

1. Roles

The primary role of the Reconciliation Action Working Group is to:

- Provide advice, input and feedback for the City of Ryde Council’s Reconciliation Action Plan

2. Responsibilities

The Working Group is responsible for providing advice and recommendations to:

- Assist in the implementation and review of Council’s Reconciliation Action Plan.
- To work with Council to develop and promote appropriate celebrations of the Aboriginal and Torres Strait Islander culture including Sorry Day, National Reconciliation week and NAIDOC week.

3. Membership, Chairperson and Voting

Membership of the Reconciliation Action Working Group comprises:

- Up to Six (6) community members
- Strive to appoint at least 50% Aboriginal or Torres Strait Islander community members.
- All interested Councillors be invited to join the Working Group.
- A Working Group Facilitator (Convenor) shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Working Group.

Note: The Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

- The General Manager calls for community nominations to join the Reconciliation Action Working Group from local and surrounding indigenous and non-indigenous individuals.
- Community members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council’s website and in the Mayoral Column. Nominations are to be submitted in writing or online. The Working Group will not be involved in the evaluation or selection process of any community representatives.

Community representatives shall be:

- Aboriginal or Torres Strait islander people who live, work, study or have a strong commitment to the Ryde LGA or

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- An individual or representative of a local community organisation with a demonstrated commitment, sensitivity to and understanding of issues relating to the local Aboriginal & Torres Strait Islander people.

A staff member will be in attendance of meetings for the taking of minutes only.

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Working Group or any of its members.

Term of Membership to the Working Group

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

Membership of the Working Group can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager. If a member of the Working Group misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant, in accordance with Council Resolution of 10 October 2012.

The Chairperson of the Working Group

The indigenous members of the Working Group be invited to select a Chairperson from the group.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Working Group, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, the Working Group Facilitator shall chair the meeting.

A staff member appointed as Chairperson of the Working Group, does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda.

The Chairperson has the discretion to exclude a member of the Working Group if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council Meeting in accordance with Council resolution 12 December 2017.

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Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Committee meetings that are not addressed in these Terms of Reference.

Working Group Facilitator

A Working Group Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Working Group.

Voting

Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Working Group.

Each working group member has one vote and in cases of an equality of votes the matter is to be referred to the Chairperson who shall take a decision.

The Chairperson can also request for a vote on matters when deemed necessary or in the event of a disagreement among members regarding any matter.

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Working Group during the discussion on the matter.

The Working Group shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

A quorum for the Reconciliation Action Working Group is four (4) members.

However, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

4. Meetings

Meetings are to be held on the last Wednesday of March, June, September, and November. Meetings will be 1.5 hours in length.

A proposed change to this meeting schedule, either ongoing or one-off is to consider operational requirements and be agreed to by the majority of Working Group members.

The Working Group Facilitator produces a draft agenda in consultation with the Chairperson.

Working Group members should raise items they would like to be included on the agenda at least two weeks prior to the meeting.

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The Agenda and meeting papers shall be circulated to members at least 3 days prior to meeting and published on Council’s website and Councillors’ BoardVantage. Each meeting shall be properly recorded by the taking of minutes.

5. Communications and Reporting

The agendas and minutes of the Working Group shall be stored, as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to all Working Group members, as soon, as practicable.

Any questions by members regarding the minutes are to be referred immediately to the Working Group Facilitator and if any error in the minutes is confirmed, the Working Group Facilitator shall arrange to make the appropriate changes.

The draft meeting minutes of all public Working Groups will be published on the Councillors’ BoardVantage and City of Ryde website within two weeks of the Working Group meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Working Group agree on an action that requires a Council resolution, e.g. allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

6. Code of Conduct and Other Council Policies

Each Working Group member who is not a Councillor shall be provided with Council’s Code of Conduct and other related policies that may be applicable to the operation of the Working Group.

The conduct of each Working Group member is expected to be consistent with the principles outlined in these Council publications.

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