



RAP Working Group Terms of Reference



Version: 1

Date: 03/2022

Next Review: 03/2023

Reference: 21/39786

DOCUMENT CONTROL

Document Title	Terms of Reference – RAP Working Group
Council Adopted	
Council Resolution No	Enter Resolution No
Version Number	1
Responsible Department	Corporate and Community Services
Date to be Reviewed	April 2023, then annually, or as new RAP is adopted.

CHANGES TO DOCUMENT

Version	Date	Changes / Amendments
1.0	11/03/2022	Drafted

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Acknowledgement to Country

We acknowledge the Bangerang people as the traditional custodians of the lands and waterways in which the Federation Council boundaries lay.

We pay our respects to Elders past, present and emerging, and extend that respect to all First Nations people that reside in the area.

1. Working Group Establishment

The RAP Working Group is an internal committee of Council. RAP stands for Reconciliation Action Plan.

1.1. Purpose

The RAP Working Group will help the Federation Council lay the foundations for reconciliation and prepare for future RAPs and reconciliation initiatives.

To achieve this objective the RAP Working Group must be committed to:

1. Scoping and reflecting on how the Federation Council can contribute to reconciliation.
2. Building an understanding of the Aboriginal and Torres Strait Islander stakeholders and sphere of influence that live and operate in the Federation Council area.
3. Working with Aboriginal and Torres Strait Islander peoples and relevant stakeholders with the aim of improving relationships, and developing a Reflect Reconciliation Action Plan for the Federation Council.

1.2. Types of RAPs

There are four types of RAP that an organisation can develop: Reflect, Innovate, Stretch, and Elevate. Each type of RAP is designed to suit an organisation at different stages of their reconciliation journey.

Reflect RAP

Scoping capacity for reconciliation

A Reflect RAP clearly sets out the steps Council should take to prepare the organisation for reconciliation initiatives in successive RAPs.

Committing to a Reflect RAP allows the organisation to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on the vision for reconciliation and exploring the sphere of influence, before committing to specific actions or initiatives.

This process will help to produce future RAPs at the Innovate, Stretch and Elevate stages that are meaningful, mutually beneficial and sustainable.

Innovate RAP

Implementing reconciliation initiatives

An Innovate RAP runs for two years, and outlines actions for achieving your organisation's vision for reconciliation. Innovate RAP commitments allow your organisation to gain a deeper understanding of your sphere of influence, and establish the best approach to advance reconciliation.

An Innovate RAP focuses on developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples, engaging staff and stakeholders in reconciliation, and developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples.

Stretch RAP

Embedding reconciliation

A Stretch RAP is best suited to organisations that have developed strategies, and established a very strong approach towards advancing reconciliation internally and within the organisation's sphere of influence.

This type of RAP spans a two-three year period, and is focused on longer-term strategies, and working towards defined measurable targets and goals. The Stretch RAP requires organisations to embed reconciliation initiatives into business strategies so they become 'business as usual'.

Elevate RAP

Leadership in Reconciliation

An Elevate RAP is for organisations that have a proven track record of embedding effective RAP initiatives in their organisation through Stretch RAPs and are ready to take on leadership to advance national reconciliation.

Elevate RAP organisations have a strong strategic relationship with Reconciliation Australia and actively champion initiatives to empower Aboriginal and Torres Strait Islander peoples and create societal change.

Elevate RAP organisations also require greater transparency and accountability through independent assessment of their activities.

2. Authority

2.1. Limitations

In carrying out its responsibilities, the RAP Working Group must at all times recognise the responsibility for management of the Federation Council rests with the Council and the General Manager, as provided in the Local Government Act 1993.

Working Group members have an advisory role and do not have delegated authority to:

- Make decisions behalf of Council.
- Expend money on behalf of Council.
- Speak on behalf of Council.
- Speak on behalf of the Working Group.
- Commit Council to any arrangement.
- Consider any matters outside its area of reference.
- Direct Council officers in the performance of their duties.

