



EXPRESSION OF INTEREST (EOI)  
INFORMATION PACK

Aboriginal & Torres Strait Islander Advisory  
Committee

Contact Officer for  
Information Enquiries

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(02) 9806 5082

## BACKGROUND

The Aboriginal and Torres Strait Islander Advisory Committee's purpose is to advise City of Parramatta Council on the views, needs and interests of Aboriginal and Torres Strait Islander people in the Parramatta Local Government Area (LGA). The Committee meets monthly on the evening of the fourth Tuesday of the month.

This EOI process aims to fill **one newly vacant position** for a member of the Aboriginal and Torres Strait Islander Advisory Committee.

### Role of the Committee

The Committee works with Council to:

- Advise 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 City of Parramatta Council's authority and responsibilities.
- Provide advice, input and feedback in City of Parramatta Council's business and affairs relating to Aboriginal and Torres Strait Islander people within the LGA, including appropriate approaches for consultation with Aboriginal and Torres Strait Islander communities.
- Provide advice, input and feedback in City of Parramatta Council's work to promote an increased knowledge and understanding of Aboriginal and Torres Strait Islander culture and society in the wider community.

The Committee reports to Council through monthly Council Reports.

Further information on the roles and responsibilities of the Committee can be found in these documents:

- City of Parramatta Council [Advisory Committees Core Terms of Reference 2017](#)
- City of Parramatta Council [Aboriginal and Torres Strait Islander Advisory Committee Terms of Reference 2018](#)
- City of Parramatta Council [Code of Conduct](#)

### Membership

Membership of the Advisory Committee is voluntary and includes:

- Community members who are Aboriginal or Torres Strait Islander.
- Community members who are members of/representatives of local community organisations with a demonstrated commitment, sensitivity to and understanding of issues relating to local Aboriginal and Torres Strait Islander people.

In addition, the following are ex-officio members:

- City of Parramatta Councillors
- Council staff from relevant departments.

The standard term of membership is four years (or such longer period as resolved by Council) and coincides with Council Elections. At the time of Council elections, all positions are declared vacant.

## SELECTION CRITERIA

Applicants must meet at least one of the following criteria:

- Aboriginal or Torres Strait Islander people who live, work, study or have a strong commitment to the Parramatta LGA, or
- A member of the tribal Darug people, or
- An individual or representative of a local community organisation with a demonstrated commitment, sensitivity to and understanding of issues relating to the local Aboriginal and Torres Strait Islander people.

## EOI PROCESS

Following the closing date on **Monday 7 January 2019**, an Interdepartmental panel of three staff will assess EOIs against the selection criteria.

Recommendations for the appointment of the Aboriginal and Torres Strait Islander Advisory Committee will be made to Council.

This process usually takes 6-8 weeks. Applicants are welcome to attend Committee meetings as Observers until they are advised of their membership application.

Requirements:

1. Your EOI should comprise Attachment 1 (EOI Form) **completed**
2. Your EOI should be submitted to:

**Expression of Interest: ATSI Advisory Committee**

**Tarina Rubis**

**City of Parramatta Council**

[trubis@cityofparramatta.nsw.gov.au](mailto:trubis@cityofparramatta.nsw.gov.au)

(for email)

OR

**PO Box 32**

**PARRAMATTA NSW 2124**

(for post)

OR

**Ground Floor**

**126 Church Street**

**Parramatta NSW 2150**

(for submission in person)

**Attachment 1**

CITY OF PARRAMATTA COUNCIL

Expressions of Interest Form – Membership of the Aboriginal & Torres Strait Islander Advisory Committee

I wish to be considered as a member of City of Parramatta Council's Aboriginal and Torres Strait Islander Advisory Committee.

Name: .....

Address: .....

.....

Phone: ..... Mobile: .....

Email: .....

Please complete the following if you are a representative or an individual attached to a local organisation with a demonstrated commitment, sensitivity to and understanding of issues relating to the local Aboriginal and Torres Strait Islander peoples:

Employer/Business Name and Position: .....

Business Address: .....

.....

***NB. Any persons, company or organization contracting services to the City of Parramatta may be precluded from being a member of the Committee.***

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Please select the options that relate to you below:

**1. I am:**

i. a resident of the Parramatta LGA

ii. a worker in the Parramatta LGA

iii. a student in the Parramatta LGA

v. other strong connection to the Parramatta LGA

Please provide brief details:

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**2. I am:**

- i. an Aboriginal or Torres Strait Islander
- ii. a member of the Darug people
- iii. a representative of a local community organisation with a demonstrated commitment and understanding of issues related to the local Aboriginal and Torres Strait Islander people

Please provide brief details:

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**3. I have:**

- i. Knowledge of and connections with Aboriginal and Torres Strait Islander peoples in the Parramatta LGA

Please provide examples of your connections with these communities:

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4. Please list relevant groups/ organisations you are currently involved with and in what ways are you involved with them:

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5. What skills and capacities do you have that will contribute to the work of Council's Aboriginal and Torres Strait Islander Advisory Committee?

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6. I, the undersigned:

- i. am committed to act in accordance with Council's Code of Conduct
- ii. have read the Advisory Committee Core Terms of Reference and Aboriginal and Torres Strait Islander Advisory Committee Terms of Reference
- iii. am committed to access and equity principles
- iv. have general acceptance of the communities I represent
- v. understand that I will be required to attend a compulsory induction workshop in order to formally participate as a member in Committee meetings

Signature: .....

Date: .....

***Please attach any supporting documentation and submit your Expression of Interest by Monday 7 January 2019.***