

National Reconciliation Week (NRW) Campus Working Groups

TERMS OF REFERENCE

Approved by Yaitya Warra-itya – 12 December 2023

1. Purpose

- 1.1. The National Reconciliation Week (NRW) Campus Working Groups (Campus Working Groups) are appointed by, and accountable to, the National Reconciliation Week Working Group (NRW Working Group).
- 1.2. The principal purpose of the Campus Working Groups 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. Under the direction of the NRW Working Group, the Campus Working Groups coordinate activities for National Reconciliation Week and other planned events/activities.

2. Authority

- 2.1. The Campus Working Groups have delegated authority from the NRW Working Group to perform activities within the scope of the responsibilities set out in these Terms of Reference and to make appropriate recommendations to the NRW Working Group.

3. Membership

- 3.1. The Campus Working Groups will comprise of up to ten members appointed by YWI and may include:
 - 3.1.1. Nominated Chair;
 - 3.1.2. Three (3) nominees to be provided by the Professional Unit(s) with a presence on that particular campus;

- 3.1.3. Four (4) nominees to be provided by the Academic Unit(s) with a presence on that particular campus:
 - City West – Business/Creative/Justice & Society.
 - City East – Allied Health & Human Performance/Clinical & Health Sciences.
 - Mawson Lakes – STEM; and
 - Magill – Education Futures.
- 3.1.4. Three (3) University of South Australia student nominees, and/or University of South Australia Student Association representative.
- 3.2. The following University of South Australia employees are in attendance only:
 - 3.2.1. An Executive Officer position shall be recruited for as part of the open membership nominations for each Campus Working Group. The Student Engagement Unit will otherwise be responsible for the appointment of an Executive Officer position.
- 3.3. Members will be appointed via an expression of interest through a self-nomination process. Members will be selected by the NRW Working Group Co-Chairs 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 two meetings in a row without an approved leave of absence, or a nominated delegate to attend on their behalf, will relinquish their position.
- 3.6. The composition of the Campus Working Groups will be reviewed biennially by YWI to ensure there is an appropriate balance of expertise, skills, and experience to be able to discharge the Working Group's responsibilities.

4. Role of the NRW Campus Working Groups

- 4.1. Within the University's approved governance framework, the Campus Working Groups are responsible for:
 - 4.1.1. Ensuring 80% of events/activities are consistent across each University campus, with 20% of events/activities aligned to the specific campus, culture, and history.
 - 4.1.2. Generating ideas and proposals for 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.
 - 4.1.3. Coordinating, planning, and delivering events/activities throughout the calendar year (this includes managing logistical requirements).
 - 4.1.4. Monitoring event/activity expenditure in line with campus budget allocation.
 - 4.1.5. Developing communications plans and marketing materials (with the Student

Engagement Unit and Communications and Marketing) that promote events/activities and increase participation and attendance.

- 4.1.6. Liaising with the NRW Working Group for guidance, clarification and queries relating to activities scheduled.

5. Meetings

- 5.1. The Campus Working Groups shall meet at least six (6) times a year or more frequently as required.
- 5.2. The quorum of each working group will be one half of the full membership 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 Campus Working Group.
- 5.3. The Chair of the Campus Working Groups may invite non-Working Group members to attend part or all of any Campus Working Group meeting. The Campus Working Group may ask subject matter experts to present at Campus Working Group meetings on issues relevant to the Campus Working Group's responsibilities.
- 5.4. Copies of Campus Working Group papers and reports, together with minutes of each Campus Working Group meeting, will be circulated to all Campus Working Group members. Papers will be circulated in advance where possible.

6. Reporting

- 6.1. After each Campus Working Group meeting the Executive Officer will provide a copy of the meeting's minutes to the Chairs of the NRW Working Group and the NRW Aboriginal Steering Group.
- 6.2. A written report on the membership and activities of the Campus Working Groups will be provided to the NRW Working Group and the NRW Aboriginal Steering Group at the end of Study Period 2 and Study Period 5 each year.
- 6.3. The written report will include a summary of actions completed, status of actions in progress, new actions proposed/added, and a summary of events. See table template:

What events were held on campus?	Provide an overview of the events, including their objectives.
Attendance numbers and feedback	Provide attendance numbers. What does the feedback say? What worked well and what areas need improvement? Please include images of events and any highlights.
Cost and expenditure per event	Provide a breakdown of the cost and expenditure in relation to the budget.

Were the goals met?	Was the 3-year Plan Cycle from the NRW Action Plan followed? Did the events uphold the established NRW themes of creating experiences of: <ol style="list-style-type: none">1. Awareness2. Individual and shared learning3. Celebration – of First Nations ways of thinking, being, knowing, doing4. Growth – as people may have their values, views and biases challenged as they learn something new
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7. Review and Evaluation

- 7.1. The Campus Working Groups shall biennially review the Terms of Reference and may recommend to the Chairs of the NRW Working Group any amendments to its Terms of Reference.