



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 of the Connection to Country Committee

The purpose of the working group is to act as a committee of the board to provide guidance and oversight of the project including the development of archiving policies and the publication of the History of AILA.

This role is one of oversight only, with the purpose to provide guidance and advice to the CEO and Board as appropriate.

Objectives of the Connection to Country 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 multiple Aboriginal Countries and communities.
3. To enable greater capacity building for Indigenous leadership and representation within AILA activities including the integral support of Cultural Ambassadors and greater Indigenous membership.

Roles and Responsibilities of the Connection to Country Committee

- Provide strategic advice to the Board and CEO for national directions related to Reconciliation across the organisation.
- Monitor progress and completion of the AILA's Reflect Reconciliation Action Plan (RAP).

- Identify opportunities and culturally appropriate content to disseminate achievements against AILA's Reflect RAP milestones to the broader AILA membership.
- Develop a Cultural Ambassador Governance Guideline to accompany the Terms of Reference.
- Promote Welcome to Country and Acknowledgment of Country Protocols, and associated literature which support the AILA's Reconciliation journey.
- Foster a dialogue with AILA national committees Chairs to enable and support a better integration of the RAP and CtCC objectives. For example the EC and CPD committees.
- Progress discussions across the 2020-2022 period regarding the drafting of a next stage, AILA Innovate RAP, and make a recommendation to the AILA Board for the November 2021 Board meeting.
- Recommend the inclusion of a line item in AILA's National and State operating budgets to support Cultural Ambassador engagement at the National and State Chapter levels.
- Identify opportunities to fund RAP Actions and other Reconciliation activities at the National and State Chapter levels.
- Encourage an environment whereby State Chapter Executives can request guidance from the CtCC in relation to local Connection to Country issues 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.



Connection to Country Committee Membership

- Up to seven (7) AILA members + CEO with a minimum of two (2) Cultural Ambassadors (CA) and up to a maximum of five (5) Cultural Ambassadors who represent the geographical distribution of our members. In addition to the seven 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 CtCC Committee, the Chair requests the opportunity to address the Board directly if required.
- Aboriginal and Torres Strait Islander members are encouraged to apply.
- Each CA should 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 from as many States/Territories as possible are 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.
- The Chair will be elected by the committee and rotated annually. 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. However, members may participate for longer to ensure continuity of the committee's activities where appropriate.

- Committee members are expected to participate in at least 4/6 meetings annually, actively volunteer for assignments, and contribute to the tasks agreed upon. Where consistent non-attendance (i.e. more than two consecutive meetings missed) or inactivity is recorded, 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).

Cultural Ambassadors

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

Accountability

- Chair to provide twice yearly reports to the AILA Board, inclusive of the Annual report.
- Chair to meet with the National Committee Chairs twice yearly.

Meetings

- National Office leads meetings with the CEO in line with AILA Committee meeting schedule.
- Requirements for CA engagement is outlined in the CAGG.
- A quorum is a minimum of four (4) Committee AILA members.
- Agenda setting – AILA CEO in consultation with the Chair.
- Minutes – no formal minutes from meetings required. Action points and resolutions to be recorded and distributed by the secretariat and added to the shared Trello page.

Secretariat

AILA Staff Member.

Review of Terms of Reference

CEO to conduct annual review of ToR with the Chair and Committee members.