

Aboriginal Advisory Committee

Meeting Date: Monday, 25 August, 2025

Location: Osprey Training Room, City Administrative Centre, Bridge Road, Nowra

Attachments (Under Separate Cover)

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Aboriginal Advisory Committee – Terms of Reference

Adoption Date:	16/08/2016
Amendment Date:	28/02/2017, 26/09/2017, 25/09/2018, 26/11/2019, 7/02/2022, 14/11/2022, 17/07/2023
Minute Number:	MIN16.656, MIN17.149, MIN17.853, MIN17.882, MIN18.243, MIN19.900, MIN22.57, MIN22.871, MIN23.356
Review Date:	01/12/2024
Directorate:	City Development Lifestyles
Record Number:	POL24/98

Aboriginal Advisory Committee – Terms of Reference

Acknowledgement

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 niindiwan (safe journey to you all)

We acknowledge all Aboriginal people of the Shoalhaven the Jerrinja, Wandj Wandian, Wodi Wodi, Bherwerre, Murramarang, Budawang and Aboriginal members of Roseby Park and Wreck Bay communities and value their long, rich cultural and spiritual connections to the Shoalhaven area. This is evident in the stories and ceremonies, the natural landmarks and the sacred objects embedded in the landscapes and waterways throughout this region

1. Purpose

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

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.

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.

1.2. Interpretation

For the purpose of this document:

- Member means a member of the Committee
- Council means Shoalhaven City Council
- Chairperson / Chair means the chairpersons of the Committee
- Elected members mean the elected Councillors of Shoalhaven City Council
- LGA means Local Government Area
- ~~NPWS means National Parks and Wildlife Service~~
- LALC means Local Aboriginal Land Council
- Aboriginal means both Aboriginal and Torres Strait Islander communities

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Aboriginal Advisory Committee – Terms of Reference

2.3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

3.4. Role

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. 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.

On occasions where an the AAC representation is member is requested the Community Capacity Builder – Aboriginal (Chair) will work with the Committee to carry out appropriate engagement by Council or other organisations to represent the Committee at external meetings or activities this request must be put through the Committee prior to a representative attending.

Key strategy, plan and other linkages

The purpose of this Committee is linked to the achievement of the following objectives and actions within the Council's Strategies, Plans and other documentation:

4.5. Delegations

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Aboriginal Advisory Committee – Terms of Reference

Advisory cCommittees, may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report through Manager – Community Connections.

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

5.6. Membership

The Committee will be chaired by ~~the Community Capacity Builder – Aboriginal~~ ~~an appointed Aboriginal community member of the AAC.~~ The Committee is expected to act in accordance with the Role of the Committee as defined above in Section 4.

Representatives must live in the Shoalhaven Local Government area (LGA) area on a full-time or part-time basis. The composition will be:

Voting Members

- ~~Thirteen (13)~~ local Aboriginal community ~~representatives-members~~ including:
 - ~~Elders;~~
 - ~~Two~~ Youth ~~representatives~~ (including ~~2~~ Youth, aged 18 – 25 years, ~~members~~).

Non-voting Members

- ~~Three (3) members-being-a~~Chair – ~~Community Capacity Builder - Aboriginal~~
- ~~One~~ representative from each Local Aboriginal Land Council
- All available councillors – ~~non-voting~~
- Council's Chief Executive Officer (CEO) or nominee
- ~~Other Relevant Government Agencies, Community Organisations and Service Providers~~

Councillor Representatives

~~Council appoints (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.~~

~~If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.~~

Community MembersRepresentatives

Following an Expression of Interest (EOI) process, a maximum of ~~thirteen (13)~~ local community ~~membersrepresentatives~~, 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:~~

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Aboriginal Advisory Committee – Terms of Reference

