

TERMS OF REFERENCE

ABORIGINAL AND TORRES STRAIT ISLANDER REFERENCE GROUP

Adopted on 27.02.17

1. Scope

The Aboriginal and Torres Strait Islander Reference Group will provide input and feedback to Council on matters relating to, and impacting on Aboriginal and Torres Strait Islander peoples. This may include;

- Providing input into and feedback on the development of the Community Strategic Plan
- Providing input into and feedback on policies and research which impact on Aboriginal and Torres Strait Islander peoples
- Providing input into and feedback on strategies and plans
- Providing input into and feedback on Council programs and initiatives
- Assisting in the development of policies, programs and initiatives to address the needs and interests of Aboriginal and Torres Strait Islander peoples
- Providing suggestions to improve the wellbeing of Aboriginal and Torres Strait Islander peoples
- Serving as a resource for Council in relation to Aboriginal and Torres Strait Islander peoples and services.

2. Purpose Statement

The purpose of the Aboriginal and Torres Strait Islander Reference Group is to assist Council with matters related to services, programs and activities for Aboriginal and Torres Strait Islander peoples living in the Inner West Local Government Area.

The reference group will also provide feedback, guidance and recommendations to Council on specific issues, including strategic planning and policy, and contribute local knowledge regarding community impacts, emerging trends, opportunities and service gaps.

3. Link to Community Engagement Framework

Council is committed to including the community in its decision-making processes, as outlined in the Community Engagement Framework (in development). Council's Reference Groups are recognised in the Framework as stakeholders that will be identified in the engagement plans of relevant projects. The Reference Groups will be asked to provide feedback or input into specific engagements and may be asked to review an engagement plan and/or provide advice on reaching members of the demographic group/s which the Reference Group represents. Recommendations or advice will be included in engagement reports as the opinion of the Reference Group as a whole. Reference Group members may also participate in engagement processes as individuals.

4. Meeting Principles

As a member of the Aboriginal and Torres Strait Islander Reference Group, members agree to:

- attend meetings and participate in discussions
- adequately review any agenda attachments or documents as required prior to meetings
- allow all members to present their views and opinions
- suggest agenda items
- make suggestions regarding improvements to Aboriginal and Torres Strait Islander Reference Group

- clearly declare any conflict of interest regarding any issue under discussion
- maintain confidentiality where appropriate
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- not speak publicly on behalf of Council, such as to the media
- only maintain membership to one Inner West Council Reference Group at any time.

5. Conflicts of Interest

A conflict of interest exists where a reasonable and informed person could perceive that you could be influenced by a private interest when carrying out a public duty. Aboriginal and Torres Strait Islander Reference Group members must avoid, or appropriately manage, any conflict of interest. The responsibility is on members taking the most appropriate action to identify and manage the conflict of interest to ensure proper probity and good governance.

The procedure to be followed for the disclosure of non-pecuniary interests is for the member to disclose to the meeting any agenda item(s) that a member has an interest in as well as the nature of that interest. The Chairperson must ensure that the minutes of the meeting record the disclosure of the interest and how it was managed.

6. Confidentiality

From time to time members may be provided with draft Council reports or other confidential or draft material. Members must not release such material without the approval of the Council. Guidance on confidentiality requirements is set out in the Council's Code of Conduct.

7. Media

Members must not speak or purport to speak on behalf of Council on any matter, whether or not that matter is explicitly raised in Aboriginal and Torres Strait Islander Reference Group meetings.

8. Insurance

Members are covered by the public liability and personal injury policies of Council, whilst undertaking actions authorised by Council relating to their role on the Aboriginal and Torres Strait Islander Reference Group. This insurance does not preclude the Aboriginal and Torres Strait Islander Reference Group members from due diligence and all Council policies must be adhered to.

9. Meetings

The Aboriginal and Torres Strait Islander Reference Group has been established by the Administrator and will operate until December 2017.

