



Dandjoo Bidi-Ak Aboriginal Reference Group

Terms of Reference

1. Aboriginal Reference Group (ARG)

The ARG is established to meet the aim of:

- Identify and provide advice on gaps in service delivery for Aboriginal applicants and children and perpetrators of family and domestic violence interacting with the court.
- Support the strategic alignment of the Department's Strategy with the targets of the Dandjoo Bidi-Ak court.
- Contribute to the development of an Action Plan by co-designing actions and activities corresponding to focus areas and desired outcomes.
- Provide advice and recommendations to the Court on Aboriginal matters relevant to the focus areas.

These Terms of Reference (TOR) set out the governance model for the ARG.

2. Governing Body

The ARG reports to the Executive Director Magistrates Courts and Specialist Jurisdiction.

3. Membership

The ARG will be chaired by the Executive Manager Aboriginal Strategic Services. The Magistrates Court Management Group will provide Secretariat support to the ARG. All other members of the ARG will comprise Aboriginal people as per membership below.

1. Executive Manager Aboriginal Strategic Services, Department of Justice (Chair).
2. Magistrates Court Management Group, Department of Justice (Secretariat).
3. 2x Senior Aboriginal Persons with Cultural Experience.
4. Aboriginal person who has experienced violence as a victim.
5. Aboriginal person with lived experience of Care and Protection.
6. Senior Representative, Dandjoo Bidi-Ak Court, Department of Justice.
7. Senior Representative, Child Protection Unit, Department of Communities.

4. Key Role and Responsibilities

The key roles and responsibilities of the ARG will be the following:

- a. Identify and provide advice on gaps in service delivery for Aboriginal applicants and children and perpetrators of family and domestic violence interacting with the court.
- b. Support the strategic alignment of the Department's Strategy with the targets of the Dandjoo Bidi-Ak court.
- c. Contribute to the development of an Action Plan by co-designing actions and activities corresponding to focus areas and desired outcomes.

- d. Provide advice and recommendations to the Court on Aboriginal matters relevant to the focus areas.

5. Term of Appointment

Expressions of interest to join the ARG will be called for everyone (1) year after establishment of the inaugural ARG. Members will hold a term of up to 1 year, unless a different term is determined by the Deputy Director General of Courts and Tribunal Services. A member may, at any time, resign from the Aboriginal Reference Group by written notice provided to the Chairperson.

- The Executive Director Magistrates Courts and Specialist Jurisdiction and the Executive Director Aboriginal Justice Transformation, together with a senior Aboriginal staff member will convene after Expressions of Interest are received and make appointments on membership to the ARG.
- The ARG will consist of no more than 8 members, including the Chair and the Secretariat.
- Members of the ARG may resign by doing so in writing to the Chair.

A person may be terminated as a member of the ARG at the discretion of the Chair on the basis that the member:

- Resign from the group.
- Fail to attend regular meetings.
- Has breached the Code of Conduct.
- Are no longer considered suitable for the membership.
- Has failed to undertake reasonable requests of the Chair in the performance of their role as a member of ARG.

The ARG members will not be permitted to have a proxy or alternate member attend meetings when an ARG member is unable to attend.

5.1 Invitees

Specific invitees may attend at the invitation of the Chair, to contribute subject-matter expertise.

6. Frequency

ARG will meet six (6) times per calendar year and from time to time as required for special occasions.

7. Reporting

For each meeting the agenda will include standing agenda items. All decisions and recommendations arising from the ARG will be put forward to the Dandjoo Bidi-Ak Steering Committee for noting and feedback. The final approval and endorsement for all decisions and recommendations will be made to the Executive Director, Magistrates Courts and Tribunals.

In addition to reporting to the Steering Committee, the ARG will provide a briefing note update to the Department of Justice, Aboriginal Justice Advisory Committee (AJAC) on a bi-monthly basis. This will provide a further layer of cultural advice and support to the

ARG and an additional form of a cultural expertise on important subject matters that may arise in discussions.

8. Administrative Arrangements

8.1 Secretariat

The Magistrates Court Management Team will provide secretariat support to the ARG.

8.2 Quorum

A quorum is reached if more than 50% of committee members are present. Any matters requiring decision will be decided by the majority of votes of members present.

8.3 Travel Expenditures and Remuneration

- All members (other than those who are members of the public service) will be paid a meeting fee by the Department.
- Member will not accept or demand any fee, reward, gratuity or gift of any other kind than the meeting fees applicable to the ARG meetings.
- Reasonable incidentals incurred in relation to attendance of the ARG meetings and other official ARG engagements will be remunerated.
- Out-of-session meetings as required will be paid.

9. Obligations of ARG Members and persons assisting the ARG

All members of the ARG will:

- Comply with the Code of Conduct.
- Receive a copy of ARG's Terms of Reference.
- Declare any conflict of interest at the commencement of each meeting.