

# Reconciliation Working Group

## Terms of Reference

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### Classification

Working Group

### Purpose

Nillumbik Council's is currently developing its first Reconciliation Action Plan a *Reflect* RAP. A RAP is a formal commitment to support First Nations peoples' rights, culture, heritage, needs and aspirations. It will outline the shared approach Council will take to progress reconciliation and work alongside all Aboriginal people in Council's services.

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

The initial responsibility of the Reconciliation Working Group will be to contribute to the development of a draft RAP document for endorsement by Reconciliation Australia.

Once the RAP is endorsed, the working group will have responsibility in overseeing the implementation and reporting of the RAP deliverables.

### Objectives

- To guide and contribute to the development of the RAP
- To guide, oversee and implement the RAP deliverables
- To monitor and report on implementation of the RAP

### Membership and chairperson

The RWG will be comprised of no more than 15 people including:

- 1-2 identified seats for Traditional Owners (Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation)
- 3 identified seats for Aboriginal and/or Torres Strait Islander community members
- 1 identified seat for a representative from Nillumbik Reconciliation Group
- 1 RAP Champion, who is a member of the Executive Leadership Team

- 1 Aboriginal Partnership Officer
- Other seats will be filled by key internal and external stakeholders as required.

The focus of a *Reflect* RAP is largely on internal processes, systems and capacity, therefore RWG membership is recommended to include representatives from HR, Communications, and Procurement.

Membership will be reassessed for each future RAP.

The RAP Champion will chair the working group.

### **Selection Criteria**

Nominees for membership must be able to demonstrate:

- Knowledge of Aboriginal and Torres Strait Islander cultures, histories and peoples
- Experience working on a RAP or on Reconciliation activities
- A commitment to reconciliation
- Living, working or engaging in activities in Nillumbik Shire

Applications will be reviewed by the Nillumbik RAP project team and a Traditional Owner representative.

### **Term of appointment**

Community representatives will be appointed until the end of the *Reflect* RAP (expected mid-late 2025), or until otherwise resolved by Council.

### **Co-opted members**

The RWG may invite suitably skilled persons to join the RWG in an advisory capacity, for a specified purpose and for a specified period of time.

### **Quorum**

A meeting can only take place with a minimum quorum of:

- 8 RWG members, including at least 2 Council staff members
- In the event that Traditional Owner representation is not present during a RWG meeting, decisions relating to that meeting will be carried over until such time as Traditional Owner representation is available

### **Member responsibilities**

In order to fulfil the Committee's objectives, members are expected to:

- Demonstrate an understanding of issues relevant to Aboriginal and Torres Strait Islander

peoples, cultures and histories

- Guide and contribute to the development of the RAP
- Guide, oversee and implement the RAP deliverables
- Monitor and report on implementation of the RAP
- Prepare for and actively participate in regular committee meetings
- Attend, promote and engage in reconciliation events and activities, if available
- Be conversant with relevant Council plans and policies

### **Meeting frequency**

Meetings are held quarterly at a Council facility to be decided upon once members have been selected.

Additional meetings may be called as needed.

### **Remuneration**

It is important and appropriate to remunerate Aboriginal and Torres Strait Islander RWG members, this is recommended by Reconciliation Australia.

Remuneration for time and/or travel will be determined with Aboriginal and Torres Strait Islander RWG members upon commencement.

### **Management of the group**

- The RAP Champion (Director Communities), or other member of Council's Community Partnerships Department, will resource the Group and attend all meetings.
- The Community Partnerships Department will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions.

## **Reporting procedure**

- The RWG is not a decision making body and does not require voting protocols or other decision making mechanisms.
- Reports and recommendations made by the RWG will require Council approval before being fully endorsed and acted upon.
- Minutes of the meetings will be made available to Council.

## **Public Statements**

Members of the RWG cannot make public statements on behalf of Council as an independent group without prior approval of the RAP Champion (Director Communities).

## **References**

- Council Plan 2021-2025
- Reconciliation Action Plan (currently under development)

## **Contact details of group**

Corrienne Nichols, RAP Champion, Director Communities

[reconciliation@nillumbik.org.au](mailto:reconciliation@nillumbik.org.au)

## **Approval date**

October 2023

## **Next review date**

October 2025

