

RECONCILIATION ACTION PLAN WORKING GROUP (INNOVATE RAP)- TERMS OF REFERENCE

AIMS

The working group is intended to identify issues and topics of importance surrounding the development and implementation of a Reconciliation Action Plan (RAP) to be adopted by the Australian Nursing and Midwifery Accreditation Council (ANMAC).

OBJECTIVES

The objectives of the working group are to make recommendations and agree on actions to be taken to the Executive of ANMAC.

- Development of a RAP that includes all of Reconciliation Australia's minimum elements for endorsement, within the context of ANMAC's core business and strategic plan
- The establishment of a collaborative/consultative process for engaging ANMAC employees across the organisation so that they can provide ideas for the RAP and feedback on RAP draft documents
- Development of a timeline to guide development, launch and implementation of the RAP, including consultation with Reconciliation Australia at such milestones
- Design and presentation of the final RAP document.

MEMBERSHIP

ANMAC will seek a member from each working area within ANMAC. Nominations are open to all staff members who are interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of ANMAC. A staff member who identifies as Aboriginal and Torres Strait Islander will be encouraged to apply to ensure a broad spectrum of ideas are considered for the RAP.

ANMAC will seek a member from the Congress of Aboriginal and Torres Strait Islander Nurses and Midwives to provide advice and perspectives from Aboriginal and Torres Strait Islander nurses and midwives

The maximum number of members is eight.

The membership of the RAP working group will be reviewed annually. New members will be invited to join as required to ensure the working group has new ideas as well as continuity. If a

member chooses to leave the group, a new member will be appointed. A minimum of five (5) members must be present to achieve a quorum for meetings.

One (1) member from the working group has been appointed the RAP Champion and will report to the Executive Team on the progress of the RAP development and implementation.

MEETINGS

Meetings will be held every three (3) weeks while the RAP is being developed and every quarter (every 3 months) after launch to monitor progress.

Champion – Sarah Ross, Executive Officer, Office of the CEO

Chair – Erin Moss, Finance Manger

Secretariat – Rotating

EVALUATION

The working group will assess the effectiveness and performance of the group from time to time, changes will be made as required.

The effectiveness of the RAP will be assessed through monitoring and annual reporting to Reconciliation Australia.

Please note: The members of the RAP working group must agree to these Terms of Reference (TOR) before they come into effect. The TOR may change at the first meeting or when a change is proposed and accepted by the majority of members.