**Template Terms of Reference for an Aboriginal Advisory Group or Torres Strait IslanderAdvisory Group**

**Terms of Reference**

Table of Contents

[1. Name of *Advisory Group* or Committee 3](#_Toc80634079)

[2. Name of the Program or Project 3](#_Toc80634080)

[3. Objectives 3](#_Toc80634081)

[4. Vision Statement 3](#_Toc80634088)

[5. Indigenous Cultural and Intellectual Property 3](#_Toc80634089)

[6. Functions 4](#_Toc80634090)

[7. Membership 4](#_Toc80634091)

[8. Meetings 5](#_Toc80634092)

[9. Communication and Reporting 5](#_Toc80634093)

[10. Resignation 6](#_Toc80634094)

[11. Code of Conduct 6](#_Toc80634095)

[13. Suspension, dissolving and winding up of Advisory Group 6](#_Toc80634096)

Template Terms of Reference

1. Name of *Advisory Group* or Committee
2. Name of the Program or Project
3. Objectives
   1. The main focus of the [*Advisory Group*] is to provide expert advice in relation to [*insert project, program, or other objective*].
   2. The other objectives of the [*Advisory Group*] are to:
4. Promote the right of [*Aboriginal People*] or [*Torres Strait Islander People*] to self-determination in relation to their lands and waters, knowledge, culture, language and history;
5. Provide cultural guidance and support to the School.
6. Provide cultural feedback and review of [resources, curriculum] prior to implementation at the School;
7. Uphold Indigenous Cultural and Intellectual Property (ICIP) rights and ensure ICIP is only taught, used and share in accordance with cultural protocol.
8. Vision Statement
   1. [*Insert Advisory Group’s vision*]

e.g. [*Aboriginal People*] or [*Torres Strait Islander People*] are the guardians and teachers of their language, knowledge, and culture. The [*Aboriginal People*] or [*Torres Strait Islander People*] and the School want to share this knowledge and culture in respectful ways to enhance the learning of all students at the School.

In doing so, it is acknowledged that [*Aboriginal People*] or [*Torres Strait Islander People*] must be able to control, protect, and maintain the integrity of their language, knowledge and culture, in accordance with the cultural protocols of their community.

The members of the [*Advisory Group*] are recognised for their expertise and cultural authority. The School welcomes their guidance and will respect the decisions of the [*Advisory Group*].

