

TERMS OF REFERENCE

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| COMMITTEE | CHEMISTRY EQUITY, DIVERSITY AND INCLUSION COMMITTEE |
| PURPOSE | <p>The Equity, Diversity and Inclusion Committee is responsible for providing advice to the Head of School on priorities and guidelines for ensuring a safe, supportive and inclusive environment where all staff and students are able to reach their full potential irrespective of gender, race, religion, sexual orientation, gender identity, age, background or ability. The Committee's deliberations will encompass the research, teaching and culture of the School of Chemistry and extends to all academic, postdoctoral and professional staff, in addition to all postgraduate and undergraduate students.</p> |
| TERMS OF REFERENCE | <ul style="list-style-type: none"> • Provide advice to the Head of School and make recommendations to the School of Chemistry on opportunities and enable initiatives to improve equity, diversity and inclusion • Develop an action plan to improve equity, diversity and inclusion in the immediate short term and over the longer term • Set targets to improve staff and student diversity across identified groups • Develop new programs and/or support existing programs that enhance career opportunities for all staff and students (e.g., 'Stepping Into Program') • Identify initiatives (from other Schools or institutions) that could be considered best practice and adapt these for possible introduction • Monitor changes in the School of Chemistry staff and student profile over time, including the student body composition, and trends in recruitment and career advancement for staff • Review the progress of equity and diversity goals for staff and students against the Faculty and University targets • Monitor the participation of Aboriginal and Torres Strait Islander staff and students including: student participation, success and completion rates; staff numbers, classification, distribution and career trajectories; research performance. Receive and disseminate updates from the Associate Dean of Indigenous Strategy and Services. • Grow a culture in the School of Chemistry that supports our vision as a leader of science and innovation and an exemplar in equity, diversity and inclusion • Promote information on Chemistry and University guidelines and priorities in relation to equity, diversity and inclusion to staff as relevant and promote their appropriate implementation • Liaise with University committees and those from other Faculties on issues related to equity, diversity and inclusion (i.e., Science in Australia Gender Equity (SAGE) committee; Cultural Taskforce; National Centre for Cultural Competence (NCCC)) • Members of the committee will comply with the University's staff and student Codes of Conduct. All members will maintain the integrity, confidentiality and privacy of data and information to which they have access to. |
| CHAIR | A/Prof Deanna D'Alessandro |
| MEMBERSHIP | <p>Chair (selected by Head of School) Head of School School Manager Chair, Staff-Student Liaison Committee Member(s) of the Ally Network (desirable) Representatives across the School community</p> |

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| ATTENDEES | All members Secretariat Others as needed; to provide further advice or to report/present |
| QUORUM | Not applicable |
| SECRETARIAT | Grace Schiavello, Executive Officer, School of Chemistry |
| MEETINGS | <ul style="list-style-type: none"> • The committee meets monthly, with the exception of January. • Additional meetings may be called when deemed necessary by the Chair. Advance notice of at least one week is required and all members are advised of the agenda at least two business days prior to the meeting. • The Chair may cancel meetings if there is insufficient business. • All members are to be provided with a written list of the meeting dates throughout the year at the first meeting of that year. • Members are notified of any variation to the listed dates at least one week prior to such variation. |
| REPORTING | Reports to the Chemistry Leadership Group and the Head of School |
| MINUTES | Minutes are circulated to all members and are available to all School of Chemistry staff via the Chemistry SharePoint site. |

Membership 2018

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| Head of School | Philip Gale |
| Chair of Committee | Deanna D'Alessandro |
| School Executive Officer | Grace Schiavello |
| Chair, Staff-Student Liaison Committee | Alice Williamson |
| Members (all members of the School community are welcome) | Maggie Corrigan Katrina Zenere Linda Mitchell James Wright Alfonso Rafael Barrientos Markus Muellner Ivan Kassal Chiara Neto Rich Payne Alex Yuen Stuart Skene Natasha Sciortino Genevieve Sergeant Naomi Haworth Stefano Tomasi |