

# Terms of Reference

## Inter Council Aboriginal Consultative Committee

### **INTRODUCTION**

ICACC was established in 1997 by Aboriginal people and eight committed local Councils. Today, ICACC represents Councils who are current members of the organisation and the Aboriginal communities of those member LGAs.

### **MISSION**

To support our members to achieve and enhance respect, recognition, reconciliation, equity, health and wellbeing for Aboriginal and Torres Strait Island people in our community.

### **VISION**

A community where Aboriginal and Torres Strait Island people are recognised and respected as the first Australians and have equality in health, wellbeing, education and employment opportunities.

### **VALUES**

**Respect** - we show respect for all people and through this seek to promote the history and culture of the first Australians.

**Leadership** - we recognise the role our Aboriginal community play as leaders and promote this in a culturally sensitive way.

**Continuous improvement** - we seek through our actions to continuously improve the opportunities available for Aboriginal people in our community.

### **STRATEGIC PURPOSE:**

- To enhance and promote Aboriginal culture, society and heritage throughout the lands and waters of the ICACC members.
- To link Aboriginal communities to the broader community and services.
- To identify needs and gaps in services/support for our Aboriginal communities and develop strategies to address these needs.
- To develop partnerships which involve the Aboriginal community in decisions that affect them.
- To contribute to and encourage strategic planning and policy development for the advancement of social/cultural, economic and environmental issues relevant to our Aboriginal communities.

### **GOVERNANCE MEMBERSHIP**

ICACC is governed through a committee made up of:

- 1 Councillor from each member Council – appointed by the member Council annually.
- 1 Officer from each member Council – appointed by the member Council.

- 1 Aboriginal community member from each member Council – elected by the Aboriginal community of that member Council area for a two year term of office.

This committee is responsible for financial and management decisions. They guide ICACC's strategic direction and set budget and staffing levels.

## ***GENERAL MEMBERSHIP AND MEMBERSHIP BENEFITS***

ICACC is funded through contributions of member Councils and those Councils join ICACC to ensure benefits to their community. Where the Council is a member of ICACC, this enables members of the Aboriginal community of that area and other organisations based in that local government area to participate in ICACC and benefit from the activities of ICACC.

As well as the governance group ICACC membership can include:

- Relevant representative Aboriginal/non Aboriginal community organisations from the member Council areas (eg health services).
- Representatives from State organisations either based in or representing the communities of member Councils (eg Local Police or Reconciliation Vic).
- Elders, youth or leaders from the Aboriginal community of member Councils.

General members contribute to decision making on projects and activities ICACC may initiate or support. They may provide in kind support to ICACC projects. They will be able to tap into the expertise and networks of ICACC, to seek information and support the ICACC Mission, Vision and Values. General members do not have voting rights on governance matters.

## ***DECISION MAKING***

Final decision making for budget, staffing and strategic direction rests with the governance group. Decisions are by a vote of governance members present at the time of the decision, significant matters requiring decision must be listed in the agenda. The Governance group can set a specific budget for activities or events and delegate management of that budget to a sub committee made up of general members.

Decisions on non-governance issues such as forums and activities will be by vote of members present at the meeting where the issue is discussed and voted on.

## ***MEETINGS***

Meetings will be held quarterly at a time and date agreed by ICACC members. Meetings will rotate amongst ICACC member organisations, aiming to move between the ICACC member Council areas.

A quorum for decision making will be 2/3 of the governance group. Where a quorum is not achieved, meetings may continue provided that no governance decisions are made.

## ***AGENDA AND MINUTES***

The agenda will be distributed one week prior to the meeting. All members will have the opportunity to submit agenda items three weeks prior to the distribution of the agenda. Final decision of agenda items sits with the ICACC Co-chairs.

Minutes will be distributed two weeks after the meeting.

## ***ACTIVITIES***

To achieve its strategic purpose ICACC will run activities, events and forums which can be open to the public or specifically targeted to the needs of ICACC members. The ICACC governance group will have the right to veto activities based on cost and funding available.

## ***SUPPORTING DOCUMENTATION***

ICACC Strategic Plan (to be developed)

ICACC Election Guidelines (to be reviewed)

Principles for Good Practice, Code of Conduct for Meetings

ICACC Memorandum of Understanding