

Aboriginal & Torres Strait Islander Advisory Committee TERMS OF REFERENCE

May 2010

These Terms of Reference are to be read in conjunction with Council's Advisory Committees Core Terms of Reference 2009.

1. Primary Purpose

- 1.1 To advise Council on the views, needs and interests of Aboriginal and Torres Strait Islander people in the Parramatta area as they relate to issues that fall within the parameters of Parramatta City Council's authority and responsibilities.
- 1.2 To provide advice, input and feedback in Parramatta City Council's business and affairs relating to Aboriginal and Torres Strait Islander people within the LGA.

2. Roles and Responsibilities

- 2.1 To provide advice, input and feedback to Council on the needs, issues and interests of Aboriginal and Torres Strait Islander people in the area as they relate to Council business and responsibilities.
- 2.2 To work collaboratively in developing strategies to address these needs, issues and interests that Council could include in current and future work plans.
- 2.3 To provide a forum for indigenous and non indigenous community members to raise and address issues and needs
- 2.4 To report back to individuals, organisations and networks on Council's role, responsibilities and decisions relating to Aboriginal and Torres Strait Islander people.
- 2.5 To liaise with the local Aboriginal and Torres Strait Islander communities to identify and represent issues affecting these communities
- 2.6 To work with Council to develop and promote appropriate celebrations of the Aboriginal and Torres Strait Islander culture including Sorry Day and NAIDOC week.
- 2.7 To provide advice on how particular Council projects may identify, reflect and protect Aboriginal and Torres Strait Islander heritage and culture.
- 2.8 To support and co-operate with Aboriginal and Torres Strait Islander and other organisations committed to increasing reconciliation, and respect for Aboriginal and Torres Strait Islander culture, history, past and present.

3. Membership

Applicants must meet at least one of the following criteria

- 3.1 Aboriginal and Torres Strait Islander people who live, work or study in the Parramatta LGA
- 3.2 The tribal Dharug people
- 3.3 Individuals or representatives of local community organisations with a demonstrated commitment, sensitivity to and understanding of issues relating to the local Aboriginal & Torres Strait Islander people.

4. Executive Membership

In addition to the Chairperson and Deputy Chairperson positions described in Council's Advisory Committees Core Terms of Reference Clause 6, the Aboriginal and Torres Strait Islander Advisory Committee has adopted additional structural and procedural components in an attempt to ensure that the business of the Advisory Committee is managed in a culturally sensitive way.

The Executive Committee mechanism allows for issues identified as culturally sensitive to be discussed and resolved according to cultural practice i.e. with only Aboriginal and Torres Strait Islander people present at the time of discussion.

- 4.1 The Advisory Committee will vote annually to determine its Executive Committee.
- 4.2 The Executive Committee will consist of seven (7) Aboriginal or Torres Strait Islander members elected from the Committee. The Chairperson and Deputy Chairperson will be elected from the members of the Executive.
- 4.3 The role of the Executive Committee is to discuss sensitive issues relating to local Aboriginal and Torres Strait Islanders when the Advisory Committee feels that it is inappropriate for a particular matter to be discussed and voted on by the Committee as a whole.
- 4.4 If at least five (5) members of the Advisory Committee believe a matter should be dealt with by the Executive, it will be referred to the Executive for decision.
- 4.5 When the Executive are to discuss a sensitive issue during the course of a normal meeting, non-executive members will be required to leave the room.
- 4.6 All decisions of the Executive arising from Sub-clauses 4.3, 4.4 and 4.5 will be relayed to the Advisory Committee or the individual/s concerned as appropriate.

5. Frequency of Meetings

The Committee will meet monthly on the fourth Tuesday of the month from 6:00-8:00pm.

6. Annual NSW Local Government Aboriginal Network Conference:

Consistent with Department of Local Government programs for the encouragement of Aboriginals to stand for Local Government, Council allocates funding from the Council's Delegates Expenses budget to the Community Services Budget for attendance by Members of the ATSI Advisory Committee at future Local Government Aboriginal Network Conferences as follows:-

- (1) \$2000 per annum be granted to the Committee, who shall elect two (2) indigenous representatives of that Committee to attend one(1) conference per year; and
- (2) The Committee direct these funds to defray costs towards registration, travelling costs and accommodation at those conferences.

7. Dissemination of Information to the Community

Minutes of meetings will be sent to the Chairperson of all Aboriginal and Torres Strait Islander organisations in Parramatta and the Tribal Dharug Area, and to the Chairpersons of Gandangara Local Aboriginal Land Council (LALC), Deerubbin LALC, Metropolitan LALC and the NSW Aboriginal Land Council.