

Leadership Victoria RAP Working Group

Draft Terms of Reference – 6/2/22

Introduction

Leadership Victoria has committed to develop a Reflect Reconciliation Action Plan for 2022-2023. The RAP will aim to make a meaningful contribution to reconciliation and Aboriginal and Torres Strait Islander affairs. This Terms of Reference sets out the purpose, role, and expectations for the RAP Working Group, which has been formed for the drafting of the RAP. Following the launch of the RAP, the Terms of Reference for the RAP Working Group will be reviewed to focus on monitoring and implementation.

Purpose

The initial purpose of the Leadership Victoria RAP Working Group is to guide the development of the Leadership Victoria Reconciliation Action Plan. The RAP will be developed under the direction of the RAP Working Group and through consultation with Leadership Victoria, Traditional Owner Corporations where relevant and appropriate, Aboriginal Community Controlled Organisations, Aboriginal and Torres Strait Islander groups and networks and other relevant external organisations and key stakeholders.

The RAP Working Group will detail what Leadership Victoria will implement so we can achieve the vision we will prepare in our RAP Working Group meetings and workshop.

Aims and Objectives

The Leadership Victoria RAP Working Group will develop goals to reflect the objectives of the Reconciliation Australia's four key headings (Relationships, Respect, Opportunities and Tracking) with the aim of identifying key actions that Leadership Victoria can take to increase organisational engagement with, and support of Victorian Aboriginal and Torres Strait Islander communities.

The Leadership Victoria RAP Working Group will also:

1. Engage the organisation's staff and key stakeholders about our key short, medium, and long term goals to develop and implement the RAP.
2. Provide opportunities to:
 - celebrate the Leadership Victoria RAP Working Group achievements; and
 - bring the organisation and Aboriginal and Torres Strait Islander community together to strengthen and celebrate cultural identity.
3. Attend and assist with planning of the launch and the promotional campaign of the Leadership Victoria RAP.

Membership

The RAP Working Group will be Chaired by Scott Ko, Acting CEO, Leadership Victoria during the development of the RAP document. Lisa Croxford, Leadership Development Specialist, Leadership Victoria will be the RAP lead internally.

The RAP Working Group will comprise Leadership Victoria staff across key business areas and with an interest in developing the organisation's RAP and its implementation, and representatives from the Victorian Aboriginal and Torres Strait Islander community (John Burgess and Karen Milward).

Leadership Victoria is responsible for appointing all members of the RAP Working Group and determining the process of appointments. The Leadership Victoria RAP Working Group membership shall be for 12 months for the development of the Leadership Victoria RAP. Membership will then be reviewed at the end of the 6 month period and new members will be invited to join annually as required to ensure the Leadership Victoria RAP Working Group has new ideas as well as continuity.

Members must comply with the Leadership Victoria Code of Conduct.

The Leadership Victoria RAP Working Group has the authority to invite external stakeholders who are not Working Group members to attend Working Group meetings to provide expert advice and input when required. These stakeholders will not hold any voting rights at the Leadership Victoria RAP Working Group meetings.

Guidelines for Leadership Victoria

- Leadership Victoria will engage with the RAP Working Group as a consultative and informative forum around issues affecting Victorian Aboriginal and Torres Strait Islander communities.
- Leadership Victoria's RAP will be informed by the RAP Working Group and will, where appropriate, include feedback and recommendations provided by the RAP Working Group into current and future work.
- Leadership Victoria will consult the RAP Working Group and invite them to offer advice and recommendations on emerging issues or opportunities for Victorian Aboriginal and Torres Strait Islander communities.
- Leadership Victoria will resource and provide administrative support for the RAP Working Group.
- Leadership Victoria will cover all costs associated with attendance at RAP Working Group meetings scheduled.

