



# Respectful Relationships Working Group

## Terms of Reference

### Background

The Respectful Relationship Working Group is established under the University's IDEA Oversight Committee, which is chaired by the Provost. It reports to the University through this Committee.

The Respectful Relationships Working Group (RRWG) succeeds the Respectful Relationships Steering Group (disestablished on 28 February 2019) as the University working group that will inform the continued development of whole of university policy and strategies aimed at both staff and students to address sexism, sexual assault and sexual harassment on campus as well as other behaviours that are disrespectful and damaging.

The Respectful Relationships Working Group replaces the Respectful Relationships Advisory Group (2019) and these revised terms of reference reflect the progress in the University's work since 2018 and the establishment of the Respectful Relationships Unit (RRU) in January 2019.

The RRU is the University's 'first stop' coordination unit for response, knowledge and training for issues relating to sexual assault and harassment and respectful relationships within the ANU staff and student community. The Head of the RRU is a member of the Respectful Relationships Working Group.

### Introduction

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

### Objective

2. The objective of the Working Group is to ensure the realization of the University's vision of a campus free from sexism, sexual assault and harassment. This includes support and advocacy for ANU's progress against the recommendations of the Australian Human Rights Commission report *Change the Course*, as reported to the AHRC in February 2019 by the University. Its work will be conducted within the framework of the University's Sexual Violence Prevention Strategy and Action Plan.

## Authority

3. The Provost authorises the Working Group, 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 Working Group 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 Working Group will consist of:

- one senior academic nominated by the VC (Chair)
- ex officio, the Pro Vice-Chancellor (University Experience)
- ex officio, the Registrar, Division of Student Administration and Academic Services or nominee
- ex officio, the Dean, HDR or nominee
- ex officio, the Director of Human Resources
- ex officio, the Director of Residential Experience or nominee
- ex officio, the Dean of Students
- ex officio, the Dean of Staff
- ex officio, the Director of Facilities and Services or nominee
- ex officio, the Manager of the Respectful Relationships Unit or nominee
- ex officio, the University Librarian or nominee
- ex officio, the Head of University Counselling or nominee
- ex officio, the PARSA President or nominee
- ex officio, the PARSA Women's Officer or nominee

- ex officio, the ANUSA President or nominee
- ex officio, the ANUSA Vice-President or nominee
- ex officio, the ANUSA Women's Officer or nominee
- one nominee from the Inter Hall Council of President's
- one nominee from the College General Managers
- several nominees from the Academic Colleges, academic expertise

5. The Chair will be responsible for reporting to the IDEA Oversight Committee on behalf of the Working Group.

6. The Working Group will appoint a Deputy Chair from amongst its members, who serves in that role for a period of two years.

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

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

9. The Chair will have regard to the University's objectives relating to IDEA action plans and initiatives and the need for both continuity and regular renewal, in filling positions on the Working Group.

## **Roles and Responsibilities**

10. The Committee's responsibilities are:

- a. Advising and supporting the Respectful Relationships Unit (RRU) to implement the University's respectful relationships strategies effectively.
- b. Making recommendations to the Vice-Chancellor, the Provost, and the University Executive about policies, strategies, approaches and plans that relate to respectful relationships within the University community.
- c. Informing responsible office holders of the work of the each of the component parts of the strategy.
- d. Ensuring that the Vice-Chancellor, the Provost and Executive are advised regularly of progress. The Chair of the Respectful Relationships Advisory Group and the Head of the RRU will report together through the IDEA Oversight Committee and at 6-weekly intervals to the Vice Chancellor on progress in implementation. The Head of the RRU reports to the Provost regularly.
- e. Advising on impediments or blockages to the implementation of such

strategies and plans and what the resourcing needs for implementation are likely to be.

- f. Working closely with an independent assessor, to be appointed by the Vice-Chancellor, to examine, at regular intervals, the progress of the University in implementing its Sexual Violence Prevention Strategy.
- g. Providing support and advice to ensure that each of the policies, strategies and plans relating to respectful relationships is clear in its design, congruent with other University policies and procedures, and where appropriate includes clear methods of evaluation.
- h. The Respectful Relationships Working Group's work is evidence based. It will be informed by new research undertaken within and outside ANU, and by broad community consultation. It builds on prior work undertaken for the University by Rapid Context, the Nous Group, the Respectful Relationships Steering Group and the Respectful Relationships Working Group.

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

## Responsibilities of Members

12. Members of the Working Group 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 Working Group, with leadership from the Chair, will provide 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 Working Group will meet three times per year on dates determined by the

Working Group.

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

17. The Chair convenes and presides at all meetings of the Working Group at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Working Group. When the Chair is unable to preside at a meeting, the Deputy Chair presides.

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

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

19. A quorum consists of at least 50 per cent of Working Group members who hold office for the time being.

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

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

22. Alternates have the same rights and responsibilities as Working Group members. An alternate may not be appointed Deputy Chair.

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

### **Secretariat**

24. The Working Group Chair will nominate secretariat support to the Working Group.

25. The nominated secretariat 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 Working Group.

### **Assessment and Review**

26. The Chair will initiate an annual review of the performance of the Working Group, and this Terms of Reference, with appropriate input sought from Working Group 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.