

# Aboriginal Advisory Committee

**Meeting Date:** Monday, 25 August, 2025  
**Location:** Osprey Training Room, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5.00pm

**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

- Aboriginal Advisory Committee - 29 April 2025 ..... 1

### 6. Declarations of Interest

### 7. Reports

AA25.5	Aboriginal Advisory Committee - Action Table Report - 25 August 2025.....	3
AA25.6	Aboriginal Advisory Committee Terms of Reference Review.....	10
AA25.7	Implementation Update - Reconciliation Action Plan .....	15
AA25.8	Notice of Motion referred to Aboriginal Advisory Committee - Acknowledgement and Welcome to Country - Support .....	28

AA25.9	Information Report - Planning Proposal (rezoning) for Nebraska Estate, St Georges Basin .....	31
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**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 Allen Bloxsome  
Ms Cleone Wellington  
Aunty Margaret Simoes  
Mr Charlie Ashby  
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.

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Ordinary Meeting 21 December 2009 – Item 43 – MIN19.1808

### **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, 29 April 2025  
**Location:** Email Meeting

The following members participated:

Sharlene Cruickshank  
Nicole Moore  
Caryn Carpenter  
Natalie Lloyd  
Belinda Little

## Apologies / Leave of Absence

Nil

## Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Aboriginal Advisory Committee held on Wednesday 09 April 2025 be confirmed.

CARRIED

## Declaration of Interests

Nil

## REPORTS

**AA25.3 Membership Resignation, Memberships Lapsed & Vacancies**

**HPERM Ref:  
D24/302548**

**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.

**RESOLVED** (By consent)

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.

CARRIED

**AA25.4 Update on Reconciliation Action Plan****HPERM Ref:**  
**D25/106331****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.

**RESOLVED** (By consent)

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.

CARRIED

There being no further business, the meeting concluded.

Ms Natalie Lloyd  
CHAIRPERSON

## AA25.5      **Aboriginal Advisory Committee - Action Table Report - 25 August 2025**

**HPERM Ref:**      D25/361774

**Department:**      Cultural & Community Services

**Approver:**      Lindsay Usher, Acting Director - City Development

**Attachments:**      1. Aboriginal Advisory Committee - Action Table - August 2025 [↓](#)

### **Purpose:**

The purpose of this report is to provide the Aboriginal Advisory Committee with a progress report on outstanding actions.

### **Summary and Key Points for Consideration:**

This report aims to update the Aboriginal Advisory Committee on the current status of pending actions, including actions that are recommended for completion.

### **Recommendation (Item to be determined under delegated authority)**

That the Aboriginal Advisory Committee:

1. Receive the Update on Actions Report for information.
2. Acknowledge the following actions as complete and remove from the action table:
  - a. AA24.12 - Provide a Report Back - Status Update on Comberton Grange Rd Comberton - Road Closure
  - b. AA24.11 - Update on Reconciliation Action Plan via Email
  - c. AA24.5 - Territories Stolen Generations Redress Scheme - National Indigenous Australians Agency
  - d. AA24.12 - Aboriginal Advisory Committee - Action Table Report July 2024
  - e. AA25.3 - Membership - Reappointment - Resignation - Expired - Sharlene Cruickshank / Natalie Lloyd / Janet Atkins / Sylvia Timberly / Shane Brown / Paul McLeod / Charlie Ashby

### **Options**

1. Adopt the recommendation as written.

Implications: The Aboriginal Advisory Committee is updated on progress of actions and recommendations made at previous meetings.

2. Request more information.

Implications: Members of the Aboriginal Advisory Committee request further information.

### **Background and Supplementary information**

This report is to update the Aboriginal Advisory Committee on outstanding and completed actions from previous meetings.

AA25.5

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings.

Subject to the Committee concurring that satisfactory progress has been made to complete the items in the July 2024 Action Table Report, the Group is requested to adopt the Recommendation to note completion of:

- AA24.12 - Provide a Report Back - Status Update on Comberton Grange Rd Comberton - Road Closure
- AA24.11 - Update on Reconciliation Action Plan via Email
- AA24.5 - Territories Stolen Generations Redress Scheme - National Indigenous Australians Agency
- AA24.12 - Aboriginal Advisory Committee - Action Table Report July 2024
- AA25.3 - Membership - Reappointment - Resignation - Expired - Sharlene Cruickshank / Natalie Lloyd / Janet Atkins / Sylvia Timbery / Shane Brown / Paul McLeod / Charlie Ashby

Should AAC members require further information on the status of the actions in the table attached, Council staff will provide as requested.

### **Internal Consultations**

It is important that the members of the Aboriginal Advisory Committee are kept informed on progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.

### **External Consultations**

Members of the Aboriginal Advisory Committee will be informed about the progress of outstanding actions at the next sitting of the committee.

### **Community Consultations**

This report relates to actions that arose from previous Aboriginal Advisory Committee meetings and that are the responsibility of staff to complete. As such, no community consultation was required.

### **Policy and Statutory Implications**

There are no changes required to any Council policy as a result of the production of this report.

### **Financial Implications**

There is no budget associated with the Aboriginal Advisory Committee so there are no financial implications.

### **Risk Implications**

Council recognises the importance of maintaining good relationships and upholding core organisational values in all interactions with members of our Section 355 Committees. Council will tolerate appropriate and effective interventions to improve the functioning of these Committees.