- 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

~~— A broad interest, and understanding of insert criteria.~~

~~— A commitment to insert criteria~~

~~— Local resident or businessperson living or working within the Shoalhaven.~~

~~— Insert any other relevant criteria~~

- * ~~— Aboriginal community members living in the Shoalhaven local area.~~
- * ~~— Being Aboriginal with a strong community connection to the people and area.~~
- * ~~— Promote an understanding of Aboriginal people, history & culture in the Shoalhaven.~~
- * ~~— Motivated about having a positive impact on the lives of Aboriginal people in the Shoalhaven region~~
- * ~~— Is Advocate for Aboriginal people in the community particularly in representing the various views and beliefs of communities of the Shoalhaven~~
- * ~~— Motivated to identify opportunities for collaboration between Aboriginal communities and Council~~

~~Community representatives with Committee membership have voting rights upon completing an induction.~~

Community membership representative appointments:

- Nominations should be advertised throughout the community via an EOI process and through the support of the Aboriginal Community Capacity builders.
- Social media advertising: Advertising across relevant community networks
- Appointments to the Committee will be for a ~~four (4) two (2)~~ year term, with a set commencement and finish date, and standing members may re-nominate for ~~one (1) an~~ additional term.
- At the end of the second term, a community member's position will be declared vacant and an EOI process completed. If this process results in no new membership appointments the community member previously occupying the vacant position may re-nominate for their position.
- ~~Vacancies will be advertised locally via media and Council communication networks and through the support of the Community Capacity Builder, Aboriginal.~~
- Council will manage the application process ~~in consultation guided by~~ with the Community Capacity Builder, Aboriginal.
- ~~An interview panel will consist of an Independent Council staff member, the Chair of the AAC and one Aboriginal Committee representative to assess the applications against the agreed criteria for the Committee. Appointment recommendations to AAC to be submitted to Council at the next Ordinary Meeting for endorsement.~~
- ~~An assessment panel consisting of the Chair (Community Capacity Builder – Aboriginal), a Council staff member (Lead – Community Capacity Building), a community member of the Committee. (Manager – insert relevant department), the Chairperson of the Committee and one (1) suitably qualified independent~~

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Aboriginal Advisory Committee – Terms of Reference

~~representative will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.~~

- ~~Conditions of non-attendance: members who do not attend two (3) 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, without apologies will be notified of the vote going to the committee to be removed. Non-active members disrupt the function of the committee.~~
- ~~Awaiting members will be considered by the committee for replacement of non-active members.~~
- ~~If there are After two consecutive non quorate meetings, the Chair on venue will contact the members of the Committee Chair and each AAC Members to determine their continuation on the Committee. If required, a fresh EOI process will be undertaken.~~

Council Officers

Council officers may attend meetings to provide specialist professional advice in relevant areas being addressed by the AAC. Council officers do not have voting rights.

Government Agencies, Community Organisations and Service Providers

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members.

Chair and *Interim* Deputy Chair

~~The Chair of the Committee is the Community Capacity Builder – Aboriginal, will be appointed from the Aboriginal community membership of the Committee.~~

~~In instances where the Chair is not present to perform their duties an interim the Chair will be nominated from the Committee for that meeting and will be Co-Chaired by a staff member as support for the Chair. Committee will appoint an Acting Chair for the meeting.~~

~~The Chair of the Committee will be limited by a two (2) four (4) year tenure and is open to all members of the Committee.~~

Terms of Office

- ~~The term of the Chair is ongoing, will be a two (2) four (4) year tenure.~~
- ~~Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference (ToR).~~

~~The term of the Chair will be one (1) year which will be reviewed annually in September, OR at the achievement of [insert detail of deliverable of project/ plan]~~

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Aboriginal Advisory Committee – Terms of Reference

- ~~Community member Appointments to the Committee will be for a two (2)-year term with a set commencement and finish date for all members. Six months prior to the end of the membership term, members will be consulted as to whether, with an option they would like the option to re-nominate and for appointment for one (1) additional term.~~
- ~~Community member representatives are appointed through an Expression of Interest (EOI) process with the exclusion of casual vacancies should they arise.~~
- ~~If a representative is terminated or resigns an early substitute will be appointed only until the fixed finish date as a casual vacancy~~
- ~~Community member representatives are appointed through an Expression of Interest process with the exclusion of casual vacancies should they arise.~~
- ~~Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference (TOR).~~

