

SCHEDULE 5

Culture & Heritage Committee Terms of Reference

Culture & Heritage Committee Purpose

The purpose of the Culture & Heritage Committee (CHC) is to ensure connection between Kokatha culture and the activity of the Kokatha Aboriginal Corporation (KAC) by providing advice to the KAC board on culture and heritage matters.

Culture & Heritage Committee Function

The Culture & Heritage Committee will advise on cultural, heritage and community matters such as:

- language retention
- Men's and Women's groups
- youth and cultural respect development
- Aboriginal heritage and the cultural and heritage implications of State and Federal Heritage Acts
- cultural and heritage implications of Native Title matters including 9B mining agreements and exploration requests
- community engagement with Kokatha Lore, culture and heritage.

The CHC directly communicates with and advises the KAC board.

The CHC may be required to investigate, research and report to the KAC board on specific culture and heritage matters raised as agenda items at board meetings.

While CHC members are appointed as representatives of their family groups, the Culture & Heritage Committee acts in the interests of the Kokatha people as a whole.

If CHC members are not Kokatha Lore holders, it is their responsibility to ensure relevant Lore is represented to the Committee through personal consultation with appropriate Kokatha Elders and Lore holders.

The CHC does not:

- a) run the corporation nor get involved in KAC operations – that is the role of the Chief Executive Officer (CEO) under the direction of the board
- b) directly communicate with KAC management / employees other than the secretariat who will assist with arranging meetings of the CHC
- c) engage with corporate strategy, financial, business and commercial matters – that is the role of the board
- d) engage with, make representations to or make decisions with external stakeholders – that is the role of the board

Committee activity will involve discussion and decision-making around Kokatha heritage, culture and traditional Lore as it informs the activity of the board.

Committee Member Requirements

Culture & Heritage Committee members represent the Kokatha community through knowledge, understanding and awareness of Kokatha culture and heritage and:

- must be Kokatha Common Law holders
- must be members of the corporation
- may be employees of the corporation (but do not have to be employees)
- have understanding of what the Kokatha people believe should be done to preserve and protect culture and Kokatha sites of significance
- represent and put the interests of Kokatha Common Law holders first in decision-making
- consult with Kokatha Elders and Lore holders as appropriate
- represent the interests of the Kokatha people as a whole
- work as a team for the benefit of all Kokatha people
- understand, accept and demonstrate committee principles of fairness, equity and honesty
- will be appointed by each of the Family Groups at each AGM or in the event of a vacancy by the Family Group at any time prior to the AGM.

Note: Each Family Group will decide how their Family Group will select a representative for the CHC. Appointments will therefore be made in accordance with the process agreed by the Family Group under their traditional law and customs or other methods.

CHC Meeting Frequency & Format

The CHC is required to meet at least quarterly unless agreed otherwise by the KAC board.

The CHC will consider appointing a Chair by vote at its first meeting. If a Chair is appointed the Chair:

- a) need not necessarily be a member of the CHC and may be an independent specialist Chair.
- b) must be rotated amongst CHC members annually with no repeat appointments within a period of four years. If an independent specialist Chair is appointed the CHC members will decide the term of appointment.
- c) is responsible for CHC meeting process, ensuring equal voice for all CHC members and for recording, approving and issuing CHC meeting minutes.
- d) is the principal point of contact between the KAC board and the CHC.
- e) does not have authority for representation, meetings or lobbying on behalf of KAC outside the CHC unless requested by the board.

Remuneration

Culture & Heritage Committee members receive modest sitting fees, plus travel and accommodation expenses as determined by the KAC board.