

Respect. Now. Always. Taskforce  
Meeting 6/17

Minutes

15 December 2017

10:30am – 12:00pm

Student Seminar Room, The Hub

**FORMAL MATTERS**

**1. Apologies/Acknowledgements**

Apologies received from;

Ms Natalie Kourtidis

Associate Professor Suzanne Le Mire (Proxy is Associate Professor Laura Grenfell)

Ms Elysia Ryan

Mr Brodie Scott (Proxy is Ms Jennifer Li, incoming AUU President)

Mr Mark Pace

Ms Tamsin Anspach

Ms Alison Gunning

Ms Meg Mackie

Mr Loc Le (Logan)

Ms Samantha Jones from HR attended to speak to Item 4.

**2. Minutes**

The minutes from 29 November (provided as Attachment A to the Agenda) were accepted.

**3. Actions**

Who?	Action?	Completed?
Executive Officer	Follow up Medical Student Societies re: advocacy around work placements.	Outstanding – further information to be shared with those undertaking the internships/placements actions.

**UPDATES / DISCUSSION**

**4. Draft Relations with Students Procedure and Information Sheet (Ms Samantha Jones)**

Ms Jones advised that the Draft Relations with Students Procedure and Information Sheet Policy has been consulted with HR, Legal & Risk, the DVCA and also from HDR students. The process also included aligning the content with other relevant policies, acts and guidelines such as Child Safe Environment.

Various feedback raised questions about a zero tolerance policy, however the current draft is not 'zero tolerance' but will involve strategies such as Declaration of Conflict & Risk Management/Mitigation. The policy is aimed at staff to guide staff conduct, including those that are employed casually (and students that are also staff). It is not intended to cover staff and student relationships where the persons involved have no current or subsequent contact/relation in the work environment.

The policy will be tabled at the [Joint Consultative Committee \(JCC\)](#) meeting in Jan 2018 and will be listed in Staff News for consultation in February, with an aim to implement it in April 2018.

**5. Summary of Actions & Progress**

A summary of Actions & Progress (by Theme) as at 12/12/17 was provided as Attachment B to the agenda.

- Review Themes
  - The membership had no changes to make.
- Review Timelines/Output
  - The membership had no changes to make.

## **Action Updates**

### **Action #23: Central Repository of Information**

General Counsel advised that Legal and Risk have recently engaged a Database Consultant to colne the University Risk Register into a purpose built, secure access, de-identified, central repository for notices and reports. The project is likely to take 3 months until a pilot can be run, and primary responsibility for the register will then sit with Student Affairs/Student Life.

The final rules of use and level of data have not been confirmed, but all aspects/scenarios are being considered carefully by Legal and Risk.

The membership agreed that it would be useful for the Colleges to have access to the same database, and that consideration needs to be given to other external providers.

### **Action #65: Student Affairs Committee R.N.A Agenda Item**

Professor Quester advised that Council (including student reps) endorsed Action #65 regarding the ongoing reporting and updates of R.N.A. activity by the Student Affairs Committee. It was noted that the duration of the Student Affairs Committee meetings may need to be revised to ensure there is adequate time to cover all agenda items.

### **Action #35 & #39: Student Name Change Policy**

It was confirmed that the University does not charge students to submit name change requests, however in some cases formal change of name documentation is required (formal name changes are undertaken through Births, deaths and marriages for approx. \$231). Currently, without official documentation a student can change their 'preferred' name to a variation of their first of middle name. Action #39 addresses making changes to university policy/procedure to accommodate greater variance to names without impacting official documentation requirements.

## **6. Develop a score card system for ongoing monitoring against objectives**

Professor Quester advised that the third objective of the R.N.A. Taskforce (Develop a score card system for ongoing monitoring against objectives) was demonstrated through the progress that is documented within the 'Summary of Actions & Progress' table.

Whilst the Taskforce and the University will also look to measure specific objectives such as increasing knowledge about reporting processes and increasing uptake of training and awareness, it is premature to set these KPIs until we are further into the planning stages for annual surveys and regular audits. Such activities will be used to form a baseline for future reporting, and at the time of development will consider objectives, measures and research methodologies.

The action plan outlines commitment to an annual survey and a 2019 independent survey (e.g. EOC), and the University has agreed to participate in future AHRC surveys/reporting.

It was noted that future KPIs should be aligned to general community/population statistics.

Members agreed that the Action #3: Annual Survey Use should draw on university research expertise and ensure that questions are circulated for consultation.

## **7. Any Other Business**

N/A

## **8. Conclusion of R.N.A. Taskforce + Next Steps**

Professor Quester thanked all members for their contributions over the last three months, noting that some members were not present to be acknowledged. The meeting concluded with a vote of thanks to the Chair and the Executive Officer.

**Distribution:**

**Chair**

Professor Pascale Quester, DVCA

**Executive Dean/ Faculty Representative**

Professor Mike Liebelt (Acting)

**Executive Dean/ Faculty Representative**

Associate Professor Suzanne Le Mire

**General Counsel**

Ms Céline McInerney

**Associate Director Student Life**

Ms Colleen Lewig

**Pro Vice-Chancellor - Research Operations**

Professor John Williams

**Director, Human Resources**

Ms Elysia Ryan

**Director - Partnerships & Corporate Relations**

Ms Leah Grantham

**Master, St Marks College**

Master Rose Alwyn

**Chair, Gender Equity and Diversity Committee**

Professor Deborah Turnbull

**Student Counsellor**

Ms Sharon Lockwood

**President, AUU**

Brodie Scott

**President, SRC**

Mark Pace

**Postgraduate Officer, SRC**

Stephanie Ducker

**Women's Officer, SRC**

Tamsin Anspach

**Student**

Declan Price Brooks

**Student**

Andrew Carter

**Student**

Loc Le (Logan)

**Student**

Alison Gunning

**Student**

Kayla Bremert

**Student**

Meg Mackie

**Student**

Meika Liveris/Patrick Kennewell

**Executive Support:**

Natalie Kourtidis, Project Manager & Alice Cameron, Project Officer

19 December 2017

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