



ARC Centre of Excellence for
All Sky Astrophysics in 3 Dimensions

Equity and Diversity Committee

TERMS OF REFERENCE

V2.0 August 2018

OVERVIEW

The ARC Centre of Excellence for All Sky Astrophysics in 3 Dimensions (ASTRO 3D) is a Research Centre of Excellence funded over 7 years by a \$30.3 million grant from the Australian Research Council (ARC) and supported by six collaborating Australian universities.

The Centre will ultimately produce a comprehensive picture of the evolution of matter, the chemical elements, and energy in the Universe from shortly after the Big Bang to the present day. ASTRO 3D merges world-leading Australian and international optical, infrared and radio telescope technologies with sophisticated theoretical simulations and ambitious new big data analysis techniques to open a new realm in astrophysics - a 3D understanding of the origins of the Universe and our place within it. Through the Centre, the next generation of scientific leaders will be trained within a cohesive, national and international framework that includes cutting edge science and data intensive infrastructure, highly successful nationwide and worldwide collaborations, leading equity and diversity programs, and large-scale public education and outreach programs.

FUNCTION OF THE COMMITTEE

The Equity and Diversity Committee assists the Director and Executive with the development of strategies and activities that promote gender balance and diversity within the Centre.

ROLE OF THE COMMITTEE

ASTRO 3D is committed, in the pursuit of its objectives, to equality of opportunity and to a pro-active and inclusive approach to equality which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. The role of the Committee is to establish goals, provide advice, make recommendations on, and take action to:

- improve the representation of women in ASTRO 3D to achieve the goal of 50% women at all levels in the Centre;
- ensure that there are no barriers to participation in the Centre of any under-represented group;
- achieve equal access, retention, participation and success for female staff and students, including attendance and invited talks ASTRO 3D sponsored conferences, workshops, and meetings, nominations for awards and opportunities within the Centre; and
- improve support, particularly in regard to communication, cultural awareness and social issues, for female and minority members.

MEMBERSHIP

Membership of the Committee will include a broad cross-section of individuals from different levels, nodes, genders, nationalities within the Centre and will include **at least two professional staff**, a representative from CSIRO and the AAO and one independent member from within the astronomical community. Appointments to the Committee, including the Chair, will initially be made by the ASTRO 3D Executive and from then on in consultation with the Committee itself. Appointments to the committee will be for a two year period.

Any member of the ASTRO 3D Executive may attend meetings as an observer.

RESPONSIBILITIES OF MEMBERS

The responsibilities of individual committee members include:

- attendance at meetings, either in person or by video/teleconference;
- understanding the strategic implications and outcomes of the Centre's Gender Equity and Diversity goals;
- providing independent, honest and constructive input to the deliberations of the Committee;
- being an advocate for the work of the Committee;
- working collaboratively; and
- sharing input and feedback.

MEETINGS

The Committee will meet at least four times per year, either face to face or by video/teleconference.

PROXIES

Proxies cannot be nominated in the event that a member cannot attend a meeting.

COMMITTEE SECRETARY

The Chief Operating Officer, in consultation with the Committee Chair, will nominate an ASTRO 3D administrative staff member to act as Committee Secretary.

QUORUM

A minimum of 51% or five Committee members (whichever is the greater) is required for the meeting to be recognised as a formal meeting and for decisions and recommendations to the Executive to be valid.

AGENDA

- 1) Items for inclusion on the Agenda should be forwarded to the Chair, and copied to the Committee Secretary, at least 8 working days prior to the next scheduled meeting.
- 2) The Agenda and papers for discussion will be distributed electronically at least 5 working days prior to the meeting.

MEETING MINUTES

Draft Minutes will be prepared and approved by the meeting Chair within eight working days. Once approved the Minutes will be circulated to Board Members.

REPORTING

Recommendations will be made to the Executive for adoption via the minutes of the Committee.

The Committee will monitor progress in relation to the achievement of goals and report to the Executive six monthly, to ASTRO 3D members at the Annual Retreat and through the ASTRO 3D Newsletter.