



**Australian
National
University**

Implementation of the National Code against Gender-based Violence Steering Group

Terms of Reference

Document control

Version #	Date	Author, Position	Nature of changes
V1.0	DD/11/2025	Kirsten Zinner, Project Officer, Division of Student Administration and Academic Services (DSAAS)	Creation
V2.0	05/01/2026	Eleni Mclroy, Manager, Projects (DSAAS)	Minor amendments as identified at Meeting 1
V3.0	29/01/2026	Eleni Mclroy, Manager, Projects (DSAAS)	Updating of members list

Document approval

Endorsed by	Bree Slater
Position	Registrar, Student Administration and Academic Services
Signature	<i>Bree Slater</i>
Date	2/2/2026 11:55 AM AEDT

Approved by	Joan Leach
Position	Deputy Vice-Chancellor (Academic)
Signature	<i>Joan Leach</i>
Date	2/2/2026 4:12 PM AEDT

1. Context

1.1 Establishment

The Australian National University (ANU, University) has established the Implementation of the National Code against Gender-based Violence (NCGV) Steering Group (Steering Group) under the direction of the Deputy Vice-Chancellor (Academic) and Implementation of the National Code against Gender-based Violence Project Sponsor.

1.2 Legislative context

The [National Higher Education Code to Prevent and Respond to Gender-based Violence 2025](#) is effective from 1 January 2026 for Table A and B Providers under the [Higher Education Support Act 2003](#) (Cth) and is made under the [Universities Accord \(National Higher Education Code to Prevent and Respond to Gender-based Violence\) Act 2025](#).

2. Purpose

The purpose of the Steering Group is to provide governance, strategic oversight and decision-making advice and support for the successful delivery of the [Implementation of the NCGV Project](#) (the Project).

3. Roles and responsibilities

3.1 Role

The role of the individual members of the Steering Group include:

- a. attending and actively participating in scheduled meetings on behalf of their work area
- b. actively consulting with their work area to appropriately represent their viewpoint
- c. actively noting and responding to the agreed actions for them, or their work area, arising from the scheduled meetings
- d. representing the interests of all ANU staff, students and official visitors alike, and
- e. serving as an advocate for, and be actively involved in, achieving the Implementation of the NCGV Project objectives.

3.2 Terms of reference

The responsibilities of the Steering Group are:

- a. approve the Project governance documentation and sub-project planning documentation
- b. monitor progress of the Project against the project plan, objectives, deliverables and timeline through sub-project status reports
- c. where needed, establish working groups to deliver sub-projects and approve sub-project governance documentation as part of wider project monitoring
- d. monitor the Project risks and issues
- e. provide advice on prioritisation of tasks and resource allocation
- f. endorse Project status update reports to relevant line management, Safety and Wellbeing Committee, Academic Board and Council
- g. consider Project and sub-project artefacts, and ensure they meet agreed quality standards and stakeholder expectations
- h. endorse the Project artefacts for submission to the relevant approving bodies
- i. ensure sub-projects undertake consultation, feedback, and communication across the ANU, and
- j. escalate any matters that may impact on-time delivery of the Project to the relevant approval and oversight bodies of the University's wider governance structure.

3.3 Governance

Project Governance is described in detail in the [Project Plan V4.0](#) pages 24-25.

4. Membership

4.1 Membership

The Steering Group shall be comprised of:

- a. Bree Slater, Registrar, (Chair) DSAAS
 - b. Lisa Kennedy, (Deputy Chair) Interim Director University Experience, University Experience
 - c. Mark Cook, Deputy Chief People Officer – People Experience, CPO Office
 - a. Larissa Siliezar Mendoza, Head of Equity & Belonging, Inclusive Communities
 - d. Felicity Gouldthorp, Chief Residential Experience Officer
 - e. Kerry Lang, Senior Legal Counsel, University Legal Office
- Members are to nominate delegates in their absence.
 - Quorum is reached with 50% of the membership.
 - Observers may be invited to meetings in consultation with the Chair, may be asked to speak, and may receive meeting documentation.
 - Additional members or observers can be proposed on the recommendation of members for consideration by the Chair.

4.2 Agenda

The agenda will be distributed by the Secretary a minimum of one week prior to each scheduled meeting.

4.3 Minutes and meeting papers

The draft minutes of each Steering Group meeting will be distributed by the Secretary no later than 10 working days after each meeting.

4.6 Meeting frequency

The Steering Group will convene from 8 December 2025 and meet monthly until project completion. By agreement, the Steering Group may hold additional meetings or vary the schedule to account for availability and the necessary progress or continuation of work.

Meeting frequency will be determined by the Chair in consultation with members.

4.7 Review

The Chair is responsible to monitoring the effectiveness and membership of the Steering Group.