Aboriginal Advisory Committee Uncompleted as at 6 August 2025 Completed: 1 May 2024 to 6 August 2025			Action Sheets Report
<b>Meeting Date:</b> 26/02/2024 (Ordinary)	<b>Item No:</b> AA24.6	<b>Officer:</b> McLeod, Tim	<b>Completed:</b>
<b>Title:</b> Additional Item - Proposed Road Closure - Part Comberton Grange Rd Comberton - Further Information Required and Report Back - Committee Feedback - Contact Aboriginal Parties - Provide DA Updates			
<b>RESOLVED*</b> (Clr White / Clr Gray) MIN24.79 That Council as requested by the Aboriginal Advisory Committee: 1. Request staff to send information on the proposed road closure to the Committee and request the Committee to provide their feedback within 6 weeks on this matter via email or telephone for Council's consideration. 2. Contact the Registered Aboriginal Parties in the Extent report to seek comment. 3. Provide further information to the Committee on any updates on the DA provided by the Department. FOR: Clr Findley, Clr D'Ath, Clr Boyd, Clr Kotlash, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray AGAINST: Nil CARRIED		<b>Notes:</b> <b>05 Jun 2024 2:19pm Bennett, Hannah</b> Council has requested feedback/comments from the required parties. Submissions are due to be received by 14 June 2024. , A Councillor briefing is scheduled for 20 June 2024. <b>17 Jul 2024 3:19pm Goodsell, Kiralee</b> 1.Council has requested feedback/comments from the required parties. Submissions were received by 14 June 2024. A Councillor briefing was held 20 June 2024., 2&3 still in progress <b>09 Oct 2024 5:50pm Goodsell, Kiralee</b> 1.Council has requested feedback/comments from the required parties. Submissions were received by 14 June 2024. A Councillor briefing was held 20 June 2024. 2&3 still in progress <b>30 Jan 2025 11:43am Goodsell, Kiralee - Reallocation</b> Action reassigned to McLeod, Tim by Goodsell, Kiralee - Allocation to responsible officer <b>30 Jan 2025 11:44am Goodsell, Kiralee</b> A Councillor briefing was held 20 June 2024. 2&3 still in progress. <b>30 Jan 2025 10:59pm McLeod, Tim</b> Meeting held with proponent 11 October 2024. Proponent further considering access provision associated with proposed road closure. To be reported to Advisory Committee and future report to Council <b>31 Mar 2025 9:09am McLeod, Tim</b> Proponent considering access provision associated with proposed road closure. To be reported to Advisory Committee and future report to Council. <b>06 Jun 2025 12:45pm McLeod, Tim</b> Proponent considering access provision associated with proposed road closure. To be reported to Advisory Committee and future report to Council	

<b>Aboriginal Advisory Committee</b> <b>Uncompleted as at 6 August 2025</b> <b>Completed: 1 May 2024 to 6 August 2025</b>	<b>Action Sheets Report</b>
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**COMPLETED ACTIONS – NOT REPORTED**

**PLEASE NOTE:** These actions were completed by staff but have not been formally removed from the action table in a Committee Meeting.

<b>Meeting Date:</b> 07/05/2024	<b>Item No:</b> AA24.12	<b>Officer:</b> Tipton, Micaiah	<b>Completed:</b> 30/01/2025
<b>Title:</b> Additional Item - Provide a Report Back - Status Update on Comberton Grange Rd Comberton - Road Closure			
<b>RESOLVED</b> (By consent)  That the Aboriginal Advisory Committee receive a report back on the status of the Comberton Grange Rd, Comberton road closure.  CARRIED		<b>Notes:</b> <b>23 May 2024 2:37pm Goodman, Rylee</b> This item has been assigned to you for action. Please reassign if required. <b>13 Jun 2024 10:45am Goodman, Rylee - Reallocation</b> Action reassigned to Tipton, Micaiah by Goodman, Rylee - Carly requested to reassign action to Micaiah Tipton. <b>17 Jul 2024 3:39pm Goodsell, Kiralee</b> Completed <b>30 Jan 2025 11:39am Goodsell, Kiralee - Completion</b> Completed by Goodsell, Kiralee on behalf of Tipton, Micaiah (action officer) on 30 January 2025 at 11:39:09 AM - Item completed	

<b>Meeting Date:</b> 07/05/2024	<b>Item No:</b> AA24.11	<b>Officer:</b> McWalters, Carly	<b>Completed:</b> 13/06/2024
<b>Title:</b> Update on Reconciliation Action Plan via Email			
The Community Connections Team will provide an update to the Aboriginal Advisory Committee via email following the meeting on the progress of the Reconciliation Action Plan.  It was noted that Ms Natalie Lloyd is unable to be a representative on the Reconciliation Action Plan. Natalie and staff encouraged any representatives to volunteer.		<b>Notes:</b> <b>13 Jun 2024 4:27pm McWalters, Carly - Completion</b> Completed by McWalters, Carly (action officer) on 13 June 2024 at 4:27:05 PM - RAP Update sent to Governance to distribute to AAC members 13 June 2024	

Aboriginal Advisory Committee Uncompleted as at 6 August 2025 Completed: 1 May 2024 to 6 August 2025			Action Sheets Report
<b>Meeting Date:</b> 30/07/2024	<b>Item No:</b> AA24.5	<b>Officer:</b> Paine, Michael	<b>Completed:</b> 06/08/2024
<b>Title:</b> Presentation Received - Territories Stolen Generations Redress Scheme - National Indigenous Australians Agency			
<p>Mr Michael Newman of the National Indigenous Australians Agency (NIAA) presented on the Territories Stolen Generations Redress Scheme to raise awareness about the Scheme.</p> <p>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.</p> <p>The following topics were discussed:</p> <ul style="list-style-type: none"> <li>• Scheme overview</li> <li>• Scheme eligibility</li> <li>• Applications on behalf of people who have passed</li> <li>• Components of redress</li> <li>• Scheme statistics</li> <li>• Contact us</li> <li>• Q&amp;A</li> </ul> <p>The National Indigenous Australians Agency encourages the Committee Members to share the attached poster and information on this Scheme with their networks.</p> <p>The poster is attached to the Minutes.</p>		<p><b>Notes:</b></p> <p><b>06 Aug 2024 1:15pm Paine, Michael</b> No further action required.</p> <p><b>06 Aug 2024 1:16pm Paine, Michael - Completion</b> Completed by Paine, Michael (action officer) on 06 August 2024 at 1:16:13 PM - No further action required</p>	
<b>Meeting Date:</b> 30/07/2024	<b>Item No:</b> AA24.12	<b>Officer:</b> Goodman, Rylee	<b>Completed:</b> 06/08/2024
<b>Title:</b> Report Received - Aboriginal Advisory Committee - Action Table Report July 2024			
<p><b>RESOLVED</b> (Natalie Lloyd / Sharlene Cruickshank)</p> <p>That the Aboriginal Advisory Committee:</p>		<p><b>Notes:</b></p> <p><b>06 Aug 2024 3:13pm Goodman, Rylee - Completion</b></p>	

