

Terms of Reference (TOR): ABA Reconciliation Action Plan Working Group

Approved by

Board

Purpose

- To support Strategic Area 1 (Breastfeeding peer support), Strategic Area 2 (Breastfeeding education of health workers), Strategic Area 3 (Breastfeeding friendly environments) and Strategic Area 6 (Organisational viability) of the Australian Breastfeeding Association (ABA) Strategic Plan.
- To enhance ABA's capacity to meet the needs of Aboriginal and Torres Strait Islander ABA personnel, breastfeeding mothers, parents and health professionals.

Scope

The ABA Reconciliation Action Plan Working Group (RWG) is ultimately responsible for the development, implementation and reporting phases of a Reconciliation Action Plan (RAP).

Requirements, qualifications, and skills

- Compliance with ABA's Workplace Health and Safety (WHS) policy
- Ongoing members of the committee must be an ABA financial member
- Agreement in writing to abide by the ABA *Code of Ethics* and *Code of Conduct*
- Completion of ABA's Orientation eModules on the LMS for staff or volunteers without ABA's Certificate IV training if not a current, retired or trainee ABA breastfeeding counsellor or educator
- Ability to prioritise tasks, manage workload and meet deadlines
- Ability to work effectively as part of a team.
- Bring understanding of, personal knowledge or experience of the issues around breastfeeding support for individuals from stakeholder groups

Ineligibility

The ABA RWG members will cease to be a member if they:

- Resign as a member of the Australian Breastfeeding Association
- Resign from the ABA RWG
- Do not attend 3 consecutive meetings without notification to the Coordinator of their apology and reason for absence
- Breach the TOR of the ABA RWG

Appointment of RWG members and Coordinator

- Expressions of interest will be open to all members of ABA. Appointments to the ABA RWG will be confirmed by the ABA Board.
- The group will comprise no more than 10–15 members, to ensure a manageable, and sustainable sized group.
- At least one director of the ABA Board will be a member of the RWG.
- Identified appointments to the ABA RWG will include representatives from the Aboriginal and Torres Strait Islander community.
- The Working Group Coordinator position will be held by the Executive Officer or delegate as RAP Champion, who raises the profile of reconciliation as an organisational priority internally and externally and leads by example by actioning the commitments in the RAP.
- Internal or external persons may be invited to join the Working Group or attend meetings at the request of the Working Group Coordinator on behalf of the ABA RWG to provide advice and assistance where necessary.

Attendance, meeting and reporting requirements

- The Executive Officer will attend meetings, to provide guidance on organisational requirements and address questions. Their role will also provide organisational support where appropriate.
- At least one member of the senior management team and one departmental manager will attend each meeting on a rotating basis, to ensure:
 - a whole-of-organisation approach;
 - that the RAP does not sit with a single team, and;
 - that implementation of the RAP does not fall to Aboriginal and Torres Strait Islander staff or volunteers.
- RWG meetings will be held at a minimum frequency of 6 times per year unless otherwise agreed.
- RWG members are expected to provide apologies to the Coordinator if unable to attend.

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- The agenda will be prepared at least a week prior to the meeting, and minutes will be recorded and provided to all members of the committee within two weeks of the meeting by the Coordinator.
- Minutes are to be checked and approved by the RWG at the commencement of the next meeting and forwarded to the ABA Board for filing when approved.
- A quarterly summary report of the RWG activities must be prepared for inclusion in Board reporting requirements. It must be submitted by the Coordinator to the Honorary Secretary by the dates specified by this person.
- Meetings will be held via Zoom unless otherwise agreed.
- Discussions and decision making are expected to be collaborative and respectful. Decisions will be made by consensus. Where the group cannot reach consensus, a majority vote will be the deciding factor.

Term of office

The term of office for the RWG is 2 or 3 years, as appointed by the Board or until the person chooses to resign or is no longer a member of ABA.

Authority to act

The RWG has authority to act within the guidelines of this Terms of Reference, the Australian Breastfeeding Association Constitution, the *Code of Ethics*, ABA policies and procedures and the Delegations Manual.

Reports to

The ABA Board or their delegate and a copy of meeting minutes are sent to the Diversity and Inclusion Board Advisory Committee.

Roles and responsibilities

- To develop a draft Reconciliation Action Plan for approval by the ABA Board.
- To oversee the implementation of the Reconciliation Action Plan.
- To monitor, evaluate and report on the implementation of the Reconciliation Action Plan.
- To work co-operatively and effectively as a team.

Review

The Terms of Reference (TOR) shall be reviewed annually from the date of approval. They shall be updated, if needed, to meet the current needs of the ABA Board.

Approved

ABA Board

Revision history

Revision	Date	Description of modifications
1.0	30 October 2023	TOR created