



**INDIGENOUS ADVISORY
COMMITTEE
NOMINATION FORM**

CAIRNS REGIONAL COUNCIL

INDIGENOUS ADVISORY COMMITTEE

INFORMATION

Cairns Regional Council is calling for nominations from Aboriginal and Torres Strait Islander people to be members of the Indigenous* Advisory Committee.

The role of the advisory committee is to provide comment, feedback and direction on issues that relate to Aboriginal and Torres Strait Islander people and their communities; and enhance opportunities for participation and collaboration between local Aboriginal and Torres Strait Islander people/communities and Council.

Membership is voluntary, with meetings held every 2 months from 4:30 – 6:00pm. Meeting dates for 2012 are located on the Nomination Form.

**It is a genuine occupational requirement that the position be filled by an Aboriginal or Torres Strait Islander person as permitted by and arguable under Section 25, 104 and 105 of the Queensland Anti – Discrimination Act 1991*.*

For more information

Please contact

Brendan Leishman – Indigenous Special Projects Officer
b.leishman@cairns.qld.gov.au or phone (07) 4099 9419.

**CAIRNS REGIONAL COUNCIL
INDIGENOUS ADVISORY COMMITTEE
NOMINATION FORM**

NAME: _____

POSTAL ADDRESS: _____

PHONE: B/H _____ A/H/MOB _____

FAX: _____ **EMAIL:** _____

DO YOU IDENTIFY AS:

- ABORIGINAL
- TORRES STRAIT ISLANDER
- BOTH

DO YOU HAVE EXPERIENCE IN ANY OF THE FOLLOWING AREAS? Please tick

- | | | | |
|-----------------------|--------------------------|---------------------------|--------------------------|
| Traditional Owner | <input type="checkbox"/> | Children / Youth and Aged | <input type="checkbox"/> |
| Government Services | <input type="checkbox"/> | Tourism / Culture | <input type="checkbox"/> |
| Policy | <input type="checkbox"/> | Alcohol & Drug Services | <input type="checkbox"/> |
| Legal | <input type="checkbox"/> | Sport and Recreation | <input type="checkbox"/> |
| Health | <input type="checkbox"/> | Environment | <input type="checkbox"/> |
| Employment / Training | <input type="checkbox"/> | Economic | <input type="checkbox"/> |
| Reconciliation | <input type="checkbox"/> | Housing/ Homelessness | <input type="checkbox"/> |
| Native Title | <input type="checkbox"/> | Community Organisations | <input type="checkbox"/> |

PLEASE LIST ANY COMMUNITY ORGANISATIONS YOU ARE CURRENTLY INVOLVED WITH:

PLEASE INDICATE YOUR AVAILABILITY AND COMMITMENT TO VOLUNTEER YOUR TIME:
Times and dates of meetings have been set for 2012. The venue of meetings is determined by the Committee, however are usually centrally located at Council Offices, 119 – 145 Spence St, Cairns.

2012 Meeting Schedule:

4:30pm – 19 January, 2012
4:30pm - 15 March, 2012
4:30pm - 17 May, 2012
4:30pm - 12 July, 2012
4:30pm - 13 September, 2012
4:30pm - 15 November, 2012

Please note that due to Council Elections on 28 April 2012 new members of the Indigenous Advisory Committee would not commence in an official capacity until the new Council was inducted into office. This could mean new members would not start until the May or July 2012 meeting.

Signature: _____

Date: ____/____/2012

Please return your nomination by close of business **Friday - 24 February, 2012:**

Email: b.leishman@cairns.qld.gov.au

Fax: Attention: Brendan Leishman - 07 4098 2902

Post: Brendan Leishman, Indigenous Special Projects Officer, Cairns Regional Council PO Box 359, Cairns, QLD, 4870.

CAIRNS REGIONAL COUNCIL

NO.1:06:24

General Policy

TERMS OF REFERENCE - INDIGENOUS ADVISORY COMMITTEE

Intent The Indigenous Advisory Committee aims to provide Aboriginal and Torres Strait Islander people of the Cairns local government area with input into Council decision making processes. Council wishes to ensure that Indigenous people have the opportunity to participate in and enjoy life, the facilities and the opportunities that our region has to offer with dignity and respect.

Scope The Indigenous Advisory Committee will provide advice and recommendations to Council and Council officers on any and all activities of Cairns Regional Council as required.

1 OBJECTIVES

The Committee will assist Council to provide a vital communication linkage to and from Council to sector interest groups, State Agencies and the community in general. Through this Committee, Council will be better informed of the community's aspirations and expectations and will provide a mechanism for Council to engage with the broader community during policy formulation and future direction setting for Council. As emergent issues or concerns are identified this Committee will provide a litmus test for Council to better define the extent and nature of these issues.

The Indigenous Advisory Committee aims to support and increase the appreciation of the wider community and within Council that Indigenous people are the nation's first people of this country and to recognise and respect the value of their cultural diversity and contributions to this community as a whole.

2 RESPONSIBILITIES

At all times the Indigenous Advisory Committee is to be aware of its obligations and responsibilities to the wider community of the Cairns Regional Council local government area.

The primary responsibility of this Advisory Committee is to work in partnership with Cairns Regional Council and the Indigenous community to increase the understanding of issues affecting Aboriginal and Torres Strait Islander people who are unique and have diverse cultural and language backgrounds. The Indigenous Advisory Committee is to provide guidance and support in responding to those issues.

