

# Reconciliation Advisory Committee

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## Terms of Reference

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*Reviewed February 2024 by the WRG.*



## Our Reconciliation Vision

Pyrenees Shire Council's Reconciliation Plan states the following vision of reconciliation for the Council:

Council is committed to reconciliation and aspires to be a leader within the broader community to advance reconciliation locally with other stakeholders. Council's vision for reconciliation involves the following enduring commitments:

- A holistic, whole of organisation approach that engages all staff in reconciliation including increasing knowledge of Aboriginal and Torres Strait Islander culture.
- Strong healthy relationships between Council and Aboriginal and Torres Strait Islander residents and Traditional Owners that support continual dialogue to inform decision making.
- Taking a leadership role, to drive the identification and implementation of reconciliation issues and actions across our municipality. To build engaged and inclusive communities that embrace diversity and ensure First Nations community members thrive.
- The implementation of relevant and quality actions based on evidence, involving the evaluation of effectiveness and accountability to the Aboriginal and Torres Strait Islander community.
- Increasing the cultural inclusion and subsequent participation of Aboriginal and Torres Strait Islander residents in Council functions, programs, events and services.

## Purpose

The Purpose of the Reconciliation Advisory Committee is to support the successful implementation of Pyrenees Shire Council's Reconciliation Plan 2021-2024 and in doing so work towards realising the above vision.

## Role of Advisory Committee

The Advisory Committee will:

- a. Support a collaborative and partnership approach to the development and implementation of actions to ensure integration across different units and directorates and cohesive engagement with other stakeholders.
- b. Share information, ideas and concerns that support an organisational approach to reconciliation.
- c. Provide progress updates on the development and implementation of actions, particularly those of respective working groups.
- d. Provide input and feedback on the development of actions other members report on.
- e. Contribute towards scheduling a logical order to implement actions.
- f. Collaboratively problem-solve roadblocks or challenges regarding the implementation of actions and explore opportunities as they arise.
- g. Ensure the development and implementation of actions are responsive to the interest and needs of the Pyrenees Aboriginal and Torres Strait Islander community and Traditional Owners of the municipality.
- h. Support the Reconciliation Plan Coordinator to meet reporting and other requirements of Reconciliation Australia.
- i. Provide guidance on the evaluation and review of the current Reconciliation Plan, and development of future plans.
- j. Support the promotion of Reconciliation Plan actions within respective units and directorates.

In addition to the above Aboriginal and Torres Strait Islander members will:

- a. Represent their respective organisations and communities.
- b. Provide cultural advice on practices and protocol and share their perspective on issues discussed.
- c. Provide support and assistance engaging and liaising with Aboriginal and Torres Strait Islander residents and Traditional Owners.

## Advisory Committee Membership

Membership will be for a one-year term with an opportunity to extend for additional years. Over the duration of the plan consideration should be given to both maintaining continuity in the Advisory Committee and providing new opportunities for involvement for representatives.

Membership will include:

- a. The CEO, who will continue as the Reconciliation Champion,
- b. Manager Community Wellbeing and Partnerships
- c. Manager People and Culture
- d. Staff from units responsible for a significant number of actions or whose actions are complex and will benefit from cross directorate support.
- e. Representatives from the municipality's Traditional Owners.
- f. Aboriginal and / or Torres Strait Islander community members who are supportive of the Council's Reconciliation Plan and can provide advice on organisational reconciliation.
- g. Representatives from relevant organisations within the municipality that are supportive of the Council's Reconciliation Plan and can provide advice on organisational reconciliation
- h. Representatives of the community who have experience in being actively involved in this space, or looking to be more involved in positive community change.

Members are encouraged to attend all meetings, however if they are unable to attend an appropriate proxy can attend in their place.

At least 50% of members need to be present for a meeting quorum.

Members of the Reconciliation Advisory Committee may be made public within the organisation.

## Structure

The Reconciliation Plan involves changing the culture of the organisation by increasing Aboriginal and Torres Strait Islander cultural inclusion and safety. Therefore, it is important that as many employees as possible are involved in the development and participation of actions in the Plans. Some of the actions are complex, focus on a specific area or require both internal and external partnerships.

Additionally, Council has legislative requirements that compliment but are independent of the Reconciliation Plan. These include the Indigenous Land Use Agreement, the Recognition and Settlement Agreement and the Aboriginal Heritage Act.

The Reconciliation Advisory Committee provides an umbrella forum to coordinate different responsibilities. Thematic working groups focussed on specific responsibilities may be established. Such groups will include a member of the Reconciliation Advisory Committee who will report back to the Advisory Committee, eg. Aboriginal and Torres Strait Islander employment, cultural awareness program, procurement, land use, Recognition and Settlement Act.

Staff and external stakeholders who are not members of the Advisory Committee can participate in these working groups, therefore increasing opportunities for staff to proactively participate in the development of actions. Such groups may be time limited or ongoing, based on the evolving needs of the group.

## Meetings

- Meetings will occur twice annually, as a minimum.
- Meetings will occur in a Pyrenees Shire Council venue or by online means where appropriate.
- The EA to the CEO and Councillors will provide administrative support to the meetings.
- The Advisory Committee will be chaired by the Reconciliation Champion (CEO)

## Review

These Terms of Reference will be reviewed with the development of each new Reconciliation Plan.