

Towong Shire Reconciliation Working Group (RAP) Working Group

Terms of Reference

Acknowledgement of Country

Towong Council acknowledges all the Traditional Custodians throughout Towong Shire, we recognise their continued care of lands and waters, their ancient knowledges and wisdom. We pay our respect to Elders past and present, we honour their stories, resilience and strength.

We understand that their voice holds the knowledges that has carried them for thousands of years, we are committed to listening and working together to help build a stronger and more inclusive society.

1 Introduction

The Reconciliation Action Plan (RAP) is a crucial framework for organisations like Towong Shire Council who are committed to contributing positively to the reconciliation efforts between Indigenous and non-Indigenous Australians. Developing and implementing a RAP is not just a choice but necessary to demonstrate our commitment to inclusivity and social responsibility.

By establishing the RAP Working Group we are creating a strong and sustainable voice whilst complying with Reconciliation Australia guidelines and the actions within our Reflect RAP. The Working Group, we will be helping to steer and implement the strategies/commitments of our RAP, helping to deepen and strengthen our reconciliation journey.

2 Types of RAP's

There are four RAP types which allow organisations to continuously develop their reconciliation commitments, these are:

Reflect Rap – A reflect RAP engages staff and leaders in understanding the importance of reconciliation. It includes developing relationships with Aboriginal and Torres Strait Islander stakeholders and scoping where your organisation can best have impact. is implemented over 12 to 18 months

Innovate RAP – Allows an organisation to gain a deeper understanding of their sphere of influence and establish the best approaches to advance reconciliation and focuses on strengthening relationships with Aboriginal and Torres Strait Islander people. It is implemented over two years.

Stretch RAP – Spans a three-year period and is focused on high impact commitments based on defined measurable targets and goals. A Stretch RAP is best suited to organisations that demonstrate strong meaningful engagement with internal and external Aboriginal and Torres Strait Islander stakeholders.

Elevate RAP – Elevate RAP organisations have a proven track record of embedding effective RAP initiatives in their organisation through previous Stretch RAP's and also have a strong strategic relationship with Reconciliation Australia. Elevate RAP's are implemented over a three-year term.

3 Name of Working Group

Towong Shire RAP Working Group

4 Purpose of Working Group

The purpose of the Towong Shire Working Group is to:

- Govern and implement Towong Shires commitments as outlined in Reflect RAP document
- Report progress to the Senior Management Team.
- Work respectfully with Traditional Owner groups and other key stakeholders in our Aboriginal and Torres Strait Islander community.
- Help lead the conversation on Reconciliation across the organisation and wider community of Towong Shire.
- Highlight and resolve issues that arise
- Help to steer events such as Reconciliation Week and NAIDOC Week.
- Advise when appropriate regarding Cultural engagement/matters.

4 Working Groups Role

- Help drive Reconciliation between Indigenous and non-Indigenous Australians in Towong Shire.
- Foster Trust
- To provide effective support across the organisation
- Steer and advocate
- Build accountability and transparency
- Open and honest conversations

The specific roles to be divided among the RAP Working Group include:

- Taking and disseminating minutes to the RAP Working Group
- Planning up-coming meetings
- Locating and sharing research or other documents as determined by the working party members
- Facilitating consultation with interested staff, external stakeholders (as decided by the RAP working Group), and Reconciliation Australia

5 Membership of the Working Group

The working Group to be made up of the following 7 members:

- Elder/ First Nations Traditional Owner
- First Nations Community member (elected via an Expression of Interest process)
- Towong Shire Council staff member (elected via an Expression of Interest process)
- First Nations Cultural Awareness and Reconciliation Officer
- Director Community and Planning (Chair)
- Manager Community Wellbeing
- Senior Community Development Officer – Culture and Inclusion

6 Community and staff member Expression of Interest Process

Expressions of Interest (EOI) will be advertised for both a First Nations Community Member and Towong Shire Council staff member. The EOI's will be advertised through various means in order to create wider awareness of the opportunity and Council's commitment to Reconciliation.

7 Term of the Working Group

The term of the Committee is aligned for the timelines for the implementation of the Towong Shire Rap which is through to the end of 2026. At which time implementation of the Reflect RAP will be reviewed and the next steps in the Shire's reconciliation and/or RAP development will be considered along with the, the Working Group membership and Terms of Reference.

8 Meeting Procedure and Code of Operation

Dates and times will be set in advance at the first meeting of the RAP Working Group, with the following proposed:

- To meet at least quarterly, with additional meetings scheduled should a matter for consideration and or direction arise.
- The RAP Working Group will meet in the TICC room library. Subject to change at discretion of Chair.
- Be treated with courtesy and respect

9 Confidentiality

Members of the RAP Working Group are required to maintain the integrity and security of confidential information in your possession,

10 Quorum

The Quorum will be equal to 50% of the Working Group being represented at the meeting.

11 Grievances and Complaints

Rap Working Group encouraged to speak with Chair is any grievances or complaints

More information: [Home - Reconciliation Australia](#)