

Reconciliation Action Plan Working Group

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC working group members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the working group into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Reconciliation Action Plan Working Group is to develop a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia, using their toolkit, templates and resources. The first essential element for developing a RAP is to establish a working group made up of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

3. Purpose

- a. Develop a RAP within the context of our organisation's core business.

- b. Establish a collaborative/Consultative process for engaging staff across the organisation.
- c. Develop a project plan and timeline to development, launch and begin implementation of the RAP, including consultation with Reconciliation Australia at regular intervals.
- d. Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions.
- e. Consider RAP implementation issues and consult with relevant business units to find solutions.
- f. Liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website.
- g. Develop a new RAP when the current plan expires.

4. Membership

Members will serve on the Working Group for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the Working Group (without formal apology or leave granted by the Working Group), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

Staff will apply for membership through Governance, with approval given by the Chief Executive Officer.

5. Positions

Membership will comprise of:

- Two Councillors
- Director Community, Culture and Places
- Council's Aboriginal Liaison Officer
- Six positions are available to staff, with one representative to come from each of Council's divisions.
- One representative of Dubbo Aboriginal Community Working Group
- One representative of Wellington Aboriginal Advisory Panel
- Up to four community representatives, in addition to the above two members

The Chair will be the Councillor representative.

The minute taker will be the Executive Officer Community, Culture and Places.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of working group members

Working Group members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The working group will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the working group will inform reports, with recommendations, as required, to the Council under the Director Community, Culture and Places. Reports may include:

- Contributions to the Reconciliation Action Plan.
- Specialist reports as requested by the Council
- Reports to Reconciliation Australia

8. Meetings

Meetings will be held monthly while the RAP is being finalised and every two months after launch to monitor progress.

9. Outcomes

The quorum is half plus one.

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.

10. Order of Business

The order of business for each Working Group meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Working Group
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the group, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of group members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the working group, members will consult with the Director Community, Culture and Places.

Working Group members will not speak publicly on behalf of the working group without the express direction of the Director Community, Culture and Places.

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.