



Terms of Reference

Connection to Country Committee

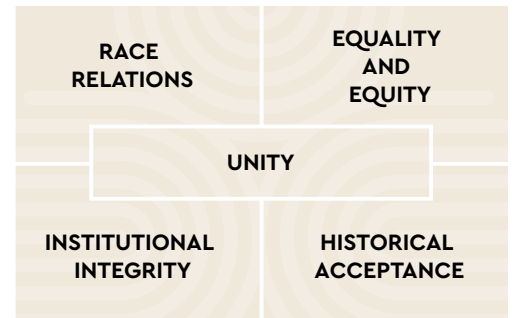
Strategic Linkage

Sustainable AILA Strategic Pillar

- AILA continues to review and improve its Governance framework
- AILA has a safe, supportive and growth-oriented culture

Membership Strategic Pillar

- AILA understands and is responsive to the needs of its members



Purpose and Objectives of the Committee

1. To identify, propose, support and advance Reconciliation with First Australians within AILA.
2. To support a change in the culture of landscape architecture in Australia (ethics, governance, education and practice), from its settler based origins to a respectful inclusion of all Aboriginal and Torres Strait Islander peoples.
3. To enable greater capacity building for Indigenous leadership and representation within AILA activities including the integral support of Cultural Ambassadors, First Peoples Practitioners, and greater Indigenous membership.

Roles and Responsibilities of the Committee

- Provide strategic advice to the Board and CEO for national directions related to Reconciliation across the organisation. For example a review of the AILA Constitution and Acknowledgment to Country statement.
- Undertake the preparation of AILA's Innovate Reconciliation Action Plan (RAP) and monitor the progress once endorsed.
- Identify culturally appropriate knowledge sharing activities to build relationships and content to disseminate achievements aligned with the Innovate RAP and with the broader AILA membership.
- Apply the Cultural Ambassador Governance Guideline in conjunction with the Connection to Country Committee Terms of Reference.
- Promote Welcome to Country and Acknowledgment of Country Protocols, events and associated literature which support the AILA's Reconciliation journey.
- Foster a dialogue with AILA Committees Chairs to enable and support a better integration of the RAP and CtCC objectives. For example:
 - CtCC to provide input into the CPD planning based on new CPD framework.
 - CtCC to develop appropriate Practice Notes related to CtC in guidance from the Practice Committee.
 - CtCC to work with the Accreditation and Education Committee to embed Connection to Country and Caring for Country in tertiary course structures.
- Work collaboratively with the Festival Creative Directorate to provide support in relation to CtCC guidance.
- Review rates and ensure line items to support Cultural Ambassador engagement through the CtCC and attendance at key events within AILA's National and State operating budgets.
- Identify opportunities to fund RAP Actions and other Reconciliation activities at the National and State Chapter levels.
- Encourage knowledge sharing opportunities for State Chapter Executives, particularly those Chapters that do not have a local CtC Committee. They can request guidance from the CtCC in relation to local Connection to Country issues, event ideas or questions.



- Commit to using the five (5) Dimensions of Reconciliation (Reconciliation Australia) as touchstones for the assessment of the work of AILA in progressing a reconciliation agenda. Maintain relationships and connections with past committee members and Cultural Ambassadors to ensure respect and continuity within the committee knowledge and guidance.
- Provide support and guidance to State and National AILA Awards Jury's to ensure a culturally safe environment and judging approach in acknowledging and considering the Country in which the project resides.

