

## Mindeera Advisory Group Terms of reference

### Purpose and objective

1. The purpose of the Mindeera Advisory Group (the group) is to provide strategic advice to Council on:
  - a. The implementation of the Town's Reconciliation Action Plan (RAP);
  - b. The embedding of culturally appropriate reconciliation initiatives and practices; and
  - c. The implementation of culturally appropriate policy development, community consultation and community engagement.
2. This advice is related to the following strategic outcomes:
  - a. CL2 – Communication and engagement with the community
  - b. S2 – Collaborating to ensure everyone has a place to call home
  - c. S3 – Facilitating an inclusive community that celebrates diversity
  - d. S4 – Improving access to arts, history, culture and education

### Membership

3. The group shall be comprised of:
  - a) Three (3) elected members
  - b) Up to Ten (10) community members selected following an Expression of Interest process
  - c) Three (3) Town officers. Additional officers may be invited based on the meeting agenda and priorities.
4. The group shall maintain Aboriginal representation, as outlined in the Town's Reconciliation Action Plan.

### Term

5. All memberships are for a two-year term. Elected members are appointed following an ordinary local government election and community members are appointed the year following an ordinary local government election.
6. There is no maximum term applied to the Mindeera Advisory Group to ensure that unique local cultural knowledge and expertise is retained.

### Roles and responsibilities

7. Each member of the group is responsible for attending meetings, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the objectives of the group.
8. Each member is expected to abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.
9. In addition to these, the specific roles for each membership type are as follows:
  - a. Elected members are responsible for ensuring that the group adheres to the direction set by Council, contributing from a Town-wide perspective, and ensures that delivery of the group's objective.
  - b. Community members are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
  - c. Officers are responsible for conducting necessary research as required by the group, providing professional advice, and for administering its meetings.

## Meeting procedures

10. The group will elect a presiding member and deputy presiding member at its first meeting. The presiding member will be the person consulted on the day-to-day operations of the group and its required preparations, including the agenda, for its next meeting.
11. The group will meet bi-monthly or the group will meet as required, upon the calling of the meeting by the presiding member.
12. A meeting quorum will be at least 50% of the participating members of the group. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.
13. If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.
14. The agenda and minutes of the meeting are to be prepared by the Town, as follows:
  - a. The agenda will be distributed no later than three working days before the meeting on the Town's website.
  - b. The notes will be distributed no later than five working days after the meeting on the Town's website.
  - c. Both the agenda and notes are to be developed in the prescribed form.
15. Meetings will only be open to members and not the public, however the group may invite guests to meetings.

## Reporting

16. The group is expected to report to Council, in accordance with Policy 101 Governance of Council Advisory and Working Groups.