



Terms of Reference—Aboriginal Advisory Group (AAG)

The group will provide strategic direction and leadership to ensure:

A link between Council, the local government and the York community.

Advice regarding the implementation of the Shire's reconciliation Action Plan and any other matters of interest or concern to the Aboriginal and Torres Strait Islander community.

The group will be formed in line with Council Governance Policy G9 – Reference Groups.

Membership

- Membership of the group will be limited to 17 people. To be included are:
- One Shire of York Councillor.
- Three members of staff, preferably including one Aboriginal staff member.
- Up to 10 members of the community, 8 Aboriginal and 2 Non-Aboriginal.
- Up to two student representatives from York District High School.
- The membership of the group will be for a period of two years and terminates when an Ordinary Local government election occurs every two years in October.
- Nominations should be submitted via email to records@york.wa.gov.au marked 'Nomination for Aboriginal Advisory Group'.
- Final selection will be made by the CEO plus the Councillor nominated.
- Any Aboriginal person may attend and speak as a guest.

Structure

- The AAG will comprise of 3 staff members who have nominated for the group.
- It will also include the RAP Champion from the Executive level of the organisation as nominated in the 'Reflect' RAP document.
- The roles to be divided among the AAG include:
 - Taking and disseminating minutes to the AAG.
 - Planning up-coming meetings.
 - Locating and sharing research or other documents as determined by the AAG members.
 - Facilitating consultation with interested staff, external stakeholders (as decided by the AAG), and Reconciliation Australia.

Agenda

- Members of the AAG can ask for any item relating to the core business of the group to be placed on any agenda.

Meetings

- Meetings will be held four times per annum.
- Decisions made at the meetings will only be valid if there is Aboriginal and Torres Strait Islander representation of 2 persons at the meeting or 2 persons input into the decision prior to the meeting.
- Meetings will be held at Shire of York premises, unless otherwise agreed to.
- The annual calendar of meetings will be distributed to members by the Shire's relevant Administration Officer at the beginning of the calendar year.
- Meetings may only be called by Shire Officers and a minimum of one Shire Officer must be present.

Reporting

- The RAP Champion will report to the AAG on the progress of the RAP development and implementation.
The AAG is responsible for advising on and providing relevant information to:
- Enable implementation of the Reflect RAP.
- Enable the Shire to respond in a culturally appropriate manner to matters of interest or concern to the Aboriginal and Torres Strait Islander community.

No Delegation of Powers

- The Shire of York has the discretion to review the role of, re-organisation or disbandment of the AAG.
- Advisory groups act in an advisory capacity only and have no delegated authority.
- The Group must not:
 - enter into contractual relationships on behalf of the Shire of York.
 - issue a media release on behalf of the AAG or the Shire of York.
 - use the Shire branding or logo for external purposes.

Please note: The members of the AAG must agree to these Terms of Reference (TOR) before they come into effect.