Aboriginal Community Engagement Group

Terms of Reference

Acknowledgment:
“We would like to pay our respects to the traditional owners of the land on which we meet. We acknowledge their ancestors and their sharing of their country. We also pay respect to the many Aboriginal groups and cultures that work, walk and live in Port Augusta.”

VISION
The Aboriginal Community Engagement Group (ACEG) is a group representing all Aboriginal people working together in achieving improvements to the lives of Aboriginal people in Port Augusta.

MISSION
A key role of ACEG is to drive the Urban and Regional Strategy Port Augusta Initiative. This group has been established with the united support of the Port Augusta Aboriginal Community to make changes for the benefit of the Aboriginal Community and to hold the three tiers of Government accountable. The ACEG will act as the link between the Aboriginal Community and the Governments to improve the delivery of, and access to, services in Port Augusta for Aboriginal people.

The Urban and Regional Strategy Port Augusta URS Steering Committee and Project Team is responsible for ensuring that the ACEG are heard and that the recommendations from their consultations are implemented.

The Port Augusta Aboriginal Community recognises and supports the ACEG and ACEG will be a signatory on behalf of the Aboriginal Community to the Local Action Agreement. ACEG is a face for the Community, but the Community as a whole is a fundamental part of the process and ACEG will encourage a united effort for the entire Aboriginal Community.

The Aboriginal Community Engagement Group has a broader role to play within the context of Community Consultation and Engagement and engages in consultations in areas that may not be directly related to the Urban and Regional Strategy.

To achieve its aims, the ACEG:

- Stand as representatives of the entire Port Augusta Aboriginal Community and acts in the interests of all community members.
- Members of ACEG make an individual commitment for continuous ongoing engagement and consultation with the wider Aboriginal Community.
• ACEG interacts, engages and encourages Aboriginal Community members to identify issues;

• ACEG Members inform the wider Aboriginal Community of its progress;

• Stands as partners with representatives from the Port Augusta City Council, the State and Australian Governments in making change in Port Augusta for the benefit of Aboriginal people;

• Develops strategies to ensure that the Community is kept informed of the work of the ACEG;

• Identifies priorities on behalf of the Aboriginal Community within the framework of the COAG Building Blocks to improve the delivery of, and access to, services for Aboriginal people;

• Worked with the Port Augusta City Council, the State and Australian Governments to identify strategies and achievable actions that formed the Port Augusta URS Service Delivery Local Action Agreement;

• In the development the Local Action Agreement and specific actions, identify:
  - Service gaps and challenges in Port Augusta.
  - Challenges Aboriginal people experience when accessing services.
  - Ways that government, non-government and Community can work together on improving service challenges.

• Signed the Local Action Agreement which committed ACEG, the Port Augusta City Council, the State and Australian Governments to actions for change under the priority areas;

• By working with the Port Augusta URS Project Team ACEG ensures its work maintains links to the URS;

• Holds accountable its URS partners and is accountable for driving change in Port Augusta;

**Davenport**

Davenport Community Action Plan is separate to the Local Action Agreement specific to their needs but the Local Action Agreement is inclusive of the Davenport Community.

**Membership**

- Membership will be reviewed quarterly;
- There will be no more than fourteen (14) members and no less than seven (7);
- If a member misses 4 consecutive regular ACEG meetings a letter will be written to the member advising them that due to their lack of availability their membership will be discontinued;
- Initial Membership of the ACEG was established through a series of community consultations and Aboriginal Community members nominating their involvement in ACEG;
- Future Membership of ACEG – if a member steps down from ACEG, then ACEG may recruit another member. ACEG will discuss the recruitment and make a decision as how to do this.
- ACEG Members who need to resign from ACEG should do so in writing and their decision will be respected and supported.
Meetings
Frequency
- ACEG will meet fortnightly, once a month it will be a joint meeting with the Project Team and the other meeting will be an ACEG only meeting;
- The frequency of meetings will be reviewed on a quarterly basis.

Chair/Convenor
- The position of chair will rotate between the two ACEG representatives nominated to sit on the Urban and Regional Strategy Port Augusta Initiative Steering Committee;
- The two representatives nominated will be classed as Chair persons of the ACEG for 12 month duration, or until they are re-appointed.

Proxies
- Proxies are not permitted.

Attendance
- It is the responsibility of individual members to ensure they attend as many meetings as possible;
- We understand that family and work commitments may at times impact member’s availability. If a member is unavailable to attend a meeting it is their responsibility to put in an apology and to catch up with an ACEG Member or a Project Team Member to be briefed on what they have missed; (subject to membership term)
- Input from a member who can’t make a meeting is strongly encouraged to contribute, through one-on-one meetings, phone conversations or email correspondence.

Quorum
- ACEG do not require a quorum to convene their meetings.
- In the case of small numbers an informal discussion can be had.
- All decisions will be made at a meeting with a quorum of at least half of the members

Secretariat Support
- The Port Augusta City Council Aboriginal Community Engagement Officer will be responsible for Secretariat Support

URS Steering Committee Representation
- The 2 ACEG Co-Chairs are the Co-Chairs of the Steering Committee

Support to ACEG
- ACEG will be supported by;
  - each other
  - The Community
  - The Project Team and
  - The Urban and Regional Strategy Steering Committee

Port Augusta City Council Aboriginal Advisory Committee
- The 2 Co-Chairs of ACEG sit on this committee to elevate any issues through to local government;
- Meetings are held bi-monthly;
- A Terms of Reference for this group exists.

Port Augusta Aboriginal Housing Advisory Committee
- All Members of ACEG are also members of this group;
- A Terms of Reference for this group exists.

Review
- These Terms of Reference are effective as of the 2\textsuperscript{nd} of May 2014.
- The Terms of Reference will be reviewed 30\textsuperscript{th} of June 2014.