

Stolen Generations Marker Working Group

Terms of Reference

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, which includes the Gunung Willam Balluk clan, as the Traditional Custodians of this land.

Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future.

1. Background

A key action of the Reconciliation Action Plan 2018-2022 consultations held from October 2017-January 2018 was that Hume City Council would work in partnership with the community to develop and install a permanent Stolen Generations Marker in Hume.

The Stolen Generations Marker will acknowledge the harm caused to Aboriginal and Torres Strait Islander people, their children, families and communities. The Marker it will serve as a reminder about the injustice caused by successive governments on Aboriginal and Torres Strait Islander people and the ongoing impacts it is still creating today. The permanent Marker will be a place of peace, belonging and healing for the Stolen Generations and their families. It will also be a place for all Australians to visit and reflect on historical wrongs and how it is up to all of us to work together for reconciliation. The project will promote broader community awareness of the Stolen Generations and is a crucial first step towards reconciliation and collective healing.

Hume City Council acknowledges that this is an emotive and sensitive subject, which must be handled with a high level of care, consideration and respect.

2. Purpose of the Working Group

The Working Group will guide the development and creation of a Stolen Generations Marker in the City of Hume by providing advice to Council on:

- The project plan;
- The engagement process;
- The design of the Marker;
- The location of the Marker;
- Appropriate artists for the Marker;
- The launch of the Marker when the project is complete;
- Future use of the Marker (including potential celebrations and community events);
- Effective ways for Council to promote awareness of the Stolen Generations in the broader community; and
- Monitoring and Evaluation the project.

3. Principles of the Engagement Process

The following principles will guide Council's approach to effective community engagement:

- Engagement will be planned to maximise participation and decision making of members of the Stolen Generations and members of the Aboriginal and Torres Strait Islander community.
- The engagement will be sincere, meaningful and aim to create trust with members of the Aboriginal and Torres Strait Islander community of Hume City.
- Council will be responsive to community members that are involved in the engagement process.

4. Working Group Membership

Council intends the Working Group to have a maximum of 10 members which could consist of:

- Aboriginal and Torres Strait Islander community members affected by the Stolen Generations;
- Representatives of the local Traditional Owners;
- Representatives from Aboriginal and Torres Strait Islander peak bodies including Connecting Home and Link-Up Victoria;
- A Hume Reconciliation Action Plan (RAP) Working Group Member; and
- Council Officers with knowledge of the project and relevant Council processes.

5. Roles & Responsibilities

The roles and responsibilities of the different working group members includes:

5.1. Role of Working Group members:

Working Group members will agree to:

- Act in a manner consistent with the objectives and principles of the Stolen Generations Marker Working Group;
- Contribute to agendas and meeting topics;
- Prepare for, attend and actively participate in meetings;
- Represent and advocate on behalf of members of the Stolen Generations and members of Aboriginal and Torres Strait Islander communities, and/or relevant organisations working with local communities on the project, to the Working Group;
- Build a collaborative relationship with the Working Group and Council;
- Support Council's engagement with members of the Stolen Generations and members of the Aboriginal and Torres Strait Islander community and assist Council to connect with relevant organisations, people and networks;
- Where possible, notify the meeting organiser prior if unable to attend a scheduled meeting;
- Be honest and brave in raising concerns about the project directly with Council staff in the first instance to allow a reasonable opportunity to have concerns addressed; and

- Receive approval from Council staff prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

5.2. Role of Chair:

The Chair will be rotating position and will be responsible to:

- Facilitate the group's discussion;
- Guide the meeting according to the agenda and time available;
- Facilitate productive discussions, with care not to enter into matters that are outside of the scope of the Working Group; and
- Assist members to abide by the roles of the Working Group and code of conduct including by acting in the case of any breaches.

5.3 Role of Secretariat

The Hume City Council Community Development Officer will:

- Take responsibility for providing executive support to the Working Group including the provision of meeting agendas and minutes;
- Establish agendas and meeting topics in consultation with members;
- Where voting on an issue or decision takes place, Hume City Council officers will not participate in the vote; and
- Will report back to the Working Group regarding the status of input and advice previously provided by Working Group members.

6. Selection criteria:

Members will be able to demonstrate:

- Knowledge and understanding of the impacts of the Stolen Generations;
- An historical understanding of policies that have impacted Aboriginal and Torres Strait Islander peoples and the *Bringing them Home* report;
- An interest and involvement in local and/or broader Aboriginal and Torres Strait Islander community affairs, advocacy and networks;
- Direct links to the Aboriginal and Torres Strait Islander community and/or organisations; and
- An ability and willingness to contribute to the development of a Stolen Generations Marker within the City of Hume.

7. Meetings Operations

- It is envisaged that the Working Group will meet monthly.
- The agenda for the meetings is to be circulated one week prior to the meeting, and minutes to be distributed within one week following the meeting.
- The minutes will be a summary of actions only and will be reviewed and signed off at the next meeting.
- A quorum will consist of 50% working group members eligible to vote, plus one, being a majority of eligible voting members. Meetings can be held without a quorum present; however, a quorum will be required should any matter necessitate a vote.
- Council will offer members a nominal sitting fee of \$60.00 per meeting. This fee is to: allow diversity in participation; consider the multiple responsibilities

that Aboriginal and Torres Strait Islander people have to their community and cultural obligations; and to acknowledge and value members' cultural knowledge, advice and guidance.

- If a member is no longer able to be part of the Working Group, Council will consider selecting a member to take their place.
- In the event of a conflict of interest arising for any member of the group, the member will disclose the interest and clearly state the nature of that interest at that meeting immediately and before the matter is considered.

8. Decision Making and Extent of Authority

- The Working Group will advise Council on the Stolen Generations Marker including design and location.
- Council officers will present the views of the working group to Council meetings for consideration.
- Councillors will make final decision to approve the design, location and Council funding for the Stolen Generations Marker.

9. Code of Conduct

All Members will:

- Act honestly and treat others with respect.
- Exercise reasonable care and diligence.
- Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.
- Members must declare a conflict of interest in relation to any matter the working group is concerned with or that the group will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.
- Members of the Committee are not authorised to speak to the media or make public statements on behalf of the Working Group or Council. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.
- Members are authorised to disclose general information such as objectives of the working group, membership procedures, list of activities and information regarding any issues that have already been previously dealt with and approved in the Working Group's discussions.
- Members must ensure that new issues raised by the public or community are brought back to the working group for consideration before any public information or response is provided publicly in relation to the issue.

9. Privacy and Confidentiality

- People's privacy and confidentiality will be respected before, during and after community engagement activities have taken place.

- Participants' personal information will remain confidential and will be managed in accordance with the Information Privacy Act 2014 and Council's Information Privacy and Health Records Procedure.

10. Endorsement of the Terms of Reference (TOR) and Future Changes

- The TOR will be further reviewed by the appointed Stolen Generations Marker Working Group.
- The Working Group can make changes to the TOR by bringing the requested changes to Council officers.