

30 November 2012

Dear Councillor/Sir/Madam

You are invited to attend an **ABORIGINAL CONSULTATIVE COMMITTEE** of Ashfield Council, to be held on Level 6, Civic Centre, 260 Liverpool Road, Ashfield on **THURSDAY 6 DECEMBER 2012** at **4:30 PM**.

SEE ATTACHED AGENDA

ABORIGINAL CONSULTATIVE COMMITTEE - 6 DECEMBER 2012

AGENDA

1. OPENING

2. ACKNOWLEDGEMENT OF LOCAL ABORIGINAL COMMUNITY

3. APOLOGIES/REQUEST FOR LEAVE OF ABSENCE

4. DISCLOSURES OF INTEREST

Disclosures to be made by any Councillors who have a pecuniary / non-pecuniary interest in respect of matters that are before the Committee at this meeting.

(06/12/2012)

5. CONFIRMATION OF MINUTES OF COMMITTEE

ABORIGINAL CONSULTATIVE COMMITTEE - 25/10/2012

6. STAFF REPORTS

6.1 ABORIGINAL EMPLOYMENT FRAMEWORK

6.2 UPDATE ON PEAK HILL MOU, ELSA DIXON AND ACC TERMS OF REFERENCE

7. VERBAL REPORTS

I) UPDATE ON SECOND GATEWAY SITE AT CORNER OF LIVERPOOL ROAD AND FREDERICK STREET

II) UPDATE ON PROPOSED TREE TRUNK ART WORK IN ASHFIELD PARK

8. GENERAL BUSINESS

9. CLOSE

Subject	ABORIGINAL EMPLOYMENT FRAMEWORK
File Ref	Community>Aboriginal Issues
Prepared by	Charmian King - Manager Workplace Relations
Reasons	To provide background to the Aboriginal Employment Program Framework that is presented with this report.
Objective	To ensure Council has a robust and consistent targeted Aboriginal recruitment process

Overview of Report

Council staff have developed an Aboriginal Employment Program Framework to support the Aboriginal Employment and Retention Strategy provided for in the Reconciliation Action Plan and the Equal Employment Opportunity Plan.

Background

Council's adopted Reconciliation Action Plan 2010-2012 provides for a number of actions. Item 21 relates to the employment of targeted Aboriginal staff, and specifically states:
Develop an Aboriginal Employment & Retention Strategy that includes specific employment targets & incorporates the Elsa Dixon Employment Program.

In 2011/12 Council's Equal Employment Opportunity Plan was updated and adopted by Council. This plan provides for the following identified employment targets relevant to the Reconciliation Action Plan, and which mirror the current NSW Government targets.

Opportunity Group Identified	NSW Government	Ashfield Council Current	Ashfield Council 4 year Target
Aboriginal people and Torres Strait Islanders	2.6%	1.30%	2.6%

In response to these two Plans, an Aboriginal Employment Program Framework has been established to capture the roles, responsibilities, commitments and processes to ensure the actions in these Plans are achieved.

This Framework identifies:

- the process of formal and regular identification of positions which can be targeted for people identifying as Aboriginal
- the benefits of external specialist partners throughout the recruitment process
- the types of supported employment that can be offered
- the recruitment process responsibilities
- the induction process responsibilities
- the mentoring process responsibilities

ABORIGINAL EMPLOYMENT FRAMEWORK

Over the past 12 months two aboriginal staff have been successfully recruited through a targeted employment program. The staff in these positions are employed in the operational areas of Civil Works, and Parks and Trees.

Financial Implications

No additional funding implications - funded within existing budgets.

Other Staff Comments

The draft framework has been put together with assistance of Aboriginal staff representatives on the Aboriginal Consultative Committee and has been discussed by the Aboriginal Consultative sub-committee.

Public Consultation

Not required

Conclusion

The benefits of providing a targeted employment program for people who identify as being Aboriginal are that Council continues to provide a positive leadership role to local business and the community, and ensures our diverse workforce continues to benefit from staff employed from a wide variety of cultural backgrounds. The framework will ensure we are undertaking this targeted program in a consistent and transparent manner.

ATTACHMENTS

Attachment 1 Aboriginal Employment Framework

6 Pages

RECOMMENDATION

That the Aboriginal Consultative Committee note the Aboriginal Employment Framework.

