



Shire of

**CARNARVON**

catch a *taste* of the great life



Reconciliation Action Plan  
**Reference Group**  
**Terms of Reference**



# Acknowledgement

The Shire of Carnarvon acknowledges and respects the Yinggarda (Carnarvon) and Baiyungu (Coral Bay) as the traditional custodians of the lands where we live and work. We pay our respects to Elders, past, present and emerging. The Shire of Carnarvon is committed to honouring the traditional custodians' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.



## Background

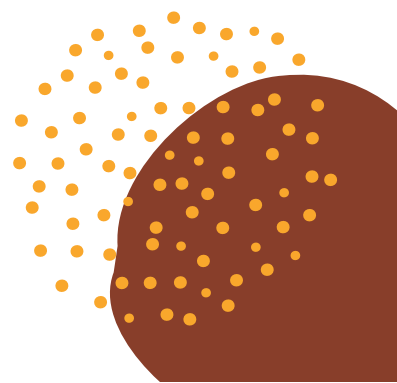
The Shire of Carnarvon is committed to our journey to reconciliation by focusing on learning, promoting and celebrating the world's oldest continuing cultures, and by building our cultural competency. We will continue to develop the understanding, connections and significance of the Region's Aboriginal people and their connection with Council and the greater community.

The Shire of Carnarvon developed its first Reconciliation Action Plan (RAP) in 2022 to support a lasting and successful commitment to reconciliation. The formation of the Shire of Carnarvon's Reconciliation Action Plan (RAP) Reference Group will inform and guide the implementation of our RAP, now and into the future.

## Purpose

The RAP Reference Group's purpose is to provide Shire of Carnarvon with strategic advice on the views, needs and interests of Aboriginal people in the Carnarvon region.

The RAP Reference Group will inform and monitor the Shire of Carnarvon's Reconciliation Action Plan implementation through collaboration, communication and positive relationships.



# Objectives

- Develop and maintain strong relationships between Council and the local Aboriginal community of Carnarvon.
- Provide feedback and comment in relation to Shire of Carnarvon's Reconciliation Action Plan.
- Assist with and monitor the progress of Shire of Carnarvon's Reconciliation Action Plan deliverables.
- Provide input into reviewing, evaluating and developing future Reconciliation Action Plans developed by the Shire of Carnarvon.
- Inform and advise the community of actions that have taken place as a direct result of the Reconciliation Action Plan.
- Raise awareness and advocate for improved access to Council services by Aboriginal people, cultural relevance and appropriateness of all Council services, policies and programs.
- Facilitate Council's access to Aboriginal and resident's businesses, stakeholders and community leaders.
- Assist Council to identify and remove barriers to equal participation for Aboriginal people and community.
- Advocate for Aboriginal community, promoting recognition of contribution to community.

# Membership

Membership of the group shall consist of:

- One (1) Elected Member of Council, the Chief Executive Officer and one (1) Council staff member, one of which shall be the Chairperson and Co-chairperson.
- One (1) Elected Member of the Yinggarda Aboriginal Corporation (PBC) and one (1) Elected Member of the Baiyungu Aboriginal Corporation.
- Up to five (5) community members consisting of Aboriginal residents and service providers/stakeholders.





## Membership Diversity

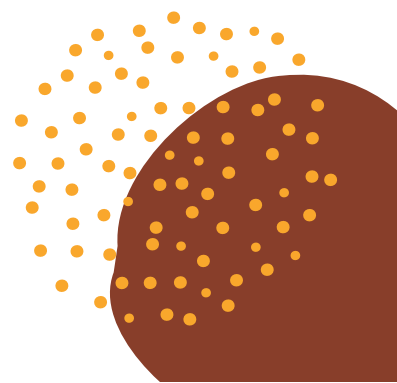
The membership of the group should be diverse and reflect the Aboriginal and Torres Strait Island Community in the Carnarvon Region.

The group will seek to build and reflect diversity within its membership and have inclusive practice.