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6.7. Committee Meetings

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~~

Agenda

Agenda will be distributed ~~seven~~7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by ~~submitting~~requesting a report on a particular ~~matter~~issue four (4) weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

~~Agenda will be distributed 7 days prior to the date of the meeting.~~

~~Residents requests for service or operational action by Council between meetings should be raised via the Report/ Request or Provide Feedback tool on the Council Website.~~

~~Reports or queries about the meeting arrangements should be forwarded to the meeting secretariat (Governance)~~

~~Councillors and members can contribute to the agenda by submitting a report on a particular issue within the scope of the terms of reference and delegation of the committee four (4) weeks prior to the meeting. The inclusion of the item on the agenda will be subject to the approval of the Chair and the relevant Director.~~

Aboriginal Advisory Committee – Terms of Reference

Quorum

~~Quorum will be five, which must include (5) provided that the Community Capacity Builder – Aboriginal as Chair or an Interimacting Chair with voting rights and four (4) community members/representatives are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.~~

Voting

It is expected that the Committee, and any working group, develop recommendations by consensus. ~~If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.~~ Any votes against will be recorded in the minutes.

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Meeting Schedule

In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person or electronically. Please note as required the Committee can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e. not making recommendation / resolution.

Minutes

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

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 therefore shall not ~~use, or use or~~ remove any information unless the member is authorised to do so.

Communication, Media and Public Comment

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Committee is the preferred point of contact for communication between members and Council staff.
- Council will endeavour to utilise the Chair as the primary point of contact to communicate with Committee members.

Aboriginal Advisory Committee – Terms of Reference

7-8. Council Staff Responsibility

The Committee's contact within Council is the Community Capacity Builder - Aboriginal, within the City Development/Lifestyles Directorate. This Directorate is considered to be responsible for ensuring the agenda and presentations remain relevant to the Committee's role and presenting the Action Table Report.

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Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate. Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

Governance is responsible for administrative support functions of the Committee such as collating and distributing the agenda, minutes, and notation of apologies.

8-9. Code of Conduct

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

A meeting where conduct not in accordance with these requirements may be adjourned or closed without notice and a breach of the Code of Conduct may lead to a member being expelled from the Committee.

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9-10. Document Control

These ToR are reviewed at the commencement of each term of Council or as required. Amendments to these ToR are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.

10-11. Other Relevant Documents List/Control

Code Of Conduct
Code of Meeting Practice
Community Strategic Plan
Terms Of Reference Template
Statement of Commitment 2010 (SoC)
Uluru Statement of the Heart June 2020

11-12. Review

After every Council election these TOR will be reviewed and updated.

Aboriginal Advisory Committee – Terms of Reference

Adoption Date:	16/08/2016
Amendment Date:	28/02/2017, 26/09/2017, 25/09/2018, 26/11/2019, 7/02/2022, 14/11/2022, 17/07/2023
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1. Purpose

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

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.

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.

2. Interpretation

For the purpose of this document:

- Member means a member of the Committee
- Council means Shoalhaven City Council
- Chairperson / Chair means the chairpersons of the Committee
- Elected members mean the elected Councillors of Shoalhaven City Council
- LGA means Local Government Area
- LALC means Local Aboriginal Land Council
- Aboriginal means both Aboriginal and Torres Strait Islander communities
- *CSP means the Shoalhaven City Council Community Strategic Plan*
- *DPOP means the Shoalhaven City Council Delivery Program Operational Plan*
- Add here any other commonly used phrases or acronyms specific to the Committee

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

Aboriginal Advisory Committee – Terms of Reference

4. Role

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.

On occasions where AAC representation is requested the Community Capacity Builder – Aboriginal (Chair) will work with the committee to carry out appropriate engagement.

5. Delegations

Advisory committees may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report through Manager – Community Connections.

