



Terms of Reference – Reconciliation Action Plan Working Group

1. Role of the Group

The RAP Working Group (RAPWG) is established to guide and support the Shire of Harvey in the development, implementation, and monitoring of its Reconciliation Action Plan (RAP). The RAPWG provides advice, cultural guidance, and recommendations to ensure the RAP is meaningful, inclusive, and aligned with Reconciliation Australia's framework.

2. Objectives of the Group

- Provide advice on the development, implementation, and evaluation of the Shire's RAP.
- Strengthen relationships between the Shire, Aboriginal and Torres Strait Islander peoples, and the wider community.
- Ensure Aboriginal voices and cultural perspectives are embedded in decision-making.
- Support culturally safe and respectful community engagement.
- Assist the Shire to prioritise practical and achievable reconciliation actions.
- Build staff and community awareness of Aboriginal culture and reconciliation

3. Membership

3.1. Shire Officers

- One Primary Elected Member
- One Deputy Elected Member
- Shire of Harvey RAP Champion
- Manager of Community Development
- Community Development Officer
- Aboriginal Trainee

3.2. Community Representatives

- Up to six Noongar community representatives

- Up to four other community representatives with a strong interest in reconciliation.

We will actively encourage and support Elders to participate in this process and will give preference to their involvement wherever possible. We acknowledge and respect the significant role of Elders in Aboriginal and Torres Strait Islander communities. Elders are the cultural knowledge holders, leaders, and teachers who guide community with wisdom, lived experience, and connection to Country. Their voices are vital in ensuring that decisions, actions, and programs reflect cultural values, traditions, and community priorities.

3.3. Term of Membership

- Community representatives will be appointed for a one-year term, with the option for reappointment.
- Membership will be reviewed periodically to ensure diversity of representation.

3.4. Selection Criteria

- Commitment to reconciliation and cultural respect.
- Knowledge or lived experience relevant to Aboriginal and Torres Strait Islander communities.
- Connection to Binjareb Country
- Ability to actively participate in meetings and contribute to RAP priorities.
- Commitment to serve for a minimum one-year term.

4. Meetings

- Meetings will be held as on a quarterly basis
- Extraordinary meetings will be called on occasion
- Minutes will be recorded and distributed to all members within four weeks of the meeting.
- Non-members may be invited to attend to provide advice or input on specific topics
- The RAP Champion will facilitate the meetings.

4.1. Code of Conduct

All members must agree to:

- Treat others with respect and professionalism.
- Maintain confidentiality of discussions.
- Act in the best interests of the community.

If a conflict arises within the Group, the following process will be followed:

4.1.1. Addressing the Issue Informally:

- Members involved in the conflict are encouraged to address the issue directly and respectfully with one another to seek an informal resolution.

4.1.2. Facilitation by the Chairperson:

- If the conflict cannot be resolved informally, the Chairperson will mediate discussions between the parties to find a mutually acceptable solution.
- The Chairperson will ensure the discussion is conducted respectfully, focusing on the group's objectives.

4.1.3. Referral to the Director Community and Lifestyle:

- If the issue remains unresolved, it will be referred to the Director Community and Lifestyle for further mediation.
- The Director Community and Lifestyle will review the matter, facilitate discussions, and recommend a course of action.

4.1.4. Escalation to an external mediator:

- In cases where the conflict cannot be resolved through internal mediation, the issue may be escalated to an external mediator.

5. Strategic objective

The Reconciliation Action Plan Working Group aligns with the following strategic objectives:

	People A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
	Planet A natural environment that is highly valued, protected and enjoyed.
	Place A liveable, sustainable and well-designed built environment that is accessible to all.
	Prosperity A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.
	Performance A representative leadership that is future thinking, transparent and accountable.