

# Cancer Council WA Aboriginal Advisory Group

## Terms of Reference

### Purpose

To provide advice to Cancer Council WA to reduce the incidence and impact of cancer in Aboriginal people throughout WA.

### Role

Work in partnership with the executive and staff at Cancer Council WA to:

- Develop and implement a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia.
- Monitor the ongoing implementation and effectiveness of the RAP.
- Develop genuine, inclusive, culturally safe environments, programs, and services for Aboriginal Western Australians.
- Support the growth and development of the Aboriginal cancer workforce.
- Develop and sustain relationships, including with professional bodies, community groups and community service organisations and participate in community-related activities.

### Context

- Cancer Council WA, Reconciliation Action Plan
- Cancer Council WA, Strategic Plan
- National Aboriginal and Torres Strait Islander Cancer Framework
- Optimal care pathway for Aboriginal and Torres Strait Islander people with cancer
- WA Cancer Plan 2020–2025
- WA Aboriginal Health and Wellbeing Framework 2015–2030

## Membership and Operations

### Membership

Members are appointed by the CEO of Cancer Council WA on the recommendation of the Aboriginal Advisory Group Chair and Directors of Cancer Prevention & Research Division and Cancer Information and Support Services Division.

The following guidelines apply:

1. Members shall be appointed based on personal expertise and knowledge across the cancer continuum, and/or have a personal connection to cancer, such as personal experience of cancer, caring for someone with cancer, or having a family member or friend diagnosed with cancer.
2. Members shall have a mix of expertise or skills across the cancer continuum, including:
  - Men’s and women’s health
  - Rural and remote
  - Community representatives or consumers
  - Professional development and training
  - Aboriginal health sector
3. Members shall complete an [Expression of Interest](#) to join the Aboriginal Advisory Group.

Last Ratified: February 2017	Amended: August 2021	Page 1 of 4
First Ratified: January 2008		Cancer Council WA

4. There should be no more than 12 members.
5. Members may be individually consulted in areas of expertise or skills.
6. Members shall be appointed for a minimum term of two years with opportunity to extend membership.
7. Members may be recruited through advertising in Cancer Council WA publications and via professional networks

Cancer Council WA will be represented by staff from Cancer Prevention & Research (CPR), and Cancer Information and Support Services (CISS) who will not be counted as members.

*Terms*

These terms of reference will be reviewed at least every twelve months according to the Cancer Council WA’s strategic activities, services, programs and RAP actions.

*Meetings*

The Aboriginal Advisory Group shall meet three times a year (beginning, middle and end of year). Advice and guidance shall also be sought by email. Communication to the Aboriginal Advisory Group shall be via executive support provided by the Aboriginal Projects Coordinator and Aboriginal Programs Manager at Cancer Council WA.

*Agendas*

Agendas will be prepared and circulated in advance of each meeting by Cancer Council WA. Items for discussion will be proposed by the Aboriginal Advisory Group and Cancer Council WA staff.

*Minutes*

Minutes of meetings shall be kept by Cancer Council WA and circulated to the Aboriginal Advisory Group.

*Amendment, Modification or Variation*

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the CEO on the recommendation of Cancer Council WA Executive and Aboriginal Advisory Group members.

Last Ratified: February 2017	Amended: August 2021	Page 2 of 4
First Ratified: January 2008		Cancer Council WA

## Expression of Interest

### Personal details

Title:	
Surname:	
Given name(s):	
Address:	
Postcode:	
Phone (mobile):	
Email:	

Do you identify as Aboriginal and/or Torres Strait Islander? *Please check a box below*

- Yes, Aboriginal  
 Yes, Torres Strait Islander  
 Yes, both  
 No

What is your gender? *Please check a box below*

- Female  
 Male  
 Another term

Please describe why you would like to join the Cancer Council WA Aboriginal Advisory Group:

--

### Employment details (if applicable)

Position:	
Place of employment:	
Employer address:	
Employer phone:	

I have read the Cancer Council WA, Aboriginal Advisory Group's Terms of References and would like to express my interest in becoming a member of the Group.

Your name:	
Your signature:	
Date:	

