advise as needed;
- 2.9 Identify and/or review and advise on requests for resourcing and funding related to gender equity and inclusion initiatives.

3. Membership

- 3.1 The membership of the GEIAG shall comprise:
 - (a) The Chair, Director, Gender Equity and Inclusion (Academic Lead);
 - (b) Deputy Chair (elected in accordance with clause 4.1);
 - (c) A Gender Research Network Academic co-Lead;
 - (d) A member of the Senior Executive Team nominated by the Provost in consultation with the Chair;
 - (e) Up to 2 student representatives nominated by the Guild President;
 - (f) Five staff members that represent a diverse and broad range of lived experience and expertise;

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- (g) A member of Aboriginal and Torres Strait Islander staff community;
- (h) Up to 2 additional co-opted members (internal or external to the University) appointed by the GEIAG; and
- (i) Manager, Diversity, Inclusion and Belonging.

4. Elections and Appointments

- 4.1 The Deputy Chair is to be elected by the GEIAG from among the members from categories 3.1 (f) and (g) and that election will not necessitate a further appointment to 3.1 (f).
- 4.2 Following consideration of expression of interests, members from categories 3.1 (f) and (g) will be appointed by a panel comprised of GEIAG members and other relevant staff members, as determined by the Chair and/or Deputy Chair.

5. Terms of Office

- 5.1 The term of office of the Deputy Chair and each of the members nominated, appointed or co-opted under clause 3.1 (f), (g) or (h) shall be for up to two years, concluding on 31 March of the relevant anniversary year.
- 5.2 The term of office for student members nominated under clause 3.1 (e) will be for one year to align with their position with the Student Guild.

6. Rights of Audience and Debate

- 6.1 The GEIAG may invite any person or persons whether from within the University or external to the University, to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.

7. Quorum

- 7.1 A quorum for an Advisory Group meeting is to be not less than one-half of the total number of members of the Advisory Group.

8. Voting at a meeting

- 8.1 At a meeting:
 - (a) a decision does not have effect unless it is made by a simple majority;
 - (b) each member who is present at a meeting is entitled to one vote; and
 - (c) if the votes of members present at a meeting are equally divided, the matter is lost.

9. Meeting Frequency

- 9.1 The Advisory Group shall meet at least quarterly each year.

10. Establishment of Working Groups

- 10.1 The GEIAG may establish limited term working groups to assist it in the performance of its functions and/or to undertake particular tasks in relation to a nominated activity. The composition of a working group may include persons other than members of the GEIAG,

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and may include persons who are external to the University.

11. Reporting

- 11.1 The GEIAG will report at DIBC meetings, drawing attention to particular issues or recommendations.
- 11.2 The Chair will provide information as required to the Provost, the DIBC, the Senior Executive Team, Council and any other relevant University governance, planning and reporting mechanisms.

12. Servicing of the Committee

- 12.1 The Executive Officer of the Committee is the Gender Equity and Inclusion Program Coordinator.

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REVISION HISTORY

Approved/ Amended/ Rescinded	Date	Committee/ AG	Document Reference
Approved	16 August 2023	DIBC	Changes to 3.1(f) four to five members
Approved	16 August 2023	DIBC	Consequential change to 4.1: The Deputy Chair is to be elected by the GEIAG from among the members from categories 3.1 (f) and (g) and that election will not necessitate a further appointment to 3.1 (f).
Approved	16 August 2023	DIBC	Changes to 3.1(g) A representative of deleted and replaced with "member of"
No Action	16 August 2023	DIBC	Discussion of change from Advisory Group to Subcommittee with respect to changes to the DIB Governance Structure. Recommendation to stay the same and to take discussion to the GEIAG meeting
No Action	7 September 2023	GEIAG	Discussion of change from Advisory Group to Subcommittee with respect to changes to the DIB Governance Structure. Decision to remain as an Advisory Group.
Approved	22 September 2023	GEIAG	Consequential change to 1.2: The GEIAG was established as a sub-committee an advisory group of the Diversity, Inclusion and Belonging Committee (DIBC) on 11 May 2023.