

DRAFT Terms of Reference

Reconciliation Action Plan Community Reference Group (RAPCRG)

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.

4. Insurances

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

5. 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.

Reconciliation Action Plan – Community Reference Group

Nomination Form

The City is seeking expressions of interest for membership of the Reconciliation Action Plan Community Reference Group (RAPCRG). The purpose of the RAPCRG is to:

- Explore options for the Joondalup community to advance reconciliation;
- Assist with 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 peoples 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 fully.
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To nominate, please complete the nomination form below.

Note: Prospective nominees must ensure they have read and agree to the Terms of Reference before applying. The Terms of Reference is provided with this nomination form

For further information, please contact Teresa Williams, Administration Officer Community Development on 9400 4200 or via email at info@joondalup.wa.gov.au

Your Details:			
<i>Note: This information will be treated as confidential and will not be published in any document or report on the outcomes of the consultation.</i>			
Name:			
Address:			
Suburb:			
Phone:			
Mobile:			
Email:			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other

I am aged: under 18 18–24 25–34 35–44
 45–54 55–64 65–74 75+

I identify as a person who is Aboriginal or Torres Strait Islander

I am nominating as:

A community representative
 An organisational representative*

* If nominating as an organisational representative, please confirm the organisation, group or business you will be representing: _____

I confirm I have approval from this organisation to be its representative on the RAPCRG.

I have read, understood and agree to the Terms of Reference associated with the Reconciliation Action Plan Community Reference Group.

Addressing the Selection Criteria

Please complete the selection criteria below to outline your interest and suitability to become a member of the Reconciliation Action Plan Community Reference Group.

1. Why are you interested in development of the City of Joondalup Reconciliation Action Plan?

2. Please advise of any relevant connection, experience, knowledge or skills to support your nomination onto the City of Joondalup Reconciliation Action Plan Community Reference Group?

3. Why do you believe you are suitable for a position on the Reconciliation Action Plan Community Reference Group?

Please submit your nomination form by the closing date of: **TBA**

Thank you for nominating for the Reconciliation Action Plan Community Reference Group.

Frequently Asked Questions

Reconciliation Action Plan Community Reference Group (RAPCRG)

1. What is Reconciliation?

In the context of Reconciliation Action Plans, reconciliation means “Growing positive, two-way relationships built on trust and respect between Aboriginal and Torres Strait Islander and non-Indigenous Australians throughout society. Creating a society that values and recognises Aboriginal and Torres Strait Islander cultures and heritage as a proud part of a shared national identity. The active support of reconciliation by the nation’s political, business and community structures.” (Reconciliation Australia, 2018).

2. What is a Reconciliation Action Plan (RAP)?

A Reconciliation Action Plan (RAP) is a document that outlines how an organisation will realise their vision for reconciliation by creating practical actions built on relationships, respect and opportunity. It is reported that there are over 650 registered RAPs in Australia, and over 500 currently in development.

3. What is a Reflect RAP?

Reconciliation Australia’s RAP program has four consecutive levels (RISE) that progress through Reflect, Innovate, Stretch, and Elevate. The City will commence in stage one by developing a Reflect Level RAP. This has a focus on building respectful relationships with Aboriginal and Torres Strait Islander people as a strong foundation for future reconciliation efforts.

4. Why is the City of Joondalup developing a RAP?

The intention of the RAP is to strengthen the City’s reconciliation commitments by encouraging relationships between Aboriginal and Torres Strait Islander peoples, communities, organisations, and the broader community. A RAP would help to embed respect, participation and opportunity to improve cultural and socio-economic outcomes for Aboriginal and Torres Strait Islander people and the whole community.

5. What is the purpose of the RAPCRG?

The purpose of the RAPCRG group is to meet, discuss and draft the development of a City of Joondalup RAP.

6. Why is a community reference group needed?

The RAPCRG will help guide the vision, strategies and actions contained within the RAP. The RAPCRG is important to contribute ideas, provide advice, share information and help oversee the development of the RAP. It will ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives.

7. Can the RAPCRG make decisions at its meetings?

The RAPCRG can discuss matters, exchange views and collectively guide the process or make recommendations. The RAPCRG cannot make decisions that commit the Council to spend money.

8. Who makes the final decision to approve the RAP?

The City will submit the draft RAP to Reconciliation Australia for their review and endorsement. Following that, Council will ultimately make the decision to approve the City of Joondalup Reconciliation Action Plan.

9. Who is Reconciliation Australia?

Reconciliation Australia is the peak body for reconciliation in the nation. They are an independent, not-for-profit organisation that promotes and facilitates reconciliation by providing an oversight role through advocacy, creating awareness and supporting organisations with information and templates to develop, maintain and implement meaningful RAPs. The purpose of Reconciliation Australia is to “inspire and enable all Australians to contribute to the reconciliation of the nation”.

10. How is the City communicating the Expression of Interest process to its residents?

Public advertising of the EOI process will be by way of advertising in the community newspapers, information on the City’s website, social media and by invitation to individuals who have previously contacted the City directly with an interest in the development of a RAP.

11. I am an individual that wants to nominate for the group - how do I do this?

Read the Terms of Reference for the RAPCRG and if you have any questions, contact the City on the telephone number/email address provided below. Once you are satisfied that you can meet the criteria, complete and submit the Nomination Form before the closing date.

12. I want to nominate myself to represent the interest group I am a member of - how do I do this?

It is the same process as shown in No. 10 but with the added obligation of getting approval from the group you are a member of. The group will need to approve your nomination and please state this is the case on your Nomination Form.

13. What would be expected of me as a member of the RAPCRG?

If you have agreed to the Terms of Reference for the RAPCRG by checking the box, this document details the criteria on being a member. In summary, it is to attend scheduled meetings and engage in positive and respectful discussion on agenda items. Providing feedback to and from the community is also requested of the group members.

14. How often and what time will the meetings be?

The meetings will be approximately every 2-3months, with the first meeting scheduled to commence before the end of 2019. The meetings will be during the working week, outside of normal business hours. Meeting times are yet to be decided but as a guide – 5.30 pm and for up to 1.5 hours.

15. What if I become a member of the RAPCRG but cannot attend a scheduled meeting?

If you cannot attend a meeting for some reason, please let the City know as soon as possible. It is requested that every effort is made by the RAPCRG members to attend all scheduled meetings.

16. Where will the meetings be held?

The venue for meetings may vary, including the City's Civic Building at 102, Boas Avenue, Joondalup, one of the City's four libraries or a community facility. Prior notice will be given on the agenda.

17. Will I get paid?

Like all equivalent City Reference Groups, being a member is completely voluntary. There is no payment or reimbursement for out-of-pocket expenses.

18. How long do we have to send in our Nomination Forms?

The calling for Expressions of Interest will be over a thirty-day advertising period from **xxx to xxx**.

19. What happens once the EOI process has closed?

Once the period for the receipt of completed Nominations has closed, the details on the Nomination Forms will be assessed against the requirement of the RAPCRG Terms of Reference to have diverse community representation. A report with recommendations will be submitted to Council seeking endorsement of the RAPCRG members.

Successful nominees will be advised by the City within three weeks from Council's approved selection.

20. What if my nomination is unsuccessful?

The City will advise you if your nomination is unsuccessful. There will be other opportunities for you to contribute to the RAP as part of a full community consultation taking place in the future.

21. Who do I contact for more information?

For further information, please contact Community Development on 9400 4200 or via email on info@joondalup.wa.gov.au