

Terms of Reference - Policy Advisory Network

Acknowledgement of Country

No to Violence (NTV) acknowledges First Nations Peoples across these lands; the Traditional Custodians of the lands and waters. We pay respect to all Elders, past, present and emerging. We acknowledge the deep connection with country which has existed over 60,000 years. We acknowledge that sovereignty was never ceded, and this was and always will be First Nation's land.

Diversity Statement

NTV is dedicated to creating an inclusive environment for everyone, where every employee and service differences in our individual characteristics and traits such as cultural background, age, ethnicity, race, faith, beliefs, religion, ability, sexual orientation, intersex status, or gender identity, as well as gender expression, parental status, marital status, neurodiversity, or physical appearance. We are committed to building a diverse and inclusive workplace. We pledge to cultivate a workplace culture that is safe, accessible, fosters inclusiveness, promotes diversity and celebrates the unique skills and qualities of all our employees.

We're united by NTV values and celebrate our unique differences. We believe that articulating our values and accountabilities to one another reinforces that respect and provides us with clear pathways to correct our culture should it ever stray. We commit to enforcing and developing this code as our team grows.

1. Purpose

1.1. No to Violence (NTV) is a member-based organisation representing more than 165 organisations and individuals across Australia who are working with men to end their use of family violence. We are proud to be leading the change to end male violence on alongside our members.

As the national peak body representing organisations and individuals working with men to end family violence, the views and expertise of our members are critical to our work.

1.2. The Policy Advisory Network will provide opportunities for our members and associate members to be involved in shaping No to Violence's policy positions by providing input on key policy work and submissions. The purpose of this Network is to enable NTV to engage with our members to ensure that our policy and advocacy work authentically represents our members' expertise and experiences.

1.3. The Policy Advisory Network will primarily be conducted by emails and/or online meetings. Where relevant, NTV will send out a call for input. We will use the Policy Advisory Network to ask for case studies, priorities, challenges, concerns, and examples of innovative practice to inform our policy and advocacy work and other related input. The Policy Advisory Network will be contacted on an as-needed basis, and the entirety of the Network may not be contacted in each instance;

members of the Network may be contacted based on relevant and appropriate geographic location, client base, experience in program delivery etc.

1.4. The aim of this Network is to embed the frontline experiences and expertise of NTV members in our policy and advocacy work. Service providers often lack the resources for in-house policy and advocacy staff. As the national peak body for organisations and individuals working with men to end their use of family violence, NTV is committed to ensuring frontline experiences are embedded in our policy work. This Advisory Network will provide an important connection between relevant staff within our members and NTV's Policy and Research team. This will enable our members to have better access to decision-making processes and ensure that the experience and expertise of our members is used to inform policy and budget decisions across all levels of government.

2. Membership of the Policy Advisory Network

2.1. The Policy Advisory Network will consist of NTV members and associate members. Where the term 'member' is used, this also includes an associate member.

2.2. Member and associate member organisations may nominate up to two representatives who have policy or subject expertise and can provide advice on a policy-related matter and/or can offer professional or practitioner's expertise, including case studies (non-identified), on a voluntary and as-needed basis.

2.3. The term of membership appointment will be 2 years (with option to renew or extend for another 2 years at the discretion of NTV).

2.4. If the nominated representative of a NTV member organisation is no longer employed at the organisation or no longer representing that member organisation, the NTV member organisation may give notice and nominate another employee as their replacement representative on the Policy Advisory Network.

2.5. Ceasing to be a member of the Policy Advisory Network:

- 2.5.1. if the member gives reasonable notice in writing to the Advisory Network's Chair or NTV's contact person of their resignation;
- 2.5.2. if the Advisory Network's Chair or NTV's contact person gives the member notice in writing that they are to cease being a member of the Policy Advisory Network;
- 2.5.3. if the member is no longer employed at the member organisation or no longer operating as an individual NTV member or the member organisation is no longer a NTV member;
- 2.5.4. if the membership is terminated for a breach of the Code of Conduct or other conduct matter/s under section 6 on Conduct.

3. Policy Advisory Network Member Commitments

- 3.1. NTV may contact and liaise with the appointed members of the Policy Advisory Network for input on NTV's policy positions and submissions when required. Members of the Network are not obligated to respond to such inquiries as members are appointed on a voluntary capacity.
- 3.2. The purpose is to consult with appointed representatives of member organisations or appointed individual members who have policy or subject expertise and can provide timely advice on policy-related matters, and/or offer professional or practitioner's expertise, including case studies, on a voluntary and as-needed basis.
- 3.3. There may be occasions when the Policy Advisory Network's appointed members may need to seek the appropriate expertise, input or advice of their colleagues within their organisations, and then share or forward that advice or feedback in a timely manner to the Network or to the Chair or NTV's nominated contact person.

4. Responsibilities of No to Violence

- 4.1. No to Violence will provide governance support for the Policy Advisory Network. This support will include appointing a member of No to Violence's Policy and Advocacy team as the Advisory Network's Chair or as the main contact person, and where necessary, prepare agendas and supplementary or background papers and supplying members with these documents ahead of consultation.
- 4.2. There will be occasions when the time for input or advice may be at short notice due to factors outside of NTV's control, including but not limited to the nature of Government feedback processes and timelines. Where possible or practicable, NTV will endeavour to provide reasonable notice.

5. Meeting Procedures

- 5.1. Members of the Policy Advisory Network may receive requests to meet on an ad-hoc basis in response to key opportunities to influence policy agendas or policy matters. Meetings may be one-on-one consultations or in a group meeting, which will be held virtually and will not occur on a regular basis so as not to unduly burden its members.
- 5.2. NTV members in general usually meet at least once a year, including at our annual conference. Members of the Policy Advisory Network will be invited (but not required) to attend these events.
- 5.3. The Chair or nominated NTV staff will be responsible for ensuring that meetings and consultations are respectful and fair, and Network members have the opportunity to provide input. NTV's responsibilities include upholding NTV's Code of Conduct. All Policy Advisory Network members are expected to behave in accordance with the Code of Conduct.

5.4. The Policy Advisory Network will operate on an advisory capacity and the appointed Network members will not have decision-making powers or the capacity to legally represent NTV. Any advice or input offered by the Network will be non-binding in nature.

6. Conduct

6.1. Our work at No to Violence is underpinned by the following principles that all volunteers, employees, consultants and contractors are expected to abide by.

- We are a pro-feminist organisation and we acknowledge the gendered nature of family violence.
- The safety of women and children is central to what we do, and their voices must be heard.
- A man's use of violence is a choice and men must take responsibility for their behaviours.
- We acknowledge that all women, men and children can be adversely affected by family violence.
- The definition of 'family' includes same-sex relationships and mixed or blended families.
- We are committed to demonstrating equity, inclusion and diversity in our organisation.

6.2. Our [Code of Conduct](#) affirms NTVs belief in responsible social and ethical behaviour. All NTV People [employees, volunteers (including Board and students), consultants and contractors of NTV] are responsible for their conduct and behaviour when engaging with or on behalf of NTV. All NTV people are expected to act in accordance with the Code of Conduct and all policies at NTV.

6.3. Appointed Policy Advisory Network members are also expected to behave in accordance with the NTV's [Code of Conduct](#).

6.4. Policy Advisory Network members must:

- 6.4.1. serve the interests of NTV Policy Advisory Network and its aims and purpose; not the interests of their own or any other person's personal or commercial interests;
- 6.4.2. observe and implement this Terms of Reference and its principles;
- 6.4.3. not take improper advantage of their position or make improper use of information acquired in their Advisory Network's capacity to gain a personal or commercial advantage or to cause detriment to NTV;
- 6.4.4. not divulge any confidential or sensitive information, including materials received by the Advisory Network members in the course of consultation, and the content of discussions (whether formal or informal);
- 6.4.5. not engage in conduct or make any public statement likely to prejudice NTV or likely to harm, defame or otherwise bring discredit upon NTV or another Policy Advisory Network member/s.

6.5. Breach of any of the above and/or the [Code of Conduct](#) may lead to the suspension or termination of the appointment and membership on the Policy Advisory Network.

7. Amendment of Terms of Reference

7.1. These Terms of Reference may be amended, varied or modified by NTV.

Last Review date:	Constructed/Reviewed by: Shawna Marks, P&R Officer Elena Robertson, Manager P&R Carrie Chan, Head of Policy
Next Review date:	Approval Required: ELT