## Role of Members

Members of the Reconciliation Action Plan (RAP) Reference Group will fulfill their role by:

- Attending meetings and making a commitment to actively contribute to the activities of the Group.
- Advocating on behalf of the Aboriginal community and build a collaborative relationship with Council.
- Providing input, views and advice on the implementation of Shire of Carnarvon's Reconciliation Action Plan.
- Providing advice to Council on the development of new policies and strategies using a cultural lens to highlight potential barriers to access for Aboriginal people.
- Assisting in the shaping and promoting, but not limited to, of a range of projects, notably Council's NAIDOC celebrations and other significant events.
- Facilitating Council's engagement with the Aboriginal community and assisting Council to connect with Aboriginal organisations, people and its networks; taking into account the different perspective, diversity and cultural complexities.



# Terms & Method of Nomination

Nomination for the appointment to the RAP Reference Group will be called through an expression of interest process and reviewed by an internal selection panel of Council Officers. All appointments will be determined by Council resolution.

Appointments to the Group will be for the period until the next Local Government Election.

Prior to the end of term, the Reconciliation Action Plan Officer will review appointments and a subsequent expression of interest will be invited.

If a member does not attend at least three meetings without prior notification, their position may be considered vacant.

## Meetings & Voting

The Shire of Carnarvon RAP Reference Group will meet a minimum of four times a year, with the possibility to arrange additional meetings as required.

Dates and times of the meetings will be set in advance at the first meeting of the Shire of Carnarvon RAP Reference Group.

Should a change in meeting or time be required, members of the Group will be notified by the Reconciliation Action Plan Officer.

Members unable to attend a scheduled meeting are required to notify the Reconciliation Action Plan Officer prior to the meeting.



Where specialist advice is required on a specific issue and the expertise is not available with the Reference Group, suitable stakeholder representatives will be invited to attend meetings on a needs basis.

A quorum of current group members is required for a meeting to take place, with a quorum being a majority of the current membership.

Voting at a meeting must be open and a question is decided by a majority of the votes of members present.

Each member present has a vote on each question to be decided, and if the votes are equal, the chairperson presiding has the casting vote and if a member fails to vote, the member is taken to have voted in the negative.

