

## **Reconciliation Action Plan (RAP) Working Group**

**Adopted by Council:**

28 November 2023

**Review Date:**

4 years (or within 12 months of a general election)

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### **1. Background**

- 1.1 Pursuant to the Code of Practice for Working Groups, the Council established by resolution at its meeting of 29 November 2022 the Reconciliation Action Plan (RAP) ("the Working Group").
- 1.2 The Working Group was established from 29 November 2022 and will continue in existence unless wound up at any time by Council resolution.
- 1.4 The Working Group is not a Committee of the Council under Section 41 of the *Local Government Act 1999* ("the Act").

### **2. Function of the Reconciliation Action Plan (RAP) Working Group**

The Working Group is established for the purpose of:

- Developing a Reconciliation Action Plan to be adopted by Council in accordance with Reconciliation Australia requirements.
- Collaborating with Council's project team leader, taking into consideration such things as project outcomes and milestones.
- Effecting an outcome of the Reconciliation Action Plan that reflects community aspirations.

### **3. Membership**

- 3.1 A minimum of two (2) Council Members will be appointed by the Council by resolution as members of the Working Group, for a period determined by Council.
- 3.2 A minimum of three (3) independent members of the Aboriginal Community will be appointed by the Council by resolution as members of the Working Group, for a period determined by Council.
- 3.3 A minimum of three (3) Council Officers representatives will be appointed by the Council by resolution as members of the Working Group, for a period determined by Council.
- 3.3 The Working Group may, by a vote supported by a majority of all members of the Working Group, make a recommendation to the Council to remove a member of the Working Group from office where a member has failed (without the leave of the Working Group) to attend three consecutive meetings of the Working Group.

### **4. Chairperson and Deputy Chairperson**

- 4.1 The Working Group will appoint a Chairperson of the Working Group at the first meeting of the Working Group.

4.2 The role of the Chairperson includes:

- Overseeing and facilitating the conduct of meetings of the Working Group in a timely and efficient manner.
- Ensuring that the business discussed at Working Group meetings is limited to the relevant functions of the Working Group.
- Ensuring all persons present have an opportunity to participate in discussions.
- Determining the time and place of the next meeting of the Working Group in consultation with the members and the staff representatives.

4.3 If the Chairperson of the Working Group is absent from a meeting, then a member of the Working Group, chosen from those present, will preside at the meeting until the Chairperson is present.

**5. Meeting Details**

- 5.1 The Working Group will meet on such dates, at such times and at such places as determined by the Working Group.
- 5.2 All Working Group meetings will be conducted in accordance with the Code of Practice for Working Groups.

**6. Reporting Requirements**

- 6.1 The Minutes of every Working Group meeting must include a record of the persons present at the meeting, a brief summary of the matters discussed and any agreements or conclusions reached including matters that need to be taken to Council or a Committee by a Council Member or a Council Officer for decision.
- 6.2 The Minutes of Working Group meetings will be presented to the next ordinary Meeting of Council.