

Terms of Reference: Yandaarra Aboriginal Advisory Committee



1. THE VISION

That the Yandaarra Aboriginal Advisory Committee (YAAC) be the mechanism for an ongoing respectful and productive working relationship between Council and the Aboriginal and Torres Strait Islander Community, by establishing a forum for providing advice such as policy development, strategic planning, infrastructure projects and service delivery to Council.

2. SCOPE/ROLE

The YAACs scope and roles is to:

- a) Build respectful ongoing, productive and constructive working relationships between Council and the local Aboriginal and Torres Strait Islander communities within the LGA
- b) Provide advice, input and feedback to Council on the needs, issues and interests of Aboriginal and Torres Strait Islander people in the area as they relate to Council business and responsibilities.
- c) Work collaboratively in developing strategies and policies to address these needs, issues and interests that Council could include in current and future work plans.
- d) Provide a forum for indigenous and non-indigenous community members to raise and address issues and needs
- e) Report back to individuals, organisations and networks on Council's role, responsibilities and decisions relating to Aboriginal and Torres Strait Islander people.
- f) Work with Council to develop and promote appropriate celebrations of the Aboriginal and Torres Strait Islander culture including NAIDOC week.
- g) Provide advice on how particular Council projects may identify, reflect and protect Aboriginal and Torres Strait Islander heritage and culture.
- h) Support and co-operate with Aboriginal and Torres Strait Islander and other organisations committed to increasing reconciliation, and respect for Aboriginal and Torres Strait Islander culture, history, past and present.

3. DELEGATIONS

The YAAC does not have any delegations as it is an advisory committee.

4. COMPOSITION OF THE COMMITTEE

The YAAC membership is to consist of the following:

- 2 x Councillor representatives (one being the Mayor)
- 7 x Community representatives (representation is to, where possible, include males and females across different generations)
- 4 x Majority Aboriginal controlled Service Organisations (to be determined)

A Council support staff member will be provided to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

Decisions will be made by majority voting which is 50% of committee present, plus one.

Observers

Honorary

Council acknowledges all the members of the YAAC, both past and present who have guided and developed the work of the Committee. Uncle Trevor Wilson has been part of the committee since inauguration (4 December 1998) and has held the Chair since 2000. As a mark of respect, Uncle Trevor Wilson is to hold the position of honorary member of this Committee with nil voting rights.

General Observes

The committee meeting is open to non-committee members to attend as observers or guests with the permission of the chairperson.

Observers may participate in discussions or commentary and invitations will also be extended to local young people, as emerging leaders of the local community, to attend meetings.

Both observers and guests must identify themselves at the beginning of the meeting and adhere to meeting conduct/procedure. They cannot propose recommendations and have no voting rights. By attending the meeting, they will have the opportunity to actively participate, provide input and feedback on topics discussed during the meeting.

5. MEETINGS OF THE COMMITTEE

Meetings are proposed to be held at least monthly, at a time suitable for members and go for no more than 1 ½ hours. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

The agenda and minutes will be circulated at least one week prior to the meeting once receiving the Chairperson's advice

6. OFFICE BEARERS

The YAAC will consist of a Chairperson and a Deputy Chairperson held by an Aboriginal person elected by YAAC by majority vote. The term of office for the Chairperson and Deputy Chairperson shall be twelve months (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the YAAC.

Minutes will be taken by a Council representative.

The role of the Chairperson is detailed in the Council Committee Handbook.

7. TERM OF OFFICE

The Committee will serve a term of Four (4) years. Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

8. REVOKING MEMBERSHIP

If a member of the YAAC is absent for three consecutive meetings, without explanation, Council will contact them to determine whether they wish to continue their appointment. Council's action will be based on their response and in consultation with the YAAC.

If a member tables apologies for more than five meetings, that will member be asked to vacate the position if they have adequate reasons for their absence (this is not applicable to a member who has applied for leave of absence for personal reasons and wishes to maintain their position).

Council can also revoke a YAAC membership in accordance with the Council Committee Handbook.

9. SUB-COMMITTEE(S)

The YAAC has no delegation to create a sub-committee.

10. EXPENDITURE

Not applicable to this committee.

11. RECORD KEEPING

The following records requirements apply to the YAAC:

- Accurate minutes of each YAAC meeting (including correspondence and presentation documentation) are to be kept and cannot be amended, altered or changed without agreement by the YAAC.
- All outgoing and incoming correspondence must be recorded.
- All records and associated documentation; in relation to the YAAC be held in Council's record system for the required legislative timeframe.

12. RULES, REGULATIONS AND PROCEDURES

The YAAC must follow the requirements of the following:

- Council's Code of Conduct Policy
- Council Committees Handbook
- Yandaarra Aboriginal Advisory Committee Terms of Reference