



Reconciliation Action Plan Working Group

Terms of Reference

Purpose

As Australia's and Western Australia's leading female sport, netball strives to deliver fair, safe, inclusive, respectful, and supportive environments. We believe that netball offers the enjoyment of participation, a sense of belonging and life-long involvement, no matter whether that is as a player, coach, official, administrator, volunteer, or fan.

Netball WA (NWA) is committed to being inclusive, strengthening and building capacity and capability in communities and providing innovative and sustainable netball programs that empower Aboriginal and Torres Strait Islander people.

Several years ago NWA identified the need and opportunity to work with Aboriginal and Torres Strait Islander Australians across their diverse communities in Western Australia. Programs and events such as the Aboriginal Grassroots Sites, NAIDOC Netball Carnivals, Aboriginal Youth Gala Day and West Coast Fever and GIG WANL Indigenous Round have delivered significant outcomes to both communities and the organisation alike. Pivotal in these outcomes has been the strengthening of strong and respectful relationships with Aboriginal and Torres Strait Islander Australians across the state.

Netball WA is embarking on a journey to develop our second Innovate Reconciliation Action Plan (RAP) as we continue to build on our reconciliation journey, which formally commenced in 2018 with the launch of our first Innovate RAP.

The RAP Working Group is made up of Aboriginal and Torres Strait Islander staff and/ or stakeholders and non-Aboriginal and Torres Strait Islander staff and/ or stakeholders. The purpose of the Working Group is to actively drive and assist in the development and implementation of Netball WA's second Innovate RAP.

Function and Responsibilities

The following activities will be carried out by the RAP Working Group:

1. Develop a RAP within the context of our organisation's core business and in-line with:
 - Over-arching strategic, corporate, and business plans
 - Any existing Aboriginal and Torres Strait Islander employment strategy
 - Any existing supplier diversity strategy
 - Any existing equity and diversity policies

2. Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide:
 - Ideas for the RAP
 - Comment on drafts.
3. Build a project plan and timeline to develop, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
4. Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
 - Report RAP progress to Reconciliation Australia annually.
 - Report RAP progress internally as per organisational requirements.
 - Report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders.
 - Reflect on key learnings in the development of new RAP's.
5. Consider RAP implementation issues and consult with relevant business units to find solutions.
6. Liaise with internal or external designers to finalise the RAP document and register it on Reconciliation Australia's website.
7. Develop a new RAP when the current plan expires.

Membership

- Membership of the RAP Working Group will be limited to a minimum of four (4) people and a maximum of nine (9) people.
- Nominations are open for up to seven (7) Netball WA staff members with a minimum of three (3).
- Nominations are open for up to four (4) community members/ stakeholders who identify as Aboriginal and Torres Strait Islander with a minimum of one (1).
- The RAP Working Group will be reviewed bi-annually. New members will be invited to join annually/ as required to ensure the working group has new ideas as well as continuity.
- Nominations should be submitted via email, post or hand (please refer to nomination form).
- Final selection, if required will be made by the NWA RAP Chair, a community member or stakeholder that identifies as Aboriginal and Torres Strait Islander and an independent representative from Reconciliation WA. Please see **Appendix A** for selection process.

Structure

- The RAP Working Group will comprise of up to seven (7) staff members and up to an additional four (4) community members or stakeholders who identify as Aboriginal and Torres Strait Islander.
- The RAP Working Group must have a minimum of three (3) staff members and one (1) community members or stakeholders who always identify as Aboriginal and Torres Strait Islander.
- Within the RAP Working Group there will be three (3) RAP Champions from various levels and areas of the organisation.
- The roles to be divided among the RAP Working Group include:
 - **RAP Lead (1)** - Facilitating consultation with staff, external stakeholders (as decided by the RAP Working Group) and Reconciliation Australia
 - **RAP Secretary (1)** - Taking and disseminating minutes to the RAP Working Group and Planning upcoming meetings. Supports the RAP Chair in a secretariat capacity.
 - **RAP Researcher (1+)** - Locating and sharing research or other documents as determined by working party members.
 - **RAP Administrator (1+)** – Keeps all documents and project plans up to date through the planning process.

NOTE: (No.) depicts the number of positions available.

Meetings

Minute Taking

- Members of the RAP Working Group can ask for any item relating to the core business of the group to be placed on the agenda.

Duration/Frequency of Meetings

- RAP meetings will be co-chaired by the NWA Executive Team members represented.
- Meetings will be held every four (4) weeks while the RAP is in development/under review and every eight (8) weeks after launch to monitor progress.
- Meetings will be hosted in person and/or online, RAP Working Group members should make every possible effort to attend meetings.
- Community members or stakeholders who identify as Aboriginal and Torres Strait Islander will receive an annual honorarium for their contribution and Cultural Consultation.
- Decisions made at meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting or input to the decision prior to the meeting. This input must be documented via an email or in other written form.

Reporting

- The RAP Working Group will report directly to the Netball WA executive on the progress of the RAP development and implementation.
- The RAP Working Group is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.
- The RAP Working Group is responsible for providing regular updates to the Netball WA Board.
- The RAP Working Group will provide an update to NWA staff during All Staff meetings.
- The RAP Working Group will provide an update to affiliated members via Association and President meetings.

Approval of the RAP

- The Draft RAP will be circulated for comment to all staff, including senior leaders.
- NWA will seek feedback from Reconciliation Australia and Reconciliation WA as required during the approval process.
- The final document will be signed off by the Netball WA CEO and President of the Board.

Endorsement of the RAP

- The RAP Working Group will work closely with Reconciliation Australia and Reconciliation WA during the RAP development process to ensure the plan includes all the minimum elements for endorsement.
- The final draft RAP will be submitted to Reconciliation Australia for official endorsement prior to being launched or released publicly.

Review

The Terms of Reference will be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of employee representatives.

Agreement

I, _____ have read, understood, acknowledge, and agree to Netball WA's Reconciliation Action Plan Working Group Terms of Reference as outlined above.

_____ (Signature of Working Group Member)

_____ (Date)