

Aboriginal Advisory Committee

Meeting Date: Tuesday, 29 April, 2025
Location: Email Meeting

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. Meeting Conduct Statement

2. Apologies

3. Acknowledgement of Country

Walawaani (welcome),

Shoalhaven City Council recognises the First Peoples of the Shoalhaven and their ongoing connection to culture and country. We acknowledge Aboriginal people as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

Walawaani njindiwan (safe journey to you all)

Disclaimer: Shoalhaven City Council acknowledges and understands there are many diverse languages spoken within the Shoalhaven and many different opinions

4. A Minute Silence in Respect of Aboriginal Elders, Past and Present

5. Confirmation of Minutes

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6. Declarations of Interest

7. Reports

- AA25.3 Membership Resignation, Memberships Lapsed & Vacancies 5
- AA25.4 Update on Reconciliation Action Plan..... 7

8. General Business

Membership

Chairperson - Ms Natalie Lloyd
All Councillors
Chief Executive Officer or nominee
Ms Nicole Moore
Ms Caryn Carpenter
Ms Sharlene Cruickshank
Mr David Blakeney
Ms Belinda Little
Mr Uncle Sonny Henry - Nowra LALC
Mr Alfred Wellington - Jerrinja LALC
Ms Karen Tronier - Ulladulla LALC

Quorum – Five (5) local Aboriginal community members

Purpose

The purpose of the Aboriginal Advisory Committee, hereby known as the Committee, is to provide cultural advice to Council on its Strategies and Plans.

The Committee will also seek to gain Council's support in achieving the objectives for the current Statement of Commitment 2010 (SoC), the Shoalhaven City Council (SCC) Community Strategic Plan 2027 (SCCSP) and endorsement of the Uluru Statement of the Heart June 2020.

Role of the Committee

The role of the Committee is to:

- Advise SCC on matters relating to Aboriginal communities in the LGA.
- Promote and increase knowledge and understanding of Aboriginal society, history and culture throughout SCC and in the Community.
- Advocate and support Council's plan to promote inclusive and accessible services and facilities for Aboriginal people.
- Provide advice towards and monitor the implementation of relevant Council plans and strategies with respect to the needs, issues and interests of Aboriginal people and communities.
- To support and work with Aboriginal and other organisations committed to increasing respect for Aboriginal culture and history, past and present.
- Foster and safeguard a spirit of mutual trust and respect which allows the Aboriginal Advisory Committee (AAC) and SCC to work together in their commitment towards well-informed decision-making processes that are culturally respectful.
- Support the recognition and preservation of past and present local cultural heritage and its place in future Council planning and strategies.
- Offers a reciprocal platform for the communication of information from Aboriginal community voices and others that identify local needs for services, facilities and activities.
- Work together with Council to develop and promote appropriate commemorations and celebrations of Aboriginal culture including, but not limited to Sorry Day and NAIDOC Week.
- Provide relevant information to other Committees of Council when needed or requested.

Ordinary Meeting 21 December 2009 – Item 43 – MIN09.1808

STATEMENT OF COMMITMENT

This Statement commits Shoalhaven City Council to continue building mutually respectful relationships with the Aboriginal Communities of the Shoalhaven.

Shoalhaven City Council values its culturally diverse communities and lifestyles and is deeply committed to working in partnership with Aboriginal people of the Shoalhaven. This Partnership will be based on mutual respect and equality to further employment, social, cultural and economic community development.

Shoalhaven City Council recognizes and acknowledges the history and treatment of Aboriginal people in Australia and supports the Council for Aboriginal Reconciliation's vision and values.

Shoalhaven City Council recognises Aboriginal people's valuable contribution made in strengthening and enriching our communities and the heritage of all Australians.

Shoalhaven City Council Acknowledges and Recognises:

- Aboriginal people as the first people of Australia
- Past practices and policies that impacted on Aboriginal people's lives, cultures and society
- The customs and traditions of Aboriginal people and their spiritual relationship with the land
- The rights of Aboriginal people to live according to their own beliefs, values and customs, and
- The significant contribution made by Aboriginal people in the past, present and future.

