

Item No.	08.3	
REPORT TITLE	Councils Portfolio Representatives	
AUTHOR	Kristine Smith	
ATTACHMENTS	WLG Terms of Reference	

PURPOSE

To finalise Council's Portfolio Representatives.

REPORT

Woorabinda Aboriginal Shire Council is a complex and statutory body that is responsible for the good rule and local governance. In the process of delivery good governance, Councillors and senior staff attend and represent Council on a variety of committees. The committees have been grouped in the following portfolio system aligned with the Corporate Plan.

Governance: Open, inclusive, and accountable representation

Committee	Purpose	Inclusion Areas	Councillor and Senior Officers
Woorabinda Leadership Group (Advisory Committee to Woorabinda Aboriginal Shire Council)	The Woorabinda Leadership Group is a collective voice to consider social and economic opportunities for individual, families and groups locating in Woorabinda to overcome disadvantage.	<ul style="list-style-type: none"> • Accountable Leadership • Advocacy • Community Engagement and Consultation 	Mayor Chairperson All Councillors CEO

RISK MANAGEMENT IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

LEGISLATIVE & OTHER REGULATORY REQUIREMENTS

Nil

BUDGET, FINANCIAL AND RESOURCE IMPLICATIONS

State Funding to the value of \$300,000

Commonwealth Funding to the value of \$100,000

CONSULTATION

Woorabinda Leadership Group

RECOMMENDATION

That Council:

Woorabinda Leadership Group representing Council is as per the Terms of Reference that include all Councils and Mayor as Chairperson.

WOORABINDA LEADERSHIP GROUP

ADVISORY COMMITTEE to WOORABINDA ABORIGINAL SHIRE COUNCIL

TERMS OF REFERENCE

1. VISION

Together we Achieve

2. PURPOSE

The Woorabinda Leadership Group, Advisory Committee to Woorabinda Aboriginal Shire Council has been formed in accordance with section 265 of the Local Government Regulation 2012 (“the Regulation”)

The Woorabinda Leadership Group is a collective voice to consider social and economic opportunities for individual, families and groups located in Woorabinda to overcome disadvantage by:-

- **Advocating** on issues that relate to delivery of service to Aboriginal and Torres Strait Islander people residing in Woorabinda;
- **Communicating** and working with community groups, government department, service delivery providers and individuals that are committed to a community lead approach.
- **Encouraging** and **fostering discussions**, and to consider common issues;
- **Identifying risks and opportunities** by receiving and reviewing evidence associated with social and economic disadvantage within and about Woorabinda.
- **Recommending strategies** and intervention responses to decrease socio-economic disadvantage for individuals and families residing in Woorabinda;
- **Increasing visibility** to the impact of government funded service provision and **accountability** to improve socio-economic outcomes for residents of Woorabinda
- **Supporting the aspirations** and achievements of groups, including providing mutual support for participating and emerging local alliances.
- **Building and maintaining** the storyline of unified participation in creation of sustainable solutions for Woorabinda.

Statement of Recognition and Respect

The Woorabinda Leadership Group Advisory Committee recognises that their activities take place on the traditional lands of the Wadja Wadja and Gungulu People.

3. MEMBERSHIP

General

The Woorabinda Leadership Group Advisory Committee will consist of up to twelve (12) members including five (5) Councillors one being the Chairperson that are appointed by Woorabinda Aboriginal Shire Council.

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

Membership Types

- Committee Members – Voting Rights
- Ally Members – Non-Voting Rights

Committee Membership

Membership of the Committee will consist of representatives from various groups, organisations or individual within the Woorabinda community who can directly contribute and provide community leadership by demonstrating the following attributes:-

Knowing Community – Understanding the strength of place, culture and history.

Building a Strong Group – Crossing boundaries to find the strength of collective leadership

Self-Development – Tapping into strength of giving by learning new ways to contribute knowledge and skills.

Making a change – Finding the strength in taking on a community initiative that advances the Woorabinda community.

Ally Membership

This membership type welcomes Community Elders, Emerging Young Leaders, Woorabinda Residents that are interested in working towards the success of the Woorabinda Leadership Group through participating in socio-economic topic specific focus groups. Ally Members have no voting rights.

Ally Members are invited to participate in workshops, events and activities for the development solutions to overcome socio-economic barriers to be considered by the Woorabinda Leadership Group Advisory Committee and recommended to Woorabinda Aboriginal Shire Council.

Rights of Members

- To have access to the meeting agenda, minutes and reports relating to activities of WLG.
- To resign in writing at any time.
- To have one (1) vote on each decision or question arising at any meeting of WLG

Eligibility for Committee Membership

1. Community representatives who are of Aboriginal and Torres Strait Islander heritage.
2. Permanently resides in Woorabinda no less than two (2) years.
3. Committed to attending a minimum of four (4) meetings annually.
4. Willing to undertake Leadership Training
5. Demonstrate leadership qualities: -
 - Cultural Standing: Shows respect for who they are within their own culture. Shows respect for Aboriginal and Torres Strait Islander values, beliefs, skills, traditions, relationship and behaviour.
 - Consensus-building: Helps people come to an agreement by negotiation disputes and healing conflicts.
 - Integrity: Is aware of what is expected behaviour. Acts for the greater good, despite external pressures. Exhibits ethical behaviour and a belief in leading by example.
 - Effective Communication: Listens too and understands the thoughts, ideas and concerns of others, and can clearly communicates on their own. Communicate in different cultural contexts, explain cultural differences when required.

Appointment of Committee Members

A Committee Member will be appointed by Woorabinda Aboriginal Shire Council and based on a recommendation made by the Committee Chairperson as decided by WLG.

Replacing Vacating Committee Members

Membership termination can occur through resignation, retirement, lack of attendance of three (3) consecutive meeting or complaint of dishonourable behaviours bringing WLG into disrepute.

Any dispute regarding eligibility for or termination of membership will be decided by a majority vote of the WLG.

Remuneration for Committee Members

Advisory Committee and Councillors will not be remunerated for their role in relation to this committee. Remuneration may be considered by Woorabinda Aboriginal Shire Council once financial sustainability is achieved.

4. APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee will be the Mayor of Woorabinda Aboriginal Shire Council.

Role of Chairperson

The Chair will be responsible for:

1. Setting the WLG meeting agenda
2. Delegating the implementing tasks and projects of the WLG
3. Designate a WLG member to champion and attend activities relating to specific initiatives.
4. In conjunction with the Auspice body maintain a budget approved by the WLG and ensuring the expenses stay with the approved budget.

A Secretariate will be responsible for:

1. Implement and manage the functions of the Woorabinda Leadership Group within stipulated framework and systems.
2. Prepare documents and reports for meeting and keeping WLG informed of success and challenges relating to WLG systems and processes.
3. Schedule meetings and presenters throughout a calendar year.

5. AUTHORITY/DELEGATION

The Committee provides advice that will inform the development of recommended courses of action to be considered by Council.

The Committee has the authority to provide 'recommendations for consideration' to Council. Recommendations by the Committee will be by consensus.

Finance

The auspice organisations obligations will depend on the funding body's requirement and what has been negotiated for the interest Woorabinda Leadership Group activities.

6. MEETINGS

1. The WLG Advisory Committee will meet a minimum of four (4) times a year. One of the four annual meetings will be a two-day meeting for assessment and review of initiatives relating to the WLG framework.
2. Quorum for meeting will be a simple majority of WLG Members
3. The order of meeting business is standardised to meet the purpose and functions of WLG. Meeting business can be determined by the Chairperson on a need's basis.

4. Where possible, decision will be made by consensus. Where consensus cannot be reached, a vote will be called. A vote will be carried by a majority of WLG members. Minority concerns will be noted for the record.
5. The Chair will have the power to call a meeting at any time.
6. No public notice will be required. However, notice of the time and place of meetings will be given to each member by sending a notice seven (7) days before the time fixed for the meeting. This notice period can be shortened in the event of an urgent issue requiring a speedy decision.
7. Members may attend meeting electronically or via video/teleconference upon approval of the Chair.

7. CONFLICT OF INTEREST

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applied to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before that meeting. Committee members with a material interest must not participate in discussions or decisions about the matter in which they have the material personal interest; and
- Any other committee decision about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest.

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or voting upon the matter, the other Committee Members must vote upon whether the declaring member must refrain from discussing or voting upon that matter. The results of the ballot are binding upon the declaring member.

8. APPROVAL and AMENDMENT of the TERMS OF REFERENCE

The terms of reference will be approved by half plus one (50% +1) majority vote of WLG Advisory Committee Membership at a Committee Meeting.

Any subsequent amendment will be approved by half plus one (50% +1) majority vote of WLG Advisory Committee Membership at a Committee Meeting.

All amendments to be recommended to Woorabinda Aboriginal Shire Council for approval and endorsement.

9. TANGIBLE ASSET

Tangible assets are for the Woorabinda Leadership Group (WLG) use. Tangible assets may be required by a WLG member by majority vote at a WLG meeting.

In the event a member is no longer a member of the WLG, all physical property will be returned to auspice organisation in accordance with relevant policy and practice.