**Maribyrnong Reconciliation Action Plan Advisory Committee (MRAPAC)**

**Terms of Reference**

**Updated February 2019**

**BACKGROUND**

The Maribyrnong Reconciliation Action Plan Advisory Committee provides Council with strategic advice on reconciliation and Australia’s First Nations people. The MRAPAC is Chaired by the Maribyrnong City Council Mayor and membership is made up of at least 50% Aboriginal or Torres Strait Islander people and service providers who have a significant role in supporting the First Nations community within the City of Maribyrnong.

**PURPOSE**

This document establishes the terms of reference, composition and operating arrangements of Council’s Maribyrnong Reconciliation Action Plan Advisory Committee.

**RESPONSIBILITY**

The Maribyrnong Reconciliation Action Plan Advisory Committee (MRAPAC) will:

* Provide guidance and support to Council on issues and barriers that affect the Reconciliation process (aligned to the Council Plan and the Reconciliation Action Plan).
* Provide advice to Council on the development and implementation of strategies that will deliver positive practical outcomes for First Nations communities.
* Receive and comment on the progress of specific strategies that encourage inclusive involvement of First Nations people in Council services, programs and activities.
* Raise advocacy issues for Council to consider on behalf of the First Nations community.

**COMPOSITION**

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| **Name** | **Type of Appointment** | **Term** |
| 12 x Community member | Appointed | 2 years |
| The Mayor (or nominated Councillor) | Chair | 1 year |
| A Councillor nominated on an annual basis by the Council who acts as alternate delegate or Chair | Optional | 1 year |
| Director Community Services | Council staff | Ongoing |
| Manager Community Development, Positive Ageing and Inclusion | Council staff | Ongoing |
| Coordinator Diversity and Inclusion | Council staff | Ongoing |
| Diversity Officer | Council staff | Ongoing |

The MRAPAC will comprise the Mayor or a Councilor, senior staff and up to 12 community members, consisting of at least 50% First Nations members who are community members or service providers who have a significant role in supporting the First Nations community within the City of Maribyrnong and or western region.

Members are encouraged to invite other First Nations community members to attend and participate in meetings as observers. All observers will be asked to complete the Observer Application Form.

Council officers within the Community Development, Positive Ageing and Inclusion Department will undertake specific responsibilities to assess committee applications, plan meeting dates and distribute agendas and minutes.

Council staff and other external key stakeholders will attend meetings to present agenda items for the purpose of providing relevant information and advice on matters being considered by the MRAPAC.

**METHOD OF APPOINTMENT**

Applications for MRAPAC members shall be called by public notice in local media, social media and by information letter/email to relevant local groups and agencies and will be appointed for a period of two years.

Appointments to the MRAPAC will be recommended by Council staff, who will assess applicants against the below list of expectations of committee members as stated in application documentation.

At the end of the two-year term, applications will be sought for nomination, with existing members eligible to re-nominate for a second term.

A position will be deemed vacant if a member fails to attend for three consecutive meetings.

Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence. A proxy may be able to be nominated in order to maintain a groups representation if required.

**EXPECTATIONS OF THE MARIBYRNONG RECONCILITATION ACTION PLAN ADVSIORY COMMITTEE MEMBERS**

* Commitment to promote inclusion and active engagement of First Nations communities in all aspects of community life.
* To stimulate discussion on the range of issues that affects the First Nations community across the municipality.
* Encourage and support participation by all members of the community in First Nations culture and events.
* Represent the views of their community and or organisation.
* Provide advice, make recommendations and comment on the activities of the MRAPAC.
* Willingness to participate in Council’s Reconciliation Action Plan implementation and review.
* Preparedness to present reports and promote the activities of the MRAPAC to their respective community, organisation and networks.

**OPERATING PROCEDURES**

**Chair**

The chairperson is responsible for presiding over the meeting.

* The Chairperson is the Maribyrnong City Council Mayor.
* In the Chairperson’s absence, the Mayor will nominate another Councilor to act as Chair for the meeting.
* Decisions made at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation at the meeting or input into the decision prior to the meeting.

**Quorum**

A quorum for the MRAPAC will require attendance of a minimum of one Council staff member and four other members with at last half of them being First Nations people.

The MRAPAC will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached and the matter is viewed as significant to the successful operation of the MRAPAC, the committee can appoint an independent mediator to assist to resolve the issues or assist the parties / group to reach consensus.

**Meetings**

* There will be a minimum of four meetings per year.
* Meetings will commence and conclude on time.
* Council Officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
* Where practicable, the agenda, reports and documents that relate to the committee and minutes of the previous meeting, will be forwarded to members at least five working days prior to meetings.
* Accurate minutes will be kept of each meeting. The minutes of the meetings will be distributed to the committee members for ratification at the next subsequent meeting of the MRAPAC.
* Additional sub-committee meetings, as agreed by members, may be formed to advise the MRAPAC.

**REQUIREMENTS OF MEMBERS**

Members are required to:

* Declare any interest, pecuniary interest or conflict of interest.
* Keep informed of current developments, issues and concerns in the local community.
* Have an understanding of and or experience in the principles of community development.
* Prepare for and actively participate in meetings.
* Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
* Treat information with sensitivity.

**EVALUATION AND REVIEW**

The Terms of Reference and membership will be reviewed and evaluated every two years.