2.2. Making Recommendations

- The Working Group may decide to bring an action item to the attention of Council, for their consideration and possible adoption.
- The Working Group must record of attendance of the members present at meetings and any decision it would like the Council to consider must be recorded in the minutes.
- The RAP Champion will provide guidance if the decision can be resolved internally or if it will be need to be presented to Council.
- If the decision needs to be go to Council to be resolved a report will be prepared for the next Ordinary Council Meeting.
- Council staff will ensure the Recommendation is presented to Council in a timely manner.
- Council will decide if they adopt the Recommendation or not.
- Council’s decision and rationale for the decision will be communicated back to the Working Group at the following meeting after the Council decision is made, by the Chair.

2.3. Handling Culturally Sensitive Information

When an issue that is identified as culturally sensitive by Aboriginal and Torres Strait Islander members, impacted members are able to form a time limited discussion group to discuss the matter before the next scheduled Working Group meeting.

3. Membership

3.1. Process

The first essential ‘minimum element’ for developing a RAP is to establish a working group made up of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

3.2. Membership

The Working Group primarily comprises of the following:

- Membership of the RAP Working Group will be limited to twelve (15) people.
- A mixture of community representatives and Council staff members.

At any time during the RAP development process, new members can be invited to be involved as appropriate and relevant.

Members participate on a volunteer basis.

3.3. Membership Structure

The RAP Working Group ideally will comprise of:

- Aboriginal and Torres Strait Islander community members.
- Council Officers who identify as Aboriginal and/or Torres Strait Islander.
- A Councillor delegate.
- A member of the Federation Council's Senior Executive Staff who will act as a RAP Champion and the chairperson for the RAP meetings.
- Federation Council staff who have nominated for the group.
- Relevant Council Officers from the Council's Community Development Team.

3.4. Community Members

- Residents of the Federation Council LGA, who identify as Aboriginal and/ or Torres Strait Islander, and are aged 18 or over.
- Aboriginal or Torres Strait Islander peoples who have a connection with the lands and water within the Federation Council boundary.

3.5. Staff Representatives

The RAP Working Group is to be made up of a broad representation of Council. It is recommended that the following business units consider nominating a staff member to take the reconciliation journey:

- | | |
|--------------|-----------------|
| ✓ Recreation | ✓ Governance |
| ✓ Operations | ✓ Communication |
| ✓ Projects | ✓ Tourism |

3.6. Membership Criteria

Community members will have:

- Knowledge and understanding of the priorities of Aboriginal and Torres Strait Islander peoples in the Federation Council LGA.
- An interest and/or involvement in local and/or broader Aboriginal community affairs, advocacy and networks;
- Direct links to the local Aboriginal and/or Torres Strait Islander community and/or organisations; and
- An ability and willingness to contribute to the strategic development of policy impacting Aboriginal and Torres Strait Islander peoples at a local government level.

Staff Members will have:

- Have an interest in and commitment towards reconciliation.

- Be able to prepare for, attend and actively participate in meetings as scheduled.
- Have relevant experience in working groups and/or demonstrated ability to participate and contribute constructively.
- Have a mix of skills and attributes which complement other members.
- Represent and actively communicate the views of other staff.
- Must be willing and able to commit to a minimum twelve-month timeframe to oversee the development of a Reflect RAP.

As far as practicable, will be prepared to:

- Understand the role of local government in reconciliation, services and programs from a First Nations perspective.
- Provide advice and comment on the RAP framework and priorities identified by Council for the Plan.
- Support and assist with research and community engagement activities.
- An ability and willingness to contribute to the strategic development of policy impacting Aboriginal and/or Torres Strait Islander peoples at a local government level.
- Communicate feedback on the RAP development between organisations, the community and Council.
- Provide feedback on the processes involved in developing each RAP stage (Reflect, Innovate, Stretch and Elevate).
- Discuss issues and concerns and recommend ways forward.

3.7. Nomination

Council will call for internal Expression of Interest (EOI) for staff to fill positions within 3 months of the creation or renewal of the RAP Working Group.

Council will call for an external Expression of Interest (EOI) for Aboriginal and/or Torres Strait Islander community members to fill positions within 3 months of the creation or renewal of the Working Group.

