

Aboriginal Advisory Group

Terms of Reference

Background

CAN first established an Aboriginal Advisory Group (AAG) in December 2018. The inaugural members were CAN's Cultural Advisor Geri Hayden, CAN Board Director Freda Ogilvie, Joe Northover and Harley Coyne.

The AAG is chaired by CAN's Cultural Advisor Geri Hayden.

Current Membership

As of 8 March 2021, AAG members are:

- Geri Hayden
- Harley Coyne
- Margaret Drayton
- Two vacant positions

Objectives

The purpose of the AAG is to:

- Facilitate transformational leadership
- Provide CAN with cultural advice and counsel
- Provide guidance on cultural protocols and practices, customs and governance
- Advocate on behalf of CAN
- Assist with project design and delivery
- Advise on appropriate protocols in working within communities and CAN

Membership

Selection

The following criteria will inform the selection of appropriate AAG members:

- Aboriginal and Torres Strait Islander people who are active in supporting their community and interested in language, culture and the arts
- Membership is inclusive of gender to ensure that women's and men's business is represented
- Maintaining membership that provides good coverage and knowledge across Noongar Boodja
- Experience or knowledge of CAN's work is desirable but not essential

The AAG is open to all Aboriginal and Torres Strait Islander people.

A selection process for new members will take place as required and be conducted in an open and transparent manner. New members will be asked to provide an Expression of Interest and the selection will be made by the AAG members.

Number and Quorum

Five (5) members, with a quorum of (3) members required.

Co-opting members

Members may be co-opted by the AAG for specific periods of time or invited as guests to contribute to specific AAG deliberations.

Term

Members will serve three (3) year terms as a minimum with an option to reapply, unless otherwise specified, for example if co-opted for a specific purpose or issue.

Members may withdraw at any time but are encouraged to provide feedback on their decision to CAN.

Attendees

The CAN CEO/s attends all meetings, in recognition of the strategic importance of the AAG.

A standing invitation is in place to all CAN Aboriginal and Torres Strait Islander staff and contractors from the AAG.

CAN Aboriginal and Torres Strait Islander Board members may be invited to attend by the AAG.

Project staff and contractors may be invited to attend by the CEO/s to discuss issues of relevance to CAN projects.

Attendees do not have any voting rights and do not constitute part of the quorum.

Relationship between AAG and CAN Board

The AAG acknowledges and respects the role of the CAN Board as the governing authority of CAN.

The AAG provides cultural advice and counsel to the CAN executive and team in the development of strategy and annual programs.

The AAG and the Board maintain communication and a good working relationship through face-to-face meetings or gatherings at least once a year, or as requested.

The Board may request advice or input from the AAG on any matters, at its discretion.

Meetings

Frequency: Every two months or as required

Venue: CAN King Street Office unless otherwise specified

Agenda Setting

The agenda is shared prior to meetings. Members are encouraged to provide items to the facilitator ahead of proposed meetings. Should any issues arise, the facilitator has the discretion to discuss with the individual member any concern ahead of the meeting.

Chairing

CAN's Cultural Advisor will chair the meetings with assistance from CAN staff. The Chair is responsible for setting up meetings, ensuring meetings are effective/on-time/inclusive, establishing the agenda and ensuring the group remains action-focused.

The coordination of the meetings is the responsibility of CAN.

Notes and minutes

Formal note-taking is the responsibility of CAN and notes will be distributed to members as soon as possible on completion of the meeting.

Notes and minutes are stored with CAN on shared Google Drive and:

- are confidential to members of the group, unless the group decides otherwise
- may inform CAN's regular written reports to the Board

Intellectual Property

CAN retains all rights to Works created by the AAG for the purposes of CAN (e.g. Reconciliation Action Plan, protocol documents and policies).

All members will be acknowledged for their participation and contribution to Works created for the purposes of CAN during their tenure.

Review

These Terms of Reference will be reviewed by the AAG annually or as required and approved by the Board.