

7.6 TERMS OF REFERENCE - RECONCILIATION ACTION PLAN WORKING GROUP

Attachments: 1. **DRAFT Terms of Reference - Reconciliation Action Plan Working Group**

RECOMMENDATION:

That Council ADOPTS the Terms of Reference of the City's Reconciliation Action Plan Working Group (RAPWG) (at Attachment 1).

PURPOSE OF REPORT:

For Council to adopt the Terms of Reference for the City's Reconciliation Action Plan Working Group (RAPWG).

BACKGROUND:

At the 9 February 2010 Council Meeting (Item 9.4.7), a policy to govern advisory groups was adopted (Policy 4.2.12 – Advisory Groups). This Policy formalised the City's position in respect to the advisory groups.

The key provisions of the Policy are:

- advisory groups are to facilitate community input and involvement and provide advice and support on strategic, special interest and operational activities;
- advisory groups will act in an advisory capacity only and can only consider matters referred to it by the Council;
- the meetings will be conducted in an informal matter and will occur as required;
- the Council is to appoint a Chairperson for each advisory group, who will preside at the meetings;
- the minutes of the advisory groups' meetings are to be reported to Council, any recommendations should be consistent with the City's operational and strategic planning and within the City's staff resourcing;
- any items dealt with by the advisory group will not be implemented until Council has made a decision on the item;
- the City's Code of Conduct applies to all advisory group members;
- members need to be aware of financial, proximity and impartiality conflicts of interest and declare these and remove themselves from the discussion as appropriate;
- the term of membership is usually for two years, aligning with the local government ordinary election cycle;
- if a member of an advisory group fails to attend three consecutive meetings, without an approved leave of absence, their appointment is automatically terminated; and
- the operations of each advisory group are to be reviewed every two years, or sooner as required.

At the November 2021 Council meeting, Elected Members and community representatives were appointed to the RAPWG, and meetings commenced in January 2022.

DETAILS:**Reconciliation Action Plan Working Group**

The RAPWG met and agreed on the group's draft Terms of Reference on 2 May 2022.

The changes in the Terms of Reference represent the RAPWG feedback in that Aboriginal people should have the opportunity to contribute to the leadership and management of the group. The changes will also improve alignment with the City's *Reconciliation Action Plan 2019-2021*.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The membership requirements for Advisory Groups are set out in clause 10 of the City's [Policy 4.2.12 – 'Advisory Groups'](#).

Policy 4.2.12 will be reviewed over the coming year, with the following issues considered:

- selection criteria and minimum requirements for community members;
- quantitative methodology for the evaluation and selection (weighted criteria); and
- membership numbers.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the Terms of Reference.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Innovative and Accountable

We are open and accountable to an engaged community.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.



TERMS OF REFERENCE

1. AIMS

The Working Group is intended to identify issues and topics of importance of surrounding the development and implementation of Reconciliation Action Plans as adopted by the City of Vincent.

2. OBJECTIVES

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

- 2.1 The establishment of collaborative/consultative processes to ensure our community and staff remain engaged and focused on the importance of reconciliation.
- 2.2 The implementation of specific actions and deliverables as identified within the City of Vincent Reconciliation Action Plan in accordance with agreed timelines.
- 2.3 The development of future Reconciliation Action Plans and associated strategic documents.

3. MEMBERSHIPS

The City of Vincent will seek a diverse range of community members to ensure a broad spectrum of ideas are considered.

The maximum number of members is 13

The membership of the 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 Three (3) Council Members

3.2 Up to Seven (7) Aboriginal and Torres Strait Islander Community Representatives

Up to seven (7) Aboriginal and Torres Strait Islander Community Representatives from any one or more of the following categories as determined by Council:

- individuals who live within the City of Vincent;
- individuals who work within the City of Vincent;
- individuals who have connection to the City of Vincent.

3.3 Up to Three (3) City Officers

The appropriate Director and Manager as determined by the Chief Executive Officer.

Other individuals, groups and organisations may be invited to attend Working Group meetings for a specific purpose from time-to-time.

3.4 Chairperson

There should be a Chairperson or Co-Chairpersons for the Working Group.

The Group can nominate up to two (2) Aboriginal or Torres Strait Islander individuals as Co-Chairs, one Aboriginal or Torres Strait Islander individual as Chairperson, or an Aboriginal or Torres Strait Islander individual and one Councillor as Co-Chairs. If no Aboriginal or Torres Strait Islander members nominate, then the Chair will be held by a Councillor.

The roles and responsibilities of the Chairperson and Co-Chairpersons are:

- review Minutes and Agenda before being circulated to the Group;
- open meetings;
- time management during meetings, including moving items to be actioned;
- attend relevant stakeholder meetings or meetings with Elders when appropriate.

4. MEETINGS

The Working Group shall meet as required. At the first meeting the Working Group shall determine a Schedule of Meetings dates for the remainder of the years (these dates are to be included in the City's calendar of events).

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

Members must not be absent for more than three (3) consecutive meetings as outlined in the Advisory Groups Policy unless a leave of absence has been granted and approved by the Working Group.

5. ADVISORY GROUPS

This Working Group shall operate in accordance with the City's Advisory Groups Policy.

Commencement Date:	TBC
Amended:	26 October 2017, 29 June 2018, 7 April 2020, June 2022
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