<b>Aboriginal Advisory Committee</b> <b>Uncompleted as at 6 August 2025</b> <b>Completed: 1 May 2024 to 6 August 2025</b>	<b>Action Sheets Report</b>
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<ol style="list-style-type: none"> <li>1. Accept and receive the Update Actions report for information.</li> <li>2. The following actions are considered complete and removed from the action table: <ol style="list-style-type: none"> <li>a. AA23.34 - Additional Item Presentation Invitation - Cultural Community Engagement - Invitation Manager Design Services - February 2024 Meeting.</li> <li>b. AA24.1 – Proposed Road Closure – Part Comberton Grange Road.</li> <li>c. AA24.11-Update on Reconciliation Action Plan</li> <li>d. AA24.4 -Standing Apology Request-Nicole Moore</li> <li>e. AA24.5 - Aboriginal Advisory Committee-Action Table Report May 2024-Defer Item to Next meeting.</li> </ol> </li> </ol> <p>CARRIED</p>	<p>Completed by Goodman, Rylee (action officer) on 06 August 2024 at 3:13:01 PM - All actions as listed in resolution are marked completed in infocouncil.</p>
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<b>Meeting Date:</b> 29/04/2025	<b>Item No:</b> AA25.3	<b>Officer:</b> Bowley, Kay	<b>Completed:</b> 17/07/2025
<b>Title:</b> Membership - Reappointment - Resignation - Expired - Sharlene Cruickshank / Natalie Lloyd / Janet Atkins / Sylvia Timbery / Shane Brown / Paul McLeod / Charlie Ashby			
<b>RESOLVED</b> (By consent) That the Aboriginal Advisory Committee: <ol style="list-style-type: none"> <li>1. Accept the resignation of Ms Janet Atkins and thank her for her contribution to the Committee.</li> <li>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: <ol style="list-style-type: none"> <li>a. Ms Sylvia Timbery</li> <li>b. Mr Shane Brown</li> <li>c. Uncle Paul McLeod</li> </ol> </li> </ol>		<b>Notes:</b> <b>18 Jun 2025 3:16pm Andriske, Claire</b> Part 1 Complete, Part 2 – Complete, Part 3 – Complete, Part 4 – Noted – ongoing recruitment of members <b>17 Jul 2025 2:01pm Bowley, Kay - Completion</b> Completed by Bowley, Kay (action officer) on 17 July 2025 at 2:01:57 PM - Part 1 Complete, Part 2 – Complete, Part 3 – Complete, Part 4 – Noted – ongoing recruitment of members	

**Aboriginal Advisory Committee**  
**Uncompleted as at 6 August 2025**  
**Completed: 1 May 2024 to 6 August 2025**

**Action Sheets Report**

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.

CARRIED

## AA25.6 Aboriginal Advisory Committee Terms of Reference Review

**HPERM Ref:** D25/341450

**Department:** Cultural & Community Services

**Approver:** Lindsay Usher, Acting Director - City Development

**Attachments:**

1. Terms of Reference Review 2025 - Tracked Changes (under separate cover) [⇒](#)
2. Terms of Reference Review 2025 - Changes Accepted (under separate cover) [⇒](#)

### Purpose:

To provide the Aboriginal Advisory Committee (AAC) with the draft Terms of Reference (TOR) for information and seek feedback.

### Summary and Key Points for Consideration:

Public Council policies including TOR are to be reviewed every four years within the term of the current Council or when required.

### Recommendation (Item to be determined under delegated authority)

That the AAC receive the draft TOR for information and provide staff with feedback.

### Options

1. The recommendation is adopted as written:

Implications: The TOR will be updated in line with the Council's preferred template for TORs for Section 355 Committees inclusive of any amendments identified as part of the review process.

2. The recommendation is not adopted, and an alternative recommendation is provided.

Implications: The proposed TOR will not be updated, and staff will be required to provide an alternative proposal.

### Background and Supplementary information

Shoalhaven City Council has a significant number of section 355 advisory committees that have been established to offer advice and expertise on a number of subjects. The AAC is one such committee.

Committees are overseen by various teams and directorates across Council. When reviewing the advisory committees across Council the Executive Leadership Team (ELT) identified that there was an opportunity for greater consistency in the TOR documents for those committees.

In response, a new TOR Template for advisory committees has been developed and endorsed. This template has been implemented over recent years across advisory committees and the AAC TOR is now being updated to align with best practice across

Council. The use of this template will ensure improved consistency across Council's advisory committees in how they undertake their functions.

The template provides a format to clarify and assist in managing expectations around advisory committees and their roles. The aim is to assist AAC members in understanding and carrying out their roles and functioning of the advisory committee and any delegation therein.

Council staff have updated the AAC's TOR to align with this new template, see **Attachment 1**, for track changes included, and **Attachment 2**, for the clean version, to review.

AAC are invited to provide feedback to this document which will be considered by staff in the context of available staff resource and budget constraints and will then be reported to Council at a future Ordinary Meeting for endorsement.

### Key Changes to the TOR

Summary of the key changes are below:

#### **Acknowledgement of Country**

The Acknowledgement of Country has been amended to align with the Shoalhaven City Council written Acknowledgement of Country developed by Aboriginal staff and endorsed by Council.

Amendment:

*'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).'*

#### **1. Purpose**

The below has been added to provide the opportunity for the AAC to proactively bring matters and priorities to Council for consideration where there are no other reports on the agenda.

Addition:

*'To provide Council with an understanding of the Aboriginal Communities current needs and priorities, and how that can support Council plans and strategies to be inclusive and culturally informed.'*

#### **4. Role**

This role statement has been amended to keep it consistent with other committees and ensure clarity around the scope of the role.

Amendment:

*'The role of the Committee is to:*

- *Provide cultural advice on Council matters.*
- *Promote understanding of Aboriginal culture and history.*
- *Advocate for inclusive services and facilities.*
- *Advocate for Aboriginal community needs.*
- *Encourage preservation of local heritage.*

## 6. Membership

The Chair has been changed from a community member to be the Community Capacity Builder – Aboriginal position within the Community Connections team. This change is to:

- Maximise community engagement in meetings.
- Remove administrative duties on community members.
- Removes additional load on community members to volunteer more time for meeting preparation.

Amendment:

*‘The Committee will be chaired by the Community Capacity Builder – Aboriginal.’*

In addition, the Chair’s role has been changed to non-voting to support decisions being made by consensus of the Committee.

### 6. Membership - Community Members

The appointment criterion has been updated to align with the recent EOI process.

