



Reconciliation Action Advisory Committee Terms of Reference

1. Intent

- 1.1 In consultation with Reconciliation Australia, advise Council on initiatives to advance reconciliation.

2. Scope

- 2.1 The terms of reference apply to Councillors, committee members and staff of Tablelands Regional Council (TRC).

3. Powers of the committee

- 3.1 This committee is an advisory committee to Council under Section 264(b) of the *Local Government Regulation 2012*.
- 3.2 The [Advisory Committees Policy](#) applies to this advisory committee.

4. Purpose

- 4.1 Advise Council on the development and implementation of the Reconciliation Action Plan framework.
- 4.2 Monitor the implementation of Reconciliation Action Plans.
- 4.3 Engage with Reconciliation Australia including the delivery of reporting requirements.
- 4.4 Assist Council to prioritise the most important issues regarding reconciliation.
- 4.5 To improve communication and relationships between Council and First Nations peoples, organisations and community groups across the region.
- 4.6 To champion Reconciliation Action Plans to develop a culturally aware and supportive workplace to enable all employees to thrive.

5. Membership

- 5.1 Members must have a commitment to and interest in reconciliation and how it can be a positive force for changing culture and work practices.
- 5.2 Members:

- 5.2.1 Secretary (TRC Officer) non-voting
 - 5.2.2 TRC Councillor or their delegate (Chair)
 - 5.2.3 Up to twelve TRC staff representing varying business areas
 - 5.2.4 Two Southern Tablelands Traditional Owners Alliance representatives or two local Elders from within the TRC footprint.
- 5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend a meeting.

6. Committee term

- 6.1 The term of the committee is two years.
- 6.2 By Council resolution, the committee may be renewed with the same membership or expressions of interest called for positions.

7. Meetings

- 7.1 Meetings will be held a minimum of quarterly at a time and location that suits members.

8. Reporting

- 8.1 The committee, through the Council Officer, will provide a report to Council at the end of each financial year including actions and outcomes, and when recommendations require Council endorsement.

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference in line with Reconciliation Australia annual reporting requirements.

10. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.