RECONCILIATION ACTION PLAN COMMITTEE
TERMS OF REFERENCE

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1 ESTABLISHMENT

The Reconciliation Action Plan (RAP) Committee provides reports and/or advice to the RAP Champion and provides reports to the Vice-Chancellor’s Advisory Committee on the progress of the RAP development and implementation. The Committee also provides progress reports against the RAP to Council and to Reconciliation Australia.

2 FUNCTIONS AND RESPONSIBILITIES

The Committee’s functions and responsibilities, as recommended by Reconciliation Australia, are to:

2.1 Regularly liaise with relevant staff and key stakeholders to review progress of RAP actions.

2.2 Reflect on key learnings in the development of new RAPs.

2.3 Consider RAP implementation issues and consult with, and report progress to, stakeholders to find solutions.

2.4 Liaise with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire, and report RAP progress to the University Council and Reconciliation Australia annually.

2.5 Develop a new RAP when the current plan expires.

2.6 Facilitate consultation with interested staff, external stakeholders (as decided by the RAP Committee), and Reconciliation Australia.

2.7 Locate and share research or other documents as determined by the Committee members.

2.8 Report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders.
3 REFERRAL OF MATTERS

The Committee may refer any item to the Vice-Chancellor and President for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

4 SUB-COMMITTEES

The 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. The Committee may co-opt staff to serve on its sub-committees and/or working parties.

The Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee’s activities against their functions and responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:
- Pro Vice-Chancellor (Indigenous Engagement)
- RAP Champion (as nominated by the Vice-Chancellor and President)
- Senior Deputy Vice-Chancellor (International and Services)
- Deputy Vice-Chancellors
- University Secretary
- Provost
- Pro Vice-Chancellor (Learning and Teaching)
- Pro Vice-Chancellor (Vocational Education and Training - Operations and Growth)
- Director, People and Culture

Appointed members:
- Aboriginal and Torres Strait Islander community member (as appointed by the RAP Champion)

Nominated members:
- One member of Council (as nominated by the University Council)
- Four staff members from areas of the University not specified. Nominations are accepted from any staff member who has an interest in reconciliation and how it can be a positive force for changing the culture, work practices and core business of the organisation.
- One Indigenous student representative (as nominated by the Student Representative Council)

All members are expected to represent their full constituency and maintain effective communications between their constituency and the Committee, as appropriate.

Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee.

Appointed members shall serve for a term of three years and may serve no more than two terms.

Nominated members shall serve for a term of three years and may serve no more than two terms. Nominations will be called for via an Expression of Interest. An appointment will be made by a selection panel consisting of the Pro Vice-Chancellor (Indigenous Engagement), the RAP Champion, and the appointed Aboriginal and Torres Strait Islander community member.
6 RIGHTS OF AUDIENCE AND DEBATE

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

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

- Members of the Vice-Chancellor’s Advisory Committee

7 CHAIR

The Chair shall alternate between University and community members. It will be agreed at the conclusion of each meeting who will chair the next meeting.

The Chair is expected to ensure that the RAP Committee meetings are conducted appropriately and in a timely manner, that items are discussed consultatively, and that meeting protocols are observed.

8 SECRETARY

The Pro Vice-Chancellor (Indigenous Engagement) shall nominate the Secretary.

9 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the original appointment or nomination requirements.

10 REMOVAL OF A MEMBER FROM OFFICE

The 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 whose membership has been terminated may apply to the Committee to have their membership reinstated.

11 QUORUM

The quorum for a committee meeting shall be 50% of the membership, plus one. The quorum must at all times include at least one Aboriginal or Torres Strait Islander representative.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.

12 CONFLICT OF INTEREST

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

If the Chair or Committee deems a member to have a conflict of interest in a matter before the 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.

13 MEETINGS

Committee meetings may be held face-to-face, by telephone, videoconference, or other electronic means. Committee meetings shall 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 to all members and physically or electronically signed by at least a quorum of members.

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

14 ACCESS TO RESOURCES

External committee members will be provided with access to any resources they reasonably require to fulfil their duties as a committee member.

15 OBSERVERS

Observers are welcome with the 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 Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

16 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five 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 bring laptops, iPads or similar to the meetings and view the agenda online during the meeting.

Only with the Chair’s permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary no later than eight working days prior to the forthcoming meeting.

Any member of the Committee may request an item be added to the agenda.

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 Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

17 EVALUATION AND REVIEW

To ensure the 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's Advisory Committee, along with any information the Vice-Chancellor's Advisory Committee requests to facilitate its review of the Committee’s performance and its membership.

The Administrator shall review these terms every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Vice-Chancellor and President.

18 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.
## 19 APPROVAL AND REVIEW DETAILS

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<td>Vice-Chancellor's Advisory Committee</td>
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<tr>
<td>Administrator</td>
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