

Steering Committee Terms of Reference

1. Background

- 1.1. At UNSW, we have the responsibility to make our campuses safe and welcoming places for all our students, staff and visitors. Behaviour that amounts to gendered violence, including sexual harassment and sexual assault, has no place at UNSW.
- 1.2. UNSW can be a powerful force for change in society by improving awareness, setting expectations and promoting actions that will shape respectful behaviour and influence culture in workplaces and homes across Australia – and further afield – for years to come.
- 1.3. UNSW's [Stop. Empower. Support: UNSW Gendered Violence Strategy and Action Plan 2022-2025](#) ('Strategy & Action Plan'), outlines our commitment to do more to prevent and respond to gendered violence. The strategy and action plan takes a whole-of-organisation approach to:
 - Stop** gendered violence on our campuses through prevention and education
 - Empower** our people to create a safe and respectful community by calling out inappropriate behaviour where it is safe to do so, and with the expectation that students and staff model respectful behaviour
 - Support** our students and staff to raise their concerns, report incidents, and seek support when they need it.
- 1.4. This Terms of Reference is consistent with the best practice model espoused by the [Educating for Equality – A How-to Guide for Universities \(ourwatch.org.au\)](#). It is designed to have maximum input from key stakeholders who will be engaged and consulted throughout implementation and review of the action plan to ensure collaborative co-design methods are maintained.

2. Purpose

- 2.1. The purpose of the Steering Committee is to ensure that the Strategy and Action Plan is fulfilled.
- 2.2. The Steering Committee is to encourage behavioural and cultural change amongst student and staff leading to broader societal change.
- 2.3. The Steering Committee provides direction, ensures there is appropriate governance of scope, prioritisation, schedule, resourcing and decision making.
- 2.4. This Steering Committee will operate in parallel to the Gendered Violence Risk and Review Group which meets monthly to review and monitor Portal reports and identify systemic risks. This is a Level 1 H&S sub-committee. The Gendered Violence Risk and Review Group may inform the Steering Committee of risks or emerging risks that may need to be considered in reviewing the Action Plan.

3. Roles and responsibilities

- 3.1. The Steering Committee will:
 - 3.1.1. Advocate the Strategy objectives, outcomes and outputs, and monitor progress towards them
 - 3.1.2. Discuss and agree on prioritising items within the Action Plan over 2022-2025
 - 3.1.3. Ensure diverse student and staff groups are consulted and engaged throughout implementation of the Action Plan
 - 3.1.4. Ensure adequate resources are available to implement the Action Plan
 - 3.1.5. Provide timely advice and support to the Project Team and Project Working Groups
 - 3.1.6. Resolve escalated issues and risks
 - 3.1.7. Recognise and celebrate key achievements
 - 3.1.8. Evaluate and review Strategy & Action plan on an annual basis.
- 3.2. Each Steering Committee member will:
 - 3.2.1. Be champions of change by acting with integrity and leading by example overseeing the operationalisation of the Strategy & Action Plan
 - 3.2.2. Act as advocates and champions of change
 - 3.2.3. Seek input and advice from those they are representing
 - 3.2.4. Attend scheduled Steering Committee meetings
 - 3.2.5. Complete Actions assigned to them within time and resources
 - 3.2.6. Prepare for and actively contribute to each meeting.
- 3.3. The Project Team will:
 - 3.3.1. Act as point of contact for the Strategy and Action Plan
 - 3.3.2. Provide secretariat support to the Steering Committee
 - 3.3.3. Ensure a detailed implementation project plan with clear priorities, timelines, and stakeholder plan is developed for the Steering Committee
 - 3.3.4. Have oversight of the Action Plan, preparing reports on progress for the Steering Committee
 - 3.3.5. Have oversight of the Strategy Working Groups
 - 3.3.6. Report annually to Management Board and Council on the progress in implementing the Strategy and Action Plan via the Gendered Violence Annual Report.
- 3.4. During Steering Committee meetings, members and Project Team will not:
 - 3.4.1. Discuss individual cases of gendered violence

3.4.2. Respond to reports of gendered violence.

4. Membership:

- 4.1. Composition of this group is driven by Educating for Equality model.
- 4.2. The members of the Steering Committee include:

