



# Industry and Stakeholder Advisory Committee

Terms of Reference

## Purpose

The purpose of the *Training for Respect* Industry and Stakeholder Advisory Committee (the Committee) is to facilitate insights into the development, work and activities of the *Training for Respect* project from the lived experience of RTOs in Victoria.

Through these terms of reference, this committee will position the experience and views of workers (including leaders), students and those as part of Victoria's Registered Training Organisations and VET sector, as central to program of work that will be delivered by *Training for Respect* and, is vital to the longer term impact of the project.

## Scope:

While this Committee will not in the first instance, be a committee comprising lived experience of workplace gendered violence including sexual harassment, it will seek to involve practitioners, students and representatives that have an understanding and can speak to the lived experience of the drivers of workplace gendered violence (including sexual harassment) that are present in Victoria's VET sector and RTO's.

Having said that the Committee will:

- Enable a partnership between *Training for Respect*, with the lived experience of working and learning in Victorian RTO's so that this experience can impact each aspect of decision making in the project
- Seek counsel and recommendations on both the process and outcomes of the project, from the lived experience of the sector on the drivers and prevalence of workplace gendered violence in all its forms in Victorian RTO's
- Strengthen and broaden the partnerships that the project has with the RTO sector across Victoria – both public and private.
- Provide Victorian RTO's with the capacity to strategically direct the focus of the project's work and activities providing advice on the best way to achieve outcomes RTO's across Victoria

## Terms of Reference

The Committee will:

Be a way that the project centres the lived experience of workers, students and stakeholders working in Victorian RTOs



- Enable an ongoing vehicle for collective, collaborative advice and decision making on the development design and implementation of activities, products and resources created and rolled out through the *Training for Respect* Project.
- Assist *Training for Respect* project to validate and undertake “user testing” of outputs generated through the project
- Facilitate understanding across the *Training for Respect* project, to identify opportunities, synergies and ways to identify address and prevent workplace gendered violence (including sexual harassment) in Victorian RTO’s
- Provide advice on strategies mechanisms and ways to promote and communicate the project and its activities, to the VET ecosystem including all Victorian RTO’s to maximise engagement, understanding of the project and its goals, and drive participation in the activities, programs and take up of resources.
- Draw upon the evidence base workplace gendered violence (including sexual harassment), its drivers, prevalence and psychosocial risks, to inform advice to the *Training for Respect* project and its partners to aid in the distribution, implementation and design of the projects products, resources and activities.
- Where possible identify opportunities for the *Training for Respect* project to add to the evidence base on intersectional gender equality, vocational education and training and skills policy and practice as well as occupational health and safety

## Authority and Relationships

The Committee plays a pivotal role in the success of the *Training for Respect* project. As such it will work in close collaboration with the leading governance group – the Steering Committee – and also the project management/lead organisation Women’s Health in the South East (WHISE).

The Committee is convened within the scope and extent of the project and the funding agreement with WorkWell Respect Fund.

For that reason

- The committee operates under the terms and authority of the scope of the Training for Respect project and the WorkWell Respect Fund funding agreement. It is not, a Committee of Women’s Health in the South East or, any of the project partners.
- These terms of reference will come to an end, at the close of the project which is expected to be at the end of June 2025.

## Membership Composition

This Committee will comprise up to 14 members (including the Chair)

One of the members shall be the project lead from Women’s Health in the South East and one may be a member of the project governance group – the Steering Committee. As much as possible, composition will be inclusive of gender diversity and comprise:

- Up to 4 members representative of students and be inclusive of private sector and public provider learning pathways inclusive of rural/regional experience.



- Up to 4 members who are educators/teachers/assessors and be inclusive of private sector and public provider learning environments inclusive of rural/regional experience.
- Up to 2 members who are in management and leadership roles in Victorian RTO's and if possible, representation of who have working knowledge of policies and practices within private sector and public provider RTOs and also, HR expertise.
- Up to 1 member that represents the broader Vocational Education and Training ecosystem and is not part of the partner organisations or, from an RTO. (Eg Academic/Researcher, agency, government representative).
- Up to 1 representative who is able to speak to the work and activities of group training companies and apprenticeship support services

These terms of reference also notes that from time to time, the Committee may need to seek advice and experience from stakeholders external to the membership that can support the Committee's work to achieve its purpose.

### Chair

The Chair will be nominated and agreed to by the Committee.

The Chair will be supported in their role by the Project Lead at Women's Health in the South East including the setting of agendas, taking of minutes and managing the process of actioning key items emerging from meetings.

If the Chair is absent the Committee are empowered to make alternative arrangements and nominate an alternate representative of the group to Chair meetings.