NELLETT KETTLE
Director Corporate & Community Services



DRAFT

Aboriginal Employment Program
Framework

This program will be reviewed by:

Human Resources

Next review date: August 2014

1. Background

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In response to these two Plans, an Aboriginal Employment Program Framework has been established to capture the roles, responsibilities, commitments and processes to ensure the actions in these Plans are achieved.

2. Key Objectives:

The Aboriginal Framework aims to:

- Support the spirit and intent of State and Federal Government initiatives in addressing historical social justice inequities, through the provision of affirmative recruitment actions in the targeted employment of Aboriginal staff.
- Provide a positive leadership role to local businesses and community in the promotion and delivery of Aboriginal employment programs.
- Ensure our diverse workforce continues to benefit from the employment of staff from a wide variety of cultural backgrounds.
- Deliver against the actions identified in the Reconciliation Action Plan, and the Equal Employment Opportunity Plan

3. Employment Framework

In implementing this Framework, Ashfield Council is committed to an approach founded on the following:

3.1 Targeted Employment:

- Managers shall determine the suitability of positions for targeted programs as vacancies arise.
- These positions shall (only) be exclusively available to Aboriginal people for the duration of that recruitment.
- The number and type of positions across Council may vary on a year to year basis based on:
 - a) Current employment statistics
 - b) Available positions
 - c) Aboriginal staff who may leave Council's employment from time to time
- A review of the targeted employment placements during the past year shall be undertaken as part of the Equal Employment Opportunity Plan annual report and review.

3.2 External Partners

Council recognises the benefits of partnering with external cultural experts in Aboriginal employment and career development to the success of its Aboriginal employment program.

Council has identified the Aboriginal Employment Strategies as its primary partner in this program for 2012-14, and wherever possible all employment processes will be undertaken with this partner. Should it be necessary to source alternative partners, Council will consult with the Aboriginal Consultative Committee

3.3 Merit

Aboriginal Employees will be selected on the 'merit' principle, whereby employment decisions are based on the relative ability of an individual to undertake the inherent requirements of a role.

3.4 Types Of Employment

Targeted recruitment can be undertaken for Aboriginal people in positions that are identified as:

- Agency-employed trainee, with some work-time allocated to tertiary study
- Agency-employed trainee, with an on-the-job training plan developed 3 monthly
- Council-employed trainee, with some work-time allocated to tertiary study
- Council-employed trainee, with an on-the-job training plan developed 3 monthly
- Council-employed permanent employee, with on-going development identified and provided

3.5 Autonomy and Shared Accountability:

Program Areas are best placed to make decisions relevant to their core business needs and thus require flexibility in determining relevant approaches for Aboriginal employment outcomes. For this reason the approved process for targeted Aboriginal employment recruitment is a parallel process to the homogenous recruitment model in Council.

4. Recruitment Process:

Specifically the responsibilities during this recruitment process are listed as:

- a. When a vacancy arises, the Manager shall nominate (via the standard Employee Requisition Form) if the position can be filled under a targeted recruitment program. If "yes" the requisition shall then be made on the "Requisition For Targeted Aboriginal Placement" form.
- b. The Manager, the ACCR, and HR shall confer on the position requirements.
- c. The Manager Human Resources shall act as the Council liaison officer the agency.
- d. The Manager Human Resources shall engage the agency and advise of position requirements.
- e.
- f. The Manager in consultation with the staff representative nominated by the Aboriginal Consultative Committee shall coordinate the Recruitment Panel and interview process.
- g. The agency will determine the individual candidate resume to be put forward to Council for interview.
- h. If accepted by the panel, the Agency shall be advised to arrange applicant to present for interview.
- i. The manager shall advise the agency of the panel's decision. In the positive, the next stage of the recruitment checks are to be commenced. In the negative, the agency will submit a further candidate resume for panel consideration as per "f".
- j. After preferred selection the panel shall, in conjunction with HR, prepare reference check questions.
- k. Pre-employment checks (reference, medical, and other as requested) shall be carried out by the Agency.
- l.
- l. The Manager shall advise Human Resources of the successful applicant to enable formal administrative employment offers to be made through the agency.
- m. The employment relationship is formalised between the and the employee. Ashfield Council is identified as the day-to-day work supervising entity.
- n. Induction processes confirmed between the Agency, HR, Manager and ACC representative, as follows.

