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## Aboriginal Advisory Committee - Terms of Reference

**Policy Number:** POL16/63 • **Adopted:** *[Click here to enter date]* • **Minute Number:** *[Click here to enter Minute number]* • **File:** 1209E • **Produced By:** Corporate & Community Services Group • **Review Date:**

### 1. PURPOSE

To provide appropriate and considered advice to Council on all relevant issues affecting Aboriginal and Torres Strait Islander people within the Shoalhaven LGA, and to influence Council's support & intent in achieving their objectives for the current Statement of Commitment 2010 (SoC) and the Shoalhaven City Council Community Strategic Plan 2023 (SCCSP).

### 2. STATEMENT

Shoalhaven Local Government Area (LGA) is made up of many unique communities with a diverse range of people, lifestyles and cultures. It comprises 49 towns and villages and a key role of Shoalhaven City Council within that is to work in partnership with organisations, services, government agencies and individuals to build strong, resilient, cohesive and creative communities.

Shoalhaven City Council established the Aboriginal Advisory Committee (AAC) in 1997 to advise Council on the needs of Aboriginal people living in the Shoalhaven Local Government Area. This advisory committee provides an opportunity for Council to develop both a structure for effective consultation and communication with Aboriginal communities and the opportunity for Aboriginal people to participate in Council's decision-making process to achieve mutually co-operative responses for their cultural, environmental and economic wellbeing.

### 3. PROVISIONS

The Shoalhaven City Council maintains, in its Statement of Commitment 2010, to strongly support the work of the AAC and sees it as serving an important role in providing the specialist and professional guidance to achieve positive outcomes for local Aboriginal people.

### 4 TERMS OF REFERENCE

#### 4.1 RELATIONSHIP TO COUNCIL

The committee is an Advisory Committee, administered by Council to discuss relevant issues and recommend solutions specifically associated to local government and their Aboriginal & Torres Strait Islander communities.

## **4.2 ROLE OF THE ADVISORY COMMITTEE**

All members are encouraged to become actively involved in the business of the AAC and to be an advocate between community and Council. The role of the Committee is:-

- To advise Shoalhaven City Council on necessary issues relating to Aboriginal communities in the LGA.
- Promote and increase knowledge & understanding of Aboriginal society, history & culture in the LGA.
- Facilitate access and accessibility to services and facilities for Aboriginal people.
- Advise on the development and implementation of the Shoalhaven City Council Community Strategic Plan.
- Develop strong collaborative partnerships between Aboriginal communities and Shoalhaven City Council.
- Maintain strong links between Council and Aboriginal communities throughout the Shoalhaven to accomplish the relationships and outcomes required for genuine reconciliation.
- Foster and safeguard a spirit of mutual trust and respect which allows the AAC and Shoalhaven City Council to work together in their commitment towards intelligent, well informed decision making processes that are sensitive to all Aboriginal issues.
- Recognise, support & uphold past and present local cultural heritage and its place in future Council directions.
- Remain a meaningful 'place' for the communication of messages and information from Aboriginal community voices that identify local needs for services, facilities and activities.
- Support and promote significant celebrations and events within the Shoalhaven Aboriginal and Torres Strait Islander community.

## **4.3 MEMBERSHIP**

Representatives must live in the Shoalhaven Local Government area (LGA) area and/or work with Aboriginal communities of the Shoalhaven on a full-time or part-time basis. The composition will be:

The Group will have a total membership of up to 19 positions which include:

- Up to fifteen local Aboriginal community representatives being either Elders, Youth or Government/Non-Government agencies/organisation delegates.
- Three (3) Councillors be nominated by the elected Council
- The General Manager or nominee.

It is important for the AAC to take broad community advice from those Aboriginal organisations with a capacity to provide professional guidance to its members to enable them to make sound decisions. The following is a suggested list of Aboriginal organisations:

- South Coast Aboriginal Medical Service
- Local Aboriginal Land Councils
- Local Aboriginal Education Consultative Groups

These organisations and agencies working in the sector who may be invited to attend the Advisory Committee meetings but will have no voting privilege.

## **4.4 COMMUNITY MEMBER APPOINTMENTS**

- Nominations for Local Aboriginal Community Members should be advertised throughout the community.
- Appointment to the Advisory Committee can be for a maximum four (4) years with a set commencement and finish date and standing members may re-nominate for an additional term.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process in consultation with the Aboriginal Community Development Officer.
- An interview panel will consist of a Council staff member, the Chair of the Aboriginal Advisory Committee and one (1) Aboriginal committee representative to assess the applications and make recommendations for appointments to the Advisory Committee.

