

# First Nations Liaison Committees

## Terms of Reference

**TofR No: SVC-TofR-009-04**

**In addition to the Terms of Reference, the committees must abide by the Council Committee Policy and Council Committees Operation Manual.**

### **1. NAME**

The name of the Committees are the First Nations Liaison Committee - 1(Tumut) and 2(Tumbarumba).

The First Nations Liaison Committees are Advisory committees of Snowy Valleys Council.

### **2. STATUS**

The First Nations Committees do not have executive power or authority to direct staff, nor does it have the delegation of any powers, functions or duties of Council.

### **3. DELEGATION**

All decisions of the Committees will constitute recommendations to Council and other major stakeholders where relevant.

### **2. PURPOSE**

The purpose of the committees are to:

- Provide forums for discussion of strategic key matters relevant to Council in accordance with the Delivery Program;
- Ensure participation by the First Nations Liaison Committees in accordance with Council's Community Engagement Strategy;
- Provide appropriate advice and recommendations on relevant First Nations cultural practices and protocols;
- Ensure partnerships with First Nations organisations and community members to assist in the delivery of the Delivery Program.

### **3. OBJECTIVES OF THE COMMITTEES**

First Nations Liaison Committees are an advisory committee of Council responsive to community needs. The effectiveness of the committees depends on community support.

The focus of the Committees shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Community Strategic Plan and its Delivery Program. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, First Nations Liaison Committees shall provide comment on indigenous matters, activities and functions in the community as presented in First Nations Liaison Committees reports.

#### **4. MANAGEMENT AND OPERATION OF THE COMMITTEES**

##### **a) MEETINGS**

Meetings will be held six monthly at 10.00am at Tumut and Tumbarumba. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

##### **b) MEMBERSHIP**

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative. Membership should be representative of all communities within the Local Government Area.

##### **c) CHAIRPERSONS**

The Chairpersons shall be elected by the Committees by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year. In the absence of the Chairperson the Committee shall elect deputy Chairperson for that meeting.

##### **d) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committees.

##### **e) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committees 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 Committees, immediately advise the Chairpersons.

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.

##### **f) QUORUM**

A quorum of the Committees will be half-plus-one (more than 50%) of appointed voting members present. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting 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.

##### **g) ATTENDANCE OF NON-MEMBERS**

All residents and rate payers of the Local Government Area can attend meetings of the Committees.

##### **h) MEDIA COMMENT AND CONFIDENTIALITY**

The Committees must not make comments to the media on any matter without approval, which is obtained through the nominated staff delegate.

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

**i) GENERAL OPERATIONS**

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition, all members must abide by Council's Code of Conduct.

**j) WORKING GROUPS**

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee objectives.

**5. 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.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

**6. HISTORY TABLE**

| Version No | Approval Date  | Resolution Number | Date to be Reviewed |
|------------|----------------|-------------------|---------------------|
| 1.0        | 24 May 2018    | M142/18           |                     |
| 2.0        | 23 August 2018 | M240/18           |                     |
| 3.0        | 18 August 2022 | M243/22           | 30/03/2025          |
| 4.0        | 17 July 2025   | M186/25           | 30/09/2028          |