



Reconciliation Action Plan Working Group

TERMS OF REFERENCE

1. AIMS

The Working Group is intended to identify issues and topics of importance surrounding the development and implementation of a Reconciliation Action Plan (RAP) to be adopted by the City of Vincent.

2. OBJECTIVES

The Objectives of the Working Group are to make recommendations and agree on actions to be taken by the City relating to:

- 2.1 Development of a RAP that includes all of Reconciliation Australia's minimum elements for endorsement, within the context of the City of Vincent's core business and Strategic Community Plan.
- 2.2 The establishment of a collaborative/consultative process for engaging community members and staff across the organisation so that they can provide ideas for the RAP and feedback on RAP draft documents.
- 2.3 Development of a timeline to guide development, launch and implementation of the RAP, including consultation with Reconciliation Australia at such milestones.
- 2.4 Consideration of RAP implementation issues and consultation with relevant community groups and stateholders.
- 2.5 Design and presentation of the final RAP Document.

3. MEMBERSHIP

Community members who identify as Aboriginal and Torres Strait Islander are encouraged to apply, as are non-Aboriginal and Torres Strait Islander community members who are interested/involved in reconciliation. The City of Vincent will seek a diverse range of community members to ensure a broad spectrum of ideas are considered for the RAP.

The maximum number of members is 11.

The membership of the City of Vincent Reconciliation Action Plan Working Group shall comprise the following persons with only those persons appointed under clauses 3.1 and 3.2 being eligible to vote:

3.1 Up to Two (2) Council Members

3.2 Up to Six (6) Community Representatives

Up to six (6) Community Representatives who fit one or more of the following Criteria:

- Aboriginal and Torres Strait Islander community representatives.

- Individuals who work with or who represent the Aboriginal and Torres Strait Islander community on a professional level.
- Any community member who lives or works within the City of Vincent or is regularly engaged with the Vincent community, who is interested in reconciliation and its potential to influence the culture of the Vincent community.

3.3 Up to Three (3) City Officers

The appropriate City Officer and Manager as determined by the Chief Executive Officer, in addition to a third City of Vincent representative. The third City Officer will alternate each meeting. In order for each City of Vincent Administration Team to offer input on the RAP, each City of Vincent Directorate will be offered the chance to nominate a representative from each team.

4. MEETINGS

Meetings will be held every three (3) weeks while the RAP is being developed and every quarter (every 3 months) after launch to monitor progress.

If a member cannot/does not attend three (3) consecutive meetings, they must send a representative who also meets the membership criteria to the third meeting, or their resignation from the group will be assumed. If a member chooses to leave the group, applications will be sought for a new member.

A minimum of six (6) members must be present to achieve a quorum for meetings.

Commencement Date:	TBA
Amended:	
Review Date:	