## Ways of Working

The committee will meet at a minimum of 5 times through the project which will commence with the first meeting.

The discussions and work of the Committee will be confidential, and the safety and wellbeing of its members will be a priority Members will be asked to sign a non-disclosure agreement for their work on this Committee.

Work and discussions of the committee will be held in "good faith" and in keeping with the goals of the Training for Respect project.

If required, the Committee can also meet "out of session"

Meetings can be held in person, online or a combination of both.

Agenda's will be made on a consensus basis and as much as possible agreements and decisions will also be made on consensus. If consensus is not reached then the committee will not make a decision on this matter and, if required the matter can be referred back to the Steering Committee.

## Disclosure of WRV GV and Sexual Harassment

These terms of reference recognise that through the work of the Committee there may be, disclosures about perpetration of workplace gendered violence where the person disclosing:



- has knowledge of the incidence but is not the victim or the perpetrator
- is the victim of workplace gendered violence in the past or in the present
- the perpetrator of workplace gendered violence in the past or in the present

In any and all cases, WHISE as lead of the *Training for Respect* project will respond using the following principles:

**Believing victim/survivors:** People who make disclosures of their experiences of workplace gendered violence including sexual harassment will be treated with dignity, respect and be believed and a priority will be put on the wellbeing of those making the disclosure as well as considering to the impacts this will have on others who may witness the disclosure.

**Confidentiality:** The privacy and confidentiality of the individual making the disclosure will be respected at all times by all members of the Committee. Pending any disclosures made that constitute a breach of personal safety, or need to meet the requirements of care under Victorian and Australian Law, all record keeping of meeting discussions and work will protect the privacy of those people making the disclosure.

**Support and Respect for the Individual:** Immediate support will be provided to the individual making the disclosure, guiding them to external resources that can assist with support, legal advice, and medical care, as needed. The disclosure and their experience will be acknowledged, and respect shown for their decision to disclose as part of the work of the Committee.

The decision on what support and referral is required will be centred in the hands of those making the disclosure whilst ensuring that when required accountability for actions and behaviours is not dismissed or minimised.

**Prompt and Proactive Action:** If required, through the Chair, there will be swift action in response to the disclosure to prevent further harm. Quick action underscores the project's commitment to a safe environment for everyone involved.

**Transparency:** Communicate clearly with the external individual about the steps being taken in response to their disclosure, within the boundaries of confidentiality. This helps build trust in the project and its work.

### Conflict of Interest

Committee members will be asked to declare any interests that they believe would impact their ability to carry out the terms of reference. By consensus the Committee can then determine the best course of action including if the member should step aside from discussions or, have the conflict noted in minutes.

### Meeting Documentation

Meeting documentation (including the agenda, minutes of the previous meeting and all other relevant documents) will be distributed to the members of the Committee and all meeting attendees 5 working days prior to each meeting.



The proceedings of each meeting must be recorded in minutes, and the minutes must accurately reflect the work and resolutions of the Committee. The Committee will endorse the minutes at the next meeting.

#### Review of Terms of Reference

As this Committee is time limited, these Terms of Reference assume that they will not need to be reviewed. However, if there is consensus for the terms to be reviewed within 6 months of commencement, the Committee is empowered to do so.

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# Appendix A – Confidentiality Agreement

This agreement is made between Women’s Health in the South East (WHISE) who, are the lead project manager for the statewide project *Training for Respect*

And

Members of the ***Training for Respect Industry and Stakeholder Advisory Committee***

Your Name

Role

Organisation

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I understand that:

Confidential Information’ means all information made available to me as a member of the ***Training for Respect Industry and Stakeholder Advisory Committee***, for the purposes of the Committee, and its work, whether orally or in writing, or by any other means whatsoever, and includes information that:

- is by its nature confidential; or
- is designated by WHISE as confidential; or
- I know or ought to know is confidential;

It does not include information which:

- is in my possession without restriction in relation to disclosure before the date of receipt from WHISE as part of the ***Training for Respect*** project and the work of the **Industry and Stakeholder Advisory Committee** or
- has been independently developed or acquired by me
- Through any law of Victoria and Australia requires a positive duty to report to the authorities

Further, I undertake to:

- Not to disclose Confidential Information to any person other than current members of the Committee, without prior approval of WHISE and the ***Training for Respect*** project and the work of the **Industry and Stakeholder Advisory Committee**
- Not to use any Confidential Information except for the purpose of fulfilling my duties as a member of the ***Training for Respect Industry and Stakeholder Advisory Committee***

Signed:

Your Name

Your signature

Date

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