Amendment:

*‘Following an Expression of Interest (EOI) process, a maximum of 13 local community members, will be appointed that meet the following criteria:*

- *A desire to help strengthen the relationship between Council and Aboriginal community.*
- *Able to provide cultural and community advice which represents the interests of community on matters relating to:*
  - o *Cultural Heritage*
  - o *Community Projects*
  - o *Council Strategies and Plans*
- *Able and willing to commit the required time to participate in meetings*
- *A desire to advocate for community needs, gaps and opportunities’*

### 6. Membership – Chair and Interim Chair

As the Community Capacity Builder - Aboriginal position will undertake the role of Chair, and the existing requirement for *‘The Chair of the Committee will be limited by a four-year tenure and is open to all members of the Committee.’* The below amendment has been made.

Amended:

*‘The Chair of the Committee is the Community Capacity Builder – Aboriginal. In instances where the Chair is not present to perform their duties an interim Chair will be nominated for that meeting and will be Co-Chaired by a staff member as a support for the Chair.’*

In addition to this, the Interim Chair requirement has been added to allow flexibility in instances where the Community Capacity Builder – Aboriginal is unable to chair the meeting.

### 6. Membership – Term of office

A membership check-In six months prior to the end of the membership term will be undertaken to identify which members wish to vacate their roles which allows time for an EOI process to be conducted to recruit new members in time for the commencement of the new term.

The term of office for membership has been changed from four years to two years to:

- o Attract new community members to participate for a more manageable time commitment.



- Encourage fresh perspectives.
- Create more opportunities for community to participate and engage.

## **6. Membership – Community membership appointments**

*To ensure an active committee membership the below amendment has been made.*

Amended:

*‘Conditions of non-attendance: members who do not attend two consecutive meetings will be contacted by the Chair to discuss their continuation on the Committee. Following this, members who are absent for another two consecutive meetings without an appropriate reason will be removed and their position become vacant.’*

*This enables the Chair to remove inactive members so the Committee can maintain quorum and momentum and continue engaging with the community consistently.*

## **7. Committee Meetings - Guiding Principles**

This has been added to provide guidance on how members are expected to carry out their function and responsibilities.

Added:

### **Guiding Principles**

*‘It is expected that members will carry out their functions as members of the Community responsibly*

*Members will endeavour to:*

- *Treat each other and those who interact with the Committee with respect and dignity.*
- *Recognise and respect diverse opinions.*
- *Give each other the space to speak.*
- *Listen with open minds.*
- *Work constructively within the group, including identifying matters and potential recommendations.*
- *Represent the interests of the community they support.*
- *Attend scheduled meetings and inform the Chair if they be unable to attend.’*

## **7. Committee Meetings – Voting**

This change removes the Chair – Community Capacity Builder – Aboriginal from voting membership and aims to support decisions being made by consensus of the Committee.

Amended:

*‘It is expected that the Committee, and any working group, develop recommendations by consensus. Any votes against will be recorded in the minutes.’*

## **Internal Consultations**

The Governance Team have provided guidance on proposed changes to this TOR to ensure consistency with other 355 Committee TORs.

## **External Consultations**

Members of the AAC will be consulted regarding the proposed amendments to the TOR.

**Community Consultations**

Members of the AAC are community members and as mentioned above, will be consulted at the first meeting of the committee.

**Policy and Statutory Implications**

The only Council policy relevant for this report is the TOR in question. The AAC will be required to provide alternative amendments should members not agree to the proposed changes.

**Financial Implications**

There are no funds or resources outside of staff time required to propose TOR amendments for the AAC.

Risk Implications Council recognises the importance of maintaining good relationships and upholding core organisational values in all interactions with members of our Section 355 Committees. Council will tolerate appropriate and effective interventions to improve the functioning of these Committees.

## AA25.7 Implementation Update - Reconciliation Action Plan

**HPERM Ref:** D25/330467

**Department:** Cultural & Community Services

**Approver:** Gordon Clark, Strategic Planning Manager

**Attachments:** 1. RAP Implementation Schedule 2025/26 [↓](#)  
2. Terms Of Reference - RAP Yarning Group [↓](#)

### Purpose:

The purpose of this report is to provide an update on the implementation of Council's Reflect Reconciliation Action Plan (RAP).

In addition, the report seeks nomination of two Aboriginal Advisory Committee (the Committee) representatives to join the RAP Yarning Group for the term of the RAP (to be implemented through to September 2026).

### Summary and Key Points for Consideration:

The implementation period for Council's Reflect RAP March 2025 to September 2026. At the date of this report Council is five months into this 18-month term. If additional time is required to deliver the RAP Actions, Council may obtain a six-month extension of time by application to Reconciliation Australia.

The 48 Actions in the RAP each have a plan for implementing the deliverables and staff will provide progress updates in Council's online reporting system. The first reporting through this system will be available in October 2025 for the period 25 March to 30 September 2025, and subsequent reporting will then be every six months. Currently 11 RAP Actions have already been delivered, with another 10 Actions due for completion by the end of September 2025, in line with the RAP implementation schedule (**Attachment 1**).

Staff delivering RAP Actions may also attend RAP Yarning Group and RAP Working Group meetings to provide updates on project progress and request advice to inform their actions.

This report recommends that the Committee nominate two representatives to join the RAP Yarning Group for the duration of the current plan. Meetings are held every two months from 10am-12noon on Thursdays.

### Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee:

1. Receive this report, *Update on Reconciliation Action Plan - Implementation*, for information.
2. Nominate two members to represent the Aboriginal Advisory Committee on the Reconciliation Action Plan Yarning Group.

### Options

1. Support the recommendation and nominate two representatives for the RAP Yarning Group.

Implications: Shows support for the implementation of the Reconciliation Action Plan.

2. Receive the report for information, but not nominate representatives to join the RAP Yarning Group during the implementation of the Plan.

Implications: Committee 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 then potentially not include contribution from the Committee

3. Adopt an alternative recommendation.

Implications: Will depend on the nature of any alternate recommendation.

## Background and Supplementary information

### Update – Implementation of the RAP

RAP Working Group and RAP Yarning Group meetings are continuing bi-monthly throughout the term of the Plan, with every second meeting being a combined meeting of the two groups. Combined meetings offer increased opportunities for collaboration and cross-fertilisation of ideas between staff and community representatives.

