



Healthy University Strategy Working Group

Terms of Reference

Introduction

1. This Terms of Reference sets out the Working Group's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

2. The objective of the Working Group is to assist with strategic development, implementation of actions and the reporting cycle of the Healthy University Strategy as part of ANU's commitment to the creation of an inclusive, diverse, equitable and accessible study, work and living environment.

Authority

3. The Provost authorises the Working Group, within the scope of its role and responsibilities, to:
 - obtain any information it needs from any ANU employee and/or external party (subject to their legal obligation to protect information);
 - request the attendance of any ANU staff at Working Group meetings;
 - discuss any matters with external parties (subject to confidentiality considerations); and
 - obtain external professional advice, as considered necessary to meet its responsibilities, at the University's expense.

Composition and Tenure

4. The Working Group will consist of:
 - ex officio, the Pro Vice-Chancellor (University Experience)
 - ex officio, the Deputy Director of Wellbeing or nominee (as Chair)
 - ex officio, the Director of Tjabal Higher Education Centre or nominee
 - ex officio, the Director of Residential Experience or nominee

- ex officio, the Dean of Students
- ex officio, the Dean of Staff
- ex officio, the Associate Director of Culture and Development, Human Resources or nominee
- ex officio, the Student Wellbeing Officer
- ex officio, the Advisor to Staff
- ex officio, the Manager of Engagement and Success
- ex officio, representative from Facilities and Services or nominee
- ex officio, the Head of University Counselling or nominee
- one academic or professional staff member from each Academic College nominated by the relevant Dean or nominee
- one nominee from ANUSport
- one nominee from Marketing and Communications
- one nominee from the Work Environment Group, Human Resources
- one nominee of PARSA (ex officio)
- one nominee of ANUSA (ex officio)
- two nominees from the Residential Colleges
- two nominees with Mental Health research expertise

5. The Chair will be responsible for reporting to the IDEA Oversight Committee on behalf of the Working Group.

6. The Working Group will appoint a Deputy Chair from amongst its members, who serves in that role for a period of two years.

7. Members will be appointed for up to two years and are eligible for re-appointment.

8. An appointed member may resign from the Working Group in writing to the Chair.

9. The Chair will have regard to the University's objectives relating to IDEA action plans and initiatives and the need for both continuity and regular renewal, in filling positions on the Working Group.

Roles and Responsibilities

10. The Committee's responsibilities are:
 - a. To assist in the development, implementation and review of the Healthy University Strategy action plan and associated plan in Mental Health, designed to enhance the university experience, including evaluation of outcomes and reporting to the IDEA Oversight Committee and Council.
 - b. To coordinate activities across the University sharing ideas and initiatives to promote the Healthy University Strategy.
 - c. Advocate for the Healthy University Strategy with the ANU community and beyond.
 - d. Provide a forum to facilitate information flow and debate on the Healthy University Strategy within the University and between senior executive officers and the wider University community.
 - e. Provide feedback and advice the implications of policies, programs and services on the Healthy University Strategy.
11. The Chair is authorised, where necessary, to take executive action on behalf of the Working Group between meetings and must report to the Working Group as soon as practicable on any executive action taken.

Responsibilities of Members

12. Members of the Working Group are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University legislation.
13. Members are also expected to:
 - act in the interests of the University as a whole;
 - contribute the time needed to study and understand the papers provided; and
 - apply good analytical skills, objectivity and good judgment.

Reporting

14. The Working Group, with leadership from the Chair, will provide reports to the ANU IDEA Oversight Committee on its operation and activities. The report should include a summary of the on-going work performed to fully discharge its responsibilities during the preceding year.

Administrative Arrangements

Meetings and Planning

15. The Working Group will meet three times per year on dates determined by the Working Group.
16. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Working Group each year. The forward meeting plan covers all its responsibilities, as detailed in this Terms of Reference.
17. The Chair convenes and presides at all meetings of the Working Group at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Working Group. When the Chair is unable to preside at a meeting, the Deputy Chair presides.
18. The procedure at meetings of the Working Group is determined by the person presiding over the meeting, taking account of the advice of the Working Group members.

Attendance at Meetings and Quorums

19. A quorum consists of at least 50 per cent of Working Group members who hold office for the time being.
20. Meetings are held in person, and a Working Group member may only participate in a meeting by telephone or video conference with the prior consent of the Chair.
21. A member of the Working Group who is unable to attend a meeting of the Committee is to nominate an alternate with the prior consent of the Chair.
22. Alternates have the same rights and responsibilities as Working Group members. An alternate may not be appointed Deputy Chair.
23. The Chair may request any other ANU employee and/or external party to attend Working Group meetings or participate in certain agenda items.

Secretariat

24. The Working Group Chair will nominate secretariat support to the Working Group.
25. The nominated secretariat will ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the Working Group.

Assessment and Review

26. The Chair will initiate an annual review of the performance of the Working

Group, and this Terms of Reference, with appropriate input sought from Working Group members, the IDEA Oversight Committee and any other relevant stakeholders, as determined by the Vice-Chancellor. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Vice-Chancellor.

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