## **4.5 TERM OF OFFICE**

- Local Aboriginal Community membership will be renewed every 4 years and ideally during the midterm of the elected Council.
- Councillor membership will be renewed at following normal Council elections.
- Should there be a Local Aboriginal Community membership vacancy it may be filled upon the resignation of a Local Aboriginal Community member and will align with set fixed finish dates.

## **4.6 SUB COMMITTEES/WORKING GROUPS/REPRESENTED DELEGATION**

If representing the AAC on an identified working group/party your role is to represent the Committee's commitment and purpose.

The Advisory Committee will have the right to establish sub groups as deemed appropriate to assist in fulfilling their role and purpose.

## **4.7 MEETING PRACTICES AND PROCEDURES**

- The administrative provisions of Council's adopted Code of Meeting shall apply subject to any amendment by this Advisory Committee.
- The Chair of the Committee will be limited by a four (4) year tenure and is open to all members of the Committee.
- Where a Councillor is elected as Chair an Aboriginal Committee member representing the community will be appointed by the Aboriginal Committee members as Co-Chair to liaise, assist and advice the Councillor on cultural matters.
- Where a Committee member is elected as Chair a Councillor will be appointed as Co-Chair by the Committee members to liaise, assist and advise the Aboriginal member on the requirements of local government.
- Councillors who have an interest in forming a relationship with the committee should consider their ability to commit for the term of that Council.
- Committee members who are absent for three (3) consecutive meetings of the AAC without tendering an apology will be requested in formal correspondence from Council to confirm their intention regarding their membership of the committee. Failure to respond may result in removal from this committee.
- Formal meetings will be held quarterly depending on demand and also allowing Committee member's time for consultations.

# Ordinary Meeting-16 August 2016-Item 15

## *Aboriginal Advisory Committee – Terms of Reference*

- Meetings are held at Shoalhaven City Council Administrative Building or can be negotiated with Committee Members.
- A quorum will consist of five (5) members of the Committee.
- If a quorum is not present within 30 minutes of the time appointed for the commencement of the Advisory Committee meeting, the meeting shall lapse.
- Each Committee meeting shall be properly recorded by the taking of minutes by the Governance Unit.
- The minutes of the Advisory Committee meeting will be submitted to the next available Council Meeting
- Where possible, members are encouraged to reach a consensus; decisions will normally be made through modified consensuses.
- The Chair of the Committee should facilitate a meeting that is run on a consensus decision making model rather than rely on the formal structures of a simple majority plus one.
- If however there are times when a position cannot be reached, despite open and thorough exploration of the issues and options, the Chairperson will ask for a vote.
- All formal members of the committee are entitled to a vote
- In the event of a tied vote, the Chair can exercise a casting vote.
- Agenda and minutes from previous Advisory Committee meetings will be circulated to members at least seven (7) days prior to the meeting.
- Advisory Committee members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest.
- Informal Advisory Committee meetings, special meetings that may discuss specific portfolio matters will be held as and when required or set by the Advisory Committee.
- Planning and costs associated with conducting meetings will be borne by Council.
- Advisory Committee recommendations which are determined to be purely or substantially 'operational' in nature, will be dealt with by the relevant council officer and any action or lack thereof reported to the Advisory Committee.
- Progress towards the outcomes of Council's Community Strategic Plan 2023 and Statement of Commitment will be reported to Shoalhaven City Council at Council meetings and corporate management meetings, where appropriate, throughout the year. Progress against actions arising from AAC Minutes will be reported on a quarterly basis at each consecutive AAC meeting.

### **4.7 CODE OF CONDUCT**

Meetings be conducted in an informal manner, but still within Council's 'Code of Conduct' Policy which all members are required to observe.

- Advisory Committee members should act in a professional, responsible and respectful manner with the information they obtain as a member, as the Advisory Committee require openness and honesty to function well.
- Advisory Committee members must at all times respect other members when expressing their opinions and views. Members should feel free to express their opinions and views without fear of recrimination.
- It is essential for Advisory Committee members to accept collective responsibility, and remain loyal to decisions of the Advisory Committee, even where they may not have agreed with the final decision.

