

Reconciliation Action Plan Advisory Group Terms of Reference



Alec Baker
Yankunytjatjara people
Ngura (Country) 2019
Acrylic on linen
112 x 198cm
Bayside City Council Art and Heritage Collection. Winner of the Bayside Acquisitive Art Prize 2021/22.

Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders, past, present and emerging.

1. Purpose

The Reconciliation Action Plan (RAP) Advisory Group was established in October 2019 following Council endorsing a formal commitment to reconciliation with Australia's Aboriginal and Torres Strait Islander peoples.

The RAP outlines practical actions that will drive Bayside City Council's contribution to reconciliation both internally and in the communities in which it operates. The development and implementation of Council's RAP is guided by the RAP Advisory Group made up of Aboriginal and Torres Strait Islander representatives and local residents, community leaders and key agency representatives.

2. Objectives

The RAP Advisory Group's objectives are to:

- provide advice and feedback to Council when requested by Council on related reconciliation matters.
- work in collaboration with Council staff to support delivery of RAP activities.
- help to plan community engagement to achieve reconciliation goals and outcomes.
- champion awareness raising activities within the Bayside community.
- provide endorsement at key stages of development and implementation of the RAP.

3. Reporting Requirements

The Minutes of the Advisory Group will be presented to the next available Council meeting for noting or consideration by Council of a recommendation.

The Advisory Group will report to Council annually on the progress of the implementation of actions within the RAP, and also make recommendations to Council of any proposed changes, amendments to timeframe of actions etc, or other related indigenous matters, where Council is seeking advice from the Advisory Group.

4. Delegations

The Advisory Committee will report to Council on the monitoring and implementation of the RAP actions and provide advice to Council on reconciliation matters. The Advisory Group has no specific delegations.

5. Membership

The Advisory Group will consist of the following membership:

- Traditional Owner representative(s) and/or a Aboriginal and/or Torres Strait Islander representatives that live, work, study, volunteer or have a connection with Bayside. There are no quotas for this category.
- Community members with a demonstrated commitment to Reconciliation and/or experience in RAP development. A maximum of four (4) representatives.
- Key government and non-government agency representatives. A maximum of two (2) representatives.
- One Councillor representative appointed by Council
- Gender diversity to be maintained where possible

Subject matter experts and/or guest speakers will be provided by Council and other government or community representatives as required to provide advice and/or information to the Group.

Relevant Council Officers will attend all meetings and provide advice, assistance and expertise, but do not form part of the Advisory Group. It is expected that the same staff members will attend to provide a level of consistency.

The quorum for any meeting of the Advisory Group is a majority of members of the appointed Advisory Group, plus one, with two members being an appointed Councillor and a Traditional Owner representative and/or Aboriginal / Torres Strait Islander member must be present.

6. Voting Rights and obligations

The Advisory Group will provide advice, make recommendations and decisions to support the development of the RAP by consensus.

Where a matter is unable to be determined by consensus, a vote will be held, and all appointed members have full and equal rights on matters before the Advisory Group where a vote is required to determine a recommendation to Council.

However to ensure any voting decision by the Advisory Group is undertaken having considered the diverse views of the Group the following voting rules shall apply:

- a minimum of 50% of the Traditional Owner representative(s) and Aboriginal and/or Torres Strait Islander representatives appointed need to be present for the vote.
- In the event that 50% of Traditional Owner representative(s) and Aboriginal and/or Torres Strait Islander representatives appointed are not present the vote will be undertaken by email.
- All Members will be advised of the outcomes of any item subject to a vote undertaken via email, and will reported as part the next schedule agenda of the Advisory Group.

7. Criteria for membership

Selection of membership to the Advisory Group Members will require candidates to demonstrate:

- Knowledge of the Bayside community.
- An understanding and interest in the local Aboriginal and Torres Strait Islander community.
- A demonstrated commitment to reconciliation.
- Strong community networks and local linkages and the capacity to influence and build commitment to and engagement with the principles of reconciliation within Bayside.