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

6. Membership

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

The Committee is expected to act in accordance with the Role of the Committee as defined above in Section 4.

Representatives must live in the Shoalhaven Local Government area (LGA) area on a full-time or part-time basis. The composition will be:

Voting Members

- Thirteen local Aboriginal community members including:
 - Two Youth representatives (aged 18 – 25 years).

Non-voting Members

- Chair – Community Capacity Builder - Aboriginal
- One representative from each LALC
- All available councillors
- Council's Chief Executive Officer (CEO) or nominee
- Other Relevant Government Agencies, Community Organisations and Service Providers

Aboriginal Advisory Committee – Terms of Reference

Councillor Representatives

Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Community Members

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:
 - Cultural Heritage
 - Community Projects
 - 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

Community membership appointments:

- Nominations should be advertised throughout the community via an EOI process
- Appointments to the Committee will be for a two-year term with a set commencement and finish date and standing members may re-nominate for one additional term.
- At the end of the second term, a community member's position will be declared vacant and an EOI process completed. If this process results in no new membership appointments the community member previously occupying the vacant position may re-nominate for their position.
- Council will manage the application process guided by the Community Capacity Builder, Aboriginal.
- An assessment panel consisting of the Chair (Community Capacity Builder – Aboriginal), a Council staff member (Lead – Community Capacity Building), a community member of the Committee. will assess the applications and make recommendations for appointments to Council based on set criteria.
- 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.
- After two consecutive non quorate meetings, the Chair will contact the members of the Committee to determine their continuation on the Committee.

Council Officers

Council officers may attend meetings to provide specialist professional advice in relevant areas being addressed by the AAC. Council officers do not have voting rights.

Aboriginal Advisory Committee – Terms of Reference

Government Agencies, Community Organisations and Service Providers

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate representatives.

The nominated agency representatives provide advice in relation to their functions, and areas of expertise, however, are non-voting members.

Chair and Interim Chair

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 from the Committee for that meeting and will be Co-Chaired by a staff member as a support for the Chair.

Terms of Office

- The term of the Chair is ongoing.
- Community member Appointments to the Committee will be for a two-year term with a set commencement and finish date for all members. Six months prior to the end of the membership term, members will be consulted as to whether; they would like the option to renominate for one additional term.
- Community member representatives are appointed through an EOI process with the exclusion of casual vacancies should they arise.
- If a representative is terminated or resigns an early substitute will be appointed only until the fixed finish date as a casual vacancy
- Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference (TOR).

7. Committee Meetings

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

Aboriginal Advisory Committee – Terms of Reference

Agenda

Agenda will be distributed seven days prior to the date of the meeting. Councillors and members can contribute to the agenda by submitting a report on a particular matter four weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

Reports or queries about the meeting arrangements should be forwarded to the meeting secretariat (Governance)

Quorum

Quorum will be five, which must include the Community Capacity Builder – Aboriginal as Chair or an Interim Chair with voting rights, and four community members. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

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

Meeting Schedule

In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person or electronically. Please note as required the Committee can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e. not making recommendation / resolution.

Minutes

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

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 therefore shall not use or remove any information unless the member is authorised to do so.

Communication, Media and Public Comment

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Committee is the preferred point of contact for communication between members and Council staff.

Aboriginal Advisory Committee – Terms of Reference

- Council will endeavour to utilise the Chair as the primary point of contact to communicate with Committee members.

8. Council Staff Responsibility

The Committee's contact within Council is the Community Capacity Builder - Aboriginal, within the City Development Directorate. This Directorate is responsible for ensuring the agenda and presentations remain relevant to the Committee's role and presenting the Action Table Report.

Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate. Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

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A breach of the Code of Conduct may lead to the member being expelled from the Committee.

A meeting where conduct not in accordance with these requirements may be adjourned or closed without notice and a breach of the Code of Conduct may lead to a member being expelled from the Committee.

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11. Other Relevant Documents List

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12. Review

After every Council election these TOR will be reviewed and updated.