As per the Local Government Act 2020, (the Act), a Councillor delegate will be appointed to the Working Group.

A nomination/resignation form will be filled out when a new RAP change their elected representatives or when a new RAP is scheduled to begin.

3.7. Vacancies

Vacancies may arise during the term of the RAP Working Group. If a vacancy does occur, the RAP Working Group may invite an individual to join the committee that has expressed an interest previously, or seek new expressions of interest to fill the vacancy.

4. Key responsibilities of the Working Group

4.1. Key Deliverables

The key deliverable of the RAP Working Group is to support the development, endorsement and implementation of a Reconciliation Action Plan (RAP) for the Federation Council Local Government Area.

This will be developed in consultation with Reconciliation Australia, using their toolkit, templates and resources.

The RAP Working Group has a number of deliverables as part of developing a RAP for the Council. In particular the RAP Working Group has responsibility to:

1. Determine the Council's vision for reconciliation.
2. Scope and reflect how the council can contribute to reconciliation.
3. Advise and make recommendations about RAP priorities.
4. Build an understanding of who, how, why and when the council needs to seek guidance and consultation.
5. Develop a draft RAP within the context of Federation Council's core business and in-line with Council's Community Strategic Plan.
6. Ensure where necessary that responsibilities are delegated appropriately.
7. Establish and facilitate a consultative process for engaging staff, and external stakeholders (as decided by the RAP working group) so that they can:
 - Provide ideas for the RAP.
 - Provide comment on drafts.
 - Volunteer to assist with the implementation of RAP deliverables.
8. Develop a project plan and timeline to development, launch and begin implementing the RAP.
9. Oversee endorsement of the RAP.
10. Regularly liaise with relevant business units and key stakeholders:
 - To review progress of RAP actions.
 - Keep the committee informed of current and emerging developments, and issues and activities relevant to the delivery of the RAP.
 - Consider RAP implementation issues and consult with business units to find solutions.
11. Report RAP progress to Reconciliation Australia annually.
12. Report RAP progress internally as per organisational requirements and to relevant Aboriginal and Torres Strait Islander stakeholders.
13. Develop a new RAP when the current plan expires.
14. Reflect on key learnings in the development of new RAPs.

The RAP working group are able to recommend to Council and MANEX, changes to policies and internal operations.

4.2. Code of Conduct

Members of the RAP Working Group are bound by the Federation Council - Council Code of Conduct. In this regard, each community member will be provided with a copy of the document and required to sign an acknowledgement form indicating their acceptance of such.

4.3. Conflicts of interest

Members must declare any real or perceived conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be recorded in the minutes.

Where a pecuniary interest is identified the committee member must complete a Pecuniary Interest Return on the prescribed form and submit to Council.

A "pecuniary interest" is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

4.4. Use of Information

It is important that the community has confidence that any information gathered by Council and its Working Group members is used only for Council purposes and for the purposes for which it was collected.

4.5. Confidentiality

Members of the RAP Working Group are required to maintain the integrity and security of confidential information in your possession, or for which you are responsible. This is in accordance with the Code of Conduct and Council's Privacy Policy.

4.6. Media

The Mayor is the Federation Council's delegated media spokesperson.

Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

5. Composition of Working Group

5.1. Office Bearers

The Chairperson will be a member of the Federation Council's Senior Executive Staff who will act as a RAP Champion.

The Chairperson is responsible for chairing meetings, and representing / advocating on behalf of the RAP Working Group and its work.

If the Chairperson is absent another member will be elected to chair the meeting.

Chairperson
Preparing the agenda in consultation with secretary.
Chairing meetings in accordance with Council's Code of Meeting Practice and agreed Terms of Reference i.e. required notice of a meeting is given and a quorum is present.
Ensures all decisions are recorded within delegated framework and that any decisions requiring Council approval are noted and referred to council for a decision.
Represents / advocates on behalf of the Working Group and its work.
Ensures all conflicts of interest are noted and disclosures by members of any pecuniary interest or conflicts of interest are received and submitted to council.
Providing a one page report to council annually by 31 July. The report must include as summary of key achievements of the Working Group for the financial year (with photos where possible).
Secretary
Provide notice and agenda of meetings to Working Group members.
Dealing with all incoming and outgoing correspondence.
Tabling all correspondence at meetings for appropriate action.
Accurately recording minutes of each meeting and forwarding all minutes to the General Manager and to all members of the Working Group.
Council's Community Development team will provide secretariat services to the group.

