



Tumut Shire
COUNCIL

NOTICE OF ABORIGINAL LIAISON COMMITTEE MEETING

Notice is hereby given that an Aboriginal Liaison Committee Meeting of Tumut Shire Council will be held in the Riverina Room located on the 1st Floor of the Riverina Highlands Building, 76 Capper Street, Tumut on, **Wednesday, 10 June, 2015**, commencing at **3:00 PM**.

Distribution: 24	Present:	Apology:	Absent:
Clr S Bulger (Delegate)			
General Manager-Bob Stewart (Delegate)			
Community Dev. Team Rep. (Delegate)			
Winnie Bulger			
Tumut/Batlow Multi-Services Health Manager- Lorraine O'Sullivan			
Nursing Unit Manager-Katrina Walsh			
Sonia Piper			
Rhonda French			
Margaret Berg			
Denese Williams			
Steve Bellchambers			
Shirley Marlowe			
Coral Bulger			
Stan Russell			
Jo Erskine (Observer)			
Information Only			
Clr P Cross			
Clr T Thomson			
Clr M Isselmann			
Clr G Pritchard			
Clr S Stevenson			
Clr J Hayes			
Director Corp. Services-Allan Tonkin			
Director Engineering Services-John Maxwell			
Public			

Business

1. Apologies
2. Confirmation of Minutes
3. Business arising from Minutes
4. Committee Reports
5. Correspondence
6. General Business

R K Stewart

General Manager

TUMUT SHIRE COUNCIL

ABORIGINAL LIAISON COMMITTEE MEETING – AGENDA

Wednesday, 10 June, 2015, commencing at 3:00 PM.

APOLOGIES

CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-

.	Aboriginal Liaison Committee Meeting	- 17/09/2014	3
.	Aboriginal Liaison Committee Meeting	- 11/03/2015	7

BUSINESS ARISING FROM MINUTES

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

COMMITTEE REPORTS

.	Aboriginal Liaison Committee Matters - June 2015	9
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GENERAL BUSINESS

NEXT MEETING

The next meeting date is scheduled to be held Wednesday, 9 September, 2015

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MEETING COMMENCEMENT: 5.35pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr S Bulger (Delegate)	X		
General Manager-Bob Stewart (Delegate)	X		
Community Dev. Team Rep.-Trudy Crawford (Delegate)	X		
Winnie Bulger (Elder)	X		
Tumut/Batlow Multi-Service Health Manager-Maria Roche			X
Nursing Unit Manger – Nicole Rohloff			X
Sonia Piper (Elder)	X		
Rhonda French			X
Margaret Berg (Elder)			X
Denese Williams (Elder)			X
Steve Bellchambers			X
Coral Bulger (Elder)	X		
Shirley Marlowe		X	
Mary Mudford			X
Jo Erskine			X

Gary Bilton attended as an observer.

Council staff in attendance were **Trudy Crawford.**

APOLOGIES:

ALC01 RESOLVED that the apologies from Shirley Marlowe be received.

Sonia Piper / Coral Bulger

Sonia Piper welcomed all to the meeting.

CONFIRMATION OF MINUTES:

ALC02 RESOLVED that the notes of the **Aboriginal Liaison Committee** held on **05-March-2014** be accepted as read.

Winnie Bulger / Sue Bulger

BUSINESS ARISING FROM MINUTES:

Nil

DECLARATION OF INTEREST AND REPORTABLE POLITICAL DONATIONS:

Nil

COMMITTEE REPORTS:

Aboriginal Liaison Committee Matters - September 2014 (.)

Brungle Cemetery

Tree planting at Brungle Cemetery would be a good project for the Men's Group if the trees could be supplied by Council from the Landcare Nursery. Stan Russell at Cooe Cottage is the person who would coordinate the project.

Sue Bulger raised that there is no path between the two gates at the cemetery and when the grass is high it is difficult to walk through there.

1. RECOMMENDATION

That the proposal for a cement walking path from either gate be considered for future works.