Committee Membership

- The CtCC welcomes First Nations AILA members in the role of First People's Practitioners to provide greater guidance.
- Up to ten (10) AILA members, including First Nations Practitioners, and CEO with a minimum of two (2) Cultural Ambassadors (CA) and up to a maximum of seven (7) Cultural Ambassadors who represent the geographical distribution of our members. In addition to the ten (10) members, one (1) AILA Board member where practical. While the committee recognises this may not always be practical, a Board member can provide background to proposals and discussions because we are mostly dealing with 'new' theories, processes and ways of working. In the absence of a Board member sitting on the CtC Committee, the Co-Chairs requests the opportunity to address the Board directly if required.
- Each Cultural Ambassador will be associated with one of the AILA members of the committee. This ensures the CA is supported directly by the member and often, this occurs because there are existing relationships at play.
- In accordance with the above, joint-application for CtCC membership between AILA members and CA is encouraged. It is preferable that the relationship between the AILA member and CA exists at the state level and doesn't impact existing state-based executive/committee relationships.
- It is encouraged that broad geographical representation of members is included on the committee.
- CAs do not need to attend Committee meetings, and can work in parallel with their associated AILA committee member to progress discussions, advise directions and assist in framing resolutions.
- From time to time, the Committee can appoint additional members with expertise, and Aboriginal

and Torres Strait Islander people external to the organisation to support the objectives. These roles will be clearly defined by the CtCC at the time and may include the creation of specific working groups that report back to the committee.

- The Co-Chairs will be elected by the committee and rotated every two terms, unless otherwise agreed by the Committee. The Committee supports a Co-Chair structure with an Aboriginal and Torres Strait Islander person where possible.
- Term of appointment to the committee is two (2) years, with a suggested maximum service of two (2) consecutive terms to allow other AILA members to participate.
- Past Chairs and Co-Chairs may continue to support the CtCC in an Emeritus Member role to ensure continuity of the committee's activities, knowledge and relationships. This role is not considered to be part of the quorum and are invited to attend meetings and or to provide guidance as required for specific matters.
- Committee members are expected to participate in at least 8 meetings per year (3 formal quarterly meetings and 5 informal monthly meetings). This includes contributing to work outside of committee meetings to achieving the objectives and responsibilities of the committee.
- Where consistent non-attendance (i.e. more than two consecutive meetings missed) or inactivity in working on tasks to support the objectives and responsibilities of the committee, a committee member may be asked to vacate their position. This does not apply to CA engagement. Please refer to the Cultural Ambassadors Governance Guideline (CAGG).
- A quorum for every meeting of the Committee is two thirds of the current appointed membership.

Cultural Ambassadors

The associated CAGG outlines the engagement of CAs for the organisation and should be read in conjunction with the TOR.

Accountability

The following is the quality control approach for the work of the Committee:

- All Committee work is to be reviewed and adopted by AILA Board prior to any public release.
- When adopted as an AILA policy or plan, the AILA Board may delegate delivery and/or implementation to the Committee.



- The Committee members must seek AILA Board approval (through the CEO) prior to issuing or releasing policy or position statements.
- The Committee members are to provide AILA Secretariat documentation of the activities undertaken on behalf of the Committee, within one week of the activity, to contribute to the Committee member reports for each Committee meeting.
- Committee to provide a written report to AILA Board (via the secretariat) on work undertaken, at least two weeks prior to quarterly AILA Board Meetings (3-4 times per year).

Meetings and Records

To facilitate its work the Committee will,

- Hold quarterly meetings in an online setting as set by the Committee Co-Chair with secretariat; and
- Each member must attend at least 8 meetings per year (3 formal quarterly meetings and 5 informal monthly meetings) to remain on the Committee and other meetings as and when required, unless otherwise negotiated.
- The Committee will be provided with a cloud-based workspace, to be advised by AILA.
- The records of all meetings are to contain only decisions, recommendations, and actions.
- The outcomes of the Committee's work are to be collated and circulated by the secretariat for each meeting.
- Drafts of documents produced will be circulated to Committee members prior to being finalised, issued, and stored on the AILA server.
- Requirements for CA engagement is outlined in the CAGG.

Review of Terms of Reference (ToR)

CEO to conduct annual review of ToR with the Co-Chairs and Committee members.

Relevant AILA Policies

- AILA Constitution
- Code of Professional Conduct
- Welcome to Country Protocols
- Cultural Ambassadors Governance Guideline (CAGG)
- AILA Awards Policy
- AILA Jury and Entry Guides

Key Committee Collaboration

All national and chapter committees as see fit.