



RAP working group Terms of Reference

Many RAP organisations find it useful to set guidelines, such as Terms of Reference, for the RAP working group may be useful. Below are some generic draft Terms of Reference for your use—feel free to adapt and change the parameters to suit your organisation.

Top tips

- Your vision for reconciliation is useful in guiding what falls inside and outside your Terms of Reference.
- Use your Terms of Reference to set expectations around what the RAP working group (and the RAP more broadly) can be expected to achieve in a set time frame. As with all aspects of RAP development, keep your commitments realistic and achievable.

Terms of Reference—Reconciliation Action Plan working group

The organisation will develop a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia, using their toolkit, templates and resources. The first essential 'minimum element' for developing a RAP is to establish a working group made up of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

Membership

- Membership of the RAP working group will be limited to ___ people.
- Nominations are open to any staff member who is interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of our organisation.
- The membership of the RAP working group will be reviewed every ___ months. New members will be invited to join regularly/annually/as required to ensure the working group has new ideas as well as continuity.
- Nominations should be submitted via ___.
- Final selection will be made by ___.

Structure

- The RAP working group will comprise of ___ staff members who have nominated for the group.
- It will also include a RAP Champion from the Executive level of the organisation.
- The roles to be divided among the RAP working group include:
 - Taking and disseminating minutes to the RAP working group
 - Planning up-coming meetings
 - Locating and sharing research or other documents as determined by the working party members
 - Facilitating consultation with interested staff, external stakeholders (as decided by the RAP working group), and Reconciliation Australia.

Agenda

- Members of the RAP working group can ask for any item relating to the core business of the group to be placed on any agenda.

Meetings

- Meetings will be held every ___ weeks while the RAP is being developed and every ___ weeks after launch to monitor progress.
- There will be a rotating chair for meetings. Members can volunteer to chair upcoming meetings.

- Decisions made at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting or input into the decision prior to the meeting.

Reporting

- The RAP working group will report directly to the RAP Champion on the progress of the RAP development and implementation.
- The RAP working group is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

Approval of the RAP

- The draft RAP will be circulated for comment to all staff, including senior leaders.
- The final document will be signed off by the RAP Champion/CEO/Chairman (as appropriate).

Endorsement of the RAP

- The RAP working group will work closely with Reconciliation Australia during the RAP development process to ensure the plan includes all the minimum elements for endorsement.
- The final draft RAP will be submitted to Reconciliation Australia for official endorsement prior to being launched or released publicly.

The Terms of Reference

The following activities will be carried out by the RAP working group:

1. Develop a RAP within the context of our organisation's core business and in-line with:
 - Over-arching strategic, corporate and business plans
 - Any existing Aboriginal and Torres Strait Islander employment strategy
 - Any existing supplier diversity strategy
 - Any existing equity and diversity policies.
2. Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide:
 - Ideas for the RAP
 - Comment on drafts.
3. Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
4. Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
 - Report RAP progress to Reconciliation Australia annually
 - Report RAP progress internally as per organisational requirements
 - Report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders
 - Reflect on key learnings in the development of new RAPs.

5. Consider RAP implementation issues and consult with relevant business units to find solutions.
6. Liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website.
7. Develop a new RAP when the current plan expires.

Please note: The members of the RAP working group must agree to these Terms of Reference (TOR) before they come into effect. The TOR may change at the first meeting or when a change is proposed and accepted by the majority of members.