

Terms of Reference

Broderick Review Implementation Working Group

Background/Context

Earlier this year, JCU engaged former Sex Discrimination Commissioner Elizabeth Broderick AO to comprehensively review the University's sexual harassment and sexual assault policies and procedures, as well as the University's culture. Ms Broderick delivered her report *Effectively Responding to Sexual Harassment and Sexual Assault at James Cook University* to JCU on 22 September 2017.

The Broderick Review report contains 32 recommendations (<https://www.jcu.edu.au/safety-and-wellbeing/broderick-review/Broderick-Review-Report-Recommendations.pdf>) based on three principles:

1. Successful and sustainable change depends on strong and courageous leadership that reverberates through the institution.
2. Effective systems are needed to create a safe and supportive response for individuals who experience sexual harassment or sexual assault and to ensure individuals are accountable for their actions.
3. Education underpins behaviour change to create a safe, respectful and inclusive culture.

Informed by this important Review and building on action already taken by the University, all recommendations have been accepted by the University with a Plan of Action to be developed to specify the activities, timeframes and accountabilities for their implementation.

One of the recommendations went to the establishment of a cross-institution working group to deliver the Plan of Action (recommendation 3), reflecting a gender-balanced group of leaders from academic and non-academic functions and include Indigenous staff or students, student representatives and relevant experts. Representation from across the various geographic locations is also required.

1. Establishment

- 1.1 There shall be a Broderick Review Implementation Working Group reporting to the Vice Chancellor.

2. Purpose

- 2.1 The Working Group has been established to support the development and implementation of the Plan of Action in response to the recommendations of the Broderick Review and to ensure that activity and outcomes focus on the principles of successful and sustainable change, effective systems and education.
- 2.2 This Working Group will provide an important forum for guiding the delivery of the recommendations of the Broderick Review, and ensuring that a coherent and systematic approach to zero-tolerance of sexual harassment and sexual assault is embedded across all areas and levels of the University.

3. Membership

- 3.1 The Working Group shall be co-convened by the Vice Chancellor and the Senior Deputy Vice Chancellor and comprise the following:

- Distinguished Professor Helene Marsh (Chair)
- Three Academic Staff (through EOI)
- Three Professional and Technical Staff (through EOI)
- Dean Learning, Teaching and Student Engagement
- Prof Martin Nakata, PVC Indigenous Education and Strategy
- Three student representatives (through EOI)
- Secretary

3.2 The Working Group will be supported by Senior Advisors including the Chief of Staff and the Director Human Resources who may attend meetings as required.

3.3 **Nomination process.** Staff and Students may nominate for membership of the Working Group through an expression of interest released by the Vice Chancellor.

4. Functions, Duties and Responsibilities

4.1 The Working Group is to provide strategic leadership to:

4.1.1 further develop the draft Plan of Action in response to the recommendations;

4.1.2 consult broadly with the University community in the delivery of the recommendations;

4.1.3 report regularly to VCAC; and

4.1.4 ensure appropriate stakeholder engagement which may include Sexual Assault Support Services in the Townsville and Cairns regions.

5. Attendance by Others at Meetings

5.1 The Co-convenors or the Chair may invite other University staff members and persons external to the University, as required for the purposes of the Working Group, to attend meetings as advisors.

6. Working Group Proceedings

6.1 The Working Group will meet monthly.

6.2 Conflicts of interest will be declared at the start of each meeting in line with the Code of Conduct.

6.3 All Working Group Meetings are to be minuted and these should be submitted to the Chair for confirmation and signing within ten (10) working days and then circulated to members. At each meeting the minutes of the preceding meeting shall be considered as a true and correct record of the meeting. The Minutes should be noted at the next VCAC meeting.

6.4 A six-monthly report will be provided to VCAC.

6.5 The Working Group will be in effect until the end of 2018 in the first instance.

7. Working Group Expenses

7.1 All travel and associated costs (eg. videoconferencing) for the conduct of meetings, consultation and broader engagement will be met by the Vice Chancellor's Office.