

1. Introduction

The Sunshine Coast First Nations Accord (SC FN Accord) was established in 2019, with the aim of creating and nurturing partnerships between Traditional Custodians, the broader First Nations community, organisations that either have an established, or proposed, Reconciliation Action Plan (RAP) / other written policy commitments supporting First Nations people.

2. First Nations Partnerships

The Sunshine Coast First Nations Accord will be consciously informed by authentic communication and consultation with First Nations people. This practice will ensure the mutual benefits of working in partnership are timely and led with community ownership.

3. Vision

A strong and resilient community which celebrates its diversity, connection, and history of First Nations people.

4. Purpose

To facilitate collaboration and partnerships on the Sunshine Coast.

5. Objectives

- To establish a forum for conversations, ideas and community events.
- To create and nurture community of practice.
 - Sharing knowledge and experience
- To provide support and inspiration.
- To support and encourage cultural capability, which includes:
 - Awareness;
 - Education;
 - Communication;
 - Relationships;
 - Building community; and
 - Increased First Nations presence.
- To empower communities, nurture innovation and facilitate more authentic connections between people and place.

6. Membership

The Sunshine Coast First Nations Accord (SC FN Accord) is comprised of participating organisations that either have an established, or proposed, Reconciliation Action Plan (RAP) / other written policy commitments supporting First Nations people.

7. Roles and Responsibilities

7.1 Representative Responsibilities

- a) Attend a minimum of two meetings per calendar year;
- b) Represent the views of their organisation/group and not personal or political interests;
- c) Maintain an open mind regarding other's views;
- d) Participate collaboratively in decision making;
- e) Constructively manage conflict between themselves and others in the group;
- f) Report potential conflicts of interest;
- g) Act in accordance with the SC FN Accord Terms of Reference.

7.2 Chairperson

A Sunshine Coast Council representative will chair each meeting as the primary facilitator, or otherwise determined, through consensus, by the SC FN Accord.

7.3 Secretary

A Sunshine Coast Council representative will act as Secretary for each meeting, or otherwise determined, through consensus, by the SC FN Accord.

The Secretary has the following responsibilities:

- a) Coordinate all committee meetings, including scheduling meetings, securing venues, managing apologies;
- b) Collate agenda items, prepare agendas and distribute the agenda one week prior to the meeting;
- c) Record committee business through meeting minutes and distribute the minutes within one week of the meeting date.

8. Operation

8.1 Meeting frequency and Duration

SC FN Accord meetings shall normally be held, face-to-face, quarterly or otherwise determined, through consensus, by the SC FN Accord.

Meetings will be held for one hour and will be scheduled for the second Tuesday of every month.

8.2 Meeting Structure

All meetings will follow a standard agenda:

- A. Traditional Welcome and/or Acknowledgement
- B. Welcome & Apologies
- C. Matters for Decision
- D. Matters for Information
- E. Matters for Noting
- F. Close Meeting
- G. Next Meeting Details

9. Confidentiality

Attendees of the SC FN Accord meetings are to treat information shared, within the meetings and official correspondence, with confidentiality. Any information, data or statistics, which are presented or distributed, should be seen as confidential and used only with the permission of the supplying organisation or individual. Contact, and other personal, information of attendees should never be shared without the express permission of the individual attendee.

10. Documentation & Meeting Records

SC FN Accord will keep full and accurate minutes of proceedings. In particular the nominated Secretary will ensure that the following matters are recorded in the Committee's minutes:

- details of each motion, and any amendments, moved at a meeting;
- names of the mover and seconder of the motion;
- whether the motion is accepted or not.

All meetings documentation will be the responsibility of the Secretary. The Secretary will also contact SC FN Accord representatives, if input is required for the finalisation of meeting minutes.

The Secretary must keep records of all documentation including agendas, minutes, action sheets and attendance records. Should their position with the group end, all documentation will be handed over to their new representative.

11. Review Date

The Terms of Reference will be reviewed annually at the first meeting of each calendar year.