**Clarence City Council**

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

**TERMS OF REFERENCE**

Clarence City Council (CCC) acknowledges the Mumirimina people as the traditional owners of the land of the Clarence area and respects and recognises the values, living culture and practices of the Aboriginal and Torres Strait Islander Communities, including their continuing spiritual connection to the land and their right to self-determination. CCC has established a partnership with Reconciliation Tasmania (RT) (a Not-For-Profit Social Enterprise) to develop a Reconciliation Action Plan (RAP).

This Terms of Reference (ToR) document establishes the roles and responsibilities of the RAP Working Group (the Working Group) in overseeing and guiding development of the RAP. It has been prepared in accordance with relevant sections of Reconciliation Australia’s RAP Good Practice Guide*, Establishing and maintaining an effective RAP Working Group* (the Working Group Guide) and the *Local Government Act 1993* (the Act).

The Working Group Guide establishes mandatory requirements for RAP endorsement, working towards greater understanding between Aboriginal and Torres Strait Islander and Non-Aboriginal and Torres Strait Islander Communities at four levels: ‘Reflect’, ‘Innovate’, ‘Stretch’ and ‘Elevate’ with ‘Reflect’ being the minimum level. The initial CCC RAP will seek to align with those requirements at the minimum level, though some areas will be at higher levels, and therefore be termed a ‘RAP Reflect’ document.

The Act prescribes the order in which the council should manage their municipal area, with the terms of ‘General Manager’ and ‘Elected Members’ used in this ToR being in accordance with interpretations provided in Section 3 of the Act. The Working Group has been established as a Special Committee of Council in accordance with Section 23 of the Act.

1. **Overview**
   1. CCC is committed to establishing trustworthy and lasting relationships that refine and strengthen respect for and acknowledgement of Aboriginal and Torres Strait Islander Australians, specifically Tasmanian Aboriginal people. Moreover, council seeks to be aware of and responsive towards any groups that reside within, have original rights to, or a particular connection to lands and communities within the Clarence municipal boundaries.
   2. CCC is developing its first Reconciliation Action Plan (RAP) to support the commitment to Aboriginal and Torres Strait Islander Australians outlined above and the formation of the Working Group will inform and guide this work now and into the future.
2. **Purpose**

The Purpose of the Working Group is as follows:

* 1. To oversee the development of the RAP and the quality of governance in the partnership between CCC, RT and members of both Aboriginal and Torres Strait Islander and Non-Aboriginal and Torres Strait Islander communities and stakeholders within its municipality, particularly the Mumirimina people.
  2. To provide CCC with both strategic and municipality specific contextual advice as to the views, needs and interests of Aboriginal and Torres Strait Islander people in the municipality or others who have interest in or influence over the municipality.
  3. To monitor the effectiveness of the RAP as it is developed and during implementation, including evaluation.
  4. To participate in a monthly Working Group meeting during the development phase of the RAP, which will continue throughout the implementation phase of the RAP, though has flexibility to reduce to bi-monthly regularity following completion of the initial framework.

1. **Objectives**
   1. Establish, strengthen, and cultivate strong relationships between CCC and the local Aboriginal and Torres Strait Islander people of the municipality.
   2. Provide feedback and comment in relation to, and monitor the progress of, the CCC RAP and associated deliverables.
   3. Inform and advise the community of actions that have taken place as a direct result of the RAP.
   4. Input into the review, evaluation and development of future RAPs developed by the CCC.
2. **RAP Working Group Roles and Responsibilities** 
   1. Develop a RAP that is consistent with core business and associated strategic planning of CCC, especially across the themes of Community Planning, Connectivity, Creativity and Innovation, and Governance and Leadership.
   2. Establish a draft Terms of Reference (TOR) and Expression of Interest (EOI) process, seeking up to six community members (both Aboriginal and Torres Strait Islander and Non-Aboriginal and Torres Strait Islander).
   3. Establish a collaborative and consultative process for engaging staff across the organisation in accordance with Reconciliation Australia’s Good Practice Guide, *Engaging your ‘sphere of influence’* (the Engagement Guide), providing an avenue by which staff can provide ideas for the RAP, comment on draft versions, and be involved in assisting with the implementation of RAP deliverables.
   4. At the Working Group, accurately and proportionately represent the views of both corporate and operational functions of CCC as well as those of community members, particularly the Tasmanian Aboriginal people and other Aboriginal and Torres Strait Islander Australians. For detail as to how this will be achieved, refer to details of Membership and Expertise below under Section 6.
   5. Where corporate functions of both CCC and RT are represented at the RAPWG (namely Executive Leadership), Elected Members, the General Manager, the RT Chief Executive Officer and any other representatives should ensure provision of timely and accurate advice in relation to existing and emerging political and statutory requirements in relation to Aboriginal and Torres Strait Islander matters. Conversely, emerging views and new information identified by representatives from both the council operational functions and community members should be fed back to Executive Leadership to ensure iterative, two-way dialogue and consensus building in development of the RAP.
3. **Chairperson**
   1. Elected Members will serve as in the roles of Chairperson and Deputy Chairperson and in the event of their absence, the meeting will be chaired by the Chairperson’s nominee.
   2. The Chairperson will communicate regularly to the General Manager and CCC Executive Leadership Group regarding the progress of the RAP.
4. **Membership and Expertise**
   1. The Working Group membership will comprise representation across both the CCC and RT as organisations (at both an Executive and Non-Executive Level respectively) and, more broadly, representation from members of the general public within the Clarence municipality (recruited through an EOI process mentioned above in Section 4).
   2. Representation at all meetings on behalf of the CCC is to consist at minimum of the following:

* Either the Chair or Deputy Chair is to steer leadership and provide political input in relation to council affairs.
* Either the General Manager or Manager of Health and Community Development is to be present at all meetings to provide Executive input.
* There is to be a minimum of two and up to three CCC Team Members.
  1. Representation on behalf of RT is to consist at minimum of the following:
* The Chief Executive Officer (CEO) is to provide political input in relation to Aboriginal and Torres Strait Islander affairs.
* There is to be a minimum of one RT Project Officer or RT Aboriginal Volunteer representing Aboriginal and Torres Strait Islander interests.
  1. Representation on behalf of the Clarence municipality is to consist of up to six community members with a proportion being of Aboriginal and Torres Strait Islander descent and, where possible, of Mumirimina or Tasmanian Aboriginal descent.

1. **Operation of the Committee**
   1. Secretarial support, comprising preparation, recording, dissemination and filing of both agendas and minutes should be undertaken by a Council Project Officer (in accordance with specifications of Section 6).
   2. In accordance with Section 2, the Working Group is required to meet monthly during the development phase of the RAP, though has flexibility to reduce to bi-monthly regularity following completion of the initial framework throughout the implementation phase of the RAP and any subsequent iterations (noting that the reduction should be no less than bi-monthly).
   3. The Chair is responsible for calling meetings with notification of this provided to members via a CCC Project Officer with attendance required in accordance with specifications of Section 6.
   4. For a meeting to proceed, a quorum present of a minimum of half of the membership is required with equal representation from CCC, RT and the community.
   5. Meetings are to be held at the Council Offices and are to be closed to the community outside of endorsed members.
   6. Actions agreed at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting or input into the decision prior to the meeting.
   7. Guests or topic experts can be invited to attend on an as needs basis.
   8. Decisions, advice and recommendations of the Working Group are to be documented and filed by the CCC Project Officer assigned secretarial support duties in accordance with Clause 7.1 above.
2. **Evaluation of Working Group** 
   1. The performance of the Working Group, particularly in relation to its effectiveness and ethical conduct and respect for the Aboriginal and Torres Islander Communities, is subject to external evaluation by Reconciliation Australia at the conclusion of development of the RAP Framework.