Member	Role
Attila Brungs	Vice-Chancellor and President (Co-Chair)
Eileen Baldry	DVC EDI (Co-Chair)
Michelle Steel	Human Resources rep
Martin Borchert	Division of Academic & Student Life rep
Anne Simmons	Faculties & Schools rep
Jonathan Morris	Divisions of Research & Enterprise rep
Bron Greene	Conduct & Integrity Office rep
Nayonika Bhattacharya	Student rep & SRC President
Isabelle Greco	Student rep & PGC Equity Committee Member
Aya Adel	Student rep & Women's Officer
Liora Hoenig	Student rep & Queer Officer
Shelley Valentine	Arc rep
Jan Breckenridge	Subject matter expert rep
Semra Tastan	Project Manager, CIO
Nick Glover	Risk Management rep

- 4.3. Project team will be in attendance
- 4.4. Steering Committee may invite people to be in attendance
- 4.5. Members may appoint a delegate to attend the meeting if they are unavailable. Delegates of members act for and on behalf of that member and thus will carry with them the same level of authority as that member.
- 4.6. A minimum "quorum" (50%) is required for the Steering Committee to operate effectively. Each member of the Steering Committee is a voting member. Decisions are made by a simple majority. In the event of an equal number of votes the Vice-Chancellor and President will cast the deciding vote.

5. Meeting Protocol

- 5.1. During the meeting:
 - 5.1.1. respectful communications shall be observed
 - 5.1.2. divergent views are welcome and will be respected
 - 5.1.3. only one person will speak at a time
 - 5.1.4. the "raise hand" function will be used (online or in person)

5.1.5. space will be given for all to contribute.

6. Meetings

- 6.1. Steering Committee meetings will be held on a monthly basis and/or as required for the remainder of 2022. The Steering Committee will review the frequency for future meetings thereafter.

7. Chairing

- 7.1. The Steering Committee will be co-chaired by the Vice-Chancellor and Deputy Vice-Chancellor (EDI). Only one Chair is required for the Steering Committee to convene.

8. Secretariat

- 8.1. The Conduct & Integrity Office will provide secretariat support to the Steering Committee. The secretariat will prepare the meeting agenda, record and distribute meeting minutes and perform other administrative tasks relevant to the Strategy & Action Plan.

9. Agenda

- 9.1. Meeting agendas and associated papers will be coordinated by the secretariat and distributed to members not less than 48 hours in advance of the meeting.

10. Minutes

- 10.1. Minutes are to be formally documented and endorsed by all members and kept in accordance with the UNSW record keeping policy.

11. Working Groups:

- 11.1. A number of Working Groups will be established to:
 - 11.1.1. Provide advice and recommendations to the Steering Committee on specific items in the Action Plan
 - 11.1.2. Develop an implementation plan for the specific item in the Action Plan
 - 11.1.3. Co-design and deliver specific items in the Action Plan.
 - 11.1.4. Include wherever possible students and staff from diverse groups and high-risk populations (including Aboriginal and Torres Strait Islander people, LGBTIQ+ community, students and staff with a disability, higher degree research students and culturally and linguistically diverse backgrounds).

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- 11.2. Suggesting and providing feedback on appropriate approach in undertaking the project activities.
- 11.3. For each Working Group established:
 - 11.3.1. The purpose and membership of the Working Group will be agreed by the Steering Committee
 - 11.3.2. Membership of the Working Group should extend beyond the Steering Committee and aim to include students and staff from diverse groups and high-risk populations where possible
 - 11.3.3. A member of the Steering Committee or Project Team will chair the Working Group
 - 11.3.4. Membership of the Working Group should be broad enough to understanding the holistic business perspective for the purpose
 - 11.3.5. A status report will be prepared and presented for each Steering Committee
- 11.4. Each Working Group member will:
 - 11.4.1. Be champions of change by acting with integrity and leading by example
 - 11.4.2. Act as advocates and champions of change
 - 11.4.3. Seek input and advice from those they are representing
 - 11.4.4. Attend scheduled Working Group meetings
 - 11.4.5. Complete actions assigned to them within time and resources
 - 11.4.6. Prepare for and actively contribute to each meeting.

12. Review:

- 12.1. This Terms of Reference will be reviewed annually.