

Koorie Engagement Action Group (KEAG) Advisory Committee

Terms of Reference

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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.
 - 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 is established by 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. These Terms of Reference are authorised by a resolution R126/21 of Council passed on 23 June 2021.

2. Purpose

The Committee is established for the purpose of:

- 2.1. Continuing the previous work of the UBAC
- 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 current Reconciliation Action Plan (RAP).
- 3.3. 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 Responsibility

4.1. The role of the Committee is:

- 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.
- 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.
 - 4.2.3 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 meetings.
 - 4.2.7 Keep confidential all sensitive, commercial, and personal information that the members encounter while being a member of the Committee.
- 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.
- 4.4 Community members are expected to attend meetings whenever possible and provide a notice of apology prior to the meeting if not able to do so.
- 4.5 All Committee members will be issued a copy of Council's Committee Governance Manual. The manual will provide direction regarding the Code of Conduct for Committee members and detail a Complaints procedure.

5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

6. Membership

- 6.1. The Committee will consist of a maximum of 10 community members / representatives.
 - 6.1.1 One (1) City of Ballarat Councillor (Co-Chair)
 - 6.1.2 Members may come from the following fields:
 - Community members
 - Justice
 - Education
 - Cultural Heritage
 - Arts
 - Health and/or wellbeing.
 - Registered Aboriginal Party (**RAP**) Wadawurrung/Dja Dja Wurrung
 - Local Aboriginal Network
 - Elders
 - Youth (18-26)
 - BADAC
- 6.2. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
 - 6.2.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.3. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.4. Council will run a full Expression of Interest process every two years for membership of the Committee. There is no limit to how long a community member can participate on the Committee. When Committee vacancies appear, positions can be filled at any time via an Expression of Interest up to the maximum of 10 community members (outside the full Expression of Interest process held every two years).
- 6.5. A Chairperson will be elected at the first meeting of the Committee after the full Expression of Interest process has been completed.
- 6.6. If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.7. Any Councillor can attend meetings of the Committee as an observer.

7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet every two months.
- 7.3 A quorum of the Committee will be half of the members plus one.
- 7.4 Voting will be done in writing (or via email) prior to the meeting (if not attending) and by a show of hands at the meeting. Only members in attendance or those who have sent in written confirmation of their vote (to City of Ballarat Officers) are entitled to vote. A Chairperson shall have the casting vote in the event of equal votes.
- 7.5 Sub committees may be appointed by the Committee and may meet between Committee meetings and as authorised or directed by the Committee.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Statutory Compliance within 48 hours.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
- 9.1.1 Committee is established
- 9.2 These Terms of Reference
- 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.

9.3 The Committee must be dissolved by a resolution of Council.

9.4 The Terms of Reference will be reviewed as required.

Dated: 25 May 2022 (R74/22)