5.2. Term of Office

The term of RAP Working Group will be 1 year (twelve months) or for the duration of the RAP.

This EOI process for membership will be repeated throughout the four phases of the reconciliation framework to ensure the working group has new ideas as well as continuity.

Members completing a year of term may re-apply for a further term.

6. Meetings

6.1. Meeting schedule

Dates and times of the meeting will be set in advance at the first meeting of the RAP Working Group.

Should a change in meeting room or time be required, members of the Group will be notified by the Secretary.

Members unable to attend a scheduled meeting are required to notify the Chairperson or the Secretary prior to the meeting.

6.2. Meeting Arrangements

Arrangements for meetings are to be determined by the Chairperson and supported by the Secretary, in consultation with the members.

- the agenda and supporting material will be circulated at least five days prior to a meeting
- any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members
- any general business items tabled during meetings will be short, requiring no more than five minutes' presentation or discussion
- meetings will be run in a fair and independent manner and support open and constructive dialogue
- Minutes will be circulated within seven days of each meeting.

6.3. Agendas

The Secretary has responsibility for preparing the agendas and minutes for each meeting.

Each meeting will have an agenda, which must be prepared on the template provided and include:

- Welcome to Country (or in the absence of a Aboriginal leader, an Acknowledgement to Country)
- Apologies
- Adoption of previous minutes
- Matters arising from previous minutes
- New agenda items
- Other business

6.4. Quorum

The quorum will be equal to 50% of the Working Group being represented at the meeting.

If a quorum is not reached within 20 minutes of the set starting time, the meeting will be adjourned to a date, time and place set by the Chairperson.

6.5. Decision making

Members must follow Council's Code of Conduct in their decision-making including, but not limited to, provisions concerning conflict of interests, gifts and benefits and general conduct.

The Working Group will strive for decisions based on agreement. When agreement cannot be reached, a decision will be made by a majority vote. Where the vote is equal, the Chairperson will have the deciding vote. A decision supported by a majority of the votes at a meeting with a quorum of members, is a decision of the Working Group.

The Working Group may elect to vote by either a show of hands or by secret ballot (depending on the issue being discussed).

Each member or delegate is entitled to one vote.

6.6. Minutes

The Secretary will minute all meetings. Minutes of the meetings, together with the notice of (and an agenda for) the next scheduled meeting, will be sent to all members within 10 business days after each meeting.

6.6. Other Attendees

Everyone is entitled to attend a meeting of the council and committees of the Council.

Members of the public may attend meetings.

Members of the public (other than the nominated representative) have no voting rights.

Members of the public must issue a request to the Chairperson in advance if they wish to address the meeting.

The Chair's decision is final on whether an address is able to be scheduled for the meeting.

An address will be limited to 3 minutes.

7. Specific RAP Matters

7.1. Endorsement of the RAP

At the Ordinary Council Meeting on Tuesday 19 October 2021, Council endorsed the establishment of a RAP Working Group to progress the establishment of a Reconciliation Action Plan for Council (377/21FC).

The RAP Working Group will work closely with Reconciliation Australia during the RAP development process to ensure the plan includes all the minimum elements for endorsement.

7.2. Approval of the RAP

The final draft document will be signed off by the Federation Council's General Manager before being submitted to Reconciliation Australia for official endorsement prior to being launched or released publicly.

7.3. Reporting

The RAP Working Group will report directly to the RAP Champion on the progress of the RAP development and implementation.

The RAP working group is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

7.4. Review of Terms of Reference

The Reconciliation Action Plan Working Group Terms of Reference will be reviewed in the first twelve months of the working group or the delivery of the initial Reconciliation Action plan. From then on every 12 months or after completion of the next RAP, or whichever comes first.