

# National Reconciliation Week (NRW) Aboriginal Steering Group

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## TERMS OF REFERENCE

*Approved by Yaitya Warra-itya – 12 December 2023*

### 1. Purpose

- 1.1. The National Reconciliation Week (NRW) Aboriginal Steering Group (ASG) is appointed by, and accountable to, Yaitya Warra-itya (YWI).
- 1.2. The principal purpose of the Steering Group is to assist YWI to fulfil its responsibilities to deliver Action 2: 'Build relationships through celebrating National Reconciliation Week (NRW)' and Action 7: 'Engage with Aboriginal cultures and histories by celebrating NAIDOC week' of the University of South Australia's Stretch Reconciliation Action Plan (RAP),

Ref #	Deliverable
2.1	Promote Reconciliation Australia and local NRW events and reconciliation information to the UniSA community.
2.4	Organise one NRW event per campus, in addition to at least one organisation-wide NRW event each year.
2.5	Register all UniSA public NRW events on Reconciliation Australia's respective website.
2.6	Implement strategies and actions for staff and students to participate in NRW and reconciliation activities.
7.5	In consultation with UniSA's Aboriginal-led advisory bodies, support five external NAIDOC Week events each year, including NAIDOC South Australia Awards.

- 1.3. To ensure a safe space for Aboriginal staff, students, and Purkarninths in Residence and afford them the opportunity of considering new ideas and approaches to reconciliation events and cultural appropriateness on their own terms, prior to convening with the Reconciliation Working Group.
- 1.4. To work with the NRW Working Group (NRW-WG) to provide advice on the planning and implementation of reconciliation activities throughout the calendar year. Advice is provided through members of the ASG who represent the Steering Group on the NRW-WG.

### 2. Authority

- 2.1. The Steering Group has delegated authority from YWI to perform activities within the scope of the responsibilities set out in these Terms of Reference and to make appropriate recommendations to YWI.

### 3. Membership

- 3.1. The Steering Group will comprise of up to ten members appointed by YWI and may include:
  - 3.1.1. Nominated Chair
  - 3.1.2. Two (2) Purkarninths in Residence
  - 3.1.3. Four (4) UniSA Aboriginal students, (including 1 x Alumni) across all Academic Units and modes of study

- 3.1.4. Two (2) Aboriginal staff (Professional and Academic)
- 3.1.5. Two (2) Proxies
- 3.2. The following University of South Australia employees are in attendance only:
  - 3.2.1. An Executive Officer position shall be appointed as the Project Officer: Cultural Connections role.
- 3.3. Members will be appointed via an expression of interest through a self-nomination process. Members will be selected by the Chair, Aboriginal Leadership and Strategy (ALS) representative and YWI representative.
- 3.4. The term of the appointment will be 12 months. At the expiration of the term of appointment, the member is eligible for reappointment up to a maximum of four (4) consecutive terms. Whenever possible, appointments will be staggered to ensure there is a balance between continuity and renewal of the elected membership.
- 3.5. Members who do not attend four meetings in a row without an approved leave of absence, will relinquish their position. A proxy shall be asked to attend.
- 3.6. The composition of the Steering Group will be reviewed every two years by YWI to ensure there is an appropriate balance of expertise, skills, and experience to be able to discharge the Steering Group's responsibilities.

#### **4. Role of the NRW Aboriginal Steering Group**

- 4.1. Within the University's approved governance framework, the Steering Group is responsible for:
  - 4.1.1. Generating ideas and proposals for reconciliation events/activities that educate staff/students on the richness of Aboriginal culture, and our shared history; elevate and amplify the voices of our Aboriginal community; and celebrate days of significance to the Aboriginal Peoples throughout the year.
  - 4.1.2. Monitoring event/activity expenditure in line with campus budget allocation.
  - 4.1.3. Recruitment and oversight of campus-based operational team members.
  - 4.1.4. Developing communications plans and marketing materials (with the Student Engagement Unit and Communications and Marketing) that promote events/activities and increase participation and attendance.
  - 4.1.5. Liaising with the NRW Working Group for guidance, clarification and queries relating to activities scheduled.
  - 4.1.6. Liaising with campus-based operation teams to share information on events/activities and to provide updates on key information from ASG meetings.

## **5. Meetings**

- 5.1. The Steering Group shall meet at least six (6) times a year or more frequently as required.
- 5.2. The quorum of the Steering Group will be one half of the full membership, or proxy plus the Chair (or nominee). When a quorum is not present no resolution is to be made, but the members present may discuss matters and make recommendations, which will then be reported to, and ratified by, the next full meeting of the Steering Group.
- 5.3. The Chair of the Steering Group may invite non-Steering Group members to attend part or all of any Steering Group meeting. The Steering Group may ask subject matter experts to present at Steering Group meetings on issues relevant to the Steering Group's responsibilities.
- 5.4. Copies of Steering Group papers and reports, together with minutes of each Steering Group meeting, will be circulated to all Steering Group members. Papers will be circulated in advance where possible.
- 5.5. The Student Engagement Unit is responsible for providing Executive Officer support for Steering Group meetings through the Project Officer: Cultural Connections role.

## **6. Reporting**

- 6.1. The Steering Group Chair will provide an annual written report to Yaitya Warra-itya on the Steering Group's membership, key matters discussed, and activities of the Steering Group.

## **7. Review and Evaluation**

- 7.1. The Steering Group shall biennially review its Terms of Reference and may recommend to Yaitya Warra-itya any amendments to its Terms of Reference.