



# 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. Purpose

The role of the RAPCRG shall be to:

- Guide the development of the City's Reconciliation Action Plan (RAP); and
- Scope and reflect on how the City of Joondalup can contribute to reconciliation in a way that is meaningful, mutually beneficial, and sustainable.

The objectives of the RAP will be to:

- Explore options for the Joondalup community to advance reconciliation;
- 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 exists solely to inform the development of the City's RAP and reconciliation efforts. The RAPCRG and its individual members do not have any delegated powers, the ability to expend City funds, the authority to represent the City of Joondalup, direct City staff or implement any action 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 Presiding Member

Once membership of the RAPCRG has been confirmed, should a Presiding Member not be in place, the Mayor will be the Presiding Member for the first meeting, with the first agenda item to be considered the election of an ongoing Presiding Member.

The Mayor of the City of Joondalup will serve as the Deputy Presiding Member of the RAPCRG.

The Presiding Member will be responsible for ensuring the RAPCRG operates efficiently, effectively, and according to the Terms of Reference. The Presiding Member will act to enable all members to have equal opportunity to contribute. In the absence of the Presiding Member, the Deputy Presiding Member will conduct the meeting. In the absence of both the Presiding Member and Deputy Presiding Member, those RAPCRG members present will have the authority to appoint one of their members to act as a temporary Presiding Member.

#### 3.2 Elected Members

In addition to 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) may be called where necessary 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.

Community members who identify as Aboriginal or Torres Strait Islander are encouraged to apply, as are

all other 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 and approved by Council.

### **3.5 City Officers**

City officers will attend all meetings to provide administrative support and guidance, however, are not voting members of the RAPCRG.

### **3.6 Consultant**

A consultant may be appointed to help guide (but 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 City, in consultation with the Presiding Member and Deputy Presiding Member.

### **3.8 Term of Membership**

The term of the membership of the RAPCRG will be until the October 2023 Local Government Elections.

### **3.9 Voluntary**

Membership on the RAPCRG is voluntary and remuneration is not available from the City. All RAPCRG members will be expected to contribute their time both in meetings and out to further the City's reconciliation process and efforts.

## **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. Meeting timing and regularity will

be determined by the City in consultation with the RAPCRG as required.

### **4.2 Meeting Format**

The Presiding Member 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 City in consultation with the Presiding and Deputy Presiding Member.

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.

### **4.3 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 their membership may be automatically terminated unless a leave of absence has been granted.

# Nomination Form

The City is seeking expressions of interest to fill six vacancies on the Reconciliation Action Plan Community Reference Group (RAPCRG). The City is seeking four community members and two organisational representatives.

To achieve wide ranging community participation the RAPCRG will be comprised of community representatives, organisational representatives and Elected Members. Organisational representatives can include representatives from Aboriginal or Torres Strait Islander community groups, special interest groups or organisations or businesses that operate within the City or have a connection to the City of Joondalup.

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 the Administration Officer Community Development on **9400 4200** or via email at **info@joondalup.wa.gov.au**

Your Details	
<b>Note: This information will be treated as confidential and will not be published in any document or reports on the outcomes of this process.</b>	
Name:	
Address:	
Phone:	
Mobile:	
Email:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
Age:	<input type="checkbox"/> Under 18 <input type="checkbox"/> 25-34 <input type="checkbox"/> 45-64 <input type="checkbox"/> Over 75 <input type="checkbox"/> 18-24 <input type="checkbox"/> 35-44 <input type="checkbox"/> 65-74
Tick yes below to those that apply	
<input type="checkbox"/> I identify as a person who is Aboriginal or Torres Strait Islander	
I am nominating as:	
<input type="checkbox"/> A community representative; or	
<input type="checkbox"/> An organisational representative	
If nominating as an organisational representative, please confirm the organisation, group or business you will be representing:	
<hr/>	
<input type="checkbox"/> I confirm I have approval from this organisation to be its representative on the RAPCRG.	
<input type="checkbox"/> 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 do you believe you are a suitable candidate for a position on the Reconciliation Action Plan Community Reference Group?
2. Why are you nominating for a position on the Reconciliation Action Plan Community Reference Group?
3. Please outline any relevant connection, experience or knowledge about reconciliation or the RAP process to support your nomination.
4. Please outline any connection you have with the City of Joondalup.

Please submit your application form by **Monday 10 April 2023, 5.00pm**.

# Reconciliation Action Plan Community Reference Group (RAPCRG)

## Frequently Asked Questions

### 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).

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### Who is Reconciliation Australia?

Reconciliation Australia is the peak body for reconciliation in Australia. 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”.

## **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.

## **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.

## **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 detailed above 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.

## **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.

## **How often and what time will the meetings be?**

The meetings will be approximately every two to three months, 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 – 5.30pm and for up to 1.5 hours.

## **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.

## **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.

## **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.

## **How long do we have to send in our Nomination Forms?**

Expressions of Interest will be over a 30 day advertising period, closing **5.00pm Thursday 21 November 2019**.

## **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.

## **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.

## **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**