Guidelines for the RAP Working Group

- Members will have the community's and organisations best interests in mind.
- Members will provide constructive and timely feedback on proposed initiatives in the RAP and planning in terms of their appropriateness and effectiveness for Victorian Aboriginal and Torres Strait Islander communities.
- Membership of the RAP Working Group is on a voluntary basis.
- Members will maintain confidentiality with regards to all information pertaining to this Working Group.

Delegated Authority and Decision Making

- The RAP Working Group will act in an advisory capacity only and has no delegated authority to make decisions as if it were Leadership Victoria.
- The RAP Working Group will provide advice to Leadership Victoria staff to assist them in their decision making.
- The RAP Working Group does not have an operational role and neither it, nor its members, may direct Leadership Victoria staff in the performance of their duties.

Administration Support and Budget

The Leadership Victoria RAP Working Group will be provided with secretariat support by Lisa Croxford, Leadership Development Specialist, Leadership Victoria and Karen Milward, Consultant, Karen Milward Consulting Services up until September 2022 and Working Group members for the time of the RAP. All signed communication about the RAP Working Group progress will be authorised by Leadership Victoria's Acting CEO who is the RAP Working Group Chairperson. The Acting CEO will be responsible for the management of any budget associated with the RAP Working Group.

Chairperson

The Leadership Victoria RAP Working Group will be Chaired by Scott Ko, Acting CEO, Leadership Victoria at each of the meetings held.

Agenda

Members of the Leadership Victoria RAP Working Group can ask for any item relating to the core business of the group to be placed on the agenda of each meeting held. Agendas and minutes of meetings will be circulated to the Leadership Victoria RAP Working Group members at least 7 days before each meeting where possible.

Leadership Victoria RAP Working Group Meeting Structure

Each meeting will have an agenda and members are encouraged to take on roles to effectively progress the development of the work proposed which includes:

- An Acknowledgement of Country will be a standing agenda item at the commencement of each meeting which can be delivered by a RAP Working Group member.
- Minutes of each meeting will be emailed to relevant stakeholders.
- Planning up-coming meetings.
- Locating and sharing research, good practice ideas or other documents as determined by the Leadership Victoria RAP Working Group members.
- Providing contact details of relevant stakeholders and staff to consult with as part of the consultation process to develop the RAP.
- Participate in all the consultation processes.
- Provide input into all documentation prepared and provide timely feedback.

Meeting Schedule

A meeting schedule will be determined at the first meeting. The Leadership Victoria RAP Working Group will meet for four face-to-face meetings over a 6 month period, on a schedule to be determined by the Working Group. The first RAP Working Group meeting will determine the schedule for future RAP Working Group meetings.

Decision Making, Reporting and Accountability

The Leadership Victoria RAP Working Group will make decisions that relate directly to the development of the RAP including budget issues for consideration.

The RAP Working Group will report to the Leadership Victoria Board and seek Board input and advice into the RAP.

Communication and Reporting

As part of monitoring the progress of the success of the Working Group's actions, the Leadership Victoria RAP Working Group will:

- Liaise with relevant stakeholders to review the progress of the Reconciliation Action Plan actions.
- Consider any implementation issues and consult with relevant stakeholders to find solutions.
- Determine a communication plan, with support from Leadership Victoria Marketing and Communications Department for internal and external stakeholders, to ensure regular dissemination of information on the progress of the RAP development process.
- Members will take responsibility to share RAP Working Group information and progress with their team/s.
- Where appropriate, the RAP Working Group can engage Reconciliation Australia in the drafting process.

Consultation with Community and Key Stakeholders

The Leadership Victoria G RAP Working Group will liaise and engage with staff in the organisation, members of the Aboriginal community, Traditional Owners, ACCOs, Government agencies and other key stakeholders as required, to inform the work of the Leadership Victoria RAP Working Group.

Need to be aware that some Aboriginal and non-Aboriginal stakeholder groups might not be ready to participate in the consultation process due to COVID-19 and other issues.

Leadership Victoria Reconciliation Action Plan Launch

The Leadership Victoria RAP will be launched in late 2022.