The Indigenous Advisory Committee will use its expertise, influence and local knowledge to provide feedback to Council in the delivery of core Council services; policy initiatives; economic, social, cultural and environmental matters.

The strategic advice and recommendations provided include, but are not limited to:

- Issues relating to the delivery of core Council services.
- Community issues associated with policy and future planning.
- Preferred priorities in relation to capital works and other budget proposals.

Should any conflict arise it is the obligation of the Committee member to declare that conflict and act accordingly or as directed by the CEO's delegate on the Committee, being the General Manager, Community Sport and Cultural Services.

3 ADMINISTRATION

3.1 Membership

Membership of the Indigenous Advisory Committee is in a voluntary capacity and comprises of 20 people from the Aboriginal and Torres Strait Islander community of the Cairns Regional Council Local Government area with representation and expertise to be sought from:

- Local Aboriginal Traditional Custodians/ Owners
- Other Aboriginal and Torres Strait Islander residents
- Indigenous service providers and community networks

Specifically, to be eligible for nomination for membership to the Committee, applicants must:

- Be of Aboriginal and/ or Torres Strait Islander heritage and be acknowledged and accepted as being a member of the Indigenous community of Cairns.
- Reside within the Cairns Regional Council Local Government area.
- Be representative of one or more of the nominated interest groups.
- Have demonstrated strong community links.
- Be able to articulate and represent Aboriginal and Torres Strait Islander people with an understanding of the issues to be addressed by the Committee.
- Have a commitment to work in partnership to achieve successful and productive outcomes.

The General Manager, Community, Sport and Cultural Services or their delegate will attend committee meetings and provide facilitation and support but will not formally be a member of this Committee.

Call for membership (or replacement of members) of the Committee will be by public advertisement. Council shall appoint Committee members based on their skills, expertise, knowledge and abilities. It is important that the membership as a whole has sufficient breadth of experience and skills to represent the needs and aspirations of the broader community. Committee membership will be for the balance of the term of the current Council, unless changed by Council resolution.

Council retains the right to appoint additional members should the need arise during the term of Council.

Committee members are required to act impartially and represent the interests of the broader community above their personal interests. Whilst members have a role in providing specific sector or interest group opinions the Committee must on balance strive to meet the needs and aspirations of the whole community.

Council on receipt of advice from the IAC members will appoint the Committee Chair. The Chair will be empowered by Council to ensure the good order and conduct of the Committee meetings. The IAC members may also choose to share the role and responsibility of Committee Chair on a rotational basis, subject to Council endorsement.

Councillors are welcome to attend Committee meetings in an observer capacity so that Councillors can fulfil their obligations and responsibilities under the Local Government Act 2009. Councillors should respect the cultural belief and values of the IAC membership and understand that their opinions and advice should in no way influence the decisions and responses of the Committee.

The General Manager or delegate will be present at all meetings and will approve the attendance of deputations or external agency/organisation or individual presentations to the Committee.

3.2 Meetings

A quorum will consist of at least eight members and should the Chair be absent then the Chair will be selected by the General Manager or delegate to preside for that meeting.

The General Manager or delegate will have the function and responsibility of the preparation of meeting agendas and minutes. Council is committed to sustainability and as such this Committee will operate in an environmentally sustainable manner. The dates, times, agenda and meeting minutes will be displayed on Council's webpage and information will be provided to members electronically.

Members are required to demonstrate due diligence by their preparation for, attendance at and participation in Committee meetings.

Meetings shall be held bi monthly. Special meetings of the Committee may be convened as required.

All meetings will be open to the public and any member of the community can attend as an observer.

IAC meetings will be regularly hosted at Council Chambers, 119 - 145 Spence Street, however can be convened at other venues as agreed by the IAC membership.

3.3 Authority

As the Committee's role and responsibility is limited to advice, advocacy and community feedback there are no formal voting rights and members must respect and abide by any subsequent decision of Council.

The Committee or its members have no authority over management, should not get involved in day to day operational issues of Council and may not direct staff in any matter or action.

All members of the Committee have access to the Chairperson so that emergent matters can be tabled for consideration at Committee meetings.

3.4 Council Reporting

The General Manager or delegate will ensure that a key activity report will be presented to Council following each bi-monthly meeting. The Committee Chair may be invited to address the Council Committee meeting should the need arise.

3.5 Confidentiality

All matters discussed at Committee meetings together with all material provided to members of the Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes of sector / community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy Act and Right to Information Act. The views of other Committee members will be treated with respect but will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the General Manager or delegate. Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council. Committee members must at all times act in the best interests of Council.

3.6 Performance Indicators

- 6 meetings each year
- Regular attendance by a minimum of 8 Indigenous Members of the IAC.
- Monthly contact and communication with individual IAC members.
- IAC member's positive satisfaction ratings with each meeting; and that the issues raised and outcomes being achieved and delivered are seen as being valued by Council and meaningful and relevant to the group.
- Council has engaged and sought the involvement and participation of the IAC on matters and issues relevant to the Indigenous community of the LGA
- Annual list of Council outcomes that have been based on the guidance, direction and recommendations of the IAC.
- Changes and/or additions to Council policies and procedures that have been a direct result of IAC input and direction.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

**General Manager Community Sport &
Cultural Services**

**ADOPTED: 7/012/2011
DUE FOR REVISION:7/12/2015
REVOKED/SUPERSEDED:**