



ABORIGINAL LANGUAGES ESTABLISHMENT ADVISORY GROUP TERMS OF REFERENCE

1. PURPOSE

These Terms of Reference set out the membership, administrative arrangements and role of the Aboriginal Languages Establishment Advisory Group ('the Advisory Group').

2. ROLE

The Advisory Group will provide advice and guidance to Aboriginal Affairs NSW (AANSW) on issues relevant to the establishment of the *Aboriginal Languages Act 2017* (the Act). The Advisory Group will also provide a forum to ensure that Aboriginal languages community stakeholders inform and guide the establishment of the Act. The role of the Advisory Group is to:

- provide advice to inform the establishment of the Aboriginal Languages Trust;
- provide guidance about a knowledge base and network to support preparation of the first 5 year Strategic Plan within 2 years of commencement of the Act;
- as requested, review policy issues and provide strategic advice related to the establishment of the Act.

3. PRINCIPLES

The operation of the Advisory Group will be guided by the following principles:

- **Trust** – the operations and decisions of the Advisory Group will be conducted with transparency and with the goal of building and maintaining trust among Advisory Group members;
- **Choice and Self-determination** – Advisory Group members will play a meaningful role in decision-making, and be given input and choice on the operation and outcomes of the Advisory Group;
- **Collaboration and partnership:** The Advisory Group will operate in partnership between representatives from Aboriginal community language stakeholders and Government;
- **Empowerment** – the individual Advisory Group members' strengths will be recognised, built on, and validated. Advisory Group will respect and value the expertise that comes from the lived experience of Aboriginal community language stakeholders; and
- **Effective listening and communication** – Under the guidance of Aboriginal community language stakeholders, Advisory Group meetings will be conducted in a manner as flexible and informal as possible to facilitate open communication.

4. MEMBERSHIP

The Advisory Group is comprised of not less than 5 members and not more than 11 members endorsed by the Minister for Aboriginal Affairs. A person is eligible to be appointed as a member if the person:

- is an Aboriginal person; and
- has skills, expertise or experience in Aboriginal languages; and
- has appropriate standing in the Aboriginal community and resides in NSW; and
- is able to actively contribute to the Advisory Group through email, teleconference and face-to-face discussions and meetings; and



- submits an Expression of Interest that, in the view of the Selection Panel, meets these Terms of Reference.

5. TIMEFRAME

The Advisory Group will meet as soon as practical. The first meeting is expected to occur in February or March 2018. This Group will remain in place until the Aboriginal Languages Trust is established, which is expected to happen by 30 June 2019.

6. CHAIR OF ADVISORY GROUP

The Advisory Group will appoint a Chair from its members at its first meeting.

The Advisory Group may also decide under flexible arrangements to rotate the duties of the chair for meetings. The role of the Chair is to:

- Facilitate orderly and constructive discussions between members on matters within the Advisory Group's Terms of Reference;
- Assist members to work together as a group by facilitating discussion;
- Ensure all members have equal opportunity to contribute ideas, opinions and concerns;
- Maintain a positive and constructive atmosphere at meetings by encouraging courtesy, respect and openness.
- Ensure that any action required is appropriately assigned.

7. MEETINGS

The Advisory Group will meet **every 6 weeks**, or as required.

8. PROTOCOLS

General meeting protocols for the operation of the Advisory Group are as follows:

- Every member has the right to be heard;
- Members will accept that fellow members may hold different views and they may need to agree to disagree on some matters;
- Each member agrees to show respect for every other member in the forum;
- Advisory Group members should seek to attend for the full meeting (where possible), and participate constructively in discussions;
- Members will not make Advisory Group public statements without endorsement;
- Strict confidentiality arrangements will be applied to Advisory Group business as required including any matters that are Cabinet in Confidence.

9. SECRETARIAT

Aboriginal Affairs NSW will provide secretariat services to the Advisory Group.

Minutes of Advisory Group meetings, decisions made and action taken on those decisions will be recorded and kept.

10. PAYMENT TO MEMBERS

There are no sitting fees for this Advisory Group. Where possible Aboriginal Affairs NSW will book and pay travel costs associated with meeting attendance, and will reimburse other relevant costs within NSW Government travel rates. Detailed procedures will be provided to successful applicants.