#### **4.8 CONFIDENTIALITY AND PRIVACY**

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

#### **4.9 COMMUNICATION**

- All issues must be clearly communicated including priorities, limitations and benefits to community.
- Care needs to be undertaken to ensure that all participants fully understand mutual issues under discussion and that there are no false expectations created. It is important that all members' views are given weight during discussions.
- Members of the Advisory Committee are not permitted to speak to the media as representatives of the advisory committee unless approved by the chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Advisory Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Advisory Committee is the point of contact for communication between Advisory Committee members and Council staff.

#### **4.10 COUNCIL STAFF ATTENDANCE**

Shoalhaven City Council will provide administrative Council staff who are normally required to attend the meetings of the Advisory Committee to carry out the following tasks:

- Collate and distribute Business Papers.
- Organise meetings.
- Minute taking, storage and distribution of minutes and associated documents.
- Providing administrative support to the Community Development Officer to distribute information between the Committee and the Aboriginal Community Development Officer.

Other staff at the relevant Group Directors' discretion or at the Advisory Committee's request can attend meetings as required. Staff have no voting privileges.

#### **4.11 EXPECTATION OF ADVISORY COMMITTEE MEMBERS**

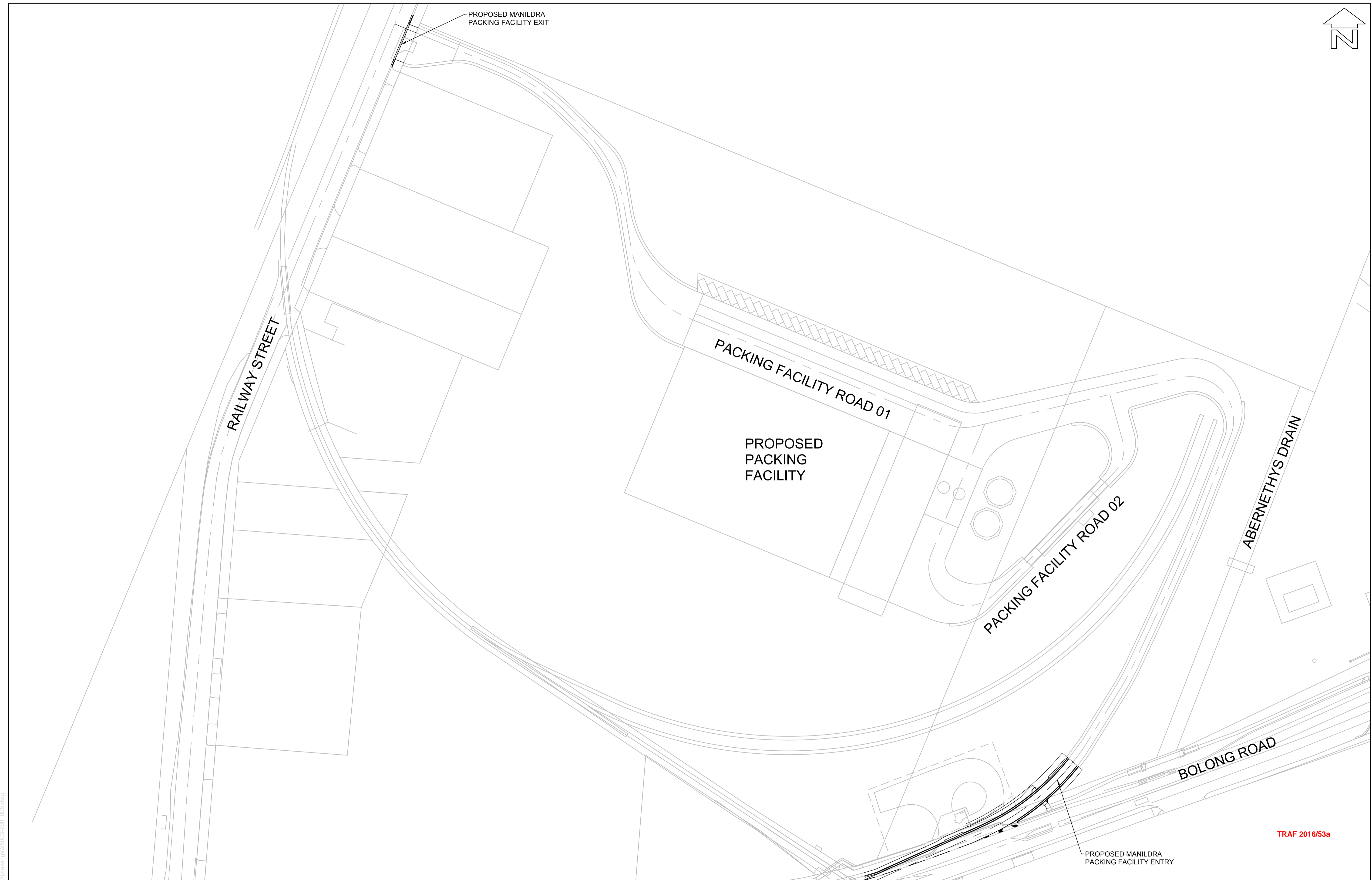
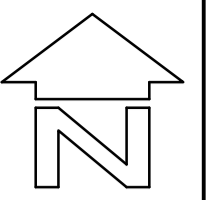
- Advisory Committee members will undertake the prescribed Induction process.
- Pecuniary Interest Returns may be required on appointment and annually as required by the Office of Local Government and Council.

