



Terms of Reference

1. Purpose of the Committee

The Sexual Safety and Wellbeing Committee – RNA is the key advisory and decision-making body for promoting the sexual safety and wellbeing of students at Macquarie University. It oversees and implements the initiatives of the Respect. Now. Always Project (RNA) as well as other relevant university programs concerned with students' sexual safety and wellbeing. The Committee includes key stakeholders of professional and academic staff providing representation and advice for the development and implementation of the RNA and Sexual Safety Action Plan (2023-2026), associated RNA project initiatives, and other sexual safety and wellbeing initiatives at Macquarie University.

2. Responsibilities

The Sexual Safety and Wellbeing Committee–RNA will:

- Provide strategic advice and recommendations to inform the development and implementation of the RNA and Sexual Safety Action Plan (2023-2026) ('the Action Plan');
- Report quarterly to the Vice-Chancellor (Sponsor) via the Executive Group on the progress of the Action Plan, the activities and outcomes of the RNA Project, and related student sexual safety and wellbeing initiatives at MQ.
- Draw on academic knowledge and professional practice to identify barriers to the progress of the Action Plan and students' sexual safety and wellbeing; recommend and implement strategies to overcome identified barriers;
- Take into account the advice and recommendations of the Student Advisory Group when designing and implementing RNA and sexual safety and wellbeing initiatives;
- Disseminate information and ideas relating to RNA and student sexual safety and wellbeing to, and from, faculties, departments and offices, to guide the implementation of the Action Plan and associated initiatives; and
- Champion the RNA Project and related student sexual safety and wellbeing initiatives within the Macquarie staff and student community.

3. Membership and Term of Office

3.1 Membership

Membership is drawn from senior representatives of key portfolios relevant to the RNA Program and students' sexual safety and wellbeing and will include the following staff and/or their delegates:

- Academic Staff Member with subject matter expertise x 2
- Asset Management Property, Head
- Campus Security, Manager

- Campus Services, Business Manager
- Chief People Officer, HR
- Complaints, Appeals and Discipline, Manager
- Dean of Students
- Deputy Dean, Education and Employability, Arts
- Deputy Dean, Education and Employability, FMHHS
- Deputy Dean, Education and Employability, MQBS
- Deputy Dean, Education and Employability, Science and Engineering
- Deputy Vice-Chancellor Academic, Executive Officer
- Director of Communications
- Campus Life, Equity, Inclusion & Belonging Lead
- General Counsel
- GP Services MQ Health, Head
- Graduate Research Academy, Academic Director
- Pro Vice-Chancellor L&T Operations
- Pro Vice-Chancellor, Indigenous Strategy
- Service Connect, Manager
- Student Engagement, Inclusion and Belonging, Head
- Student Equity, Diversity and Inclusion, Manager
- Student Services Team Leader MQ College
- Student Wellbeing, Head
- U@MQ - Chief Executive Officer
- University Librarian
- Workplace Equity & Diversity, Manager
- Workplace Health and Safety, Manager
- Relevant IT/cyber security expert
- Chief Risk Officer

3.2 Chair of Committee

- RNA Project Manager

4. Administrative arrangements

4.1 Meetings

4.1.1 The Committee will meet quarterly, or more often if required.

4.2 Secretarial support, Agendas and Minutes

4.2.1 The RNA Project Team will provide secretarial support for the Sexual Safety and Wellbeing Committee-RNA, including preparation of agendas and discussion papers, minute-taking and communicating outcomes to the Macquarie University community as required.

4.2.2 The agenda will be approved by Chair and circulated to the Committee at least one week prior to the meeting.

4.2.3 Where necessary, decisions will be recorded and actions noted for future reporting or review.

4.3 Participation Requirements

- 4.3.1 The Committee is accountable to the Macquarie University community. Staff members play a crucial role in liaising with the RNA Team about problems or progress related to student's sexual safety and wellbeing. Staff are expected to provide subject matter expertise related to their portfolios and to represent the views of their organisational unit, where appropriate. As such, staff members are expected to attend all meetings of the Committee, or to send an appropriate delegate. Certain issues and initiatives may be prioritised at various meetings, in which case select relevant staff are required to attend these meetings.
- 4.3.2 The Student Advisory Group will be represented by reports of their recommendations presented as papers tabled to the Committee. Student representatives from diverse communities may also be invited to attend Committee meetings to share their perspectives and provide advice as required. Student representatives will generally not attend the entirety of Committee meetings where implementation items are discussed. The responsibility for ensuring students' sexual safety and wellbeing rests with Macquarie University Staff and the Executive Group.

4.4 Committee powers

- 4.4.1 The Committee has the power to make and implement decisions related to the Action Plan, RNA Project initiatives and other programs relevant to students' sexual safety and wellbeing.
- 4.4.2 The Committee has the power to establish subcommittees of Committee members, Macquarie University staff and students and external consultants if required, to inform the implementation of RNA and student sexual safety and wellbeing initiatives.
- 4.4.3 The Committee may require the production and submission of reports, documents, advice and other additional material to exercise the responsibilities described in section 2., as is deemed necessary.
- 4.4.4 The Committee shall have the resources necessary to ensure it can undertake the responsibilities described in a timely, independent and efficient manner.
- 4.4.5 The Committee has the power to request specific funding from the Executive Group to implement extraordinary RNA and sexual safety and wellbeing initiatives, as required.

4.5 Conflicts of interest

- 4.5.1 At the start of each meeting, Committee members must declare any conflicts of interest in relation to any item for discussion.

4.6 Reporting requirements

The Chair will report quarterly to the Vice-Chancellor via the Executive Group, on the implementation of the Action Plan, activities and outcomes of the RNA project and other student sexual safety and wellbeing initiatives.

5. Review

5.1 Review period

The RNA Project Team, in consultation with the Committee, will review the committee's Terms of Reference and membership at least once a year.



These terms of reference were prepared for you by the Sexual Safety and Wellbeing Committee RNA.

Information correct at November 2022.



MACQUARIE
University