



# Family Friendly Committee

## Terms of Reference

### Introduction

1. This Terms of Reference sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

### Objective

2. The objective of the Committee is to assist with strategic development, implementation of actions and the reporting cycle of the Family Friendly Strategy as part of ANU's commitment to the creation of an inclusive, diverse, equitable and accessible study and work environment.

### Authority

3. The Pro Vice-Chancellor (University Experience) authorises the Committee, within the scope of its role and responsibilities, to:

- obtain any information it needs from any ANU employee and/or external party (subject to their legal obligation to protect information);
- request the attendance of any ANU staff at Committee meetings;
- discuss any matters with external parties (subject to confidentiality considerations); and
- obtain external professional advice, as considered necessary to meet its responsibilities, at the University's expense.

### Composition and Tenure

4. The Committee will consist of:

- one nominee of PARSA (ex officio), as Co-chair
- one nominee of academic staff, as Co-chair
- one nominee of professional staff, as Co-chair
- ex officio, the Pro Vice-Chancellor (University Experience) or nominee
- ex officio, a representative from Facilities and Services

- one nominee of ANUSA (ex officio)
- one nominee from the ANU Carers Collective
- one nominee from the NTEU
- one nominee of NECTAR
- one nominee from the ANU Childcare group
- one representative from each of the Colleges

5. The Committee will appoint the three Co-chairs from amongst its members, who serve in that role for a period of two years and will be responsible for reporting to the IDEA Oversight Committee on behalf of the Committee.

6. The Co-chairs are known collectively as ‘the Chair’ and can act on behalf of the other Co-chairs.

7. Members will be appointed for up to two years and are eligible for re-appointment.

8. An appointed member may resign from the Committee in writing to the Chair.

9. The Chair will have regard to the University’s objectives relating to Reconciliation strategies, action plans and initiatives and the need for both continuity and regular renewal, in filling positions on the Committee.

## **Roles and Responsibilities**

10. The Committee’s responsibilities, subject to revision by the Pro Vice-Chancellor (University Experience), are:

- a. To assist in the development, implementation and review of the Family Friendly Strategy and associated plans in other IDEA working groups, designed to enhance the university experience, including reporting on progress to the IDEA Oversight Committee and Council.
- b. Monitor issues affecting the university experience and make recommendations to relevant staff and University committees to address them.
- c. To coordinate activities across the University sharing ideas and initiatives to promote the Family Friendly Strategy.
- d. Advocate for the Family Friendly Strategy with the ANU community and beyond.
- e. Provide a forum to facilitate information flow and debate on the Family Friendly Strategy within the University and between senior executive officers and the wider University community.

- f. Provide feedback and advice on the implications of policies, programs and services on the Family Friendly Strategy.

11. The Chair is authorised, where necessary, to take executive action on behalf of the Committee between meetings and must report to the Committee as soon as practicable on any executive action taken.

## **Responsibilities of Members**

12. Members of the Committee are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University legislation.

13. Members are also expected to:

- act in the interests of the University as a whole;
- contribute the time needed to study and understand the papers provided; and
- apply good analytical skills, objectivity and good judgment.

## **Reporting**

14. The Committee, with leadership from the Chair, will provide regular reports to the ANU IDEA Oversight Committee on its operation and activities. The report should include a summary of the on-going work performed to fully discharge its responsibilities during the preceding year.

## **Administrative Arrangements**

### **Meetings and Planning**

15. The Committee will meet six times per year on dates determined by the Committee.

16. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Committee each year. The forward meeting plan covers all its responsibilities, as detailed in this Terms of Reference.

17. The Co-Chairs will select one amongst them to convene and preside at each meeting of the Committee, at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee.

18. The procedure at meetings of the Committee is determined by the person presiding over the meeting, taking account of the advice of the Committee members.

### **Attendance at Meetings and Quorums**

19. A quorum consists of at least 50 per cent of Committee members who hold office

for the time being.

20. Meetings are held in person, and a Committee member may only participate in a meeting by telephone or video conference with the prior consent of the Chair.

21. A member of the Committee who is unable to attend a meeting of the Committee is able to nominate an alternate with the prior consent of the Chair.

22. Alternates have the same rights and responsibilities as Committee members.

23. The Chair may request any other ANU employee and/or external party to attend Committee meetings or participate in certain agenda items.

### **Secretariat**

24. The OVC will provide secretariat support to the Committee.

25. The OVC 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 Committee.

### **Assessment and Review**

26. The Co-chairs will initiate an annual review of the performance of the Committee, and this Terms of Reference, with appropriate input sought from Committee members, the IDEA Oversight Committee and any other relevant stakeholders, as determined by the Vice-Chancellor. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Vice-Chancellor.