#### **4.12 RESPONSIBILITY OF COUNCIL**

- Council at its discretion may review and change the Terms of Reference, Role and Structure of the Advisory Committee.

### **5 REVIEW**

After every Council election.



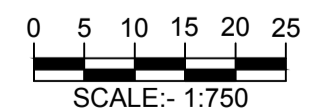
TRAF 2016/53a

**BEWARE!**

THE CONTRACTOR IS TO VERIFY THE LOCATION OF ALL EXISTING SERVICES PRIOR TO COMMENCEMENT OF CONSTRUCTION AND SHALL BE RESPONSIBLE, AT THE CONTRACTOR'S EXPENSE, FOR ANY REPAIRS TO DAMAGE CAUSED DURING CONSTRUCTION.

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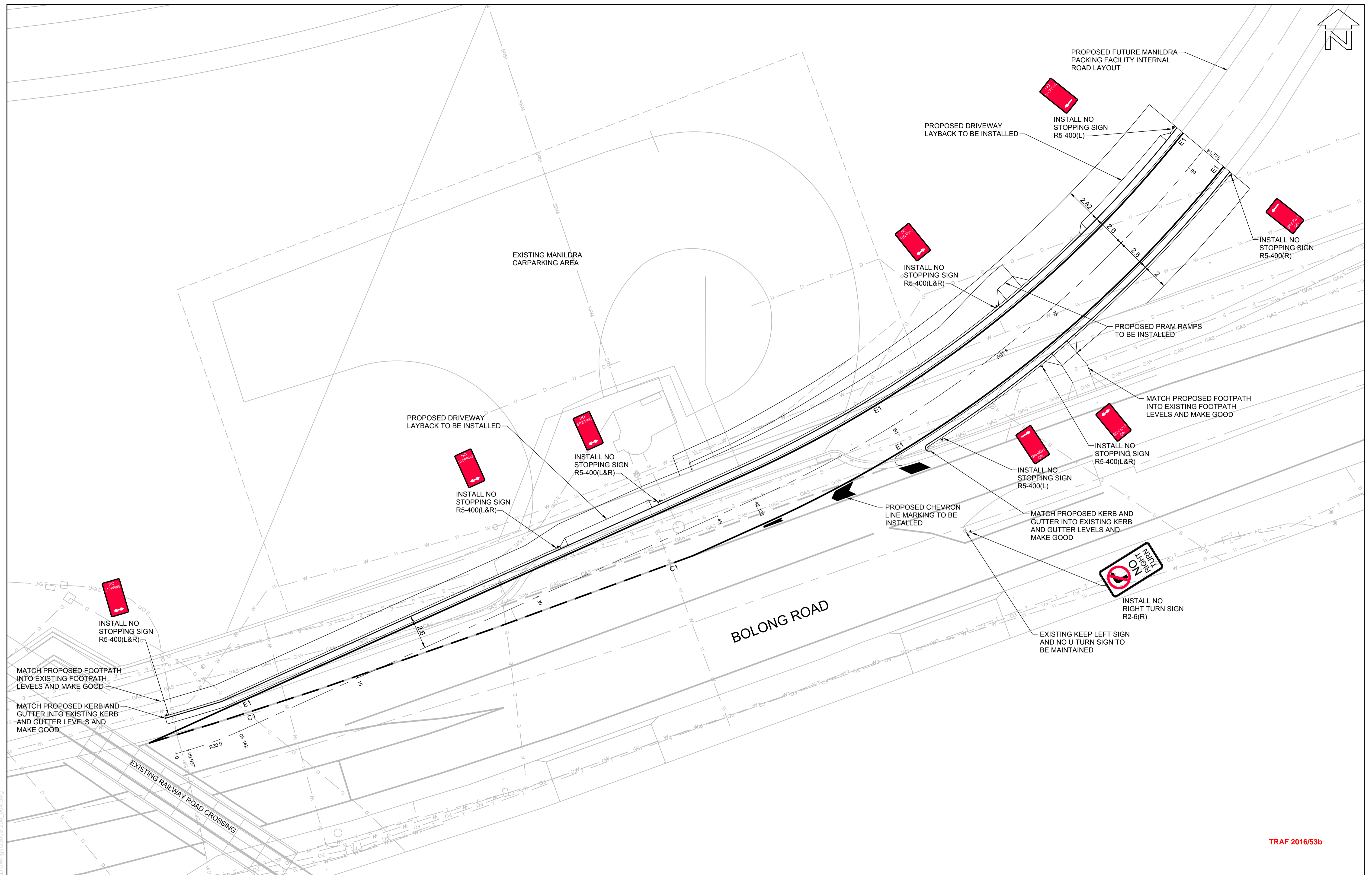
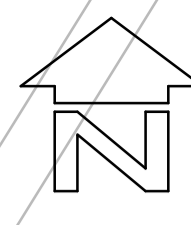
LAYOUT PLAN  
SCALE 1:750



LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION. COVER OF EXCELLENCE

RATIO: <b>1:750</b> (AT A1 ORIGINAL)	DATUM: AUSTRALIAN HEIGHT DATUM	SURVEY	APS	REV	DESCRIPTION	BY	DATE	PROPOSED PACKING FACILITY INTERNAL ROAD DESIGN, MANILDRA SHOALHAVEN STARCHES PTY LTD ENTRY AND EXIT LOCATION LAYOUT PLAN FOR THE MANILDRA GROUP	DRAWING STATUS <b>PRELIMINARY</b> NOT TO BE USED FOR CONSTRUCTION PURPOSES
	ORIGIN: PM 32610 RL 3.245	DESIGN	CJG	=					DRAWING NUMBER <b>25003-200_005</b>
	DATE OF PLAN: JULY 2016	DRAWN	CJG						
		CHECK'D	CEG/MAK						

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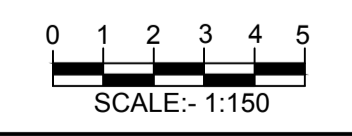


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LAYOUT PLAN  
SCALE 1:150



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COVER OF EXCELLENCE

TRAF 2016/53b

RATIO:  
**1:150**  
(AT A1 ORIGINAL)

DATUM:  
AUSTRALIAN HEIGHT DATUM  
ORIGIN: PM 32610  
RL 3.245  
DATE OF PLAN: JULY 2016

SURVEY	APS	REV	DESCRIPTION
DESIGN	CJG		
DRAWN	CJG		
CHECK'D	CEG/MAK		

BY	DATE

**aps** allen price & scarratts pty ltd  
land and development consultants  
Nowra Branch: 75 Plunkett Street, Nowra NSW 2541  
Kiama Branch: 5/125 Terralong Street, Kiama NSW 2533  
phone: (02) 4421 6544 fax: (02) 4422 1821  
consultants@allenprice.com.au www.allenprice.com.au

PROPOSED PACKING FACILITY ENTRY INTERSECTION ROAD DESIGN, MANILDRA  
SHOALHAVEN STARCHES PTY LTD  
LINE MARKING AND SIGN POSTING LAYOUT PLAN FOR THE MANILDRA GROUP

DRAWING STATUS	<b>PRELIMINARY</b>	
NOT TO BE USED FOR CONSTRUCTION PURPOSES		
DRAWING NUMBER	SHEET 1	REVISION
<b>25003-200_004</b>	OF 2	P1