8. Selection Process – Community Members

Vacant positions on the Advisory Group will be publicity advertised through Council's website and other avenues as necessary to reach the demographic of membership required.

Advisory Group members will be selected for their skills, specialist knowledge, expertise, interest in reconciliation, leadership and level of community influence.

The selection panel for the appointment to the Advisory Group will comprise of the Chair of the Advisory Group, the Councillor appointed representative, and the Director Community and Customer Experience.

The selection panel will recommend appointments to Council.

It should be noted that members appointed to the Advisory Group are on a voluntary basis and no remuneration is provided.

9. Selection process – Councillor Member

The Councillor member of the Advisory Group will be appointed by Council at its Annual Meeting in November each year.

10. Term of Membership - Community Members

Community Members will be appointed for a term of three years with an option for a further one, two or three years (to a maximum of 6 years).

Members can serve a maximum of two consecutive terms.

Should a member resign before the expiry of their term, the vacancy will either be filled for the remainder of that term, or if the vacancy occurs within 12 months of the expiry of the term then Council may choose not to fill the vacancy.

11. Attendance at meetings

Members of the Advisory Group are expected to attend scheduled meetings of the Group, and provision will be made for meetings to be conducted in a hybrid meeting environment to ensure a high attendance rate at meetings.

Any member who is absent for more than three consecutive meetings without having submitted a prior apology will be considered to have resigned from the Advisory Group.

This requirement can be waived at the discretion of the Chairperson in the case of special circumstances such as an extended illness.

12. Meetings

The Advisory Group shall meet as required, however no less than four times per calendar year (additional meetings may be arranged if agreed to by Advisory Group members and the Chair when significant events are scheduled).

A schedule of meetings will be confirmed in advance and the agenda and supporting documentation will be circulated to each member of the Advisory Group at least five days in advance of each meeting.

Minutes of the meetings will be prepared within one week of the meeting for review by the Chair of the Advisory Group.

Secretarial and administrative support will be provided to the Advisory Group by a nominated Council officer under the oversight of the responsible Senior Executive member.

13. Chair and Deputy Chair

The Advisory Group will appoint a Chair for a maximum of 4 years.

The Chair and Deputy Chair will be appointed by the Advisory Group and will preferably be an Aboriginal and/or Torres Strait Islander person.

The Chair is responsible for the fair conduct of meetings and for ensuring open opportunity is available to voice views and opinions across all members equitably.

The Chair of the Advisory Group has a casting vote on occasions where there is an equal number of votes on a matter. In the absence of the appointed Chair from a meeting, the Deputy Chair will undertake the duties of the Chair.

14. Role of the Chair

The role of the Chair includes, but is not limited to:

- Chairing of the Advisory Group meetings in accordance with the meeting agenda distributed to Committee Members.
- Conducting meetings in a manner that promotes full participation, communications, involvement, consensus, mutual respect and listening.
- Providing time during meetings for any Advisory Group Member to raise any issue they believe is relevant.
- Has a casting vote on occasions where there is an equal number of votes on a matter

The Chair or Deputy Chair will be part of the interview panel for the recruitment of new ordinary members of the Advisory Group.

15. Review

The Advisory Group will review the Terms of Reference every two years or as required.



Bayside City Council commissioned a local indigenous artist, Nakia Cadd, to develop artwork for inclusion on the Reconciliation Action Plan which is shown above. Nakia is a Gunditjmara, Yorta Yorta, Dja Dja Wurrung, Bunitj, Boon Wurrung woman who grew up in the Northern suburbs of Melbourne.

This artwork acknowledges the beautiful lands of which Bayside is part of, Bunurong country of the Kulin Nations. It honours the significant landmarks, the bay and its many storyline's.

The shells aligned along the shore remain both present and strong, reflecting the history of the Bunurong people. The neutral and water tones reflect country and connection to place.

The footprints embedded are those of Aboriginal and Torres Strait Islander descent, as well as non-indigenous people walking together. The "U" shapes represent the many people that make up the community.

The Reconciliation Action Plan Advisory Group Terms of Reference was adopted by Council on 27 June 2023.