RAP Actions have been discussed at three meetings since the last Committee update report, as advised in the Internal Consultations section below.

### Nomination of Representatives for the RAP Yarning Group

On 26 July 2022, the Committee 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)*

Most recently, Ms Caryn Carpenter has been the nominated Committee representative attending RAP Yarning Group meetings.

The RAP Yarning Group Terms of Reference (**Attachment 2**) has been amended to apply throughout the implementation of the Plan and includes the following clauses in reference to Committee representatives on the RAP Yarning Group:

#### *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 Committee continue its support of the RAP Yarning Group's function by the nomination of two members to join the group for the term of the RAP implementation.

Future meetings of the RAP Yarning Group in 2025 are scheduled for:

- 18 September 10am-12pm Combined meeting – RAP Yarning Group & RAP Working Group, Nowra Showground
- 13 November 10am-12pm RAP Yarning Group, Tomerong Hall

### Internal Consultations

A request for Expression of Interest (EOI) to join the RAP Working Group was advertised to all Council staff, to fill two vacant staff positions on the Group. Should both positions not be filled the EOI will remain open to enable future applications.

Council staff with RAP Actions have attended the following meetings to request input and provide updates. A summary of discussion outcomes is included here:

#### Combined Meeting of RAP Yarning Group and RAP Working Group - 8 May 2025

- Water Operations and Maintenance team: *RAP Action 2.1.8 Investigate alternative workwear options for teams that incorporate local Aboriginal artwork.*

An Expression of Interest has been issued for provision of local Aboriginal art for staff uniforms and decals for Council cars.

- Community Connections team: *RAP Action 4.2.4 Define appropriate systems and capability to track, measure and report on RAP commitments.*

Council staff will provide updates through Council's Integrated Planning and Reporting (IPR) online reporting system.

- RAP Working Group Co-Chairs: *RAP Action 1.3.4 Reconciliation Action Plan Working Group members to attend team briefs across the organisation, to inform teams about the RAP.*

Council staff have developed a Toolbox Talk to introduce the RAP at Team Brief Meetings.

#### RAP Yarning Group Meeting - 24 July 2025

- Human Resources team:
  - *RAP Action 2.1.2 Conduct a review of cultural learning needs within our organisation.*
  - *RAP Action 3.1.3 Investigate mechanisms to acknowledge the cultural load on Council's Aboriginal staff.*

Group members shared insights with staff and the feedback received will assist staff in planning and progressing these Actions.

- Community Connections team: *RAP Action 1.1.2 Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.*

The Group provided insights into local community concerns and discussed options for improving consultation for partnerships with Aboriginal and Torres Strait Islander stakeholders.

#### RAP Working Group Meeting, 14 August 2025

- Human Resources team:
  - *RAP Action 2.1.2 Conduct a review of cultural learning needs within our organisation.*

- *RAP Action 3.1.3 Investigate mechanisms to acknowledge the cultural load on Council's Aboriginal staff.*
- At the time of writing, this meeting has not taken place and a verbal update can be provided to the Committee.

### External Consultations

The RAP Project Lead attended a Reconciliation Australia *Learning Circles* workshop on 6 May 2025. The workshop brought together a broad range of organisations to establish connections in the RAP network and discuss topics related to RAP implementation. A workshop focus was to build genuine and trusting relationships with Aboriginal and Torres Strait Islander peoples to remove barriers to self-determination and promote transformational change.

### Community Consultations

An event to launch the adopted Plan was held at the Shoalhaven Regional Gallery on 28 May 2025. The event celebrated Council's RAP commitments with a very special Welcome to Country by Uncle Tom Moore, Smoking Ceremony from 7Gununs, exhibition of the RAP Artwork by Jaz Corr, performances by young local indigenous singers Bandria McLeod and Kiara Edwards, and delicious catering from Blak Cede Gunyah Cafe.

Feedback from Elders, community members, RAP Yarning Group and RAP Working Group members, dignitaries, Councillors and staff was very positive with thanks to everyone involved for their adaptability and collaboration.

### Policy and Statutory Implications

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

### Financial Implications

Most deliverables in the Plan, 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 Plan 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 Plan 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.

Reflect RAP March 2025 - September 2026 ACTIONS

YG Mtgs attended	WG Mtgs attended	Status	Deliverable	Responsible Team	Responsible Officer	Timeframe (completion)	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
N/A	N/A	In Progress	1.2.1 Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	City Performance - People & Culture	Manager - People & Culture	May-2025, May-2026			C												X				
N/A	N/A	In Progress	4.1.1 Maintain a RWG to govern RAP implementation.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Jun-2025	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N/A	N/A	Complete	4.1.2 Review a Terms of Reference for the RWG.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Jun-2025	X	X	X	C															
08/05/2025	08/05/2025	In Progress	1.3.4 Reconciliation Action Plan Working Group members to attend team briefs across the organisation, to inform teams about the RAP.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Sep-2025	X	X	X	X	X	X	X												
N/A	N/A	In Progress	2.3.3 RAP Working Group to participate in an external NAIDOC Week event.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Jul-2026					C												X		
08/05/2025	08/05/2025	Complete	2.1.8 Investigate alternative workwear options for teams that incorporate local Aboriginal artwork.	Shoalhaven Water - Water Operations & Maintenance	Water Operations and Maintenance Manager	Sep-2025	C																		
N/A	N/A	Complete	4.3.2 Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	City Development - Cultural & Community Services	Social Planner	Jun-2025, Jun-2026				C												X			
N/A	N/A	Not Commenced	4.4.1 Register via Reconciliation Australia's website to begin developing our next RAP - DEFER TO 2026	City Development - Cultural & Community Services	Social Planner	Jun-2025																X			
08/05/2025	08/05/2025	Complete	4.2.4 Define appropriate systems and capability to track, measure and report on RAP commitments.	City Development - Cultural & Community Services	Social Planner	Jul-2025			C																
N/A	N/A	Not Commenced	4.3.3 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	City Development - Cultural & Community Services	Social Planner	Sep-2025, Sep-2026						X	X											X	X
24/07/2025	N/A	In Progress	1.1.2 Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	City Development - Cultural & Community Services	Social Planner	Jun-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
N/A	N/A	In Progress	1.4.1 Research best practice and policies in areas of race relations and anti-discrimination.	City Development - Cultural & Community Services	Social Planner	Jun-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
13/11/2025	18/09/2025	In Progress	2.4.1 Engage with staff and community to understand their experiences of reconciliation, both in the Shoalhaven and when interacting with Council, to inform how we plan and deliver our services.	City Development - Cultural & Community Services	Social Planner	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		In Progress	2.1.4 Promote Shoalhaven Libraries' Aboriginal and Torres Strait Islander Collections to local community.	City Development - Cultural & Community Services	Collections & Resources Manager	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		In Progress	2.2.2 Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	City Development - Cultural & Community Services	Lead - Community Capacity Building	Dec-2025	X	X	X	X	X	X	X	X	X	X									
		In Progress	2.3.1 Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	City Development - Cultural & Community Services	Lead - Community Capacity Building	Dec-2025	X	X	X	X	X										X	X			
		In Progress	2.1.9 Investigate making Customer Service areas more culturally welcoming by incorporating suitable art, signage, stories, historical photos and information.	City Performance - Customer Experience	Manager - Customer Experience	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		In Progress	1.1.1 Build a greater understanding of Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	City Development - Cultural & Community Services	Community Capacity Builder - Aboriginal	Jun-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			

