

RECONCILIATION ACTION PLAN

ADVISORY GROUP

Terms of Reference

1. PURPOSE

The Reconciliation Action Plan Advisory Group (RAG) is to act as a conduit between the Aboriginal and Torres Strait Islander community, reconciliation stakeholders and the City of Kingston, hereby referred to as Council.

The RAG will guide the implementation of the Innovate Reconciliation Action Plan (RAP) 2021-2024 and provide advice to Council's internal RAP Working Group (RWG) for the duration of the plan. The RAP Working group includes staff from departments across Council to oversee the development, implementation and reporting of the Reconciliation Action Plan.

2. ROLES & RESPONSIBILITIES

The Reconciliation Action Plan Advisory Group has the following responsibilities:

- To provide guidance and advice to Council on the implementation of the Innovate RAP.
- To advocate on behalf of Aboriginal and Torres Strait Islander communities.
- To apply cultural and operational knowledge to discussions and considerations.
- To assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing Aboriginal and Torres Strait Islander communities.
- To provide advice to Council in relation to its communication, engagement and consultation with Aboriginal and Torres Strait Islander communities.
- To support and oversee the development, implementation and reporting of Council's Innovate RAP between November 2021 and April 2024.

3. COMPOSITION

3.1 Membership

Membership of the Reconciliation Action Plan Advisory Group will consist of:

- Aboriginal and Torres Strait Islander community members who live or work in Kingston.
- Representatives from community organisations, agencies and service providers that have a focus on provision of services to Aboriginal and Torres Strait Islander communities in Kingston.
- Where possible, Council will strive for majority Aboriginal and Torres Strait Islander positions in the RAG.

3.2 Tenure

- Members are voluntary and may hold a position on the committee for a term of two years. Members may reapply for an additional two-year period and are able to sit for a maximum of 2 consecutive terms (4 years in total).
- Members will be appointed upon completion and assessment of an Expression of Interest. The Expressions of Interest will be advertised for a minimum of 14 days.
- Members must attend a minimum of 60% of meetings in each calendar year. The Advisory Group will meet six (6) times in the first year of the Innovate RAP and four (4) times for the second year. Additional meetings can be held if required and meetings are to be predominately held online via video conferencing.

3.3 Terms of Membership

- A member who is absent from two consecutive meetings without forwarding an apology, will be considered as having resigned from the committee.
- Members can resign from the committee at any time, by notifying the Reconciliation Lead.
- Members are required to prepare for, attend and actively participate in meetings.

This includes:

- Taking an active role in communicating the views of residents and organisations to Council
- Keeping the Group informed of current and emerging developments, issues, opportunities and activities relevant to Council
- Responding to requests for input into and/or feedback on Council activities, policies and reports
- Responding to communication from Council between meetings in a timely manner
- Sharing relevant information with networks as requested
- Supporting Council events and initiatives, where possible
- Assisting Council with the evaluation and review of the Advisory Group.

3.4 Chair

- The Kingston City Council Reconciliation Lead will Chair the Advisory Group.
 - The RAG may choose to nominate a co-chair who will share the Chairs responsibilities alongside the Reconciliation Lead.
- In the absence of the Chair, the Chair will nominate an appropriate replacement.
- The Chair is responsible for guiding the meeting according to the agenda and time available.
- The Chair will review and approve the draft minutes prior to distribution.
- Minutes and matters of interest will be reported back to both RAG and RWG after each meeting by the Chair.

3.5 Standing Invitees

A standing invitation to the Committee will be issued to the following who are not members of the Committee:

- a) City of Kingston Chief Executive Officer
- b) RAP Working Group Members
- c) Representative/s from the Derrimut Weelam Gathering Place (DWGP) Steering Committee.

4. CONFLICT OF INTEREST

The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Advisory Group must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Group.

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.

If members are provided with information that is not available in the public realm, it will be critical that the Group are seen as a group that can be trusted with confidential information. No public comments are to be made, including via social media, without prior confirmation from Council.

The Groups ability to fulfill its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.

Confidential discussions will not be disclosed without the Chairperson's prior approval.

5. AMENDMENTS & REVIEW

These Terms of Reference will be reviewed by the City of Kingston on an as needs basis.