## Minutes

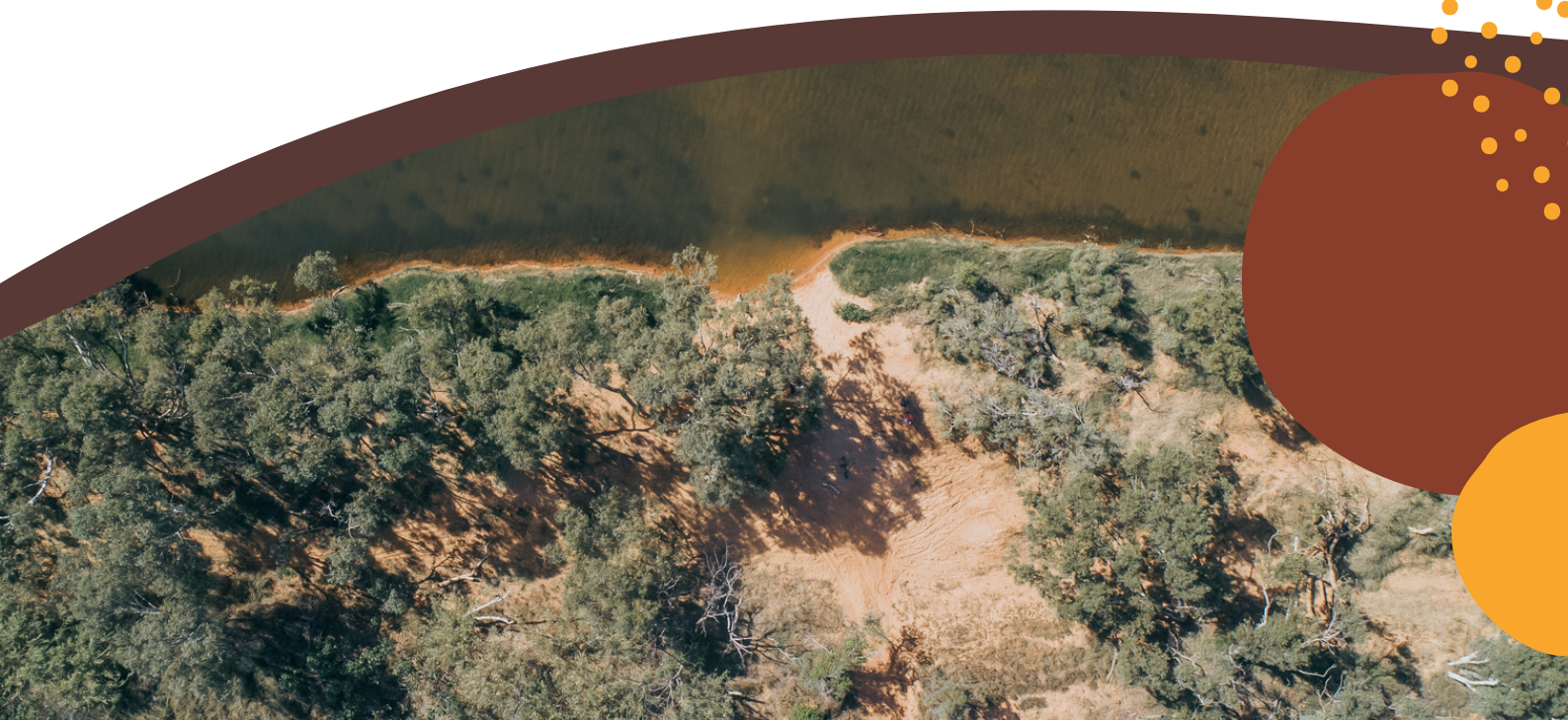
Minutes of the meeting must include the names of Councillors and group members present at the meeting and if a division is called on a question, the names of all persons voting and how they voted must be included.

At each meeting the minutes of the previous meeting must be confirmed by the group members present.

## Chairperson and Co-Chairperson

The meeting will be Chaired by the Chairperson and Co-Chairperson. The Chairperson will be an Elected Member of Council as nominated by Council resolution.

The Co-Chairperson will be a community representative that will be chosen at the inaugural meeting of the group by majority vote. The Chairperson and Co-Chairperson will rotate Chairperson responsibilities by alternating as Chairperson each meeting.





## Observers

Non-members of the Group can attend the meeting with the permission of the Chairperson of the Group, for the meeting they are observing.

Non-members of the Group are able to observe the meeting but are unable to partake in discussions or commentary unless invited to the meeting to provide specialist advice. Observers to the meeting are not able to propose recommendations and have no voting rights.

If the Chairperson of the meeting deems an observer/s to be disrupting proceedings or causing offence to any person in attendance, they may be asked to leave the building where the meeting is taking place with immediate affect for the remainder of proceedings.

## Managing Culturally Sensitive Matters

When an issue that is identified as culturally sensitive by Aboriginal and Torres Strait Islander members, the Group is able to form a time limited working group to discuss the matter.

A working group does not have the ability to make recommendations directly to Council; all recommendations that the working group would like presented to Council must be presented at the next Reference Group for consideration.

Any working group established must record attendance of the members present at meeting and any decision it would like the Reference Group to consider as per item 9.9 and recorded in the minutes.



## Reporting & Accountability

Shire representatives attending the RAP Reference Group will report the advice of the Group back to Council in a timely manner.

Members of the RAP Reference Group are encouraged to report back to their respective community members on the groups advice and Council decisions.

The RAP Reference Group has no decision-making responsibilities over Council's operational function or staff. The role of the Group is to offer advice, support and guidance to Council.

Where a decision of Council is required, the RAP Reference Group must make a recommendation which will be presented to the next Ordinary Meeting of Council for consideration.





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