

<b>Title:</b>	<b>Aboriginal and Torres Strait Islander Community Reference Group - Ni Kadadjiny Koort</b>
<b>Purpose and Role</b>	
<p>The purpose of this Group is to:</p> <ul style="list-style-type: none"> <li>a) Guide and monitor the development and implementation of the City of Wanneroo (the <b>City</b>) Reconciliation Action Plan (<b>RAP</b>).</li> <li>b) Provide advice to the City on issues relating to communities and people of an Aboriginal and Torres Strait Islander background.</li> </ul>	
<b>1. Aims &amp; Functions</b>	
<ul style="list-style-type: none"> <li>a) Provide input and feedback on the City's RAP and other City initiatives.</li> <li>b) Receive information and updates from the City on the status of the actions and deliverables from the RAP and other City initiatives.</li> <li>c) Inform the City of challenges and opportunities relating to communities and people of an Aboriginal and Torres Strait Islander background and identify initiatives to respond.</li> <li>d) Share cultural knowledge and practices with the City to increase awareness and community education.</li> </ul>	
<b>2. Membership:</b>	
<p>The Group membership shall consist of the following representation:</p> <ul style="list-style-type: none"> <li>a) Up to three (3) Council members appointed by Council.</li> <li>b) Maximum of thirteen (13) preferably Aboriginal and Torres Strait Islander community representatives;</li> <li>c) Maximum of three (3) representatives from organisations seeking to support the City in Reconciliation.</li> <li>d) Maximum of four (4) City staff members including a Director that attends each meeting on rotation.</li> <li>e) Guests and guest speakers when appropriate, including young people who are being mentored by Group members to encourage future generation of cultural knowledge and youth leadership.</li> <li>f) Members will be appointed for a period of two years, in line with Ordinary Council elections.</li> <li>g) Members must comply with the City's Code of Conduct.</li> </ul>	
<b>3. Chair and Deputy Chair:</b>	

- a) Group Members will select a community representative Chair and Deputy Chair at the first meeting.  
*(For transparency and accountability it is recommended that Council Members and City Officer's not be appointed to the position of Chair or Deputy Chair.)*
- b) The Chair will facilitate all meetings.
- c) In the absence of the Chair, the Deputy Chair will assume the Chair.
- d) In the absence of both the Chair and Deputy Chair, the group members present at the meeting are to choose one of themselves to preside at the meeting.

**4. Meeting Procedures:**

- a) The Group shall meet at least four times per year, with dates of those meetings determined by the Group.
- b) The City will provide an agenda and keep clear notes to be registered in the City's record keeping system.
- c) A Group meeting may be held without a quorum, but every effort should be made to hold meetings with a quorum present. The quorum is at least 50% of the number of endorsed members.

**5. Authority of Establishment**

The Aboriginal and Torres Strait Islander Community Reference Group – Ni Kadadjiny Koort is established as a Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference

**6. Delegated Authority:**

- a) The Group has no delegated power and has no decision making authority.
- b) The Group has no authority to commit Council to the expenditure of monies.
- c) Majority group consensus is required for suggestions to be progressed on behalf of the group.

Administration Use Only			
Date of Council Establishment of Group:	12 October 2021		
Council Minute – Ref:	21/444866 (CP02-10/21)		
Terms of Reference - HPE Ref:	21/377606		
HPE Container – Ref:	44085		
Operational Procedures - HPE Ref:	Nil		
Last Review Date:	NA	Next Review Date:	October 2022