

RECONCILIATION ACTION PLAN WORKING GROUP

TERMS OF REFERENCE

PURPOSE

The purpose of the City of Palmerston Reconciliation Action Plan Working Group (RWG) is to develop, implement and report on the City of Palmerston Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia

1. Committee objectives

- 1.1. Develop a RAP within the context of City of Palmerston's core business and in-line with:
 - The Community and Municipal Plans; and
 - The Inclusive, Diverse and Accessible Policy Framework.
- 1.2. Establish a collaborative and consultative process for engaging staff across the organisation so that they can provide:
 - Ideas for the RAP; and
 - Feedback on draft versions.
- 1.3. Develop a project plan and timeline to develop, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- 1.4. Regularly liaise with relevant internal and external stakeholders to review progress of the RAP actions including:
 - Reporting RAP progress to Council as RAP Sponsor quarterly or more frequently as required;
 - Reporting RAP progress to Reconciliation Australia annually;
 - Reporting RAP progress internally;
 - Reporting RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders; and
 - Reflecting on key learnings in the development of a new RAP.
- 1.5. Consider RAP implementation issues and consult with relevant staff to find solutions.
- 1.6. Seek approval from Council for final version of Reconciliation Action Plan.
- 1.7. Liaise with internal or external designers to inform the design of the RAP document.
- 1.8. Develop a new RAP when the current plan expires

2. Authority/Delegation

- 2.1. The RWG will have no delegation and progress of the RAP development and implementation will be reported directly to the Chief Executive Officer.
- 2.2. City of Palmerston staff on the RWG are responsible for liaising with all relevant business units to assist in completion and submission of the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

- 2.3. Once approved by Council the final document will be signed off by the RAP Champion and Chief Executive Officer.

3. Membership and structure

- 3.1. Membership of the RWG will be limited to ten (10) people.
- 3.2. Nominations will be open to City of Palmerston staff members, Palmerston residents and Palmerston based organisations who are interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of City of Palmerston.
- 3.3. The RWG will comprise a maximum of six (6) staff members who have been nominated for the group. Aboriginal and Torres Strait Islander staff members will be strongly encouraged to nominate.
- 3.4. The RWG being limited to ten (10) people. That is a maximum of six (6) staff members, the RAP Champion and up to three (3) Palmerston community members that are either Indigenous or Non-Indigenous. The community representatives could be any of the following;
- Palmerston Non-Indigenous community member
 - Palmerston Indigenous community members
 - Indigenous or non-Indigenous representative from a Palmerston business or organisation
- 3.5. These external vacancies will be advertised on the City of Palmerston website and any other media decided by the organisation.
- 3.6. Nominations will be submitted via email to a designated City of Palmerston email address.
- 3.7. Final selection will be made by the Chief Executive Officer.
- 3.8. The RWG will also include a RAP Champion from the Executive Leadership Team.
- 3.9. The roles of RWG membership and other decision makers internal and external to the RWG are defined as follows:

MEMBER/DECISION MAKER	REASON FOR MEMBERSHIP AND ROLE
RWG MEMBER	
Staff that represent a wide range of departments, locations and levels.	<ul style="list-style-type: none">• To promote a whole-of-organisation approach to the RAP.• To ensure the RAP does not sit with a single team.• To ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff or departments as reconciliation is everyone's responsibility.

MEMBER/DECISION MAKER	REASON FOR MEMBERSHIP AND ROLE
RWG MEMBER	
Aboriginal and Torres Strait Islander representatives (staff or external)	<ul style="list-style-type: none"> To ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives. To ensure Aboriginal and Torres Strait Islander people are involved in decision-making. To build a culturally appropriate approach to RAP development, implementation and reporting. To assist the RWG and organisation work through areas that can be complex or sensitive. It should be noted that Aboriginal and Torres Strait Islander Staff and RWG members should not be expected to drive the RAP but rather guide it.
RAP Chair/Co-chairs (may be RAP Champion)	<ul style="list-style-type: none"> To coordinate RWG meetings (or their delegate), provide a Minute Secretary and take responsibility for holding other members of the group accountable and on track. To provide a primary contact for other staff, community members, organisations and Reconciliation Australia when they have enquiries about the RAP.
RAP Champion/s	<ul style="list-style-type: none"> An Executive Leadership Team member to raise the profile of reconciliation as an organisational priority internally and externally. To lead by example by actioning the commitments in the RAP.
EXTERNAL TO RWG	
Council/RAP Sponsor	<ul style="list-style-type: none"> Provide the leadership, guidance and resources to ensure that City of Palmerston's commitment to reconciliation is realised. Approve RWG Terms of Reference Approve final version of the Reconciliation Action Plan
CEO/Key decision makers	<ul style="list-style-type: none"> To ensure the RWG can resolve roadblocks to RAP implementation.

4. Terms, vacancies and fees

- 4.1. The membership term of the RWG will be until implementation of the current iteration of the RAP. New members will be invited to join as vacancies arise to ensure the group generates new ideas as well as continuity.
- 4.2. To ensure participation and recognition of contribution, the community members on the RWG will be compensated for their attendance at meetings at the rates identified in the 'Extra Meeting/Activity Allowance' for Elected Members per Determination No. 1 of 2023 as a (noting that these are not Elected Members and meetings will likely be conducted outside normal business hours).

- 4.3. When meetings are held out of business hours, City of Palmerston staff attendance will be considered as working additional hours and compensated accordingly per the relevant City of Palmerston Enterprise Agreement or Employment Contract.
- 4.4. A member who fails to attend three consecutive meetings without providing an apology is considered to have resigned from their membership.
- 4.5. The Terms of Reference and membership profile will be reviewed by the RWG every two years from commencement, or as required.

5. Meetings

- 5.1. The Reconciliation Action Plan Champion (or their delegate) will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 5.2. Meetings will be held as deemed required while the RAP is being developed, and every two months after launch to monitor progress.
- 5.3. Meeting will require a quorum of half plus one
- 5.4. In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.
- 5.5. Meeting minutes will be distributed to members within five working days after a meeting

6. Conduct

- 6.1. RWG members must declare any real or perceived conflicts of interest when joining the group and at the start of each meeting before discussion of the relevant agenda items.
- 6.2. Committee members must not speak on behalf of the RWG without the approval of the Chief Executive Officer.

TERMS OF REFERENCE DETAILS

OWNER	General Manager People and Place	RESPONSIBLE OFFICER	Executive Manager People and Customer
APPROVAL DATE	15 April 2025	NEXT REVIEW DUE	15 April 2027