



# **AGENDA**

## **Reconciliation Advisory Committee Meeting**

### **Monday, 13 November 2023**

**I hereby give notice that a Reconciliation Advisory Committee Meeting will be held on:**

**Date: Monday, 13 November 2023**

**Time: 1:30 PM**

**Location: Meeting Room Bidjpidji (Meeting Room 1)  
Level 1, Civic Centre  
Harry Chan Avenue, Darwin**

**Webcasting:**

**Simone Saunders  
Chief Executive Officer**

**RECONCILIATION ADVISORY COMMITTEE MEMBERS**

Councillor Peter Pangquee  
ABC Radio Charlie King  
City of Darwin, Chief Executive Officer Simone Saunders  
NT Indigenous Business Network Deb Anstess-Vallejo  
NT Public Health Network Jace Berry  
NT Public Health Network Melinda Phillips  
Community Member Charles Briston  
Community Member Libby Collins  
Community Member Rosanna De Santis  
Community Member Leah Gardiner  
Community Member Patrik Ralph  
Alternate Councillor Jimmy Bouhoris

**OFFICERS**

Executive Manager Community & Cultural Services, Angela O'Donnell  
Reconciliation Action Lead, Kylie Hamption  
Community Development Officer, Heather Docker

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## Order Of Business

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<b>7</b>	<b>Actions Arising From Previous Minutes</b> .....	<b>5</b>
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<b>13</b>	<b>Closure of Meeting</b> .....	<b>19</b>



**1 MEETING DECLARED OPEN**

**2 ACKNOWLEDGEMENT OF COUNTRY**

**3 APOLOGIES AND LEAVE OF ABSENCE**

**3.1 Apologies**

**3.2 Leave of Absence**

**3.3 Leave of Absence Notified**

**4 ELECTRONIC ATTENDANCE**

**4.1 Electronic Attendance**

**4.2 Electronic Attendance Notified**

**5 DECLARATION OF INTEREST**

**6 CONFIRMATION OF PREVIOUS MINUTES**

Reconciliation Advisory Committee Meeting - 11 September 2023

**7 ACTIONS ARISING FROM Previous Minutes**

**8 PRESENTATIONS**

**9 OFFICER REPORTS****9.1 INTRODUCTIONS - NEW MEMBERS AND NEW RECONCILIATION ACTION LEAD**

**Author:** Executive Assistant Community

**Authoriser:** Executive Manager Community and Cultural Services

**Attachments:** Nil

**RECOMMENDATIONS**

THAT the report entitled Introductions be received and noted.

An opportunity for the four new community representatives to introduce themselves to the existing members and for the new Reconciliation Action Lead to do the same.

Opportunity for all members to inform one another of their motivation for being part of the city of Darwin's Reconciliation Advisory Committee.

**9.2 MEMBERSHIP REVIEW**

**Author:** Executive Assistant Community  
**Authoriser:** Executive Manager Community and Cultural Services  
**Attachments:** 1. Terms of reference [↓](#)

**RECOMMENDATIONS**

1. THAT the report entitled Membership Review be received and noted.

**PURPOSE**

The purpose of this report is to review current and new membership and review if the majority of the members would like to approach any other First Nations Peak Bodies to join.

**KEY ISSUES**

- Current organisational members were appointed by Council in May 2022
- New community representatives were appointed by Council in September 2023 for a period of 2 years
- As per the Terms of Reference organisational members can send a briefed organisational representative in their place should they be unable to attend
- Current membership provisions are outlined in the terms of reference
- The attached terms of reference were updated in June 2023

**DISCUSSION**

Current organisational members were appointed by Council in May 2022. Organisational memberships consist of representation from:

- Larrakia Nation Aboriginal Corporation
- NT Indigenous Business Network
- NT Public Health Network
- ABC Darwin

New community representatives were appointed by Council in September 2023 for a period of 2 years.

As per the Terms of Reference organisational members can send a briefed organisational representative in their place should they be unable to attend.

