TERMS OF REFERENCE

City of Rockingham

MOORIBOORDAP ADVISORY GROUP

1. BACKGROUND

The City of Rockingham (the City) was among the first Local Government Authorities to establish a Reconciliation Action Plan (RAP), with the first Plan endorsed by Council in 2011, the second in 2014, and the third in 2021.

The RAP aims to optimise the way in which the City engages with First Nations people in Rockingham and places its focus on building relationships, fostering respect and developing opportunities.

Formerly known until January 2025 as the Aboriginal Advisory Group (AAG), the Mooriboordap Advisory Group (MAG) was established to support the development and implementation of the RAP while also taking the lead in supporting the City's walk towards Reconciliation.

2. NAME

The group will be known as the Mooriboordap Advisory Group

3. PURPOSE

To have a coordinated approach to the City's RAP, between the City and local First Nations people, and to address matters that are relevant to the local First Nations community.

4. OBJECTIVES

- To inform the planning of City programs, projects and events that are of significance to the First Nations community, or which have significant cultural components.
- To provide a primary point of contact for the City when seeking to engage the local First Nations community.
- To represent the local First Nations community at, and promote local First Nations community participation in, City programs and events.
- To provide support and advice to enable the City of Rockingham to understand, acknowledge and demonstrate respect for local First Nations culture.

5. MEMBERSHIP

5.1. Community Members

The group will comprise of a minimum of five (5) and a maximum of ten (10) First Nations community members, who:

- Have a connection to the Rockingham First Nations community; and
- Would like to make a positive contribution to the community.

Nominations to the group will be sought on a biennial basis, or as required to fill any vacancies.

5.2. Chairperson

The MAG will elect a Chairperson from within its community membership, for a two (2) year term.

The role of the Chairperson includes:

- Fulfilling the role of Chair at MAG meetings.
- Representing the MAG and raising awareness about the role of the MAG in the community.
- Liaising with Executive Support in relation to the MAG, the RAP and other matters that may arise.

5.3. Executive Support

Executive Support provides administrative support to the MAG, but are not voting members. The Executive Support team is comprised of the following positions:

- Manager Community Capacity Building
- Coordinator Community Capacity Building
- Community Development Officer – Reconciliation
- Community Development Officer – First Nations Engagement

6. EXPECTATIONS

6.1. Code of Conduct

MAG members and Executive Support will:

- Treat each other with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- Not bring the City or MAG into disrepute.
- Act in good faith and in the interests of the MAG, the City and the community.
- Respect that decisions made by the MAG are made with the best knowledge available at the meeting.

The City will consider cancellation of a MAG membership if a member breaches the Code of Conduct.

Breaches of the Code of Conduct that are considered severe, may result in the relevant MAG member being asked to leave the premises (by City staff, or the MAG Chairperson).

6.2. Meeting Attendance

MAG members are expected to attend all meetings wherever possible, and must submit an apology to either Executive Support or the MAG Chairperson if they are unable to attend. The City will consider cancellation of a MAG membership if a member misses three (3) consecutive meetings without submitting an Apology.

7. MEETINGS

7.1. Agenda

Any items for the agenda should be presented to 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.

7.2. Minutes

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

7.3. Frequency and Duration

Meetings will be held quarterly and will not be scheduled during school holidays, where possible.

Meetings will be scheduled for two (2) hours duration, though may not require the full allocated time.

7.4. Cancellation or Additional Meetings

Wherever practicable, members will be given at least one (1) weeks' notice if a meeting is cancelled or postponed. If that is not possible, members will be provided with as much notice as soon as possible.

Additional meetings can be called by Executive Support, at the request of members as business dictates. Wherever practicable, members will be given at least two (2) weeks' notice of an additional meeting.

7.5. Chairing Meetings

The elected Chairperson will facilitate all meetings. In the event that the Chairperson is absent, the Deputy Chairperson will Chair the meeting. If both the Chairperson and Deputy Chairperson are absent, the group is to nominate a Chairperson for that meeting from those members present.

7.6. Quorum

At least four (4) members must be in attendance at any meeting for any decisions and actions to be endorsed.

An informal meeting can still proceed, if less than four (4) members are present and they are in agreement; however actions cannot be endorsed.

8. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

The Terms of Reference shall be reviewed by the MAG every two (2) years. The Terms of Reference shall only be altered with the approval of the MAG.

The groups original Terms of Reference was endorsed at the Meeting held on Thursday 20 October 2016. This updated version was endorsed on Tuesday 17 September 2024 pending adoption of the selection of a Nyoongar name for the group.

8.1 Document Review:

1. October 2019
2. October 2022
3. September 2024

Next due: October 2027