**Proposed No Stopping  
100 Pitt Street, North Nowra**

**TRAF 2016/54**





**Proposed Taxi zone at Court House  
88 Plunkett St, Nowra**

**TRAF 2016/55**



**Proposed Linemarking  
Croobyar Road, Milton**

**TRAF 2016/56**



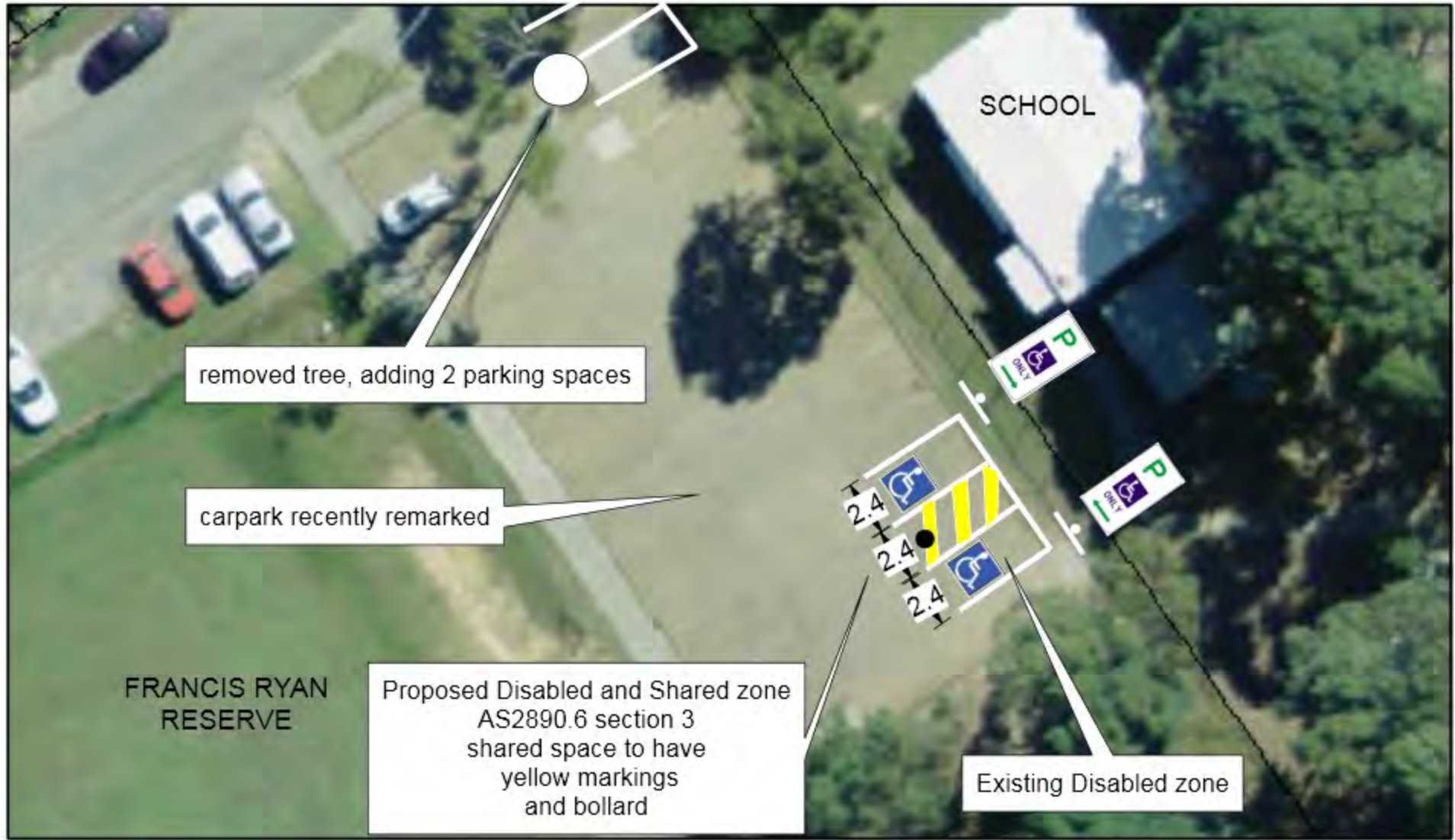
Proposed Linemarking  
Croobyar Road, Milton

TRAF 2016/56



**Proposed No Stopping zone  
Booderee Avenue, Hyams Beach**

**TRAF 2016/57**



**Proposed Disabled Parking Space and Shared zone  
Carpark between Francis Ryan Reserve and Sanctuary Point Public School,  
Sanctuary Point**

**TRAF 2016/58**



**Proposed Give Way signage and associated linemarking  
Intersection of Illaroo Road and Lilly Pilly Lane, Tapitallee**

**TRAF 2016/59**