Walyalup Reconciliation Action Plan Working Group - Terms of reference

Working groups work collaboratively with council to develop a council strategy or plan, or to develop a specific project.

A. Purpose

The purpose of the Walyalup Reconciliation Action Plan Working Group is to assist in the development and implementation of a Reconciliation Action Plan (RAP) for the City of Fremantle, with the aim to help the workplace to facilitate understanding, promote meaningful engagement, increase equality and develop sustainable employment and business opportunities.

B. Outcome

To develop a Stretch Reconciliation Action Plan that includes all of Reconciliation Australia's minimum elements for endorsement, within the context of the City of Fremantle's Engagement Plan and Strategic Community Plan.

The City has engaged Kambarang Services through a Request for Quotation process to assist in the development of a Reconciliation Action Plan. Kambarang Services will be required to facilitate community engagement and development initiatives and actions for a Stretch Reconciliation Action Plan**.**

C. Formation of group

The member representatives are:

1. Three elected members;
   Cr Rachel Pemberton, Cr Sam Wainwright, Cr Jenny Archibald and Mayor, Brad Pettitt (Ex officio member).
2. Two City officers as determined by the Chief Executive Officer. Additional officer representatives from each of the Directorates will attend meetings on a rotating basis.
3. Two representatives from the Whadjuk Working Party.
4. Maximum of eight Aboriginal representatives who will be engaged through a City of Fremantle 'working towards reconciliation planning day' – to be determined by the Chief Executive Officer.
5. Representatives from relevant organisations seeking to mentor the City in RAP development and implementation such as Reconciliation WA.
   Maximum of three organisations to be determined by the Chief Executive Officer.
   Maximum of two community members to be determined by the Chief Executive Officer;
   Community members should live or work within the City of Fremantle or be regularly engaged with the Fremantle community, and interested in reconciliation and its potential to influence the culture of the organisation.

Reporting requirement

Council will determine the frequency and style of reporting required by the group at formation of the group. If council does not determine the conditions for reporting it will be determined by the Chief Executive Officer.

D. Role of the group

1. Receive advice and information from officers and other professionals to assist development of the content of the RAP.
2. Provide input to council through officers, on the content of the RAP.
3. Participate in workshops and training opportunities relevant to the RAP, as they arise.

E. Chairperson

1. The chairperson will be appointed by the Chief Executive Officer.
2. The chairperson facilitates the meeting.

F. Administration

1. City officers
   - Provide an agenda to the members before each meeting,
   - Keep concise notes and registers them in the City's record keeping system,
   - Send the notes to the working group members, executive staff and elected members.

G. Decision making

1. The working group has no decision making authority.
2. A quorum of at least 50% of the group is required to submit recommendations to council.

H. Frequency of meetings

1. A minimum of four meetings a year must be held.

I. Term of membership

1. The term of membership will be until the next ordinary local government elections, unless the Reconciliation Action Plan is adopted before that date.
2. The Chief Executive Officer can extend or amend the term of the working group, for reasonable periods, to enable or assist the group to achieve its purpose.
3. The working group will disband upon the adoption of the Reconciliation Action Plan.