
Thank you for your interest in community membership of **The City of Newcastle Guraki Aboriginal Advisory Committee (Guraki)**.

The Committee will comprise:

- three Councillors
- six representatives from stakeholder organisations
- **three community members** (determined through this expression of interest process)

Membership of Council committees and working parties is voluntary and members will not receive payment for their participation.

APPLICATION

1. Selection criteria

- Aboriginality and resident of the Newcastle local government area.
- Commitment to Aboriginal reconciliation, and knowledge of local cultural heritage and community dynamics.
- Experience in networking, with the ability to seek input from and provide feedback to stakeholders on issues and topics that are considered by the Committee.
- Ability to contribute to a consultative process and respond to emerging issues.
- Demonstrated leadership, communication, and sound interpersonal skills.

2. Addressing the selection criteria in your application

- It is recommended that each selection criteria is used as a separate heading within your application.
- Under each separate heading you will need to address the criteria. State how and/or when. Do not just state that you meet it. You must provide HOW.
- Give specific examples not just “hypothetical” or “text book” responses. Use either short, concise sentences or bullet points.

3. Selection process

- Applications will be reviewed by the Councillor representatives on Guraki Committee.
- Successful and unsuccessful applicants will be advised in writing of the outcome.

4. How to submit your application

To allow your application to be properly assessed, please ensure you include all of the information requested in the application form.

- Completed and signed *Application for Committee Membership* form.
- Statement explaining how you meet the *selection criteria*.
- Copy of your resume.

You can submit your application by email to leastwood@ncc.nsw.gov.au alternatively, you can send your application to Guraki Committee Facilitator, Strategic Planning, Newcastle City Council, PO Box 489, Newcastle NSW 2300.

NB: Hard copy applications should not be bound or in a folder or plastic sleeve. Please do not provide original documents, such as, references, reports etc in your application. If your application is successful, you will then be required to provide original/certified copies of qualifications.

5. Closing date

All applications close at **5.00pm on Monday 18 December 2017**

Members of Newcastle City Council's Strategic Advisory Committees are bound by and must adhere to Newcastle City Council's [Code of Conduct](#).

A copy of the Code of Conduct is available on Council's website at www.newcastle.nsw.gov.au or in hard copy upon request.

All applications become the property of **Newcastle City Council**.

Application for Committee Membership

This must be returned with your application or the information included in your email application.

Title: Given Names: Surname:

Address:

Suburb: Postcode:

Phone no. Mobile:

Email:

The Newcastle City Council recognises that privacy is important to you and in accordance with the *Privacy & Personal Information Protection Act 1998*:

- We will only use your personal information for the purpose of assessing your application for membership of the Committee/Working Party.
- All information which you provide will be treated as confidential unless disclosure is required by law.
- All personal information you have provided is provided on a voluntary basis and will help us process your application to become a member of the Committee/Working Party.
- Your information will be stored in an electronic database and will only be available to authorised council officers.
- The database will be kept for approximately three years and may then be renewed or destroyed. Provision of information is not compulsory, however, without the information your application will not be processed.
- Your information can be checked for accuracy by calling 4974 2000.

I declare the information contained in my application is true and correct, and I understand that:

- Information disclosed by me in my application may be used to consider my application for membership, including but not limited to the disclosure of my information at an open meeting of Council; and
- If I am successful in my application, I will be required to provide to Council a signed Committee Member Undertaking form before my membership is confirmed.

Applicant's signature: _____ Date: _____

Guardian Consent: required if member under 18

I, _____ am the legal guardian of the above named person.

I consent to the above named person becoming a member of the above named committee.

Guardians signature: _____ Date: _____

Contact phone: _____

Committee Member Undertaking

I, _____ declare as follows:

1. I wish to be appointed as a Community Representative Member of the Guraki Committee.
2. I understand the importance attached to my role as a member of the committee.
3. I will contribute to the committee for the benefit of the people of the City of Newcastle.
4. I have read, understood and agree to be bound by the terms of:
 - a. The Charter of the Guraki Committee;
 - b. Newcastle City Council's Code of Conduct,

for the duration of my membership of the committee.

5. I understand that my personal information [including my name and organisation (if relevant)] will be public information insofar as it will be entered into the committee register and may be published on Council's website.

Signature: _____ Dated: _____

Witness Signature: _____

Witness Name (print): _____

Guardian Consent: required if member under 18

I, _____ am the legal guardian of the above named person.

I consent to the above named person becoming a member of the above named committee / working party.

Guardians signature: _____ Date: _____

Contact phone: _____