

Moreton Bay Region Aboriginal and Torres Strait Islander Community Network

(Known as the)

“Moreton Bay Murri Network”

Terms of Reference



*** Moving forward with a united voice ***

Moreton Bay Aboriginal and Torres Strait Islander Community Network acknowledges the Traditional Owners of the lands on which we gather. We also pay our respect to the Elders past, present and emerging.

1. AIMS OF THE MORETON BAY REGION ABORIGINAL AND TORRES STRAIT

ISLANDER MURRI NETWORK:

1.1 Aboriginal and Torres Strait Islander Community members and service providers have established the Moreton Bay Region Aboriginal and Torres Strait Islander Murri Network (hereafter known as the Moreton Bay Murri Network - MBMN) to develop better relationships between Aboriginal and Torres Strait Islander communities, individuals and service providers who have an interest in the Moreton Bay Region.

The aims of the MBMN is to facilitate, support and contribute to Aboriginal and Torres Strait Islander peoples wellness in the Moreton Bay Region contributing to processes concerning the planning, development and delivery of effective services to their communities by way of:

- Respecting and acknowledging recognised Aboriginal and Torres Strait Islander Traditional Owners and Community Elders at events and community functions;
- Cultural Respect, Integrity and Security – Maintain that services provided to Aboriginal and Torres Strait Islander people will respect the legal and cultural rights, views, values and expectations of Aboriginal and Torres Strait Islander people;
- Provide a forum for discussing matters of concern relating to the Aboriginal and Torres Strait Islander community of the Moreton Bay Region to action and support the development and implementation of strategies aimed at increasing participation of Aboriginal and Torres Strait Islander people in the Moreton Bay Region;
- Yarning Circle - a forum provided exclusively for aboriginal and Torres Strait Islanders people to gather and address issues for meaningful actions. Actions may be shared with MBMN Interagency to support a collaborative approach for action;
- Interagency Meetings - a forum for Aboriginal and Torres Strait Islander people to share and discuss meaningful actions with non-Indigenous members who have a focus for improving Aboriginal and Torres Strait Islander outcomes within the region;
- Develop sustainable strategies and solutions in partnership with other community stakeholders which support the needs and aspirations of Aboriginal and Torres Strait Islander community members in the Moreton Bay Region;
- Act as a facilitating agent through which representations can be made at a local, state and federal level for the purpose of improving the services provided to the Aboriginal and Torres Strait Islander community in the Moreton Bay Region;
- Providing to the Aboriginal and Torres Strait Islander community an awareness of the scope of services delivered, by including a broad range of community stakeholder groups who deliver services to Aboriginal and Torres Strait Islander people in the Moreton Bay Region;
- Explore alternative revenue streams and avenues which may benefit project/program outcomes and services for the Aboriginal and Torres Strait Islander community.

1.2 On approval by the members of the MBMN, provide expert advice to all government and

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non-government services in regards to matters of concern relating to the Aboriginal and Torres Strait Islander community in the Moreton Bay Region.

2. PURPOSE OF THE MBMN:

There are many challenges which face Aboriginal and Torres Strait Islander communities in the Moreton Bay Region. Challenges in areas such as, but not limited to, the building blocks as endorsed by the Council of Australian Governments (COAG) under the Closing the Gap initiatives for;

- Early Childhood
- Schooling
- Health
- Economic Participation
- Healthy Homes
- Safe Communities
- Governance and Leadership

as well as education, employment and training needs. Each challenge needs to be addressed by the whole of Government and community services, with the MBMN aiming to:

(a) **Community Engagement** – To encourage effective participation of Aboriginal and Torres Strait Islander people in the local decision making processes concerning the planning, development and delivery of services, by promoting and developing a genuine partnership between the Aboriginal and Torres Strait Islander community and service providers;

(b) **Capacity Building** – Creating and developing opportunities for accountable and sustainable services provided by the Aboriginal and Torres Strait Islander community organisations/businesses and identifying and building on community expertise.

(c) Influence public policy and perceptions which in turn impact on Aboriginal and Torres Strait Islander people who reside in the Moreton Bay Region;

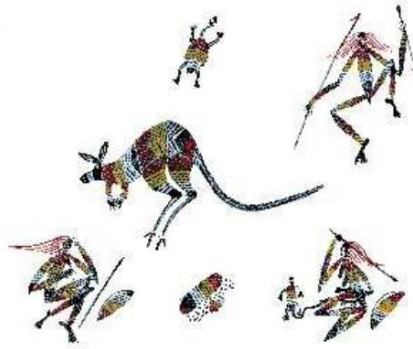
(d) Support and advocate for a broad range of initiatives aiming at preventing or reducing social disadvantage;

(e) Coordinate projects which involve communities or individuals whose goals are targeted to address Aboriginal and Torres Strait Islander contemporary issues collectively;

(f) Provide a forum for community stakeholders to discuss the challenges that Aboriginal and Torres Strait Islander community members in the Moreton Bay Region meet and consider solutions;

(g) Provide a forum for like-minded community members to share information and ideas, which enables people to raise concerns/challenges and acquire meaningful responses from relevant stakeholders.