1. Indigenous Cultural and Intellectual Property
   1. The parties acknowledge that the [*program or project*] incorporates the Indigenous Cultural and Intellectual Property of [*Aboriginal People*] or [*Torres Strait Islander People*].
   2. This [*Advisory Group*] supports the self-determination of [*Aboriginal People*] or [*Torres Strait Islander People*] by ensuring that representatives from the [*Aboriginal People*] or [*Torres Strait Islander People*] make decisions about the [*program or project*] in an ongoing manner.
   3. The School and all members of the [*Advisory Group*] acknowledge and will uphold the cultural protocols of [*Aboriginal People*] or [*Torres Strait Islander People*] as they apply to the [*program or project*] and the functions of the [*Advisory Group*].
2. Functions
   1. The primary functions of the [*Advisory Group*] are to: [Insert details of any functions] E.g.,
      1. Make decisions about how language, knowledge, culture, histories may be taught and who may teach it.
      2. Be responsible for co-designing (or delegating the co-design) of curriculum to be taught in the school.
      3. Provide on-going advice in relation to the implementation and ongoing *Advisory Group* of the [*program or project*].
   2. The [*Advisory Group*] will have the opportunity to:
      1. [Insert details here] e.g., Review and approve the creation of any [resources, curriculum] and advise on cultural protocols for teaching language.
      2. Act as liaison between school and the community;
      3. Provide on-going advice on key areas of the [*program or project*] including:
3. Modes of delivery;
4. Recommendations for hiring of staff and contractors;
5. Cultural restrictions of content, and whether content should be taught;
6. Linguistic elements, grammar, spelling etc.; and
7. Use of appropriate resources (new and existing).
8. Membership
   1. *Chairperson*
      1. One person will be the chairperson, although all members have equal say.
      2. The chairperson will be elected by the group.
      3. The chairperson will facilitate the discussion and ensure that there is progress in discussions and action items.
   2. *Members*
      1. This group is made up of [*Elders, Aboriginal language and culture experts or Torres Strait Islander language and culture experts, community members*], working with the cultural authority of their community.
      2. The minimum number of members is 3. The maximum is 7.
      3. Is membership open to non-Aboriginal People or non-Torres Strait Islander People? What are the requirements for these members e.g. do they require expertise in a certain field?
      4. Are there any specific sub-bodies or committees within the *Advisory Group*? What are the requirements for these groups and what is their focus?
   3. *Roles and Responsibilities* 
      1. All members will be required to (e.g. commit to attending 2 meetings per term)
      2. The [*Advisory Group*] will also be required to (e.g. connect with Language and Culture Experts, review new resources/curriculum).
   4. *Tenure*
      1. Members are appointed for a period of two years. Members may be reappointed for subsequent terms.
      2. The [*Advisory Group*] may vote to appoint a new member at any time.
   5. *Voting rights*
      1. All members of the group have equal voting rights during all meetings and for all work that is produced, reviewed, developed within the context of the functions of this group.
      2. If there are equal votes for ‘yes’ and ‘no’, then the Chairperson will have another vote to make sure a decision is made.
9. Meetings
   1. *Frequency* 
      1. The [*Advisory Group*] will meet up to [insert figure, e.g., four times each year] or at such other times as required to support the business of the School.
   2. *Notice* 
      1. The [*Advisory Group*] will have convened a meeting by providing at least 7 days’ notice of the meeting to the [*Advisory Group*] members.
   3. *Quorum* 
      1. There must be a quorum of at least 3 members attending a meeting.
   4. *Observers* 
      1. Can meetings of the [*Advisory Group*] be attended by representatives from the School or the community?
      2. Observers may listen and contribute, but may not vote on resolutions.
   5. *Minutes*
      1. [identify who in the Reference Group will have responsibility for taking and circulating minutes] e.g. The [*Advisory Group*] will develop a roster system for the taking and circulating of minutes;

or

The chairperson will be responsible for taking and circulating the minutes.

* + 1. Minutes must be developed at each meeting and will be a record of attendance; action items; discussions and resolutions.
    2. The [*Advisory Group*] must send a copy of each meeting minutes to the Principal of the School after each meeting.

1. Communication and Reporting
   1. The [*Advisory Group*] is required to keep the Principal of the School regularly updated about its decisions. E.g. copies of minutes, regular meetings.
   2. The School will always respect the decisions made by the [*Advisory Group*] in relation to any limits or protocols that must be adhered to.
2. Resignation
   1. A [*Advisory Group*] Member may terminate their position by tendering a written resignation to the [insert relevant officer e.g. Principal of the School, Chairperson].
3. Code of Conduct
   1. Members of the [*Advisory Group*] will abide by a code of conduct to be determined by the [*Advisory Group*].
   2. All members must:
      1. Apply appropriate skills, objectivity and judgement to support the purpose of the [*Advisory Group*];
      2. Ensure that all matters presented at [*Advisory Group*] meetings are treated as confidential.
4. Suspension, dissolving and winding up of Advisory Group
   1. The [*Advisory Group*] may, by resolution at a [*Advisory Group*] Meeting, recommend to the School that the [*Advisory Group*] be suspended, wound up or dissolved. The [*Advisory Group*] will expeditiously deal with all matters relating to a suspension, winding up or dissolution.
   2. The [*Advisory Group*] acknowledges that the School has the power to authorise the suspension, winding up or dissolving of the [*Advisory Group*] where the [*program or project*] is discontinued or finalised.