Terms of Reference

Vision Statement

A community where Kaurna culture and heritage is respected, celebrated, embraced and valued.

Purpose Statement

We come together in the spirit of Payinthi Kumangka, forging generational unity through healing, recognition, and celebration of Kaurna culture, history and identity within our community.

Purpose

Council has established the Payinthi Kumangka Advisory Group as an advisory body to support and guide City of Prospect's reconciliation journey. The Group's purpose is to:

- Foster respectful and enduring relationships between Aboriginal communities and the broader Prospect community
- Provide expert cultural advice on policy, projects and key initiatives
- Identify and advocate for local opportunities to embed reconciliation across Council operations, programs, and planning
- Promote inclusive and culturally safe community engagement processes
- Guide Council's approach to reconciliation through principles of truth-telling, healing, equity, and recognition.

Functions

The Advisory Group undertakes a range of advisory and engagement functions that contribute to its overarching purpose. These include:

- Supporting the development and delivery of a meaningful and action-oriented reconciliation agenda (e.g. through a Reconciliation Action Plan)
- Advising on and upholding appropriate cultural protocols in Council business and events
- Promoting cultural awareness and learning across the organisation and within the community
- Advocating for and enhancing the visibility, recognition, and leadership of Aboriginal people within City of Prospect.

Membership

The Advisory Group will have dedicated membership and shall compromise of six Aboriginal community members, plus the Mayor (ex-officio) and two Council Members.

The desirable criteria for the community membership may include:

- One Elder
- One youth representative (person under 25 years)
- One representative who lives within the City of Prospect (or close to its boundaries)
- Two community representatives
- One agency representative

The agency representative shall be from an agency/organisation or part of an agency whose primary role is to provide services for persons of Aboriginal or Torres Strait Islander descent.

Members shall be appointed to the Advisory Group for a term of two years.

Where a position has been filled mid-term following a vacancy, that position shall be filled for the remainder of the two-year term.

Upon expiry of the term of office of an Advisory Group member, the member may renominate for membership and be reappointed by Council for a further two-year term.

A quorum of the Advisory Group shall be a majority of the appointed membership, with at least one Council Member and two community members.

Council Members shall be appointed to the Panel for a term of two years or at the discretion of Council.

Members of the Advisory Group will be appointed by the Council. Membership of the Advisory Group will aim to maintain a gender balance. The Group will meet a minimum of four times per year.

Nominations

Nominations for the Advisory Group will be coordinated through Council via an Expression of Interest (EOI) process.

Vacant positions will be advertised through local networks and any other manner determined appropriate by Council.

All EOI's and vacancy advertisements will be forwarded to the Kaurna Yerta Aboriginal Corporation (KYAC) for information and or consideration.

To be considered for appointment as a community member a person must satisfy the following criteria:

- Be of Aboriginal descent;
- A representative of an agency/organisation the primary role of which is to provide services for persons of Aboriginal or Torres Strait Island descent; and/or live, work or have a strong connection with City of Prospect area
- Possess knowledge and connections within the community
- Priority for appointment to the Advisory Group will be given to those nominees who are of Kaurna descent.

Chairperson

The Advisory Group shall appoint by consensus a Chairperson from amongst its numbers for a term of twelve (12) months. Where the position of the Chairperson becomes vacant, the Group will select another Chairperson.

The Group may elect to appoint by consensus a Deputy Chairperson from amongst its numbers for a term of twelve (12) months.

If the Chairperson is absent from a meeting the Deputy Chairperson will act as their Chairperson for that meeting.

The Group will aim to maintain a gender balance in electing a Chairperson and Deputy Chairperson.

If both the Chairperson and Deputy Chairperson are absent from a meeting, then a vote is to be undertaken by the attending members on who will chair the meeting.

Resignations

A member of the Advisory Group may give notice in writing to the Chairperson and Council to resign from the Advisory Group. Resignation is effective upon receipt.

If an Advisory Group member has been absent without apology from the Group for three (3) or more consecutive meetings, upon recommendation of the Group, Council may remove the member and declare the position vacant.

Administrative support

Council Administrative support shall:

- Give notice of meetings, prepare reports and agendas, minutes and performance any other administrative duties of the Advisory Group
- Liaise with Council, council staff and Advisory Group members in addressing issues and questions relation to the Advisory Group's business and agenda items
- Cancel a meeting in consultation with the Chair if there is no business to be considered.

Honorariums

Advisory Group Members are eligible to receive a sitting fee of $260 per meeting.

Advisory Group Members are eligible to receive payment for additional formal duties.