Shoalhaven City Council commits itself to:

- Ensuring local Aboriginal involvement in events and celebrations of significance which respect the dignity and protocols of the local Aboriginal communities
- The ongoing development of strategies to improve and increase the level of participation of local Aboriginal people in the local Government decision making processes
- Undertake holistic community planning to address wellbeing, employment and social economic or cultural disadvantage experienced by local Aboriginal people in the Shoalhaven
- Ensuring all council staff and Councillors are exposed to ongoing education and cultural training and development programs to increase knowledge, understanding and appreciation of Aboriginal Cultural heritage and the needs of the Aboriginal communities
- Celebrate and support significant Aboriginal ceremonies and events, e.g. NAIDOC week, Sorry Day, Reconciliation Week and Survival Day
- To continue to fly the Aboriginal flag in places such as City Administrative Centre, Council Chambers, Reception room and in other prominent Council locations.

MINUTES OF THE ABORIGINAL ADVISORY COMMITTEE

Meeting Date: Tuesday, 30 July 2024
Location: Osprey Training Room, City Administrative Centre, Bridge Road, Nowra
Time: 5.16pm

The following members were present:

Ms Natalie Lloyd – Chairperson (Remotely)
Clr Amanda Findley – Joined at 6.02pm
Clr Evan Christen
Clr Gillian Boyd (Remotely)
Clr John Kotlash - Joined at 5.20pm
Clr Matthew Norris - Joined at 5.20pm
Ms Sylvia Timbery
Mr Paul McLeod
Mr Charlie Ashby (Remotely)
Ms Sharlene Cruickshank
Mr Alfred Wellington – Jerrinja LALC (Joined Remotely at 5.20pm)
Mr Michael Paine - Manager - Community Connections

Others present:

Mr Allen Bloxsome – Community Capacity Builder – Aboriginal
Mr Michael Newman – National Indigenous Australians Agency (Remotely) – Left at 5.44pm

Apologies / Leave of Absence

An apology was received from Clr Wells, Clr Gray, Mr Shane Brown, Ms Janet Atkins, Uncle Sonny Simms, Ms Belinda Little, Ms Caryn Carpenter & Mr David Blakeney.

Confirmation of the Minutes

RESOLVED (Sharlene Cruickshank / Natalie Lloyd)

That the Minutes of the Aboriginal Advisory Committee held on Tuesday 07 May 2024 be confirmed.

CARRIED

Declaration of Interests

Nil

PRESENTATIONS

AA24.5 Territories Stolen Generations Redress Scheme

HPERM Ref:
D24/302220

Mr Paul McLeod queried how the removal of Territories section of the Scheme applies to those people living in these areas but were not registered. Mr Michael Newman clarified the application process does not require historical records from the applicant, this is part of the Scheme for the National Indigenous Australians Agency to identify this data. Mr Newman further clarified this Scheme is for living survivors who were removed from the Territories and for those survivors who have passed away after the Scheme was announced.

Mr Michael Newman of the National Indigenous Australians Agency (NIAA) presented on the Territories Stolen Generations Redress Scheme to raise awareness about the Scheme.

The scheme provides support to Stolen Generations survivors who were removed from their families or communities, and whose removal took place in the Northern Territory, Australian Capital Territory or Jervis Bay Territory.

The following topics were discussed:

- Scheme overview
- Scheme eligibility
- Applications on behalf of people who have passed
- Components of redress
- Scheme statistics
- Contact us
- Q&A

The National Indigenous Australians Agency encourages the Committee Members to share the attached poster and information on this Scheme with their networks.

The poster is attached to the Minutes.

REPORTS

AA24.6 Adoption of a Standard Acknowledgement of Country for Council

HPERM Ref:
D24/272592

The Committee discussed this item and were in agreeance that the proposed Acknowledgment of Country developed by Aboriginal staff be endorsed with the addition of a disclaimer to advise that we acknowledge and understand there are many diverse languages spoken within the Shoalhaven and many different opinions.

