



Central Coast Council

Aboriginal Advisory Committee

Held in Function Room 2,
2 Hely Street, Wyong

17 June 2025

MINUTES

Attendance

Members

Jake MacDonald
Shahni Wellington
Vickie Parry
Phillip Bligh
Barry Duncan
Monica McKenzie
Colleen Fuller
Stephen Ella

Status

Present
Present
Apology
Present
Present
Present
Present
Apology

Staff

Melanie Smith, Director Community and
Recreation Services
Belinda McRobie, Section Manager
Community Development
Beth Burgess, Unit Manager Community
& Culture
Paul Procter, Team Leader Community
Programs
Lisa Martin, Civic Support Officer

Status

Present
Apology
Present
Present
Present

Guest Speakers

Samantha Cummins, Unit Manager
Libraries and Education

Status

Present

The Chairperson, Jake MacDonald declared the meeting open at 10:12am

PROCEDURAL ITEMS

1.1 Introduction: Welcome, Acknowledgement of Country, Apologies, Disclosure of Interest

10:12am

Shahni Wellington gave an Acknowledgement of Country.

1.2 Previous business: Confirmation of Minutes, Review Action Log

10:14am

The Committee confirmed the minutes of the 11 March 2025 meeting with no amendments.

The Committee advised there were no disclosures of interest.

REPORTS

2.1 Central Coast Aboriginal Employment Target Update

10:14 am

Director Community and Recreation Services spoke to the report.

The Committee discussed:

- Employment statistics
- Progress on the development of an Employment Strategy

2.2 Memorandum of Understanding

10:23 am

Director Community and Recreation Services spoke to the report.

The committee discussed drafting up Memorandum of Understanding, which will be brought back to a future meeting. Vickie Parry and Mel Smith will draft the MoU.

2.3 Aboriginal Advisory Committee Structure

10:27 am

Director Community and Recreation Services spoke to the report.

The Committee discussed the options of how the reporting lines would change if the Aboriginal Advisory Committee became a subcommittee of the Community and Culture Standing Committee.

The Committee voted to leave the Aboriginal Advisory Committee as an Advisory Committee directly under Central Coast Council for the following reasons:

- The Committee was established as an action from the First Nations Accord to advise Council on all matters that pertain to the Aboriginal and Torres Strait Islanders community.
- The function of the Committee is to advise Council.
- To ensure Council works towards the Closing the Gap targets as outlined in the Local Government NSW Toolkit.
- Items cover multiple Directorates (whole of organisation) and all subcommittees.

The decision was unanimous

2.4 Naming Conventions - Gosford Regional Library

11:11am

Unit Manager Libraries and Education spoke to the report.

Signs are to be created for the meeting rooms ready for the opening in September using the below language:

Meeting Room Names

Words in English	Words in Darkinyung language (including capitalisation)	Room allocation
Emu	Gunggurung	Room 1
Carpet snake	Badayir	Room 2
Happy	Wadhayi	Room 3 (Program Rooms)
Children	Gudjagang	Room 4 (Program Rooms)
Coast	Waagir	Room 5
Water	Badhu	Room 6
Jeebung	Mambar	Room 7
Grass tree	Wiraagal	Room 8

Minutes of the Ordinary Meeting Aboriginal Advisory Committee of Council (cont'd)

The Darkinyung word for Hello will be shown at the front of the entrance to the library 'Walambiyiwa'.

A reading area will be named 'The Uncle Keith Chubby Hall' Reading Room.

2.5 Communication with Committee

10:42 am

Director Community and Recreation Services spoke to the report.

The Committee discussed:

- Increasing the profile of the Aboriginal Advisory Committee throughout the broader community.
- Ways in which to promote that the AAC Committee as being available to assist all staff of Central Coast Council on all issues regarding Aboriginal education and or queries.
- Make information/education pieces and resources more easily accessible.
- Revisiting the original intentions of the AAC Committee and prioritise the list of topics to achieve successful outcomes.

2.6 Talk Series at Gosford Regional Library

11:30am

The Chairperson spoke to the report.

The Committee discussed the following:

- Dates for the 'Talk Series'.
- 5 September 2025 is the official opening date for the Library

2.7 General Business

11:38 am

The Committee discussed the possibility of Councillors and/or staff wanting to participate in NAIDOC week.

New Central Coast Council employee, Team Leader of Community Projects, introduced himself to the committee.

The Meeting concluded at 12:08pm.

