



Shire of  
Peppermint Grove

## **TERMS OF REFERENCE – RECONCILIATION ACTION WORKING GROUP**

The Shire of Peppermint Grove acknowledges the Whadjak Noongar people as the traditional custodians of the lands and water where the Shire is situated. We pay our respects to their Elders past, present and emerging.

This Term of Reference document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Peppermint Grove Reconciliation Action Working Group.

### **1. Name**

The name of this Working Group is 'Reconciliation Action Working Group'. All references to 'Group' in this terms of reference mean 'Reconciliation Action Working Group.'

### **2. Establishment**

This Group is established by Council to provide advice and feedback to the Council itself. It is not a 'committee' for the purposes of section 5.8 of the Local Government Act 1995.

### **3. Purpose**

The purpose of this Group is to guide and assist the Shire of Peppermint Grove in the development of a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia, using their toolkit, templates and resources.

### **4. Terms of Reference**

- a) To advise Council on the development and implementation of the Shire's Reconciliation Action Plans.
- b) To assist Council to priorities the most important issues regarding Reconciliation.
- c) To improve communication and relationships between the Shire and Aboriginal and Torres Strait Islander communities.
- d) To develop a culturally aware and supportive workplace to enable all employees to thrive.

## **5. Membership**

The Group shall consist of:

- Two (2) Elected Members;
- Shire of Peppermint Grove CEO or nominated officer; and
- Up to three (3) community members including Aboriginal and Torres Strait Islander.

Vacancies for the community representatives will generally be advertised in the local papers, the Shire of Peppermint Grove webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Group is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

## **6. Meetings**

### **6.1 Group Meetings**

Meetings shall be held as required.

### **6.2 Quorum**

As this Group has no delegated authority, there is no requirement for a quorum to be present. However, it is generally accepted that fifty percentage of appointed members and two Elected Members should be present to endorse the minutes of a previous meeting.

### **6.3 Voting**

As this Group has no delegated authority, any recommendation or comment provided shall require the support of 50% of the members present.

### **6.4 Minutes**

The Shire's administration will provide a record of each meeting to the next ordinary meeting group. These records may be used by Council when considering recommendations forwarded to Council for consideration.

### **6.5 Who acts if the presiding member is unavailable.**

In the event the presiding member (and deputy presiding member) of the group is unable to attend a meeting, a ballot shall be collated by the most senior staff member present for a chair for that meeting.

### **6.6 Meetings**

Meetings will not ordinarily be open to the public to attend and participate in. The group, can however, request a public meeting if they believe it will assist in their work.

## **6.7 Members Conduct**

Shire's Members of the Committee shall be bound by the following:

- The provisions of section 5.65 of the Act;
- Shire's Code of Conduct;
- Local Government (Rules of Conduct) Regulations 2007, and
- Regulation 34C of the Local Government (Administration) Regulations 1996.

With respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Shire of Peppermint Grove will be bound by these provisions, relating specifically to their participation in the Committee at all times.

## **6.8 Secretary**

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties:

- Attend and note the issues and ideas put forward; and
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

## **6.9 Presiding Member**

The members (voting) will elect a presiding member (and deputy presiding member) at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provision of section 5.12 of the Act.

## **6.10 Meeting attendance fees**

Nil

## **7.0 Delegated Authority**

This Group has no delegated authority.