Recommendation

That the Aboriginal Advisory Committee:

1. Support and endorse the Acknowledgement of Country developed by Aboriginal staff as the standard written Acknowledgment that Council utilises:

Walawaani (welcome),

Shoalhaven City Council recognises the First Peoples of the Shoalhaven and their ongoing connection to culture and country. We acknowledge Aboriginal people as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

Walawanni njindiwan (safe journey to you all)

2. Support and endorse the Acknowledgement of Country to be used for the below purposes:
 - Digital and print document templates.
 - Shoalhaven City Council websites, including Shoalhaven Swim Sport and Fitness, Shoalhaven Entertainment Centre, Shoalhaven Libraries, Shoalhaven Regional Gallery, Shoalwater, Holiday Haven, Tourism, Bereavement Services (new), Councillor Portal and Get Involved pages.
 - Regular Council and Committee meeting agendas.
3. Support and endorse the use of the Dhurga language within the Acknowledgement of Country.

RECOMMENDATION (By consent)

That the Aboriginal Advisory Committee:

1. Support and endorse the Acknowledgement of Country developed by Aboriginal staff as the standard written Acknowledgment that Council utilises:

Walawaani (welcome),

Shoalhaven City Council recognises the First Peoples of the Shoalhaven and their ongoing connection to culture and country. We acknowledge Aboriginal people as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

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2. Include a disclaimer to advise that we acknowledge and understand there are many diverse languages spoken within the Shoalhaven and many different opinions.
3. Support and endorse the Acknowledgement of Country to be used for the below purposes:
 - Digital and print document templates.
 - Shoalhaven City Council websites, including Shoalhaven Swim Sport and Fitness, Shoalhaven Entertainment Centre, Shoalhaven Libraries, Shoalhaven Regional Gallery, Shoalwater, Holiday Haven, Tourism, Bereavement Services (new), Councillor Portal and Get Involved pages.
 - Regular Council and Committee meeting agendas.
 - On staff email blocks
4. Support and endorse the use of the Dhurga language within the Acknowledgement of Country.

CARRIED

**AA24.12 Aboriginal Advisory Committee - Action Table Report
July 2024**

**HPERM Ref:
D24/24423**

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee:

1. Accept and receive the Update Actions report for information.
2. The following actions are considered complete and removed from the action table:
 - a. AA23.34 - Additional Item Presentation Invitation - Cultural Community Engagement - Invitation Manager Design Services - February 2024 Meeting.
 - b. AA24.1 – Proposed Road Closure – Part Comberton Grange Road.
 - c. AA24.11-Update on Reconciliation Action Plan

- d. AA24.4 -Standing Apology Request-Nicole Moore
- e. AA24.5 - Aboriginal Advisory Committee-Action Table Report May 2024-Defer Item to Next meeting.

RESOLVED (Natalie Lloyd / Sharlene Cruickshank)

That the Aboriginal Advisory Committee:

1. Accept and receive the Update Actions report for information.
2. The following actions are considered complete and removed from the action table:
 - a. AA23.34 - Additional Item Presentation Invitation - Cultural Community Engagement - Invitation Manager Design Services - February 2024 Meeting.
 - b. AA24.1 – Proposed Road Closure – Part Comberton Grange Road.
 - c. AA24.11-Update on Reconciliation Action Plan
 - d. AA24.4 -Standing Apology Request-Nicole Moore
 - e. AA24.5 - Aboriginal Advisory Committee-Action Table Report May 2024-Defer Item to Next meeting.

CARRIED

GENERAL BUSINESS

- **Status Update - Comberton Grange Road, Comberton**

Ms Natalie Lloyd requested an update on the DA for Comberton Grange Rd, Comberton. The Councillors discussed the current issues being experienced with this land and advised the developer is unable to submit a DA at this stage until it has been passed by Council however, legal opinions on this matter are being sought. Mr Michael Paine – Manager Community Connections advised there is an open action for the Design Services Team to provide a report back to the Committee on this matter.

