# Terms of Reference

## Reconciliation Action Plan Working Group

| Purpose | To support the development, endorsement and implementation of the Reconciliation Action Plan (RAP).  

  The RAP Working Group will:  
  - Meet regularly to develop the RAP, monitor RAP progress and implementation.  
  - Ensure where necessary that responsibilities are delegated appropriately  
  - Receive internal feedback about the RAP.  
  - Record the challenges, achievements and learnings resulting from the implementation of RAP actions.  
  - Facilitate consultation with interested staff, external stakeholders (as decided by the RAP working group), and Reconciliation Australia. |
|---|---|
| Roles and Responsibilities | The RAP Working Group will:  

  1. Develop a RAP within the context of Manningham Council’s core business and in-line with:  
  - Over-arching strategic, corporate and business plans  
  - Key social and inclusion policies (e.g. Healthy City Strategy).  

  2. Establish a collaborative/consultative process for engaging staff across the organisation so that they can:  
  - Provide ideas for the RAP  
  - Provide comment on drafts.  
  - Volunteer to assist with the implementation of RAP deliverables.  

  3. Oversee endorsement of the RAP  
  - The draft RAP will be circulated for comment to all relevant staff, senior leaders and Aboriginal and Torres Strait Islander stakeholders.  
  - The final document will be signed off by the Chairperson/CEO before being sent to Reconciliation Australia for final endorsement prior to being launched or released publicly.  

  4. Consider RAP implementation issues and consult with relevant business units to find solutions.  

  5. Develop a new RAP when the current plan expires.  

  The Working Group will advise and make recommendations about RAP priorities. The working group has no authority to make decisions on behalf of Council.  

  External organisations will make decisions on their organisations participation in the action plan and the delivery and reporting of these actions. |
| Chairperson | A member of the senior leadership team will serve as Chairperson. In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson’s nominee or representative of Council. The Chairperson will report quarterly to the Chief Executive Officer regarding the progress of the RAP. |
| Meetings | Meetings will be held quarterly. |
## Terms of Reference

### Membership

**Membership**

Membership will be limited to 16 people and will be comprised of:

- A maximum of seven Organisational / Agency representatives from local or peak organisations or those involved in the delivery of services with a commitment to Reconciliation.
- A minimum of two Aboriginal and/or Torres Strait Islander community members or local residents, membership will be appointed to specific individuals.
- Up to seven executive and management representatives from Manningham Council.
- Relevant Council Officers from Social Planning and Community Development.
- New members can be invited to be involved as appropriate and relevant.

### Membership Criteria

**Membership criteria include:**

- Established networks/relationships/connections to Aboriginal and Torres Strait Islander services or sector.
- Live, work or study within the municipality or have a connection to the municipality through professional, technical or industry alliances.
- Understanding the role of local government in Reconciliation.
- Demonstrated commitment to Reconciliation.
- Relevant experience in working groups and/or demonstrated ability to participate and contribute constructively.
- A mix of skills and attributes which complement other members.
- Ability to regularly attend and participate in meetings as scheduled.

### Nomination Process

- A Call for Expression of interest shall be called through a public nomination process placed on Council website, and by letter to relevant local or peak community organisations.
- Members shall nominate on the Council Form within the advertised nomination period.
- Officers will undertake initial assessment of applicants to confirm they comply with membership criteria with the final selection will be made by RAP Working Group Chairperson.
- Members can re-nominate after their term ends in accordance with the nomination process.

### Term

Two years. Tenure is subject to members maintaining their current employment role or community status and compliance with the Terms of Reference.
# Terms of Reference

| **Resignation** | A member may resign at any time. Notice of resignation is to be provided in writing to the Chairperson.  
| | A member will be deemed to have been resigned if a member fails to attend three consecutive meetings without prior notice.  
| | Any member who resigns or whose membership is terminated may be replaced by the Council following a public nomination process as noted above. |
| **Conflict of interest** | In the event of a conflict of interest arising for any member of the working group, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.  
| | It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed. |
| **Agenda and Papers** | Council Officers will provide relevant secretariat support. The agenda and meeting papers will be distributed one week before each meeting and minutes will be circulated post meeting. |
| **Media** | Members are not to represent the working group to the media without the prior approval of the Chairperson or a representative of Council. |
| **Code of conduct** | To ensure that all meetings of Council and are conducted in an orderly, consistent and efficient manner, it is required that members:  
| | Act with integrity.  
| | Impartially exercise their responsibilities in the interests of the local community.  
| | Not improperly seek to confer an advantage or disadvantage on any person, including themselves.  
| | Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of members and Council officers.  
| | Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying.  
| | Take reasonable care of their own health and safety and that of others.  
| | Any breach of this Code of Conduct may result in termination of membership.  
| | Members will not to disclose any materials or information not available to the public, unless approved by the Chair or a representative of Council. All Working Group discussions should comply with the requirements under the Privacy Act and its principles. |
| **Review** | This document may be amended, varied or modified after consultation and with majority support of the RAP Working Group at any RAP Working Group meeting. An internal review of the Working Group may be undertaken after 12 months to determine its achievements and effectiveness, and to identify opportunities to strengthen its work. |