

# **TERMS OF REFERENCE**

## **City of Rockingham**

### **ABORIGINAL ADVISORY GROUP**

#### **1. INTRODUCTION**

The City of Rockingham was among the first Local Government Authorities to establish a Reconciliation Action Plan (RAP), with the first Plan endorsed by Council in 2011 and the second in 2014. The RAP aims to optimise the way in which the City engages with Aboriginal and Torres Strait Islander people in Rockingham and places its focus on building relationships, fostering respect and developing opportunities.

The Aboriginal Advisory Group (AAG) was established to support the development and implementation of the RAP while also taking the lead in supporting the City of Rockingham's walk towards Reconciliation.

#### **2. NAME**

The group will be known as the Aboriginal Advisory Group (AAG).

#### **3. STATEMENT OF PURPOSE**

To have a coordinated approach for the City of Rockingham Reconciliation Action Plan, between the City of Rockingham and local Aboriginal and Torres Strait Islander people, and to address matters that are relevant to the local Aboriginal and Torres Strait Islander community.

#### **4. OBJECTIVES**

- To provide support and advice to enable the City of Rockingham to understand, acknowledge and demonstrate respect for local cultural protocols.
- To provide a first point of contact for the City when seeking to engage the local Aboriginal and Torres Strait Islander community.
- To represent the local Aboriginal and Torres Strait Islander community, and promote community participation in local events and projects planned by the City.
- To support the sharing of local cultural knowledge with the Rockingham community, by informing the planning of events and projects of significance to the Aboriginal and Torres Strait Islander community.

#### **5. EXECUTIVE SUPPORT**

- Executive Support for the AAG is provided by the City of Rockingham CCB team comprising:  
Collaborative Manager Community Capacity Building  
Coordinator Community Capacity Building  
Community Development Officer – Aboriginal Engagement

- Executive Support provide support for the administration of the AAG, but are not considered voting members of the AAG.

## **6. MEMBERSHIP**

Membership of the AAG is comprised of identified people:

- Who have a connection to the Aboriginal and Torres Strait Islander community in Rockingham.
- Who would like to make a positive contribution to the community.

The group will comprise a minimum of five (5) members.

Nominations will be sought on a biennial basis or as required to fill a maximum of ten (10) positions.

Review, and possible cancellation of membership, will be considered by the group and the City in circumstances of three (3) consecutive instances of non-attendance or breaches of the Code of Conduct.

Guests are able to attend meetings to observe and present specialist information but will not have voting rights. Executive support must be advised that a guest will be attending prior to the meeting.

### **6.1. Chairperson**

The AAG will elect a Chairperson for a three (3) year term. The Chairperson shall be a resident of the City of Rockingham.

The role of the Chairperson includes:

- Fulfilling the role of Chair at meetings of the AAG.
- Representing the AAG and raising awareness about the role of the AAG in the community.
- Liaison with Executive Support in relation to the AAG, the RAP and other matters that arise.
- When the Chairperson is absent an alternative will be nominated by the Chairperson.

## **7. ADVISORY GROUP – CODE OF CONDUCT**

The Code outlines the expectations for Advisory Group Members and Executive Support. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Advisory Group responsibilities may be based.

### **7.1. Personal Behaviour**

7.1.1 Advisory Group Members will:

- act, and be seen to act, respectfully and in accordance with the terms of this Code and will not bring the City and Advisory Group into disrepute;
- act in good faith and in the interests of the Advisory Group, the City and the community;

- respect that decisions made by the AAG are made with the best knowledge available at the meeting.

## **8. MEETINGS**

### **8.1. Agendas**

Any items for the agenda should be presented to the Chairperson or Executive Support at least two (2) weeks prior to a scheduled meeting.

The agenda will be distributed to members at least one (1) week prior to a scheduled meeting.

Any additional items for discussion raised at the meeting will be discussed under *Other Business* at the discretion of the Chairperson.

### **8.2. Minutes**

The minutes of each meeting will be circulated no later than seven (7) business days after the meeting to all AAG members.

### **8.3. Frequency and Duration**

Meetings will be held every second month and will not fall during school holidays where possible.

Meetings will be scheduled for two (2) hours duration.

### **8.4. Cancellation or additional meeting**

Members will be given appropriate notice if a meeting is cancelled or postponed.

Additional meetings can be called by Executive Support at the request of members as business dictates, in which case members must be given appropriate notice of any additional meeting.

### **8.5. Quorum**

At least four (4) members must be in attendance at any meeting for any actions to be endorsed. An informal meeting can still go ahead at the agreement of those in attendance if less than four (4) members are present.

## **9. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE**

The Terms of Reference shall be reviewed by the AAG every three (3) years. The Terms of Reference shall only be altered with the approval of the AAG.

The AAG originally endorsed a Terms of Reference at the Meeting held on Thursday 20 October 2016.

### **Subsequent revision dates:**

**October 2019**

**October 2022 – Next review due**