



INFORMATION PACKAGE

Reconciliation Action Plan Steering Group

For further information about the Steering Group contact:

Town of East Fremantle

Phone: (08) 9339 9339

or

email: admin@eastfremantle.wa.gov.au

Applications close Thursday 6 April 2023

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1. Advertisement

The Town of East Fremantle/Boyal Walyalup Boodja is committed to developing a Reconciliation Action Plan to guide Council, so that our policies, decisions, and community engagement are respectful to our Town's first peoples.

We are seeking expressions of interest from members of the community who would be willing to be voluntary members of the Town of East Fremantle Reconciliation Action Plan (RAP) Steering Group.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

The Steering Group will oversee the implementation the Town of East Fremantle's Reflect Reconciliation Action Plan (RAP) and the development of an Innovate RAP in consultation with Reconciliation Australia. The Steering Group will meet as required and provide feedback and recommendations to the Council.

The Information Pack including Terms of Reference are available on the Town's website: eastfremantle.wa.gov.au. Nominations close on Thursday 6 April 2023 by 5:00pm and should be submitted to admin@eastfremantle.wa.gov.au.

For further information or any queries, please contact the Town of East Fremantle (Carly Filbey, Community Engagement Officer) on 9339 9339 or email admin@eastfremantle.wa.gov.au.

Gary Tuffin
Chief Executive Officer

2. Reflect Reconciliation Action Plan

In July 2022, The Town formally received endorsement from Reconciliation Australia for its first (Reflect) Reconciliation Action Plan.

A copy is available on the Town's website - [Reflect Reconciliation Action Plan](#)

What is a RAP (source www.reconciliation.org.au)

The Reconciliation Action Plan (RAP) program provides a framework for organisations to support the national reconciliation movement. According to information on Reconciliation Australia's website, no matter where an organisation is on its reconciliation journey, there is a RAP to suit.

A RAP is a strategic document that includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.

3. Application Process

Selections will be based on which applicants demonstrate the highest merit for the positions.

3.1 Required Documents

Please complete the attached **nomination form** outlining your interest and how you believe you can assist the Town of East Fremantle with the implementation of the Reflect Reconciliation Action Plan (RAP).

3.2 Formal Qualifications

No formal qualifications are required, however a strong interest in reconciliation and the reconciliation process is a must.

3.3 Closing Date

The closing date for application is close of business, **Thursday 6 April 2023**

3.4 Terms of Reference

Please see the Terms of Reference attached.

3.5 Submitting your Expression of Interest

Applicants are requested to forward their application via email (in Word or PDF format) to:

admin@eastfremantle.wa.gov.au

Gary Tuffin

Chief Executive Officer

Town of East Fremantle

Reconciliation Action Plan - Steering Group

Nomination Form

Name: _____

Address: _____

Mobile: _____

Email: _____

Do you identify as an Aboriginal and/or Torres Strait Islander person?

- Yes: Aboriginal ☐ Torres Strait Islander ☐ or both. ☐
- No: ☐

If yes to identifying as an Aboriginal and/or Torres Strait Islander person, please respond to the following questions.

Do you regard yourself as a descendent of the traditional custodians of the Perth area?

- Yes: ☐ No: ☐ If yes what is your line of connection? _____

Please provide a brief explanation as to why you are interested in being a Steering Group member:

Other supporting comments (if any):

Terms of Reference

Reconciliation Action Plan (RAP) Steering Group

1. Reconciliation Action Plans

Reconciliation Australia's RAP Framework provides organisations with a structured approach to advance reconciliation. Each type of RAP is designed to suit an organisation at different stages of their reconciliation journey and organisations can repeat the same type of RAP if appropriate.

- Reflect: Scoping capacity for reconciliation.
- Innovate: Implementing reconciliation initiatives.
- Stretch RAP: Embedding reconciliation.
- Elevate RAP: Leadership in reconciliation.

The Town formally received endorsement from Reconciliation Australia for its first (Reflect) Reconciliation Action Plan.

