



**Community
Legal Centres
Queensland**

Cultural Safety Reference Group Terms of Reference

Community Legal Centres Queensland Inc.

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1. Acknowledgement

Community Legal Centres Queensland acknowledges Aboriginal and Torres Strait Islander peoples as the original inhabitants of Australia and the traditional custodians of the continent. We are committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society¹.

We pay our respects to ancestors and Elders, past and present, and particularly pay deep respect to the Turrbal and Jagera peoples, traditional custodians of the lands around Brisbane, on which the Community Legal Centres Queensland office is located.

2. Background

Community Legal Centres Queensland developed a Reconciliation Action Plan for the period 2014 to 2016. Recognising the importance of developing a new RAP, and that this process will (and should) take time, CLCQ has decided to take a staged approach to refreshing its commitments to the advancement of reconciliation, beginning with a Cultural Safety Action Plan and establishment of a Cultural Safety Reference Group.

3. Purpose of the Cultural Safety Reference Group

The Community Legal Centres Queensland Cultural Safety Reference Group (CSRG) will provide advice and guidance in the implementation of the Cultural Safety Action Plan 2019-2020, and in CLCQ's work towards the development of a Statement of Reconciliation and a Reflect RAP.

The group will assist Community Legal Centres Queensland to ensure that actions taken under the Cultural Safety Action Plan are culturally sensitive and appropriate, reflect the views and perspectives of Aboriginal and Torres Strait Islander peoples, and will meet the expectations of Aboriginal and Torres Strait Islander stakeholders.

¹ Source: Welcome to Country & Acknowledgement of Country - Creative Spirits,
<https://www.creativespirits.info/aboriginalculture/spirituality/welcome-to-country-acknowledgement-of-country>

4. Membership

Membership of the CSRG will include at least 5 members, and the majority of members will identify as Aboriginal or Torres Strait Islander.

Members will have an interest in supporting and advocating for the community legal sector in Queensland, and may include representatives from CLCs, the legal profession, community representatives, non-legal service providers or other peak bodies.

At least one member of the Reference Group will be a staff member of Community Legal Centres Queensland.

5. Appointments to CSRG

Community Legal Centres Queensland will invite members to join the CSRG, and may seek recommendations for appointment from its Queensland member CLCs, the existing membership of the Reference Group, or from the wider community.

Members of the CSRG will be appointed for an initial 12 month term, and may be appointed for a further term of up to 2 years at the discretion of Community Legal Centres Queensland.

Membership of the CSRG will cease upon expiration of the agreed term of appointment, or if appointment is terminated by the Management Committee of Community Legal Centres Queensland.

6. Roles and Responsibilities

The roles and responsibilities of the Cultural Safety Reference Group are to:

- Embed Aboriginal and Torres Strait Islander perspectives into the implementation of cultural safety actions and initiatives by Community Legal Centres Queensland.
- Assist CLCQ with the development of culturally appropriate policy responses and consultation strategies.
- Provide advice and input on strategies to support better access and engagement for Aboriginal and Torres Strait Islander employees, clients and community members within the community legal sector in Queensland.
- Provide advice and guidance on appropriate approaches and content for conferences, workshops, webinars, and on cultural safety engagement and support for member CLCs.
- Guide the development of other reconciliation initiatives by Community Legal Centres Queensland.

7. Reference Group Meetings

Meetings of the CSRG will be held up to four times per year (and more often if required). Meetings will be convened and chaired by Community Legal Centres Queensland. Any CSRG member may nominate agenda items.

Meeting agendas and minutes will be prepared by Community Legal Centres Queensland, with minutes available within 2 weeks of any meeting.

Agendas and meeting papers will be available to members at least 1 week before a meeting.

8. Resourcing

Secretariat support for the CSRG will be provided by CLCQ.

CLCQ will provide funding support to cover the costs of members to participate on the Reference Group, but sitting fees will not be paid.