



SAGE Self-Assessment Team (SAT) Committee Charter

Introduction

1. The Australian National University (ANU) Council has established the SAGE Self-Assessment Team Committee (“the SAT”) in accordance with section 18 of the *Australian National University Act 1991*.
2. This Charter sets out the SAT’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the SAT is to, under the guidance of the SAGE Steering Committee, oversee, guide, prepare and submit the application for Athena SWAN institutional Bronze Award on behalf of the University.

Authority

4. The Vice-Chancellor, via the SAGE Steering Committee, authorises the SAT, within the scope of its roles and responsibilities, to:
 - obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
 - discuss any matters with external parties (subject to confidentiality considerations);
 - request the attendance of any ANU employee, officer of a controlled entity, or Council member at SAT meetings; and
 - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the University’s expense.

Composition

5. The SAT will consist of:
 - ex officio, the Pro Vice-Chancellor (University Experience), as Chair
 - ex officio, the Director Human Resources

And the following members appointed by the SAT chair:

- nominee of the Director Planning and Performance Management
- two Science, Technology, Engineering, Mathematics and Medicine (STEMM) Deans
- one Humanities, Arts, and Social Sciences (HASS) Dean
- an academic from each ANU College
- an early career academic from a STEMM College
- an early career academic from a HASS College
- at least two professional staff

Roles and Responsibilities

6. The SAT's responsibilities, subject to revision by the SAGE Steering Committee or the Vice-Chancellor, are:
- a) to scrutinise and comment on quantitative and qualitative data in order to identify key findings, gaps and areas that will require further analysis and will feed into action planning;
 - b) to help develop practical solutions to address issues of gender balance at senior levels and occupational and discipline-based discrimination;
 - c) to develop effective communication and engagement plans to embed Athena SWAN principles across the University;
 - d) to ensure that the University promotes gender equity across the University and take action to address inequities across the institution in such a way as to benefit all staff;
 - e) to oversee the development, implementation and monitoring of University action plans and submissions of Athena SWAN;
 - f) to raise the profile of the Athena SWAN agenda both within the University and externally through championing of gender equality.

Responsibilities of Members

7. Members of the SAT are expected to understand and observe the legal requirements of the *Australian National University Act 1991* and the *Public Governance, Performance and Accountability Act 2013*.
8. Members of the SAT are expected to uphold the principles of the *Athena SWAN Charter* principles.
9. Members are also expected to:
- act in the interests of the University;
 - contribute the time needed to study and understand the papers provided; and

- apply good analytical skills, objectivity and good judgment.

Reporting

10. The SAT will report formally to the SAGE Steering Committee on its operation and activities monthly.

Administrative Arrangements

Meetings and Planning

11. The SAT will meet 12 times per year, every three to four weeks, on dates determined by the SAT Chair.

12. The Chair must hold additional meetings if asked to do so by the Vice Chancellor or SAGE Steering Committee and may hold additional meetings if requested by another SAT member.

Attendance at Meetings and Quorums

13. A quorum will consist of 50 per cent of SAT members who hold office.

14. Meetings may be held in person, by telephone or by videoconference.

15. The Chair of the SAT may request any other ANU employee and/or external party to attend SAT meetings or participate in certain agenda items.

Secretariat

16. The SAGE Project Officer will provide secretariat support to the SAT.

17. The SAGE Project Manager, in liaison with both the HR and Planning and Performance Management teams, will be responsible for the development and preparation of reports and other papers on gender equity matters to be presented to the SAT.

18. The SAGE Project Manager will ensure the agenda and supporting papers for each meeting are circulated after approval from the Chair and at least 5 working days before the meeting.

19. The SAGE Project Manager will ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the SAT.

Conflicts of Interest

20. Upon joining the SAT and then once a year thereafter, SAT members will provide written declarations to the Chair declaring any conflicts of interests that would preclude them from being members of the SAT. External members will be asked to consider past

employment, consultancy arrangements and related party issues in making these declarations. The Chair will need to be satisfied that there are sufficient processes in place to manage and mitigate any real or perceived conflict.

21. SAT members must declare any material conflicts of interests at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by SAT members, and actions taken, will be appropriately recorded in the minutes.

Induction

22. SAGE staff from The Academy of Science will conduct a formal induction when the SAT is initiated.

23. Induction of new members, after the SAT is formed, will be undertaken by the Chair.

Assessment and Review

24. The Chair of the SAT shall initiate annually a review of the performance of the SAT, and this Charter, with appropriate input sought from the Vice-Chancellor, University executives and any other relevant stakeholders. The review of performance shall be conducted on a self-assessment basis unless otherwise determined by the Vice-Chancellor.