5. Employment Stabilisation and Career Development

Council recognises the unique needs of Aboriginal staff in regards to their induction, their employment stabilisation period, and their career development. Council also recognises the enormous benefits of partnering with external agencies and internal mentors to provide a strong framework to maximise retention of its Aboriginal employees.

5.1 Induction

Council also appreciates that after employment, Aboriginal staff can experience a range of issues specifically related to their role as a Council employee and their connection to family and community. To address these issues Aboriginal staff need culturally appropriate information included in induction processes to help them develop strategies to manage these issues in a positive and proactive manner.

Staff representative/s nominated by the Aboriginal Consultative Committee in consultation with Human Resources as required will ensure this information is provided through a induction plan developed prior to the commencement of the employee, and through an induction review at the completion of the employee's first three months.

5.2 Mentoring

As these types of issues can arise for Aboriginal people at any time within their careers, ongoing support and assistance programs will be provided through mentoring programs and culturally-sensitive development plans, developed in conjunction with nominated staff from the Aboriginal Consultative Committee.

- a) Council's partner agency shall develop a mentoring agreement in conjunction with the manager, HR and the ACC representative
- b) Council shall endorse a buddy as nominated by the ACC

These mentoring agreements sit side by side with Council's standard Individual Development Plans.

5.3 Competency Development

Council recognises the need for developing training and cultural opportunities for its supervisors of Aboriginal staff, in particular recognising that supervisory and performance discussions can sometimes be unnecessarily difficult unless cultural issues and understandings are recognised in such discussions. Council supports supervisors consulting with the relevant Aboriginal Consultative Committee representative prior to these discussions.

Council will provide Aboriginal Cultural Competency training to Supervisors of Aboriginal staff, as well as to all Managers across Council to provide collective capacity building.

5.4 Additional Duties

Council acknowledges its dependence on the internal resource of its Aboriginal staff in providing assistance to the mentoring process, consultation and cultural understanding, and also that these are additional functions to the core job. Where it is determined that these functions are likely to continue, these additional functions should be incorporated officially into the workload and other duties statement, and performance reviews should acknowledge this contribution.

Funding

6.1 Targeted Aboriginal employment positions will ordinarily be funded through normal salary budget mechanisms, acknowledging these are "current" positions. It should be noted for budgeting purposes that there is a "service Charge" for use of the external partner, which is effected through the addition of a service fee as part of the monthly invoice charged to Council for the employee.

6.2 An annual grant submission will be made by Human Resources through The Elsa Dixon Employment Program and/or other programs as available. Successful grants obtained are for the employment of Aboriginal staff additional to the adopted structure.

6. Evaluation

The Aboriginal Employment Program will be reported against annually through the Equal Employment Opportunity plan. The report will be compiled by nominated staff from the Aboriginal Consultative Committee and Human Resources.

Subject	UPDATE ON PEAK HILL MOU, ELSA DIXON AND ACC TERMS OF REFERENCE
File Ref	CP
Prepared by	Anthia Hart - Community Development Worker - Arts, Culture & Recreation
Reasons	To provide information to the Aboriginal Consultative Committee
Objective	To obtain feedback from the Aboriginal Consultative Committee

Overview of Report

The purpose of this report is to provide an update of the implementation of various actions within Council's Reconciliation Action Plan.

Background

Employment Pathways - Elsa Dixon Employment Program:

As previously reported, Ashfield Council was approved funding of \$3,910.00 under the Elsa Dixon Aboriginal Employment Program, Graduate Work Experience Element. The amount represents 65% of the base salary to support an Aboriginal Community Development Officer - Grade T6 with Ashfield Council. The funding covers a work experience placement for up to 12 weeks. An anticipated total cost would be \$6,016, therefore Council would make a contribution of \$2,105.10.

The placement will offer the opportunity for an Aboriginal student to work within a professional local Council setting. The student will work with Council community development workers, undertake interagency liaison, develop an understanding of project planning and evaluation & participate in community consultation.

