



## **SPORT SA TERMS OF REFERENCE**

### **RECONCILIATION ACTION PLAN (RAP) WORKING GROUP**

Sport SA has established a Reconciliation Action Plan (RAP) Working Group (the RAP Working Group). The RAP Working Group is made up of Aboriginal and Torres Strait Islander staff and / or stakeholders (hereinafter referred to as Indigenous) and non-Indigenous staff and / or stakeholders.

In partnership with Reconciliation Australia, in collaboration with the RAP Working Group, and in consultation with Sport SA members, Sport SA will co-design, develop and implement in full a Reconciliation Action Plan (RAP) intended to apply across its corporate business, and its strategic and operational policies, procedures and practices.

#### **The Terms of Reference**

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

1. Establish a collaborative / consultative process for engaging staff and members across Sport SA inclusive of Indigenous stakeholders so that they can (collectively) provide:
  - Ideas for the RAP
  - Ensure consultation and comment on the content of the draft RAP
  - Lead communication of the RAP and its progress across its business, including with its members, with its Indigenous stakeholders and with any other external stakeholders as it sees fit
2. Draft the RAP document for approval and endorsement – within the context of Sport SA's core business, and in-line with its over-arching strategic and operational policies (including but not limited to corporate and business plans).

The RAP may, from time to time have regard to and adopt / apply any external Indigenous employment strategies, any external cultural diversity strategies, and any external procurement strategies as Sport SA sees fit.

3. Prepare and lead the launch of the RAP in 2017 inclusive of such things as:
  - Developing a project plan
  - Securing Sport SA approval and endorsement
  - Begin to implement the RAP
  - Oversight implementation of the RAP
4. Review, monitor and evaluate the RAP inclusive of such things as:
  - Regularly liaise across business units in Sport SA, with members of Sport SA, with the RAP Working Group, and with other key external stakeholders as part of the review process itself in order to credibly measure the progress and effectiveness of the RAP (its actions and initiatives etc.)
  - Report RAP progress internally in accordance with Sport SA requirements, especially where in circumstances there are RAP implementation issues or challenges necessitating collaboration across its business units, or across its membership to find a workable solution so as to achieve a mutually beneficial outcome
  - Report RAP progress to Reconciliation Australia annually
  - As determined by the RAP Working Group from time to time, report RAP progress to relevant Indigenous stakeholders
  - At all times reflect on key learnings in the co-design and ongoing development of new RAPs initiatives and strategies
5. Where a unanimous vote is / has been secured, the RAP Working Group may, from time to time amend, vary, update or make more contemporary these Terms of Reference
6. Develop a new RAP when the current plan expires

### **Membership**

- Membership of the RAP Working Group will be limited to seven (7) people
- There shall be a minimum of four (4) Indigenous people on the RAP Working Group
- Nominations are open to any Sport SA Board member who is interested in progressing principles of Reconciliation, and how such reform can be a positive force for changing the workplace culture, the inclusive practices of sporting codes, and the core business of Sport SA itself
- There shall be a quorum of four (4) people to transact any valid business. However, where a quorum is not achieved, business may be transacted subject always to having any decisions made to be ratified at a later date
- Under the supervision and carriage of Sport SA, the membership of the RAP Working Group will be reviewed every twelve (12) months

- New members will be invited to join annually / as required to ensure the RAP Working Group has a continuing contribution of new ideas, as well as maintaining continuity
- Final selection of each member of the RAP Working Group will be made jointly by the Sport SA Board in partnership with the Commissioner for Aboriginal Engagement (or any successor or assignee thereof)

### **Ways of Working Together**

- Be honest
- Be open and clear in all communication's
- Remain accountable to goals and timeframes
- Think innovatively
- Assume positive intent
- Take opportunities for education and learning
- Ensure active feedback comes in and out of the RAP Working Group
- Focus on action and results
- Share responsibility for implementation across Sport SA business, and it membership
- Maintain respect for each other, with a commitment to cultural understanding and inclusion

### **Agenda**

- All members of the RAP Working Group may ask for any item relating to the core business of the RAP Working Group to be placed on any agenda

### **Meetings**

- As a guide, meetings will be held every four (4) weeks while the RAP is being co-designed, developed and implemented
- After the launch of the RAP, then meet every six (6) weeks in order to monitor, evaluate and review the progress of the deliverables / commitments contained with the RAP
- Subject to any ratification, decisions made at any RAP Working Group meetings may only be valid if there is Indigenous representation and / or input into the decision making prior to the meeting, or at the meeting itself

### **Endorsement & Approval of the RAP**

- The final draft RAP will be submitted to Reconciliation Australia for official endorsement prior to being submitted to the Board of Sport SA, and prior to any launch or publicity or promotion of any kind involving mainstream and community media outlets
- The Board of Sport SA shall approve and endorse the RAP at one of its duly convened meetings

- A record of any such decision mentioned immediately above must be minuted and recorded in the ordinary way
- The Sport SA RAP is intended to either:
  1. Be (voluntarily) adopted by its members who do not have a RAP across their particularly sporting code, or
  2. Where its members already have their own RAP in place across their particular sporting code, locally or nationally or internationally, then the Sport SA RAP is intended to compliment and value-add to any other RAP that may be in force from time to time (the Sport SA RAP is not intended to be in competition with, or inconsistent with any other sporting code RAP)
    - Whereupon the Sport SA RAP is reasonably considered to be in competition with, or inconsistent with any other sporting code RAP, the Sport SA RAP shall be of no affect and shall have no application to the extent of any competition and / or inconsistency.

### **Reporting**

- The RAP Working Group will, from time to time report directly to the Sport SA Board on the development of the RAP, and its implementation
- The RAP Working Group shall be responsible for liaising with all relevant Sport SA business units, its membership and other key stakeholders to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia (required annually)
- The Sport SA Board and its staff collectively give a commitment and an undertaking to take all reasonable and necessary steps and actions required to expedite any changes to its corporate business plans, its Constitution, and its strategic and operational policies, procedures and practices (hereinafter referred to as the Sport SA guiding documents) by amending, varying, updating or making more contemporary the Sport SA guiding documents so as to seamlessly incorporate the intent and spirit of the RAP into its day-to-day business and operations

## **Sport SA Sub-Committees, Advisory Bodies and Working Groups**

Sport SA has a number of strategic, operational and project based committees, advisory bodies and working groups who collectively and respectively satisfy a variety of governance requirements (see clause 7 of the Sport SA Constitution).

Consistent with satisfying these governance requirements as stipulated in the Sport SA Constitution, the Sport SA Board may at any time, deem (or similar) the RAP Working Group to continue functioning and operating in a manner as if it were an advisory body to Sport SA in order to provide ongoing advice and guidance that strengthens and supports Sport SA's current business activities (inclusive of any trends in the sports industry).



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**Mr Frank Lampard OAM**

Co-Commissioner for Aboriginal Engagement  
Co-Chair, Sport SA RAP Working Group

Date: 27 September 2017



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**The Hon. Michael Wright**

Chairperson, Sport SA  
Co-Chair, Sport SA RAP Working Group

Date: 19 September 2017