



Reconciliation Advisory Committee Terms of Reference	
Issue No.:	6
Issue Date:	May 2024
Doc owner:	Community Impact Manager
Responsible Authority:	Board
Document No.:	ORG-BRD-012
Next review date:	May 2027

## TERMS OF REFERENCE

### RECONCILIATION ADVISORY COMMITTEE

Phillip Island Nature Parks (Nature Parks) is a not-for-profit conservation organisation that provides eco-tourism experiences on Phillip Island (Millowl). The Nature Parks purpose is “to protect nature for wildlife and inspire people to act” and it upholds a vision to be “a place where conservation and ecotourism excellence inspire people to actively protect the environment”.

Our organisation values of Nature Conservation is Paramount, Engaging Experiences, Future Focused, and Delivering Outcomes Together reflect our commitment to reconciliation and recognition and are complementary to our reconciliation vision.

- *Our vision for reconciliation is one where the deep connection to Country for all Aboriginal and Torres Strait Islander Peoples is acknowledged, and that sovereignty of Millowl was never ceded. We recognise that we have an important role as a land manager and local influencer to help create a better future for the First Nations Community living on and around Millowl.*
- *We want to enable Bunurong to drive outcomes for the Country on Millowl that is currently managed by the Nature Parks and for the community to collectively understand, respect and celebrate Bunurong Culture and Country through a shared responsibility.*
- *We will strive to support Nature Parks staff, volunteers, and partners to be truth tellers and allies to work together to create positive social change and strengthen self-determination, voice, and treaty.*

The Board is responsible for the management of the Nature Parks through established policies and strategic directions and a strategy in the Future Directions Plan is to foster a safe and inclusive culture with two key related actions of developing our fourth Reconciliation Action Plan (RAP) and implementing the Aboriginal and/or Torres Strait Islander Employment Strategy.

The Nature Parks has successfully implemented three RAPs over the past 11 years and will launch its fourth RAP in 2024. The RAP will be endorsed by Reconciliation Australia and our Board and then implemented across all Nature Parks’ departments.

The Reconciliation Advisory Committee (RAC) is an advisory committee to the Board and has the responsibility to champion reconciliation and guide the implementation of our RAP under the key areas of Relationships, Respect and Opportunities. The RAC will be supported by an internal RAP Leadership Group consisting of staff from key areas of the business.



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Nature Parks is committed to continually consulting and sharing our reconciliation journey with Bunurong, the local First Nations Community and other representative groups as their contribution is highly valued by the Board. Nature Parks invites members from the local First Nations Community with interest or expertise to be members on the RAC.

This structure will allow Nature Parks to:

- Focus the delivery of the RAP at a leadership level with accountability to the board and the First Nations community through the RAC.
- Clearly separate the roles of Nature Parks and the BCRN, with the RAC and RAP Leadership Group focussed on Nature Parks responsibilities and BCRN on broader community issues.
- Reduce the cultural load on local First Nations Community leaders by not asking them to represent the Community on the same things at different committees.

## 1. Purpose

- 1.1 The purpose of the Reconciliation Advisory Committee is to provide advice to management and the board on progressing reconciliation in the organisation. It does this through providing advice on the Nature Parks Reconciliation Action Plan; considering opportunities related to deliverables; advising on initiatives that embed reconciliation into the organisation; and building and maintaining relationships between Nature Parks, the local community and key partners.
- 1.2 The Committee is a standing Advisory Committee of the Board. The Committee acts in a consultative capacity and does not have decision making powers.
- 1.3 The purpose of the RAP Leadership Group is to focus the delivery of the Reconciliation Action Plan; drive the on-ground actions required to achieve RAP outcomes; ensure consideration in business planning; promote ownership and inform decision making; and communicate with their representative teams.

## 2. Composition

### 2.1 Chair

- 2.1.1 A Board Member(s) will chair the Committee and appointed by the Board. In considering the Chair role, the Board will first consider the preference of First Nations Board members.
- 2.1.2 In the absence of the Chair, the Chair will nominate an appropriate replacement.
- 2.1.3 The Chair is responsible for guiding the meeting according to the agenda and time



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- available and reviewing and approving the draft minutes before distribution.
- 2.1.4 Minutes and matters of interest will be reported back to the Board after each meeting by the Chair.

**2.2 Membership**

- 2.2.1 The Board approves the membership composition of the Committee as outlined in this Terms of Reference.
- 2.2.2 The Board will approve any additional Board representatives annually.
- 2.2.3 The Committee will comprise of a representative from the Registered Aboriginal Party for Phillip Island (Millowl).
- 2.2.4 The Chief Executive Officer and Community Impact Manager will have a standing invitation to attend the Committee meetings.
- 2.2.5 First Nations community and stakeholder groups, as endorsed by the Board, are eligible to nominate a representative to the Committee.
- 2.2.6 Six external membership positions are available to be filled by independent First Nations Community members. The Committee aims for at least a 50 percent representation from the Aboriginal and Torres Strait Islander community.
- 2.2.7 In line with guidance from Reconciliation Australia and Closing the Gap, Nature Parks will provide adequate remuneration for services provided by Aboriginal and Torres Strait Islander members. Payment for attendance at meetings, as outlined in the table below:

Aboriginal and Torres Strait Islander Member	
Meeting Attendance	\$200 (Inc GST)

- 2.2.8 Further attendance at Committee meetings will be by invitation following endorsement by the Chair.