Reflect RAP March 2025 - September 2026 ACTIONS

YG Mtgs attended	WG Mtgs attended	Status	Deliverable	Responsible Team	Responsible Officer	Timeframe (completion)	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
		In Progress	1.3.2 Identify external stakeholders that our organisation can engage with on our reconciliation journey.	City Development - Cultural & Community Services	Community Capacity Builder - Aboriginal	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N/A	N/A	In Progress	3.1.4 Attend events and programs led by Aboriginal communities to build relationships and share information.	CEO's Office - Media & Communications (Community Engagement)	Community Engagement Officer - Media & Communications	Jun-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
N/A	N/A	Complete	2.2.3 Include an Acknowledgment of Country on all Shoalhaven City Council staff email blocks.	City Performance - Information Services	Information Technology Manager	Jun-2025	X	X	X	X															
N/A	N/A	In Progress	2.1.6 Share resources with community groups (including Community Consultative Bodies) about reconciliation, including what an Acknowledgment of Country is and why it is important, with examples.	City Development - Cultural & Community Services	Community Connections Officer	Sep-2025	X	X	X	X	X	X	X												
N/A	N/A	In Progress	4.2.3 Maintain a senior leader to champion our RAP internally.	Executive Management Team	Chief Executive Officer	Jun-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N/A	N/A	In Progress	2.1.3 Provide ongoing opportunities for Council staff and Councillors to learn about Aboriginal heritage, customs and culture including in corporate inductions and cultural awareness and immersion training and attendance at cultural events.	City Performance - People & Culture	Lead - Human Resources	Jul-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
N/A	N/A	In Progress	1.3.1 Communicate our commitment to reconciliation to all staff.	City Performance - People & Culture	Lead - Human Resources	May-2025, May-2026			C												X				
N/A	N/A	Complete	1.4.2 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	City Performance - People & Culture	Lead - Human Resources	Jun-2025	X	X	X	C															
N/A	N/A	In Progress	3.1.2 Investigate opportunities for targeted Aboriginal positions within Council teams across the organisation.	City Performance - People & Culture	Lead - Human Resources	Sep-2025	X	X	X	X	X	X	X												
24/07/2025 Rachel & Lara (cultural safety induction 1/7)	14/08/2025	In Progress	3.1.3 Investigate mechanisms to acknowledge the cultural load on Council's Aboriginal staff.	City Performance - People & Culture	Lead - Human Resources	Sep-2025	X	X	X	X	X	X	X												
		In Progress	3.3.1 Review Council's leave policy considering impacts on Aboriginal and Torres Strait Islander people.	City Performance - People & Culture	Lead - Human Resources	Sep-2025	X	X	X	X	X	X	X	X	X	X									
N/A	N/A	In Progress	3.3.2 Socialising and supporting managers to understand any policy changes.	City Performance - People & Culture	Lead - Human Resources	Sep-2025	X	X	X	X	X	X	X												
N/A	N/A	In Progress	1.2.3 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	City Performance - People & Culture	Lead - Human Resources	Jun-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
		In Progress	2.1.5 With the assistance of Elders sharing their experiences of living in the Shoalhaven, collect and preserve the stories of the local Aboriginal community and make these accessible into the future through the Shoalhaven Libraries' Oral History project.	City Development - Cultural & Community Services	Local Heritage Librarian	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N/A	N/A	Complete	4.1.3 Maintain Aboriginal and Torres Strait Islander representation on the RWG.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Jun-2025	X	X	X	C															
N/A	N/A	In Progress	4.3.1 Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Jun-2025, Jun-2026				C												X			
		In Progress	1.3.3 Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	City Development - Cultural & Community Services	Manager - Community Connections	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		In Progress	2.2.1 Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.	City Development - Cultural & Community Services	Manager - Community Connections	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



