

# Reconciliation Action Plan Steering Group - Membership and Terms of Reference

## Section 1 - Establishment

(1) The Reconciliation Action Plan Steering Group was established in 2017 in accordance with recommended procedures of Reconciliation Australia and reports through the Vice-Chancellor's Leadership Team (VCLT) to the Vice-Chancellor.

### Purpose

- (2) The Reconciliation Action Plan Steering Group will:
- a. oversee the development of the reconciliation action plan;
  - b. liaise with Reconciliation Australia on form and progress;
  - c. review progress and implementation issues; and
  - d. develop a new RAP when expired.

## Section 2 - Glossary

- (3) For the purpose of this document:
- a. Steering Group - means Reconciliation Action Plan (RAP) Steering Group.

## Section 3 - Membership

- (4) The membership of Charles Sturt University's Reconciliation Action Plan (RAP) Steering Group shall comprise:
- a. Co-Chair - Deputy Vice-Chancellor (Research, Development and Industry);
  - b. Co-Chair - Pro Vice-Chancellor (Indigenous Education);
  - c. Member - Provost and Deputy Vice-Chancellor (Academic) or nominee;
  - d. Member - Executive Director, Human Resources or nominee;
  - e. Member - Indigenous Student Centre Manager; and
  - f. Member - RAP Project Coordinator.

(5) The Steering Group may invite others to attend its meetings to achieve wider community engagement including Indigenous, non-Indigenous, staff, students and external community.

## Section 4 - Functions and Responsibilities

(6) The Steering Group will:

- a. develop a RAP within the context of the University's core business and in-line with:
  - i. over-arching strategic, corporate and business plans;
  - ii. any existing Aboriginal and Torres Strait Islander education and employment strategy;
  - iii. any existing supplier diversity strategy; and
  - iv. any existing equity and diversity policies;
- b. establish a collaborative/consultative process for engaging staff across the organisation so that they can provide:
  - i. ideas for the RAP; and
  - ii. comment on drafts;
- c. develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals;
- d. develop and implement a process to ensure on-going evaluation of the implementation of the RAP throughout the life of the RAP;
- e. regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
  - i. report RAP progress to Reconciliation Australia annually;
  - ii. report RAP progress internally as per organisational requirements;
  - iii. report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders; and
  - iv. reflect on key learnings in the development of new RAPs;
- f. consider RAP implementation issues and consult with relevant business units to find solutions;
- g. liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website; and
- h. develop a new RAP when the current plan expires.

## Section 5 - Meetings

### Quorum

(7) A quorum shall comprise four members (half the membership plus one).

### Meetings

(8) Meetings will be held at least three times a year, and more frequently during the preparation of a RAP.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	30th November 2017
<b>Review Date</b>	30th November 2019
<b>Approval Authority</b>	Deputy Vice-Chancellor (Research, Development and Industry)
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<b>Unit Head</b>	Michael Friend Pro Vice-Chancellor, Global Engagement (Research and Partnerships) +61 2 6933 2285
<b>Author</b>	Rosemary Adams Executive Officer +61 2 62726225
<b>Enquiries Contact</b>	Rosemary Adams Executive Officer +61 2 62726225