

Aboriginal Advisory Committee

Meeting Date: Tuesday, 22 March, 2022
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 4:00pm

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. **Apologies**
2. **A Minute Silence in Respect of Aboriginal Elders, Past and Present**
3. **Confirmation of Minutes**
 - Aboriginal Advisory Committee - 25 October 2021.....1
4. **Declarations of Interest**
5. **Presentations**
 - AA22.1 Presentation by City Lifestyles - Overview of the Aboriginal Advisory Committee
 - *Overview of the Aboriginal Advisory Committee*
 - *Terms of Reference*
 - *Strategic Plan*
 - *Relevant Policies and Procedures*
 - *Overview of what is Operational / within the Committees/Boards interest / clarification of appropriate recommendations under the Committees/Boards delegation*
 - AA22.2 Presentation - Governance - Brief Induction
6. **Reports**
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7. **General Business**

Membership

Chairperson to be appointed by Committee

All Councillors

Chief Executive Officer or nominee

Mr Jared Brown (Youth Representative)

Ms Janet Atkins

Ms Sylvia Timbery

Ms Patricia Lester

Mr Shane Brown

Ms Leonie Ebzery

Mr Paul McLeod

Mr Charlie Ashby

Ms Nicole Moore

Ms Caryn Carpenter

Ms Sharlene Cruickshank

Ms Natalie Lloyd

Ms Valda Corrigan (NPWS)

Ms Kalinda Wills – Youth Representative

Nowra LALC – Jason Groves

Jerrinja LALC – Alfred Wellington

Ulladulla LALC – Paul Keith

Quorum – Five (5) local Aboriginal community members

Purpose

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

Role of the Committee

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

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: Monday, 25 October 2021

Location: Teams

Time: 4.13pm

The following members were present (Remotely):

Ms Janet Atkins – Interim Chairperson
Clr Amanda Findley – left at 5.04pm
Ms Sylvia Timberly
Ms Patricia Lester
Mr Charlie Ashby
Ms Sharlene Cruickshank – left at 5.33pm
Ms Valda Corrigan - NPWS
Mr Jason Groves - Nowra LALC
Mr Michael Paine - Manager - Community Connections

Others present:

Mr Gordon Clark – Director City Futures
Ms Carly McWalters – Team Leader – Community Capacity Building
Mr Ray Massie – Coast & Estuaries Officer
Mr Rodney Broad – Community Capacity Builder - Aboriginal
Mr Tony Pearman – Lead Ranger Services
Ms Casey Holtom – Social Planner
Mr Danny Wiggins - Consultant

Election of Chairperson

RESOLVED (Sylvia Timberly / Patricia Lester)

That Ms Janet Atkins be appointed as the Acting Chairperson for the meeting of Monday 25 October 2021.

CARRIED

Welcome and acknowledge traditional custodians of the land and pay respect to elders past and present and welcome everyone here today.

Apologies / Leave of Absence

Apologies have been received from Nicole Moore

Confirmation of the Minutes

RESOLVED (Sharlene Cruickshank / Janet Atkins)

That the Minutes of the Aboriginal Advisory Committee held on Monday 07 June 2021 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

AA21.15 Sanctuary Point Library - Public Art Project - Advice

HPERM Ref:
D21/316434

Michael Paine, Manager - Community Connections, advised that Sarah Taylor was unavailable to attend the meeting today. Michael also advised that there were no exceptions to the report and updated the members on the project.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee receive the Sanctuary Point Library Public Art Project report for information.

RESOLVED (Sylvia Timbery / Sharlene Cruickshank)

That the Aboriginal Advisory Committee receive the Sanctuary Point Library Public Art Project report for information.

CARRIED

AA21.16 Aboriginal Advisory Committee Terms of Reference Review

HPERM Ref:
D21/386045

Carly McWalters, Team Leader – Community Capacity Building, advised that the purpose of this report is to adopt the proposed amendments contained in the report and attachment which were discussed at the Terms of Reference (TOR) Review Workshop. It was clarified that the number of local Aboriginal members in the TOR is 13. Any positions that become vacant would be open to an Expression of Interest.

Recommendation

That Aboriginal Advisory Committee accept the proposed amendments to the Aboriginal Advisory Committee Terms of Reference and submit to Council for adoption.

RECOMMENDATION (Patricia Lester / Charlie Ashby)

That Aboriginal Advisory Committee accept the proposed amendments to the Aboriginal Advisory Committee Terms of Reference and submit to Council for adoption.

CARRIED

AA21.17 Aboriginal Advisory Committee Action Table Report**HPERM Ref:
D21/394243**

Jason Groves requested an update on the Cullunghutti items, has there been wide consultation with Jerrinja and the local Aboriginal communities in regards to what's happening at Cullunghutti?

Staff advised that the land has been transferred to the Aboriginal Community (Jerrinja LALC) and that Council no longer has responsibility on that land.

Members asked if Alfred Wellington (Jerrinja LALC) could address the AAC on how consultation will work in relation to the management of the land and invite him to speak at the next meeting on community consultation and the next steps.

Recommendation (Item to be determined under delegated authority)

That:

1. The Aboriginal Advisory Committee receive the updated September 2021 Status Report for Information.
2. The following action be noted as completed and removed from the Action table:
 - a. AA19.17 Link - DPOP - Submission - Budget Bid – Cullunghutti
 - b. AA19.25 Cullunghutti - Plan of Management - Investigation - Track Damage / Land clearing - Bigfoot Compliance - PED staff / NPWS - next AAC meeting
 - c. AA20.6 Cullunghutti - Big Foot Adventures DA Compliance - Regular updates to Aboriginal Advisory Committee
 - d. AA20.8 Terms of Reference - Review - Workshop - Statement of Commitment - Include in Agenda
 - e. AA21.6 Consideration of Membership - Ron Carberry - Deferred

RESOLVED (Patricia Lester / Charlie Ashby)

That:

1. The Aboriginal Advisory Committee receive the updated September 2021 Status Report for Information.
2. The following action be noted as completed and removed from the Action table:
 - a. AA19.17 Link - DPOP - Submission - Budget Bid – Cullunghutti
 - b. AA19.25 Cullunghutti - Plan of Management - Investigation - Track Damage / Land clearing - Bigfoot Compliance - PED staff / NPWS - next AAC meeting
 - c. AA20.6 Cullunghutti - Big Foot Adventures DA Compliance - Regular updates to Aboriginal Advisory Committee
 - d. AA20.8 Terms of Reference - Review - Workshop - Statement of Commitment - Include in Agenda
 - e. AA21.6 Consideration of Membership - Ron Carberry – Deferred
3. Staff reach out to Alfred Wellington (Jerrinja LALC) and request Alfred to attend the next meeting of the AAC to address some questions in relation to community consultation, the management of the land on Cullunghutti and the next steps.

CARRIED

AA21.18 Cultural Signage - Kangaroo Valley**HPERM Ref:
D21/300852**

Clr Digiglio addressed the meeting and advised that she was approached by members of the community in Kangaroo Valley who wish to acknowledge the cultural heritage in Kangaroo Valley by way of signage and is seeking feedback on how best to move forward with this proposal.

Jason Groves advised that this matter would be best to have wider community consultation with an EOI and widely advertised.

The committee discussed the importance of wide community consultation in relation to the signage. Once the EOI has been established staff work with the LALC's with the distribution of the EOI.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee provide feedback on the proposal to install cultural signage at Kangaroo Valley.

RESOLVED (Sylvia Timberly / Nowra LALC - Jason Groves)

That:

1. The Aboriginal Advisory Committee provide feedback on the proposal to install cultural signage at Kangaroo Valley.
2. Council staff work with Clr Digiglio and the LALC's (including Nowra, Jerrinja, Ulladulla, Wingecarribee and Illawarra) to seek feedback via an EOI (community consultation) from the wider community.
3. Council staff reach out to the Kangaroo Valley Community Group who initiated the request and work with them to consult and engage with the LALC.
4. Council assist with and request the LALC's to distribute the EOI (when it is established) to their communities.

CARRIED

GENERAL BUSINESS**AA21.19 Presentation - Shoalhaven Community Wellbeing Plan****HPERM Ref:
D21/401432**

Note: Clr Findley left at 5.04pm

Note: Sharlene Cruickshank left at 5.33pm

Casey Holtom, Social Planner, and Danny Wiggins, Consultant provided a presentation regarding the Shoalhaven Community Wellbeing Plan.

The Shoalhaven Community Wellbeing Plan will guide Shoalhaven City Council in the pursuit of community wellbeing, as well as providing a framework to evaluate the effectiveness of our investments, programs and assets.

Jason Groves invited Casey and Danny to come and speak to the LALC. He also advised that he is happy to put up information on the Land Council's Facebook page.

RESOLVED (Nowra LALC - Jason Groves / Janet Atkins)

That Casey Holtom, Social Planner, and Danny Wiggins, Consultant come and speak to the LALC

in relation to the Shoalhaven Community Wellbeing Plan.

CARRIED

Clr Levett addressed the meeting and advised that this meeting would potentially be his last as he won't be running for election again. He wished to thank all members for being so welcoming and allowing him to participate with them at the Conferences.

There being no further business, the meeting concluded, the time being 5.44pm.

Janet Atkins
INTERIM CHAIRPERSON

AA22.3 Notification of Council Resolution - Aboriginal Advisory Committee Re-establishment

HPERM Ref: D22/87478

Department: Business Assurance & Risk

Approver: Kevin Voegt, Director - City Performance

Attachments: 1. Aboriginal Advisory Committee - Terms of Reference [↓](#)

Reason for Report

Advise the Committee of Council's resolution in relation to the new members and re-establishment of the Aboriginal Advisory Committee.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee receive the Notification of Council Resolution – Aboriginal Advisory Committee Re-establishment report for information.

Options

1. As recommended.

Implications: The membership structure as resolved by Council is adopted for the period to 30 September 2022.

2. Propose a different membership arrangement.

Implications: Should the Aboriginal Advisory Committee wish to make an alternative recommendation in relation to membership, this would need to be reported to Council for consideration/endorsement.

Background

Each year, (generally in September) Council reaffirms all its Committees for the next 12 months - Council has the option to: reaffirm its Committees; make any change to the membership, purpose, delegation, quorum, and the number of meetings required for those Committees; or disband Committees.

This report is provided to inform the Group members of the resolution of the Council. Should the Group wish to make any changes to the above, a recommendation to Council will be required to that effect.

Due to the postponement of the Local Government Elections, this resolution was made in January 2022. At the Ordinary meeting on 25 January 2022 Council resolved as follows:

| | |
|--|---|
| <u>Meetings per year</u> – Four (4) & others as required | Quorum – Five (5) local Aboriginal community members |
| Commencement time – 4pm | Terms of Reference: POL19/80 (1209E) Amended: 26 November 2019 |
| Purpose To provide appropriate and considered advice to Council on all relevant issues affecting | |

AA22.3

Aboriginal and Torres Strait Islander people within the Shoalhaven LGA, and to influence Council's support & intent in achieving their objectives for the current Statement of Commitment 2010 (SoC) and the Shoalhaven City Council Community Strategic Plan 2023 (SCCSP).

Role of the Committee

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

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

Delegation – NIL

Chairperson & Co-Chairperson – Appointed by Committee

2022 Councillor / Staff Membership

All Councillors
CEO or nominee

Community / Organisational Representatives

Up to 13 local Aboriginal Community Representatives being either Elders, Youth or Government/Non-Government Agencies/Organisation delegates (including 2 Youth members)
NPWS
Nowra LALC
Jerrinja LALC
Ulladulla LALC

AA22.3

Policy Implications

There were no amendments to the Terms of Reference by this resolution.



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance Corporate & Community Services Group

Aboriginal Advisory Committee - Terms of Reference

Policy Number: POL19/80 • **Adopted:** 16/08/2016 • **Amended:** 28/02/2017, 26/09/2017, 25/09/2018, 26/11/2019 • **Minute Number:** MIN16.656, MIN17.149, MIN17.853, MIN17.882, MIN18.243, MIN19.900 • **File:** 1209E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

1. PURPOSE

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

2. STATEMENT

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

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

3. PROVISIONS

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

*Shoalhaven City Council - Aboriginal Advisory Committee – Terms of Reference***4. TERMS OF REFERENCE****4.1. Relationship to Council**

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

4.2. Role of the Advisory Committee

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

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

4.3. Membership

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

The Group will have membership made up of the following positions:

- Up to 13 local Aboriginal community representatives being either Elders, Youth or Government/Non-Government agencies/organisation delegates (including 2 Youth members).
- One (1) NPWS Representative
- Three (3) members being a representative from each Local Aboriginal Land Council
- All Councillors
- The CEO or nominee.

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

Shoalhaven City Council - Aboriginal Advisory Committee – Terms of Reference

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

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

Community representatives that do not attend three (3) meeting without an apology will be sent a reminder/courtesy letter advising that their membership will lapse unless they confirm their membership in writing.

4.4. Community Member Appointments

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

4.5. Term Of Office

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

4.6. Sub Committees/Working Groups/Represented Delegation

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

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

4.7. Meeting Practices and Procedures

- The administrative provisions of Council's adopted Code of Meeting shall apply subject to any amendment by this Advisory Committee.
- The Chair of the Committee will be limited by a four (4) year tenure and is open to all members of the Committee.
- Where a Councillor is elected as Chair an Aboriginal Committee member representing the community will be appointed by the Aboriginal Committee members as Co-Chair to liaise, assist and advice the Councillor on cultural matters.

Shoalhaven City Council - Aboriginal Advisory Committee – Terms of Reference

- Where a Committee member is elected as Chair a Councillor will be appointed as Co-Chair by the Committee members to liaise, assist and advise the Aboriginal member on the requirements of local government.
- Councillors who have an interest in forming a relationship with the committee should consider their ability to commit for the term of that Council.
- Committee members who are absent for three (3) consecutive meetings of the AAC without tendering an apology will be requested in formal correspondence from Council to confirm their intention regarding their membership of the committee. Failure to respond may result in removal from this committee.
- Formal meetings will be held a minimum of four (4) times per year (and others as required) depending on demand and also allowing Committee member's time for consultations.
- Meetings are held at Shoalhaven City Council Administrative Building or can be negotiated with Committee Members.
- A quorum will consist of five (5) local Aboriginal community members of the Committee.
- If a quorum is not present within 30 minutes of the time appointed for the commencement of the Advisory Committee meeting, the meeting shall lapse.
- Each Committee meeting shall be properly recorded by the taking of minutes by the Governance Unit.
- The minutes of the Advisory Committee meeting will be submitted to the next available Council Meeting
- Where possible, members are encouraged to reach a consensus; decisions will normally be made through modified consensus.
- The Chair of the Committee should facilitate a meeting that is run on a consensus decision making model rather than rely on the formal structures of a simple majority plus one.
- If however there are times when a position cannot be reached, despite open and thorough exploration of the issues and options, the Chairperson will ask for a vote.
- All formal members of the committee are entitled to a vote.
- In the event of a tied vote, the Chair can exercise a casting vote.
- Agenda and minutes from previous Advisory Committee meetings will be circulated to members at least seven (7) days prior to the meeting.
- Advisory Committee members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest.
- Informal Advisory Committee meetings, special meetings that may discuss specific portfolio matters will be held as and when required or set by the Advisory Committee.
- Planning and costs associated with conducting meetings will be borne by Council.
- Advisory Committee recommendations which are determined to be purely or substantially 'operational' in nature, will be dealt with by the relevant council officer and any action or lack thereof reported to the Advisory Committee.
- Progress towards the outcomes of Council's Community Strategic Plan 2023 and Statement of Commitment will be reported to Shoalhaven City Council at Council meetings and corporate management meetings, where appropriate, throughout the year. Progress against actions arising from AAC Minutes will be reported on a quarterly basis at each consecutive AAC meeting.

4.8. Code Of Conduct

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

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

4.9. Confidentiality and Privacy

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

4.10. Communication

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

4.11. Council Staff Attendance

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

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

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

*Shoalhaven City Council - Aboriginal Advisory Committee – Terms of Reference***4.12. Expectation Of Advisory Committee Members**

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

4.13. Responsibility Of Council

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

5. REVIEW

After every Council election.

AA22.4 Aboriginal Advisory Committee Representative on Shoalhaven Arts Board

HPERM Ref: D22/103589

Department: Business Assurance & Risk

Approver: Sara McMahon, Manager - Business Assurance & Risk

Attachments: 1. Shoalhaven Arts Board - Terms of Reference [↓](#)

Reason for Report

To advise that current membership of the Aboriginal Advisory Committee nominee on the Shoalhaven Arts Board has expired and appointment of a new nominee is required for the next term of membership, being four (4) years from the date of appointment.

The nominee does not need to be a member of the Aboriginal Advisory Committee.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee appoint (insert name), as the new representative on the Shoalhaven Arts Board, as a designated Aboriginal Local Member for the term of membership, being four (4) years, in accordance with the Shoalhaven Arts Board Terms of Reference.

Options

1. Nominate an Aboriginal Local Member to be the AAC representative on the Shoalhaven Arts Board for the duration of the membership term (four (4) years).

Implications: The nominee will be the nominated representative on the Shoalhaven Arts Board for the term of membership.

2. An alternative recommendation

Implications: Unknown

Background

In accordance with the Shoalhaven Arts Board Terms of Reference – POL22/69 (refer to Attachment 1) – the membership of the Shoalhaven Arts Board (SAB) is to include:

- One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position comes vacant or the member term expires. The nominee need not be a member of that Committee.

Appointment to the Shoalhaven Arts Board can be for a maximum four (4) years with a set commencement and finish date.

The purpose of the Shoalhaven Arts Board is outlined in the Terms of Reference as follows:

- a) Advocate and promote Board recommendations.
- b) To develop and implement policy, planning and vision for the broad arts within existing resources and use a co-opted panel of peers for professional advice. They include:
 - Visual Arts

- Heritage and Museum Sector
- Literature
- Performing Arts
- c) Advocate and maintain specific arts related portfolios.
- d) Advocate and promote Board recommendations.

As a member of the Arts Board the Aboriginal Local Member representative is expected to:

- participate in Committee Meetings (minimum of 4 per year) and other activities of the Committee
- undertake the prescribed Induction process
- complete Pecuniary Interest Returns on appointment and annually as required under the Local Government Act, 1993

Policy Implications

The recommendation is in accordance with the Shoalhaven Arts Board Terms of Reference – POL22/69.

Shoalhaven Arts Board – Terms of Reference

| | |
|------------------------|--|
| Adoption Date: | 17/03/2015 |
| Amendment Date: | 23/06/2015, 27/06/2017, 20/09/2019 |
| Minute Number: | MIN15.147, MIN15.426, MIN17.565, MIN19.654 |
| Review Date: | 01/12/2020 |
| Directorate: | City Lifestyles |
| Record Number: | POL22/69 |

Community Engagement Policy

1. Statement

Council recognises the value and place of creative expression, cultural facilities, innovative arts activities and embraces a strategic direction to facilitate progressive cultural development across the City. To guide this development each Board member will be responsible for maintaining and reporting on a specific portfolio.

2. Purpose

- a) To contribute to and develop strategy and policy both for the Shoalhaven City Council as well as in alignment with the Region.
- b) To develop and implement policy, planning and vision for the broad arts within existing resources and use a co-opted panel of peers for professional advice. They include:
 - Visual Arts
 - Heritage and Museum Sector
 - Literature
 - Performing Arts
- c) Advocate and maintain specific arts related portfolios.
- d) Advocate and promote Board recommendations.

3. Terms of reference**3.1. Relationship to Council**

The Shoalhaven Arts Board is a Section 355/377 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision making process.

3.2. Delegated Authorities

- Act within adopted budgets aligning with Council's strategic plans and document, and make recommendations on the arts to Council
- Appoint suitable representatives to fill casual vacancies on a set term basis
- Inform and recommend policy for arts related funding programs, and where required by Council, vote on related matters
- Establish a peer panel of professionals, experts and practitioners across art forms, heritage and cultural platforms to be co-opted as needed for input and advice to the Shoalhaven Arts Board
- Establish a Shoalhaven Arts Foundation:
 - To support the development and enrichment of broad arts across the Shoalhaven including visual, heritage, literature & performing arts
 - To ensure that the Foundation in its governance, membership and charter are independent/ and at arms-length from Council yet works in concert with the Shoalhaven Arts Board, Council and the community needs
 - To fundraise and develop a sustainable principal investment to generate ongoing grant funds

Relevant staff will work collaboratively with the Shoalhaven Arts Board to:

- Develop and implement activities to achieve objectives in line with the Shoalhaven Arts Board recommendations, the Council's policies and corporate plan

Community Engagement Policy

3.3. Membership

- The membership of the Shoalhaven Arts Board to be twelve (12) members in total and to include:
 - Seven (7) community member representatives from Health & Well-being, Education, Arts Institutions, Artists and Corporate/Business with a range of strategic capabilities, expertise and advice from within the arts;
 - A maximum of three (3) skills based Councillors (one from each of the three (3) wards);
 - One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position comes vacant or the member term expires. The nominee need not be a member of that committee;
 - One (1) representative from the Shoalhaven Tourism Advisory Group (STAG). A nomination for this position will be made by STAG when the position comes vacant or the member term expires.
- Community member representatives of the Board are appointed through an Expression of Interest process with the exclusion of casual vacancies should they arise.

3.4. Election/AppointmentIndustry Representatives

- Appointment to the Board can be for a maximum four (4) years with a set commencement and finish date
- Vacancies will be advertised locally via media, Council communication channels and industry networks
- Applications will be actively sought from appropriately skilled industry representatives,
- Council will manage the application process,
- An interview panel will consist of a Council staff member, the Chairperson of the Board and one (1) suitably qualified independent representative to assess the applications and make recommendations for appointments to the Board and Council.

Councillors

Council will advise Shoalhaven Arts Board of its appointed representatives. Council at its discretion can replace representatives at a time of its choosing.

3.5. Casual Vacancies

Should there be a casual vacancy; the Shoalhaven Arts Board will seek applications by appropriate means to fill these vacancies to align with finish dates.

3.6. Term of Appointment

- Appointments will be for a term of two (2) years
- If representative is terminated or resigns an early substitute will be appointed only until the fixed finish date as a casual vacancy

Community Engagement Policy

3.7. Sub Committees/Working Groups/Portfolios

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

3.8. Board Meeting Practice and Procedures

- The administrative provisions of Council's adopted Code of Meeting Practice shall apply subject to any amendments by the Terms of Reference.
- Formal Board Meetings will be held quarterly in a form and format as determined by Shoalhaven Arts Board
- To hold Arts/museum/culture industry forums for feedback and ideas that might inform the Annual strategic plan will be held
- Agenda and minutes from previous meetings will be circulated to members at least seven (7) days prior to the meeting
- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest
- Informal Board meetings, special meetings will be held as and when required or set by the Board
- Planning and costs associated with conducting meetings will be borne by Council and funded from a line item in the Arts & Culture budget.
- The Chairperson will be appointed by the Board, the position will be limited to a two (2) year term and is open to all members of the Board.
- The Quorum will consist of at least half plus one (1) of the members.
- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes
- Where a consensus cannot be reached at two (2) consecutive meetings, then the majority of 60% of those present can adopt a recommendation
- Alternative views are to be minuted
- The Board shall ensure that an agreed written record of each of their meetings is forwarded to Council.

3.9. Code of Conduct

- All members of the Board are to abide by Council's Code of Conduct.
- Board members should act in a professional and responsible manner with the information they obtain as a member, as the Board requires openness and honesty to function well.
- Board members should feel free to express their opinions and views without fear of recrimination
- It is essential for Board members to accept collective responsibility, remain loyal to decisions of the Board, even where they may not have agreed with the final decision.

3.10. Confidentiality and Privacy

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

Community Engagement Policy

3.11. Communication

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Board are not permitted to speak to the media as Committee of Council representatives of the Board unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board 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 Board is the point of contact for communication between Board members and Council staff.

3.12. Parent Advisory Group

Ordinary Council

3.13. Staff Attendance

Executive staff are normally required to attend the meetings of the Board. Other staff at the Directors' discretion or at the Board's request can attend meetings as required. Staff have no voting privileges.

3.14. Expectation of Board Members

- Board members will undertake the prescribed Induction process
- Pecuniary Interest Returns are required on appointment and annually as required by the Office of Local Government and Council

3.15. Responsibility of Council

Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.

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

4. Implementation

The Finance Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

5. Review

To be reviewed within one (1) year of the election of a new Council, or earlier at the discretion of Council.

AA22.5 Boongaree Reconciliation Garden - Project Update and Request for Further Concept Design Guidance

HPERM Ref: D22/54726

Department: Community Planning & Projects
Approver: Jane Lewis, Director - City Lifestyles

Attachments:

1. Boongaree - Master Plan [↓](#)
2. Reconciliation Garden - Initial Draft Concept [↓](#)
3. Reconciliation Garden - Draft Concept 2 [↓](#)

Reason for Report

To inform the Aboriginal Advisory Committee on the Boongaree Reconciliation Garden project and request their input and advice into the further development of concept plans for the space.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee:

1. Are informed of the background and current status of the Boongaree Reconciliation Garden project.
2. Participate in discussion with Council staff and provide advice for the concept design of a Reconciliation Garden at Boongaree.
3. Nominate representatives to include in the project stakeholder group that the committee believes would add cultural value and depth to this project.

Options

1. Accept the recommendation.

Implications: This will allow the Aboriginal Advisory Committee to participate in, and inform the design of the Reconciliation Garden. This will result in a well-planned garden, that is reflective of community values, cultural values and is respectful to the land.

2. Provide alternate recommendation.

Implications: Project scope may be repositioned to accept alternative recommendation based on advisement from the Aboriginal Advisory Group. This may impact the timeline of the project.

Background

Boongaree, previously named Berry Sporting Complex and Berry District Park, is located on North Street in Berry. The site is currently used for various passive and active recreation activities including rugby league, cricket, tennis, netball, skate park, walking, cycling, picnics and timed off-leash dog area, along with the newly opened Rotary Nature Play Park which has already become a popular destination for visitors.

Council initially commenced the process of preparing a master plan for Boongaree in 2014, in preparation of the construction of the Berry Bypass by NSW Roads and Maritime Services (RMS).

At the Ordinary Meeting of Council in July 2017, Council resolved to adopt the Boongaree Master Plan and to proceed detailed design of the various stages of the project. Council is currently in the detailed design and construction phase for the subsequent stages at Boongaree.

Upon the adoption of the Boongaree Master Plan, Council staff initiated a naming campaign which, resulted in a majority vote for the renaming of Berry District Park to be changed to Boongaree - Being the original Aboriginal name for the Berry/Broughton Creek area. At Council's Strategy & Assets Committee meeting in July 2018, Council resolved to adopt the name Boongaree.

Boongaree is identified as one of Shoalhaven City Council's Destination Parks within the town of Berry. Boongaree aims to transform the existing local sporting and recreational area into an integrated nature-based youth, family, sports, and recreation facility that provides a gateway attraction to the Shoalhaven Local Government Area.

The Rotary Nature Play Park and Learn to Ride facility formed Stage 1 of the project, which were opened in January 2022.

The anticipated timing of future stages of Boongaree are provided below:

- Stage 2 & 3- Skate Park and Pump track - 22/23
- Stage 4a & 4b – Cricket nets, netball courts, and reconciliation garden - 22/23(a), 23/24(b)
- Stage 5 – Junior fields, drainage, and parking - 22/23
- Stage 6 – Fenced Dog Off-Leash Area - 22/23
- Stage 7 – Senior fields, drainage, and parking - 23/24

Boongaree – Master Plan and Reconciliation Garden

The Boongaree Master Plan nominates the location of the Reconciliation Garden, which is behind the Netball Courts in the Northern area of the reserve. The purpose of the garden is to provide an inspiring space within the parkland for the community to connect with local Aboriginal culture and explore ideas of reconciliation. This site also aims to create a peaceful location for people to visit and relax.

The Reconciliation Garden site covers multiple Asset Custodians, being Council's Environment Team, Assets and Works Team, and Swim Sport and Fitness Team.

A copy of the Boongaree Master Plan is provided as Figure 1 below and in [Attachment 1](#).

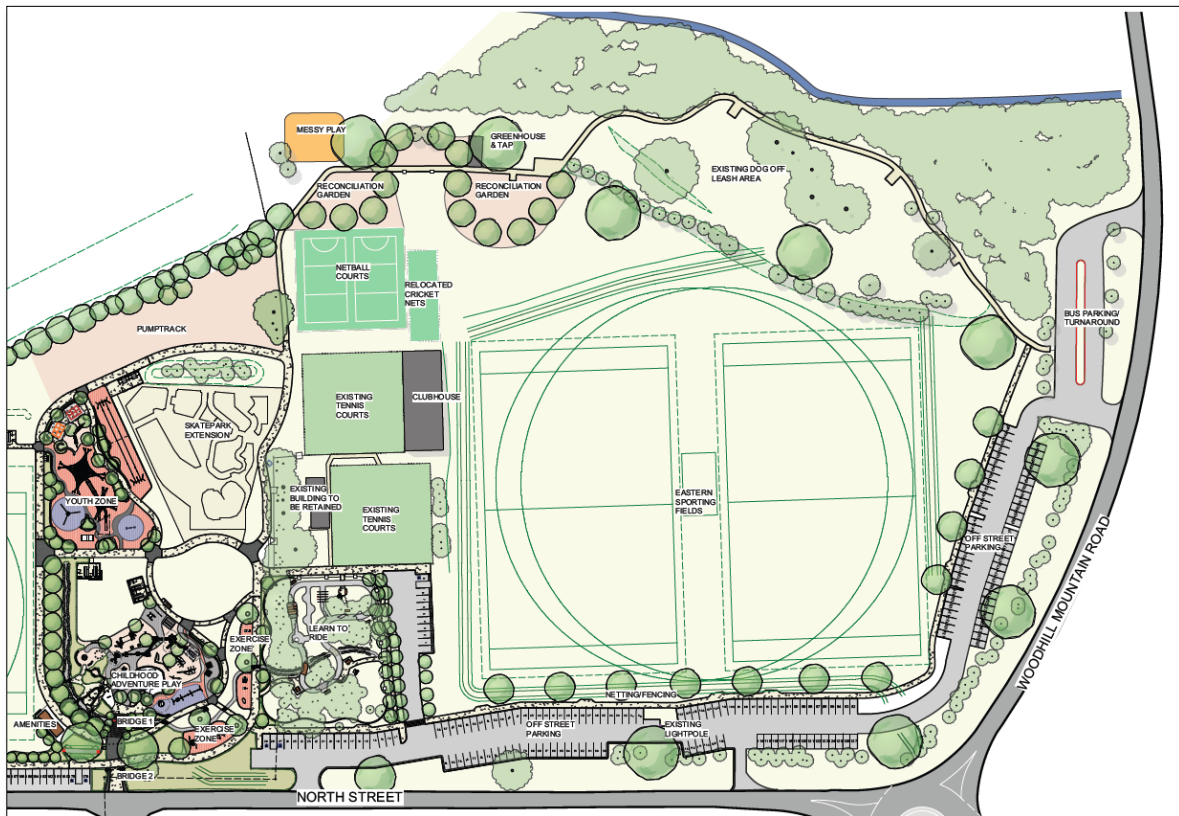


Figure 1 Boongaree Master Plan

Additional area for the Reconciliation Garden has been offered to Council by Berry Landcare and Berry Bushcare, which includes the Northern most area up to the Princes Highway and Woodhill Mountain Road. The location for the smoking circle and the yarning circle is proposed on the Landcare site.

The beginning of the garden will be located behind the netball courts. Directional signage will guide users towards a smoking circle and yarning circle.

An initial draft concept for the Reconciliation Garden was developed prior to community consultation, to encourage discussion and feedback on the concept design. Plans for the initial concept can be viewed below at Figure 2 and in [Attachment 2](#).

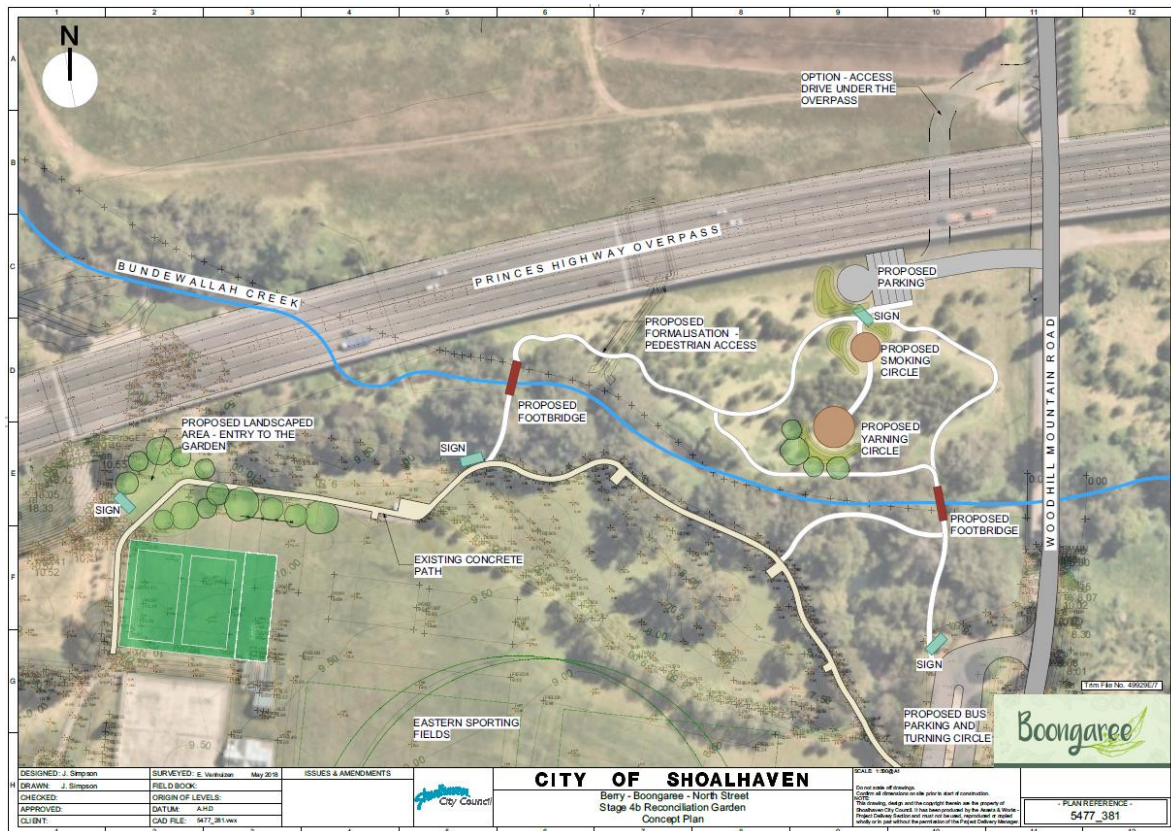


Figure 2 Initial concept developed for discussion

Community Engagement and Evolution of the Concept

The initial concept for the Boongaree Reconciliation Garden is preliminary, to provide Community with an understanding of the potential location, scale, and design. It will be subjected to many iterations prior to finalising first with the internal and external stakeholders, then at a broader community presentation, Councillor briefing, public exhibition and finally a report to Council for endorsement.

Council has created a Get Involved page for the Community to submit feedback or an expression of interest to form part of the stakeholder group. General feedback and expressions of interest will remain open until April 2022.

Currently, Council's Social Infrastructure Planning team is working with Jerrinja Tribal Group, Jerrinja Local Area Land Council (LALC), Nowra LALC, Berry Bushcare, Berry Landcare, Berry Park Bushcare Group, and the relevant internal and external stakeholders to determine the project scope and a draft concept that meets the needs of all stakeholders. At this stage, there are currently over 50 people are on the stakeholder list.

Consultation Format

Council have developed the engagement in an open and welcoming format. It is important to the success of this aspect of the park to take the time to work with community in an informed and methodological way. This is to ensure the Reconciliation Garden meets the needs of all stakeholders and is respectful to cultural heritage.

Four consultation building blocks have been created in order to provide stakeholders with an understanding of the way forward as well as an opportunity to reflect on the developing design process. Below is an overview of each consultation building block:

Building Block 1

On 5 January 2022, a workshop was held at the Berry School of Arts. 18 people were in attendance for this event. This building block was an introduction to the site, a concept plan, provision of scope, timeline, and budget. The initial draft concept was introduced to the stakeholders and discussion around the concept occurred in an interactive environment.

Building Block 2

On 2 February 2022, a second workshop was held at Berry School of Arts. 10 people attended this event. An additional concept plan that was developed by Bushcare was produced at the workshop for discussion. Building Blocks 1 and 2 have produced further iterations to the draft concept plan.

Building Block 3 - Upcoming

This consultation has been designed to allow the participants to go back to the fundamentals of what is a reconciliation garden and what does reconciliation mean to the participants.

Building Block 4 – Upcoming

This final consultation will provide opportunity for all stakeholders to review the final plans and to make any final changes prior to a Councillor briefing, public exhibition, and endorsement.

Current draft Concept

As a result of the feedback received so far, and the workshops that have occurred during Building Block 1 and 2, further iterations to the concept have occurred. This concept includes an agreed location for the smoking circle, yarning circle, and parking areas. Further investigations will be required during future consultation regarding the footpaths and foot bridges throughout the Reconciliation Garden.

Plans for the current draft concept can be viewed Figure 3 and in Attachment 3.

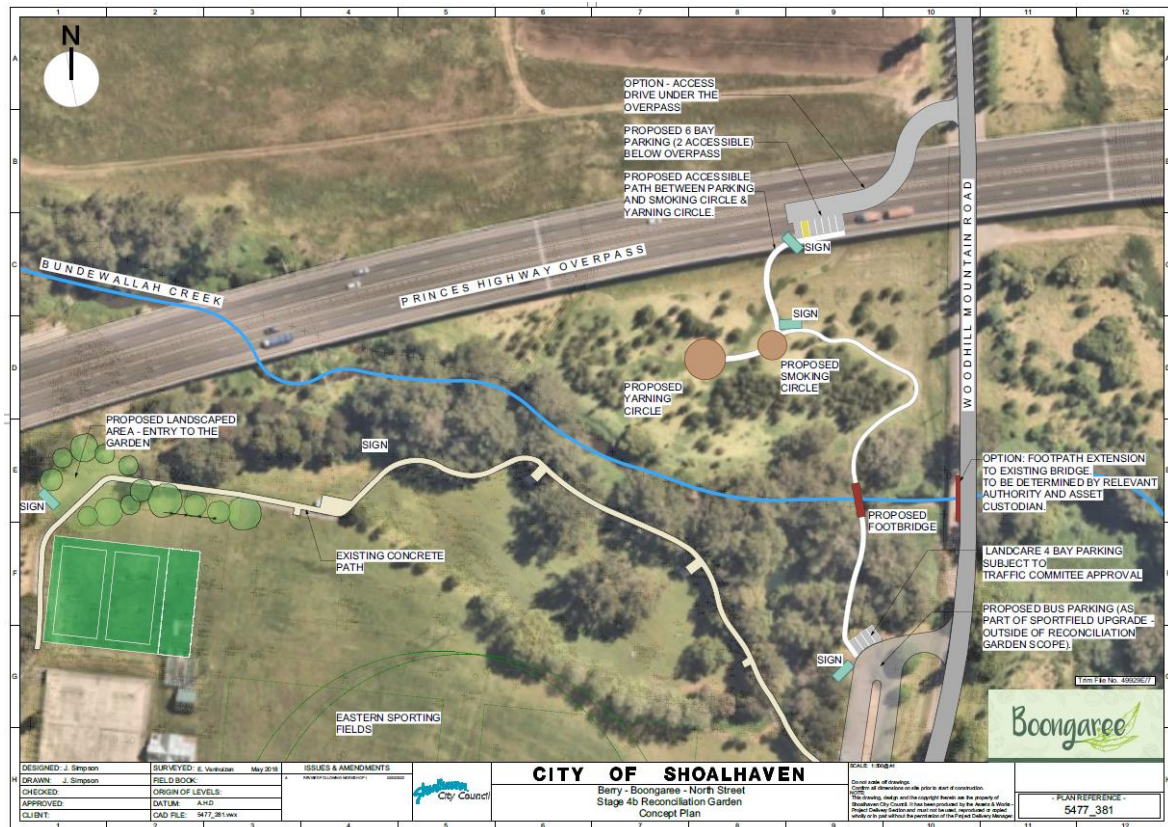


Figure 3 Current Draft Concept

Project Timeline

The proposed timeframes for the Boongaree Reconciliation Garden are provided in Table 1.

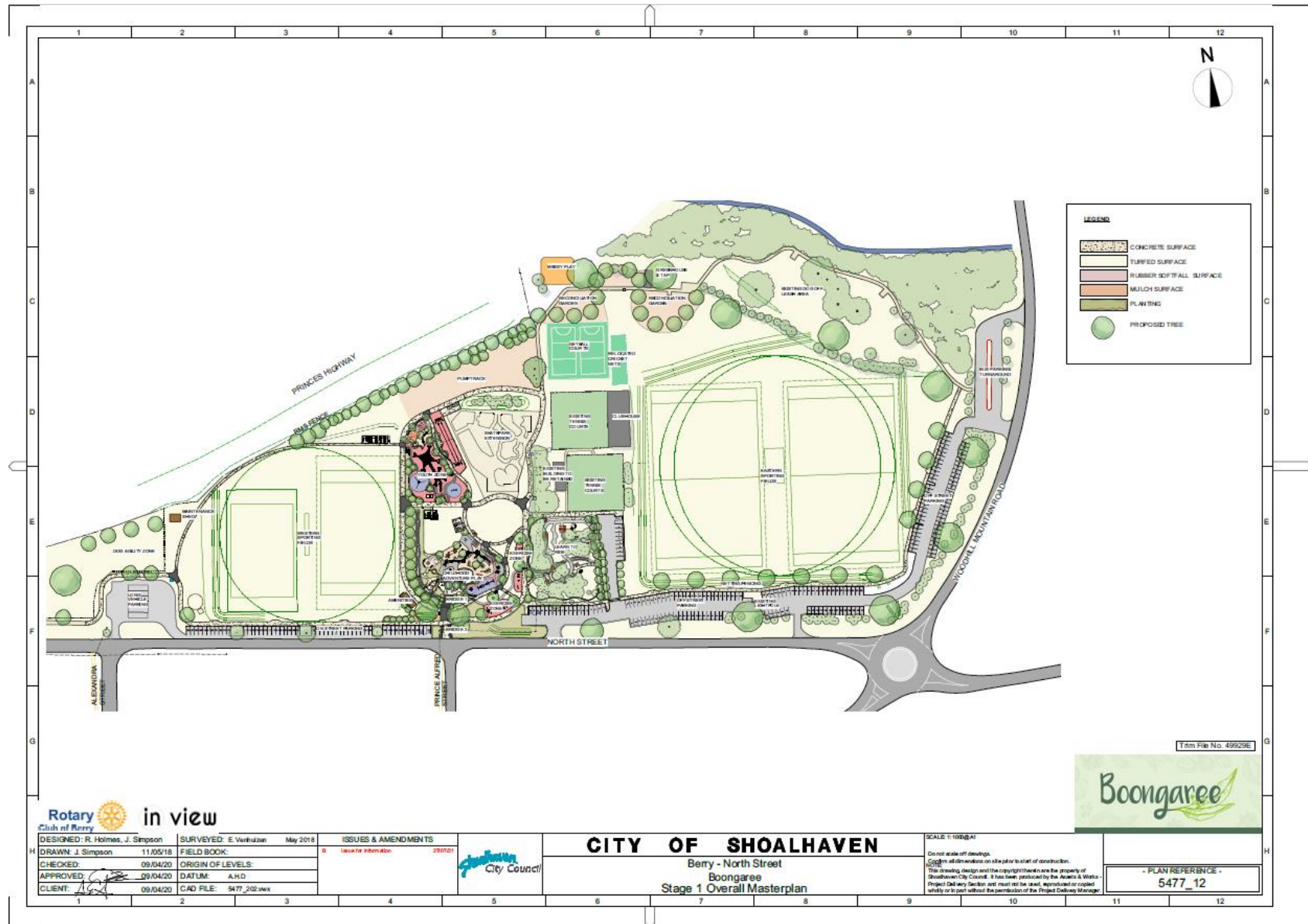
Table 1 Anticipated Timeframe

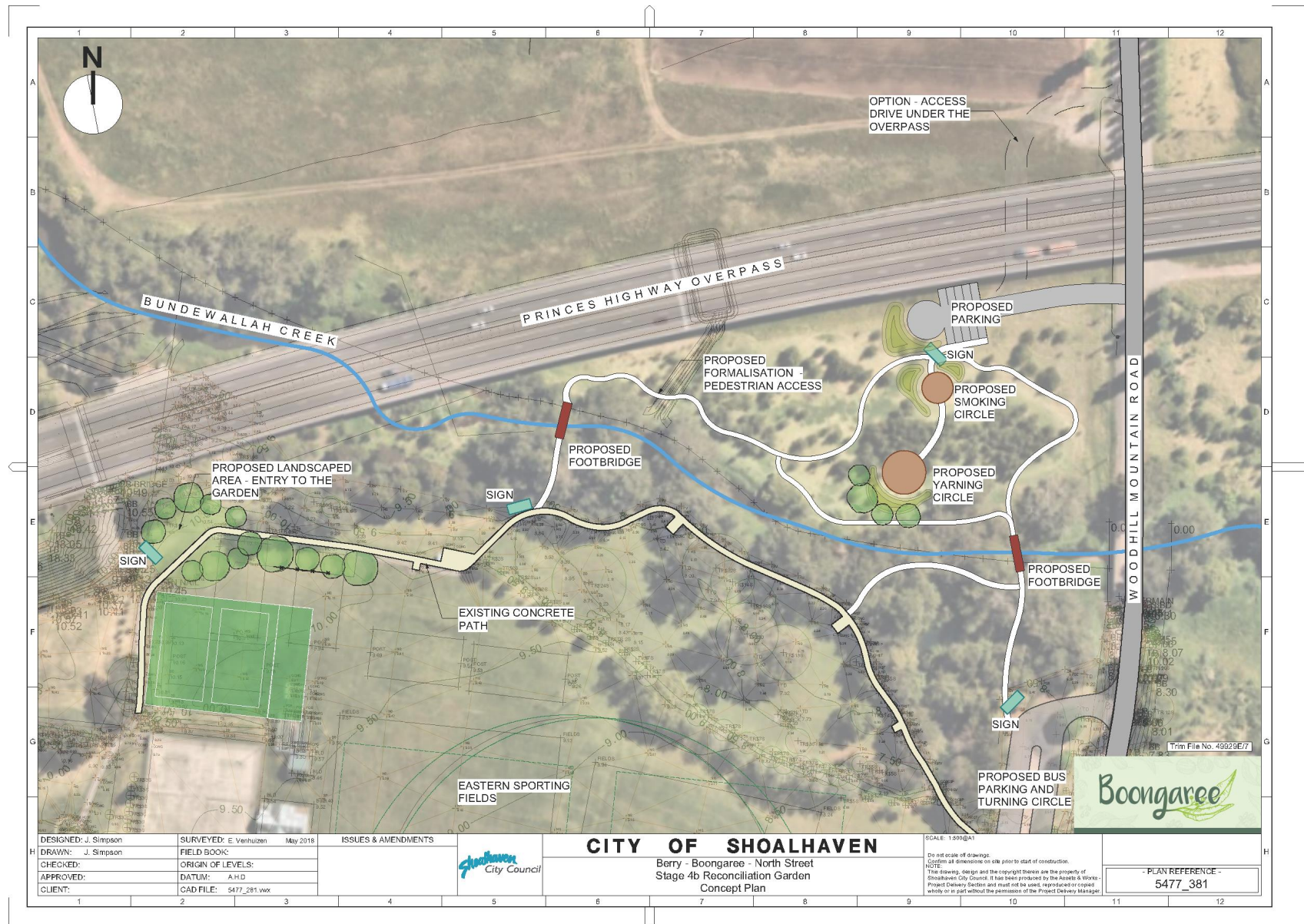
| Stages | | Expected Commencement | Expected Completion |
|--------|--|-----------------------|---------------------|
| 1 | Program Strategic Development | Nov 2021 | Nov 2021 |
| 2 | Consultation and engagement | Nov 2021 | April 2022 |
| 3 | Report to Aboriginal Advisory Committee | March 2022 | March 2022 |
| 4 | Final concept design | April 2022 | May 2022 |
| 5 | Further Investigations (Aboriginal Cultural Heritage, REF, Flood Study, etc) | May 2022 | May 2022 |
| 6 | Community review (pending investigation outcomes) | June 2022 | July 2022 |
| 7 | Councillor Briefing – for endorsement to public exhibition | July 2022 | August 2022 |
| 8 | Exhibition of Concept Design | September 2022 | October 2022 |
| 9 | Review of exhibition feedback | October 2022 | October 2022 |
| 10 | Concept design amendments – pending exhibition feedback | November 2022 | November 2022 |
| 11 | Report to Council for adoption | November 2022 | November 2022 |
| 12 | Detail Design process | Early 2023 | Early 2023 |
| 13 | Delivery begins | 2023 | 2023 |

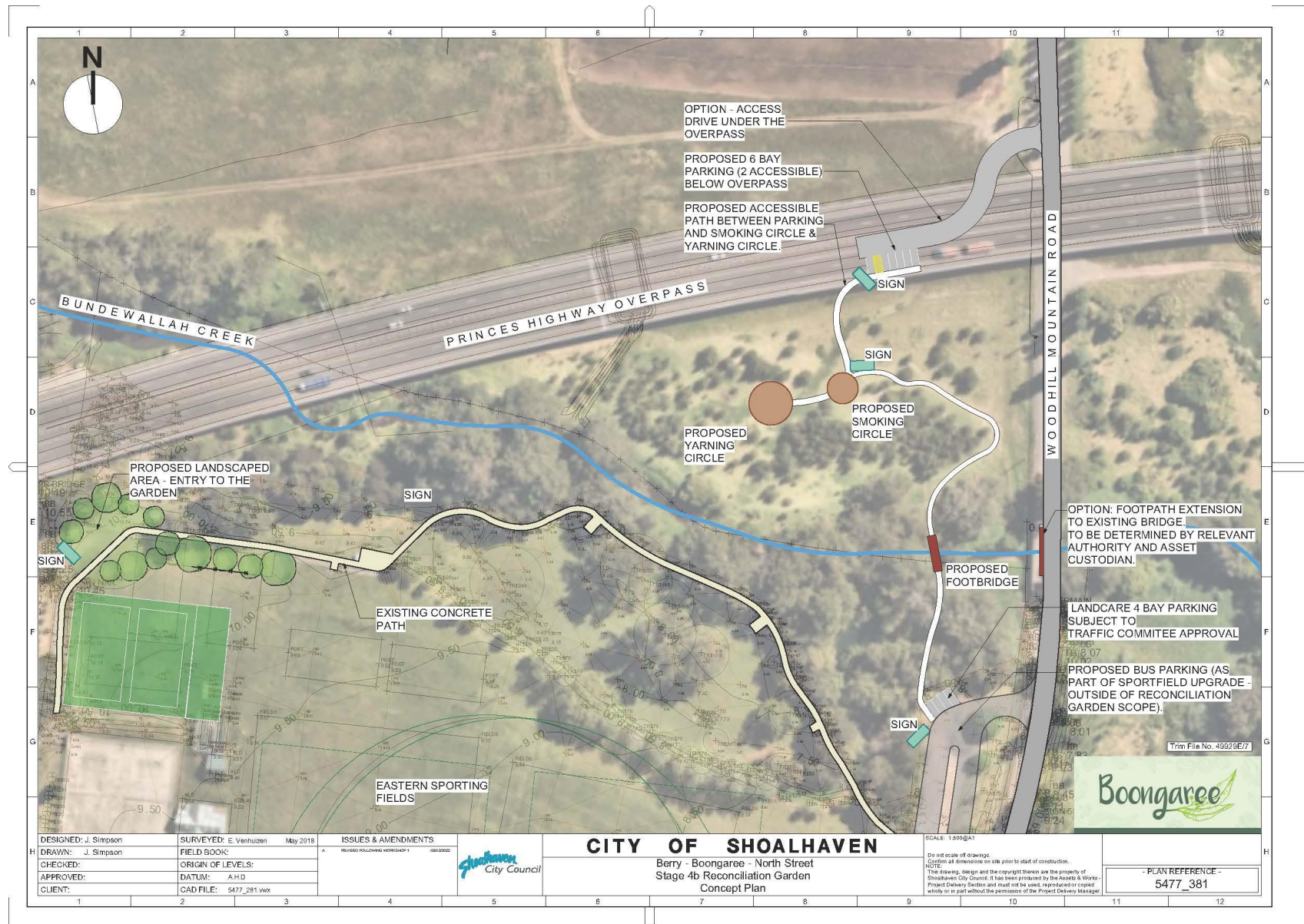
Next Steps

Further feedback on the draft concept will occur via the online feedback form and workshops with the stakeholder group. Feedback will require definitions of a reconciliation garden and what does reconciliation mean to the participants. Final workshops will provide opportunity for all stakeholders involved to review the final draft concept plans and to make any changes prior to a Councillor briefing, public exhibition, and endorsement.

The Aboriginal Advisory Committee provide appropriate and considered advice to Council on all relevant issues affecting Aboriginal and Torres Strait Islander people within the Shoalhaven LGA and are therefore encouraged to participate in the development of this project to ensure that it is reflective of the cultural needs of all residents and visitors in the Shoalhaven.







AA22.6 Aboriginal Advisory Committee Membership Audit and Expression of Interest Report.

HPERM Ref: D22/87556

Department: Community Connections

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Aboriginal Advisory Committee - Membership Audit Report - January 2022 [↓](#)

Reason for Report

To provide the Aboriginal Advisory Committee with the membership audit 2022 and propose that AAC conduct an Expression of Interest to fill vacant positions on the Committee.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee

1. Accept the audit of membership of the AAC conducted by Council staff.
2. Accept the notification of 4 vacant community membership positions:
 - a. Patricia Lester
 - b. Leonie Ebzery
 - c. Natalie Lloyd
 - d. Kalinda Wills
3. Support the Expression of Interest to be conducted to fill the 4 vacant community membership positions.
4. Accept the re-nomination of expired members to sit for another term on the Committee
 - a. Janet Atkins
 - b. Sylvia Timbery
 - c. Shane Brown
5. Nominate a member of the Committee to be the committee representative on the assessment panel for the next round of the EOI – *Name of Community Member to be inserted at the meeting.*

Options

1. Adopt the recommendations as written.

Implications: The Aboriginal Advisory Committee accept the recommendation and seek to fill the 4 available community member positions prior to the next meeting of the Aboriginal Advisory Committee.

2. Advise alternative recommendations.

Implications: Members of the Aboriginal Advisory Committee will provide an alternative recommendation.

Background

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

Currently representatives must live in the Shoalhaven Local Government area (LGA) area and/or work with Aboriginal communities of the Shoalhaven on a full-time or part-time basis.

The composition will be:

The Group has membership made up of the following positions:

- Up to 13 local Aboriginal community representatives including Elders, Youth or Government/Non-Government agencies/organisation delegates (including 2 Youth members).
- One (1) National Parks and Wildlife Service (NPWS) Representative
- Three (3) members being a representative from each Local Aboriginal Land Council
- All Councillors
- The CEO or nominee.

Based on participation in the AAC in 2021 Council staff have conducted an audit of the membership of the AAC, please see attachment 1. In reviewing the audit it was noted that 4 members had not attended 3 meetings without an apology. Council staff contacted these members to confirm that they would vacate these positions with no response. In accordance with the TOR's Council staff would move to acknowledge that these positions are now vacant.

Council staff will conduct a new expression of interest (EOI) process to fill these vacant positions. It is recommended that the AAC nominate an Aboriginal Committee Community representative to join the assessment panel to assess the EOI applications in accordance with the TOR.

Community Engagement

A membership Expression of Interest to be conducted following the AAC meeting of 22 March 2022.

This will be advertised with a Get Involved page and sponsored social media posts. The Expression of Interest will also be distributed via Council network mailing lists and the Aboriginal Advisory Committee members will be encouraged to share the information with their networks and communities.

Aboriginal Advisory Committee Membership

| Councillors | 22/2/21 | 3/5/21 | 7/6/21 | 20/9/21 | Total Attended | Audit January 2022 |
|---------------|---------|---------|--------|---------|-------------------|------------------------------|
| Clr Findley | | ✓ | | | | Audit not required for Clrs. |
| Clr Levett | ✓ | Apology | ✓ | | | Audit not required for Clrs. |
| Clr Kitchener | | | | | | Audit not required for Clrs. |
| Clr Proudfoot | | | | | | Audit not required for Clrs. |
| Clr Digiglio | ✓ | ✓ | ✓ | | | Audit not required for Clrs. |
| Clr White | ✓ | | ✓ | | | Audit not required for Clrs. |

| Community representatives (13) - including Elders, Youth or gov/non-gov agencies.org delegates | | | | | | |
|--|---------|---------|---|---------|---|---|
| Janet Atkins | ✓ | ✓ | ✓ | Apology | 3 | Membership expired - renomination confirmed |
| Sylvia Timbery | X | ✓ | ✓ | X | 2 | Membership expired - renomination confirmed |
| Patricia Lester | X | X | X | X | 0 | No response - position considered vacant |
| Shane Brown | X | X | ✓ | X | 1 | Membership expired - renomination confirmed |
| Leonie Ebzery | X | Apology | X | X | 0 | No response - position considered vacant |
| Paul McLeod | X | X | X | X | 0 | Membership confirmed |
| Charlie Ashby | ✓ | Apology | X | ✓ | 2 | No response |
| Nicole Moore | ✓ | ✓ | ✓ | ✓ | 4 | Membership confirmed |
| Caryn Carpenter | Apology | X | ✓ | X | 1 | Membership confirmed |
| Jared Brown (Youth) - Chairperson | ✓ | Apology | ✓ | ✓ | 3 | Membership confirmed |
| Sharlene Cruickshank | ✓ | ✓ | ✓ | ✓ | 4 | |
| Natalie Lloyd | X | X | ✓ | X | 1 | No response - position considered vacant |
| Kalinda Wills (Youth) | X | X | X | X | 0 | No response - position considered vacant |

| NPWS Representative (1) | | | | | | |
|-----------------------------------|---------|---------|---|---------|---|----------------------|
| NPWS - Valda Corrigan | Apology | X | X | X | 0 | Membership confirmed |
| | | | | | | |
| LALC Representative (3) | | | | | | |
| Nowra LALC - Jason Groves | ✓ | X | X | Apology | 1 | Membership confirmed |
| Jerrinja LALC - Alfred Wellington | X | Apology | ✓ | X | 1 | Membership confirmed |
| Ulladulla LALC - Paul Keith | X | X | X | X | 0 | Membership confirmed |
| | | | | | | |

AA22.7 **Aboriginal Advisory Committee Action Table Update - March 2022**

HPERM Ref: D22/97040

Department: Community Connections
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Aboriginal Advisory Committee - Action Table - March 2022 [↓](#)

Reason for Report

To provide the Aboriginal Advisory Committee with a progress report on outstanding actions.

Recommendation (Item to be determined under delegated authority)

That the Aboriginal Advisory Committee accept and receive the Update on Actions report for information.

Options

1. Adopt the recommendation as written.
Implications: The Aboriginal Advisory Group is updated on progress of actions and recommendations made at previous meetings.
2. Request more information.
Implications: Members of the Aboriginal Advisory Group request further information.

Background

This report is to update the Aboriginal Advisory Group on outstanding actions from previous meetings.

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still in works. Should AAC members require further information on the status of the actions in the table attached Council staff will provide as requested.

Community Engagement

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

| Aboriginal Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to" | | | Action Sheets Report |
|---|-----------------|---|----------------------|
| Meeting Date: 11/02/2019 | Item No: AA19.6 | Officer: Broad, Rodney | Completed: |
| Title: Additional Item - Plaques - Cultural Significance Telling Shoalhaven Stories - Action Plan - smoking ceremonies | | | |
| <p>Clr Digiglio suggested that Plaques be placed around the Shoalhaven at sites of Cultural significance telling the story of the area and the Indigenous people.</p> <p>RESOLVED (By consent)</p> <p>That:</p> <ol style="list-style-type: none"> 1. The matter relating to the Plaques for Indigenous Shoalhaven Stories be added to the Aboriginal Advisory Committee Action Plan 2. Staff provide a report to the Committee on costings in relation to the design and installation of a Plaque at places in the Shoalhaven identifying locations where smoking ceremonies have taken place. <p>CARRIED</p> | | <p>Notes:</p> <p>27/02/2019 12:31:37 PM - Claire Andriske</p> <p>Part 1 - Catherine Campbell, Part 2 - Catherine Campbell in conjunction with Assets and Works</p> <p>24/04/2019 3:15:25 PM - Catherine Campbell</p> <p>List of sites identified. Quotes for plaques being obtained.</p> <p>12/06/2019 12:49:44 PM - Catherine Campbell</p> <p>Action reassigned to Simoes, Margaret by: Campbell, Catherine for the reason: Margaret is responsible for completing this action</p> <p>16/04/2020 3:17:14 PM - Margaret Simoes</p> <p>ACDO to research the identified areas listed below by the AAC.</p> <p>AAC Minutes 17/2/20</p> <p>AAC19. 18 Margaret suggested that Committee members send in locations that may be culturally significant, so that Council can work towards recognising them as such by way of plaques, commemorative signs etc. The Committee identified areas of Sussex Inlet (Berrara) , Manyana and Jerry Bailey Cemetery at Shoalhaven Heads as possible locations for the signs.</p> <p>23/11/2020 3:04:24 PM - Margaret Simoes</p> <p>ACDO has been liaising with Ron Carberry to identify locations in the Shoalhaven for possible interpretative signage. This will be an ongoing project.</p> <p>02/03/2021 8:33:44 AM - Kay Bowley</p> <p>Action reassigned to McWalters, Carly by: Bowley, Kay for the reason: Margaret Simoes has retired</p> <p>20/04/2021 11:46:27 AM - Carly McWalters</p> <p>Action to be re-assigned to new Comm Capacity Builder Aboriginal on appointment. A community engagement plan to be developed to identify areas and people of significance</p> <p>18/06/2021 2:24:33 PM - Carly McWalters</p> | |

| | |
|---|-----------------------------|
| Aboriginal Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to" | Action Sheets Report |
|---|-----------------------------|

| | |
|--|---|
| | <p>Action reassigned to Broad, Rodney by: McWalters, Carly for the reason: Actions from AAC re-allocated to new Community Capacity Builder Aboriginal</p> <p><i>15/03/22 - Rodney Broad</i></p> <p>Staff liaising with community to identify locations in the Shoalhaven for possible interpretative signage. Community Capacity Builder, Aboriginal will liaise with Social Infrastructure team who hold the plaques and memorials policy to progress project.</p> |
|--|---|

| | | | |
|---|-------------------------|---|-------------------|
| Meeting Date: 13/05/2019 | Item No: AA19.18 | Officer: Broad, Rodney | Completed: |
| Title: Additional item - Plaques Identifying Culturally Significant Locations - Design and costings | | | |
| <p>The Committee discussed this matter in the Action Table and advised that staff are seeking advice from the Committee in relation to what type of plaque and design they would like and assistance with providing locations of significance in the Shoalhaven.</p> <p>A suggestion was that local Art and/or TAFE students could create the plaques as a cost effective way for this project.</p> <p>RESOLVED (By consent)</p> <p>That the General Manager (Finance Corporate and Community Services) provide a report back to the Committee which includes:</p> <ol style="list-style-type: none"> Information on costings and options for designs of the plaques Identifies culturally significant locations within the Shoalhaven LGA. <p>CARRIED</p> | | <p>Notes:</p> <p><i>12/06/2019 12:58:56 PM - Catherine Campbell</i></p> <p>Action reassigned to Simoes, Margaret by: Campbell, Catherine for the reason: Margaret is responsible for completing this action</p> <p><i>15/01/2020 3:47:04 PM - Margaret Simoes</i></p> <p>Email sent to Aboriginal Advisory Committee members and Local Aboriginal Land Council CEO's (Jerrinja LALC, Ulladulla LALC, Nowra LALC) requesting suggested cultural locations to be considered for interpretative signage.</p> <p>Photographs and sample costing of plaques to be presented at the next AAC meeting on 17 February 2020.</p> <p><i>28/04/2020 2:30:16 PM - Margaret Simoes</i></p> <p>Report tabled at the AAC meeting held on 17 February. MS presented sample designs of signage currently installed throughout the Shoalhaven. (See attached above AA20.2, AA20.2) and possible costings. The Committee identified areas of Sussex Inlet (Berrara) , Manyana and Jerry Bailey Cemetery at Shoalhaven Heads as possible locations for the signs. ACDO to investigate the locations.</p> <p><i>23/11/2020 3:08:58 PM - Margaret Simoes</i></p> | |

| | |
|---|-----------------------------|
| Aboriginal Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to" | Action Sheets Report |
|---|-----------------------------|

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| | <p>ACDO working with Ron Carberry, Bushcare to assist in identifying places of cultural significance for possible installation of interpretative signage.</p> <p><i>02/03/2021 8:34:24 AM - Kay Bowley</i></p> <p>Action reassigned to McWalters, Carly by: Bowley, Kay for the reason: Margaret Simoes has retired</p> <p><i>20/04/2021 11:56:32 AM - Carly McWalters</i></p> <p>Action to be re-assigned to Comm Capacity Builder Aboriginal. Link to number AA19.6 and contingent on the outcome of this.</p> <p><i>18/06/2021 2:25:24 PM - Carly McWalters</i></p> <p>Action reassigned to Broad, Rodney by: McWalters, Carly for the reason: Actions from AAC re-allocated to new Community Capacity Builder Aboriginal</p> |
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| Meeting Date: 25/10/2021 | Item No: AA21.17 | Officer: Broad, Rodney | Completed: |
| Title: Aboriginal Advisory Committee Action Table Report - Invitation - Jerrinja LALC - Community Consultation - Cullunghutti - report received | | | |
| RESOLVED (Patricia Lester / Charlie Ashby) That: <ol style="list-style-type: none"> The Aboriginal Advisory Committee receive the updated September 2021 Status Report for Information. The following action be noted as completed and removed from the Action table: <ol style="list-style-type: none"> AA19.17 Link - DPOP - Submission - Budget Bid – Cullunghutti AA19.25 Cullunghutti - Plan of Management - Investigation - Track Damage / Land clearing - Bigfoot Compliance - PED staff / NPWS - next AAC meeting AA20.6 Cullunghutti - Big Foot Adventures DA Compliance - Regular updates to Aboriginal Advisory Committee AA20.8 Terms of Reference - Review - Workshop - Statement of Commitment - Include in Agenda AA21.6 Consideration of Membership - Ron Carberry – Deferred | | Notes: <p><i>10/11/2021 1:34:06 PM - Claire Andriske</i></p> <p>Part 2 - Claire Andriske, Part 3 - Carly McWalters/Rodney Broad</p> <p><i>06/12/2021 9:56:00 AM - Carly McWalters</i></p> <p>Action reassigned to Broad, Rodney by: McWalters, Carly for the reason: Allocated to Community Capacity Builder Aboriginal</p> <p><i>07/03/2022 2:37:30 PM - Rodney Broad</i></p> <p>Council staff attempted to contact Alfred Wellington however recieved no response. Council staff will continue to attempt to make contact with Mr Wellington and will update the Committee at the next meeting.</p> | |

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| Aboriginal Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to" | Action Sheets Report |
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| 3. Staff reach out to Alfred Wellington (Jerrinja LALC) and request Alfred to attend the next meeting of the AAC to address some questions in relation to community consultation, the management of the land on Cullunghutti and the next steps. CARRIED | |
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| Meeting Date: 25/10/2021 | Item No: AA21.18 | Officer: Broad, Rodney | Completed: |
| Title: Cultural Signage - Kangaroo Valley - Feedback - EOI - Consult LALC | | | |
| RESOLVED (Sylvia Timbery / Nowra LALC - Jason Groves) That: 1. The Aboriginal Advisory Committee provide feedback on the proposal to install cultural signage at Kangaroo Valley. 2. Council staff work with Clr Digiglio and the LALC's (including Nowra, Jerrinja, Ulladulla, Wingecaribee and Illawarra) to seek feedback via an EOI (community consultation) from the wider community. 3. Council staff reach out to the Kangaroo Valley Community Group who initiated the request and work with them to consult and engage with the LALC. 4. Council assist with and request the LALC's to distribute the EOI (when it is established) to their communities. CARRIED | | Notes: 10/11/2021 1:45:14 PM - Claire Andriske Parts 1-4 - Carly McWalters/Rodney Broad 08/12/2021 1:03:54 PM - Carly McWalters Action reassigned to Broad, Rodney by: McWalters, Carly for the reason: Allocating to Community Capacity Builder Aboriginal 07/03/2022 2:41:26 PM - Rodney Broad Council staff have made contact with the Kangaroo Valley community group. Council staff will seek opportunities to conduct further consultations in Kangaroo Valley. Council staff are awaiting receipt of the LALC's EOI. Once received Council staff will distribute to the wider community. | |

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| Meeting Date: 25/10/2021 | Item No: AA21.19 | Officer: Holtom, Casey | Completed: |
| Title: Presentation - Shoalhaven Community Wellbeing Plan - consult with LALC | | | |
| RESOLVED (Nowra LALC - Jason Groves / Janet Atkins) | | Notes: 24/11/2021 2:28:10 PM - Casey Holtom | |

| Aboriginal Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to" | | Action Sheets Report |
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| <p>That Casey Holtom, Social Planner, and Danny Wiggins, Consultant come and speak to the LALC in relation to the Shoalhaven Community Wellbeing Plan.</p> <p>CARRIED</p> | | <p>27/10/21 Casey Holtom emailed Nowra LALC. 08/11/21 Casey Holtom emailed Nowra LALC. 10/11/21 Casey Holtom asked Community Capacity Builder Aboriginal for assistance. 11/11/21 Community Capacity Builder Aboriginal sent email introducing Casey Holtom to Jason Groves, rep of Nowra LALC. I understand this email was sent after a phone conversation with Jason Groves. 12/11/21 Casey Holtom replied to email expressing interest in meeting with Nowra LALC. Jason Groves replied expressing support. 16/11/21 Casey Holtom emailed Jason Groves requesting availability to meet and giving option to call to organise. 15/03/22 Casey Holtom Working with Rodney Broad, Community Capacity Builder Aboriginal to continue to reach out to Nowra LALC and will offer the opportunity for as long as possible. Currently no response has been received from the Nowra LALC</p> |

COMPLETED ACTIONS SINCE 15 OCTOBER 2021

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| Meeting Date: 25/10/2021 | Item No: AA21.17 | Officer: Andriske, Claire | Completed: 16/11/2021 |
| Title: Aboriginal Advisory Committee Action Table Report - Invitation - Jerrinja LALC - Community Consultation - Cullunghutti - report received | | | |
| RESOLVED (Patricia Lester / Charlie Ashby) That: <ol style="list-style-type: none"> The Aboriginal Advisory Committee receive the updated September 2021 Status Report for Information. The following action be noted as completed and removed from the Action table: <ol style="list-style-type: none"> AA19.17 Link - DPOP - Submission - Budget Bid – Cullunghutti AA19.25 Cullunghutti - Plan of Management - Investigation - Track Damage / Land clearing - Bigfoot Compliance - PED staff / NPWS - next AAC meeting | | Notes: 10/11/2021 1:40:26 PM - Claire Andriske Part 2 - Claire Andriske, Part 3 - Carly McWalters/Rodney Broad 16/11/2021 4:25:52 PM - Claire Andriske Action completed by: Andriske, Claire Part 2 Complete | |

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| <p>c. AA20.6 Cullunghutti - Big Foot Adventures DA Compliance - Regular updates to Aboriginal Advisory Committee</p> <p>d. AA20.8 Terms of Reference - Review - Workshop - Statement of Commitment - Include in Agenda</p> <p>e. AA21.6 Consideration of Membership - Ron Carberry – Deferred</p> <p>3. Staff reach out to Alfred Wellington (Jerrinja LALC) and request Alfred to attend the next meeting of the AAC to address some questions in relation to community consultation, the management of the land on Cullunghutti and the next steps.</p> <p>CARRIED</p> | |
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| Meeting Date: 07/02/2022 | Item No: AA21.16 | Officer: Bowley, Kay | Completed: 17/02/2022 |
| Title: Aboriginal Advisory Committee Terms of Reference - Adoption | | | |
| <p>RESOLVED* (Clr White / Clr Wells) MIN22.57</p> <p>That Aboriginal Advisory Committee accept the proposed amendments to the Aboriginal Advisory Committee Terms of Reference and submit to Council for adoption.</p> <p>FOR: Clr Findley, Clr Christen, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Kotlash, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p> | | <p>Notes:</p> <p>17/02/2022 12:38:44 PM - Kay Bowley</p> <p>Action completed by: Bowley, Kay</p> <p>ToR updated & finalised in TRIM</p> | |