

Community Broadcasting Foundation

Reconciliation Working Group

Terms of Reference

Created	24 November 2023
Approval Authority	CBF Board
Advisory Committee	Reconciliation Working Group
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Last Reviewed	-
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1. INTRODUCTION

The purpose of this terms of reference is to document the objectives, responsibilities and governance framework for the operation of the Reconciliation Working Group (**RWG**) of the Community Broadcasting Foundation Limited (**CBF**).

2. OBJECTIVES

The objectives of the RWG are to develop and govern coordination and delivery of our Reconciliation Action Plan (RAP).

3. DUTIES AND RESPONSIBILITIES

- (a) The RWG considers any matters necessary in order to fulfil its objectives and makes recommendations to the CBF Board.
- (b) The main duties and responsibilities of the RWG are to:
 - a. Provide ideas, review and comment on drafts and where applicable, assist with RAP deliverables
 - b. Promote a whole-of-organisation approach to the RAP
 - c. Ensure that the RAP does not sit with a single team
 - d. Ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff, departments or volunteers. Reconciliation is everyone's responsibility.
 - e. Ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives
 - f. Ensure Aboriginal and Torres Strait Islander people are involved in decision-making
 - g. Build a culturally appropriate approach to RAP development, implementation and reporting
 - h. Assist the organisation to work through areas that can be complex or sensitive
 - i. Resolve roadblocks to RAP implementation

4. COMPOSITION AND MEETINGS

4.1 Term of operation

The RWG will operate from January 2024 to January 2027.

4.2 Membership of the RWG

- (a) The RWG will comprise between ten-fifteen (10-15) members, including:
 - I. At least two (2) CBF Board members;
 - II. At least three (3) Advisory Committee members;
 - III. At least three (3) CBF Support Team members across a range of departments, including the Chief Executive Officer
- (b) The RWG will include Aboriginal and Torres Strait Islander representatives (Support Team members, volunteers or external), key decision makers, a RAP Chair / Co-Chair, and RAP Champions.
- (c) Members of the RWG will be appointed by the CBF Board from nominations sought from CBF Board, Advisory Committees and Support Team.
- (d) A quorum of the RWG is a majority of members of the RWG.
- (e) The term limit for appointments to the RWG is three (3) years. Members may be reappointed for up to three (3) consecutive terms.

4.3 Meetings

- (a) Meetings of the RWG are held at least four (4) times per year.
- (b) Meetings can be held in person, by telephone or by video conference, or by any combination of these media.
- (c) A quorum must be met for the RWG to make decisions.
- (d) The Agenda will be developed in consultation with the RWG Chair and distributed at least one (1) week prior to the meeting.
- (e) The secretary, or other person nominated by the Chair, takes minutes of the proceedings of all meetings of the RWG.

4.4 Authority

- (a) The Board has absolute authority over the RWG's findings and recommendations.
- (b) The Board delegates authority to the RWG, within the scope of its responsibilities, to:
 - (i) Obtain any information it requires from any employee or external party, including interviewing management and internal and external auditors (with or without management present)
 - (ii) Obtain outside legal, cultural or other independent professional advice; and
 - (iii) Facilitate the attendance at RWG meetings of external parties with relevant experience and expertise.

4.5 Reporting

- (a) The RWG Chair reports to the Board after each meeting of the RWG. The report must cover progress of the RAP development, findings/recommendations and implementation. The minutes of all RWG meetings will be made available to the Board on request.
- (b) The RWG may also provide reports to CBF Support Team and volunteers; and may provide a public report on progress via the CBF newsletter and website or other publications.

4.6 Review of Terms of Reference, RWG Composition and Performance

- (a) The RWG will at least annually review its composition and Terms of Reference and recommend any changes to the Board.
- (b) The Board will at least annually review the composition of the RWG and the RWG Terms of Reference.
- (c) The RWG will at least annually review its performance.

5. DEFINITIONS

- (a) A **Reconciliation Action Plan (RAP)** describes the CBF's Reconciliation Action Plan, developed to receive Reconciliation Australia's endorsement.
- (b) **Reconciliation Action Plan (RAP) Champions** raise the profile of reconciliation as an organisational priority internally and externally. They lead by example by actioning the commitments in the RAP.