TERMS OF REFERENCE

Title:	**Ni Kadadjiny Koort, Aboriginal and Torres Strait Islander Advisory Group**

Purpose and Role

The purpose of this Group is to:

a) Guide and monitor the development and implementation of the City of Wanneroo (the **City**) Reconciliation Action Plan (**RAP**).

b) Provide advice, guidance and feedback to the City on issues relating to communities and people of an Aboriginal and Torres Strait Islander background.

1. Aims & Functions

a) Provide input and feedback on the City's RAP and other City initiatives.

b) Receive information and updates from the City on the status of the actions and deliverables from the RAP and other City initiatives.

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.

d) Share cultural knowledge and practices with the City to increase awareness and community education.

2. Membership:

The Group membership shall consist of the following representation:

a) Up to three (3) Council members appointed by Council.

b) Maximum of thirteen (13) preferably Aboriginal and Torres Strait Islander community representatives.

c) Maximum of three (3) representatives from organisations seeking to support the City in Reconciliation.

d) Maximum of four (4) City staff members including a Director that attends each meeting on rotation.

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.

f) Members will be appointed for a period of two years, in line with Ordinary Council elections.

g) Members must comply with the City's Code of Conduct.

3. Chair and Deputy Chair:

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 and enable members to have equal opportunity to contribute.

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% plus one of the number of endorsed members.

d) Membership may be reviewed should a community member be absent for more than three consecutive meetings.

5. Authority of Establishment

Ni Kadadjiny Koort, Aboriginal and Torres Strait Islander Advisory Group 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 - CM Ref:	21/377602 (v3)		
CM Container – Ref:	44085		
Operational Procedures - CM Ref:	Nil		
Last Review Date:	August 2025	Next Review Date:	August 2027