

City of Adelaide
Reconciliation Committee Terms of Reference
2022 – 2026 Council Term

1. PROCESS

- 1.1. The City of Adelaide (CoA) Reconciliation Committee (the Committee) will engage collaboratively with peak Government and non-Government reconciliation groups to advance reconciliation in the city and encourage and seek broad Aboriginal and Torres Strait Islander participation in Council activities and events.
- 1.2. The Committee may from time to time, seek input and advice from Aboriginal community members and organisations when examining specific matters.

2. THE ROLE OF THE RECONCILIATION COMMITTEE IS TO

- 2.1. Make recommendations to City of Adelaide Reconciliation Action Plans (schedule of reconciliation initiatives) that demonstrates Council's commitment to reconciliation.
- 2.2. Provide input to policy development and strategic advice to Council across areas likely to impact on Aboriginal and Torres Strait Islander peoples as requested by Council or resolved by the Committee.
- 2.3. Promote and advocate a positive representation of Aboriginal and Torres Strait Islander peoples, facilitate reconciliation between the city's diverse communities and contribute to the education and awareness of the city's communities about the diversity of Aboriginal and Torres Strait Islander cultures.
- 2.4. Monitor the implementation of the guiding principles of Council's Reconciliation Vision Statement across CoA.

3. FREQUENCY OF MEETINGS

- 3.1. The Reconciliation Committee will meet quarterly with special meetings called as required.
- 3.2. As per the Council decision on 13 December 2022, the City of Adelaide Reconciliation Committee has delegated authority to determine the time and place of its quarterly meetings.
- 3.3. The meeting schedule was set at the 22 March 2023 Reconciliation Committee meeting with all members approving the schedule from January 2023 to December 2026.

4. REPORTING REQUIREMENT

- 4.1. The Reconciliation Committee reports to Council on its activities annually through a Committee and Council Report.

5. PROCESS FOR SELECTION AND APPOINTMENT OF MEMBERS

- 5.1. Council Members
 - 5.1.1 Council will appoint the Lord Mayor (Ex Officio) and will nominate and appoint three Council Members onto the City of Adelaide Reconciliation Committee.
- 5.2. Strategic Agency Representatives
 - 5.2.1 Three agencies identified as strategic representatives will be invited to nominate a representative to the City of Adelaide Reconciliation Committee.

These nominations are managed through Council's Administration, by writing directly to Strategic Agencies that align with outcomes sought through CoA's Stretch Reconciliation Action Plan 2021-2024 and amending from time to time.

5.3. Kurna Representative

- 5.3.1 Correspondence will be forwarded to the Chairperson of the Kurna Yerta Aboriginal Corporation (KYAC) inviting the Committee to nominate one representative and one proxy on to the City of Adelaide Reconciliation Committee.

5.4. Aboriginal and/or Torres Strait Islander Community Representatives

- 5.4.1 Three Aboriginal and/or Torres Strait Islander community positions will be promoted on City of Adelaide's employment pages, Social Media channels, in the Koori Mail and through Aboriginal information networks.
- 5.4.2 Nominees will be required to provide a 500-word summary of skills and experience relating to the *Terms of Reference* and address the following points in their response:
- 5.4.2.1. Recognised as an Aboriginal or Torres Strait Islander.
 - 5.4.2.2. Experience as an ambassador and in advancing reconciliation.
 - 5.4.2.3. Demonstrate the value and extent of their networks with Aboriginal communities.
 - 5.4.2.4. Demonstrate a history of positive involvement with Aboriginal communities and the reconciliation process.

5.5. Proxies

- 5.5.1 Two Aboriginal and/or Torres Strait Islander proxies will be selected from the pool of community applicants.

5.6. Selection and Appointment

- 5.6.1 Administration will undertake initial assessment of nominations received from all proposed representatives and provide recommendations to Council for endorsement and appointment to the City of Adelaide Reconciliation Committee.
- 5.6.2 Kurna Yerta Aboriginal Corporation and Strategic Agency representatives will be appointed to the City of Adelaide Reconciliation Committee by the Chief Executive Officer following liaison with each entity.

6. DUAL CHAIR APPOINTMENT, ROLES AND RESPONSIBILITIES

- 6.1. The Committee will have dual Chairs, one of whom will be the Lord Mayor (ex Officio).
- 6.2. The Committee will select the second person for the dual Chair role from the Community representative members on the Committee, as well as a Deputy Chair, from the remaining Committee members.
- 6.3. The Community representative dual Chair and the Deputy Chair of the Reconciliation Committee are appointed by Council for a period of a year.
- 6.4. The role of the Chair is to:
- Oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999 Act*;
 - Ensure that all Committee members have an opportunity to participate in discussions in an open and responsible manner; and
 - Ensure when a matter has been debated significantly and no information is being discussed to call the meeting to order and move the debate towards finalisation.

6.5. The Community Representative dual Chair:

- Has full voting and speaking rights.

7. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

7.1. Strategic Agency Representatives

The role of Strategic Agency Representatives includes:

- Full voting and speaking rights.
- Stakeholder to allocate a proxy which will be outlined on the agenda front sheet.
- Proxy will be invited when member notifies about an absence.

7.2. Kaurua Representative

The role of Kaurua Representative includes:

- Full voting and speaking rights.
- KYAC to allocate a proxy which will be outlined on the agenda front sheet.
- Proxy will be invited when member notifies about an absence.

7.3. Aboriginal and/or Torres Strait Islander Community Representatives

The role of Community Representative nominees includes:

- Full voting and speaking rights.
- KYAC to allocate a proxy which will be outlined on the agenda front sheet.
- Proxy will be invited when member notifies about an absence.

7.4. Proxies

The role of proxies includes:

- Full speaking rights but no voting rights unless they are a designated proxy in the absence of a full member, this will be outlined at the beginning of meeting.
- Proxies will be notified of their role as soon as an absence is advised and will be stated to all members prior to the start of the meeting.
- Being paid for their attendance regardless of any absences.

8. MEETING PROCEDURES

8.1. For the purpose of meeting procedures, the following part of the [Code of Practice for Meeting Procedures](#) do apply.

- 3.1 Frequency and times of meetings and locations
- 3.2 Publication of the Council Agenda
- 3.3 Developing the agenda
- 3.6 Confidential reports
- 3.7 Late items and reports
- 4.5 Minutes of a meeting
- 4.6 Declaration of interest
- 4.8 Quorum
- 4.9 Adjournment of meetings and meeting cancellation
- 4.10 Managing confidential matters
- 4.12 Adjourned business
- 4.16 Voting
- 5.1 Finalising the minutes of a meeting
- 6.1 Special meetings of Council Committee