

TERMS OF REFERENCE

Reconciliation Action Plan

Working Party

1. Establishment

Yorke Peninsula Council (Council) determined that a Reconciliation Action Plan Working Party (Working Party) be formed to advance reconciliation, following Reconciliation Australia's Reconciliation Action Plan Framework. The Reconciliation Action Plan Working Party shall be known herein, as the Working Party.

2. Purpose

The Chief Executive Officer will work to develop a Reconciliation Action Plan (RAP), with a structured approach utilising Reconciliation Australia's four stages and hence types of RAP; Reflect, Innovate, Stretch and Elevate. The RAP will allow Council to continuously develop its reconciliation commitments.

The Working Party is responsible for the development, implementation and reporting phases of the RAP.

The Working Party consists of staff representing a wide range of departments, locations and levels, as well as Elected Members and the Mayor ex-officio, to;

- Promote a whole-of-organisation approach to the RAP;
- Ensure the RAP does not sit with a single team; and
- Ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff or departments. Reconciliation is everyone's responsibility.

3. Outcomes

The Working Party will ensure Council completes the requirements of each type of RAP.

4. Membership

4.1 Membership of the Working Party shall consist of:-

- Mayor (ex-officio)
- Two (2) Elected Members
- Director Corporate and Community Services
- Operations Manager
- Team Leader Human Resources and People Experience
- Property Tenure Officer
- Environment Officer
- YP Leisure Options Coordinator
- Executive Services Support Officer
- Arts and Cultural Facilitator (advisory)

4.2 The Working Party shall appoint a Chairperson and Deputy Chairperson.

4.3 All Elected Members of the Working Party are appointed for the term of Council.

4.4 The membership of the Working Party is determined by Council at the commencement of each new term.

4.5 At the first meeting after the new term of Council, the Working Party will elect a Chair and Deputy Chair.

4. Quorum

A quorum for a meeting of the Working Party shall be four with a minimum of one Elected Member. Meetings are to be rescheduled where there is no quorum. Quorum includes when a member is attending online (over Microsoft Teams) rather than in-person.

5. Frequency of Meetings

The Working Party shall meet quarterly, generally on the second Wednesday of each month, or at a time, day and frequency that is acceptable by the members.

6. Notice of Meetings

Confirmation of meeting dates and times will appear as per the notes and displayed on council's website. The rescheduling of meetings will be facilitated by Assets and Infrastructure Services Department whereby Working Party members will be notified and updated information provided on Council's website.

7. Agenda and Recording of Meetings

Recognising that the Working Party is not a Committee formed under the Local Government Act 1999, but rather an advisory to Council, there is no requirement to record formal minutes that include motions or amendments. However, the Assets and Infrastructure Services Department will, for the Working Party:

- prepare, or arrange to prepare, an agenda; and
- keep, or arrange to be kept, notes of every meeting of the Working Party.

The notes of the proceedings and meetings of the Working Party must include:

- a) the names of all in attendance;
- b) in relation to each member present, if the member was not present for the entire meeting, the time at which the person entered or left the meeting;
- c) any actions and the names of those tasked with the action;
- d) recommendations to Chief Executive Officer (CEO); and
- e) any disclosure of interest made by a member.

Notes of the meeting will be placed on a Council Agenda for any recommendations from the Working Party for consideration and resolution. Additionally, the notes will be published on Council's website.

8. Reporting Responsibilities

The Working Party reports directly to the CEO and shall make whatever recommendations to the CEO it deems appropriate, on any area within the scope of its Terms of Reference, where in its view, action or improvement is needed.

9. Decision Making

9.1 Decisions made at a meeting of the Working Party shall be made on the basis of a majority decision of the members present. Should there be an even split (no majority), recommendation(s) to the CEO will not be made, with the decision to remain pending until such time as a majority decision can be reached.

9.2 When not timely to make a decision at a meeting of the Working Party, discussion and consensus can be achieved over email or Microsoft Teams. However decision making at a meeting of the Working Party is first preference.

9.3 Each member of the Working Party present at a meeting must, subject to that person having an interest in the matter, vote on a question arising from a decision at that meeting.

9.4 Any member of the Working Party who has a personal interest or a direct or indirect pecuniary interest in any matter before the Working Party (other than an indirect interest which exists in common with a substantial class of persons) must not take part in any deliberations or decisions of the Working Party in relation to that matter.

Endorsed by Council	Next Review	Version	RM8 Ref #	Owner
Carried 014/2023 (08/02/2023)	12/2026	1.0	23/26527	Assets and Infrastructure Services