- **Thanks and Appreciation – Mayor & Councillors**

Mayor Findley and the Councillors present at the meeting thanked the Committee as this was their last AAC Meeting for some. The Mayor and Councillors offered to continue to support the Aboriginal Communities following their term on Council and commended the work that has taken place within this Committee.

There being no further business, the meeting concluded, the time being 6.17pm.

Ms Natalie Lloyd
CHAIRPERSON

AA25.3 Membership Resignation, Memberships Lapsed & Vacancies

HPERM Ref: D24/302548

Department: Business Assurance & Risk

Approver: Lindsay Usher, Acting Director - City Development

Reason for Report

The purpose of this report is to advise the Aboriginal Advisory Committee of the Resignation received from Ms Janet Atkins, the membership expiration for Ms Sylvia Timbery, Mr Shane Brown, Uncle Paul McLeod and Mr Charlie Ashby and the re-nomination received from Ms Sharlene Cruickshank and Ms Natalie Lloyd for an additional term on the Committee and to advise the Committee of the current Expression of Interest.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee:

1. Accept the resignation of Ms Janet Atkins and thank her for her contribution to the Committee.
2. Note there are 4 x Community Representative positions that expired in January and February 2025, and thank these members for their contribution to the Committee:
 - a. Ms Sylvia Timbery
 - b. Mr Shane Brown
 - c. Uncle Paul McLeod
 - d. Mr Charlie Ashby
3. Note that Ms Sharlene Cruickshank and Ms Natalie Lloyd's membership expired in January 2025 and Council have accepted their re-nomination for an additional term on the Committee with their membership to expire on 18 February 2029.
4. Note that there are 5 x Community Representative and 2 x Youth Representative vacancies currently advertised through an Expression of Interest process.

Options

1. Adopt the Recommendation
Implications: Vacant position will be filled.
2. Adopt an alternate recommendation
Implications: Unknown

Background

Member Resignation

Council received notification Thursday, 5 December 2024 from Ms Janet Atkins that she wished to resign from the Aboriginal Advisory Committee.

Ms Janet Atkins was appointed as a Community Representative on the Aboriginal Advisory Committee on 16 February 2015. Due to an update of the Committees Terms of Reference that was adopted in 2022, which resulted in a change to the membership provisions to appoint community representatives for a four (4) year term with a set commencement and finish date and standing members may re-nominate for an additional term. Ms Atkins membership was due to lapse in February 2025.

Memberships Lapsed & Expression of Interest

There are an additional four (4) community representatives that also were due to expire in January and/or February 2025. On behalf of Council, we wish to thank the following committee members for their dedication and contribution to the Committee during their terms:

- Ms Janet Atkins
- Ms Sylvia Timbery
- Mr Shane Brown
- Uncle Paul McLeod
- Mr Charlie Ashby

Noting the above memberships that are due to expire, there are five (5) x community representative positions and a further two (2) youth community representative positions deemed vacant. There is an ongoing expression of interest for the youth community representatives that has been active since 2023 and this has now been extended for the above five (5) vacant community representatives.

Appointments of community representatives is conducted through Council's Expression of Interest process and is advertised on the Council webpage.

<https://www.shoalhaven.nsw.gov.au/News-and-feedback/Participation-opportunities/Council-Committees/Aboriginal-Advisory-Committee>

Re-nominated Members

Ms Sharlene Cruickshank and Ms Natalie Lloyd were appointed to the Committee on 25 January 2021 with a membership end date of 25 January 2025. As per the Terms of Reference, standing members can re-nominate for an additional term. Council received nomination from Ms Sharlene Cruickshank and Ms Natalie Lloyd to be appointed for an additional term. The re-appointment of these two community representatives was endorsed at Council's Ordinary Meeting held on 18 February 2025 (MIN25.44).

Community Consultations

Council is currently seeking applications for two (2) x youth representatives and five (5) community representatives via an Expression of Interest process.

