

# **KARI CULTURAL ADVISORY GROUP TERMS OF REFERENCE**

## **1. TITLE**

- 1.1.** KARI Cultural Advisory Group

## **2. PURPOSE**

- 2.1.** To provide appropriate advice or guidance on all matters of cultural significance.

## **3. MEMBERSHIP**

- 3.1.** Membership of the KARI Cultural Advisory Group will be appointed by the KARI CEO.
- 3.2.** The Advisory Group shall include Indigenous and non-Indigenous staff with a ratio of 4 to 1.
- 3.3.** The composition of the Advisory Group will be:
  - 3.3.1.** Chairperson
  - 3.3.2.** Secretary
  - 3.3.3.** Members
- 3.4.** The Advisory Group members shall be nominated by the relevant Departmental Manager from the following areas:
  - 3.4.1.** Out-of-Home Care
  - 3.4.2.** Corporate Services
  - 3.4.3.** Community Programs
- 3.5.** Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the Advisory Group to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Chairperson.
- 3.6.** All decisions of the Advisory Group will be reached by consensus.
- 3.7.** Advisory Group Members will cease to be a member if they:
  - 3.7.1.** Resign from the Group
  - 3.7.2.** Fail to attend three consecutive meetings without providing apologies to the Chairperson
  - 3.7.3.** Resign from, or otherwise cease their employment
  - 3.7.4.** Breach confidentiality

## **4. ROLES AND RESPONSIBILITIES**

### **Chairperson**

- 4.1. The Chairperson will be elected by the Group for a period of 2 years.
- 4.2. The Chairperson's responsibilities will include:
  - 4.2.1. Inviting specialists or individuals with specialised knowledge to attend meetings when required by the Advisory Group
  - 4.2.2. Guiding the meeting according to the agenda and time available
  - 4.2.3. Ensuring all discussion items end with a decision, action or definite outcome;
  - 4.2.4. Review and approve the draft minutes before distribution.

### **Secretary**

- 4.3. The functions of Group Secretary will be undertaken by all committee members, excluding the Chairperson, on a rotational basis.
- 4.4. Each member's tenure as Committee Secretary will be one meeting.
- 4.5. The Secretary's responsibilities will include:
  - 4.5.1. Scheduling meetings and notifying Advisory Group members;
  - 4.5.2. Preparation of agendas and issuing notice for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
  - 4.5.3. Distributing the agenda one week prior to the meeting
  - 4.5.4. Taking notes of proceedings and preparing minutes of meeting
  - 4.5.5. Distributing the minutes to all Advisory Group members one week after the meeting;

## **5. DURATION OF MEETINGS**

- 5.1. Meetings shall be held on a bi-monthly basis
- 5.2. Meetings shall be held on the second Tuesday of each calendar month. In circumstance where this is not possible the Advisory Group members will agree on an alternative date and time as close to this time as possible.

## **6. FUNCTIONS**

- 6.1. The functions of the KARI Cultural Advisory Group include:
  - 6.1.1. To provide culturally appropriate advice and guidance in relation to all aspects of service delivery.
  - 6.1.2. To act as a conduit of information to the staff regarding cultural events or matters of cultural significance.
  - 6.1.3. To organise and coordinate cultural events and programs for the staff
  - 6.1.4. To ensure that the content of all KARI documentation remains culturally appropriate
  - 6.1.5. To offer cultural advice, guidance and feedback to any member of KARI staff or forum upon request.

## **7. AMENDMENTS**

- 7.1. These terms of reference shall be reviewed annually from the date of approval.

7.2. These terms of reference may be altered to meet the current needs of all Advisory Group Members, by agreement of the Chairperson and all members.

## EXECUTION

The above terms of reference for the KARI Cultural Advisory Group have been agreed to by:

### Advisory Group Chairperson

Name:

Signature:

Date:

### Advisory Group Secretary

Name:

Signature:

Date:

### Advisory Group Member

Name:

Signature:

Date: