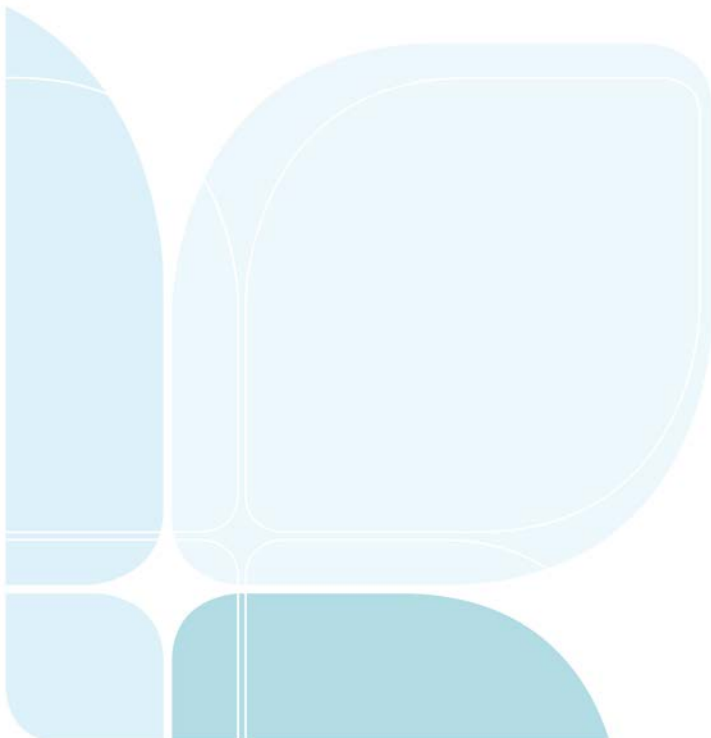




Local Land  
Services  
Western

# Aboriginal Community Advisory Group

Terms of Reference



Aboriginal Community Advisory Groups Terms of Reference  
Western Local Board  
March 2016

**More information**

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**Acknowledgments**

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Local Land Services or the user's independent adviser.

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# 1. Western Local Board Aboriginal Community Advisory Group

## 1.1 Introduction

The Western Local Board recognises the importance and value of traditional knowledge in the management of natural resources and productive agricultural land throughout the Western Region.

Local Land Services Western Region acknowledges all Aboriginal people residing within the Western region. The Western Region includes the Aboriginal language groups and language dialects of the Ngemba, Wilyakali, Nawalgu Ngiyampaa, Gurnu, Barundji, Garanggaba, Baranbinya, Yuwalari, Murrawari, Wanywalgu, Wadigali, Wangkumara, Malyankapa, Bandjigali, Euahlayi (Yuwaalaraay), Gamilarraay, Baarkindji (Paakantyi), Kureinji (Kemendok), Mutthi Mutthi, Nari Nari, Wadi Wadi, Tadi Tadi, Maurara, Kunja, Danggali, Budgidi, Wailwan, Wongaibon, Wandjiwalgil and Kooma people.

Local Land Services Western Region takes this opportunity to pay respect to past, present and future Elders of those nations.

Local Land Services Western Region recognises that the protection and enhancement of Aboriginal culture, heritage and spiritual beliefs is an issue of great importance to the traditional owners of these lands and waters and is of benefit to the whole community.

Connection to country is of great importance to and a rite of passage for Aboriginal people and is expressed through social, physical and spiritual lore. For the sake of future generations it is important for young Aboriginal people to gain traditional knowledge from their Elders. Local Land Services Western Region encourages the Aboriginal community to share their insights and knowledge. Similarly Local Land Services Western Region encourages the broader community to understand and respect the knowledge of traditional culture and ways of life. It is for these reasons that the Western Local Board seeks to establish two Aboriginal Community Advisory Groups (ACAGs) to work in partnership to guide this process. The Western Region is the largest in NSW, covering 314,500km or 40 per cent of the State. Despite its size, it is the least densely populated region, with a population of approximately 42,873 people (18,500 of whom live in the city of Broken Hill).

The region is made up of the Brewarrina, Bourke, Balranald, Cobar, Central Darling and Wentworth Shires, Broken Hill City Council and the Unincorporated Area and portions of the Hay, Carrathool and Bogan Shires. Major service centres include Broken Hill, Menindee, Cobar, Bourke, Brewarrina, Hillston, Wentworth, Balranald and Mildura (which is just over the Victorian border).

## 1.2 Purpose of the Group

The Western Local Board ACAGs are designed to assist the Western Local Board and management on the direction of the organisation's direction and programs.

The goals of the ACAG are to:

- provide input into the development of local strategic plans
- seek input from Aboriginal communities during project planning and development phases
- seek input from Aboriginal communities on the range of services to be provided
- provide a forum for focussed and sustained discussion with Aboriginal communities
- provide a conduit between the Western Local Board and Aboriginal communities on the issues that need to be addressed by Local Land Services Western Region
- seek input about the issues important to Aboriginal communities in relation to Local Land Services.

## 1.3 Scope

These Terms of Reference provide guidance to those appointed to the ACAG in relation to the scope of the agenda to be covered.

Western Local Board will seek input on a range of matters related to service delivery. This may include:

- region specific priorities
- advice on services required
- community consultation.

## 2. Group Composition

### 2.1 Groups

Western Local Board will establish three geographically-based Aboriginal Community Advisory Groups: (refer to Figure 1). These areas are to be confirmed.

- Far West ACAG – Broken Hill, Tibooburra and Wilcannia and surrounding areas
- East ACAG – Cobar, Bourke, Brewarrina and Wanaaring and surrounding areas.
- Southern ACAG – Balranald, Wentworth, Hillston and Ivanhoe and surrounding areas.



Figure 1: Map of Western Region

## 2.2 Membership

Each group will consist of up to six Aboriginal Community Members reflective of the geographical area they represent. Members must demonstrate Aboriginality a current and ongoing relationship with the Aboriginal community and cultural landscape of the Western Region.

## 2.3 Nomination and appointment of members

Expressions of Interest will be called from all Aboriginal residents or Aboriginal people who have a current and ongoing relationship with the Aboriginal community and cultural landscape within the Western region. The Chair of each Group will be appointed by a sub-committee of the Western Local Board which will include advice from two Aboriginal Community Members. Members will be appointed through a competitive selection process based on the attributes listed in Section 2.4. Western Local Board reserves the right to replace or appoint additional members to ensure ongoing and constructive representation of service areas is maintained. The Western Local Board seeks to establish groups with a mix of age, gender and experience to ensure a diverse range of views and knowledge is represented.

Alternate Members will not be appointed.

## 2.4 Attributes required of Local Aboriginal Community Advisory Group members

Selection will be based on the following criteria:

### Essential

- Be able to demonstrate Aboriginality.
- Have a current and ongoing relationship with the Aboriginal community and cultural landscape of the Western region.
- A strong interest for Aboriginal cultural heritage, caring for country and land management.

### Highly Desirable

- Be endorsed by the Local Aboriginal Land Council or Community Working Party or recognised Aboriginal organisation.
- Demonstrate ability to seek input from and provide feedback to the Aboriginal community on the issues and topics dealt with by the ACAG.
- Ability to network with a wide range of community groups.
- A strong desire to contribute to programs and projects with a traditional land management focus.
- Ability to show leadership and work as a team.

### Desirable

- Aboriginal cultural heritage knowledge.
- Land management knowledge.
- Good written and oral communication skills.
- Experience in developing funding proposals and managing finances.
- Experience on committees, boards of management or similar.
- Demonstrated experience in working with community.

## **2.5 Role of members**

Appointed members have a responsibility to:

- dedicate sufficient time to carry out their role effectively
- adhere to Local Land Services Code of Conduct (refer to Section 4)
- respect the confidentiality of Western Local Board (refer to item 4.2)
- provide feedback on matters discussed in Group
- attend all meetings (an apology is not deemed as attendance).

## **2.6 Term**

Membership of the Aboriginal Community Advisory Group is for a maximum term of two years or until such time as their replacement may become necessary as described in 2.7 (Vacancies). For the purposes of retaining core Group knowledge at any one time, replacements may be staggered. The Chair of the Western Local Board has discretion to the termination and appointment of members to ensure the purpose of the group is not compromised.

## **2.7 Vacancies**

A vacancy arises if a member:

- resigns in writing
- is absent from two consecutive meetings without leave being granted by the Chair
- fails to abide by the requirements of the Group, including, but not limited to, the Code of Conduct, (refer to Section 4).

Appointment processes to fill vacancies will be conducted by a request from Western Local Board for applications and a selection made as per Section 2.3.

## **2.8 Local Land Services Western Region representation**

Western Local Board will be represented at Aboriginal Community Advisory Group meetings by a senior staff member and other staff as required. Meeting outcomes will be presented to the Western Local Board. The Western Local Board Chair or a delegated Board Member will attend each meeting.

## **2.9 Other attendees**

Visitors or presenters may be invited to attend meetings, or part thereof, to provide input to the discussions or observe the proceedings, at the discretion of the Group Chair.

Other attendees will be required to meet confidentiality requirements of Western Local Board (refer to item 4.2). Other attendees do not have any voting rights.

## **2.10 Secretariat support**

Secretariat support will be provided by staff of Local Land Services Western Region.

## **3. MEETING PROCEDURES**

### **3.1 Meeting schedule**

Meetings will be held as required, with a minimum of three per calendar year. Meetings shall only be called by the Chair following consultation with the Chair of the Western Local Board.

### **3.2 Quorum**

A quorum will be deemed as 50 per cent plus 1. Decisions will be by consensus.

### **3.3 Conflict of Interest**

All members must adhere to Local Land Services Conflict of Interest Policy.

### **3.4 Meeting protocol**

The ACAG shall adhere to normal meeting protocols.

The Chair convenes and conducts all meetings and may delegate responsibility for this function if required.

Meetings are closed to the public. However non-members may attend to make presentations for a particular agenda item or discussion, at the invitation of the Chair (as per Section 2.9).

### **3.5 Agenda papers**

Agendas and other documentation necessary for conducting a meeting will be made available to Group members at least five days before each meeting.

### **3.6 Records**

A record will be kept of the subject matter discussed and of the feedback received. Names of members making comments will not be recorded. The focus is on the information and feedback received.

## **4. CODE OF CONDUCT**

### **4.1 Conduct of members**

All members are required to adhere to the Local Land Services Code of Conduct.

### **4.2 Confidentiality**

All material provided for discussion and consideration is Confidential, and must be respected by members. No material is to be discussed with any third persons. All discussions are encouraged to take place at the meeting, rather than outside of the meeting.



### **4.3 Sensitive information**

Members may occasionally come into possession of sensitive information including information classified as personal information under the National Privacy Principles. Members may not disclose any such information to any person outside the Group.

### **4.4 Security of documentation**

All written materials provided by Local Land Services Western Region as part of the Western Local Board ACAG must be kept secure by the member, destroyed or returned to Local Land Services Western Region.

### **4.5 Public representation**

Membership of the Western Local Board ACAG does not entitle, nor authorise, members to hold themselves as representing the Local Land Services Western Region, Western Local Board, the ACAG or their opinions.

## **5. ADMINISTRATION**

### **5.1 Reimbursement**

Transport to and from meetings will be provided by Local Land Services Western Region. Accommodation and meals will also be provided by Local Land Services Western Region. If in the case that transport cannot be provided by Local Land Services Western Region, members may be reimbursed for the use of a private motor vehicle at the discretion of the General Manager and in accordance with the Local Land Services Motor Vehicle Policy.