Sue Bulger / Sonia Piper

Brungle Village

- Tree planting has commenced and looks lovely.
- The stump has still not been removed. Would like to know where this is up to.
- Bob Stewart will liaise with the Brungle Hall Trust requesting that when the renovation to hall is completed that the toilet be left open and utilised as a public toilet.
- Brungle Crown Land reserve. Sue Bulger enquired as to who owned the parcel of land further along Bray Street beside the Community Health Centre. It has been identified lot 359 and 35 are crown reserve however she also felt the lot beside this was crown reserve and managed by the Brungle Community Purposes Reserve Trust. Trudy Crawford to investigate further and report back to the next meeting.

MoU between the Aboriginal Community of Tumut Shire and Tumut Shire Council

Trudy Crawford advised the committee of the typing mistake that was made in the redrafting of the MoU. The committee reviewed the words that were missing which have now been added back in to the MoU and felt that there was no real impact or changes and the MoU should be resigned. Sue Bulger to contact Marg Berg in relation to resigning the MoU.

ALC02 RESOLVED that the words have now been added into the MoU and that the MoU should be resigned by the nominated parties.

Sonia Piper / Coral Bulger

Proposed Dual Naming of Thalbringung or Thelbringung – Talbingo Mountain

A letter and information was received from the Talbingo Progress and Ratepayers Association requesting support from the Council in relation to the proposed dual naming of Thalbringung or Thelbringung – Talbingo Mountain. The committee felt this was a feasible request and felt it should be supported.

2. RECOMMENDATION

That the Aboriginal Liaison Committee support the request from the Talbingo Progress and Ratepayers Association for the dual naming of Thalbringung – Talbingo Mountain.

Sonia Piper / Coral Bulger

GENERAL BUSINESS:

- That the following changes be made to the Committee list:–
 - Mary Mudford by removed as she no longer lives in Tumut

- Jo Erskine be changed to observer status (information only) as she is working away and cannot attend meetings
- The Tumut/Batlow Multi-Services Health Manager be changed to Lorraine O'Sullivan (currently acting in role)
- The Nursing Unit Manager be changed to Katrina Walsh.

3. RECOMMENDATION

That Stan Russell be appointed as a representative on the Aboriginal Liaison Committee.

Winnie Bulger / Sonia Piper

- It was raised that there are no signs about kangaroos on the Brungle Road. General Manager advised that if they started signposting there would be signs everywhere.
- Sue Bulger asked how many Aboriginal people have been employed by Tumut Shire Council from 1994 to now. Trudy Crawford to forward request to the HR Officers for both Council and SWS.
- Sue Bulger to provide a web link to the General Manager to seek partnering arrangements for funding (guidelines).

NEXT MEETING

The next meeting will be held on 11th March 2015 – time to be confirmed.

CLOSED:

The meeting closed at 6.05pm.

*RESOLUTIONS FROM ORDINARY COUNCIL MEETING HELD
TUESDAY, 28 OCTOBER, 2014*

ABORIGINAL LIAISON COMMITTEE

CONFIRMATION OF MINUTES:

- 415 RESOLVED** that the notes of the **Aboriginal Liaison Committee** held on **17-September-2014** be accepted as read.

Cr S Bulger/Cr M Isselmann

COMMITTEE REPORTS:

Aboriginal Liaison Committee Matters – September 2014

Brungle Cemetery

- 416 RESOLVED** that the proposal for a cement walking path from either gate of the Brungle Cemetery be considered for future works.

Cr S Bulger/Cr P Cross

Proposed Dual Naming of Thalbringung or Thelbringung – Talbingo Mountain

- 417 RESOLVED** that the Aboriginal Liaison Committee support the request from the Talbingo Progress and Ratepayers Association for the dual naming of Thalbringung – Talbingo Mountain.

Cr P Cross/Cr S Bulger

GENERAL BUSINESS:

Committee List

- 418 RESOLVED** that Stan Russell be appointed as a representative on the Aboriginal Liaison Committee.