**2.3 Management Representation**

The Community Impact Manager will serve the Committee and will ensure the following:

- 2.3.1 Appropriate procedures are in place and maintained.
- 2.3.2 Will act as a conduit between the Nature Parks, representative groups, and First Nations Community members with support from the Community Engagement Officer.
- 2.3.3 Will lead and coordinate the RAP Leadership Group.
- 2.3.4 Will manage the budget for relevant reconciliation activities.

**2.4 Secretariat**

Management will provide a delegate to undertake secretariat duties. The Secretariat provides administrative support to the Committee including:

- 2.4.1 Preparation and distribution of the agenda, progress reports and other meeting papers.
- 2.4.2 Issue of notices for meetings.



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- 2.4.3 Organisation of meeting locations, catering and external presenters.
- 2.4.4 Taking notes of proceedings and preparing minutes.
- 2.4.5 Distribution of the draft minutes to Committee Members
- 2.4.6 Publishing approved minutes onto the Nature Parks website.

### 3. Membership

#### 3.1 Committee Members Shall:

- 3.1.1 Develop and maintain a thorough understanding of the current Reconciliation Action Plan.
- 3.1.2 Promote reconciliation events organised for National Sorry Day, National Reconciliation Week, NAIDOC and other events.
- 3.1.3 Share information on our reconciliation journey with their community, representative groups, and other relevant forums.
- 3.1.4 Build, foster and maintain relationships with key stakeholders to advocate for reconciliation.

#### 3.2 Appointment

- 3.2.1 Committee Members will be appointed on an annual basis and can serve up to two consecutive terms.
- 3.2.2 First Nations representative groups may request representation on the Committee by applying to the Chair, who will then make a recommendation to the Board. The Committee may make recommendations to the Chair as to Community groups or individuals to be considered for appointment.
- 3.2.3 If a community member resigns during the term of the Committee, the Committee may seek the appointment of another community representative for the remainder of the term.
- 3.2.4 If a organisation/stakeholder group representative resigns, the Committee will seek nominations for a replacement member from the organisation/stakeholder group they are representing. Where a member fails to attend three consecutive meetings of the Committee without providing cause of absence, the member will forfeit the position and the Committee may request nominations for a replacement.
- 3.2.5 If any representative of an organisation is unable to attend a scheduled Committee Meeting, a substitute representative from the organisation may attend with prior notice of the attendee provided to the Chair.

#### 3.3 Working Together Protocols

Members of the Reconciliation Advisory Committee are expected to:

- 3.3.1 Communicate the interests of their individual organisations/groups to the Committee.
- 3.3.2 Work within the guidelines and intent of the Working Together protocols.
- 3.3.3 Communicate outcomes from the Committee directly to their respective



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organisations/groups.

- 3.3.4 Participate at meetings and complete any allocated actions within set timelines. Attend each scheduled meeting or provide notice of absence.
- 3.3.5 Maintain confidentiality on any issues as required until otherwise advised.
- 3.3.6 Refrain from making public comments on behalf of the Nature Parks unless instructed to do so.

### 3.4 Conflicts of Interest

- 3.4.1 Where a member has any direct or indirect interest in any matter before the Committee, which may be construed as pecuniary or other gain, that interest shall be declared to the Chair of the Committee.
- 3.4.2 Where a member so declares, the Chair may request the member not to participate in the matter, or to withdraw from the meeting for the period of discussion.

## 4. Meetings

- 4.1 The Committee will meet four times a year at a time, date and place determined by the Chair in consultation with the Committee and Board.
- 4.2 Committee members will be invited to attend additional activities to champion reconciliation, such as events e.g. Community Open Day, National Sorry Day and Nature Parks planning sessions.
- 4.3 Meeting agendas will be determined by the Chair in liaison with the Community Impact Manager
- 4.4 Committee Members may nominate agenda items to be addressed by making a request to the Chair at least two weeks prior to the meeting.

## 5. Review

This document is scheduled for review by the Board every three years, in consultation with the Committee.

## 6. Related Documents

- Nature Parks Working Together Protocols Aboriginal and Torres Strait Islander Community
- Phillip Island Nature Parks Reconciliation Action Plan 2020-23
- Phillip Island Nature Parks Welcome to Country Protocols
- Phillip Island Nature Parks RAP Style Guide