

TERMS OF REFERENCE

Reconciliation Action Plan Working Group

1. Reporting to

The Reconciliation Action Plan (RAP) Innovate Working Group will report directly to the RANZCOG Aboriginal and Torres Strait Islander Women's Health Committee) on the RAP development and implementation.

Reports for information will be submitted to the RANZCOG Board and, where appropriate, the Council, via the Aboriginal and Torres Strait Islander Women's Health Committee.

2. Date of Establishment

The RAP Working Group was established in November 2017.

3. Functions and Responsibilities

The RAP Working Group will undertake the following activities:

- Develop a Reconciliation Action Plan within the context of the College's core business and aligned with:
 - Over-arching strategic, corporate and business plans
 - Any existing supplier diversity strategy
 - Any existing equity and diversity policies.
- Consult with Reconciliation Australia at regular intervals during the RAP development process to ensure the plan includes the elements required for endorsement prior to being launched or released publicly.
- Facilitate consultation between internal and external stakeholders, identified by RAP and Reconciliation Australia.
- Liaison with the Aboriginal and Torres Strait Islander Women's Health Committee.
- Develop a new RAP when the current RAP expires.

Any recommendations to the Aboriginal and Torres Strait Islander Women's Health Committee and RANZCOG Board regarding initiatives that have budgetary or other resource implications not already funded must be accompanied by:

- the source of funding and how the funding will be raised; and
- a budget detailing all expenses involved.

4. Membership

All appointments to the RAP Working Group will be made by the RANZCOG Board on the recommendation of the President for the relevant term of office. Appointments will be for a period of two (2) years from the commencement of the Twelfth RANZCOG Council and in accordance with *RANZCOG Policy Tenure of Appointments to RANZCOG Committees and External Bodies*. Members who serve the maximum number of consecutive terms may be eligible for membership of the Committee following an absence of one term.

The membership of the Working Group must include:

- Two (2) members of the Aboriginal and Torres Strait Islander WHC
- One (1) representative from the Diplomates Committee
- One (1) representative from the Regional Fellows Committee
- One (1) member of the College Council
- RANZCOG President
- RANZCOG CEO

Ex-officio members are:

- RANZCOG President
- RANZCOG CEO

All members shall have full voting rights.

By accepting the invitation to be a member of the working group, individual members must comply with the *RANZCOG Code of Conduct* and conduct themselves in a manner that reflects the standards of professional and ethical behaviour expected by the College, and agree to abide by the following College policies, procedures and guidelines:

- Attendance Policy and Procedure for Members of RANZCOG Bodies
- College Organisational Values
- Confidentiality Policy: Board, Council and Committees
- Conflict of Interest Policy
- Conduct of Meetings Policy

College staff members in attendance will be:

- Aboriginal and Torres Strait Islander Advisor
- Executive Director of Women's Health, Research and Policy
- Executive Director of Education
- Executive Director of Corporate Services
- Executive Director of Innovation, Learning and Quality Assurance
- Head of People and Culture

5. Management and Coordination

Management of the day-to-day operations of the Working Group will be undertaken by the RANZCOG Women's Health, Research and Policy Directorate.

6. Chair and Deputy Chair

The Chair and Deputy Chair shall be appointed for a period of two years by the RANZCOG Board on the recommendation of the President.

The Chair shall have delegated authority to deal with RAP matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next meeting of the Working Group.

The following matters will be considered by the full Working Group: matters on which no precedent has been established; matters of policy; new issues; specific referral matters; and matters which require the benefit of full Working Group discussion.

Where the Chair is unable to act due to conflict of interest or otherwise, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until the Chair is able to return to the position or the RANZCOG Board appoints a new Chair.

In the absence of the Chair, the Deputy Chair will Chair the meeting. When a meeting is convened and neither the Chair nor Deputy Chair is present, a temporary Chair for that meeting must be appointed by those present.

7. Quorum

The number of members required for a formal meeting to proceed is half of those Working Group members eligible to vote plus one. Ex-officio members can be included in the quorum if in attendance at a meeting. If Ex-officio members are not in attendance, then they do not need to be included in the number required for a quorum.

Any questions and/or motions arising from meetings shall be decided by a majority of votes of the members present and voting on that matter. In the event of a motion with equal votes 'for' and 'against', the Chair shall have a deliberative vote in addition to a vote as a member of the Working Group.

If a quorum is not present, a meeting may still go ahead, with written notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to all members (including those that were present at the meeting in question) requesting them to indicate their support or objection to the recommendation.

8. Flying Recommendations

A recommendation can be disseminated out-of-session (i.e. by email) to the Working Group for approval by flying recommendation. For a flying recommendation to be passed, a quorum must have voted and approved the recommendation. Ex-officio members can be included in the quorum for a flying recommendation if they submit a vote. If Ex-officio members do not submit a vote, then they do not need to be included in the quorum for a flying recommendation to be effective. At the subsequent meeting, all flying recommendations and their outcome must be formally minuted.

9. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered 'in camera'.

10. Meeting Papers – Agenda and Minutes

- Requests for agenda items/reports for any scheduled meeting may be sent to Working Group members 21 working days prior to the scheduled meeting.
- All agenda items may be forwarded to the Working Group Coordinator by close of business 14 working days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.
- The agenda and meeting papers will be distributed to all Working Group members at least seven (7) working days prior to the scheduled meeting.
- Accurate minutes will be kept of each meeting. The minutes may be confined to a report of the resolutions and any recommendations
- Draft minutes are to be completed no later than 10 working days following each meeting and forwarded to the Chair for approval. It is expected that the Chair of the meeting shall approve the minutes within five (5) working days upon receipt.
- The draft minutes and action list shall be provided to all Working Group members no later than 15 working days following the meeting.
- Reports and recommendations to the RANZCOG Board are to be prepared by the Working Group Coordinator, in conjunction with the Chair, and provided to the RANZCOG Board Coordinator for inclusion on the next meeting agenda of the RANZCOG Board.
- The minutes shall be submitted to Working Group members for ratification at the next meeting of the Working Group.

11. Frequency of Meetings

Meetings will be held approximately every four weeks whilst the RAP is being developed and every 12 weeks after the launch to monitor its progress. Meetings will normally be held by /video conference, with the option of one face to face meeting, and will be scheduled at such a time as to enable recommendations to be forwarded to meetings of the Board.

12. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary, but at least every two years.

13. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	May 2020	
v2	August 2021	
v3	September 2021	

Policy Version:	Version 3
Policy Owner:	Women's Health, Research and Policy Directorate
Policy Approved by:	RANZCOG Board
Review of Policy:	October 2023