ABORIGINAL ADVISORY PANEL
Terms of Reference

Name	Aboriginal Advisory Panel
Document Number	CL.TOR.04
Responsible Section	Community & Cultural Development
Responsible Department	Community Development
Date Last Adopted	8 April 2025
Date of Next Review	April 2027
Applicable Legislation	Nil
Related Governance Documents	Nil
City Vision Goal/s	Thriving Community Prosperous Economy Clean and Green City Places and People

1. ESTABLISHMENT

1.1 Council has established the Port Adelaide Enfield Aboriginal Advisory Panel as a Community Reference Group (hereafter referred to as the Panel):
- in recognition of the significance of the Aboriginal and Torres Strait Islander (hereafter referred to as the Aboriginal) community and culture in the region;
- to provide input and feedback on matters relating to the Aboriginal and community;
- to provide a mechanism for members of the Aboriginal community to communicate and raise issues with Council via the Council Administration;
- to share and communicate with the Port Adelaide Enfield Community on the important cultural heritage of our City;
- to receive reports and information from the Administration of Council; and
- to be consulted with on matters relating to the Aboriginal Community.

1.2 The Panel shall meet on a regular basis and will be consulted by the Council in relation to issues of identified importance to the Aboriginal community.

2. FUNCTIONS

2.1 The Panel will have a range of functions and broad objectives including:
- development of positive links and networks between Council and the Aboriginal community;
- provide a sounding board for Council on issues of importance to the Aboriginal community;
- provide feedback to Council on policy decisions which directly or indirectly impact on the Aboriginal community;
- assist Council in developing and maintaining a clear picture of the needs of the Aboriginal community;
- promote and enhance the profile of the Aboriginal community.

Yitpi Yartapuultiku

2.2 Panel members have a key role to play in the success of Yitpi Yartapuultiku. The following key items will form part of the agenda and will be reported against at Panel meetings. This will ensure the Yitpi Yartapuultiku shared leadership 'place-based' approach is supported through the Panel reporting framework:

- provide cultural leadership, knowledge, and mentorship;
- advocate for Aboriginal families and community needs;
- shape cultural programming and practices aligned with community aspirations;
- offer strategic direction and monitor cultural principles;
- promote efficient and transparent governance and collaboration;
- advocate for cultural integrity and balance in decision-making;
- guiding the strategic cultural direction of Yitpi Yartapuultiku;
- overseeing the place-based approach for cultural alignment;
- advocacy for social benefits and cultural practices;
- representation of community aspirations within decision-making.

2.3 The Panel shall meet on a day and time to be determined by the Panel at its first meeting of each calendar year, and otherwise on an as needs basis as agreed by the Panel, to consider reports and business. Meetings will not be held in January of each year or during the month of any Council general elections.

3. MEMBERSHIP

3.1 The Panel will have dedicated membership and shall be comprised of a minimum of ten (10) community members plus the Mayor (ex-officio) and two (2) Elected Members (ex-officio).

3.2 The ten (10) community members may include:

- four (4) agency representatives;
- four (4) community representatives;
- one (1) Elder;
- one (1) youth representative (person under 25 years).

3.3 Agency representatives shall be from an agency/organisation or part of an agency whose primary role is to provide services for persons of Aboriginal or Torres Strait Islander descent.

3.4 Members shall be appointed to the Panel for a term of two (2) years.

3.5 Where a position has been filled mid-term following a vacancy, that position shall be filled for the remainder of the two year term.

3.6 Upon expiry of the term of office of a Panel member, the member may renominate for membership and be reappointed by the Council for a further two year term.

3.7 A quorum of the Panel shall be a majority of the existing community membership number.

3.8 Elected Members shall be appointed to the Panel for a term of two (2) years.

3.9 Members of the Panel will be appointed by the Council based on the recommendations from the Panel.

4. NOMINATIONS

4.1 Nominations for the Panel shall be called for by the Aboriginal Advisory Panel Chairperson, in consultation with the Panel and with Council administrative support.

4.2 Vacant positions will be advertised through local networks and in any other manner determined appropriate by the Council and the Panel.

