

**TERMS OF REFERENCE  
SHIRE OF QUAIRADING RECONCILIATION ACTION PLAN (RAP)  
WORKING GROUP**

## 1 Objectives of the Shire of Quairading RAP Working Group

The primary objective of the RAP Working Group is to advise and assist the Shire of Quairading in developing a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia, using their toolkit, templates and resources.

The first essential 'minimum 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.

## 2 Powers of the Shire of Quairading RAP Working Group

The Working Group is a formally appointed committee of Council and is responsible to that body. The Working Group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Working Group does not have any management functions and cannot involve itself in management processes or procedures.

The Working Group is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

## 3 Membership

The Working Group shall consist of elected members, designated Shire of Quairading employees and Aboriginal and Torres Strait Islander community members as follows:

- Two (2) Elected Members;
  - Shire President, and
  - Another Councillor;
- Shire of Quairading CEO or nominated Executive Manager.
- Minimum of Four Aboriginal and Torres Strait Community members (to be invited by way of public advertisement).
- One non-ATSI members of Community

## 4 Invitations

Invitations to be extended to Key Stakeholders within the Community to inform Members of matters pertaining to their areas of expertise.

- One representative from QDHS
- One representative from CRC
- One representative from Local Police Force

- One representative from Local Health Services

Invitations are extended to external institutions for presentations on topics relating to the Goals of the Reconciliation Action Plan.

## 5 Structure

The RAP working group will comprise of 2 staff members who have nominated for the group. It will also include a RAP Champion from the Executive level of the Shire of Quairading.

The roles to be divided among the RAP working group include:

- Taking and disseminating minutes to the RAP working group.
- Planning up-coming meetings.
- Locating and sharing research or other documents as determined by the working group members.
- Facilitating consultation with interested staff, external stakeholders (as decided by the RAP working group), and Reconciliation Australia.

## 6 Agenda

Members of the RAP working group can ask for any item relating to the core business of the group to be placed on any agenda.

## 7 Meetings

The Working Group shall meet on a **quarterly** basis.

Additional meetings shall be convened at the discretion of the presiding member.

Decisions made at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting.

## 8 Reporting

Minutes and recommendations of each Working Group meeting shall be presented to the next Ordinary Meeting of the Council.

The RAP working group is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

## 9 Duties and Responsibilities

The following activities will be carried out by the RAP working group:

- Develop a RAP within the context of the Shire of Quairading's core business and in-line with:
  - Over-arching Community Strategic Plan and Corporate Business Plan.

- Any existing Aboriginal and Torres Strait Islander employment strategy
- Any existing supplier diversity strategy
- Any existing equity and diversity policies.
- Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide ideas for the RAP and comment on drafts.
- Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
  - Report RAP progress to Reconciliation Australia annually
  - Report RAP progress internally to Council and staff as per Shire of Quairading requirements
  - Report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders
  - Reflect on key learnings in the development of new RAPs. Consider RAP implementation issues and consult with relevant business units to find solutions.
  - Liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website.
  - Develop a new RAP when the current plan expires.

## 10 Tenure of Membership

Shall be in accordance with the Local Government Act, section 5.11, i.e. until the next scheduled local government Ordinary Elections in October 2019.

## 11 Working Group

### 11.1 Chairperson

The members shall appoint the Chairperson.

### 11.2 Secretary

As appointed by the Executive Manager Community Services.

### 11.3 Quorum

The quorum at any meeting shall be half plus one of the number of officers. Therefore the number for a Quorum shall be five (5) voting members. There must be equal representation between ATSI and non-ATSI

### 11.4 Voting

Shall be in accordance with the Local Government Act, Section 5.21

### 11.5 Minutes

Shall be in accordance with the Local Government Act, Section 5.22.

### 11.6 Who Acts If No Presiding Member

Shall be in accordance with the Local Government Act, Section 5.14.

### 11.7 Meetings

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

### 11.8 Members Interests to be Disclosed

Members of the Working Group are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

### 11.9 Code of Conduct

Members of the Working Group are bound by Council's Code of Conduct.