Current membership provisions are outlined in the terms of reference (**Attachment 1**).

<p>Terms of reference allow for representation from:</p> <ul style="list-style-type: none"> <li>• Larrakia Development Corporation</li> <li>• Organisations with a higher status RAP than City of Darwin (Stretch or Elevate)</li> <li>• Commonwealth or Northern Territory Government</li> <li>• Education, Employment or Training Provider</li> <li>• Community or not for profit organisation</li> <li>• Any other peak First Nations organisation that the majority of members agree to approach.</li> </ul>	
<p><b>PREVIOUS COUNCIL RESOLUTION</b></p> <p>At the 26 September Ordinary meeting Council resolved:</p> <p><b>RESOLUTION ORD001/23</b></p> <p>1. THAT the report entitled Reconciliation Advisory Committee Recommendation - Appointment of New Members be received and noted.</p> <p>2. THAT Council appoints the following community members to the Reconciliation Advisory Committee for a two-year term from 18 October 2023 to 18 October 2025:</p> <ul style="list-style-type: none"> <li>i. Libby Collins</li> <li>ii. Rosanna De Santis</li> <li>iii. Charles William Briston</li> <li>iv. Patrik Ralph</li> </ul>	
<b>STRATEGIC PLAN ALIGNMENT</b>	6 Governance Framework 6.2 Roles and Relationships
<b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b>	Nil
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	<b>Legislation:</b> Local Government Act
<b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b>	<b>Engagement Level:</b> Inform When seeking organisational representatives correspondence will be sent by City of Darwin to organisations seeking nominations. When seeking community representatives a call out across social media platforms is made with submissions then assessed by current members.
<b>DECLARATION OF INTEREST</b>	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).







# Reconciliation advisory committee terms of reference

## No.1255.001.E.R

### 1 Purpose

The Reconciliation Advisory Committee is an Advisory Committee to Council. Its purpose is to advocate, inform, and guide Council on reconciliation actions and efforts to strengthen the relationships between First Nations and non-First Nations people, for the benefit of all Australians living within, working, studying or visiting the City of Darwin.

### 2 Scope

The Reconciliation Advisory Committee operates to advocate, inform and support Council's approach to reconciliation.

### 3 Authority / delegation

The Reconciliation Advisory Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee can put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

### 4 Functions

The functions of the Reconciliation Action Committee are to:

- Guide the implementation of City of Darwin's Reconciliation Action Plans (RAP)
- Represent the reconciliation needs of the Darwin community to the City of Darwin
- Advise Council on ways to actively contribute to the development and implementation of best practice policies, procedures, planning and programming to support reconciliation outcomes
- Identify actions that City of Darwin may take to improve reconciliation within its facilities, services and programs
- Identify gaps, issues and challenges in achieving reconciliation that City of Darwin can advocate for and/or partner with businesses, services and organisations to address
- Advocate for reconciliation as an active goal by providing education and information to improve community awareness of the importance of reconciliation, by promoting the histories, cultures and contributions of First Nations people to the City of Darwin, and
- Keep Council informed of industry developments, standards and legislation which can improve reconciliation within City of Darwin services, facilities, and programs.

Reconciliation advisory committee terms of reference - 1255.001.E.R

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Version:	Decision Number:	Adoption Date:	Next Review Date:
2	ORD338/23	27 June 2023	27 June 2024

**Responsible Officer: Chief Executive Officer**

*Electronic version current. Uncontrolled copy valid only at time of printing.*



## 5 Membership

In accordance with the *Local Government Act 2019* (NT), City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication, and commitment to the purpose of the group.

