

KOORIE ENGAGEMENT ACTION GROUP ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference Instrument, the Ballarat City Council (**Council**) establishes the Koorie Engagement Action Group Advisory Committee (**Committee**) pursuant to section 86 of the *Local Government Act 1989 (LGA)*.
- 1.2 The Committee has the functions and responsibilities as set out in this Terms of Reference Instrument. The Terms of Reference Instrument sets out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.3 This Terms of Reference Instrument is authorised by a resolution of Council passed on April 26, 2012.
- 1.4 The Unfinished Business Advisory Committee (UBAC) was established in April 2003 as an informal working group to enhance the opportunities for Koorie residents of Ballarat.
- 1.5 Re-launched in 2006, Council established UBAC as an Advisory Committee to Council with fixed membership to be appointed by Council. The re-launch provided Council with an opportunity to confirm its commitment to Aboriginal reconciliation by creating a formal relationship through a reconstituted committee.
- 1.6 Since 2006 there have been some notable achievements including:
 - The 'Welcome to Country' signage project
 - The Windmill Playground initiative
 - Acknowledgement of traditional owners at Council meetings and Civic receptions.
- 1.7 During 2009, Council worked with the local Koorie community on identifying a number of community issues and priorities as part of a Reconciliation Strategy review process. A central theme of the feedback provided was that UBAC was not representative of the local Koorie community and the Committee needed to operate within a different context.
- 1.8 At the UBAC meeting on 16 February 2010, the Committee unanimously endorsed a proposal to re-develop the group as the Koorie Engagement Action Group. The working group remains an Advisory Committee to Council.

2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Continuing the previous work of the Unfinished Business Advisory Committee.
- 2.2 Enhancing the opportunities for Koorie residents of Ballarat to contribute, participate and benefit from Ballarat's community life.

3. OBJECTIVES

The objectives of the Committee are to:

- 3.1 Advise the City of Ballarat on matters of engagement for Koorie people in the region (not including cultural heritage issues);
- 3.2 Oversee the implementation of Council's Reconciliation Action Plan 2011-2013;
- 3.3 Enhance and promote understanding within the Ballarat community of Koorie culture, society and heritage;
- 3.4 Identify issues affecting the health and wellbeing of Koorie people and develop responses in collaboration with key partners, agencies and other tiers of government;
- 3.5 Influence change processes in agencies providing services to Koorie people to assist in building cultural sensitivity and service integration that facilitates greater responsiveness to the needs of Koorie people;
- 3.6 Advocate for and support key elements of the existing current service and support infrastructure in Ballarat for Koorie people.

4. ROLES AND RESPONSIBILITIES

4.1 The role of the Council is to:

- 4.1.1 Implement Council's "Statement of Commitment";
- 4.1.2 Facilitate the operation of KEAG and ensure broad representation that provides relevant coverage for the items in the terms of reference above;
- 4.1.3 Ensure all council activities, practices, plans, decisions and strategic directions are undertaken in a way that is responsive and inclusive of Koorie issues. This includes culture and heritage and recognition of the traditional custodians of the land as the Wathaurung people and their representatives;
- 4.1.4 Advocate to other tiers of Government and key bodies and agencies regarding issues impacting on the health and wellbeing of Koorie people living in Ballarat
- 4.1.5 Influence and inform key policy directions of all tiers of Government.

4.2 The role of Committee members is to:

- 4.2.1 Develop the Ballarat community's level of awareness of Koorie issues;
- 4.2.2 Celebrate Koorie culture through community events;
- 4.2.3 Enhancing the cultural activities that already exist;
- 4.2.4 Work with children and youth groups;

- 4.2.5 Inform committee of issues impacting on the health and wellbeing of Koorie people living in Ballarat;
 - 4.2.6 Work collaboratively with other KEAG members and their agencies to seek resolution of issues and seek opportunities to deliver real improvements in the health and wellbeing of Koorie people living in Ballarat;
 - 4.2.7 Inform Committee of member agency activities and upcoming opportunities to progress Koorie health and wellbeing within Ballarat.
 - 4.2.8 Attend monthly meetings, or appoint a 'proxy' member to attend on their behalf.
- 4.3 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. MEMBERSHIP

The Committee will consist of members comprising:

5.1

- 5.1.1 Mayor of the Day (Co-Chair);
- 5.1.2 Justice;
- 5.1.3 Education;
- 5.1.4 Employment;
- 5.1.5 Cultural Heritage;
- 5.1.6 Arts;
- 5.1.7 Health;
- 5.1.8 Wellbeing;
- 5.1.9 Two (2) Community Members
- 5.1.10 Recognised Aboriginal Party (RAP)
- 5.1.11 Elder(s)
- 5.1.12 Council Officer(s)

as appointed by Council from time to time.

- 5.2 Each elected member of the KEAG must nominate a person to act as their 'proxy' in the event that they cannot attend a monthly meeting;
- 5.3 The Mayor of the Day and an elected Koorie member of KEAG will Co-Chair the meetings;

- 5.4 The KEAG Committee will review its Terms of Reference and membership list annually at the first meeting each calendar year;
- 5.5 Council's People & Communities Directorate will provide administration support to the Committee.

6. MEETINGS

- 6.1 Committee meetings must be conducted in accordance with:
 - 6.1.1 Council's Meeting Procedure Local Law; and
 - 6.1.2 The Committee's discretion, as exercised from time to time.
- 6.2 The Committee will meet every month with a minimum of ten (10) meetings per year;
- 6.3 A quorum of the Committee will be half of the listed members plus one, and include one Koorie member of the Committee;
- 6.4 Decisions will be made by negotiation and consensus. The Committee will have no formal voting process;
- 6.5 All members are bound by the Interest Declaration requirements of the Local Government Act 1989;
- 6.6 An Assembly of Councillor Record must be forwarded to the Governance Unit following each meeting of the Committee if a Councillor is in attendance;
- 6.7 Project groups may be established at the direction of the KEAG to address specific Koorie-related issues, and appoint people with the necessary knowledge and skills to contribute to those sub-committees as necessary. Any project group will report back to the KEAG on project progress and recommendations for further action;
- 6.8 In all other respects, the Committee may set its own procedures for meetings will be five members
- 6.9 City of Ballarat will provide administrative support for the Committee

7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:
 - 7.1.1 Council's meeting procedure Local Law; and
 - 7.1.2 The Committee's discretion, as exercised from time to time.
- 7.2 An Assembly of Councillors Record must be completed each time a Councillor attends a KEAG Advisory Committee Meeting. This is sent to Governance for inclusion in the regular reports presented to Council.
- 7.3 Where requested by Council, the Committee must report its activities and performance to a meeting of Council.
- 7.4 The Advisory Committee will put forward any changes to its terms of reference for adoption by Council.

8. CREATION AND DISSOLUTION

8.1 These Terms of Reference:

8.1.1 Come into force immediately the common seal of Council is affixed to it;
and

8.1.2 Remain in force until Council determines to vary or revoke it.

8.2 By these Terms of Reference the Committee:

8.2.1 Is established; and

8.2.2 Has the responsibilities as set out in the Instrument.

8.3 The Committee can be dissolved by resolution of Council.

Dated this 8th day of May 2012



The Common Seal of Ballarat City Council
was affixed by authority of the Council in the
presence of:)
)
)

_____)
_____)
_____)

[Handwritten signature in blue ink]
[Handwritten signature in black ink]

Mayor/Councillor

Councillor

Chief Executive Officer

STATEMENT OF COMMITMENT:

THE CITY OF BALLARAT RECOGNISES:

