

Marra Wirrigirri First Peoples Advisory Committee

Terms of Reference – November 2025

Type of Committee	Marra Wirrigirri First Peoples Advisory Committee
Guiding Principles	Bagarru Bagarru Djerring (Shoulder to Shoulder Together) Reconciliation Plan 2022-2025 maps out a localised pathway to self-determination and is in line with the State Government's Victorian Aboriginal and Local Government Strategy 2021-2026: <i>A pathway to stronger partnerships</i>. The plan builds on our past reconciliation journey and will have a focus on the 7 pillars from that strategy. 1.Culture, respect and trust 2.Awareness and engagement 3.Accountability and direction 4.Governance and participation 5.Economic participation 6.Health and wellbeing 7.Resourcing and funding In working towards self-determination, we recognise the four enablers needed to achieve self-determination: • Prioritise culture. • Address trauma and support healing. • Address racism and promote cultural safety. • Transfer power and resources to communities.
Purpose and scope	The Marra Wirrigirri (Community Messengers) First Peoples Advisory Committee provides Council with a forum to consult with key stakeholders and seek specialist advice regarding Aboriginal affairs and to oversee the development of Council's First Peoples' Self-determination strategy and to guide the implementation of initiatives during the lifespan of the strategy. The Marra Wirrigirri First Peoples Advisory Committee objectives are to: • Provide advice to Council on issues relating to the empowerment of Aboriginal and/or Torres Strait Islander people such as access, inclusion, communication, participation and advocacy. • Identify issues affecting Aboriginal and/or Torres Strait Islander people in the MVCC community and their families and to advocate

	and promote an awareness and understanding of these within Council and the community. • Provide Council Officers with support and advice around the operational aspects of service delivery, future initiatives and overarching action plans and policies that relate to Aboriginal and/or Torres Strait Islander people and Council's MV2040 strategy as required. • Assist with the coordination, planning and implementation of Council's calendar of events which celebrate, commiserate and educate the wider municipality including, but not limited to, Aboriginal cultural days of significance, Bunjil's Marroun Healing Ceremony, Reconciliation Week, NAIDOC Week and Wurundjeri Week
Membership	• Acknowledging our ongoing relationship with Wurundjeri-Woi Wurrung people as the Traditional Owners of the Country that the municipality of Moonee Valley is situated, there will be an ongoing, dedicated seat at the table for Traditional Owners to fill at their leisure through the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation. • Up to 12 Aboriginal and/or Torres Strait Islander community representatives. Membership will consider representation of people of all ages, genders and abilities by recognising the strength and wisdom that Elders in our community hold, but also the importance to nurture the next generation through the notion of enabling youth participation. We also wish to engage and be a committee whose membership is inclusive of those who are unable to live at home and/or experiencing homelessness, and lesbian, gay, bisexual, transgender and intersex people respecting the value and strength that their standpoints provide within this space. • Suitably skilled persons, including key Council Officers, may be invited to join the Committee in an advisory capacity for their specialist area, for a specified purpose, or period. These co-opted members have limited roles and do not participate in group decisions unless specified. • Committee members may commit to a term of 2 years. This tenure can be extended at the discretion of Council. • If a Committee member resigns within their term, the Committee shall recommend a suitably qualified nominee as replacement, subject to Council Officer approval. • The Committee will nominate a member to act as Co-Chair at the meeting of 12th November 2025.

	• Mayor and Councillors may be invited to attend as guests (*subject to availability).
Roles, Responsibilities and Accountabilities	• To fulfil the Committee's objectives, it is helpful if members keep informed of current issues and developments relating to Aboriginal and/or Torres Strait Islander Affairs and actively participate in regular Committee meetings. • Council Officers will manage the membership responsibilities of the Committee (i.e. rotation of term, representation of community, etc) and provide administrative support as required. • Members must disclose a conflict of interest in relation to any matter the Committee is concerned with or that the committee 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 <i>not authorised to speak to the media or make public statements on behalf of the Committee (and much less Council)</i>. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy. • Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public information or response is provided publicly in relation to the issue.
Reporting requirements	• The Committee is not a decision-making body but rather an Advisory Group. As such it does not require voting protocols. • Any formal advice provided by the Committee will be reached by consensus of 50% + 1 of the committee membership at that time (excluding Council Officers). • There is no reporting requirement to Council.
Meetings	• Meetings held up to six (6) times a year in person and/or online where possible. • Minimum participation in two, two-hour meetings annually (i.e. 2 out of 6 meetings per year).