The Aboriginal and Torres Strait Islander Reference Group will meet five to six times during 2017, at a day, time and venue to be set by the Aboriginal and Torres Strait Islander Reference Group Facilitators in consultation with the members.

Meetings will have a duration of 2 hours, with two extensions of a further 30 minutes available, subject to agreement by all members. Meetings are by invitation only and are not public meetings.

The Aboriginal and Torres Strait Islander Reference Group will meet at the Inner West Council Petersham Service Centre (Level 3, 2-14 Fisher Street, Petersham) on the following dates in 2017,

with the exception of the first meeting in February, which will be held at Ashfield Civic Centre (Level 6, 260 Liverpool Road, Ashfield).

- Monday 27 February 2017
- Tuesday 4 April 2017
- Tuesday 6 June 2017
- Tuesday 1 August 2017
- Tuesday 10 October 2017
- Tuesday 14 November 2017

Meetings will commence at 6:30pm and conclude at 8:30pm.

10. Membership and Chairperson

10.1 Members

Members of the Aboriginal and Torres Strait Islander Reference Group are community representatives appointed by the Administrator after an expression of interest process.

10.2 Chairperson

The Chairperson will be responsible for running the meetings and liaising with the Aboriginal and Torres Strait Islander Reference Group Facilitators to coordinate the agenda and minutes.

The Chairperson is to be selected from the persons appointed by the Administrator as members of the Aboriginal and Torres Strait Islander Reference Group. If the nominated Chairperson is absent from a meeting, the members are to elect a Chairperson for that meeting. If a member resigns then they will be replaced in the same way as members were appointed.

At the meeting of the Aboriginal and Torres Strait Islander Reference Group held 27 February 2017, Ben Bowen was nominated as the Chairperson of the Reference Group.

The Aboriginal and Torres Strait Islander Reference Group Facilitators will support and guide the Chairperson during meetings.

10.3 Non-voting Participants

Council staff, invited speakers and Local Representation Advisory Committee (LRAC) members can participate in discussion of meetings but cannot move or vote on recommendations.

11. Quorum

The quorum of the Aboriginal and Torres Strait Islander Reference Group is eight (8) members. A minimum of eight (8) members are required to be in attendance for a meeting to go ahead.

Reference Group members are to advise any one of the three (3) Aboriginal and Torres Strait Islander Reference Group Facilitators one day in advance if they are unable to attend a meeting in order to achieve the meeting quorum.

Reference Group members who miss more than three (3) meetings may have their membership reviewed.

12. Aboriginal and Torres Strait Islander Reference Group Facilitators

The Aboriginal and Torres Strait Islander Reference Group will be supported by three (3) Aboriginal and Torres Strait Islander Reference Group Facilitators (Council Aboriginal staff members).

The Aboriginal and Torres Strait Islander Reference Group Facilitators will be responsible for developing the meeting agenda, inviting speakers to attend the meetings, be present at meetings, draw attention to any recommendation that is contrary to Council policy and take notes outlining any recommendations or actions.

Reference Group Facilitators will communicate with Reference Group members via email. Reference Group members may email or phone any or all three (3) Reference Group Facilitators (Council Aboriginal staff members).

13. Agenda Availability

The meeting agenda will be circulated to members and non-voting participants one week prior to the meeting.

14. Recommendations and Voting

Members of Aboriginal and Torres Strait Islander Reference Group are encouraged to reach consensus on any recommendations they make. However, if consensus cannot be reached each member referred to in 10.1 above is entitled to one vote. Any recommendations of the Aboriginal and Torres Strait Islander Reference Group will be referred to the relevant Council Group Manager for their consideration and action. An update on the action taken in regards to recommendations made by the Aboriginal and Torres Strait Islander Reference Group will be made at the following meeting.

Only Reference Group members appointed by the Administrator can vote on recommendations.

15. Minutes

Minutes of the meeting will record any recommendations or actions made by the Aboriginal and Torres Strait Islander Reference Group. Minutes will be published on Council's website within 10 days of each meeting.