The domains of expertise relevant to this Committee are:

- Understanding and experience of issues impacting on First Nations communities
- Community services and cultural development
- Education, employment, and training
- Recruitment and/or human resourcing, and
- Safety and well-being services

### Membership Provisions

- Up to four (4) community members, and
- Up to six (6) organisational memberships consisting of representation from:
  - Larrakia Nation Aboriginal Corporation
  - Larrakia Development Corporation
  - Organisation with a higher status RAP than City of Darwin ('Stretch' or 'Elevate')
  - Commonwealth or Northern Territory Government
  - Education, Employment or Training provider, and
  - Community or Not-for-Profit organisation
- One Elected Member (and one Alternative Elected Member)
- City of Darwin Chief Executive Officer
- Any other peak First Nations organisations that the majority of members agree to approach

Membership will expire if a member does not attend three (3) consecutive regular meeting occasions without an approved leave of absence.

Representatives shall be nominated by a member organisation and are required to send a briefed alternative delegate should the nominee be unavailable.

The Term of Membership for Community members is two (2) years. Community members if absent, are unable to send a proxy.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.



## 5.1 Chair

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair will be elected by committee members at their first meeting.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purpose of chairing a meeting if the Chair is not present or at a meeting as required.

## 5.2 Members

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

Organisational members are appointed to represent the interests and views of their member organisation relevant to the committee purpose.

# 6 Meetings

## 6.1 Frequency and location

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than eight (8) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or most committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

## 6.2 Voting

A resolution of the Committee will be passed by a majority vote. A majority vote of half plus one (1) of the members present at the meeting.

The Chair must exercise, in the event of an equal number of votes, a second or casting vote.

Reconciliation advisory committee terms of reference - 1255.001.E.R

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Version:	Decision Number:	Adoption Date:	Next Review Date:
2	ORD338/23	27 June 2023	27 June 2024

**Responsible Officer: Chief Executive Officer**

*Electronic version current. Uncontrolled copy valid only at time of printing.*



## 7 Code of conduct

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1.

This includes the requirement to declare gifts and/or benefits.

## 8 Conflict of interest

On appointment to a committee, all members must identify if there are any conflicts of interests in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

## 9 Review and performance evaluation

### 9.1 Terms of reference

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

### 9.2 Performance evaluation

At the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of reference will be provided to Council at the commencement of each calendar year.

## 10 Responsibility and Action

All members of the Committee will be asked to sign the Terms of Reference as part of their induction to the Committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* (NT) as members of a Council appointed Committee.

These Terms of Reference were adopted by Council on 27 June 2023.

Name \_\_\_\_\_

Signature \_\_\_\_\_

**9.3 MEETINGS DATES AND COMMITTEE REVIEW**

**Author:** Executive Assistant Community  
Executive Manager Community and Cultural Services

**Authoriser:** Executive Manager Community and Cultural Services

**Attachments:** 1. **2023 Review Reconciliation Advisory Committee** [↓](#)

**RECOMMENDATIONS**

1. THAT the report entitled Frequency of Meetings and Committee Review be received and noted.
2. THAT the Reconciliation Advisory Committee sets its meeting schedule for 2024 as follows:
  - a) meetings to be held on Mondays
  - b) meetings to be held from 1:30 – 3pm
  - c) meetings to be held at Civic Centre and electronically via Teams
  - d) meetings to be held on:
    - i. Monday 19 February
    - ii. Monday 20 May
    - ii. Monday 19 August
    - iv. Monday 18 November
3. That the Reconciliation Advisory Committee notes the review undertaken for 2023 at **Attachment 1**.
4. That the Reconciliation Advisory Committee notes that the Terms of Reference will be reviewed at the first scheduled meeting in 2024.

**PURPOSE**

The purpose of this report is to propose the meeting schedule for 2024 and action the committee review in accordance with the terms of reference.

**KEY ISSUES**

- In accordance with the terms of reference the following is to take place:
  - schedule the meetings
  - review the terms of reference
  - review the committee performance
- City of Darwin's Governance team is currently undertaking administrative updates to all terms of reference to align to legislation requirements and City of Darwin's style branding guidelines.
- It is planned that the review of the committee's terms of reference be undertaken at the first scheduled meeting in 2024.

- A summary of the committee's 2023 performance is provided for discussion at **Attachment 1**.