	• Committee members are invited to participate in relevant additional related events throughout their term. • Extraordinary meetings may be called on top of this. • Quorum for a meeting is 50% of the committee membership at that time (excluding Council Officers). • Catering and refreshments will be provided for each meeting
Cultural Protocols	This committee commits to culturally safe and respectful practices that centre the voices of Aboriginal and/or Torres Strait Islander Peoples. • Speaking Order: Aboriginal and/or Torres Strait Islander members speak first on each agenda item. Non-First Peoples members may contribute after, with First Peoples members invited to speak last before the item is closed. • Private discussions: At the direction of the First Peoples Co-Chair, culturally sensitive topics may be discussed privately by First Peoples members. Non-First Peoples members may be asked to leave the room (or online space) during these discussions. • Cultural Knowledge: Cultural knowledge or stories shared by Aboriginal and/or Torres Strait Islander members remain their intellectual property and must not be shared or reproduced without their consent. All members are expected to uphold these protocols to support cultural safety, respect and self-determination.
Member fees and support	• To allow diversity in participation and considering the multiple responsibilities Aboriginal people have to their cultural obligations, both in their work roles and wider community responsibilities, and to acknowledge and value Aboriginal member's cultural knowledge as their own intellectual property, to acknowledge our appreciation for their advice and guidance, the council will provide members with remuneration and support to participate in each meeting. • This will be paid via a sitting fee of \$100 per meeting attended.

	Address barriers to participation for members i.e. provide support for online participation, transport to meetings, childcare, meet one on one, etc.
Governance	Community Engagement - The City of Moonee Valley will uphold the community engagement principles specified in section 56 of the Local Government Act 2020. Community Engagement policy Council's Community Engagement Policy here Committee member obligations In performing the role of Advisory Committee member, a person must: - act with integrity. - impartially exercise their responsibilities in the interests of the local community; and - not improperly look to confer an advantage or disadvantage - avoid conflicts between their Advisory Committee role and their personal and/ or professional interests and obligations. These obligations relate to: - misuse of position as a member of the Committee (Section 123) - confidential information (Section 125) and - conflict of interest (Sections 126 to 131). See Appendix A for further information. Conflict of Interest - Conflict of interest is essentially about transparency. A failure to provide the right level of transparency or to take proper action may be perceived as an indicator of impropriety. Where a member has a conflict of interest, they must advise the Co-Chair in advance of the meeting and no later than the beginning of the meeting. The member must leave the room during the discussion. Conflict of Interest Guideline

	Confidentiality • Member email addresses provided to the Executive Support Officer will be shared with other members of this committee for the purpose of organising meetings and distributing shared information. Names of Committee members will be published in minutes and agendas, which will be made available on Council's website. • Under any other circumstances, permission will be sought from individual members before personal information is shared with any other Council staff or third party.
Code of Conduct	Discussions in this group may touch on sensitive and emotionally charged topics. Let's create a psychosocially safe space where everyone feels seen, heard, and valued. This means practicing active listening, respectful communication, and emotional awareness, while being mindful of differences in lived experiences, and empowering diverse voices. By embracing these principles, we can foster open dialogue, empathy, and understanding, allowing individuals to share their thoughts and feelings without fear of judgment. All members will: • Act honestly and treat others with respect. • Exercise due diligence and reasonable care. • Not make improper use of their position or make improper use of information acquired because of their position. • Support colleagues to raise issues or problems and have them dealt with in an honest and respectful manner. • Have equal opportunity to take part in the committee discussions. • Provide constructive feedback or complaints to the Advisory Committee via the Executive Support Officer prior to raising it at a committee meeting. Extent of Authority Committee members have an advisory role. Committee members do have not authority to:

	• Expend money on behalf of Council. • Speak on behalf of Council. • Speak on behalf of the Advisory Committee. • Commit Council to any arrangement. • Consider any matters outside its area of reference. • Direct Council officers in the performance of their duties. • Make decisions on behalf of Council. • The Committee has the authority to make recommendations and provide strategic and reconciliation advice to Yingora Yingora Wayibu Durt Reconciliation PCG. Child Safety • Committee members must follow the Council's Child Safe Policy and uphold the commitment to the safety and wellbeing of children and the prevention of child abuse. • As a volunteer, committee members fall under the Reportable Conduct Legislation.	
Relevant information and references	Council's Reconciliation Policy 2022-2025 has been developed following the review of Council's Reconciliation Policy 2010-2014; Federal and State Government policy contexts; and consultation with Wurundjeri Woiwurrung Cultural Heritage Aboriginal Corporation, service providers, staff and the community.	
	Local/State	Federal
	• Bagarru Bagarru Djerring Reconciliation Plan 2022-2025 • MV2040 Strategy • United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) • Victorian Aboriginal and Local Government Strategy (the Strategy) 2021-2026: <i>A pathway to stronger partnerships</i> • Aboriginal Heritage Act 2006	• Bringing Them Home Report (1997) Australian Human Rights Commission • National Agreement on Closing the Gap Closing the Gap • Aboriginal and Torres Strait Islander Peoples Recognition Bill 2012 • Racial Discrimination Act 1976

	• Aboriginal Heritage Regulations 2018 • Victorian Aboriginal Affairs Framework 2018-2023 • Traditional Owner Settlement Act 2010 • Equal Opportunity Act 2010 • Racial and Religious Tolerance Act 2001 • Charter of Human Rights and Responsibilities Act 2006 • The Victorian Government Self-Determination Reform Framework	• Royal Commission into Aboriginal Deaths in Custody (RCIADIC) 1998
Monitoring and Evaluation	Operations of the Marra Wirrigirri First Peoples Advisory Committee will be evaluated via several methods including reflective, self-evaluation of the Committee to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements. The Terms of Reference for the Committee are to be reviewed annually no later than November (prior to the final meeting of that calendar year) and any changes are to be endorsed by the Committee.	
Approval date: Amended: Review date:		

SELECTION CRITERIA AND PROCESS FOR APPOINTMENT OF MEMBERS TO THE Marra Wirrigirri First Peoples Advisory Committee

Purpose

The purpose of an Advisory Committee is:

- To inform Council decision making by providing formal pathways for community input and providing regular, formal feedback to Council.

