

Reconciliation Action Plan Working Group

Terms of Reference

Purpose:

The purpose of the Reconciliation Action Plan (RAP) Working Group is to oversee the consultation for, development and implementation of BCH Reconciliation Action Plan(s) to affirm and formalise our commitment to building and maintaining respectful relationships and working alongside Aboriginal and Torres Strait Islander Peoples, Organisations and Communities to:

- Enhance our knowledge and awareness of Aboriginal and Torres Strait Islander cultures, histories and ongoing connection to Country, Land and Waters
- Provide improved services and opportunities to reduce gaps in educational and employment opportunities and in the burden of chronic disease and shorter life expectancies that impact so severely upon Aboriginal and Torres Strait Islander Communities
- Create a more culturally safe organisation and workplace, and
- Challenge and address structural discrimination that perpetuates inequalities for Aboriginal and Torres Strait Islander Peoples and Communities.

This work will be guided by the resources provided by Reconciliation Australia.

Roles and membership:

Role	Position	Responsibilities
Committee Chair	Executive Manager – Strategy & Outcomes	<p>The Chair is a member of the BCH Executive Team and will be selected by the Executive Team. The Chair is responsible for:</p> <ul style="list-style-type: none"> • Providing an environment where all members feel able to participate and contribute to discussions • Keep to time and ensure current agenda items are discussed • Clarify decisions, outcomes, actions arising and person responsible
Administrator	People & Culture Support Officer	<ul style="list-style-type: none"> • Ensure minutes of meetings are completed and circulated to all members of the Group • Ensure the meetings times are set and that a room is booked • Call for agenda items and work with the Chair of the RAP Working Group to set the agenda for the meeting.

Membership of the RAP Working Group will consist of at least one representative from each Division (Strategy & Outcomes, Client Services, Corporate Services). Aboriginal and Torres Strait Islander Community Members (including Traditional Owners), **representative(s) from Ballarat and District Aboriginal Corporation (BADAC) and Senior Advisor, Aboriginal Engagement Unit from DHHS.** Additional participation from BCH staff with a commitment to BCH’s reconciliation journey and vision is also welcome.

Approved by:	Review Frequency: Annual	Responsibility for Review:	
Approved date:	Last Reviewed:	Chairs:	Executive Manager – Strategy & Outcomes

Committee responsibilities:

The responsibilities of the RAP working group are to:

- Oversee the development, implementation and review of Reconciliation Action Plan(s) for Ballarat Community Health.
- Engage in appropriate consultation and engagement, internally and externally, to ensure the Plan is inclusive of the views of Aboriginal and Torres Strait Islander staff members, Communities and Aboriginal Community Controlled Organisations.
- Pursue opportunities to:
 - Increase staff capacity to provide inclusive and responsive services to Aboriginal and Torres Strait Islander Persons and Communities
 - Enhance cultural safety and self-determination
 - Increase Aboriginal and Torres Strait Islander employment at BCH
 - Increase procurement from Aboriginal and Torres Strait Islander owned businesses.

The responsibilities of the BCH staff on the RAP working group are to:

- Champion BCH’s Reconciliation journey and raise internal awareness and engagement in our RAP commitments
- Engage BCH staff in RAP activities including (but not limited to) National Reconciliation Week and NAIDOC week activities
- Look at how the organisation can be proactive in reconciliation activities and building relationships with Aboriginal and Torres Strait Islander Peoples, Organisations and Communities.

Frequency:

Meetings of the RAP Working Group will be quarterly.

Decision making:

A minimum of five (5) members of the Group must be present in order for the meeting to proceed and decisions to be made, with at least one of these members identifying as an Aboriginal and/or Torres Strait Islander person.

Review:

Annual formal review in **June** of each year, with ongoing changes as necessary.

Reporting:

- The Group reports through the Diversity Action Group to the BCH Executive Group via the Chair.
- All BCH members of the group are responsible for reporting back to their respective teams and Divisions.

Approved by:	Review Frequency: Annual	Responsibility for Review:	
Approved date:	Last Reviewed:	Chairs:	Executive Manager – Strategy & Outcomes

Appendix A Committee Members

<p>RAP Working Group</p>	<ul style="list-style-type: none"> • Sean Duffy • Ellery Hickson • Organisational Development Manager - TBC • Jess Shelton • Peter Kennedy • Claire Shaw • Ruth Turvey • Jimmy Driscoll • Mark Simmonds • Egan Bevan • Bonnie Chew – Mirriyu Cultural Consulting • Mel Peters – DEECA • Rachel Muir – Catholic Care
--------------------------	--

Approved by:	Review Frequency: Annual	Responsibility for Review:	
Approved date:	Last Reviewed:	Chairs:	Executive Manager – Strategy & Outcomes