



## Terms of Reference

Name:	Reconciliation Advisory Committee
Endorsed by:	Policy Review Panel – 18 April 2018
Approved by:	Council – 30 April 2018
Last reviewed:	20 March 2018

### 1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the Melton City Council's Reconciliation Advisory Committee.

### 2. DEFINITIONS

Word/Term	Definition
RAC	Reconciliation Advisory Committee
Closing the Gap	Endorsed by the Australian Government in March 2008, 'Closing the Gap' is a strategy that aims to reduce Indigenous disadvantage with respect to life expectancy, child mortality, access to early childhood education, educational achievement and employment outcomes.

### 3. RESPONSIBILITY

The City of Melton is home to a growing Indigenous population that enriches the community by sharing an intricate knowledge of Australia's history through the lens of Australia's First People. The Indigenous population has a strong connection with Country and a unique culture that is internationally recognised and attributed to Australia.

The Reconciliation Advisory Committee (RAC) has been established to work together with the City of Melton community to support the Reconciliation process between Indigenous and non-Indigenous Australian's for the benefit of all.

The Committee will:

- 3.1 Provide guidance and support to Council on issues and barriers that negatively affect the Reconciliation process.
- 3.2 Provide advice to Council on the development and implementation of strategies that will deliver positive outcomes and which are aligned to the Council and Wellbeing Plan, the Closing the Gap strategy and Melton City Council's Reconciliation Action Plan.
- 3.3 Receive and comment on the progress in implementing specific strategies that encourages inclusive involvement of Indigenous people in Council services, programs and activities.

- 3.4 Raise advocacy issues for Council to consider on behalf of the Indigenous community.

#### 4. COMPOSITION

##### 4.1 Membership

The committee will comprise a total of fourteen (14) representatives, consisting of the Indigenous community, an elected Councillor, officers of Council, community service providers and other stakeholders, who have a significant role in supporting the Indigenous community in the City of Melton.

The Committee may elect to open meetings to community members with an interest in witnessing the Committee proceedings. The Committee will determine in advance by consensus whether individual meetings will be open in this way.

	Name	Type of Appointment	Term of Office
1	Councillor, Melton City Council	Chair, Elected Representative	1 year
2	Councillor, Melton City Council	Elected Representative	1 year
3	Melton City Council, Community Capacity Coordinator	Appointed	Ongoing
4	Melton City Council, Aboriginal and Torres Strait Islander Community Engagement Officer	Appointed	Ongoing
5	Kirrip Aboriginal Corporation representative	Appointed	Ongoing
6	Wauthaurong Corporation representative (Wadawurrong)	Appointed	Ongoing
7	Wurundjeri Land and Compensation Aboriginal Cultural Heritage Corporation	Appointed	Ongoing
8	Bunurong Land Aboriginal Corporation representative	Appointed	Ongoing
9	Local Aboriginal Community member	Appointed	2 years
10	Local Aboriginal Community member	Appointed	2 years
11	Local Aboriginal Community member	Appointed	2 years
12	Local Aboriginal Community member	Appointed	2 years
13	Local Community member	Appointed	2 years
14	Local Community member	Appointed	2 years

A subgroup, consisting of the Chairperson, together with Council officers will undertake specific responsibilities to assess advisory committee applications, plan meeting dates and distribute agendas and minutes.

Additional Council staff, guest advisory bodies and other professionals will attend meetings to present, or respond to, agenda items on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

#### **4.2 Method of appointment**

- 4.2.1 Council officers will be appointed by the Chief Executive.
- 4.2.2 Nominations for applicants to Specific Group and Agency Representatives shall be invited by letter from Council to appoint a member of their group to represent their body.
- 4.2.3 Nominations for applicants to the Indigenous Community and broader Community Member Representatives shall be called by public notice in local media and by information letter to relevant local groups and agencies.
- 4.2.4 Appointments will be recommended to Council by a Sub-Committee, comprising Council staff, which will assess applicants against predetermined selection criteria, as stated in Expression of Interest documentation.
- 4.2.5 Indigenous Community Member and broader Community Representatives will be appointed for a period of two years. At the end of the two-year term, Expressions of Interest will be sought for nomination, with existing members eligible to renominate.
- 4.2.6 A position will be deemed to be vacant if a representative fails to attend for three consecutive meetings.
- 4.2.7 Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence (e.g. travel overseas). A proxy may be nominated in order to maintain an individual or group's representation if required.
- 4.2.8 If a vacancy occurs, a nomination process as outlined will be undertaken by the subcommittee as per clauses contained within section 4.2

#### **4.3 Expectations of Committee members**

- 4.3.1 Commitment to promote inclusion and active engagement of Indigenous community members in all aspects of community life.
- 4.3.2 To stimulate discussion on the range of issues that affects the Indigenous community across the municipality.
- 4.3.3 Encourage and support participation by all members of the community in Indigenous culture and events.
- 4.3.4 Represent the views of their community / organisation.
- 4.3.5 Provide advice, make recommendations and comment on the activities of the RAC.
- 4.3.6 Willingness to participate in Council's Reconciliation Action Plan implementation and review.
- 4.3.7 Preparedness to present reports and promote the activities of the RAC to their respective community, organisation and networks.

## 5. OPERATING PROCEDURES

### 5.1 Chair

The Chairperson is a Councillor, Melton City Council. The chairperson is responsible for presiding the meeting. In the chairperson's absence, the other Councillor will act as Chair for the meeting.

Any other member of the Committee may also be appointed to assist in various tasks e.g. taking of minutes etc.

### 5.2 Quorum

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council officer and a minimum of two (2) Aboriginal Community members.

The Committee will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issues or assist the parties / group to reach consensus.

### 5.3 Meetings

- 5.3.1 There will be a minimum of four (4) meetings per year.
- 5.3.2 Meetings will commence and conclude on time.
- 5.3.3 Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
- 5.3.4 Where practicable, the agenda, reports and documents that relate to the Committee and minutes of the previous meeting, will be forwarded to members at least five (5) working days prior to meetings.
- 5.3.5 Accurate minutes will be kept of each committee meeting. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.
- 5.3.2 Additional sub-committee meetings, as agreed by members, may be formed to advise the committee.

### 5.4 Reports

Council will review and consider advice and recommendations in the form of Committee minutes and reports. Committee meeting minutes will be reported quarterly to Council.

## 6. REQUIREMENTS OF MEMBERS

Members are required to:

- 6.1 Declare any interest, pecuniary interest or conflict of interest.
- 6.2 Keep informed of current developments, issues and concerns in the local community.
- 6.3 Have an understanding of and/or experience in the principles of community development.
- 6.4 Prepare for and actively participate in meetings.

- 6.5 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- 6.6 Treat information with sensitivity.

**7. EVALUATION AND REVIEW**

The Terms of Reference will be reviewed and evaluated every two years.