More information can be found on the Committee's webpage:

<https://www.shoalhaven.nsw.gov.au/News-and-feedback/Participation-opportunities/Council-Committees/Aboriginal-Advisory-Committee>

AA25.4 Update on Reconciliation Action Plan

HPERM Ref: D25/106331

Department: Cultural & Community Services

Approver: Lindsay Usher, Acting Director - City Development

Attachments: 1. Reconciliation Action Plan (under separate cover)
2. RAP Yarning Group Terms of Reference 1.1 [↓](#)

Purpose:

The purpose of this report is to inform the Aboriginal Advisory Committee (AAC) of the adoption of the Reflect Reconciliation Action Plan (RAP) by Council, and to provide an update on the proposed implementation of the plan.

In addition, the report seeks the committee's nomination of two representatives to join the RAP Yarning Group throughout the RAP implementation, March 2025 to September 2026.

Summary and Key Points for Consideration:

At its Ordinary Meeting of 25 March 2025 Council adopted the Reflect Reconciliation Action Plan (RAP). The adopted Reflect Reconciliation Action Plan is included as **Attachment 1**.

The RAP outlines actions that Council will take to ensure that the way Council provides services and employs people integrates reconciliation, including through respectful race relations, understanding the impact of historical wrongs, providing equitable access to opportunities and valuing a shared national identity.

The term of the RAP is March 2025 to September 2026. The 48 RAP Actions have identified deliverables, each with a plan for implementation. Updates on the delivery of actions will be tracked by Council's online reporting system.

The RAP Working Group and RAP Yarning Group will continue to meet to advocate for RAP implementation and provide guidance to staff as required throughout the term of the RAP. Meetings frequency will reduce from monthly to bi-monthly.

A launch event for the adopted RAP will be held at the Shoalhaven Regional Gallery on 28 May 2025 from 3-5pm, and invitations will be extended to all AAC members.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee:

1. Receive this report, Update on Reconciliation Action Plan, for information.
2. Respond, via email, if members of the Aboriginal Advisory Committee wish to nominate themselves as representatives on the Reconciliation Action Plan yarning group.

Options

1. The AAC supports the recommendation and nominates two representatives for the RAP Yarning Group.

Implications: AAC shows support for the implementation of the Reconciliation Action Plan.

2. The AAC receives the report but does not nominate representatives to join the RAP Yarning Group during the implementation of the RAP.

Implications: AAC acknowledges the new RAP but does not currently have capacity to support with representatives from its committee. The RAP Yarning Group's support of RAP implementation will not include contribution from the AAC.

3. The AAC adopts an alternative recommendation.

Implications: The AAC puts forward an alternative recommendation.

Background and Supplementary information

On 26 July 2022, the AAC resolved:

MIN AA22.13

That the Aboriginal Advisory Committee (AAC):

1. *Support the development of a Reconciliation Action Plan (RAP) for Shoalhaven City Council*
2. *The AAC nominate representatives to form part of a Project Reference Group to assist in the development of the RAP:*
 - a. *Jared Brown*
 - b. *Kalinda Wills (TBC)*

At its meeting of 21 November 2023, following both previous representatives stepping down from the AAC, the Aboriginal Advisory Committee resolved (MIN AA23.30) to support the nominations of Natalie Lloyd and Jason Groves as being the AAC's representatives on the RAP Yarning Group.

At its meeting of 7 May 2024, it was noted (MIN AA24.11) that Ms Natalie Lloyd was unable to be a representative on the Reconciliation Action Plan Yarning Group and members were encouraged to engage in the process.

Most recently, Ms Caryn Carpenter has been attending the Yarning Group meetings as the representative of the Aboriginal Advisory Committee.