## DISCUSSION

### Frequency of Meetings 2024

Dates, time and location of meetings is to be determined by the committee. The dates presented are for endorsement or discussion of alternative dates as determined by the committee.

Terms of Reference advise that the committee meet at least four times per year and no more than eight times annually between February and November.

It is noted that attendance at the meetings will be offered in person and via Microsoft Teams.

Proposed 2024 dates, times and location are:

- a) meetings to be held on Mondays
- b) meetings to be held from 1:30 – 3pm
- c) meetings to be held at Civic Centre and electronically via Teams
- d) meetings to be held on:
  - i. Monday 19 February
  - ii. Monday 20 May
  - ii. Monday 19 August
  - iv. Monday 18 November

### Committee Review

The committee is required to review its terms of reference and conduct a review pursuant to the terms of reference.

City of Darwin's Governance team is currently undertaking administrative updates to all terms of reference to align to legislation requirements and City of Darwin's style branding guidelines.

It is planned that the review of the committee's terms of reference be undertaken at the first scheduled meeting in 2024.

A summary of the committee's 2023 performance is provided for discussion at **Attachment 1**.

## PREVIOUS COUNCIL RESOLUTION

Nil

<b>STRATEGIC PLAN ALIGNMENT</b>	6 Governance Framework 6.2 Roles and Relationships
<b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b>	Nil
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	<b>Legislation:</b> Local Government Act 2019 <b>Policy:</b> Meetings Policy No.0043.100.E.R

	Advisory and Other Committees No.0930.100.E.R
<b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b>	Nil
<b>DECLARATION OF INTEREST</b>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>





# Reconciliation Advisory Committee

## 2023 Annual Review

Committee Functions	Result
Functions of the Committee achieved	Continued support to deliver on the outgoing Reconciliation Action Plan and supported the development and engagement with the new Reconciliation Action Plan 2023 – 2025. Provided advice to Council on matters of importance in Reconciliation.
Committee scheduled their frequency of meetings, times and locations the calendar year prior	At March 2023 meeting Members scheduled the following dates to be held at Civic Centre. 1.30-3pm <ol style="list-style-type: none"> <li>i. 20 March 2023</li> <li>ii. 15 May 2023</li> <li>iii. 10 July 2023</li> <li>iv. 11 September 2023</li> <li>v. 13 November 2023</li> </ol> Members to schedule 2024 meeting dates at 13 November 2023 meeting.
Membership Provisions of the Committee achieved	8 consistent memberships maintained throughout the year. 4 resignations submitted through the year. Consideration to be given of availability of all members considering work travel schedules.
Number of scheduled meetings for the calendar year achieved	5 meetings held through 2023. One meeting cancelled due to quorum not being reached (November 2022).
Achievements / Highlights	Successful development and delivery of new Reconciliation Action Plan 2023-2025 Robust discussion on the Voice to Parliament, Uluru Statement have helped inform decision making for City of Darwin Participation in NAIDOC Week activity, Reconciliation Week events



Committee Functions	Result
	City of Darwin delivered a program of internal events through Reconciliation Week and confirmed 3 year sponsorship arrangement with Larrakia Nation Aboriginal Corporation for NAIDOC Week activities

**10 MEMBER REPORTS**

**11 GENERAL BUSINESS**

**12 NEXT MEETING**

**13 CLOSURE OF MEETING**



# **MINUTES**

## **Reconciliation Advisory Committee Meeting**

**Monday, 11 September 2023**

**MINUTES OF CITY OF DARWIN  
RECONCILIATION ADVISORY COMMITTEE MEETING  
HELD AT THE MEETING ROOM DARRANDIRRA (CHAMBERS), LEVEL 1, CIVIC CENTRE,  
HARRY CHAN AVENUE, DARWIN  
ON MONDAY, 11 SEPTEMBER 2023 AT 1:30 PM**

**PRESENT:** Councillor Peter Pangquee, City of Darwin, Chief Executive Officer Simone Saunders, Larrakia Nation David Kurnoth, NT Indigenous Business Network Deb Anstess-Vallejo, NT Public Health Network Melinda Phillips

