

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 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 and Engagement);
- b. Co-Chair - Pro Vice-Chancellor (Indigenous Education);
- c. Member - Deputy Vice-Chancellor (Students) or nominee;
- d. Member - Executive Director, Student Success;
- e. Member - Manager, Equity and Diversity, Division of Human Resources; and
- f. Member - RAP Project Coordinator.

(5) Persons holding the following positions shall have the right of audience and debate at meetings:

- a. Strategic Adviser, Regional Development

(6) 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

(7) The Steering Group will:

- a. develop a Reconciliation Action Plan (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

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

Meetings

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

Status and Details

Status	Current
Effective Date	10th December 2018
Review Date	10th December 2020
Approval Authority	Deputy Vice-Chancellor (Research, Development and Industry)
Approval Date	10th December 2018
Expiry Date	Not Applicable
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