

# Terms of Reference: Yandaarra Aboriginal Advisory Committee



## 1. Purpose and/or Objectives

The purpose of the Yandaarra Aboriginal Advisory Committee is to:

- a) Be the mechanism for an ongoing respectful and productive working relationship between Council 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 Council.
- c) Provide a forum for indigenous and non-indigenous community members to raise and address issues and needs

The Yandaarra Aboriginal Advisory Committee objectives are:

- a) Build respectful ongoing, productive and constructive working relationships between Council and the local Aboriginal and Torres Strait Islander communities within the Local Government Area
- b) Work collaboratively in developing strategies and policies to address these needs, issues and interests that Council could include in current and future work plans.
- c) Report back to individuals, organisations and networks on Council's role, responsibilities and decisions relating to Aboriginal and Torres Strait Islander people.
- d) Work with Council 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 Council 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 Yandaarra Aboriginal Advisory Committee is as follows:

- a) To provide advice, input and feedback to Council on the needs, issues and interests of Aboriginal and Torres Strait Islander people in the Coffs Harbour Local Government Area as they relate to Council 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 Yandaarra Aboriginal Advisory Committee 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 Yandaarra Aboriginal Advisory Committee 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 Yandaarra Aboriginal Advisory Committee consists of the following voting members:

- a) 2 Councillors (one being the mayor)
- b) 6 Community Members (representation is to, where possible, include males and females across different generations)
- c) Representative of Galambila Aboriginal Health Service

- d) Representative of Coffs Harbour and District Local Aboriginal Land Council

The Group Leader Sustainable Places (or their delegate) will attend committee meetings in an advisory capacity.

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

The Yandaarra Aboriginal Advisory Committee 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 Yandaarra Aboriginal Advisory Committee.

### **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.

#### ***Other observers***

Observers and special guests can attend at the invitation of the Chair.

## **4.1 Quorum and voting**

The Quorum for meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only. All other determinations, recommendations and advice can be by consensus.

## **5. Length of Appointment**

The committee members will serve a term of four years.

### **5.1 Attendance**

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative.

## **6. Delegations and Expenditure**

The Yandaarra Aboriginal Advisory Committee does not have any delegations.

Recommendations arising from meetings of this committee will to be forwarded to the City's Executive representative for tabling with the Executive Leadership Team for determination.

## **7. Review and assessment of the Committee**

The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report may be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

## **8. Member obligations**

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.