UNCONFIRMED

Action Number	Meeting Date	Item Name	Action	Responsibility	Action Update	Status
001	03/10/23		Bring back to the Committee presentations around Council's Aboriginal employment strategy and approach to community information and engagement.	Director, Community and Recreation Services	With Annual review	Ongoing
002	09/04/24		Invite an ELT member to each Aboriginal Advisory Committee meeting	Unit Manager, Community and Culture	Director, Community and Recreation Services will action	Ongoing
003	18/09/24		Gosford Regional Library – any strategies, naming conventions and engagement be brought back to the Committee for review.	Director, Community and Recreation Services		Ongoing
004	18/09/24		Every 6 months - report on the First Nations Accord Actions and Review	Director, Community and Recreation Services		Ongoing
005	18/09/24		The Section Manager of Community Development to attend and present the findings of the Committee meeting (workshop) – Priorities of the Committee, held on 9 April 2024.	Section Manager, Community Development		Ongoing
006	18/09/24		Draft scope and sequence of objectives for the training for Councillors – circulate outside of session – due in 10 days	Director, Community and Recreation Services and V. Parry	This Thursday	
008	18/09/24		Council staff working with Barang Regional Alliance to arrange an	Director, Community and Recreation	Send names of councillors to	Complete (on

Action Number	Meeting Date	Item Name	Action	Responsibility	Action Update	Status
			onboarding day for Councillors – full day if possible	Services	committee members	Thursday 13/3/25)
009	18/09/24		Distribute new ToR to Committee members	Civic Support Officer	Emailed out to all committee members on 18/09/2024	Complete
010	18/09/24		Pass on J. MacDonald and M. McKenzie's details to Unit Manager of Libraries and Education to organise a tour of the Library around December 2024.	Director, Community and Recreation Services		Complete
011	18/09/24		Upload new ToR to website ASAP.	Civic Support Officer	Uploaded 18/09/2024	Complete
012	11/03/25	Gosford Regional Gallery – First Nations exhibition programs and cultural engagement projects	Provide to the committee members a copy of the presentation for Gosford Regional Gallery from meeting on 11 March 2025.	Civic Support Officer		Complete
013	11/03/25	Gosford Regional Gallery – First Nations exhibition programs and cultural engagement projects	Employ a culturally aware individual to assist with supporting the development of this project, and an architect to drive the project.	Director, Community and Recreation Services		
014	11/03/25	Gosford Regional Gallery – First Nations exhibition programs and cultural engagement projects	Gosford Regional Gallery - Invite Tim Brahm and Joanna O'Toole back to a future meeting.	Unit Manager, Community and Culture		
015	11/03/25	Gosford Regional Gallery – First Nations exhibition programs and cultural engagement projects	Discuss being a member of the Focus group with Tim Brahm.	P. Bligh		

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016	11/03/25 17/06/25	Priorities Identified from Workshop in April 2024	Discuss at the next meeting the priorities identified from the workshop in April 2024. Revisit the past notes from the workshop in April and bring back to the Committee.	All committee members		Ongoing
017	11/03/25	Aboriginal Employment Strategy	Review and/or propose a new policy – What is Council doing to recognise aboriginal people and what they are doing in the community. Mel Smith to work with BJ to bring back a draft to the next committee, then take it to Council meeting. Around recognition of contributors in the local community as part of the employment feedback on what we are currently doing.	Director, Community and Recreation Services		
018	11/03/25	Gosford Regional Library Naming Convention	Provide to the committee members a copy of the presentation of Gosford Regional Library Naming Convention from the meeting on 11 March 2025.	Civic Support Officer		Complete
019	11/03/25	Gosford Regional Library Naming Convention	Form a sub-committee to select the final naming convention for the Library.	All Committee members		Complete See Action Item 2.4
020	11/03/25	5 Lands Walk	Draft up a report on ways in	P. Bligh		

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			which to ensure the aboriginal culture and perspectives remain central.			
021	11/03/25	5 Lands Walk	Question taken on Notice: Could the committee be exempt from having to lodge a DA application for their events.	Director, Community and Recreation Services		
022	11/03/25	Mannering Park Historic Walk Signage- Review Wording	Provide feedback on the scripted words for the sign.	Committee members and Director, Community and Recreation Services		
023	11/03/25	Mannering Park Historic Walk Signage- Review Wording	Agenda Item for next committee meeting. Draft up guidelines for scripted wording to be approved by the Aboriginal Advisory Committee – due in 4 weeks.	Unit Manager, Community and Culture		
024	11/03/25	The Uncle Bob Public Lecture	Nominate a candidate at the next Aboriginal Advisory Committee meeting	All Committee members		
025	11/03/25	General Business: Memorandum of Understanding Darkinjung	Organise a meeting with Adina regarding the Memorandum of Understanding with Darkinjung.	Director, Community and Recreation Services		
026	11/03/25	General Business: Local Government and Closing the Gap	Research Local Government and Closing the Gap and report back to committee.	V. Parry		
027	17/06/25	Central Coast Aboriginal Employment Target Update	Analysis of what level those jobs are at to see if there is a spectrum of Management or hierarchy and	Director, Community and Recreation Services		Ongoing

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			note the timeframes it takes from idea of high priority to action.			
	17/06/25	Memorandum of Understanding	Create a draft Memorandum of Understanding. Once this has been finalised add positions and responsibilities.	Director of Recreation Services and V. Parry		Ongoing
	17/06/25	Talk Series at Gosford Regional Library	Source a location for this event. Lauren from Newcastle University will liaise with the Director of Community and Recreation Services to discuss the options.	B.J. Duncan Director of Community and Recreation Services.		Ongoing
	17/06/25	General Business – NAIDOC Week	Circulate an information brochure to all Councillors and staff	Director of Community and Recreation Services		Ongoing

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