There will be opportunities to apply skills in project promotion through both the electronic and print media. At all stages the placement will encourage the person to initiate and foster links with Aboriginal people and organizations, both locally and across the region. The person will be supervised by the Team Leader of Community Programs and Services in liaison with Council's Aboriginal Cultural Worker. This will be achieved through weekly supervision, support and guidance sessions.

A suitable candidate has been interviewed and it is expected that the placement will commence on the 3rd December 2012.

UPDATE ON PEAK HILL MOU, ELSA DIXON AND ACC TERMS OF REFERENCE

Sister Community Program – Memorandum of Understanding with Peak Hill Aboriginal Community Working Party and Parkes Shire Council.

Council at its meeting of 24th May 2011, adopted the following recommendation from the Aboriginal Consultative Committee:

That the General Manager pursue discussions with Parkes Shire Council with a view to establishing a Sister Community relationship with the Aboriginal community of Peak Hill.

In April 2012, a delegation including the Mayor at the time, Councillor Lyall Kennedy and members of the Aboriginal Consultative Committee, Mr Peter Cross and Ms Patricia Blackman travelled to Parkes and Peak Hill to investigate 'sister community' opportunities with the Peak Hill Aboriginal community.

Council is in the process of formalising the 'sister community' relationship. A copy of the Memorandum of Understanding is attached.

Terms of Reference

At the 25 October 2012 meeting of the Aboriginal Consultative Committee the following recommendation was made:

That the Committee provide feedback and comment on the Draft Terms of Reference at the next meeting to be held on Thursday 6 December 2012

A copy of the draft Terms of Reference is attached.

Financial Implications

No financial implications beyond existing budget allocations.

Other Staff Comments

N/A

Public Consultation

Consultation is through the Aboriginal Consultative Committee.

Conclusion

Council has progressed the Elsa Dixon Employment and the Sister Community initiatives. Feedback and comment from the Committee will assist in the development of the Terms of Reference document.

ATTACHMENTS

Attachment 1	MOU	1 Page
Attachment 2	Draft Terms of Reference	8 Pages

RECOMMENDATION

That the Committee note the information in this report.

NELLETT KETTLE
Director Corporate & Community Services



Memorandum of Understanding

Between

Ashfield Council and Peak Hill Aboriginal Community Working Party

Ashfield Council, 260 Liverpool Road Ashfield New South Wales 2131 and Peak Hill Aboriginal Community Working Party, PO Box 42 Peak Hill New South Wales, 2869

agree to become sister communities in order to develop friendship and cooperation between our two communities and promote mutual understanding and cultural awareness.

SISTER COMMUNITY PROGRAM GOALS

- To strengthen relationships, understanding and appreciation between community members in Ashfield Council area and Peak Hill
- To increase cultural awareness and respect
- To develop ties of friendship through regular communication
- To build a broader perspective within each community

SISTER COMMUNITY ACTIVITIES may include:

- School affiliations that may include exchange of student work, email, letters, photos, student newspapers etc to promote mutual understanding
- The development of student, teacher and administrator exchange programs to provide the opportunity to study, work and live in the sister community
- Performing/visual art exchanges that may include art/cultural exhibitions in both locations
- Community development programs such as health, environment, tourism, economic development
- Business delegations
- Staff exchange and resource sharing
- Club or organisational links especially as Rugby League, Cricket, Tennis and Swimming have all been prominent sports in the history of the Ashfield Local Government area
- Community Service projects
- Exchange of leadership development information
- Environmental knowledge exchange aimed at preserving the natural environment in both localities

This agreement will be reviewed in 2015 to determine future directions of this agreement.

