

Reconciliation Action Plan Working Group (RWG)

Terms of Reference

Updated September 2021

Vision Statement: The City of South Perth reconciliation vision is one where the City is immersed in Aboriginal cultural engagements and ways of working, it's normalised and part of everyday life. There is respect for Aboriginal and Torres Strait Islander peoples traditions, languages and cultures; the past is understood and it is recognised that healing needs to occur; there are positive relationships; there are work and place activities with Aboriginal and Torres Strait Islander peoples and non-Aboriginal and Torres Strait Islander people participating together in the life of the City of South Perth community; the whole of the community is connected to, and cares for, Country.

1. NAME

- 1.1 The name of the group is the City of South Perth Reconciliation Action Plan Working Group (RWG)

2. COMMITMENT

- 2.1 First Nation ways of working, which first and foremost acknowledges and respects the unique cultural position of Wadjuk Nyungar People who are the traditional custodians of the metropolitan area. Secondly, it recognises decisions through consensus as a shared communal response to needs and opportunity. Thirdly, it is responsive to the needs of children, families and elders; and the commitment to good intergenerational stewardship knowledge, sharing, caring and cultural connectivity.
- 2.2 Advocating for a unified pathway that respects everyone's contributions and learnings, as well as self and community acceptance of the need for inclusive positive change through a mutually agreeable process that leads to mutually beneficial outcomes.

- 2.3 Advancing the social and economic position of all First Nations people by recognising the impact of historical institutional control and seeking to find ways to promote and participate in First Nations self-determination through self-governance and increased planning and involvement with the City.

3. AIMS AND OBJECTIVES

- 3.1 To provide a culturally secure mechanism for discussion on topics that are relevant to the City and the local First Nations community. A culturally secure mechanism facilitates a safe learning journey, a truth telling journey, a historical trauma acceptance journey and a journey of power neutrality; where all parties use the past to inform what is and is not culturally acceptable today and tomorrow.
- 3.2 To define localised cultural security and build intergenerational positive impacts through sharing stories, life experiences, cultural exchanges, recommendations, opportunities and proposals.
- 3.3 The RWG is committed to reciprocal two-way learning and will
- Identify, co-design and lead an annual community project in partnership with the City to demonstrate a unified pathway that enhances the relationships and livability of our city.
 - Be informed on all major City Projects and Developments and be given an opportunity to contribute to the design, planning, delivery and evaluation of developmental projects.
 - Connect the City with key stakeholders as required.
 - Share and provide feedback on community sentiment and understandings of City actions and its impact locally.
- 3.4 To monitor and report on progress of the City's 'Innovate' Reconciliation Action Plan (RAP) to help build better relations between First Nations people and non-Aboriginal people and support the advancement of First Nations residents.
- 3.5 A structured and sustainable link is created between the City and First Nations - our Aboriginal and Torres Strait Islander community.
- 3.6 Consider and provide culturally inclusive inputs into the City's strategic plans, programs, and reviews in line with the City's review timelines.
- 3.7 First Nations Voices are valued including experiences, histories, culture and artistic expression through demonstrated acceptance, promotion and protection where those voices enhance positive community well-being and sense of place.

4. MEMBERSHIP

4.1 Membership of the group shall be as follows

- Two traditional owners of the Nyungar Nation supported by Wadjuk Working Group.
- Up to four local residents - First Nations people will be prioritised.
- Two representatives of local Aboriginal Organisations.
- Two representatives of local Not for Profit Organisations.
- Two elected member representatives.
- COSP Staff – when appropriate dependent on Agenda items (table 1)

Table 1

City of South Perth Staff
Manager Community, Culture and Recreation (RAP Champion)
Marketing Coordinator
Human Resources Advisor
Community Development Coordinator
Cultural Development Coordinator
Manager Library Services
Manager Stakeholder and Customer Relations
Customer Service Officer
Procurement Coordinator
Natural Areas Supervisor

- 4.2 As this is a City of South Perth group, prospective members will be required to complete a membership application form, which will be assessed by the City and must be formally approved/endorsed by the City's CEO. Approved representatives will subsequently be invited to attend the first meeting of the group following the local government elections.
- 4.3 The term of office shall be for a period of two years and will expire on the subsequent date of the next local government elections.
- 4.4 The City's CEO reserves the right to terminate the group membership of any representative for non-compliance to the City's Code of Conduct.
- 4.5 The City of South Perth will provide admin and coordination support to the group.
- 4.6 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.

5. ELECTION OF OFFICE BEARERS

Chairperson and Vice Chairperson

- 5.1 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.
- 5.2 The role of Chairperson shall be undertaken by a First Nations person from within the RWG. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 5.3 The role of Vice Chairperson shall be undertaken by a First Nations person from within the RWG. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 5.4 In the event that the Chairperson is absent, the Vice Chairperson shall facilitate the meeting. In the event that the Chairperson and Vice Chairperson are absent, one of the members from the group present at the meeting shall be appointed to facilitate the meeting.
- 5.5 For any matter put to a vote the decision will be decided by a simple majority of votes of the members present, including the person presiding as chair who has a deliberative vote and a casting vote.

6. MEETINGS

- 6.1 The quorum shall be a minimum of 50% members present at the meeting - this must include at least four First Nations representatives.
- 6.2 The group shall meet quarterly, unless otherwise required in a calendar year.
- 6.3 The Chairperson shall conduct the meeting in accordance with accepted meeting procedures.
- 6.4 The City's staff will be responsible for the preparation of the Agenda, taking notes at each meeting and circulating them to all members within a two-week period.

7. OPERATING PROCEDURES

- 7.1 Recommendations of the group shall be made by a simple majority by the members present.
- 7.2 Advice provided by the group is to relate to the items covered under the Terms of Reference for this group.
- 7.3 Members of the group are required to adhere to the City's Code of Conduct. Particular attention shall be paid by group members to conflict of interest requirements, whereby members are required to disclose any interest (financial or non-financial) prior to discussing a matter in which they have an interest.
- 7.4 All person centered, procedural and project orientation conflicts must be resolved through yarning circles between all members even if the conflict is the primary meeting agenda. Conflict resolution is a key attribute of truth telling and reconciliation and The RWG will be committed to hosting, nurturing and completing courageous conversation that advance a shared understanding of First Nations impacts and the commitment to a pathway to unity and equity.
- 7.5 Members are not authorised to speak on behalf of the City and shall not provide comment to any external party (including but not limited to the media, members of the public etc.) without the written approval of the City.
- 7.6 The group has no delegated power and has no authority to implement its recommendations.
- 7.7 Meetings of RWG must comply with the City's Policy P112 Community Advisory Groups, and Management Practice MP112 Community Advisory Groups.

8. ALTERATIONS

- 8.1 The City reserves the right to alter the Terms of Reference if required, subject to CEO approval.