

City of Mandurah
Reconciliation Action Plan (RAP) Steering Group
Terms of Reference

1. Purpose

The purpose of the Reconciliation Action Plan (RAP) Steering Group is to develop, action and review the City of Mandurah RAP.

2. Objectives

The following objectives govern the activities of the City of Mandurah RAP Steering Group:

- Develop relationships between the City of Mandurah and Mandurah's Aboriginal community
- Develop a RAP for the City of Mandurah
- Provide strategic direction for the delivery of the RAP
- Regularly review progress on the delivery of the RAP
- Prepare an annual RAP report to Council and Reconciliation Australia

3. Membership

The RAP Steering Group shall comprise the following:

- Mayor
- Elected Members
- CEO Mark Newman
- Director Place and Community (ex officio)
- Executive Manager Community Development
- Aboriginal community members selected through the Expression of Interest process and ability to add new members via RAP Steering Group approval.

Members shall serve for the term of the City of Mandurah Reconciliation Action Plan. The duration will depend on the RAP framework adopted, but will be 2-3 years.

Proposed new members can be presented to members at a RAP steering group meeting and a quorum will determine endorsement of new member.

4. Spirit

The RAP Steering Group will continue in the spirit of:

Understanding – particularly of cultural issues

- Building on improvements already seen at the City of Mandurah
- Working towards cohesion in the group

Inclusion – bringing the wider community along on the journey

- Engaging widely

Achievement – develop short, medium and long term plans

- Facing political challenges
- Keeping the process moving forward

Commitment – to the process and the plan and to each other

The RAP Steering Group may review a person's membership should their behaviour not align with these values.

5. Structure

A three tiered approach to meetings will be adopted, as follows:

a. Strategic Meetings - RAP Steering Group

These meetings are designed primarily to oversee the delivery of the RAP from a strategic perspective. Key directional and strategic discussions are held and decisions are made at these meetings. All RAP Steering Group members are required to attend. A minimum of four strategic meetings will be held per year.

b. Operational Meetings

These meetings may include Aboriginal representatives, City management, operational staff and relevant guests, depending on project needs. The Mayor, CEO and Elected Members will be updated and may attend as required. These meetings will involve a greater focus on operational issues and specific projects. Operational meetings will be held according to project needs. Examples of operational meetings are: dual naming committee, internal RAP action group, education pack action group.

c. Elders and Leaders Meetings

An Aboriginal Elders and Leaders meeting will be held at least once per year to share how the RAP is progressing. Elders and leaders will be invited to give their input and provide a cultural lens over RAP implementation. The City will ensure that there is representation from both male and female leaders at these meetings.

d. **Chair**

The Chair will ensure that the RAP Steering Group meetings are conducted appropriately and in a timely manner and that meeting protocols are observed. The Chair will be elected by the RAP Steering Group and serve for the duration of the RAP (2-3 years). In the Chair's absence, a proxy will be elected by the RAP Steering Group.

e. **Administration**

Administration support will be provided by a City of Mandurah staff member. The role of the administrator will include:

- Preparing and disseminating meeting agenda and relevant information to the RAP Steering Group members
- Taking minutes of strategic meetings and distributing to RAP Steering Group members
- Advising members of meeting dates, time and location
- Locating and storing research and other documents as determined by the RAP Steering Group
- Budgetary oversight

f. **Agenda**

Any member of the RAP Steering Group can request that an item relating to the core business of the group be placed on a meeting agenda by contacting the secretary no later than 1 week prior to a meeting.

g. **Quorum**

A quorum will consist of a minimum of six group members, and at least 50% Aboriginal representation.

h. **Contact**

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APPROVED by RAP steering group 03/10/2019