

# RECONCILIATION ACTION PLAN (RAP) COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Reconciliation Action Plan (RAP) Committee has been established as a sub-committee of the University Management Committee (UMC) and is responsible for implementing and actioning CQUniversity's [Innovate Reconciliation Action Plan July 2022-July 2024](#), and providing reports and recommendations to UMC.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

- 2.1 Lead the implementation and internal engagement for the successful delivery of actions and outcomes set out in the RAP.
- 2.2 Oversee progress reporting to track the implementation of actions and outcomes set out in the RAP.
- 2.3 Provide reports to UMC on implementation of RAP actions and timelines, including challenges, opportunities and resource needs. Reporting includes the six-monthly whole-of-university update on implementation provided to UMC for progression to the Strategic Planning and Projects Committee and Council.
- 2.4 Liaise with Reconciliation Australia to fulfill annual reporting requirements and other activities.
- 2.5 Provide advocacy and championship for development of the University's approach to Reconciliation for the post-2024 period.

### **3 RESERVED AUTHORITIES**

The University Council reserves the authority to endorse reporting on the RAP, including the final audit report to Reconciliation Australia, prior to release/submission.

### **4 REFERRAL OF MATTERS**

This Committee may refer any item to UMC for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

### **5 SUB-COMMITTEES**

This Committee may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. This Committee may co-opt employees to serve on its sub-committees and/or working parties.

This Committee will receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

### **6 MEMBERSHIP AND TERMS OF OFFICE**

This Committee will comprise:

Ex-officio members:

- Deputy Vice-President (Indigenous Engagement)
- Deputy Vice-President (Education and Quality)
- Dean School of Graduate Research
- Director People and Culture
- Director Learning Design and Innovation
- Director Strategic Engagement
- Deputy Director Planning, Risk and Insurance
- Senior Coordinator Indigenous Student Engagement
- Chair, First Nations Council of Elders and Leaders

Appointed members:

- two Aboriginal and/or Torres Strait Islander external representatives, appointed by the Co-Chairs
- one representative from or nominee of the Student Representative Council, appointed by the Senior Coordinator University Life.

Co-opted members:

- Such other members co-opted by the Co-Chairs to provide input into particular matters and ensure representation consistent with the Committee's responsibilities, whether internal or external.

All members are expected to represent and maintain effective communications between their business area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

#### **Terms of office**

Ex-officio members will serve for the duration of their appointment.

Appointed members will serve for a term of two years.

Ex-officio and appointed members may send a nominee when unable to attend meetings.

### **Leave of absence**

Where a member is aware that they will be absent and unable to attend Committee meetings for an extended period, the member may apply to the Co-Chairs for leave of absence for the period. For the purpose of calculating membership and quorum, the membership will be reduced by the number of members on approved leave of absence at the time of the meeting.

## **7 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis. Attendees with rights of audience and debate may participate in meetings but have no voting rights.

Those holding the following or equivalent positions (or their nominee) will have standing rights of audience and debate at meetings:

- RAP Coordinator.

Employees and external stakeholders may request the opportunity to address this Committee. The Co-Chairs will consider and determine these requests.

## **8 OBSERVERS**

Observers are welcome with the Co-Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Co-Chairs. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

## **9 CHAIR**

The RAP specifies this Committee will be chaired by the Vice-Chancellor and President. The Vice-Chancellor and President has delegated this role to two Co-Chairs: the Deputy Vice-President (Indigenous Engagement) and the Dean School of Graduate Research.

The Co-Chairs will serve for the duration of their appointments.

This Committee will select an alternate Chair if both Co-Chairs are unable to attend a scheduled meeting.

## **10 SECRETARY**

The Co-Chairs will nominate the Secretary.

## **11 CASUAL VACANCIES**

A casual vacancy for appointed members will be filled in accordance with the original requirements.

## **12 REMOVAL OF A MEMBER FROM OFFICE**

This Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person who has had their membership terminated may apply to the Committee to have their membership reinstated.

## **13 QUORUM**

The quorum for a committee meeting will be 50 per cent of the membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time determined by the Co-Chairs. Any matters for decision considered when the meeting is inquorate must be subsequently ratified by flying minute or at the next Committee meeting before those decisions can be actioned.

## **14 CONFLICT OF INTEREST**

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the agenda.

If the Co-Chairs or Committee deems a member to have a conflict of interest in a matter before this Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## **15 MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings will be held at least four times per year.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing (flying minute) to all members and electronically approved by at least a quorum of the members.

Committee members must fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## **16 ACCESS TO RESOURCES**

External Committee members will be provided with access to the Committee's page on StaffNet and any other resources they reasonably require to fulfil their duties as a committee member.

## **17 AGENDAS AND MINUTES**

Agenda papers will be distributed at least three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Co-Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Co-Chairs will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all members and include them in the agenda papers for the next meeting.

## **18 EVALUATION AND REVIEW**

To ensure this Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Vice-Chancellor and President via the UMC, along with any information the Vice-Chancellor and President requests to facilitate the review of this Committee's performance and its membership.

## **19 RELATED DOCUMENTS**

[CQUniversity Innovate Reconciliation Action Plan July 2022 – July 2024](#)

[First Nations Council of Elders and Leaders Terms of Reference](#)

## 20 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Deputy Vice-President (Indigenous Engagement)
Next Review Date	12/12/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 12/12/2022
Amendment Authority and Date	
Notes	This Committee incorporates the responsibilities of the former RAP Working Group which established the 2022-2024 RAP.