

# Inclusion Committee

## Charter

### Purpose

In accordance with the provisions of the *Federation University Australia Act 2010* (Vic) the Council has formally constituted the Inclusion Committee ("the Committee") as a standing Committee of Council.

### Responsibilities

The Committee is responsible for:

- reviewing and monitoring the discharge by the University of its responsibilities relating to matters of inclusion, equity and diversity;
- support the Council in maintaining an institutional environment in which:
  - inclusion, equity, gender equality, diversity and multiculturalism are promoted;
  - the University's policies and practices support participation in all aspects of University life and activities by Aboriginal and Torres Strait Islander peoples, people with a disability, people from LGBTIQA+ communities, people from low socio-economic backgrounds and people from regional areas;
  - higher education and vocational education and training programs are accessible to everyone; and
  - an inclusive student voice is supported in decision-making and governance.
- receiving and monitoring reports provided by the University's executive committee(s), in particular reports of the University's compliance with relevant legislation and reports against relevant strategic priorities; and
- making recommendations to the Council with respect to matters of inclusion, equity, gender equality, diversity and multiculturalism are promoted.

### Membership

The membership of the Committee comprises as follows:

- Chair
- Vice-Chancellor and President (or nominee)
- Up to three (3) members of Council
- No more than two (2) external members
- A staff member or student co-opted by the Chair in consultation with the Vice-Chancellor (optional).

The Chair and other members of the Committee shall be appointed by the Council.

Staff members may attend Committee meetings as guests at the request of the Chair.

### *Role of Committee members*

In exercising their functions and powers, Committee members must:

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

### Meetings and proceedings

The Committee shall meet three times per year or as necessary to conduct its business. The Chair may request additional or special meetings as necessary.

The quorum for a meeting shall be three (3) Committee members.

Committee papers will be prepared according to an approved template and guidelines which are available from the University Secretary and will be circulated at least five business days before the relevant scheduled meeting.

In preparation for each meeting, the University Secretary will prepare the draft agenda for approval of the Chair. Following each meeting the draft meeting minutes will be provided to the Chair for preliminary approval after which will then be uploaded to the approved Council portal for access by Committee members within two weeks of each meeting.

The minutes of each meeting must be confirmed at the next Committee meeting.

## Reporting

The Committee will:

- report directly to the Council by provision to it of the Committee minutes; and
- immediately escalate to Council any significant or material matters of concern.

## Review

At least once each two years, the Committee will review its performance and the performance of its members, and its Charter.

The Chair is responsible for ensuring that these reviews occur.

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Endorsed: Inclusion Committee 25 October 2023  
Approved: Council 5 December 2023  
Next review due: October 2025