

Terms of Reference: Yandaarra Aboriginal Advisory Committee



1. Purpose and/or Objectives

The purpose of the Yandaarra Aboriginal Advisory Committee (YAAC) is to:

- a) Be the mechanism for an ongoing respectful and productive working relationship between the City of Coffs Harbour (City) and the Aboriginal and Torres Strait Islander Community.
- b) Establish a forum for providing advice such as policy development, strategic planning, infrastructure projects and service delivery to the City.
- c) Provide a forum for indigenous and non-indigenous community members to raise and address issues and needs.

The YAAC objectives are:

- a) Build respectful ongoing, productive and constructive working relationships between the City and the local Aboriginal and Torres Strait Islander communities within the Local Government Area.
- b) Work collaboratively in developing strategies and policies to address the needs, issues and interests that the City could include in current and future work plans.
- c) Report back to individuals, organisations and networks on the City's role, responsibilities and decisions relating to Aboriginal and Torres Strait Islander people.
- d) Work with the City to develop and promote appropriate celebrations of the Aboriginal and Torres Strait Islander culture including NAIDOC week and Grace Roberts Awards.
- e) Provide advice on how particular City projects may identify, reflect and protect Aboriginal and Torres Strait Islander heritage and culture.
- f) 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.

2. Scope

The scope of the YAAC is as follows:

- a) To provide advice, input and feedback to the City on the needs, issues and interests of Aboriginal and Torres Strait Islander people in the Coffs Harbour Local Government Area as they relate to City business and responsibilities.
- b) Determine the Yandaarra Aunty Grace Roberts Community Award Categories.
- c) Review Yandaarra Aunty Grace Roberts Community Awards Nominations and determine the winners by consensus.

3. Meeting Arrangements

The YAAC is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

Generally, the YAAC aims to meet every second month, at a time suitable for members and meetings are to go for no more than 2 hours.

4. Committee Composition

The YAAC membership consists of the following:

- a) Two Councillors (one being the mayor).
- b) 6 (six) Community Members (representation is to, where possible, include males and females across different generations).
- c) Two majority Aboriginal controlled service organisations.

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

The YAAC will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

Both office bearer positions are to be held by Aboriginal persons elected by majority vote.

The term of office for the Chairperson and Deputy Chairperson shall be twelve months (24) 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.

The role of the Chairperson is detailed in the City's Committee Handbook.

Observers

Honorary

The City acknowledges all the members of the YAAC, both past and present who have guided and developed the work of the Committee.

General Observers

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.

5. Length of Appointment

The committee members will serve a term of four years. The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

If a member of the YAAC is absent for three consecutive meetings, without explanation, the City will contact them to determine whether they wish to continue their appointment. The City'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 member will be advised to vacate the position if they do not 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).

The City can also revoke a YAAC membership in accordance with the City's Committee Handbook.

6. Delegations and Expenditure

The YAAC does not have any delegations.

7. Policy and Procedural requirements

All members of the YAAC must, in all circumstances abide by the following:

- a) City's Code of Conduct Policy
- b) City's Committees Handbook
- c) YAAC Terms of Reference

Failure to meet the above requirements will be managed in accordance with the City's Committees Handbook and Code of Conduct.