Anticipating adoption of the RAP by Council, the RAP Yarning Group has revised its Terms of Reference (**Attachment 2**) to extend its function and continue throughout the term of RAP implementation. The previous text in dot point 3 "Appointments to the Yarning Group will be for the duration of the development of the RAP" has been deleted. The revised Terms of Reference clause now reads:

Appointment Processes

Representatives of the Aboriginal Advisory Committee:

- *Membership appointment will be decided by the Aboriginal Advisory Committee and recorded within the committee's meeting minutes.*
- *The Aboriginal Advisory Committee will manage the membership appointment process.*
- *Where a membership is terminated, a replacement member may be appointed by the Aboriginal Advisory Committee.*

This report recommends that the AAC continue its support of the RAP Yarning Group's function by the nomination of two AAC members to join the group for the term of the RAP implementation. Future meetings of the RAP Yarning Group in 2025 are scheduled for:

- 8 May 10am-12pm Combined meeting - Yarning & Working Groups, Nowra Showground
- 10 July 10am-12pm Yarning Group, Tomerong Hall
- 11 September 10am-12pm Combined meeting - Yarning & Working Groups, Nowra Showground
- 13 November 10am-12pm Yarning Group, Tomerong Hall

Internal Consultations

Internal consultations will proceed as required for RAP implementation.

External Consultations

Reconciliation Australia is the national lead body for reconciliation in Australia. The draft RAP was submitted to Reconciliation Australia for final review on 13 January 2025 and formally endorsed by them on 25 February 2025. Shoalhaven City Council is now recognised as a member of the Reconciliation Australia 'RAP network' and the RAP is promoted on their website.

Further external consultations will proceed as required for RAP implementation.

Community Consultations

The Draft RAP was placed on Public Exhibition for 28 days from 4 November to 2 December 2024. No significant adverse comments were received regarding the content of the plan. The full summary of exhibition outcomes was included in the report to Council's Ordinary Meeting 25 March 2025 and will be available to be viewed in the business paper on Council's website from 20th March 2025.

Policy and Statutory Implications

Policy reviews and investigations will proceed as required for RAP implementation.

Financial Implications

Most deliverables in the Draft RAP, including all mandatory deliverables, will be implemented through business-as-usual and will not require additional funding.

Any additional costs associated with the implementation of the Draft RAP will be considered for prioritisation in annual budget provisions or be the subject of future budget bids.

Risk Implications

The risks involved in activities that are organised to implement the RAP will be managed using the organisation's risk management procedures.

For engagement activities, it has been identified that some people may find conversations about reconciliation challenging or uncomfortable. In response, a plan will be developed to manage these risks and ensure staff and engagement participants have access to the supports they need.

RECONCILIATION ACTION PLAN YARNING GROUP – Terms of Reference

Adoption Date:	14 December 2023
Amendment Date:	13 March 2025
Version:	1.1
Review Date:	December 2028
Directorate:	City Development
Record Number:	D25/107990

RAP Yarning Group – Terms of Reference

1. Acknowledgement

We recognise the First Peoples of the Shoalhaven and their ongoing connection to culture and country. We acknowledge Aboriginal people as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging. We acknowledge all Aboriginal people involved in the Yarning Group.

2. Purpose

The purpose of the Yarning Group is to guide the development and implementation of Council's Reconciliation Action Plans (RAPs) and offer advice about the effectiveness of the RAP in progressing towards reconciliation in the Shoalhaven.

The Group will also seek to support Council to achieve the objectives of Council's Statement of Commitment to the Aboriginal Communities of the Shoalhaven 2010 (SoC) and recognition of the Uluru Statement of the Heart June 2020.

3. Interpretation

For the purpose of this document:

Reconciliation Action Plan / RAP means the current organisational strategic document that outlines actions, within the scope of Council's role, that Council will undertake towards reconciliation in the Shoalhaven.

Member means a member of the RAP Yarning Group.

Council means Shoalhaven City Council.

Chairperson / Chair means the chairperson of the RAP Yarning Group.

Group and Yarning Group means RAP Yarning Group.

Project Team means the Council team of staff administering the development and implementation of the RAP.

Community Connections is the Council administrative team overseeing development and implementation of the RAP.

