



## **YARRA RANGES COUNCIL INDIGENOUS ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Introduction**

Yarra Ranges has a rich Indigenous history. Council is proud to acknowledge the Wurundjeri people as the traditional owners and custodians of this land and the world's oldest living culture. We recognise the unique diversity of the Indigenous community in Yarra Ranges. We are committed to an ongoing process of reconciliation and Indigenous community strengthening through building strong organisational and community relationships between Indigenous and non-Indigenous sectors.

#### **2. Council's Vision for Reconciliation**

Council supports the rights of all Indigenous People as outlined in the United Nations Declaration on the Rights of Indigenous People. Our local vision is for a united community that recognises the special place and culture of Indigenous peoples as first Australians, values their participation and provides equal life chances for all. The Yarra Ranges Council Indigenous Advisory Committee has defined Reconciliation as '*moving forward toward a future of respect, caring and sharing with all cultures living in harmony*'.

#### **3. Purpose**

The Council's Indigenous Advisory Committee (IAC) has an advisory role to support Council in its work in Indigenous development. Council's roles include; advocacy, service delivery, facilitation, networking, cultural development and the development of facilities for community.

The IAC provides a platform for ongoing engagement between the Indigenous community and Council across a broad range of issues. It supports reconciliation and access to culturally appropriate services by raising awareness of Indigenous issues, history and culture as outlined in Council's Reconciliation Policy 2013 - 2015.

#### **4. Principle Role of Yarra Ranges Council's Indigenous Advisory Committee**

The Yarra Ranges Indigenous Advisory Committee's objectives are to provide advice to Council on:

- Supporting initiatives to reduce Indigenous disadvantage
- Improving social justice opportunities for the Indigenous community within the municipality
- Planning events that acknowledge significant occasions for the Indigenous community, in particular Reconciliation and NAIDOC Weeks
- Working with Council to promote the spirit and practice of reconciliation throughout the wider community.
- Making recommendations to Council on a range of community issues that may affect the Indigenous community in Yarra Ranges
- Supporting the development of appropriate Council policies in response to the Statement of Commitment to Indigenous Australians
- Supporting increased cross cultural awareness within Yarra Ranges Council at all levels of the Council
- Supporting the Indigenous Development Officer in the achievement of this role
- Assisting the Indigenous community in its pursuit of self determination, economic development and community sustainability
- Working in partnership with other relevant agencies to strengthen outcomes for the Indigenous community of Yarra Ranges.

#### **5. Membership**

Membership of Yarra Ranges Council's Indigenous Advisory Committee will consist of agencies and individuals involved in the delivery of Indigenous related services and Indigenous community members as recommended by the IAC executive. The IAC is a voluntary committee. Agencies invited to become members will include:

- Mullum Mullum Indigenous Gathering Place
- Boorndawan Willam Aboriginal Healing Service
- Healesville Indigenous Community Services Association
- Swinburne University- Lecturer Indigenous Studies and Tourism
- Inspiro
- Eastern Health
- Yarra Valley Community Health
- Local Indigenous Network Broker – Department of Planning and Community Development
- Aboriginal Policy Officer – Department of Human Services (DHS)
- Department of Health
- Department of Education and Early Childhood Development (DEECD)

- Coordinator of Indigenous Family Violence Regional Action Group - DHS
- RAJAC Executive Officer- Department of Justice
- Aboriginal Officer - Eastern Domestic Violence Service
- Wurundjeri Tribe Land Cultural Heritage Council Inc
- Ngwala Willumbong
- Casey ANTAR

### **Community Representatives**

- Two community members will be sought to sit on the committee.

### **Yarra Ranges Council Representatives**

- Executive Officer - Community Development
- Executive Officer - Youth Services (or nominated representative)
- Indigenous Development Officer
- Two Councillors (as determined by Council annually through election of delegates).
- Members will have equal voting rights.

