

Terms of reference

Aboriginal Advisory Committee

Version 1.4

Adopted by Council on 18 July 2024

Division: Sustainable Communities & Environment

Section: Inclusive and Creative Communities

File Reference: Terms of Reference

THIS PAGE IS BLANK

1 Aboriginal Advisory Committee

2 Objective

The primary objective of the Committee is to provide advice to Council to encourage and facilitate the development of the Tweed Aboriginal and Torres Strait Islander Community in the Tweed Shire.

3 Strategic links

Community Strategic Plan

Service stream	Sub-stream	Goal
People, places and moving around: Who we are and how we live	3.1 People	Provide social, cultural and economic opportunities, enabling healthy, safer and more inclusive communities.

4 Role and responsibilities

The Committee's role is to:

- continually support the strategic direction of Council with respect to the advancement of matters relating to Aboriginal and Torres Strait Islander communities and cultural representation
- support and advise the Council in making decisions in a culturally appropriate, respectful and informed manner in relation to Aboriginal and Torres Strait Islander matters
- act as an open and consultative regulatory body for Council on Aboriginal and Torres Strait Islander matters
- act as a conduit of information and cultural expertise
- consider input and feedback from the Aboriginal Advisory Group to inform recommendations made to the Council.

Member responsibilities include:

- active and acknowledged members of the Tweed Aboriginal and Torres Strait Islander Community
- willing to work with a diverse range of people and work towards the development of common goals
- residents of the Tweed Shire
- nominated by the relevant groups.

5 Composition and tenure

5.1 Membership composition

The Committee will consist of 7 members. Changes to the Committee composition and tenure will be by approval of Tweed Shire Council.

The Committee consists of:

- 6 community members
- one Councillor.

Including one representative each from:

- Tweed Byron Local Aboriginal Land Council
- Tweed Wollumbin Aboriginal Education Consultative Group
- Tweed Aboriginal Corporation for Sport
- Tweed Aboriginal Co-op
- Canowindra – Cedric House
- Bugalwena Aboriginal Health Services
- elected Council.

Each organisation will nominate 2 alternate delegates.

The Chair of the Committee will be elected by a majority vote of the members of the Committee.

5.2 Selection and appointment of community members

All community members (including alternates) will be appointed by Council for a term that aligns with the Council term, after which they will be eligible for extension or re-appointment following a review of their performance.

The community members selected shall be representatives of the local community selected based on their capacity and demonstrated ability to enact change, influence and/or interact with the local community. A formal expression of interest and evaluation process will be conducted to identify the preferred nominees. Community members will be appointed by Council.

5.3 Attendees and invitees

A council representative will be available to attend all Committee meetings. The Chair of the Committee may invite additional council officers to attend the meeting or for specific agenda items.

The role of attendees and invitees is to provide advice, information and administration assistance to the Committee. Attendees and invitees do not have voting rights.

The Chair of the committee may invite young emerging community members for training and observation purposes only. Young emerging community members will not have voting rights.

6 Reporting

Committee meeting minutes will be reported to Council.

7 Administration

7.1 Meetings

The committee will meet at least monthly. The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

Meetings will be held in-person in accessible venues. All meetings will be conducted using accessible modes of communication to meet the needs of members. Virtual meeting options may be available.

Minutes will be taken at these meetings, detailing matters discussed, and action agreed.

It is the responsibility of the Chair of the Committee to set the Committee meeting agenda. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than 7 days prior to the meeting.

7.2 Attendance at meetings and quorums

A quorum will consist of 4 Committee members. Meetings can be held in person, by telephone or by video conference.

Where an item may require consultation with the Committee outside the normal meeting cycle then consultation with committee members may occur via email.

Should a community or Councillor member be unavailable to attend a meeting, that member is to contact the respective alternate community or Councillor member to request their attendance and advise the secretariat accordingly.

7.3 Secretariat

The council representative will provide secretariat support to the Committee. A minute's officer will be available to record meeting minutes, if required.

When required, the minute's officer can request to record an audio version of the meeting, with the approval from the committee prior to commencement of the meeting.

The council representative will ensure the agenda for each meeting and supporting papers are circulated. Minutes shall be circulated to each member of the Committee as soon as practical after the meeting, and be available to Councillors on request.

7.4 Conflicts of Interest and Code of Conduct

Committee members (including alternates if they are in attendance), invitees and attendees must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members, invitees or attendees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.

The final arbiter of such a decision is the Chair of the Committee.

Council's Code of Conduct applies to Committee members.

7.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

7.6 Committee performance

The Chair of the Committee will initiate a review of the performance of the Committee at least twice during the appointment of the Committee; at the midpoint and conclusion of the appointment.

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.