

Hume Community Jobs and Skills 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

Hume Community Jobs and Skills Working Group has been established to gain insight into challenges and barriers unemployed job seekers from - Aboriginal and Torres Strait Islander community, Young people, Women, Cultural and Linguistically Diverse (CALD), Mature aged (50+) and people with a disability are facing in their journey towards sustainable employment.

2. Objectives

The objectives of HCJS Working Group are to:

- To bring together a broad group of stakeholders to share insights and stories with a view to preventing barriers to access meaningful employment.
- To provide input and help develop interventions to improve services that meets the needs of job seekers and be part of shared decision making on issues that impact their community in the jobs and skills ecosystem.
- Advise Council of the key issues, concerns and provide input and develop/pilot initiative.

3. Membership

- Only members of the Committee have the right to attend Committee meetings.
- Guests may be invited to attend the meetings at the request of the Working Group and Council by mutual agreement.

4. Values

- We believe in diversity; respect of all cultures and we don't undermine others.
- Equal opportunity for everyone to speak.
- Confidentiality of the working group adhered to at all times.

5. Vision

- To help to change the system and to find methods/mechanism to improve the jobs and skills system to enhance job prospects of the unemployed.
- To identify and find solutions to fill the gaps.
- To identify barriers and enablers to achieve our objectives.

6. Roles and Responsibilities

- Contribute to agendas and meeting topics and act in the best interests of the group.
- Attend and actively participate in meetings and notify the meeting organiser prior if unable to attend a meeting.
- Assist Council in applying a different lens (through their lived experience) to highlight challenges/ barriers faced by Hume community members in securing employment.

7. Code of conduct

Members will:

- Act honestly and treat others with respect.
- Exercise reasonable care and diligence.
- Members **may not speak to the media or make public statements on behalf of the Working Group or Council**

8. Duration of Meetings

The group will meet every three weeks and more frequently as required if working on an initiative.

9. Evaluation and Review/ Amendments:

The operations of the Hume Community Jobs and Skills Working Group will be evaluated annually to ensure it remains effective and relevant.