

# Inclusion Committee

## Charter

### Purpose

In accordance with the provisions of the *Federation University Australia Act 2010* (Vic) ("the Act"), 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.
- monitoring the University's compliance with relevant legislation and progress against relevant strategic priorities; and
- making recommendations to the Council with respect to matters of inclusion, equity, gender equality, diversity and multiculturalism.

### Membership

The membership of the Committee comprises the:

- Chair, appointed by Council from the independent members of Council
- Vice-Chancellor and President (or nominee)
- Up to three (3) members of Council
- No more than two (2) external members, appointed for their relevant expertise.

A staff member or student may be co-opted by the Chair in consultation with the Vice-Chancellor.

The Chair and members of the Committee are appointed by the Council.

The Chair may request staff members attend Council meetings.

### 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;
- take reasonable steps to avoid all conflicts of interest unless they are declared in accordance with the Act and University policy;
- maintain confidentiality and ensure information and advice received as a Committee member is not shared or used outside of the Committee; and
- demonstrate the University's Living Values and comply with the Staff Code of Conduct.

## Meetings

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.

## Quorum and Decision Making

A quorum will comprise of at least the majority of Committee members holding office for the time being other than a member who is on leave of absence granted under Schedule 1, clause 4A of the *Federation University Australia Act 2010*.

All recommendations which come before any meeting of the Council must be decided by the majority of the members present.

The Chair at any meeting has a vote; and in the case of an equality of votes, a casting vote.

## Meeting papers and record of meetings

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

The Committee will annually self-assess its performance with outcomes reported to Council. This Charter must be reviewed at least every two years to ensure currency.

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Endorsed: Inclusion Committee 25 October 2023  
Approved: Council 10 December 2025  
Next review due: October 2027