

1. Purpose

In accordance with the Government's *Aboriginal and Dual Naming Policy 2019*, the Place Names Advisory Panel (the Panel) will establish an Aboriginal and Dual Naming Reference Group (the Reference Group) to provide advice to the Panel on all Aboriginal and dual naming proposals.

2. Accountability

- 2.1 The advice of the Reference Group will be provided for information to the Panel. The Panel is responsible for making decisions on naming submissions, subject to the defined processes specified in the *Place Names Act 2020*.
- 2.2 In the conduct of its activities, the Reference Group is provided with wide ranging authority to make enquiry, engage in correspondence, seek independent views and conduct localised research as it sees fit.

3. Membership

- 3.1 Reference Group membership shall adhere to the principles of diversity and balance.
- 3.2 Skills sought for the Reference Group include:
 - Expertise in Aboriginal languages and linguistics
 - Expertise in the delivery of intellectually rigorous processes
 - Awareness of cultural sensitivities
- 3.3 The Reference Group will have 5 members, excluding the Convenor, selected through an expression of interest process and appointed by the Panel. A majority of members should be Aboriginal. The Panel retains the right to appoint members to reflect appropriate diversity and balance and may appoint additional members if required.
- 3.4 The Reference Group may second members from time to time if required to assist with its deliberations, for example, in relation to specific geographic locations.
- 3.5 If a Reference Group member has a real or perceived conflict of interest with any proposal they will declare the conflict so that the Panel can take this into account when receiving the Reference Group's advice. It is expected that Reference Group members with a real or perceived conflict of interest will abstain from casting a vote on that matter.
- 3.6 Members will be appointed for up to three years. Members are eligible for re-appointment for a maximum of three consecutive terms, or at the discretion of the Panel.
- 3.7 A member may continue holding office at the end of his or her appointment period for a period of not more than six months to enable the position to be filled, whether by re-appointment or the appointment of a successor.
- 3.8 If a member resigns from the Reference Group prior to their term expiring, a new expressions of interest process will be undertaken to fill the position.
- 3.9 If a member is absent without notification for three consecutive meetings their membership of the Reference Group will be forfeited and a new expressions of interest process undertaken to fill that position.

4. Convenor

- 4.1 The Convenor of the Reference Group will be a current member of the Panel. This provides:
 - 4.1.1 a clear connection to the Panel;
 - 4.1.2 assurance that the operations and processes of the Reference Group are aligned with the Panel.
- 4.2 Initially, and until the Panel decides otherwise, the Convenor will be the Chair of the Place Names Advisory Panel.

5. Meetings

- 5.1 The Reference Group will meet, as required, to progress submissions received in accordance with the annual Aboriginal and Dual Naming Submissions Calendar published by the Panel via the NRE Tas website. In general, this will mean the Panel will deliver submissions for review and comment in April each year, and expect a report back from the Reference Group by the end of September each year.
- 5.2 The Panel will assist with secretarial services for Reference Group meetings.

6. Quorum

- 6.1 The quorum is to be 3 members.

7. Procedures

- 7.1 The Reference Group will adopt procedures consistent with the Panel, which will include declarations of any conflicts of interest.
- 7.2 The Reference Group, in consultation with the Panel, will develop a consistent reporting template, which will include the recording of minutes of Reference Group meetings.

8. Communications

- 8.1 It is not intended that reports from the Reference Group will be made public by the Panel.
- 8.2 The Reference Group may receive correspondence from proponents and interested parties, and may engage in discussion, inquiry and review as it considers necessary for its purposes.

9. Terms of Reference review period

- 9.1 The Reference Group Terms of Reference are to be reviewed every two years, or as otherwise determined by the Panel.

10. Remuneration

- 10.1 The Reference Group members will receive reimbursement for any costs associated with the preparation of its reports, such as attending meetings.