



TOWN OF  
VICTORIA PARK



# Mindeera Advisory Group Notes – 11 November 2020



**WE'RE OPEN**  
**VIC PARK**

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## 1 Opening

Meeting opened: 6:30pm

### Acknowledgement of country

*Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.*

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

The Mindeera Advisory Group voted on the Chair and Deputy Chair.

### Outcome

The Mindeera Advisory Group endorsed Kelsi Forrest as Chair and Murray Masters as Deputy Chair.

## 2 Attendance

### **Mindeera Advisory Group representatives**

Dylan Collard  
Hannah McGlade  
Flavia Pardini  
Kelsi Forrest  
Murray Masters  
Roni Forrest  
Wanjie Song  
Xanthe Shaw

### **Deputy Mayor Councillor**

Bronwyn Ife  
Cr Luana Lisandro

### **Manager Community A/Coordinator Community Development Community Development Officer (Inclusion)**

Paul Gravett  
Katie Schubert  
Lizzie Shepande

### **Strategic Projects Manager**

Kevin Cunningham

### **Meeting secretary**

Christy Neems

### **Approved leave of absence**

Cr Ronhhda Potter

### **Apologies**

Trevor Vaughan

## 4 Items for discussion

### 4.1 Terms of Reference

<b>Reporting officer</b>	Lizzie Shepande/Katie Schubert
<b>Origin of request</b>	Council resolution
<b>Attachments</b>	1. Mindeera Advisory Group Draft Terms of Reference [4.1.1 - 3 pages]

### Purpose of the item

All group members were officially appointed by Council at the August or October 2020 Ordinary Council Meetings. As per [Policy 101 Governance of Council Advisory and Working Groups](#), the Town is required to report back to Council with an agreed Terms of Reference for the group by December 2020 Ordinary Council Meeting.

### Outcome

The outcome being sought is group agreement of the Terms of Reference.

### Discussion points

Group to review draft Terms of Reference including meeting frequency, duration and time.

### Strategic outcomes

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Well managed and governed advisory group through group agreement of Terms of Reference.

### Next steps

The Town is required to report back to Council with an agreed Terms of Reference for the group by December 2020 Ordinary Council Meeting.

### Further information

Nil.

The Mindeera Advisory Group discussed the draft Terms of Reference.

## Outcome

The group discussions provided the following recommendations:

- Request for proxies when a member is unable to attend. Governance advice required.
- Request for group term to be 24 months (consideration for Elected Members at 12 months in line with elections and Terms of Reference for 12 months). Governance advice required.
- Request to include the ability to have guests at meetings. To be included in memberships (Point 4) and Point 17 allows the groups to invite guests.
- Request to include information on how members exit and enter the group. Ideally the group would have preferred the ability to appoint new members. Governance advice required.
- The group may require more meetings than bi-monthly – 'or as needed' to be included.
- Recommendation for Mindeera Advisory Group meetings to be held bi-monthly between 6pm – 8pm on a Wednesday.
- Request to include contacting Town officer if unable to attend a meeting and agenda items to be raised.
- Request to circulate agendas and minutes to the group directly via email, not just on the website.
- Request to see the Code of Conduct – Document to be sent via email to group.

All recommended changes to be discussed and advice provided from the Town's governance team.

## Actions

Town Officer to liaise with Town of Victoria Park Governance team to determine appropriate protocol on resignations, appointments, proxy attendance and proxy voting.

Town Officer to circulate Terms of Reference with amendments via email for Mindeera Advisory Group members to endorse.

Town Officer to submit amended Terms of Reference to December 2020 Ordinary Council Meeting (OCM) for endorsement by Council following Mindeera Advisory Group approval.

## 5 General business

### Outcome

The Mindeera Advisory Group discussed the naming of Lathlain Zone 2x with Strategic Projects Officer.

The Mindeera Advisory Group (formerly named the Aboriginal Engagement Advisory Group) with guidance from Whadjuk Noongar Elders / advisors had previously shortlisted bird names to be

considered as part of engagement for the naming of this park.

After further research, the Group had concerns around the three proposed names currently out for consultation. In particular, there were concerns with the advertised meaning and use of the shortlisted name "Kaarakin."

Following further clarification from Whadjuk Noongar Elders on the place of the Forest Red-tailed Black Cockatoo, the Group would like the shortlisted name "Kaarakin" to be retracted. "Karak" is the word used for the Forest Red-tailed Black Cockatoo. "Karak-ap" is the word used for the place of the Forest Red-tailed Black Cockatoo.

Additional clarification, including spelling and meaning, will be provided to Town officer by Group members outside of the meeting for consideration and refinement of the current engagement process.

## Actions

Town Officers to liaise with Group members and Communications team to update all forms of communication following recommendations related to naming of the park and appropriate terms / spelling to be used.

## 6 Actions from previous meetings

Nil.

## 7 Close

Meeting closed: 7:48pm