



# Reconciliation Action Plan

Advisory Committee Charter



**Front cover Artwork**

Alec Baker

Yankunytjatjara people

*Ngura (Country)* 2019

Acrylic on linen

112 x 198cm

Bayside City Council Art and Heritage Collection. Winner of the Bayside Acquisitive Art Prize 2021/22.

*Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders, past, present and emerging.*

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## **Introduction**

Over the past 25 years Bayside City Council has developed and adopted a Reconciliation Action Plan to help reduce the gap between Indigenous Australians and provide acknowledgement, recognition, and reconciliation with the community of Bayside.

Over more recent years with the development of a Reconciliation Action Plan through Reconciliation Australia, Bayside has formed a community group to help monitor and guide some of the actions outlined in the Action Plan.

More recently Council established a formalised Advisory Group with Councillor representation to continue the good work and through the guidance of the Advisory Group continue the journey the reconciliation across the municipality.

## **1. Purpose**

- 1.1 The Reconciliation Action Plan (RAP) Advisory Committee was established in October 2019 following Council endorsing a formal commitment to reconciliation with Australia's Aboriginal and Torres Strait Islander peoples.
- 1.2 The RAP outlines practical actions that will drive Bayside City Council's contribution to reconciliation both internally and in the communities in which it operates. The development and implementation of Council's RAP is guided by the RAP Advisory Committee made up of Aboriginal and Torres Strait Islander representatives and local residents, community leaders and key agency representatives.
- 1.3 A RAP Advisory Committee is a key requirement in order to hold RAP endorsement through Reconciliation Australia and to ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives as well as playing a role in RAP decision-making.

## **2. Objectives**

- 2.1 The RAP Advisory Group's objectives are to:
  - Provide advice and feedback to Council on locally appropriate reconciliation matter.
  - Provide advice to Council on policies and strategies that impact Aboriginal and Torres Strait Islander peoples in Bayside.
  - Work in collaboration with Council staff to support the planning and delivery of the RAP activities.
  - Assist in planning community engagement to achieve reconciliation goals and outcomes.
  - Support Council to engage with local Aboriginal and Torres Strait Islander organisations and community members, to achieve reconciliation goals and outcomes.

- Contribute to relevant awareness-raising activities within the Bayside community led by Council.
- Build a culturally appropriate approach to RAP development, implementation and reporting.
- Champion awareness raising activities within the Bayside community.
- Provide endorsement at key stages of development and implementation of the RAP.

### **3. RAP Action Plan and Reporting Requirements**

- 3.1 The Advisory Committee will contribute and provide advice to Council on the development of the RAP Action Plan. The Advisory Committee will approve a draft Plan at least 3 months prior to the expiration of the current Action Plan and recommend the draft Action Plan to Council for endorsement prior to final approval by Reconciliation Australia.
- 3.2 The Advisory Committee will receive quarterly reports monitoring the progress of the RAP.
- 3.3 The Advisory Committee will report to Council annually on the progress of the implementation of actions within the RAP, and make recommendations to Council of any proposed changes, amendments to timeframe of actions etc, or other related indigenous matters, where Council is seeking advice from the Advisory Committee.

### **4. Delegations**

- 4.1 The Advisory Committee will report to Council on the monitoring and implementation of the RAP actions and provide advice to Council on reconciliation matters. The Advisory Committee has no specific delegation of duty or power and has no financial delegation.

### **5. Membership**

- 5.1 The Advisory Committee will consist of the following membership:

Category 1	Traditional Owner representative(s) and/or a Aboriginal and/or Torres Strait Islander representatives that live, work, study, volunteer or have a connection with Bayside.	Minimum requirement 2 members
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Category 2	Community members with a demonstrated commitment to Reconciliation and/or experience in RAP development.	Minimum requirement 5
Category 3	Councillor representative appointed by Council	Minimum requirement 1 Councillor

- 5.2 Where possible gender diversity of membership will be maintained.
- 5.3 A minimum requirement of members is 8 persons.
- 5.4 The quorum for any meeting of the Advisory Committee is a majority of Council appointed members of the committee, with two members being an appointed Councillor and a Traditional Owner representative and/or Aboriginal / Torres Strait Islander member must be present.
- 5.5 All members have full and equal rights on matters before the Advisory Committee.
- 5.6 Relevant Council Officers may attend all meetings and provide advice, assistance and expertise, but do not form part of the Advisory Committee. It is expected that the same staff members will attend to provide a level of consistency. Officers in attendance may include Director Community and Customer Experience, Manager Family Youth and Wellbeing, Community Wellbeing Coordinator and RAP Officer. Council officers in attendance do not have voting rights.
- 5.7 Subject matter experts and/or guest speakers will be provided by Council and other government or community representatives as required to provide advice and/or information to the Committee.

