1. **Background**
   The Faculty of Engineering is committed to providing a supportive, equitable and inclusive environment where all staff and students can thrive and which supports the University’s goal to be the exemplar Australian university and employer of choice for people from diverse backgrounds.
   
The Committee will play a key role in developing and driving the diversity agenda for the Faculty in line with UNSW’s 2025 Strategy. It will identify diversity initiatives and actions and review the progress of equity, diversity and inclusion goals.

2. **Purpose of the Committee**
   Whilst the Committee’s remit will cover all of the Equity, Diversity and Inclusion (EDI) areas and initiatives, there will be a focus on gender equity.

3. **Terms of Reference**
   3.1 Provide strategic advice and recommendations to the Faculty executive regarding EDI initiatives and issues
   3.2 Ensure the Faculty EDIC strategy supports UNSW’s 2025 Strategy and aligns to the objectives of UNSW’s Equity, Diversity and Inclusion Board
   3.3 Monitor and advise on the Faculty’s alignment with both UNSW and Faculty policies and practices relating to EDI
   3.4 Provide a forum to discuss and monitor Faculty specific issues, inform and develop initiatives and strategies, and oversee their implementation

4. **Composition and Structure**
   4.1 The committee will compromise up to 10 members who will broadly reflect the desired diversity of the Faculty and will compromise:
      a) The Dean or their delegate
      b) Faculty Human Resources Manager or their delegate
      c) Up to 3 elected professional and/or technical staff
      d) Up to 4 elected academic staff
      e) 1 Faculty Student representative
   4.2 The Chair will be elected from among the members, and rotate with a term of 12 months
   4.3 Nominations are for a 2 year period, some initially for 1 year, with an expectation that the composition of the committee may be reviewed and the term of some members extended to ensure continuity within the cohort
   4.4 A quorum shall be 50% of the total membership of the committee

5. **Meetings and Attendance**
   5.1 The committee will normally meet bi-monthly and the schedule of meetings will be agreed in advance
   5.2 The chair may convene additional meetings if required on reasonable notice
5.3 Should the committee chair be absent from the meeting, the members of the committee present shall choose one of their number to chair that meeting

5.4 The secretariat of the committee shall be appointed from the Engineering administrative staff

5.5 The agenda of the meeting will be set by the committee chair and supporting papers will be provided in advance of the meeting. At the discretion of the chair, additional papers may be tabled for discussion at the meeting

5.6 Minutes of all meetings shall be approved by the committee and signed by the chair of the next committee meeting

5.7 The committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters

6. Reporting and Review

6.1 The committee will report to the Faculty executive and relevant parts of the committee meeting minutes will be provided for noting

6.2 The committee will provide recommendations by way of minutes (and such additional information as necessary) to the Faculty executive to allow informed decision making

6.3 The committee will ratify the terms of reference at their inaugural meeting and annually thereafter. Amendments to the TOR are to be approved by the Faculty executive.