Cr S Bulger/Cr P Cross

MEETING COMMENCEMENT:

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr S Bulger (Delegate)	X		
General Manager-Bob Stewart (Delegate)			X
Community Dev. Team Rep.-Trudy Crawford (Delegate)	X		
Winnie Bulger (Elder)			X
Tumut/Batlow Multi-Service Health Manager-Lorraine O'Sullivan			X
Nursing Unit Manger – Katrina Walsh			X
Sonia Piper (Elder)	X		
Rhonda French			X
Margaret Berg (Elder)			X
Denese Williams (Elder)			X
Steve Bellchambers		X	
Coral Bulger (Elder)	X		
Shirley Marlowe			X
Stan Russell			X
Jo Erskine (observer)			X

Council staff in attendance were **Trudy Crawford**.

NOTES OF INQUORATE MEETING

- Clr Sue Bulger advised that Rhonda French and Denese Williams have both moved from Tumut and need to be removed from the Aboriginal Liaison Committee list.
- Clr Sue Bulger advised that Shirley Bamblett would like to become a member of the Aboriginal Liaison Committee. Trudy Crawford to forward committee application form to Clr Bulger.
- Clr Sue Bulger to liaise with Marg Berg regarding the signing of the MOU.
- Clr Sue Bulger advised that both the Men's Group and the Women's Group have received funding for an event to be held on National Sorry Day (26th May). This event will be held at Bila Park and will involve the painting of wooden hands which will be placed around the Mosaic. This will be followed by lunch. Clr Bulger to provide more information to the Community Development Team who will assist with promotion.
- All in attendance felt that a morning tea during National Reconciliation Week was unnecessary as there is already one held as a part of NAIDOC Week.
- Trudy Crawford raised NAIDOC Week and asked what activities people would be happy to see occurring during the week. All felt that they are happy with the Flag Raising and Morning Tea hosted by Council.

NEXT MEETING

The next meeting will be held on 10th June 2015.

CLOSED:

The meeting closed at 3.50pm.

*RESOLUTIONS FROM ORDINARY COUNCIL MEETING HELD
TUESDAY, 24 MARCH, 2015*

ABORIGINAL LIAISON COMMITTEE

- 76** **RESOLVED** that the notes of the inquorate meeting held on the 11th of March 2015 be noted.

Cr S Bulger/Cr P Cross

REPORT NUMBER: ALC1
SUBJECT: Aboriginal Liaison Committee Matters - June 2015
(.)
REPORT AUTHOR: Trudy Crawford
RESPONSIBLE MANAGER: A Tonkin

PURPOSE OF REPORT: To present current Aboriginal Liaison Committee matters for discussion

KEY ISSUES

- 1. Harmony Day – 21 March 2015**
- 2. National Sorry Day – 26 May 2015**
- 3. NAIDOC Week – 5-12 July 2015**
- 4. Committee Membership and Terms of Reference**

BACKGROUND

Harmony Day – 21 March 2015

Harmony Day was celebrated with a multicultural morning tea for Council staff. Staff were invited to bring a national dish to share with others.

National Sorry Day – 26th May 2015

National Sorry Day was commemorated with a service and a BBQ lunch at Bila Park. McAuley Catholic School conducted the service with Council providing the venue, chairs and invitations.

NAIDOC Week – 5-12 July 2015

The National theme for 2015 is: “We all Stand on Sacred Ground: Learn, Respect and Celebrate”.

Tumut Shire Council will celebrate NAIDOC Week by hosting a flag raising ceremony and morning tea for Elders on Monday 6th July. This year the flag raising ceremony will be held at the Riverina Highlands Building with the morning tea being held at the Tumut Region Visitors Centre.

The list of Elders from last year’s ceremony has been provided to Cllr Sue Bulger to update prior to invitations being sent out for this year’s ceremony.

