
Terms of Reference Singleton Aboriginal Reconciliation Committee

1. Establishment

The Committee was established to provide advice to Council to encourage, facilitate and support the development of Reconciliation initiatives for the Aboriginal Community in the Singleton Local Government Area.

2. Authority

The Singleton Aboriginal Reconciliation Committee meet as an Advisory Committee of Council and any recommendations of the Committee are forwarded to Council for consideration. Two Aboriginal representatives (from a cultural safety perspective) will be invited to attend Council meetings when the minutes of the Aboriginal Reconciliation Committee are being reported to Council.

The attendance of the two committee members is to provide the opportunity to address Council from a cultural perspective on any matters contained within the minutes and to clarify any meanings contained within the minutes and assist Council by answering any questions which may arise.

3. Functions and Responsibilities

This committee's functions are to:

- Provide a forum for ideas and discussions on a wide range of issues, especially those affecting the Aboriginal Community.
- Foster strategic partnership for community development.
- Contribute to the development of strategic policies and plans.
- Foster a greater understanding of Aboriginal perspectives within the wider community and Council.
- To provide an Aboriginal voice to Council and the wider community.
- Provide an Aboriginal conduit between Council and the wider community for the betterment of Aboriginal people.
- Oversight and regular review the Singleton Aboriginal Reconciliation Committee Action Plan.

4. Referral of Matters

- All Committee minutes will be reported to Council for information and for adoption of any recommendations.
- Two members of the Singleton Aboriginal Reconciliation Committee will be invited to attend the Council Meeting where these minutes are being reported and to attend Council's public forum to address Council from a cultural perspective and assist Council on cultural matters that may arise.

5. Membership

Membership of the Singleton Aboriginal Reconciliation Committee shall comprise of:

- Two Councillors of Singleton Council.
- Up to ten individual and stakeholder representatives (i.e. Aboriginal Health, Land Council, Wonnarua Nation, Opportunity Hub, local AECG School, Hunter New England Health). Members who attend on behalf of an organisation also attend as a community member, and for the purposes of the minutes they must declare if they are speaking on behalf of the organisation they represent or as a community member.
- Up to two members from the School of Infantry.
- Members may recommend a proxy member to attend a meeting on their behalf when they are unable to attend. The nominated proxy is to be the same person to ensure consistency.
- Membership will be open to two (2) local high school students, to encourage mentoring from a cultural perspective.

The Members of the Committee shall:

- Be a recognised Aboriginal member of the Singleton and or Wanaruah, Wonnarua community
- Work for an Aboriginal Community organisation servicing the Singleton LGA
- Include two of the elected representatives of Singleton Council
- Include up to two representatives of the Singleton School of Infantry

Selection of Committee members will be through submission of an expression of interest to the General Manager.

Councillor representatives are elected by resolution of the elected Council at a Council meeting. All Councillor appointments to the Committee will cease upon commencement of the Caretaker period, four (4) weeks prior to a general Local Government Election.

6. Attendance and Term:

- Members must attend the majority of meetings
- A Committee member will be contacted by the Chairperson to confirm their ongoing participation if they miss three (3) consecutive meetings of the committee without an apology.
- Committee membership term is four (4) years, with an option to renominate at the end of the four-year period.
- Existing members shall be eligible to renominate in writing. Following receipt of nominations Council will appoint the new Reconciliation Committee.
- Councillors will be elected consistent with other Council committees.
- From time to time there may be a need to fill a casual vacancy during the term of the Aboriginal Reconciliation Committee.
- All members of the Aboriginal Reconciliation Committee agree to abide by Council's Code of Conduct.

7. Election of Chairperson and Officers

- One Councillor is to be elected as Chairperson, to preside at each meeting, with the other Councillor to act as the delegated alternative in the case of the Chairperson's absence.

8. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure (a copy of the Code of Conduct and Meeting Procedure will be provided to all Committee Members)
- The Committee will meet quarterly and electronic conferencing will be available.
- Council will provide secretariat support to the Committee.

9. Voting

- All decisions and recommendations shall be determined by majority vote of Aboriginal voting members present at the meeting.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Councillor Chair of the Committee is to have the casting vote.

10. Quorum

- A quorum at any meeting of the Committee shall comprise 50% of Aboriginal members plus the Chairperson.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

11. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties.
- Councillors must comply with the Interactions between Councillors and Staff Policy at all times.
- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels i.e., Customer Request.

12. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

- Meetings of the committee shall be held quarterly, on the first Tuesday of the month for a period of 1 ½ hours commencing at 3:30pm.
- At least seven (7) days' notice shall be given to members of the agenda, however the Chair shall have the right to call a Special meeting at any time he/she deems fit provided a period of seven (7) days' notice has been given stipulating the proposed change. Decisions made at the Special Meeting will have the full status of decisions made at any ordinary meeting, providing all conditions of an ordinary meeting, have been complied with.
- Members of the Committee undertake responsibility for communicating discussions and decisions to the broader community.

13. Observers and Visitors

- A Councillor who is not a member of a Committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting or vote at the meeting.

14. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded in the Council's electronic management system.
- Minutes will be reported to Council for adoption or for information.

15. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council.