

TERMS OF REFERENCE

Approved by Director: Student Engagement Unit and Dean of Graduate Studies – 14 Dec 2023

1. Purpose

- 1.1. The RAP Deliverable 12.1 Steering Group is appointed by, and accountable to, the Director: Student Engagement Unit (SEU) and the Dean of Graduate Studies (DGS).
- 1.2. The principal purpose of the Steering Group is to assist the Director: SEU and DGS to fulfil their responsibilities to implement Deliverable 12.1 under Action 12: “Strengthen two-way learning practice in undergraduate programs” of the University of South Australia’s Stretch Reconciliation Action Plan (RAP) 2023-2025:

Ref #	Deliverable	Timeline	Responsibility
12.1	Ensure ethical experiential learning, internships and research experiences for students in collaboration with Aboriginal Peoples and their communities.	December 2024	Director: SEU Dean of Graduate Studies

2. Authority

- 2.1. The Steering Group has delegated authority from the Director: SEU and DGS to perform activities within the scope of the responsibilities set out in these Terms of Reference and to make appropriate recommendations to the Director: SEU and DGS.

3. Membership

- 3.1. The Steering Group will comprise of up to twelve (12) members appointed by the Director: SEU and DGS and may include:
 - 3.1.1. Director: Student Engagement Unit (Co-Chair) or nominated delegate;
 - 3.1.2. Dean of Graduate Studies (Co-Chair) or nominated delegate;
 - 3.1.3. Manager: Wurringka Student Services;
 - 3.1.4. Project Officer: Cultural Connections (Executive Officer);
 - 3.1.5. Project Manager: Research Degrees;
 - 3.1.6. Enterprise Partnerships Unit nominee;
 - 3.1.7. Work Integrated Learning nominee;
 - 3.1.8. Two (2) Aboriginal Researcher Academic nominees;
 - 3.1.9. Cultural advisory nominee; and
 - 3.1.10. Two (2) Student representative nominees.
- 3.2. The following University of South Australia employees are in attendance only:
 - 3.2.1. An Executive Officer position shall be appointed as the Project Officer: Cultural Connections.

- 3.3. Members will be approached by the Executive Officer to gauge an expression of interest. Membership will be confirmed by the nominated Co-Chairs.
- 3.4. The term of the appointment will be for up to two (2) years. The deliverable will be implemented at the expiration of the term of appointment, with no need for reappointment.
- 3.5. Members who do not attend two meetings in a row without an approved leave of absence, or a nominated delegate to attend on their behalf, will relinquish their position.

4. Role of the RAP Deliverable 12.1 Steering Group

- 4.1. Within the University's approved governance framework, the Steering Group is responsible for:
 - 4.1.1. Generating ideas and proposals for ethical experiential learning, internships and research experiences for students in collaboration with Aboriginal Peoples and their communities.
 - 4.1.2. Laying the foundation of an Aboriginal-developed plan for 'Proppa engagement' and a framework that will underpin the implementation of the ideas and activities coming from this deliverable.
 - 4.1.3. Establishing a scope that broadens the definition of Aboriginal community.
 - 4.1.4. Engaging consultancy from an Aboriginal-owned business to co-design this plan and framework ready for implementation.
 - 4.1.5. Sourcing the opportunities for experiential learning, internships and research experiences for students in collaboration with Aboriginal Peoples and their communities.
 - 4.1.6. Considering the provision of culturally safe experiences for students for these experiential learning opportunities, developing and implementing a cultural safety training component.
 - 4.1.7. Developing communications plans and marketing materials (with the Student Engagement Unit and Communications and Marketing) that promote these experiences to students and increase uptake upon implementation.
 - 4.1.8. Overseeing the budget for this deliverable and allocating funds equitably to ensure achievement of the Steering Group's responsibilities.

5. Meetings

- 5.1. The Steering Group shall meet at least ten (10) times over the course of the year, or more frequently as required.
- 5.2. The quorum of the Steering Group will be one half of the full membership plus one half of the Co-Chairs (or nominees). When a quorum is not present no resolution is to be made, but the members present may discuss matters and make recommendations, which will then be reported to, and ratified by, the next full meeting of the Steering Group.
- 5.3. The Co-Chairs of the Steering Group may invite non-Steering Group members to attend part or all of any RAP Deliverable 12.1 Steering Group meeting. The Steering Group may ask subject matter experts to present at Steering Group meetings on issues relevant to the Steering Group's responsibilities.
- 5.4. Copies of Steering Group papers and reports, together with minutes of each Steering Group meeting, will be circulated to all Steering Group members. Papers will be circulated in advance where possible.
- 5.5. The Project Officer: Cultural Connections is responsible for providing Executive Officer support for Steering Group meetings.

6. Reporting

- 6.1. The Steering Group Co-Chairs will provide progress reports at requested intervals to the Senior Project Manager: Reconciliation in the Aboriginal Leadership and Strategy (ALS) office, on the progress of the deliverable. A final report will be tabled to the ALS office at the conclusion of the implementation of the deliverable.