**Maribyrnong Reconciliation Action Plan Advisory Committee (MRAPAC)**

**Terms of Reference**

**Developed June 2017**

**BACKGROUND**

The Indigenous Policy 2013-2018 and annual Reconciliation Action Plans inform and guide Council’s provision of programs and services and its engagement with local Indigenous communities. To respond to changing and evolving community issues it is important that the annual Reconciliation Action Plans (RAPs) are developed in consultation with the local Indigenous community.

**PURPOSE**

This document establishes the terms of reference, composition and operating arrangements of Council’s Maribyrnong Reconciliation Action Plan Advisory Committee.

**RESPONSIBILITY**

The Maribyrnong Reconciliation Action Plan Advisory Committee (MRAPAC) will:

* Provide guidance and support to Council on issues and barriers that affect the Reconciliation process.
* Provide advice to Council on the development and implementation of strategies that will deliver positive outcomes and which are aligned to the Council Plan, the Human Rights and Social Justice Framework and the Reconciliation Action Plans.
* Receive and comment on the progress in implementing specific strategies that encourage inclusive involvement of Indigenous people in Council services, programs and activities.
* Raise advocacy issues for Council to consider on behalf of the Indigenous community.

**COMPOSITION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name** | **Type of Appointment** | **Term** |
| 1 | Chair, the Mayor or a Councillor, Maribyrnong City Council | Appointed | 1 year |
| 2 | One Councillor nominated on an annual basis by the Council who acts as alternate delegate or Chair | Appointed | 1 year |
| 3 | Officer representative, Coordinator Diversity and Inclusion, in the absence of the Councillor representatives, the Officer will chair the meeting | Appointed | Ongoing |
| 4 | Diversity Planner and Inclusion Officer | Appointed | Ongoing |
| 5 | Indigenous Community member | Appointed | 2 years |
| 6 | Indigenous Community member | Appointed | 2 years |
| 7 | Indigenous Community member | Appointed | 2 years |
| 8 | Indigenous Community member | Appointed | 2 years |
| 9 | Indigenous Community member | Appointed | 2 years |
| 10 | Indigenous Community member | Appointed | 2 years |
| 11 | Local community member | Appointed | 2 years |
| 12 | Local community member/service provider | Appointed | 2 years |
| 13 | Local community member/service provider | Appointed | 2 years |

The committee will comprise up to 12 representatives, consisting of at least 50% Indigenous community members, senior staff and officers of Council, community service providers and other stakeholders who have a significant role in supporting the Indigenous community within the City of Maribyrnong.

A subgroup, consisting of the Chairperson, together with Council officers will undertake specific responsibilities to assess committee applications, plan meeting dates and distribute agendas and minutes.

Council staff and other external key stakeholders will attend meetings to present agenda items on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the MRAPAC.

**METHOD OF APPOINTMENT**

Council Officers with secretarial responsibilities and portfolio responsibilities in the areas of Aboriginal cultural heritage, recognition and service provision will be appointed by the relevant Director for a period of one year.

Nomination of applications for Indigenous and non Indigenous community member representatives shall be called by public notice in local media and by information letter/email to relevant local groups and agencies and will be appointed for a period of two years.

Appointments to the Committee will be recommended to the Chairperson by a sub-committee, comprising Council staff, which will assess applicants against the below list of expectations of committee members as stated in application documentation.

At the end of the two-year term, applications will be sought for nomination, with existing members eligible to re-nominate for a second term only (maximum 2 year term).

A position will be deemed vacant if a representative fails to attend for three consecutive meetings.

Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence. A proxy may be able to be nominated in order to maintain a groups representation if required.

**EXPECTATIONS OF THE MARIBYRNONG RECONCILITATION ACTION PLAN ADVSIORY COMMITTEE MEMBERS**

* Commitment to promote inclusion and active engagement of Indigenous community members in all aspects of community life.
* To stimulate discussion on the range of issues that affects the Indigenous community across the municipality.
* Encourage and support participation by all members of the community in Indigenous culture and events.
* Represent the views of their community and or organisation.
* Provide advice, make recommendations and comment on the activities of the MRAPAC.
* Willingness to participate in Council’s Reconciliation Action Plan implementation and review.
* Preparedness to present reports and promote the activities of the MRAPAC to their respective community, organisation and networks.

**OPERATING PROCEDURES**

**Chair**

The chairperson is responsible for presiding the meeting.

* The Chairperson is a Councilor representative at Maribyrnong City Council.
* In the chairperson’s absence, a second Councilor or Council Officer will act as Chair for the meeting.
* Decisions made at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting or input into the decision prior to the meeting.

**Quorum**

A quorum for the committee will require attendance of a minimum of one Council representative and four other members.

The committee will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the committee, the committee can appoint an independent mediator to assist to resolve the issues or assist the parties / group to reach consensus.

**Meetings**

* There will be a minimum of four meetings per year.
* Meetings will commence and conclude on time.
* Council Officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
* Where practicable, the agenda, reports and documents that relate to the committee and minutes of the previous meeting, will be forwarded to members at least five working days prior to meetings.
* Accurate minutes will be kept of each meeting. The minutes of the meetings will be distributed to the committee members for ratification at the next subsequent meeting of the MRAPAC.
* Additional sub-committee meetings, as agreed by members, may be formed to advise the Committee.

**Reports**

On recommendation from the Chair, Council Officers will submit Council Reports with advice and recommendations in the form of the Maribyrnong Reconciliation Action Plan Advisory Committee minutes and reports and meeting minutes will be reported quarterly to Council.

**REQUIREMENTS OF MEMBERS**

Members are required to:

* Declare any interest, pecuniary interest or conflict of interest.
* Keep informed of current developments, issues and concerns in the local community.
* Have an understanding of and/or experience in the principles of community development.
* Prepare for and actively participate in meetings.
* Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
* Treat information with sensitivity.

**EVALUATION AND REVIEW**

The Terms of Reference and membership will be reviewed and evaluated every four years in line with the election of the Councillors.