4. Status

The Yarning Group provides non-binding advice to:

- the Working Group for consideration in the development of the RAP
- teams across Council for consideration while they implement the deliverables in the RAP.

This means the Working Group and other teams will consider and be informed by the Yarning Group's advice but may choose not to do as the Yarning Group advises.

5. Role

- To guide the development and implementation of the RAP by providing advice to the Project Team and Working Group on the RAP's effectiveness in progressing towards reconciliation in the Shoalhaven.

RAP Yarning Group – Terms of Reference

- To provide non-binding advice on the RAP project activities, including engagement activities, and their effectiveness in progressing towards reconciliation in the Shoalhaven.
- To exchange information and updates to and from the Project Team and Working Group regarding the development of the RAP.
- To provide advice to Council teams on the implementation of deliverables in the RAP.
- To receive feedback from Council staff on the implementation of RAP deliverables.
- To share information, as each member chooses, about their experiences of reconciliation.
- Cultural advice and knowledge sought is limited to advice on the effectiveness of RAP activities and implementation, and to what each member chooses to share. This does not assume permission to use any cultural advice or knowledge in the design of RAP activities or implementation, and any use will be in accordance with permissions given. *This means that when members share cultural knowledge, that cultural knowledge will only be used in the design of RAP activities or implementation if permission is given.*

6. Delegations

The Yarning Group may advise the Working Group on all matters within the role outlined above.

The Yarning Group does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

7. Membership

Once appointed, membership of the Yarning Group is ongoing, subject to the terms below.

Composition

The Yarning Group will be comprised of the following:

- Chair - Council appoints a staff member from Community Connections who identifies as being Aboriginal and/or Torres Strait Islander.
 - When necessary Council may appoint a member of the Yarning Group, or a non-Aboriginal and/or Torres Strait Islander staff member, from Community Connections to Chair meetings.
- Co-Chair – when required, a Co-Chair may be appointed (any other member of the Yarning Group).
 - When a non-Aboriginal Chair is appointed, a Co-Chair will be appointed to support the Chair with advice, including regarding matters of cultural safety.
- Two representatives of the Aboriginal Advisory Committee to Council.
- Up to ten community representatives who identify as being Aboriginal and/or Torres Strait Islander.
- Up to six Council employee representatives who identify as being Aboriginal and/or Torres Strait Islander.

RAP Yarning Group – Terms of Reference

Criteria

Yarning Group members, excepting the Chair (when necessary), will meet the following criteria to be eligible for appointment:

- A broad interest in and understanding of reconciliation in the Shoalhaven.
- A commitment to reconciliation in the Shoalhaven.
- Identify as Aboriginal and/or Torres Strait Islander.

To ensure broad, appropriate and transparent representation for decision making, the Project Team, with advice from the Yarning Group, will seek to ensure that the membership represents diverse community perspectives and interests. Where possible, this will include:

- Local Aboriginal Land Councils of Nowra, Jerrinja and Ulladulla.
- Wreck Bay and Roseby Park communities.
- Community organisations.
- Key community stakeholders such as government agencies.
- Aboriginal and Torres Strait Islander Elders.
- A majority of members having a family/community connection to the Shoalhaven.

Appointment Processes

Representatives of the Aboriginal Advisory Committee:

- Membership appointment will be decided by the Aboriginal Advisory Committee and recorded within the committee's meeting minutes.
- The Aboriginal Advisory Committee will manage the membership appointment process.
- Where a membership is terminated, a replacement member will be appointed by the Aboriginal Advisory Committee.

Community Representatives:

- Membership appointment will be by invitation.
- The Project Team will manage the appointment process.
- Members representing a community organisation may nominate a substitute member to represent the same community organisation.

Council Employee Representatives:

- A maximum of six Council staff who identify as Aboriginal and/or Torres Strait Islander will be appointed by Council's Executive Management Team.
- The Project Team will manage the appointment process.
- The Project Team may nominate substitute members for Employee Representatives.

