

Hume Merri-bek Anti-racism Support Network

TERMS OF REFERENCE

Objectives of the Network	<p>The network aims to coordinate anti-racism support in Hume and Merri-bek by:</p> <ol style="list-style-type: none">1. Raising awareness of the prevalence of racism and discrimination, their impacts on community health and wellbeing, and promoting and implementing proactive measures that prevent racism before it occurs.2. Building capacity among community organisations, community groups, faith groups and community leaders to<ol style="list-style-type: none">a) Identify and respond to incidents of racism and discrimination.b) Provide safe spaces for community to share their experiences.c) Support individuals to link in to reporting and support services.3. Collecting and analysing local data on racism and discrimination incidents to inform advocacy and place-based solutions, including prevention initiatives.
Membership, roles and responsibilities	<p>Membership:</p> <ul style="list-style-type: none">• The network welcomes representatives from community organisations, community groups, faith groups and local businesses to join.• Members must actively contribute to or participate in initiatives aligned with the network's objectives.• To ensure effectiveness, a minimum one-year commitment is encouraged.• Membership is voluntary. <p>Roles and responsibilities of representatives:</p> <ul style="list-style-type: none">• Actively contribute to, follow up on actions and participate in initiatives agreed upon by the network.• Provide feedback, identify gaps and opportunities, and ensure a cultural lens is applied to all initiatives.• Support the network's engagement with the community and collaborate to address racism, discrimination and related barriers.• Notify the convener in advance if unable to attend a scheduled meeting, and where possible, assign a proxy to attend in your place.
Chairs of the network and Conveners	<p>As a community-led anti-racism support network, the chair will be a community organisation - either self-nominated or nominated by the group. The role may be shared between two co-chairs.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none">• Chair meetings, facilitate inclusive discussions, and ensure all voices are heard.• Collaborate with conveners to set meeting agendas.• Guide the network in developing, contributing to, and participating in initiatives aligned with its objectives. <p>Hume and Merri-bek Councils will support the network as conveners, providing resources as appropriate.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none">• Convene network meetings and set agendas in consultation with the network chairs.

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	<ul style="list-style-type: none"> • Keep meeting minutes and support members in reporting back on actions. • Act as the primary contact for current and prospective members. • Provide inductions for new members and share relevant updates and information with the network.
<p>Conduct of Representatives</p>	<p>Representatives are expected to act in a respectful and professional manner:</p> <ul style="list-style-type: none"> • Demonstrate respect and openness by listening to one another and ensuring all members have a voice, with particular attention to the lived experience of representatives. • Take a trauma-informed approach and make cultural safety a key priority in all interactions and initiatives. • Avoid improper use of their position or information gained through their role, and declare any conflicts of interest as appropriate. • Respect the confidentiality and sensitivity of information shared within the network. • Consult and seek agreement with the network before speaking to the media about the group’s advocacy or initiatives. <p>Representatives who are unable to meet the requirements outlined in the Terms of Reference may be asked to withdraw from the group by the conveners.</p>
<p>Raising Concerns and Dispute Resolution</p>	<p>Where the concerns or disputes are between members (on matters related to the Hume Merri-bek Anti-racism Support Network)</p> <ul style="list-style-type: none"> • Firstly, those involved in the dispute will attempt to address the matter directly with the other party (if they feel comfortable or safe to do so). • If matters are resolved at this stage, the Councils should be kept informed in writing what the issue was and the resolution. • If any matters remain unresolved, members should contact the Councils directly who will assist with addressing these concerns/ disputes. <p>Where dispute resolution is required between the Councils and members, or between members</p> <ul style="list-style-type: none"> • Firstly, those involved in the dispute will attempt to address the matter directly with the other party (if they feel comfortable or safe to do so). • If matters are resolved at this stage, the Councils will document what the issue was and the resolution. • If a dispute remains unresolved, the parties involved will seek mediation alternatives such as the Dispute Settlement Centre Victoria Council to address the matter.
<p>Meetings</p>	<p>To support the establishment of the network, meetings will be held every six weeks, with each session lasting up to two hours.</p> <p>2026 Meeting Dates & Times (Subject to change by group agreement)</p> <ul style="list-style-type: none"> • Tuesday 10 February, 10:00am – 12:00pm • Tuesday 31 March, 10:00am – 12:00pm • Tuesday 12 May, 6:00pm – 8:00pm

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