



## 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.

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