

Terms of Reference

Kwinana Conciliation Advisory Group (KCAG)

1. Introduction

The City of Kwinana's Conciliation Action Plan (CAP) aims to optimise the way in which the City engages with Aboriginal and Torres Strait Islander peoples in Kwinana and places its focus on building relationships, fostering respect and developing opportunities.

The Kwinana Conciliation Advisory Group (KCAG) was established to develop and then support, guide and monitor the implementation of the Kwinana Conciliation Action Plan (CAP). The Group will also provide advice to the City of Kwinana on issues relating to communities and peoples of an Aboriginal and Torres Strait Islander background.

2. Name

This group will be known as the Kwinana Conciliation Advisory Group (KCAG).

3. Statement of Purpose

To develop a collaborative and coordinated approach to the development and implementation of the City of Kwinana CAP and to ensure that matters that are relevant to the local Aboriginal and Torres Strait Islander communities are addressed in the most appropriate way.

4. Objectives

The three key objectives for the Kwinana CAP and conciliation activities are relationships, respect and opportunities. The Kwinana CAP will be developed using the "Reflect" template provided by Reconciliation Australia (www.reconciliation.org.au) which supports these aims. These include (but are not limited to) the following:

Relationships

- community ownership

Respect

- naming rights
- sharing cultural knowledge
- cultural awareness training
- cultural knowledge to move forward

Opportunities

- youth
- employment

5. Membership

Membership of the KCAG is comprised of identified people who have a connection to the Aboriginal and Torres Strait Islander communities in Kwinana, as determined by the Group.

The Group will be comprised of a minimum of four and a maximum of 15 members.

Members will include:

- Councillors of the City of Kwinana
- Staff of the City of Kwinana
- Youth female
- Youth male
- Elders
- Community members
- A representative from each of the two key Aboriginal organisations in Kwinana (MACC and Moorditj Koort), who may send a proxy if the representative themselves are unable to attend
- Potentially could include key service providers or interested organisations as associate members (non-voting rights) for example, Relationships Australia and Department of Child Protection

Review and possible cancellation of membership will be considered by the Group in circumstances of 3 consecutive, unexplained non-attendance occurrences, without a reasonable excuse.

6. Chairperson

The KCAG will elect two joint Chairpersons for a three (3) year term. The Chairpersons' terms will commence at the first meeting of the KCAG.

One of the joint Chairpersons will be a Councillor from the City of Kwinana, the other will be a resident of the Kwinana/Rockingham area. Aboriginal people with connections to Kwinana live in and have family in both the Kwinana and Rockingham areas. It is therefore appropriate to allow for a Chairperson who may reside in Rockingham now, but who has strong connection to the Kwinana community.

The role of Chairpersons includes:

- Jointly fulfilling the role of Chair at KCAG meetings.
- Representing the KCAG and raising awareness about the role of the KCAG in the community.
- Liaison with City of Kwinana officers in relation to the KCAG, CAP and other matters that arise.

7. Meetings

The City of Kwinana will provide a Secretariat to manage the arrangements for meetings.

7.1 Agendas

Any items for the agenda should be presented to the Secretariat at least two weeks prior to a scheduled meeting.

The agenda will be distributed to members at least one week prior to a scheduled meeting. This will be posted as hard copy or sent electronically via email as per the request of each member.

Any additional items for discussion raised at the meeting will be discussed under *Other Business* at the discretion of the Chairpersons.

7.2 Minutes

Minutes of the meeting will be taken by the Secretariat

The draft minutes of each meeting will be circulated by the Secretariat one week after the meeting has been held.

7.3 Frequency and Duration

Meetings will be held at a date, time and location convenient to members of the Group and will not fall during school holidays where possible.

Refreshments will be provided.

Meetings will be scheduled for 1.5 hour duration.

7.4 Cancellation or additional meetings

Members will be given appropriate notice if a meeting is cancelled or postponed.

Additional meetings can be called by members as business dictates, in which case members must be given appropriate notice of any additional meeting.

7.5 Quorum

At least 50% of community members must be in attendance at any meeting for actions to be endorsed, including a minimum of at least one Elder.

8. Adoption and amendment of Terms of Reference

The Terms of Reference shall be reviewed by the KCAG every three (3) years; approximately half way through the term of the Chairpersons. The Terms of Reference shall only be altered with the approval of the KCAG, for endorsement by the City of Kwinana.

The Kwinana Conciliation Advisory Group originally endorsed these Terms of Reference at the KCAG meeting held on 5 June 2018.

Subsequent revision dates: November 2020