Reflect RAP March 2025 - September 2026 ACTIONS

YG Mtgs attended	WG Mtgs attended	Status	Deliverable	Responsible Team	Responsible Officer	Timeframe (completion)	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
N/A	N/A	In Progress	4.2.1 Define resource needs for next RAP development and implementation.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N/A	N/A	In Progress	4.2.2 Engage senior leaders in the delivery of RAP commitments.	City Development - Cultural & Community Services, City Performance - People & Culture	RAP Working Group Co-Chairs: Manager - Community Connections, Manager - People and Culture	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N/A	N/A	In Progress	1.2.2 RAP Working Group members to participate in an external NRW event.	City Development - Cultural & Community Services	Manager - Community Connections	27 May - 3 June 2025, and 27 May - 3 June 2026					C										X	X			
N/A	N/A	Complete	3.2.1 Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	City Performance – Finance	Procurement Manager	Jun-2025	X	X	X	C															
N/A	N/A	Complete	3.2.2 Investigate Supply Nation membership.	City Performance – Finance	Procurement Manager	Jun-2025	X	X	X	C															
N/A	N/A	Complete	2.3.2 Introduce our staff to NAIDOC Week by promoting external events in our local area.	City Performance - People & Culture	Workplace Learning Business Partner	Jul-2025	X	X	X	X	C														
N/A	N/A	In Progress	2.1.1 Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	City Performance - People & Culture	Workplace Learning Business Partner	Sep-2025	X	X	X	X	X	X	X												
24/07/2025 (cultural safety induction 1/7)	14/08/2025	In Progress	2.1.2 Conduct a review of cultural learning needs within our organisation.	City Performance - People & Culture	Workplace Learning Business Partner	Sep-2025	X	X	X	X	X	X	X												
N/A	14/08/2025	In Progress	3.1.1 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	City Performance - People & Culture	Workplace Learning Business Partner	May-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
		In Progress	2.4.2 Run programs and activities that are culturally appropriate for Aboriginal communities in libraries and outreach programs.	City Development - Cultural & Community Services	Outreach & Digital Resources Manager	Sep-2026	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N/A	N/A	Complete	3.2.3 Improve opportunities by generating a database of Aboriginal artists interested in Council public or corporate artwork commissions.	City Development - Cultural & Community Services	Shoalhaven Regional Gallery Director	Jun-2025	X	X	X	C															
		In Progress	2.1.7 Celebrate and exhibit Aboriginal and Torres Strait Islander peoples works from Shoalhaven City Art Collection Aboriginal Art collection in customer-facing locations across Shoalhaven City Council facilities	City Development - Cultural & Community Services	Shoalhaven Regional Gallery Director	Sep-2025	X	X	X	X	X	X	X												

# RECONCILIATION ACTION PLAN YARNING GROUP – Terms of Reference

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

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**RAP Yarning Group – Terms of Reference**

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**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.

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**RAP Yarning Group – Terms of Reference**

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**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.

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**RAP Yarning Group – Terms of Reference**

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**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

## AA25.8 Notice of Motion referred to Aboriginal Advisory Committee - Acknowledgement and Welcome to Country - Support

**HPERM Ref:** D25/364983

**Department:** Cultural & Community Services

**Approver:** Lindsay Usher, Acting Director - City Development

### Purpose:

As per the Council resolution MIN25.371 Council are referring to the Aboriginal Advisory Committee (AAC) for further comment.

### Summary and Key Points for Consideration:

Council resolved to:

**RESOLVED** (Clr Proudfoot / Clr Cox) MIN25.371

*That Council:*

- 1. Continues to give its enthusiastic support for the Acknowledgement Of Country at Council Meetings, other important meetings and selected appropriate occasions. In addition, Council wholeheartedly gives its support to ceremonial Welcomes To Country performed by a First Nation's person for appropriate special occasions and events.*
- 2. Refer this resolution to the Aboriginal Advisory Committee for further comment.*

This report aims to seek feedback from the Committee on the above Notice of Motion

### Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee discuss the resolved Notice of Motion MIN25.371 and provide any feedback that they deem appropriate.

### Options

1. Adopt the recommendation as written

Implications: The AAC provide feedback to MIN25.371 resolution of Council.

2. Receive this for information

Implications: The AAC receive the report for information and do not provide further

### Background and Supplementary information

At Council's Ordinary meeting of Tuesday 12 August 2025 (MIN25.371) Council resolved to:

**RESOLVED** (Clr Proudfoot / Clr Cox)

*That Council*

- 1. Continues to give its enthusiastic support for the Acknowledgement Of Country at Council Meetings, other important meetings and selected appropriate occasions.*



*In addition, Council wholeheartedly gives its support to ceremonial Welcomes To Country performed by a First Nation's person for appropriate special occasions and events.*

2. *Refer this resolution to the Aboriginal Advisory Committee for further comment.*

*FOR: Clr White, Clr Clancy, Clr Kemp, Clr Casmiri, Clr Dunn, Clr Cox, Clr Wilkins, Clr Proudfoot, Clr Tribe, Clr Norris, Clr Boyd and Clr Krikstolaitis*

*AGAINST: Nil*

*CARRIED*

This report aims to seek feedback from the Committee on the above Notice of Motion. Council has previously endorsed a standard written Acknowledgement of Country for use in Council documents and agendas (below) which was also supported by the AAC.

**RESOLVED** (Clr Christen / Clr Gray)

MIN24.447

*That Council as supported and endorsed by 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.*

*Walawaani njindiwan (safe journey to you all)*

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.*

In practice, Council already implements Acknowledgements of Country and Welcomes to Country across a range of meetings, events and civic occasions. However, there is currently no formal policy or framework in place to guide when and how these protocols are delivered.

The Notice of Motion seeks to strengthen Council's approach by formalising the practice. The matter has been referred to the AAC to provide feedback and advice before any recommendations are presented back to Council.

**Internal Consultations**

Notice of Motion has not requested internal consultation. This NoM has been reviewed by Community Connections staff and is being provided to the AAC for comment in accordance with Council processes.

**External Consultations**

Notice of Motion has not requested external consultation.

**Community Consultations**

Notice of Motion is being submitted to AAC for comment.

**Policy and Statutory Implications**

Notice of Motion has not requested comment on policy and statutory implications.

**Financial Implications**

Notice of Motion has not requested any financial budget.

**Risk Implications**

Notice of Motion has not requested comment on risk implications.

## AA25.9 Information Report - Planning Proposal (rezoning) for Nebraska Estate, St Georges Basin

**HPERM Ref:** D25/219990

**Department:** Strategic Planning

**Approver:** Lindsay Usher, Acting Director - City Development

### Purpose:

The purpose of this report is to update the Aboriginal Advisory Committee (AAC) on a relevant Council-initiated Planning Proposal (rezoning) for the Nebraska Estate at St Georges Basin.

### Summary and Key Points for Consideration:

Nebraska Estate is the last unresolved 'paper subdivision' in the Jervis Bay area, comprising approximately 90 lots in 50 separate ownerships. 'Paper subdivisions' were approved around 100 years ago but generally remained undeveloped and without infrastructure, and are typically not zoned for development.

The Nebraska Estate Planning Proposal (PP) seeks to rezone the sensitive environmental land from *RU2 Rural Landscape* to *C2 Environmental Conservation*, while the less constrained land is proposed to be rezoned to a mix of *R5 Large Lot Residential* and *C4 Environmental Living*.

Three Aboriginal sites (*Note: all three have duplicate AHIMS numbers*) are located within the proposed C2-zoned area (where no residential development is proposed).