**OFFICERS:** Angela O'Donnell (Executive Manager Community and Cultural Services)

**APOLOGY:** NT Public Health Network Jace Berry

**GUESTS:**

### Order Of Business

<b>1</b>	<b>Meeting Declared Open</b> .....	<b>3</b>
<b>2</b>	<b>Acknowledgement of Country</b> .....	<b>3</b>
<b>3</b>	<b>Apologies &amp; Leave Of Absence</b> .....	<b>3</b>
<b>4</b>	<b>Electronic Attendance</b> .....	<b>3</b>
<b>5</b>	<b>Declaration of Interest of Members and Staff</b> .....	<b>3</b>
<b>6</b>	<b>Confirmation of Previous Minutes</b> .....	<b>3</b>
<b>7</b>	<b>Actions Arising from Previous Minutes</b> .....	<b>3</b>
<b>8</b>	<b>Presentations</b> .....	<b>4</b>
<b>9</b>	<b>Officer Reports</b> .....	<b>4</b>
	9.1 Notice of Resignation of City of Darwin Reconciliation Action Lead .....	4
	9.2 Membership Update .....	4
	9.3 Reconciliation Action Plan 2023-2025 .....	4
<b>10</b>	<b>Member Reports</b> .....	<b>4</b>
	Nil	
<b>11</b>	<b>General Business</b> .....	<b>4</b>
	Nil	
<b>12</b>	<b>Next Meeting</b> .....	<b>4</b>

## 1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1.39 pm.

## 2 ACKNOWLEDGEMENT OF COUNTRY

*City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.*

## 3 APOLOGIES & LEAVE OF ABSENCE

### 3.1 Apologies

NT Public Health Network Jace Berry,

### 3.2 Leave of Absence

### 3.3 Leave of Absence Notified

Nil

## 4 ELECTRONIC ATTENDANCE

Nil

## 5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

### 5.1 Declaration of Interest by Members

### 5.2 Declaration of Interest by Staff

## 6 CONFIRMATION OF PREVIOUS MINUTES

### COMMITTEE RESOLUTION RAC026/23

Moved: NT Public Health Network Melinda Phillips

Seconded: Councillor Peter Pangquee

That the minutes of the Reconciliation Advisory Committee Meeting held on 10 July 2023 be confirmed.

**CARRIED 5/0**

## 7 ACTIONS ARISING FROM PREVIOUS MINUTES

**8 PRESENTATIONS****9 OFFICER REPORTS****9.1 NOTICE OF RESIGNATION OF CITY OF DARWIN RECONCILIATION ACTION LEAD****COMMITTEE RESOLUTION RAC027/23**

Moved: NT Indigenous Business Network Deb Anstess-Vallejo

Seconded: Larrakia Nation David Kurnoth

THAT the report entitled Notice of Resignation of City of Darwin Reconciliation Action Lead be received and noted.

**CARRIED 5/0****9.2 MEMBERSHIP UPDATE****COMMITTEE RESOLUTION RAC028/23**

Moved: NT Public Health Network Melinda Phillips

Seconded: NT Indigenous Business Network Deb Anstess-Vallejo

1. THAT the report entitled Community Membership Update be received and noted.
2. THAT Reconciliation Advisory Committee thank Leah Gardiner for her contribution to the Committee.

**CARRIED 5/0****9.3 RECONCILIATION ACTION PLAN 2023-2025****COMMITTEE RESOLUTION RAC029/23**

Moved: NT Indigenous Business Network Deb Anstess-Vallejo

Seconded: Larrakia Nation David Kurnoth

1. THAT the report entitled Reconciliation Plan 2023 to 2025 (RAP) be received and noted.

**CARRIED 5/0****10 MEMBER REPORTS**

Nil

**11 GENERAL BUSINESS**

Nil

**12 NEXT MEETING****13 MEETING CLOSED**

1.48 PM