

Reconciliation Action Plan Community Reference Group (RAPCRG)

Terms of Reference

1. Name

The name of the Reference Group shall be the Reconciliation Action Plan Community Reference Group (RAPCRG).

2. Role

The role of the RAPCRG shall be to:

- Explore options for the Joondalup community to advance reconciliation;
- Guide the development of the City's Reconciliation Action Plan;
- Scope and reflect on how the City of Joondalup can contribute to reconciliation in a way that is meaningful, mutually beneficial and sustainable;
- Improve relationships with Aboriginal and Torres Strait Islander people and relevant stakeholders;
- Foster an understanding of Aboriginal and Torres Strait Islander cultures, rights and experiences;
- Enable opportunities that are culturally appropriate, partnership-centred and encourage Aboriginal and Torres Strait Islander people to participate equally.

Members of the RAPCRG are required to:

- Show willingness to contribute positively at meetings;
- Champion reconciliation efforts;
- Liaise with extended networks and community groups to facilitate information sharing;
- Encourage participation from the community and provide feedback to the RAPCRG;
- Comply with the City's Code of Conduct* and;
- Commit to the RAPCRG for the required term.

The RAPCRG does not have delegated powers, the ability to expend City funds, or the authority to represent the City of Joondalup or implement the RAPCRG's recommendations without the approval of the City.

3. Membership Composition

Membership of the RAPCRG will comprise up to 15 members representatives made up of the following:

3.1 Chair

The Mayor of the City of Joondalup will serve as the interim Chair of the RAPCRG.

Once membership of the RAPCRG has been confirmed, the RAPCRG will decide which of its members is most suited to assume the role of the Chair in an ongoing capacity.

The Chair will be responsible for ensuring the RAPCRG operates efficiently, effectively and according to the Terms of Reference. The Chair will act to enable all members to have equal opportunity to contribute. In the absence of the Chair from a meeting, other RAPCRG members present have the authority to appoint one of their members to act as a Chair.

3.2 Elected Members

In addition to His Worship the Mayor, up to two other Elected Members will be nominated by Council as members of the RAPCRG.

3.3 Community Members

Expressions of Interest (EOI) will be called seeking nominations for the RAPCRG from the community and stakeholders. Council will approve up to eight community members. Selection will be based on the information contained on the completed nomination forms and external advice (as necessary).

Community members who identify as Aboriginal or Torres Strait Islander are encouraged to apply, as are as non-Aboriginal and Torres Strait Islander community members who are interested in reconciliation.

3.4 Organisational Representatives

To achieve wide-ranging community participation, up to four places are available for nominated representatives from Aboriginal and Torres Strait Islander community groups, special interest organisations or businesses that operate within or have a connection to the City of Joondalup. Selection will be based on the information contained on the completed nomination forms, external advice or invitation by the City.

3.5 City Officers

City officers will be in attendance as and when required and are not members of the RAPCRG.

3.6 Consultant

A consultant may be appointed to help guide (not influence) the development of the Reconciliation Action Plan. The consultant, or consulting team, is not a member of the RAPCRG.

3.7 Experts

Suitably qualified experts who can provide advice/information will be invited to attend RAPCRG meetings at the discretion of the Chair.

3.8 Term of Membership

The term of the membership of the RAPCRG will be until the October 2021 Local Government Elections. Near the end of the term, a report will be submitted to Council on the effectiveness of the RAPCRG and the need for a further term.

3.9 Voluntary

Membership on the RAPCRG is voluntary and remuneration is not available from the City.

4. Meeting Details

4.1 Meeting Frequency

Meetings of the RAPCRG will be held approximately every two months for up to 1.5 hours (or as required). Other forms of communication will be considered outside of scheduled meeting times. Meetings will be held outside normal business hours, although the Chair may request alternative scheduling for suitability of membership.

4.2 Meeting Venue

The venue for meetings may vary, including City Administration Building, Library or a community facility.

4.3 Meeting Format

The Chair will preside at all RAPCRG meetings and be responsible for the proper conduct of the meetings.

Members will be invited to contribute items for inclusion on the agenda at the discretion of the Chair. The City of Joondalup will be responsible for circulating the agenda prior to the meeting. All meetings shall follow the items listed on the agenda and the City will make minutes available following the meeting.

4.4 Quorum

The RAPCRG is not a decision-making body and a strict quorum does not apply. A combined minimum of four community and/or organisational members is the anticipated minimum for continuing with a meeting.

5. Insurances

The City shall arrange all insurances that affect the RAPCRG in discharging the normal course of its involvement and for any associated public liability.

6. Tenure of Appointment

If a member fails to attend three consecutive meetings of the RAPCRG then his/her membership shall automatically cease, unless leave of absence has been granted.