The Marra Wirrigirri First Peoples Advisory Committee objectives are to:

- Provide advice to Council on issues relating to the empowerment of Aboriginal and/or Torres Strait Islander people, such as access, inclusion, communication, participation and advocacy.
- Identify issues affecting Aboriginal and/or Torres Strait Islander people in the MVCC community and their families and to advocate and promote an awareness and understanding of these within Council and the community.
- Support and advise Council on the review of the Moonee Valley City Council's Bagarru Bagarru Djerring Reconciliation Plan 2022-2025, and the development and implementation of the next iteration of that plan.
- Provide Council Officers with support and advice around the operational aspects of service delivery, future initiatives and overarching actions plans and policies that relate Aboriginal and/or Torres Strait Islander people and Council's MV2040 strategy as required.
- Assist with the coordination, planning and implementation of Council's calendar of events which celebrate, commiserate and educate the wider municipality including, but not limited to, Aboriginal cultural days of significance, Reconciliation Week, NAIDOC Week and Wurundjeri Week.

Eligibility for Membership

- Committee representatives must be someone who lives in Moonee Valley or visits for work /volunteering or recreation (Live, Work or Play).
- The committee should reflect the full diversity of Moonee Valley City Council's Aboriginal and/or Torres Strait Islander community.
- The Committee will seek to build and reflect diversity within membership and be inclusive in practice.
- Where possible, the group should reflect the widest access and inclusion perspectives of all Aboriginal and/or Torres Strait Islander people:
- Wurundjeri Woi-Wurrung representative from Wurundjeri Tribe Lands and Compensation Heritage Council Incorporated as traditional custodians.
- Aboriginal and/or Torres Strait Islander community elders.
- Aboriginal and/or Torres Strait Islander young people.
- Aboriginal and/or Torres Strait Islander people from the Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/ Questioning, Asexual (LGBTIQA+) community.
- Aboriginal and/or Torres Strait Islander people unable to live at home and/or experiencing homelessness.

If a breach of conduct occurs

Council Officers will monitor behaviour of Committee members and address any concerns directly with the member/s involved in a respectful and appropriate manner.

If a committee member fails to attend the minimum of 2 meetings in the calendar year, they will be provided with a warning and may be asked to step down from the Committee.

Process to fill Vacancies

When Committee vacancies occur, Council Officers will advertise to fill these as promptly as possible.

Example text for recruitment:

Council is seeking Expressions of Interest to fill up to 12 committee member positions on the inaugural Marra Wirrigirri First Peoples Advisory Committee. There will be a designated seat for Wurundjeri Woi-Wurrung people through their representative from the Wurundjeri Tribe Lands and Compensation Heritage Council. The remaining positions are for Aboriginal and/or Torres Strait Islander people who live, work, recreate or play in the Moonee Valley area. These positions are for a term of two years with the possible extension for another two-year term (at Council's discretion).

Application and Selection Process

Committee representatives must demonstrate an ability or willingness to participate in a strategic framework, work collaboratively and be respectful of diverse views. As far as possible, members of the committee will reflect the full range of issues relating to inclusion of Aboriginal and/or Torres Strait Islander people living, working or playing in Moonee Valley, their families and extended communities. Members may be selected on this basis.

Applicants should fill in the application form and submit it by the due date. Support is available for any Committee person requiring Auslan or audio description. Should anyone require the application form in an alternate format or assistance with completing the application form please contact the First People's Cultural Safety Manager via email at firstpeoples@mvcc.vic.gov.au

Final selection will be by the nominated MVCC Council Officers.

Agreement

By signing this document, I hereby agree to abide by the MWAC Terms of Reference (September 2025).

Marra Wirrigirri First Peoples Advisory Committee Member:		Authorised Council Officer Representative:	
		Title:	Coordinator First Peoples Reconciliation
Name:		Name:	Samantha Buckley
Signature:		Signature:	
Date:		Date:	

Appendix A

Local Government Act (LGA) 2020 Regulatory Obligations

Guidance to Committee Members

LGA Section	Local Government Act Requirement
Misuse of Position	
123(1)	A member must not intentionally misuse their position to: a. Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b. Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the committee include:

	a. Making improper use of information acquired as a result of being a member of the Committee; or b. Disclosing information that is confidential information; or c. Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d. Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e. Using public funds or resources in a manner that is improper or unauthorised; or f. Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Information	
125	A member of the committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
Conflicts of Interest	
126	A member of the Committee has a conflict of interest if the member has: a. A general conflict of interest as described in Section 127; or b. A material conflict of interest as described in Section 128.
127	A member of the committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.

128	A member of the committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
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