

Reconciliation Advisory Committee

Terms of Reference 2025-2029

PURPOSE	The purpose of the Reconciliation Advisory Committee is to provide advice, information and recommendations (where appropriate) to Council on matters relating to Aboriginal and Torres Strait Islander peoples.
OBJECTIVES	- Working in partnership with Council Officers to identify and recommend potential solutions to presenting issues and barriers to reconciliation and activities that can advance reconciliation in Whitehorse. - Providing feedback to Council in relation to Council activities, policies, plans and infrastructure - Assist in the culturally appropriate development and/or implementation of the Reconciliation in Whitehorse Action Plan.
AUTHORITY	The Committee operates in an advisory capacity only and has no delegated decision-making powers. Any recommendations made by the Committee will be submitted to the Council for consideration. Officers will close the loop on how advice received from the Committee was used.
MEMBERSHIP	The membership of the Council Committee will comprise of: 1 Councillor (to act as Chairperson) for a 1-year term 1 Councillor (to act as Substitute) for a 1-year term - Up to 8 community members for a 4 -year term. - Elders nominated by the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) - Up to 6 Council Officers with responsibilities in the Reconciliation in Whitehorse Action Plan.
ROLES	The Committee will; - Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making - Provide advice on strategic and other planning work to help set short and longer-term direction and action - Review and assess policies, projects or proposals as requested by the Council. All Committee Members - Act with integrity. - Impartially exercise their responsibilities in the interests of the local community. - Not improperly seek to confer an advantage or disadvantage. - Avoid conflicts between their Committee role and their personal

	and/ or professional interests and obligations. No individual member, including the Chairperson, has authority to make decisions or act on behalf of the Committee or express unauthorised views in a public setting. Chairperson • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council. Substitute In the absence of the Chairperson, the Substitute Councillor will take up the role of Chairperson for that meeting. Support Council officer representatives provide administrative and technical support to the operation and facilitation of the Committee. Guest Council Officers may be invited to present and/or participate in committee meetings depending on the agenda.
RECRUITMENT	A formal expression of interest and selection process is required for community members. Elders will be nominated by the WWWCHAC. Council Officers will be selected based on responsibility in the Reconciliation in Whitehorse Plan. The outcome of a formal expression of interest process and assessment of applicants by officers will be presented to Council for determination. Applicants will be assessed based on the criteria set out in the Terms of Reference. Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria and provide a recommendation to Council on the appointments.
MEMBERSHIP CRITERIA	Membership criteria for the Reconciliation Advisory Committee: Members must live, work, study or have a strong connection to the City of Whitehorse. Preference is given to Wurundjeri Woi- wurrung community

	members and other Aboriginal and Torres Strait Islander people with a connection to Whitehorse. Committee members may also include: - Representatives from Aboriginal and Torres Islander Community Organisations - Community representatives with an interest in reconciliation - Community, health and/or education organisations Membership will be limited to one representative from any one organisation or community group, to ensure the broadest possible representation and to attract new Committee members. Council will provide relevant support to WRAC members to enable their participation in meetings and activities relevant to their role on the Whitehorse Reconciliation Advisory Committee.
MEETINGS	The Reconciliation Advisory Committee will meet 4 times per year for a maximum of 2 hours each meeting. Meetings will be held in person but will have an option for joining online should this be required to maximise attendance. Quorum A meeting can only take place with a minimum quorum consisting of: • At least one (1) Councillor and • 6 community members (including Elders) If a quorum cannot be met the meeting must be rescheduled for a more suitable time and day.
REPORTING	A Record of Informal Councillor Meeting form must be completed during the Committee meeting for inclusion in the next Council Meeting Agenda. Advisory Committees are required to report to Council periodically on its work, in order to ensure accountability for its conduct and should directly reflect the Terms of Reference and be in line with their stated objectives.
REVIEW	The Terms of Reference should be reviewed within 6 months of a Council election and thereafter every 2 years unless required sooner.

Responsible Department	
Reference	
Version	
Status	☐ Draft ☐ Adopted
Date Adopted	
Next Review	