

State-wide RAP Working Group Terms of Reference

Date: August 2020

Introduction

In February 2018, the St Vincent de Paul Society was honoured to add a voice to reconciliation through the publication of our Reconciliation Action Plan (RAP). The Society has had strong and enduring connections with Aboriginal and Torres Strait Islander communities for many decades. The development of our RAP reflected our belief that it was to progress that connection through new means of conversation and cooperation. In this work, we are committed to being guided by Aboriginal and Torres Strait Islander people, communities and organisations, on the best means to advance reconciliation.

Our RAP aim to improve the participation of Aboriginal and Torres Strait Islander people in the Society and in our services, so we can work together to address injustice and dispossession.

With the assistance of Reconciliation Australia, our RAP details the Society's commitments and key actions under three priority areas – Respect, Relationships and Opportunities. Each of the priority areas has a number of key actions and activities. It is the role of the State-wide RAP Working Group to guide implementation of these actions and to assist in embedding our Reconciliation Action Plan across the Society.

Objectives

- I. The objectives of the State-wide RAP Working Group are to:
 - Identify the most appropriate means to achieve key actions in the RAP, including advising on the right governance approach and engagement activities,
 - Embed our reconciliation work across the whole organisation,
 - Respond to emerging issues and identify additional actions needed to ensure our workplaces, services, shops and community assistance through conferences are culturally safe places to work or engage with the Society.

Membership

- II. Membership of the RAP Working Group will comprise:
 - At least one senior representative from each Directorate, or in the case of Vinnies Services, each program area (Homelessness and Housing Services; Health Services; Community Inclusion; Disability Services).
 - The Aboriginal Engagement Partner and at least three Aboriginal and/or Torres Strait Islander staff members (who may or may not also represent their Directorate/program area). These members will be invited to be part of the Aboriginal and Torres Strait Islander Advisory Group. They will report back to the State-wide RAP Working Group community needs and expectations.
 - At least one member/and or volunteer of the St Vincent de Paul Society.
- III. The Committee may include independent members and advisors from time-to-time to assist with implementation, the identification of priority areas and issues resolution.

Roles and responsibilities

- IV. All members of the Working Group will contribute to strategic decision-making for RAP actions, offer strategic advice, and be strong advocates for the implementation of the RAP and its key actions across the Society.
- V. Within each Directorate/program area, representatives will:
 - Facilitate communication between the RAP Working Group and their Directorate/program area,
 - Work to embed the Reconciliation Action Plan within each Directorate/program area,
 - Help coordinate work on key actions within each Directorate’s remit.
- VI. The Executive Director, Corporate Services, will chair the Committee Meetings.
- VII. The People Strategy and Change Directorate will provide the Committee’s secretariat support.
- VIII. The Executive Leadership Team (ELT) will collectively be the Executive Sponsors for the implementation of the Reconciliation Action Plan.

Meetings and reports

- IX. Meetings will be held bi-monthly, with additional meetings if required.
- X. The State-wide RAP Working Group will assist in preparing progress reports for the Board, State Council, and Reconciliation Australia.