

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

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.

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 _____