**6. Term of Appointment**

**6.1 Term of appointment – Members**

- 6.1.1 Category 2 members of the Advisory Committee will be appointed for a term of two years. At the conclusion of their first two-year term, existing members will be eligible to apply to be reappointed at the discretion of Council for a second term of two year’s duration. Members can serve a maximum of two consecutive terms.
- 6.1.2 Category 1 members can serve more than 2 consecutive term with no maximum of time.
- 6.1.3 Where a new member is appointed to the Advisory Committee their two-year term shall commence from the date of appointment by Council.

- 6.1.4 Should a member resign before the expiry of their term, the vacancy will either be filled for the remainder of that term, or if the vacancy occurs within 12 months of the expiry of the term then Council may choose not to fill the vacancy.
- 6.1.5 In the event a member of the Advisory Committee has engaged in serious misconduct of any kind, the Chief Executive Officer may propose to remove a member of the Committee, following written notice to the member of its reason and intention to do so, and provide that member with the opportunity to be heard if so requested.

## **6.2 Attendance at meetings**

- 6.2.1 Members of the Advisory Committee are expected to attend all meetings of the Committee. Any member who is absent for more than one meeting without having submitted a prior apology will be considered to have resigned from the Advisory Committee.
- 6.2.2 This requirement can be waived at the discretion of the Chair in the case of special circumstances such as an extended illness.
- 6.2.3 Meetings will be held within a hybrid environment (online and in person) to maximise attendance at each meeting.

## **7. Appointments**

- 7.1 All members of the RAP Advisory Committee will be appointed by Council.
- 7.2 The selection process for community members on the Advisory Committee will be as follows:
- Advertisements and public notices will be placed on the Bayside City Council website and other key communications channels and other avenues as necessary to reach the demographic of membership required.
  - Following the closure of nominations an assessment panel comprising the current Chair and Co-Chair of the Committee, Director Community and Customer Experience, and Manager Family Youth and Wellbeing (or their nominees) will be convened.
  - The Panel will assess the nominations using the criteria as outlined in Section 8 below, undertake an interview process, and will recommend suitable appointments to Council.
  - In the event of a member resigning before the expiry of their term, as outlined in Section 6.1.3, the Panel may either recommence a public advertisement process, or approach candidates who have participated in the most recent nomination process, to recommend to Council a member to the vacant position.

### 7.3 Selection of Community Members

#### 7.3.1 The selection criteria nominees who:

Selection of membership to the Advisory Committee members will require candidates to demonstrate:

- Knowledge of the Bayside community.
- An understanding and interest in the local Aboriginal and Torres Strait Islander community.
- A demonstrated commitment to reconciliation.
- Strong community networks and local linkages.
- Capacity to influence internal and external stakeholders that build overall commitment and engagement with the principles of reconciliation in Bayside.
- Are residents of the City of Bayside or have strong links to Bayside (work, play, study, or own property in Bayside)

#### 7.3.2 Community Advisory Committee members are selected for their skills and experience in relation to the above criteria.

#### 7.3.3 Membership will aim for a group representing a range of abilities, ages, gender, cultures, geographic locations across the municipality and a range of areas of interest/expertise. Council is committed to creating an accessible and inclusive environment for all members and will work with members to consider any supports required to actively participate in meetings.

#### 7.3.4 Members appointed to the Advisory Committee is on a voluntary basis and no remuneration is provided.

#### 7.3.5 While it is not necessary for Advisory Committee members to live or work in Bayside, Council recognises the benefits of local community participation and diversity in the skills, experience and attributes of the Committee's membership.

Membership of the Committee must consist of a majority of Bayside residents where possible given that representation from First Nations people is required.

### 7.4 Selection of Councillor Members

#### 7.4.1 The Councillor members of the Advisory Committee will be appointed by Council at its Annual Meeting in November each year.



## **8. Member Responsibilities**

- 8.1 In order to fulfil the objectives of the RAP Advisory Committee, members are expected to:
1. Have an active role in seeking and communicating community views to Council.
  2. Be respectful of other member's views.
  3. Prepare for and participate in discussions at meeting(s), listen actively, and encourage others to participate.
  4. Be responsible for reading all information provided prior to the Committee meetings and other activities.

## **9. Meeting Procedures**

### **9.1 Meetings**

- 9.1.1 The RAP Advisory Committee will meet at least 4 times a year, one meeting in each quarter of the years, with a schedule of dates to be provided to members at the beginning of each calendar year.
- 9.1.2 Meetings will generally be held in the Bayside Room, Corporate Centre Sandringham, and also a hybrid model of meetings will be offered to all members.
- 9.1.3 Additional meetings may be arranged in consultation with members on an "as-needs" basis.