2. Objectives of the Town of East Fremantle RAP Steering Group

The primary objective of the RAP Steering Group is to oversee the implementation the Town of East Fremantle's Reflect Reconciliation Action Plan (RAP) and the Development of an Innovate RAP in consultation with Reconciliation Australia, using their toolkit, templates and resources. .

3. Powers of the Town of East Fremantle RAP Steering Group

The Steering Group is an informal Steering Group appointed by the Council and is responsible to that body. The Steering Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility and does not have any delegated financial responsibility. The Steering Group does not have any management functions and cannot involve itself in management processes or procedures.

The Steering Group is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

4. Membership

The Steering Group shall consist of Elected Members, designated Town of East Fremantle employees and Aboriginal and Torres Strait Islander community members as follows:

- Councillors_____
- Town of East Fremantle CEO or nominated officer.

Minimum of four (4) community members (to be invited by way of public advertisement).
Council strongly encourages and would welcome nominations from Aboriginal and Torres

Strait Community members.

5. Structure

The RAP Steering Group will be administered by the CEO or representative and include:

- Taking and disseminating minutes to the RAP Steering Group.
- Planning up-coming meetings.
- Locating and sharing research or other documents as determined by the Steering Group members.
- Facilitating consultation with interested staff, external stakeholders (as decided by the RAP Steering Group), and Reconciliation Australia.

6. Agenda

Members of the RAP Steering Group can ask for any item relating to the core business of the group to be placed on any agenda.

7. Meetings

The Steering Group shall meet as and when required.

Additional meetings shall be convened at the discretion of the presiding member.

8. Reporting

Notes and recommendations of each Steering Group meeting shall be presented to the Council via the Council Concept Forum and or next Ordinary Meeting of the Council.

The RAP Steering Group is responsible for liaising with all relevant staff to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia as required.

9. Duties and Responsibilities

The following activities will be carried out by the RAP Steering Group:

- Oversee the implementation of the Town of East Fremantle (Reflect) RAP
- Develop an Innovate RAP within the context of the Town's core business and in-line with the Town's over-arching community strategic plan and corporate business plan.
- Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide ideas for the RAP and comment on drafts.
- Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- Regularly liaise with relevant staff and stakeholders to review progress of RAP actions and:
 - Report RAP progress to Reconciliation Australia annually.
 - Report RAP progress internally to Council and staff as per Town requirements.
 - Report RAP progress to the community and relevant Aboriginal and Torres Strait Islander stakeholders.
 - Reflect on key learnings in the development of RAPs.
 - Consider RAP implementation issues and consult with relevant business units to find solutions.

- Liaise with Town staff to finalise the RAP document and register it on Reconciliation Australia's website.

10. Tenure of Membership

Until the Town of East Fremantle Reconciliation Plan has been adopted by Council.

11. Steering Group

11.1. Chairperson

The members shall appoint the Chairperson.

11.2. Secretary

As appointed by the Chief Executive Officer.

11.3. Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore, the number for a Quorum shall be four (4) voting members.

11.4. Voting

Shall be in accordance with the *Local Government Act*, Section 5.21

11.5. Minutes

Shall be in accordance with the *Local Government Act*, Section 5.22.

11.6. Who Acts If No Presiding Member

Shall be in accordance with the *Local Government Act*, Section 5.14.

11.7. Meetings

Meetings shall be generally open to the public pursuant to Section 5.23 of the *Local Government Act* and include question time for members of the pursuant to Section 5.24 of the *Local Government Act*.

11.8. Members Interests to be Disclosed.

Members of the Steering Group are bound by the provisions of the *Local Government Act* Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

11.9. Code of Conduct

Members of the Steering Group are bound by Council's Code of Conduct.

11. Meeting Fees

Positions on the Steering Group are voluntary; therefore, no meeting fees are payable to any member of the Steering group, however, a light meal and refreshments will be provided at each meeting.

12 Cultural Advisor Fees

A fee of \$250 per meeting will be paid to each Aboriginal and Torres Strait member for their cultural direction and advice in relation to reconciliation matters.