

'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 Executive Leadership Team to the Vice-Chancellor.

Purpose

(2) The Reconciliation Action Plan Steering Group will:

- a. oversee the development and implementation of the reconciliation action plan (RAP);
- b. liaise with Reconciliation Australia on form and progress;
- c. review progress and implementation and recommend if amendments are required; and
- d. ensure ongoing currency of the RAP.

Section 2 - Glossary

(3) For the purpose of this document:

- a. Steering Group - means Reconciliation Action Plan Steering Group.

Section 3 - Membership

(4) The membership of Charles Sturt University's Reconciliation Action Plan Steering Group shall comprise:

- a. Co-Chair – Deputy Vice-Chancellor (Research and Engagement);
- b. Co-Chair – Pro Vice-Chancellor (Indigenous Engagement);
- c. Member – Deputy Vice-Chancellor (Students) or nominee;
- d. Member – Deputy Vice-Chancellor (Academic) or nominee;
- e. Member – at least one student representative;
- f. Member – at least one academic staff representative;
- g. Member – at least one professional/general staff representative;
- h. Member – Manager, Equity Diversity and Inclusion, Division of Human Resources; and
- i. 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 of 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

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