If the Estate is rezoned, Council will need to coordinate the provision of essential infrastructure upgrades (roads, water, sewerage, electricity) to support actual development, subject to securing approval for a special rate variation to recoup the costs from the landowners.

An Aboriginal Heritage Impact Permit (AHIP) application accompanied by an updated Aboriginal Cultural Heritage Assessment (ACHA) would be prepared before any commencement.

### Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee receive the report for information.

### Options

1. Receive the report for information, as recommended.

Implications: No direct implications, noting a letter has been sent to the Jerrinja Local Aboriginal Land Council (LALC) inviting comment or early feedback.

2. Adopt an alternate recommendation.

Implications: Unknown

## Background and Supplementary information

Nebraska Estate comprises approximately 90 lots in 50 separate ownerships and is the last unresolved 'paper' subdivision in the broader Jervis Bay Region identified for investigation in Council's adopted planning strategies. The subject land is shown in **Figure 1** below.

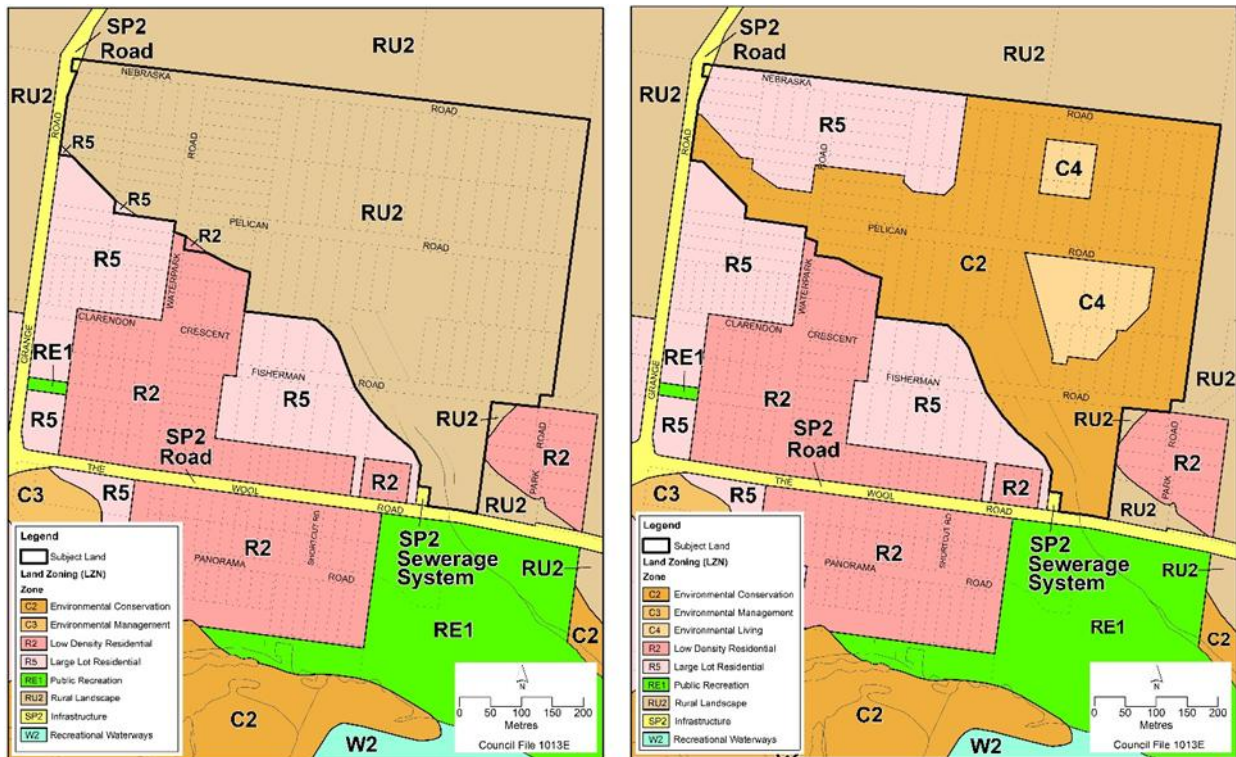


**Figure 1** – Subject Land overlaid onto aerial photo

## Proposal Overview

Land with important environmental values is proposed to be rezoned from *RU2 Rural Landscape* to *C2 Environmental Conservation*, while the less constrained land is proposed to be rezoned to a mix of *R5 Large Lot Residential* and *C4 Environmental Living* – see **Figure 2**.





A site-specific development control plan (DCP) will be prepared to help ensure the intended outcomes of the PP are realised – see **Figure 3**.



Council's Policy titled '[Voluntary Acquisition – Residual C2 Environmental Conservation Land - Jerberra & Nebraska Estates](#)' would allow Council in the longer term to purchase residual C2 land (willing buyer/willing seller) and manage the acquired land for conservation in perpetuity.

If the PP is not completed, the Estate's future will remain uncertain; properties will continue to be bought and sold on the speculative market. Land ownership will continue to be fragmented and jeopardising the Estate's environmental values.

### **Aboriginal cultural heritage**

The current PP is founded/based on studies conducted over three decades, including Aboriginal cultural heritage assessments completed in 1994, 1995, 2001, and 2009. Two small scatters of stone artifacts and one isolated artifact were identified within the drainage lines.

All three Aboriginal sites are situated within the proposed C2-zoned land where no residential development is proposed. However, if the land is rezoned, some ground disturbance may or will eventually be necessary in these areas to enable the future provision of roads, water, sewerage and electricity. This will need to be coordinate/managed by Council. As part of this an Aboriginal Heritage Impact Permit (AHIP) application, accompanied by an updated Aboriginal Cultural Heritage Assessment will be prepared in consultation with the Aboriginal community.

### **Internal Consultations**

A range of teams have been consulted in relation to this longstanding planning matter, including the biodiversity and flooding teams in Development Services and City Services.

### **External Consultations**

The PP has been referred to the Jerrinja LALC for comment, as well as several Government agencies.

### **Community Consultations**

The PP is expected to be publicly exhibited later this year. The Estate's landowners have been consulted throughout this long-running matter.

### **Policy and Statutory Implications**

Nil.

### **Financial Implications**

This PP has been largely funded by the Estate's landowners through a special rate. If the Estate is rezoned as proposed, a new special rate arrangement will need to be put in place to fund the required infrastructure upgrades.

### **Risk Implications**

None known at present.