



External Partner Advisory Group

TERMS OF REFERENCE

Section 1 - Establishment

Background

- 1) Macquarie University (University) has established the Respect. Now. Always project. (RNA), which aims to provide a safe University community by improving how the University prevents and responds to sexual assault, sexual harassment, and other inappropriate or unwanted behaviours.
- 2) The work of the RNA project is informed by the Australian Government's National Plan Addressing Gender-Based Violence in Higher Education. From 2025 it will be governed by the Government's National Higher Education Code to Prevent and Respond to Gender-Based Violence.
- 3) The RNA project is overseen by the Macquarie University Sexual Safety and Wellbeing Committee (SSWC) which reports to the Executive Group of the University,
- 4) The University has identified various important stakeholders and relationships in the broader community with whom a regular exchange of information and knowledge relevant to the RNA Project would be beneficial. It has therefore established the SSWC External Partner Advisory Group to facilitate this.

Purpose

- 1) To provide a forum for the University to:
 - lead a local community of practice sharing insights about sexual safety and gender-based violence relevant to the Macquarie Park area;
 - obtain advice from external stakeholders with relevant expertise in sexual and gender-based violence prevention and response initiatives through its Sexual Safety and Wellbeing Committee.

Membership

- 1) Membership of the External Partner Advisory Group will be determined by the University. The University will invite relevant community, government, and business entities to be participants and to nominate a representative to serve on the Advisory Group.
 - A person nominated as a representative on the Advisory Group must have appropriate seniority and experience.
 - A person nominated as a representative by an entity may be replaced by that entity at any time.

Appointment and Role of Chair

- 1) The Chair will be appointed by the University.

Section 2 - Functions and responsibilities

External Partner Advisory Group responsibilities

- 1) The Advisory Group will be advisory only. No nominated representative or the Advisory Group has any authority to commit resources or incur any obligation on the part of a participant.

University responsibilities

- 1) The University will nominate the Chair of the Advisory Group and will facilitate and support the operation of the Advisory Group.
- 2) Advice and information provided by the Advisory Group will be conveyed to the University by the Chair as required.

Obligations of participants

- 1) Participants and their nominated representatives will engage in good faith in the work of the Advisory Group and will keep confidential any confidential information obtained through the Advisory Group.

Section 3 - Meetings

Frequency

- 1) The Advisory Group will meet four times a year (quarterly) for two hours. The meeting agenda will be set two weeks in advance with members invited to nominate items of business for discussion.

Conflicts of interest

- 1) Where a member has an actual, potential, or perceived conflict of interest, they must declare this prior to discussion of the item of business.

Section 4 - Definitions

- 1) For the purpose of this document:
 - Advisory Group – means the External Partner Advisory Group of the Macquarie University Sexual Safety and Wellbeing Committee.