4.3 To be eligible for appointment as a community member of the Panel a person must satisfy the following criteria:

- be of Aboriginal descent;
- a representative of an agency/organisation the primary role of which is to provide services for persons of Aboriginal or Torres Strait Island descent; and/or
- live, work or have a strong connection with the City of Port Adelaide Enfield area;
- possess knowledge and connections within the community;
- Agency Representatives must have knowledge of local community as well as of their agency.

Priority for appointment to the Panel will be given to those nominees who are of Kaurna descent.

4.4 Specific agencies/organisations may be targeted to seek representation on the Panel in line with key priorities.

4.5 Nominations for membership of the Panel must be submitted on the prescribed application form and must include the following details in relation to the nominee:

- name;
- Aboriginal cultural group;
- age;
- residential address;
- organisation of employment if nominating as an Agency representative;
- knowledge of community and background information regarding why the nominee wishes to be a member of the Panel.

5. CHAIRPERSON

5.1 The Panel shall appoint by consensus a Chairperson from amongst its numbers for a term of twelve months. Where the position of the Chairperson becomes vacant, the Panel will select another Chairperson.

5.2 The Panel may elect to appoint by consensus a Deputy Chairperson from amongst its numbers for a term of twelve (12) months.

5.3 If the Chairperson is absent from a meeting the Deputy Chairperson will act as Chairperson at that meeting.

5.4 The Panel will aim to maintain a gender balance in electing a Chairperson and Deputy Chairperson.

5.5 If both the Chairperson and Deputy Chairperson is absent from a meeting, then a vote is to be undertaken by the attending members on who will chair the meeting.

5.6 The Chairperson shall perform the following duties:

- consult with the Panel in all such matters in the first instance as it relates to Panel purpose;
- liaise with the Council Administrative Support as appropriate;
- govern the agenda items
- chair the meeting proceedings;
- act as the official spokesperson for the Panel;

6. RESIGNATIONS

6.1 A member of the Panel may, by notice in writing to the Chairperson and Council Administrative support, resign from the Panel. Resignation is effective upon the Chairperson Council administrative receipt of it.

6.2 If a Panel member has been absent without apology from the Panel for three or more consecutive meetings, upon recommendation from the Panel, Council may remove the member from the Panel and declare the position vacant.

6.3 Where a Panel member has resigned or a position has been declared vacant by Council, nominations will be called for by the Chairperson, in consultation with the Panel and with support from the Council administration. Nominations received will be referred to the Panel for consideration and recommendation before appointment is made by the Council.

7. OBLIGATIONS OF REPRESENTATIVES ON THE PORT ADELAIDE ENFIELD ABORIGINAL ADVISORY PANEL

7.1 Port Adelaide Enfield Aboriginal Advisory Panel members shall:

- develop and maintain a good working relationship between Panel Members and officers of the Council's administration;
- treat officers and other Panel members in a respectful and courteous manner;
- perform their duties having due regard to these Terms of Reference.

8. ADMINISTRATIVE SUPPORT

8.1 Council Administrative support shall:

- give notice of meetings, prepare reports and agenda, keep minutes and perform any other administrative duties of the Panel;
- liaise with Council, Council staff and Panel members in addressing issues and questions relating to the Panel;
- organise training and orientation activities for all members of the Panel;
- act as a resource for information on relevant organisations and their role in the local community;
- cancel a meeting in consultation with the Chairperson if there is no business to be considered;
- ensure that relevant recommendations from the Port Adelaide Enfield Aboriginal Advisory Panel are submitted to Council for consideration.

9. HONORARIUMS, REIMBURSEMENTS & DISCLAIMER

9.1 Elders on the Panel will receive an honorarium of $60.00 per meeting attended.

9.2 The Panel members are eligible to receive:

- as registered volunteers of Council, cover under Council's personal accident insurance when undertaking Panel business;
- reimbursement for travel expenses incurred to attend meetings and business that relates to the Panel;
- reimbursements for phone calls and materials (eg. paper, pens etc.);
- reimbursement for childcare costs associated with attending meetings and business that relates to the Panel.

All requests for reimbursements are subject to approval of the relevant delegate.

10. ALTERATIONS TO TERMS OF REFERENCE

10.1 These Terms of Reference may only be amended by resolution of Council, in consultation with the Panel.