Mr Russell Reid Chairperson, Peak Hill Aboriginal
Community Working Party Date:

Councillor Morris Mansour
Mayor, Ashfield Council Date:

Councillor Ken J Keith
Mayor, Parkes Shire Council Date:



Ashfield Aboriginal Consultative Committee

TERMS OF REFERENCE



Title:	Ashfield Aboriginal Consultative Committee
Date of Issue:	
Date of Adoption:	
Version:	Draft 1
Contact Officer:	Manager Corporate Services
Main Legislative or Regulatory References:	Local Government Act NSW 1993; Local Government (General) Regulations NSW 2005
Related Ashfield Council Policy:	Code of Meeting Practice; Code of Conduct
Related Ashfield Council Procedure:	Meeting Schedule
Amendment History:	
Review Dates:	

Aboriginal Consultative Committee

1. ROLE

1.1 The role of the Aboriginal Consultative Committee (the Committee) is:

- to ensure that the Reconciliation Action Plan (RAP) remains relevant to the local Aboriginal and Torres Strait Islander community, Ashfield Council and the broader community
- to provide Council with strategic advice on recognition and reconciliation issues relating to initiatives, services, activities, functions and facilities

2. RESPONSIBILITIES

2.1 The Council authorises the Committee, within the scope of its role and responsibilities to oversee the following tasks:

- Provide guidance for and monitor the implementation of the Ashfield Reconciliation Action Plan
- Provide leadership and advocacy to encourage community awareness and support for the Ashfield Reconciliation Action Plan
- Provide information to Council on barriers limiting access for people with Aboriginal and Torres Strait Islander backgrounds to services and infrastructure within the Ashfield Council area
- Provide leadership in the Ashfield Council area on issues that impact on people from Aboriginal and Torres Strait Islander backgrounds
- Explore partnerships with other organisations to further access and equity pathways for Aboriginal and Torres Strait Islander communities

2.2 The Committee will be confirmed in October of each new Council term, that is, every 4 years.

3. COMMITTEE COMPOSITION AND NOMINATIONS

The Ashfield Aboriginal Consultative Committee will include representatives of key stakeholders that reflect the interests of local Aboriginal and Torres Strait Islander people.

3.1 Members (voting)

- The Committee will consist of:
 - a. up to 6 Councillors,
 - b. up to 5 Council staff members

- c. and up to 10 Community representatives, including local or regional service providers.

Community Representatives

- The selection criteria for the Community representatives will include:
 - a. that nominees are of Aboriginal descent and live, work or study in the Ashfield Council Area, or
 - b. in the case of local and regional service providers, have relevant experience working with Aboriginal and Torres Strait Islander communities.
- Community representatives will be appointed by resolution of Council every four years following an advertised expression of interest process against identified selection criteria.
- Nominations must be in writing and, once the deadline for expressions of interest has passed, they will be submitted together with a report to Council for consideration and selection.
- Nominees will be notified in writing after determination by Council.

Staff representatives

- Council staff will be recommended by the General Manager, to service a one year term, following an annual expression of interest process against identified selection criteria.
- Nominations must be in writing and, once the deadline for expressions of interest has passed, they will be submitted together with a report to the General Manager for consideration and selection.
- Nominees will be notified in writing after determination by the General Manager.

3.2 Proxy

No voting by proxy is permitted. Only members present at the meeting may participate in voting on any matter before the Committee.

3.3 Public Participation - Attendees and Invitees (non-voting)

A person who is not a member of the Committee (including a Councillor) is entitled to attend the Committee meeting.

Attendees who are not members of the Committee are not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or

- (c) to vote at the meeting, or
- (d) to speak unless prior arrangements have been made with the Committee Facilitator.

Presentations that have been arranged and approved shall be limited to a maximum three (3) minutes or as otherwise determined by the Chair.

3.4 Term of Membership

Membership of the Committee shall be determined for the four (4) year term of Council (or remainder thereof) with the exception of the staff representatives which are determined annually. Membership can be altered at any time by Council resolution. Council will call for nominations to the Committee. The Committee membership will be appointed to comprise a mix of:

- Aboriginal & Torres Strait Islander residents of Ashfield Council area
- Aboriginal & Torres Strait Islander elders
- Aboriginal & Torres Strait Islander workers in the Ashfield Council area
- Local and regional Aboriginal & Torres Strait Islander services & organisations

Any member of the Committee may, by giving notice in writing addressed to the Committee, resign his/her office as a member.

Community members shall serve on the Committee in a voluntary capacity.

