

# Terms of Reference – Reconciliation Action Working Group



Town of Cottesloe

The Town of Cottesloe *acknowledges* the Whadjuk Nyoongar people as the traditional custodians of the lands and waters where the Town is situated. We pay our respects to their Elders past, present and emerging.

This Terms of Reference document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe 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 Town of Cottesloe 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 Towns Reconciliation Action Plans.
- b. To assist Council to prioritise the most important issues regarding Reconciliation.
- c. To improve communication and relationships between the Town 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:

- Three (3) Elected Members (including the Mayor or Deputy Mayor)
- Town of Cottesloe CEO or nominated Director
- Up to five (5) community members including Aboriginal and Torres Strait Islander Community Members (to be invited by way of public advertisement).

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Vacancies for the community representatives will generally be advertised in the local papers, the Town of Cottesloe 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, whichever ever happens first. Nothing prevents an existing member re-nominating.

### **6. Meetings**

#### **6.1 Annual General Meeting**

Nil

#### **6.2 Group Meetings**

Meetings shall generally be held every two months, unless a special meeting of the group is called for a specified purpose. The time and place of the meeting is to be agreed by the Group.

#### **6.3 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 percent of appointed members and two Elected Members should be present to endorse the Minutes of a previous meeting.

#### **6.4 Voting**

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

#### **6.5 Minutes**

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

#### **6.6 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 called by the most senior staff member present for a chair for that meeting.

#### **6.7 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.

#### **6.8 Public Question Time**

As the working group has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

## 6.9 Members' Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe 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 Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

## 6.10 Secretary

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

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

## 6.11 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 provisions of section 5.12 of the Act.

## 6.12 Meeting attendance fees

Nil

## 7. Delegated Authority

This Group has no delegated authority.

## 8. Endorsement

This Terms of Reference was endorsed by the Town of Cottesloe Council at its meeting on Tuesday, 24 August 2021.