

## National Reconciliation Week (NRW) Working Group

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### TERMS OF REFERENCE

Approved by Yaiitya Warra-itya – 12 December 2023

#### 1. Purpose

- 1.1. The National Reconciliation Week (NRW) Working Group (Working Group) is appointed by, and accountable to, Yaiitya Warra-itya (YWI).
- 1.2. The principal purpose of the Working 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.

#### 2. Authority

- 2.1. The Working 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 Working Group will comprise of up to fifteen members appointed by YWI and may include:
  - 3.1.1. Manager: Wurringka Student Services (Co-Chair);
  - 3.1.2. Manager: Student Life (Co-Chair);
  - 3.1.3. One (1) nominated delegate from Aboriginal Leadership and Strategy;
  - 3.1.4. Four (4) nominees to be provided by Professional Units (at least one being a regional staff member), one from each of the following:
    - University Library;
    - Student Engagement Unit;
    - Student and Academic Services; and
    - Communications and Marketing.
  - 3.1.5. Seven (7) nominees to be provided by Academic Units (at least one being a regional

staff member), one from each of the following areas:

- Business;
- Creative;
- Education Futures;
- Health (either Allied Health & Human Performance or Clinical & Health Sciences);
- Justice & Society;
- STEM; and
- UniSA Online.

3.1.6. Three (3) University of South Australia student nominees (at least one being a regional student), 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. 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 nominated Co-Chairs and Aboriginal Leadership and Strategy (ALS) 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 delegated to attend on their behalf, will relinquish their position.

3.6. The composition of the Working Group 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 Working Group**

4.1 Within the University's approved governance framework, the Working Group is responsible for:

4.1.1 Working with the NRW Aboriginal Steering Group and NRW Campus Working Groups to coordinate, plan and implement reconciliation events/activities throughout the calendar year.

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 Collaborating and discussing planned campus-based events/activities to ensure they are promoted and accessible to all students (including external and online students), equitable, and aligned across each of UniSA's six campuses.
- 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 campus-based operation teams to share information on events/activities and to provide updates on key information from Working Group meetings.
- 4.1.6 Overseeing an annual budget and allocating funds equitably to ensure achievement of the Working Group's responsibilities.
- 4.1.7 Recruitment and oversight of campus-based operational team members.

## **5 Meetings**

- 5.1 The Working Group shall meet at least six (6) times a year or more frequently as required.
- 5.2 The quorum of the working group will be one half of the full membership plus the Co-Chairs (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 Working Group.
- 5.3 The Co-Chairs of the Working Group may invite non-Working Group members to attend part or all of any NRW Working Group meeting. The Working Group may ask subject matter experts to present at Working Group meetings on issues relevant to the Working Group's responsibilities.
- 5.4 Copies of Working Group papers and reports, together with minutes of each Working Group meeting, will be circulated to all Working Group members. Papers will be circulated in advance where possible.
- 5.5 The Student Engagement Unit is responsible for providing Executive Officer support for Working Group meetings, if not otherwise nominated.

## **6 Reporting**

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

## **7 Review and Evaluation**

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