

MIN NO

MINUTES OF THE ABORIGINAL CONSULTATIVE COMMITTEE OF ASHFIELD COUNCIL, HELD ON LEVEL 6, CIVIC CENTRE, 260 LIVERPOOL ROAD, ASHFIELD ON THURSDAY 6 DECEMBER 2012, COMMENCING AT 4:30 PM.

PRESENT

Councillor Lofts in the Chair, Councillor Cassidy, Therese Heffernan, Debbie Lennis, Peter Cross, Warren Jaimeson, Janelle Scott, Ms Nexhmije Shala (Group Manager, Community Programs & Services), Anthia Hart (Acting Team Leader, Community Programs), Thelma Parker (Elsa Dixon program placement)

ACKNOWLEDGEMENT OF LOCAL ABORIGINAL COMMUNITY

Ms Thelma Parker delivered an acknowledgement to the Committee that expressed the following:

"Let us acknowledge that we are meeting on country for which the members and elders of the local Aboriginal community have been custodians for many centuries, and on which Aboriginal people have performed age old ceremonies. We acknowledge their living culture and unique role in the life of this region."

APOLOGIES

Moved and seconded Cassidy/Jaimeson

An apology for non attendance was received and accepted from Patricia Blackman and Nellette Kettle.

DISCLOSURES OF INTEREST

No disclosures were made.

CONFIRMATION OF MINUTES

Confirmed **Heffernan/Stott**

The minutes of the Aboriginal Consultative Committee Meeting held on Thursday 25 October 2012 were confirmed.

STAFF REPORTS

ABORIGINAL EMPLOYMENT FRAMEWORK. Charmian King - Manager
Workplace Relations.

ACC 6.1 Attached

Nominated changes/corrections or additions are indicated in ***bold italics***:

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. ***The Aboriginal Consultative Committee has identified Aboriginal Employment Strategies as preferred partner.***

4. Recruitment Process:

Delete the following points:

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. No information was provided for this point.

f. The Manager in consultation with the staff representative nominated by the Aboriginal Consultative Committee shall coordinate the Recruitment Panel and interview process.

And replace with:

c. A nominated employee member of the Aboriginal Consultative Committee together with Manager Human Resources shall act as the Council liaison officer with the agency.

g. becomes d. The agency will determine the individual candidate resume to be put forward to Council for interview.

h. becomes e. If accepted by the panel, the Agency shall be advised to arrange applicant to present for interview.

i. becomes f. 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***". **Typo: "*f*" becomes "*c*".**

j. becomes g. After preferred selection the panel shall, in conjunction with HR, prepare reference check questions.

k. becomes h. Pre-employment checks (reference, medical, and other as requested) shall be carried out by the Agency.

l. becomes i. The Manager shall advise Human Resources of the successful applicant to enable formal administrative employment offers to be made through the agency.

m. becomes j. The employment relationship is formalised between the **Agency** and the employee. Ashfield Council is identified as the day-to-day work supervising entity. **Typo: include the word 'Agency'**

n. becomes k. Induction processes confirmed between the Agency, HR, Manager and ACC representative, as follows.

RECOMMENDED Jaimeson/J Scott

That the Aboriginal Consultative Committee note the Aboriginal Employment Framework with nominated changes to 3.2 and 4. Draft document with revised changes to be presented to Committee.

UPDATE ON PEAK HILL MOU, ELSA DIXON AND ACC TERMS OF REFERENCE. Anthia Hart - Community Development Worker - Arts, Culture & Recreation

ACC 6.2 Attached

Information in regard to Peak Hill MOU and employment of Ms Thelma Parker by Council for two days a week for three months within the Elsa Dixon Employment program, was noted by the Committee.

Nominated changes/corrections or additions to Draft Terms of Reference are indicated in ***bold italics***:

2. RESPONSIBILITIES

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

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THURSDAY 6 DECEMBER 2012**

- 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 consultation with Ashfield Council Aboriginal employees* 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

RECOMMENDED Heffernan/Cassidy

That the matter be deferred to the next Aboriginal Consultative Committee meeting and discussion to be resumed at point 3 of Terms of Reference.

GENERAL BUSINESS

A copy of Sub-committee meeting notes of 28 November 2012, were submitted.

PROCEEDINGS TERMINATED AT 5.40PM

Chairperson of the meeting of Aboriginal Consultative Committee
when the Minutes were confirmed

Chairperson

Date