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3. STAKEHOLDER REPRESENTATION OF THE MBMN:

3.1 Community sector:

- (a) Aboriginal and Torres Strait Islander
- (b) Non-Indigenous
- (c) Aboriginal and Torres Strait Islander Community Members

3.2 Public sector:

- (a) Local services and organisations
- (b) Local and State government agencies
- (c) Commonwealth government agencies

3.3 Private sector:

- (a) Philanthropic groups
- (b) Other 'for profit' individuals and groups



4. GEOGRAPHICAL MEMBERSHIP OF MBMN:

The geographical scope for membership of the MBMN is defined by the Moreton Bay Regional Council boundaries.

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5. MEETING PROCEDURES:

Meetings will take place on a monthly basis on the third Tuesday of each month.

Meeting Frequency:

Yarning Circle (leads) and Murri Interagency follow one month after, continuing thereafter.

Chairperson:

The Chairperson will be nominated from the host organisation at each meeting.

Minute Taker:

The minute taker shall volunteer or be nominated by the host organisation at each meeting.

Meeting Structure:

All meetings will follow a standard structure.

- (a) Traditional Welcome/Acknowledgement
- (b) Introductions and Apologies
- (c) Acceptance of previous minutes
- (d) Business arising from minutes
- (e) General/new Business
- (f) Matters for action
- (g) Venue and date of next meeting
- (h) Networking Session

Minutes:

Each meeting will have discussions noted and minutes prepared. Minutes will be available to members two weeks prior to the following meeting date.

Adding Agenda Items:

If stakeholders would like a specific topic or item discussed at meetings, they must ensure that the chairperson of the next meeting is informed prior to each meeting.

Guest Speakers (Maximum 3):

10 minutes will be allocated for a guest speaker to provide a basic introduction of a topic and field questions from the attendees.

Yarning:

Yarning and open discussion for attendees to share respectfully and discuss meaningful actions designed to improve Aboriginal and Torres Strait Islander peoples wellness.

6. CODE OF CONDUCT:

Members of the MBMN are committed to:

- (a) Start and finish on time
- (b) Providing a forum where all can participate and contribute – everyone is given an opportunity to voice their opinions in a professional and respectful manner.

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- (c) Using improvement tools that enhance the meeting's efficiency and effectiveness.
- (d) Respect all members and actively listen to what others have to say.
- (e) Follow up on actions were assigned responsibility and completing them on time.
- (f) Give and receive open and honest feedback in a constructive manner
- (g) Whenever possible, use data and/or evidence to make decisions
- (h) Strive to continually improve the meeting process where necessary and build time into each agenda for reflection.



7. EVALUATION AND REVIEW:

The Terms of Reference will be used during 2017 and reviewed after 12 months to determine its effectiveness and appropriateness before it is used for other programs or subsequent years.

8. PARTNERSHIPS WITH OTHER GROUPS:

The MBMN welcomes the opportunity to be involved with other people/groups who are committed to the social justice principles as they relate to Aboriginal and Torres Strait Islander peoples who reside within the geographical boundaries.

MBMN is also committed to working with other network groups which operate in other areas or regions. The purpose of collaborating outside MBMN's boundaries is to develop external partnerships which work off the understanding that Aboriginal and Torres Strait Islander people are transient and often reside in many different locations across the state.

9. INTELLECTUAL COPYRIGHT AND CONFIDENTIALITY:

All discussions, documents and all processes developed by the MBMN remain the intellectual property of the MBRATSICN and unless otherwise noted in the minutes remain confidential.

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10. COMMUNITY ORGANISATION ROLES AND RESPONSIBILITIES:

The following points will best explain the roles and responsibilities to sustain quality governance led by respective Aboriginal and Torres Strait Islander community organisations as the said co-hosts.

The host organisations are responsible for the following:

Before Meetings:

- (a) Nominate two staff (min) to attend the meeting; one to co-chair and the other to record meeting notes.
- (b) Set up the venue / meeting room, including
- (c) Set up tea and coffee station

During Meeting:

- (a) Provide an Acknowledgement to Country (unless a Traditional Owner is present)
- (b) Co-chair the meeting with MBRC
- (c) Record meeting notes/minutes

After Meeting:

- (a) Pack down venue / meeting room
- (b) Remove catering and rubbish
- (c) Ensure venue / meeting room is clean and tidy
- (d) Email draft meeting notes/minutes to communitydevelopment@moretonbay.qld.gov.au within five (5) days of the meeting