



Terms of Reference

ABORIGINAL ADVISORY COMMITTEE

1. INTRODUCTION

Horsham Rural City Council acknowledges the five Traditional Owner groups of this land – the Wotjobaluk, Wergaia (Were-guy-ya), Jupagalk, Jaadwa and Jadawadjali people. We recognise the important and ongoing place that all Indigenous people hold in our community. We pay our respects to the Elders, both past and present, and commit to working together in the spirit of mutual understanding and respect for the benefit of the broader community and future generations.

Council also recognises Aboriginal people who have moved to Horsham from all over Australia, since colonisation. These diverse Aboriginal communities contribute to the life of the city and shape its future. Council is committed to an inclusive approach that supports collaboration across the community and between Aboriginal people and non-Aboriginal communities to shape and achieve this vision for reconciliation.

2. COUNCIL'S VISION FOR RECONCILIATION

Council is committed to a process of Reconciliation between Aboriginal and non-Aboriginal peoples that aims to redress injustices, increase equity and access to services and increase wellbeing for the whole community.

3. PURPOSE

The Horsham Rural City Aboriginal Advisory Committee (HRCAAC) is an advisory committee to Horsham Rural City Council with the purpose of providing strategic advice and guidance on the development of policies, plans and projects that integrate reconciliation processes into Council business, services and programs. The HRCAAC provides a platform for ongoing engagement between the Aboriginal and non-Aboriginal communities with Council across a broad range of issues relating to Reconciliation.

4. OBJECTIVES

The objectives of the committee are to:

- Establish ways of working together that support respectful and robust dialogue between Council, local Aboriginal and non-Aboriginal communities.

- Provide input into the development, implementation and review of the first Reconciliation Action Plan.
- Advise Council on programs, services, events, projects, activities and facilities that support reconciliation.
- With Council, support planning and development of events that have significance for the journey towards Reconciliation including Australia Day, Reconciliation Week and NAIDOC Week.
- Strengthen community awareness of Reconciliation issues in Horsham Rural City Council.

5. MEMBERSHIP

Membership of the HRCAAC will consist of Aboriginal agency representatives, Aboriginal community representatives, a Councillor and council staff.

The Committee membership includes:

- One Councillor.
- Two Council Officers.
- Seven Aboriginal members: 2 representing Barengi Gadjin, 2 representing Goolum Goolum and 3 community members.

The selection criteria for community representatives are those that:

- a) Live, work, study in, or have a current connection to Horsham Rural City.
- b) Have an understanding of the issues that impact the Aboriginal people and relations with government and non-government institutions in Australia.
- c) Have a commitment to social justice and willingness to engage in dialogue on reconciliation.
- d) Have strong community linkages with the ability to represent and engage with a broad-range of community views.
- e) Are willing to constructively participate in an advisory capacity.

6. APPOINTMENT OF MEMBERS

- a) The appointment of community members is by Council which will occur through a publicly advertised expression of interest process.
- b) The initial term of appointment will be for one year.
- c) Three months prior to the end of the term a subsequent expressions of interest will be invited. Members will have the option to reapply for a further three years.
- d) If a member does not attend at least two meetings per year (half of the minimum number of annual meetings to be held) without prior notification being given, their position may be considered vacant.
- e) If a vacancy occurs it will be filled at the discretion of Council and made effective through a letter signed by Council's Chief Executive Officer. Members nominated to fill a vacancy are appointed for the remainder of the term of current members only.

7. PROCEDURES

The Chair will be appointed by the AAC at the inaugural meeting for a period of 12 months. After this period has expired a new Chair will be appointed by the committee for a 12 month tenure and so on. If no other nominations are received the current Chair can renominate for the Chair role.

At the first meeting of the committee, the members will discuss the Draft Terms of Reference, meeting procedures and agree on ways of conducting meetings which are culturally safe and informed by Aboriginal approaches to meeting, talking and negotiating.

- a) The HRCAAC will meet six times per year, with the possibility to hold additional meetings as required.
- b) Dates and times of the meetings will be determined by Council, taking into consideration members' constraints and the need to allow participation.
- c) Notice of and agendas for each meeting including the Minutes and an Action Sheet of the previous meeting will be circulated in advance.
- d) A quorum will consist of at least half the membership.

- e) Additional staff, service providers, agencies and government representatives may attend to provide relevant information on matters being considered by the Committee where appropriate and as agreed by the committee members.

Absences:

- a) It is the responsibility of individual members to ensure attendance at as many meetings as possible.
- b) Council understands that family, work and community commitments may at times impact a member's availability. If a member is unable to attend a meeting it is their responsibility to submit an apology and contact the relevant Council Officer to be briefed on what they have missed.
- c) Input from a member who is not able to attend a meeting is strongly encouraged, this can be done through one-on-one meetings, phone conversations or email correspondence.

8. CONDUCT OF COMMITTEE MEMBERS

Members will:

- Act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate.
- Not make improper use of their position or make improper use of information acquired as a result of their position.
- Disclose a conflict of interest in relation to any matter the Committee is concerned with or that the Committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

9. DECISION-MAKING

Recommendations made at the HRCAAC meeting are to be made by consensus and stand as such.

10. REPORTING

The Advisory Committee shall:

- Provide to Council a copy of its meeting minutes.
- Provide report to Council on recommendations as required.

11. RESPONSIBILITY

Responsible Officer: Director Community Services

12. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	18 July 2016	Council	<ul style="list-style-type: none">• New Terms of Reference