Committee Membership and Terms of Reference

As per the Terms of Reference:

A quorum of the Committee will be five (5) appointed voting members present. If a quorum has not been reached within 10 minutes of the appointed starting time the meeting shall be adjourned or continue as an inquorate discussion.

Only 1 of the past four meetings has been quorate

RECOMMENDATION

That more delegates attend the three Aboriginal Liaison Committee meetings held per year or the committee go into recess.

ATTACHMENTS

Aboriginal Liaison Committee Terms of Reference



Tumut Shire
COUNCIL

Aboriginal Liaison Committee Terms of Reference

ToR No: 01

Version: 1.4

1. NAME

The name of the Committee is the Aboriginal Liaison Committee.

2. PURPOSE

The purpose of the committee is to:

- Provide a forum for discussion between Council and the Aboriginal Community of the Tumut Shire on key issues.

3. OBJECTIVES OF THE COMMITTEE

The Aboriginal Liaison Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

- To report on activities and functions in the community.
- To raise the profile of aboriginal issues within the Shire.
- To facilitate partnerships with Aboriginal organisations and community members in the Shire to assist in the delivery of the Community Strategic Plan.
- To review, manage and report on the Aboriginal MOU Action Plan bi-annually at the June and December meetings.

4. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) STRUCTURE / MEMBERSHIP

The Committee shall be comprised of at least four citizen/community representatives, the General Manager or nominated delegate and one Councillor. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.


b) APPOINTMENT AND SELECTION OF MEMBERS

The Tumut Shire Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Committee by Tumut Shire Council. Persons can be self-nominated, or can represent a group or organisation.

c) TERM

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

	Title: Aboriginal Liaison Committee	ID No: <u>ToR</u> 01 v1.4
	Document : Terms of Reference	Page: 1 of 5
	Council Resolution : 664	Date Adopted: 26 Sept 2001
	Last Amended : 26 March 2013	Review Date: July 2016
	Res. No. 125	

Members of the Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) CHAIRPERSON

The Chairperson shall be the appointed Councillor representative.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

e) SECRETARIAT

A staff member from Tumut Shire Council shall perform the Secretariat duties for the Committee.

f) COUNCIL STAFF MEMBERS ON COMMITTEES

Tumut Shire Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights;
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

h) QUORUM

A quorum of the Committee will be five (5) appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 4i).

i) INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

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The members present at an inquorate discussion cannot put or carry any motion or resolution.

j) DECISIONS AND VOTING

The Committee's business is conducted on a simple majority vote by those appointed members present.

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Aboriginal Liaison Committee for the Tumut Shire.

Only those Councillors appointed to the Aboriginal Liaison Committee have voting rights.

k) ATTENDANCE OF NON MEMBERS

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

l) WORKING GROUPS

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

COMMITTEE OPERATION AND MEETINGS

a) MEETINGS

Meetings will be held quarterly on the first Wednesday of the month with meetings held March, June, September and December.

b) SPECIAL MEETINGS

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

c) NOTICE OF MEETINGS

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours' notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

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d) MINUTES

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next Ordinary meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee.

e) MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those of the Tumut Shire Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

6. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

7. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Tumut Shire Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

8. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Tumut Shire Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Tumut Shire Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

9. AMENDING THE TERMS OF REFERENCE

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Tumut Shire Council.

10. DISSOLUTION

Council may at any time dissolve the Committee.

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	Council Resolution : 654	Date Adopted: 26 Sept 2001
	Last Amended : 26 March 2013 Res. No. 125	Review Date: July 2016

11. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

12. SUPERSEDING POLICY NO AND TITLE

Aboriginal Liaison Committee Terms of Reference TotR 01 v1.3

13. DIRECTOR AUTHORISATION TO IMPLEMENT POLICY

Director Corporate Services _____
Signature Date

14. LIFE OF POLICY OR DATE FOR REVIEW July 2016
(Review must occur within 4 years if no other date is specified.)

	Title: Aboriginal Liaison Committee	ID No: TotR 01 v1.4
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