

## ***Aboriginal Community Advisory Group Terms of Reference***

### **PREAMBLE**

An Advisory Group of Council may be established by resolution of the Council, to assist the Council in the performance of its functions, to inquire into and report to the Council on matters, provide advice to the Council and to exercise, perform or discharge delegated powers, functions or duties.

### **1. Establishment of the Aboriginal Community Advisory Group**

Council establishes an Advisory Group to be known as the Aboriginal Community Advisory Group (referred to in these Terms of Reference as 'the Advisory Group').

### **2. Advisory Group Objectives**

To provide advice and guidance to the Council on the strategies and priorities that the Council should implement within the Port Augusta Aboriginal Community to ensure that positive outcomes are achieved that are consistent with the cultural requirements of the diverse Aboriginal Community.

Keep Council informed of issues impacting the Aboriginal Community and how Council can be more inclusive of Aboriginal groups, individuals and communities.

### **3. Advisory Group Activities**

- i) To provide advice and guidance to Council
- ii) Consult with and develop partnerships with relevant Aboriginal bodies to develop and implement activities consistent with the cultural requirements of the community.
- iii) Develop a partnership and communication with the Aboriginal Community.
- iv) To act as the RAP Advisory Group for the Council's Reconciliation Mission Statement which will include monitoring, reviewing, and reporting to Council on the implementation of actions within the Strategic Plan and making recommendations for changes of the plan to ensure it is a living document that reflects the changing needs of the community.
- v) Facilitate and conduct Aboriginal Community consultation and engagement activities as required.
- vi) To elevate issues through to Council that the Aboriginal Community require assistance and support with.
- vii) To monitor the implementation of the Regional Public Health Plan and other Council planning documents where required and assist with ensuring a collaborative approach is taken to addressing the actions identified.

### **4. Membership:**

Membership of the Advisory Group shall comprise the following:

- i) 6 Members of the Aboriginal Community
- ii) Chief Executive Officer
- iii) An Elected Member representative and proxy.

**5. Presiding Member of the Working Group**

There will be 2 Co-Chairpersons who will be appointed by the Advisory Group. An Aboriginal and Non-Aboriginal Member will share this role. The Aboriginal Chairperson role will be filled by various members of the Advisory Group, on a rotating basis. It will be the responsibility of members to pre-determine who will chair upcoming meetings prior to Meeting being convened.

**6. Term of Office**

Up to 4 years – Membership of the Advisory Group terminates at the end of each Council term, and the purpose and necessity for the Advisory Group will be reviewed by the new Council.

**7. Reporting Arrangements**

The Advisory Group reports and makes recommendations to the Council on any item on the Advisory Group agenda.

Reporting Officers of Council as designated by the Chief Executive Officer, shall provide written reports on specific issues that arise from the Aboriginal Community Advisory Group.

Council Officers to provide reports to the Advisory Group with recommendations that they require comment on (frequency of these to be determined and finalised when standing agenda items are finalised).

Aboriginal Community Advisory Group minutes, which will also include recommendations, will be forwarded to Council for approval.

**8. Confidentiality**

The confidential provisions of the *Local Government Act 1999* shall apply to ALL members of the Advisory Group. This in short means that those matters that are deemed to be 'confidential' (which includes the report discussions and any resulting decision) **must remain confidential** and is not to be discussed outside the forum of the Advisory Group Meeting, until the matter is discussed and determined by the Council. There are substantial penalties for breaches of confidentiality.

**9. Delegated Authority**

Not applicable.

**10. Conduct and Conflict of Interest of Advisory Group Members**

Elected Members of the Advisory Group must comply with the Code of Conduct for Elected Members as published by the Minister for the purposes of Section 63 (1) of the *Local Government Act 1999* and Chapter 5 Part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

As a member of the Advisory Group, you must not make improper use of your position to gain (directly or indirectly) an advantage for yourself or for another person closely associated with you. You must make sure there is no conflict between your private interests and your role as a public decision maker.

	As a Advisory Group Member you will have to declare what your interest is in any matter before the Advisory Group.
<b>11. Meeting Times &amp; Place</b> Advisory Group meetings are to be held on a monthly basis, on a Monday commencing at 5.30pm as agreed by the Advisory Group.  Meetings will be predominantly held in the Council Chambers but require the flexibility to meet off site in other locations when and where required.	
<b>12. Quorum &amp; Voting by Members</b> At all meetings of the Advisory Group, a quorum shall be 4 members.  Each member of the Advisory Group present at a relevant meeting, <u>must</u> vote of any motion put at that meeting.  The Presiding Members shall have a deliberative vote but does not in the event of an equality of votes have a casting vote.	
<b>13. Meeting Procedures</b> At the discretion of the chair, meetings of the Aboriginal Community Advisory Group will be held in accordance with: <ul style="list-style-type: none"> <li>i) <i>Local Government Act 1999</i></li> <li>ii) <i>Local Government (Procedures at Meetings) Regulations 2013</i></li> </ul>	
<b>14. Responsible Officer</b> Chief Executive Officer	