

# KOORIE ENGAGEMENT ACTION GROUP ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Koorie Engagement Action Group (**KEAG**) Advisory Committee (**Committee**).
- 1.2 Throughout this TOR and all other KEAG documentation, the term “Koorie” is used to refer to both Aboriginal and Torres Strait Islander people.
- 1.3 Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 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; and
  - 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.
- 1.9 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.10 This Terms of Reference document is authorised by a resolution (R141/19) of Council passed on 12 June 2019.

## **2. PURPOSE**

The Committee is established for the purpose of:

- 2.1 Continuing the previous work of the UBAC; and
- 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:

- 3.1 Advise and provide recommendation to 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 2019-2021;
- 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; and
- 3.6 Advocate for and support key elements of the existing current service and support infrastructure in Ballarat for Koorie people.

## **4. ROLES AND RESPONSIBILITY**

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 these Terms of Reference;
- 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 culture, issues and community;
- 4.1.4 Advocate to other tiers of Government and key bodies and agencies regarding issues impacting on Koorie people living in Ballarat; and
- 4.1.5 Influence and inform key policy directions of all tiers of Government on Koorie culture and issues relating to the Koorie Community in Ballarat.

4.2 The role of the Committee is to:

- 4.2.1 Work collaboratively with other KEAG members and their agencies to seek improved outcomes for Koorie people living in Ballarat;

- 4.2.2 Increase the Ballarat community's level of awareness of Koorie issues;
- 4.2.3 Advise and support the Council and broader Ballarat community in the recognition and celebration of Koorie culture;
- 4.2.4 Inform the Council of issues impacting on Koorie people living in Ballarat;
- 4.2.5 Inform the Council of member agency activities and upcoming opportunities to progress Koorie culture and issues within Ballarat;
- 4.2.6 Convene monthly meetings; and
- 4.2.7 Keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

## 5. MEMBERSHIP

5.1 The Committee will consist of a minimum of 10 members comprising of;

5.1.1 One (1) City of Ballarat Councillor (Co-Chair);

5.1.2 Members from the following fields;

- Community members;
- Justice;
- Education;
- Cultural Heritage;
- Arts;
- Health and/or wellbeing;
- Registered Aboriginal Party (**RAP**);
- Local Aboriginal Network;
- Elders; and
- Youth (18-26).

As appointed by Council from time to time.

- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Committee and does not have voting rights.
- 5.4 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 5.5 Councillors, other than a Councillor appointed under clause 5.1.1, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.6 Council will revise the membership and voting rights of each Committee member bi-annually (every two years) at the first meeting.
- 5.7 The Councillor appointed under clause 5.1.1 and an elected Koorie member appointed under clause 5.1.2 will be the Co-Chairperson's of the Committee.

- 5.8 If the Chairpersons are not appointed under clause 5.7, as the case may be, before the Committee's first meeting, the Committee members must appoint Chairpersons at the first meeting.
- 5.9 If the Co-Chairpersons are absent from a Committee meeting, the Committee will select a Temporary Chairperson to chair the Committee meeting.
- 5.10 Any Councillor can attend meetings of the Committee as an observer.

## **6. MEETINGS**

- 6.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
  - 6.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
  - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
  - 6.1.3 the Committee's discretion, as exercised from time to time; and
  - 6.1.4 Council's Community Consultation and Participation Framework.
- 6.2 The Committee will meet monthly or with such other frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time.
- 6.3 The Co-Chairpersons will chair all Committee meetings.
- 6.4 The Co-Chairpersons are the authorised spokespersons for the Committee.
- 6.5 The role of the Council Officer appointed under clause 5.2 includes:
  - 6.5.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions (if any) held as a Committee member;
  - 6.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;
  - 6.5.3 acting as the contact point between Council and the Committee; and
  - 6.5.4 assisting with meeting the Committee's reporting requirements.
- 6.6 A quorum of the Committee will be half of the members plus one.
- 6.7 Voting will be by a majority of votes by a show of hands. Only members eligible to vote in attendance are entitled to vote. The Co-Chairpersons shall have a joint single casting vote in the event of an equality of votes.
- 6.8 Sub committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

## 7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Council's consideration in accordance with:
- 7.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
  - 7.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
  - 7.1.3 any resolution of Council made from time to time; and
  - 7.1.4 The Committee's discretion, as exercised from time to time.
- 7.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event, at least once per year.
- 7.3 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 5.2 or, if that Council Officer is not present, by the Committee Chairperson, and forwarded to the Statutory Compliance Unit for inclusion in the report to Council.  
(Note – this only applies when a Councillor is in attendance.)

## 8. CREATION AND DISSOLUTION

- 8.1 By these Terms of Reference the Committee:
- 8.1.1 is established; and
  - 8.1.2 has the responsibilities as set out in the Terms of Reference.
- 8.2 These Terms of Reference:
- 8.2.1 come into force immediately the resolution of Council adopting them is made; and
  - 8.2.2 remain in force until Council determines to vary or revoke them.
- 8.3 The Committee must be dissolved by a resolution of Council.

Dated: 12 June 2019