To facilitate appropriate and transparent representation on decision making, members are responsible for ensuring their substitute is up to date with Yarning Group discussion and activities.

RAP Yarning Group – Terms of Reference

Membership – Termination and Replacement

Membership will be terminated where members fail to attend two consecutive meetings without arranging a substitute to attend in their place. The Project Team will make repeated efforts to contact the member and seek clarification of their circumstances. The Yarning Group may make exceptions to the attendance limit by the consensus of the Group. Where memberships are terminated, new members will be sought in line with the appointment processes above.

Duration of Group

The Yarning Group will oversee the development and implementation of Council's RAPs. The Group will be disbanded by consensus of the Group, or termination of Council's RAP.

8. Yarning Group Meetings

Agenda

Agendas will be distributed 7 days prior to the date of the meeting. Members may contribute to the agenda by discussion with, or by phone or email to Council staff (Item 9), and subject to the approval of the Chair.

Minimum attendance

Although no official quorum is stated, a minimum number of 5 members will be required for a meeting to go ahead, to ensure appropriate and transparent representation on decision making.

Decision Making

The Yarning Group will provide advice and guidance by the consensus of members present at the meeting when a matter is discussed.

Meeting Schedule

During the development of a new RAP (through to public exhibition of a Draft), meetings will be held once monthly. During the implementation period of a RAP, meetings will be held bi-monthly. The Chair may amend this schedule, as required. Meetings will be conducted in person with no online accessibility, excepting in exceptional circumstances and as determined by the Chair.

Minutes

The Yarning Group may provide advice to the Working Group for consideration. Advice will be recorded in the minutes of each meeting and provided to the Working Group for consideration, once approved by the Chair and Co-chair.

Minutes of a previous meeting will be circulated to the Yarning Group in advance for confirmation at the next meeting.

Confidentiality And Privacy

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and shall not disclose or use any information unless authorised by Council to do so, in writing.

Communication

In relation to the communication functions of the Yarning Group, the following apply:

- Members of the Yarning Group will not speak to the media regarding Yarning Group matters, unless approved by the Director, or delegate, in writing.

RAP Yarning Group – Terms of Reference

- Where approval has been given by the Chair, views and opinions expressed are those of the Yarning Group and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought in writing through the formal processes.
- The Chair of the Yarning Group is the preferred point of contact for communication between members and Council staff.
- Council will, where possible, utilise the Chair as the primary point of contact to communicate with Yarning Group members.

9. Council Staff Responsibility

The primary liaison officer for the Yarning Group is the Community Capacity Builder – Aboriginal, Community Connections team. Secondary liaison staff are the Social Planner and the Junior/Cadet Community Capacity Builder – Aboriginal, Community Connections team. In their absence the Community Connections team will appoint liaison officers.

Community Connections is responsible for facilitation of meetings, activities and information exchange between the Yarning and Working Groups.

Community Connections is responsible for administrative support functions for the Yarning Group such as collating and distributing the agenda, minutes and notation of apologies.

10. Code of Conduct

All members of the Yarning Group are required to observe the provisions of Council's Code of Conduct and any other Council policy or requirement applicable to the proper functioning of the Yarning Group. A breach of the Code of Conduct may lead to the member being expelled from the Yarning Group.

11. Document Control

These Terms of Reference were initially adopted at the first meeting of the Yarning Group. Approval process for future amendments:

- Request to be made through the Chair at a Yarning Group meeting and approved by Group consensus.
- Endorsement by Council's Executive Leadership Team.

A version history (footnote on front page) is included if amendments have been approved.

12. Other Relevant Documents List

Shoalhaven City Council:

- Code Of Conduct
- Statement of Commitment to Aboriginal Communities of the Shoalhaven – Shoalhaven City Council

Uluru Statement from the Heart

Reconciliation Australia:

- RAP Drafting Resource – A framework for reconciliation action
- Developing a Reconciliation Action Plan
- Required actions and deliverables for RAP levels
- RAP Drafting Resource – Establishing and maintaining an effective RAP Working Group