Respect. Now. Always. Staff Advisory Group
Terms of Reference

1. Purpose of the Group
The Respect. Now. Always. (RNA) Staff Advisory Group represents a key stakeholder group in the RNA project, providing representation and advice. The Staff Advisory Group ensures that professional and academic staff are engaged in the implementation of the RNA Action Plan (2018-2020).

2. Responsibilities
The Staff Advisory Group is to:
• Provide strategic advice and recommendations to the RNA Implementation Committee, to support development and implementation of the Action Plan;
• Draw on academic knowledge and professional practice to identify barriers to the progression of the RNA Action Plan, and to recommend and implement strategies to overcome identified barriers;
• Disseminate information and ideas relating to RNA to, and from, faculties, departments and offices, to guide the implementation of the Action Plan; and
• Champion the RNA Project within the Macquarie community.

3. Membership and Term of Office

3.1. Membership:
• Nominated Legal Representative
• Director, Campus Wellbeing and Support Services
• Student Care and Trauma Lead, Campus Wellbeing and Support Services
• Head of Governance Services and Assistant Registrar
• Director, Risk and Assurance
• Manager, Workplace Equity and Diversity
• Manager, Campus Engagement
• Manager, Campus Security
• Dean, Higher Degree Research
• Communications Specialist
• Selected Macquarie Academic expert
• Acting CEO, U@MQ

3.2 Chair of Committee
3.2.1 RNA Project Lead

4. Administrative Arrangements

4.1 Meetings
4.1.1 In 2018, the Staff Advisory Group shall meet every 2 months, and two weeks prior to the RNA Implementation Committee. After 2018, the Staff Advisory Group shall meet quarterly or as required.

4.2 Secretarial support, Agendas and Minutes
4.2.1 The RNA Team will provide a secretarial support for the RNA Staff Advisory Group, preparing meeting agenda and producing discussion papers.

4.2.2 Agenda will be approved by the Chair and circulated to Group members at least one week prior to the meeting.
4.2.3 Where necessary, record decisions and actions for future reporting or review.

4.3 Participation Requirements
4.3.1 The Staff Advisory Group are accountable to the Macquarie staff community. The Group members play a crucial role in liaising with the RNA Team about problems or progress related to the RNA project. As such, members must attend all meetings of the Advisory Group, or send an appropriate delegate.

4.4 Conflicts of Interest
4.4.1 At the start of each meeting, group members must declare any conflicts of interest in relation to any item for discussion.

5. Review
The RNA Team will review the Staff Advisory Group’s Terms of Reference at least once a year.

Membership as of August 2018:

- Eva Berryman
- Carmen Germain-Rigby
- Zoe Williams
- Samantha Chan
- Nick Mansfield
- Jo Hatton
- Nicole Saunders
- John Durbridge
- Emma Casey
- Professor Catharine Lumby
- Pete Boyle
- Penny Huisman