



## **TWEED SHIRE COUNCIL ABORIGINAL ADVISORY COMMITTEE**

### **Terms of Reference and Operational Guidelines**

#### **1. Authorising Section of the Local Government Act**

The Tweed Shire Council Aboriginal Advisory Committee is appointed by the Tweed Shire Council under the provisions of section 355 of the Local Government Act 1993 reproduced hereunder:

355. A function of a council may, subject to this Chapter, be exercised:
- (a) by the council by means of the councilors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, amenities or facilities or by any other means; or
  - (b) by a committee of the council; or
  - (c) partly or jointly by the council and another person or persons; or
  - (d) by two or more councils jointly; or
  - (e) by a delegate of the council.

#### **2. Memberships and Composition**

Membership of the Committee shall consist of a maximum of 20 Citizens including:

- 2.1** Representatives from Tweed Aboriginal & Torres Strait Islander Community: Tweed Byron Local Aboriginal Land Council, Tweed Wollumbin Aboriginal Education Consultative Group, Tweed Aboriginal Corporation for Sport, Minjungbal Trading Company, Tweed Aboriginal Co-op, Bundjalung Aboriginal Home Care, 2 Community Elders, 1 Administrator or 2 Councillors, Councillor members will be appointed by Council annually.
- 2.2** Council Staff – Manager Community & Cultural Services or nominee and Aboriginal Liaison Officer, who shall provide support and advice to the Committee as required but will hold no voting rights.
- 2.3** The Aboriginal Liaison Officer shall work with the Committee to assist it to carry out its advisory function and reports directly to the Manager Community and Cultural Services.
- 2.4** The composition of the Committee shall also aim to reflect the demographic make-up of the local community.

#### **3. Selection**

**Selection of Committee members is to be based on the following considerations:**

Members will need to be:

- 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.

#### **4. Terms of Reference**

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

**4.2** In furtherance of this objective the committee shall:

**4.2.1** Act as a consultative committee for Council's Tweed Aboriginal & Torres Strait Islander Community development function.

**4.2.2** Contribute to the development of a cooperative vision for the Shire.

**4.2.3** Demonstrate leadership to emphasis the economic and social value of the Tweed Aboriginal & Torres Strait Islander Community in the Tweed Shire.

**4.2.4** Provide a forum for ideas and discussions on a wide range of issues, especially these affecting the Tweed Aboriginal & Torres Strait Islander Community.

**4.2.5** Foster strategic partnerships for community development, and

**4.2.6** Contribute to the development of strategic policies and plans.

#### **5. Terms of Membership**

The life of the committee will be for the term of Council. Following Council general elections Committee membership shall be reviewed and new nominations called for all positions. Existing members shall be eligible to re-nominate in writing. Following receipt of nominations Council will appoint the new Committee.

#### **6. Election of Chairperson and Officers**

**6.1** The Committee shall elect a Chairperson to preside at each meeting.

**6.2** The Aboriginal Liaison Officer will undertake the duties of Minute's Secretary. The Committee however, may from time to time co-opt a Minute's Secretary who is not necessarily a member of the committee to document the minutes.

**6.3** The Committee shall have the power to invite members of the public with special expertise to attend meetings.

**6.4** However such persons shall not be entitled to vote in respect of any issue before the Committee.

**6.5** The committee shall have the power to convene Working Groups consisting of committee members and co-opted members of the public with relevant and/or specific expertise on topics of interest to the Committee.

## **7. Meetings**

**7.1** Meetings of the Committee shall be held monthly and at such time and place as the Committee sees fit. The minutes of the meetings shall identify the month, date, time and place of the next meeting.

**7.2** At least seven (7) days notice shall be given to members of the agenda, time and place of a meeting, however the Chair shall have the right to call a Special Meeting at any time he/she deems fit provided a period of seven (7) days notice has been given stipulating the proposed change. Decisions made at the Special Meeting will have the full status of decisions made at any ordinary meeting, providing all conditions of an ordinary meeting, have been compiled with.

**7.3** A quorum at any meeting of the committee shall comprise 50% plus 1.

**7.4** Minutes of the Committee's deliberations and its recommendations shall be made available to Council at the earliest opportunity after any meeting of the Committee.

## **8. Termination of Membership**

**8.1** Membership of the Committee will be terminated automatically after a member's absence from three consecutive meetings without apologies.

**8.2** Members will be expected to attend a minimum of 50% of Ordinary Meetings during each calendar year being 6 (six) in total.

## **9. Closure of Meeting to the Public (Confidential Session)**

**9.1** The Committee may on occasions when matter of a sensitive or confidential nature comes forward, move to close the meeting to the public. Those people present, others than Committee members, must withdraw on the carriage of a motion to go into confidential session.

**9.2** Upon resumption of open session, a motion to adopt the report of the confidential session must be put to the meeting and the resolution of the matter or matters resolved in committee are recorded in the minutes.

**9.3** If further business is still to be conducted after the confidential session, those excluded from the meeting can be invited to return to the meeting.

## **10. Disorder in Committee Meeting**

**10.1** The provisions of the Code of Conduct and meeting procedure relating to the maintenance of order in Council meetings apply to meetings of Section 355 Committees of the Council.

**10.2** If a meeting or part of a meeting of this Committee of the Council is closed to the public in accordance with Section 10(2) of the Act, the Committee may, by resolution, expel from the place where the meeting is being held any person who is not a Committee Member.

**10.3** If any such person, after being notified of such a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council, may remove the person from, and, if necessary, restrain the person from re-entering the meeting.

**11. Alteration of Terms of Reference and Operating Guideline**

**11.1** The Terms of Reference may be altered or amended by the Committee at an ordinary meeting provided due notice is given (refer to 7.2).