



Terms of Reference

Respect, Now, Always Advisory Sub-Committee

Trim Location	TBC
Responsible Officer	Deputy Vice-Chancellor (Students & Communities)
Approval Date	TBC
Approval Authority	Deputy Vice-Chancellor (Students & Communities)

1 Role

The Respect Now Always (RNA) Advisory Committee is a Sub-Committee of the Student Engagement Advisory Committee (SEAC) and will take responsibility for guiding the implementation of the recommendations from the *Change the Course: National Report on Sexual Assault and Sexual Harassment at Australian Universities 2017*.

1. Strategic Responsibilities: Ensure USQ's compliance with expectations and recommendations from the Human Rights Commissions' Change the Course' report through the development and implementation of an action plan, as well as assess and publicly report on the university's progress towards implementation of the recommendations from the report;
2. Resource Scope: SEAC Proposals for University-wide implementation budget;
3. Value Delivery: Satisfactory and timely implementation of all recommendations at USQ.
4. Risk Management: To reduce or eliminate all foreseeable risk of sexual assault, harassment, or related inappropriate behaviors at USQ; and
5. Performance Measures: Implementation of all recommendations from the 'Change the Course' report.

2 Function

Sexual assault and sexual harassment have a devastating impact on individuals – physically, emotionally and psychologically. The fact that this behaviour is occurring at universities is of serious concern. The implications are far-reaching for students, due to their vulnerability at this stage of their life cycle where they are maturing into adults and may be away from home for the first time. There are often severe consequences for how they access education and the completion of their studies, which in turn can impact their future careers.

The Australian Human Rights Commission's National Report on Sexual Assault and Sexual Harassment at Australian Universities ('Change the Course') outlines the Commission's findings on the prevalence and nature of sexual assault and sexual harassment at all Australian universities. It is based on analysis of the data collected through a national survey and a separate submissions process conducted over the second half of 2016. Reporting directly to SEAC, the USQ Respect Now Always Advisory Sub-Committee shall:

1. Assess and publicly report on the university's progress towards implementation of the recommendations from the report by end December 2018, and then annually thereafter;
2. Assist and advise SEAC in guiding the implementation of the 9 recommendations from the Report;
3. Develop a USQ 'Change the Course' Implementation Action Plan;
4. Undertake broad and extensive consultation with all relevant stakeholders from the university community and where necessary, the wider community;
5. Seek independent expertise where relevant and draw on existing research and best practice;
6. Co-ordinate USQ communication and information-sharing in relation to implementation of RNA recommendations.

3 Authority

Deputy Vice-Chancellor (Students & Communities) in relation to Recommendation 1 from the Change the Course Report.

4 Membership

Membership of the Respect Now Always Advisory Sub-Committee shall be:

Chair: Deputy Vice-Chancellor (Students & Communities)
Executive Dean (HES or BELA) or nominee
Executive Director (Campus Services)
Director (Research Training and Development) or nominee
Director, Student Success and Wellbeing
Director (Student Engagement & Leadership)
Director (Workforce Strategy and Development)
Associate Director (Health & Wellness)
2 x student representatives (one male, one female)
Representatives from Sexual Assault Support Service Toowoomba and Ipswich
Committee Services Support

4.1 Responsibilities of Committee Members

Members are identified as representing all USQ Divisions to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Sub-Committee in the overall interests and objectives of the University.

Members of the Sub-Committee will be expected to consistently play a facilitation role, present recommendations to existing committees, and ensure that appropriate consultation and communication occurs.

4.2 Casual Vacancies

Ex-officio members may be represented by acting staff at Committee meetings when necessary.

4.3 Working Parties, Co-option and Observers

- 1 The Respect Now Always Advisory Sub-Committee may establish ad hoc working parties where required.
- 2 The Respect Now Always Advisory Sub-Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required.
- 3 By endorsement of the Respect Now Always Advisory Sub-Committee, observers may be invited to attend meetings, noting that an observer will have no voting rights.

5 Meetings, Reporting and Minutes

Frequency of Meetings: Quarterly between February and December 2018. Special meetings may be called by the Chair as required.

Reports to: Student Engagement Advisory Committee (SEAC)

Minutes: Minutes for all meetings will be kept in the form of an Action Sheet. The Action Sheet from each meeting will be provided to the Student Engagement Advisory Sub-Committee (SEAC) with dissemination to other USQ Committees as required.

The Respect Now Always Advisory Sub-Committee is expected to work in conjunction with other USQ Divisions to collaborate, communicate and ensure implementation of 'Change the Course' recommendations at USQ.

6 Ethical Practices, Confidentiality and Independence

Page 3 of 4

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Members of the Sub-Committee

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
- Disclose to the Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the University's Code of Conduct.

7 Secretary

The Secretary to the Respect Now Always Advisory Sub-Committee is TBA

8 Review of Terms of Reference

If required, the Terms of Reference will be reviewed annually by the Chair in conjunction with Committee Members.

9 Modification History

Date	Source	Details
25/01/18		Initial Draft (C.Cavaye)
13/03/18		Nyssa Blades