

Table 1: Designated low-impact facilities

Facility	Notes*	Residential	Commercial	Industrial	Rural
Panel, yagi or other like antenna	<ul style="list-style-type: none"> • ≤ 2.8m long with ≤ 3m mounting arm • colour matched or agreed 	Low impact	Low impact	Low impact	Low impact
Array of antennas	<ul style="list-style-type: none"> • ≤ 4.5m long with ≤ 2m mounting arm omnidirectional only • ≤ 5m apart 	Not low impact	Not low impact	Low impact	Low impact
Radiocommunications dish	<ul style="list-style-type: none"> • ≤ 1.2m diameter with ≤ 2m protrusion • attached to supporting structure • colour-matched or agreed 	Low impact	Low impact	Low impact	Low impact
Extension to tower	<ul style="list-style-type: none"> • ≤ 5m • max. of one extension 	Not low impact	Not low impact	Low impact	Low impact
Underground housing	<ul style="list-style-type: none"> • Pit surface ≤ 2 sqm OR • Manhole surface area ≤ 2 sqm OR • Underground equip shelter/housing surface area ≤ 2 sqm 	Low impact	Low impact	Low impact	Low impact
Underground cabling	<ul style="list-style-type: none"> • Trench, direct burial, bore or directional drill hole • New trench, bore or directional drill hole subject to dimensional and access to property requirements • May utilise pre-existing trench 	Low impact	Low impact	Low impact	Low impact
Public payphones	<ul style="list-style-type: none"> • Solely for carriage and content services 	Low impact	Low impact	Low impact	Low impact

* This is a guide only. Please refer to the Telecommunications (Low-Impact Facilities) Determination 1997 and seek your own advice regarding compliance.

13.3 Notice of Motion - Exhibition of Draft Terms of Reference - Aboriginal Consultative Committee



Marrickville Aboriginal Consultative Committee Terms of Reference

Adopted by Council on 13 September 2005

Amended by Council on 17 February 2009

Amended to reflect Council policy decisions on terminology on 17 March 2010

Council operates a number of advisory committees. These committees serve an important role in providing specialist advice to Council. Advisory committees are made up of community members and are guided by a Terms of Reference, which specifies the role of the committee. Advisory Committees operate under Council's corporate policy framework, including the Code of Conduct.

Definition

The term Aboriginal within this document refers to all nations indigenous to Australia including Torres Strait Islander Peoples.

Purpose

The MACC was established to advise Council on the needs of Aboriginal people living in the Marrickville Local Government Area.

Role

The role of the committee is to:

- a. Promote an increased knowledge and understanding of Aboriginal culture and society in the wider community and develop the interests of Aboriginal people in the local area;
- b. Advise Council on issues relating to Aboriginal people;
- c. Act as a representative of Council on issues relating to the Aboriginal community and
- d. Advise on the development and implementation of Council's Aboriginal Services Strategy under the *Belonging In Marrickville* Social Plan and other relevant plans.

Committee Operation

Officer's Role

The Marrickville Aboriginal Consultative Committee (MACC) to be convened by Council's Strategic Community Project Officer, Aboriginal Inclusion, who will attend meetings as a resource person and will be responsible for taking and distributing minutes, coordinating the agenda and meeting venue and providing supper.

Minutes are distributed to all interested Councillors and reports prepared subject to a requirement for a decision by Council.

Membership

Membership of the MACC consists of:

- Ordinary Members
 - Up to ten ordinary members, including:
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- a maximum of two Councillors (one of whom will be Deputy Chair); and
 - one non-Aboriginal person, who is not a Councillor.
- The ordinary members will elect two members to form part of a three person Executive, including:
 - Chair (elected Aboriginal person)
 - Deputy Chair (elected Aboriginal person)
 - Deputy Chair (a Councillor appointed by elected MACC members each September).
 - Ex-officio Council Staff and Observers
 - The committee will co-opt expertise and additional members such as Council Officers as necessary and as agreed by the Committee.
 - Other Councillors and citizens are welcome to attend the meeting to gain information and contribute to the discussion.

Appointments to the Committee and Election of the Executive

Councillor representatives are appointed annually each September.

Membership of MACC will be determined every two years.

- In September of the second year, Council will call for nominations to the Marrickville Aboriginal Consultative Committee. The selection criteria will include:
 - A requirement for nominees to live, work or study in the Marrickville Local Government Area;
 - A requirement for the Aboriginal status of nominees to be recognised by the local Aboriginal community;
 - A statement of purpose by the nominee, that is, why they are nominating; and
 - A list of the skills, knowledge and experience they will bring to the MACC and use to serve the local community.
- In October of that year, nominations will be reviewed and nominees informed of the outcome. The review will be conducted by a panel consisting of:
 - the Director Community Services;
 - the Strategic Community Project Officer, Aboriginal Inclusion;
 - the Councillor appointed Deputy Chairperson; and
 - A member of the local Aboriginal community who has not nominated.
- In November of that year the new committee members will be announced at the AGM, following the presentation of a report on the year's activities by the outgoing committee.
- Executive members will then be elected by the new committee members at the same meeting.
- A Returning Officer will be appointed to facilitate elections and count the votes.
- Committee members who are absent from two consecutive meetings without an apology will be excused from the committee. Their position becomes vacant.
- The committee can co-opt an additional person to fill a position that becomes vacant throughout the year.



Voting Rights

The Members have voting rights at all meetings and decisions that are within the Terms of Reference will be by majority vote.

In the case of a tied vote, the Chairperson has the casting vote.

Meetings

- Meetings will be held six times per annum in the months of February, April, June, August, October and November (Annual General Meeting). Meeting dates, venue and time to be determined at the AGM with the flexibility to hold meetings more regularly for specific projects.
- An attendance register will be kept for all meetings.
- A meeting quorum requires a minimum of five elected members, including a minimum of two members of the Executive.
- An up to date mailing list will be kept of all members' details.
- The activities of the Committee shall be minuted in accordance with the Operating Procedures.
- Specific issues that require wider input will be reported to Senior Staff and those that require a Council decision will be reported to the Community Services Committee for Council's consideration.
- Minutes can only be adopted and seconded by Ordinary Members.
- Minutes can only be moved and seconded if the Members were in attendance at the appropriate meeting.
- Council acknowledges the use of acceptable Aboriginal language in the minutes, eg Creole.
- Recommendations for amendments to the Terms of Reference can be made at any time. However, Amendments to the Terms of Reference must be endorsed by the MACC and then approved by Council.

Working Parties

- The Committee has the capacity to establish time-limited working parties to undertake approved projects and address specific issues, and the Committee will be able to co-opt relevant Council and community members to these working groups.
- The objectives of each working party to be approved by the MACC.
- Working parties will report back on progress to each MACC meeting.

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Operating Procedures

Week	Action	By Who
Weeks 1 and 2	<p>Prepare and distribute minutes of previous meeting</p> <ul style="list-style-type: none"> Minutes transcribed into standard format and distributed to attendees within two weeks. Minutes posted to website. 	Convenor
	Receive and read minutes.	All
Week 3	<p>Complete assigned actions.</p> <ul style="list-style-type: none"> Attempt to complete actions assigned. 	All
Week 4	<p>Deadline for agenda items.</p> <ul style="list-style-type: none"> All agenda items for next meeting to be submitted to the Strategic Community Project Officer, Aboriginal Inclusion, by the end of this week Some items will automatically arise from completing actions of previous meeting. 	All
Week 5	<p>Prepare agenda papers</p> <ul style="list-style-type: none"> One-page agenda papers prepared by proposer (format attached). Council staff can assist committee members. 	All
Week 6	<p>Deadline for agenda papers</p> <ul style="list-style-type: none"> All agenda papers to Convenor by middle of this week. <p>Distribute agenda and agenda papers</p> <ul style="list-style-type: none"> Agenda and agenda papers distributed by end of this week. Items without agenda papers will be held over till next meeting. 	All Convenor
Week 7	<p>Reading and preparation</p> <ul style="list-style-type: none"> Background reading and preparation on any actions for next meet. 	All
Week 8	Next meeting	All



MARRICKVILLE ABORIGINAL CONSULTATIVE COMMITTEE

AGENDA ITEM: (insert number)

(insert meeting venue, date and time)

Subject/Topic:

Background:

Key Issues for MACC:

Suggested Position: