



Aboriginal and Torres Strait Islander Committee

Terms of Reference

1 *Recommended Purpose and Objectives*

At its meeting held on the 14 December 2016, Council resolved to re-establish the Aboriginal and Torres Strait Islander Committee (the Committee).

Its function is to build on the success of the previous Committee and provide advice only to Council in relation to Aboriginal culture.

The objectives of the Committee are:-

1. To engage and consult with representatives from the Aboriginal and Torres Strait Islander community who live within the Cessnock local government.
2. To provide a forum within the Cessnock local government area to discuss issues of interest to the Aboriginal and Torres Strait Islander community.
3. To raise local awareness of issues of interest to the Aboriginal and Torres Strait Islander community.
4. To encourage understanding and recognition of Aboriginal and Torres Strait Islander history, heritage and culture.
5. To provide Council with strategic advice and guidance in relation to Aboriginal and Torres Strait Islander issues. This includes obtaining an Aboriginal and Torres Strait Islander perspective on the development of plans and strategies, as appropriate.
6. To provide advice for Council events/activities associated with NAIDOC Week and Reconciliation Week.
7. To maintain and enhance positive working relationships between Council and the Aboriginal and Torres Strait Islander community.

2 *Strategic Framework*

The Committee will be guided by Council's planning and policy framework including:-

- **Cessnock Community Strategic Plan**
For example, the Cessnock 2023 Community Strategic Plan has an objective for Promoting Social Connections (Objective 1.1).
- **Cessnock City Council Delivery Plan**
For example, the Delivery Program for 2013-17 has the strategy:-
1.1.2 Engage with the indigenous community.

- **Cessnock City Council Operational Plan**

For example, the Operational Plan for 2016-17 has the strategy:-

1.1.2a Organise and deliver a range of NAIDOC week events.

1.1.2b Continue to implement the actions from the Reconciliation Action Plan.

3 *Recommended Membership of the Committee*

The Committee will comprise:-

- Three (3) Councillors as resolved by Council at its meeting held 14 December 2016 (Mayor Pynsent, Councillor Doherty, Councillor Gray).
- Up to eight (8) community representatives from the Aboriginal and/or Torres Strait Islander community with the intention that the majority are from the Wonnarua nation.
- Community representatives must be a resident of the Cessnock local government area.
- Representatives who seek membership and reside outside of the Cessnock Local Government Area will be at the discretion of Council.

4 *Recommended Term of Membership*

Membership to the Committee is for the term of Council.

5 *Coordination*

The Committee will be administered by the Community and Cultural Engagement Manager and administration support will be provided by a Committee Co-ordinator.

The Committee Co-ordinator will ensure the preparation and distribution of agenda and business papers and ensure minutes are taken and distributed. They will also be responsible for ensuring consultation occurs with the Chair to confirm the proposed agenda and Committee meeting minutes.

6 *Meetings and Quorum*

The meeting frequency will be determined by the Committee, but at least three (3) meetings will be held per annum.

The meetings will be held at a time suitable to the majority of Committee members and to be determined.

The quorum will be five (5) members of the Committee including a minimum of one (1) Councillor and three (3) Community representatives.

Council staff are non-voting advisors to the Committee.

Meetings will be conducted in accordance with the principles of Council's Code of Meeting Practice and Code of Conduct.

7 Reporting

Agenda items and reports for the Committee will be forwarded to the delegated Committee Co-ordinator no later than two weeks before the scheduled meeting.

The agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meeting minutes will be reviewed by the Chair of the Committee and once approved, will be submitted to Council for adoption at the next available Council meeting. The meeting minutes will then be distributed to members of the Committee with the agenda for next meeting to be held.

8 Council Resolution

The Council resolutions referenced above are the relevant resolutions applicable to this Committee.