3.5 Casual Vacancy

In the event that a casual vacancy is caused by illness, misadventure or resignation the Committee Facilitator will advise the Committee, at its next meeting, that a vacancy has arisen and will provide a report to the next available Council meeting concerning a prospective replacement having regard to the following:

- If the member was nominated as a representative of an organisation, then the organisation shall be invited to nominate a replacement representative.
- If the member was nominated as an individual, then the Committee Facilitator will review original expressions of interest received and ascertain if any of the individuals who previously nominated are appropriate to be considered as a member of the Committee.
- If there are no previous or current nominations then an expression of interest will be called for as per the process outlined in 3.1.
- Should a vacancy occur within six (6) months of the end of the current membership term, the vacancy will not be filled until fresh expressions of interest for the whole Committee are called.

3.6 Chairperson and Deputy Chairperson

- The Chairperson of the Committee will be:
 - (i) the Mayor; or
 - (ii) if the Mayor does not wish to be the Chairperson of the Committee - a Councillor member of the Committee elected by the Council; or
 - (iii) if the Council does not elect such a member - a member of the Committee elected by the Committee.
- The Council may elect a member of the Committee as deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson, the Committee may elect a Deputy Chairperson.
- If neither the Chairperson nor the Deputy Chairperson is able or willing to preside at a meeting of the Committee, the Committee may be chaired by an attendant Council staff member. It is important to note that they are not a formal member of the Committee. All staff are representatives of Council only.

3.7 Quorum

The quorum for the Committee is five (5) members, one of whom must be a Councillor. The Chair shall adjourn the meeting after 30 minutes if a quorum does not exist.

4. DELEGATION

The Committee has no delegations to make decisions on behalf of Council. Any decisions or recommendations of the Committee must be ratified by a full Council meeting. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time.

5 RESPONSIBILITIES OF MEMBERS

5.1 Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Ashfield Council.
- Abide by Council's Code of Conduct.
- Contribute the time needed to study and understand the papers provided.
- Apply objectivity and good judgment.
- Act in the community interest.

5.2 Conflict of Interests

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflict of interests should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

5.3 Absence from Committee Meetings

A member (other than the Mayor) ceases to be a member of the Committee if the member:

- has been absent from 3 consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences.

6 MEETINGS

The Committee will meet 6 times per year.

6.1 Meeting dates for the ensuing year will be agreed by the Committee each year. This information will be notified to the Governance Unit of Ashfield Council in time for inclusion in the Draft Schedule of Meetings which is submitted to Council for adoption on the 4th Tuesday of November every year.

6.2 The Committee has the right to establish a Sub-Committee or Working Party to discuss and focus on a particular project or plan. Any recommendations or actions of the Working Party or Sub-Committee must be approved by the Committee.

6.3 Agenda and Minutes of the Meetings

- An agenda for each meeting and supporting papers will be circulated no less than three (3) days before each meeting. Full and accurate minutes of any decisions made will be prepared and maintained at every meeting approved by the Chair and circulated to each member as soon as practicable.
- Minutes are to be notified to the Governance Unit for storing as a permanent record in Council's Electronic Document Management System.
- All Minutes are to be reported to Council within four (4) weeks of the date of the Committee meeting.
- Council's role is to note the Committee's Minutes and to adopt (in full or in part) any recommendations made by the Committee.

- All agendas shall be published on Council's website no less than three (3) days before the Meeting.
- All Committee minutes shall be published on Council's website within five (5) days of completion or adoption by Council.

6.4 Committee Facilitator

The designated Committee Facilitator for the Aboriginal Consultative Committee is the Community Development Worker, Arts, Culture and Recreation.

The Committee Facilitator is responsible for:

- Establishing the meeting agenda.
- Ensuring the agenda and minutes are published as per these Terms of Reference.
- Ensuring that relevant matters are brought before the Committee; and
- ensuring that the decisions of the Committee are incorporated into Council activities and followed up appropriately.

7 Communication

All Committee agendas and minutes will be available on Council's website.

General information with regard to purpose and objective of the Committee is available on Council's website.

Members of the Committee are not permitted to speak to the media as a representative of the Committee unless approved by Council.

8 Induction

The Committee Facilitator will ensure that new members receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

9 Council Policies

Each member of the Committee shall be supplied with a copy of Council's Code of Conduct, Code of Meeting Practice, Committee Terms of Reference and any related Policy applicable to the operation of the Committee. The conduct of each Committee member will be consistent with the principles outlined in these documents.