### **9.2 Agendas and Minutes**

- 9.2.1 The Meeting papers including the agenda and supporting documentation will be circulated to members of the Committee at least 5 days in advance of each meeting.
- 9.2.2. Minutes of the meetings will be presented within one week of the meeting for review by the Chair of the Advisory Committee.

Minutes of meeting must be circulated to all members within 10 days, following the approval by the Chair of the meeting.

- 9.2.3. Administrative support will be provided to Advisory Committee under the oversight of the responsible Director. A member of the Governance Team will attend all meetings to undertake the governance requirements including minute taking for the meeting.

## **10. Chair of the Advisory Committee**

- 10.1 The Chair of the Advisory Committee must be elected from the Council appointed Councillor representatives on the Committee, and is subject to reappointment annually at the Annual Meeting of Council.
- 10.2 The second appointed Councillor on the Committee will take the role of Deputy Chair, in the absence of the Chair at any Advisory Committee meeting.
- 10.3 The Chair of the Advisory Committee has a casting vote on occasions where there is an equal number of votes on a matter.
- 10.4 The Chair in consultation with the responsible Director may invite experts consultants or guests where necessary to present to the Committee in an expert advisory capacity for a specified purpose.

## **11. Role of the Chair**

- 11.1 The role of the Chair includes, but is not limited to:
  - Chairing of meetings of the Advisory Committee in accordance with the meeting agenda distributed to Committee Members.
  - Conducting meetings in a manner that promotes full participation, communications, involvement, consensus, mutual respect and listening.
  - Providing time during meetings for any Advisory Committee Member to raise any issue they believe is relevant.
  - Has a casting vote on occasions where there is an equal number of votes on a matter
- 11.2 The Chair will be part of the interview panel for the recruitment of new ordinary members of the Advisory Committee.

## **12. Deputy Chair**

- 12.1 In the absence of the appointed Chair, the Deputy Chair will undertake all the duties of the Chair.
- 12.2 The Deputy Chair of the Advisory Committee when representing the Chair has a casting vote on occasions where there is an equal number of votes on a matter.
- 12.3 The Deputy Chair will be part of the interview panel for the recruitment of new ordinary members of the Advisory Committee if the Chair is unable to participate in the process.

### **13. Co-Chair and responsibilities**

- 13.1 Council will also appoint a Co-Chair of the Committee from the category 1 members to assist the Chair at meetings.
- 13.2 The Co-Chair will conduct the business of the meeting under the guidance of established meeting procedures.
- 13.3 The Councillor appointed Chair or their Deputy Chair must be present at the meeting for the Co-Chair to undertake their responsibility of conducting the business of the meeting.
- 13.4 The Co-Chair does not have the ability to exercise a casting vote where a recommendation is put to the vote. The casting vote can only be exercised by the Councillor appointed Chair or Deputy Chair present at the meeting.
- 13.5 The Co-Chair will also be involved in the recruitment and selection process for new members to the Committee.

### **14. Conflicts of Interest**

A member with a conflict of interest, or perceived conflict of interest, in a matter before the Advisory Committee must declare their interest prior to discussion of the item. This will be a standing item on the agenda.

### **15. Code of Conduct**

A code of conduct will be enforced to ensure safe participation and enable a respectful and equitable sharing of ideas. All members will be required to sign the code of conduct. Any breaches of the Code of Conduct will be addressed by the Chair. Severe breaches may result in removal from the Committee.

### **16. Reporting**

The minutes of the Advisory Committee Meetings will be presented the next available Council meeting for noting or if the Committee is recommending to Council at specific action, it will be detailed in the report to Council.

### **17. Review of the Charter**

The Charter will be reviewed every two years or as deemed necessary.



*Bayside City Council commissioned a local indigenous artist, Nakia Cadd, to develop artwork for inclusion on the Reconciliation Action Plan which is shown above. Nakia is a Gunditjmara, Yorta Yorta, Dja Dja Wurrung, Bunitj, Boon Wurrung woman who grew up in the Northern suburbs of Melbourne.*

*This artwork acknowledges the beautiful lands of which Bayside is part of, Bunurong country of the Kulin Nations. It honours the significant landmarks, the bay and its many storyline's.*

*The shells aligned along the shore remain both present and strong, reflecting the history of the Bunurong people. The neutral and water tones reflect country and connection to place.*

*The footprints embedded are those of Aboriginal and Torres Strait Islander descent, as well as non-indigenous people walking together. The "U" shapes represent the many people that make up the community.*

*The Reconciliation Action Plan Advisory Group Terms of Reference was adopted by Council on 19 March 2024.*