### **Period of Membership**

Councillor delegates are appointed annually by Council at its Special Meeting where the Mayor, Deputy Mayor and Council delegates are appointed. Community representatives will be appointed by Council for a period of four years, agency representatives four years.

Casual vacancies which occur due to community representatives being unable to complete their appointments may be filled by co-opting suitable candidates. The committee may make a recommendation to the IAC Executive, who will have the authority to appoint a replacement to the committee for the remainder of the previous incumbent's term.

### **Method of Appointment - Community Representatives**

Community representative positions will be reviewed every 2 years.

Previous members will be eligible to re-apply by application to the Executive.

Vacancies will be advertised in the local media and on Council's website.

New community members will be required to submit an application. The IAC Executive will form a selection panel to undertake the process at their discretion. Council will consider a report and recommendations from the selection committee and formally appoint community representatives at the completion of this process.

### **Business of the Committee**

Term of membership on the Advisory Committee will be 4 years, with members being eligible for reappointment for additional terms.

- A Chairperson and a Deputy Chairperson will be elected by the Advisory Committee every two years. These positions must be held by Indigenous community members. The duties of the Chair will be to conduct the Yarra Ranges Council Indigenous Advisory Committee meetings. The role of the Deputy Chair is to support the Chairperson in the event of his/her absence. Should both members be absent a Councillor delegate will Chair.
- The Advisory Committee will meet bi-monthly.
- The Advisory Committee may co-opt particular individuals on to the IAC as required.
- Members from organisations may invite others (with the prior approval of the Chairperson) to attend Committee meetings to provide advice or support on relevant issues.
- The business of the Advisory Committee will be overseen by an Executive Committee comprising of the Chairperson, the Deputy Chairperson and the Indigenous Development Officer.
- Members representing organisations will be encouraged to provide a nominee if they are unable to attend on a particular occasion.

## **6. Election of Office Bearers (Executive) and Terms of Office**

- The term of Chair and Deputy Chair shall be two years
- The election process will commence bi-annually with the distribution of nomination forms to be sent by Council staff to all members via email.
- The election will be held at the following meeting. Nomination forms are to include the names of the person nominated, the persons submitting and seconding the nomination.
- The election shall be conducted in accordance with the procedures outlined in the Meeting Procedures and Common Seal Local Law relating to the election of a chair.

## **7. Relationships and Support**

- The Mayor will be an ex-officio member of the Advisory Committee and may attend Committee meetings, with no voting rights.
- Council will provide appropriate administrative support to the Committee through the Indigenous Development Officer.

## **8. Working Groups**

The Indigenous Advisory Committee may appoint working groups. Each working group must have Terms of Reference (including a set time frame) as agreed by the Committee.

Working groups will need to:

- Develop an action plan consistent with the project they are undertaking and the Terms of Reference.
- Develop an Action plan to be approved by the Advisory Committee

- Involve a representative mix of stakeholders where possible, to ensure a collaborative approach to achievement of tasks and may co-opt external members with specialist expertise

## **9. Conflict of Interest**

Meetings of an Advisory Committee constitute an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where an agency or community representative has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

## **10. Reporting**

The Advisory Committee will provide reports or briefings through Council staff to Council annually or as required.

## **11. Terms of Reference**

The Terms of Reference will be reviewed every 4 years or as required.

**12. Members' code of conduct**

As a member of the Yarra Ranges Council Indigenous Advisory Committee (IAC) I ..... agree to observe the values and principles developed by the IAC and Council. These are:

- 1. Embrace and demonstrate the core cultural values of Respect, Caring and Sharing
- 2. Demonstrate community leadership and positive role modelling
- 3. Attend IAC meetings on a regular basis
- 4. Respect the views and opinions of other members of the IAC
- 5. Declare any conflict of interest in decisions to be made by the IAC
- 6. Maintain the confidentiality of matters raised with the IAC when required by resolution
- 7. Work together with other members to seek resolution of any disputes

**IAC member's name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_