

1. Purpose

To provide advice on the implementation of the RAP.

2. Footprint

Council provides potable water in bulk to the four constituent local government council areas of:

- i). Lismore (excluding Nimbin)
- ii). Ballina (excluding Wardell)
- iii). Byron (excluding Mullumbimby)
- iv). Richmond Valley (excluding land to the west of Coraki)

A map of the water supply network is provided at [Appendix 1](#).

3. Acknowledgements

- a) Council acknowledges that it operates on the land of the Bundjalung people and pays respect to Elders past, present and future.
- b) In particular, Council acknowledges the Widjabal/Wiyabal people of the Bundjalung Nation, the Traditional Custodians of Rocky Creek Dam, which is the primary source that supplies Council's network.
- c) Council has a longstanding relationship with the Traditional Custodians of Rocky Creek Dam and acknowledges their contributions to the many projects that have been undertaken.
- d) Representation of the Traditional Custodians of Rocky Creek Dam is considered integral to the RAP Advisory Group.

4. Role

- a) The RAP Advisory Group will act as a conduit between Council and Aboriginal and Torres Strait Islander communities within Council's footprint to oversee progress and support the outcomes in the RAP.
- b) To ensure Council effectively engages with Aboriginal and Torres Strait Islander communities in its current and future operations the RAP Advisory Group will provide advice on local Aboriginal consultation protocols.
- c) The RAP Advisory Group will not provide advice on local cultural heritage matters.

5. Membership and term

- a) The RAP Advisory Group will consist of up to eight members: one (1) Rous County Council (RCC) councillor and Aboriginal and Torres Strait Islander representatives from the Rous County Council footprint.
- b) The following groups will be invited to nominate one or two members for the inaugural RAP Advisory Group:
 - i) Traditional Custodians of Widjabal/Wiyabal catchment areas (two (2) members).
 - ii) The Bundjalung Elders Council (one (1) member).
 - iii) Nominated from representative of Ngulingah, Jali, Tweed/Byron and Bogal Local Aboriginal Land Councils.
 - iv) Other community representatives as invited.
- c) The term of membership of the RAP Advisory Group will be one year with the possibility of extension as Council develops future RAPs.
- d) The RCC Councillor will chair the RAP Advisory Group meetings.
- e) Where a member is unable to attend a meeting, the member may send an alternate member in their place. When doing so, the member must advise the RAP Advisory Group chair or secretariat of the alternate member's attendance prior to the meeting.

6. Code of Conduct

- a) Members must:
 - i) Adhere to Council's Code of Conduct (available on website).
 - ii) Make positive and constructive contributions during meetings.
 - iii) Treat others with respect at all times.
 - iv) Provide advice that is in the best interests of Aboriginal and Torres Strait Islander communities within Council's footprint.

7. Meeting procedures

- a) The RAP Advisory Group will meet twice annually with the possibility of additional meetings when necessary. Meetings will be held at Council premises, unless otherwise determined from time to time.
- b) Meeting duration will be approximately 90 minutes.
- c) RCC's Group Manager Corporate and Commercial will provide secretariat services to the RAP Advisory Group.
- d) Members must provide a notice of apology when unable to attend meetings. The apology must be provided prior to the start of the meeting through the secretariat of the RAP Advisory Group.

- e) Where specialist advice is required on a specific RAP action and the expertise is not available within the RAP Advisory Group, suitable stakeholder representatives may be invited to attend meetings on an as-needs basis.
- f) Other councillors or community members can attend meetings as observers. Notices, agenda and minutes of the meetings will be posted on Council's website.

8. RAP Advisory Group member sitting fee

- a) The following arrangements will apply upon attendance at meetings:
 - i) Traditional Custodian representatives will be paid \$200 sitting fee to attend each meeting. Travel expenses to attend meetings will be reimbursed at the appropriate kilometer rate in accordance with the Local Government (State) Award.
 - ii) Local Aboriginal Land Councils and the Bundjalung Elders Council will be paid \$200 sitting fee to attend each meeting. Travel expenses to attend meetings will be reimbursed at the appropriate kilometer rate in accordance with the Local Government (State) Award. Payments will be made to these entities and not to members.
 - iii) In line with local government policy, the Rous County Council Councillor on the RAP Advisory Group will not receive payment.
- b) All sitting fees and travel payments will only be made by EFT transfers.

9. Review of Terms of Reference

- a) Since this is the first time a RAP Advisory Group has been established, the Terms of Reference (ToR) and the group's composition will be reviewed prior to 30 June 2017 to allow for the group's input.
- b) Thereafter, the ToR will be reviewed every two years.

10. Reporting and accountability

- a) The RAP Advisory Group has no decision-making responsibilities. The group's role is to provide advice to Council on the implementation of the RAP.
- b) The advice of the RAP Advisory Group will be reported back to Council to inform planning and decision making.
- c) Council staff with responsibility for actions in the RAP will present progress reports at meetings as required.

Appendix 1: Water supply network

