

# NYEUMBA-META KARULBO PARTNERSHIP GROUP

## TERMS OF REFERENCE

### PURPOSE

The role of the Nyeumba-Meta Karulbo Partnership Group is to provide Aboriginal and Torres Strait Islander cultural advice, direction and leadership on collections, programs and spaces to Logan City Council's Libraries and Creative Industries Branch.

### BACKGROUND

The Logan City Council Libraries and Creative Industries Branch consists of 12 venues (9 Libraries, Logan Art Gallery, Mayes Cottage House Museum, and the Living Museum of Logan at the Kingston Butter Factory Precinct).

[Nyeumba-Meta](#) is a space and collection at Logan Central Library that aims to foster respect for Australian Indigenous cultures. The Nyeumba-Meta collection was donated in 1998 to Logan City Council Libraries, when the Indigenous Education Unit at Woodridge State School closed. This collection continues to be expanded for community by Logan Libraries. As well as the collections, this space includes a yarnning circle and artwork and has regular events throughout the year.

Nyeumba-Meta was named in consultation with Aboriginal and Torres Strait Islander residents, to reflect the Yugambeh and Torres Strait languages. Nyeumba in Yugambeh language means "teaching or learning" while Meta in eastern Torres Strait Islander language means "house". The former Nyeumba-Meta Advisory Group supported Logan Libraries, Logan Art Gallery, and the Mayes Cottage House Museum.

The Living Museum of Logan has a dedicated First Nations Space. This space is co-curated with, by and for Logan's Aboriginal and Torres Strait Islander people. Visitors can learn about First Nations' languages and culture and hear digital stories from Logan's Elders. The former Logan First Nations Working Party supported the Living Museum of Logan.

Nyeumba-Meta Karulbo Partnership Group merges the former Nyeumba-Meta Advisory Group and the Living Museum of Logan First Nations Working Party. "Karulbo" in Yugambeh language means "altogether".

The Logan City Council Libraries and Creative Industries Branch will work in partnership with the Nyeumba-Meta Karulbo Partnership Group to fulfill the following priorities:

- Increase knowledge and understanding of the arts, culture, and heritage practices of our Aboriginal and Torres Strait Islander communities.
- Support programs to enhance awareness of Aboriginal and Torres Strait Islander languages and cultures.
- Explore opportunities to develop a sense of place, connection, and ownership to existing places and spaces for Logan's Aboriginal and Torres Strait Islander community.
- Raise awareness of Aboriginal and Torres Strait Islander peoples' unique culture and heritage within the region.
- Provide opportunities for communities to tell their own stories through arts and cultural expression.
- Provide access to facilities to be used as meeting places.
- Develop and maintain partnerships with Aboriginal and Torres Strait Islander groups.
- Celebrate and promote the uniqueness of Aboriginal and Torres Strait Islander arts, culture, and heritage.
- Involve Aboriginal and Torres Strait Islander peoples in decisions that affect them and their community.
- Work with the Nyeumba-Meta Karulbo Partnership Group to ensure appropriate information is published.
- Implement Council's protocols when working with Aboriginal and Torres Strait Islander peoples.

### SUPPORTING STRATEGIES

The Nyeumba-Meta Karulbo Partnership Group (Partnership Group) responds to the framework set out under:

- Logan City Council [Corporate plan 2021-2026](#)
- Logan City Council Libraries [Learning and Discovery Plan 2025-2029](#)
- Logan City Council [Arts, culture, and heritage plan 2023-2027](#)
- **Logan City Council's Corporate plan 2021-2026** vision identifies that:

'Logan is a thriving, forward-thinking community, building a smart future by embracing innovation, diversity, and equality for all. No matter where you're from, you're welcome in Logan.'

One of the key priority areas is: Proud City, with a key priority to foster and celebrate a community spirit that is friendly, welcoming and embraces diversity.

**Logan City Council Libraries *Learning and Discovery Plan 2025-2029*** vision is to be the city's centre for lifelong and self-directed learning and discovery.

Our libraries will work in partnership with Nyeumba-Meta Karulbo to fulfill the following priorities:

- Continue to deliver library programming that features Aboriginal and Torres Strait Islander content and encourages improved community engagement and understanding.
- Continue to deliver programs that showcase and celebrate diversity and support culturally and linguistically diverse (CALD) communities and Aboriginal and Torres Strait Islander residents.

**Logan City Council Arts, Culture and Heritage Plan 2023–2027** vision is to aspire towards a flourishing creative economy where arts, culture and heritage are threaded through our places and spaces and shape a proud city identity, contributing to the environmental, social, and economic health of the city.

## MEMBERSHIP

The Partnership Group will comprise:

- Chairperson, selected by community Partnership Group members.
- Partnership Group community members who have a knowledge and understanding of, and/or experience in Aboriginal and Torres Strait Islander arts, culture, and heritage practices of our communities; and/or who have collaborated previously with Logan City Council Libraries, Logan Art Gallery, the Living Museum of Logan, and Mayes Cottage.

Logan City Council staff, including representatives for the Libraries and Creative Industries Branch, will attend and support the Partnership Group. Administrative support will include providing meeting requests, agendas, minutes, catering etc.

Partnership Group community members are appointed through the following process:

- Community members nominate for the Partnership Group by completing an expression of interest (EOI) form.
- To be considered for a position on the Partnership Group, candidates will need to demonstrate a knowledge and understanding of, and/or experience in Aboriginal and Torres Strait Islander arts, culture, and heritage practices of our communities; and/or who have collaborated previously with Logan City Council Libraries, Logan Art Gallery, the Living Museum of Logan, and Mayes Cottage. Diverse ages, including young people under 25 are encouraged to apply.
- Nominees indicate which groups they represent within the community:
  - Aboriginal people
  - Torres Strait Islander people

Community members of the former Nyeumba-Meta Advisory Group and/or the First Nations Working Party, who have previously collaborated with Logan City Council Libraries, Logan Art Gallery, the Living Museum of Logan and Mayes Cottage over a number of years, may receive lifetime membership in recognition of their long-term support.

The Partnership Group EOI are assessed by the Libraries and Creative Industries Branch assessment panel. Final approvals sit with Logan City Council.

The Partnership Group will consist of a minimum of 6 community members.

When the position of Chair is vacant, members of the Partnership Group can self-nominate to be the new Chair. Members can self-nominate to the Libraries and Creative Industries Manager, who will alert the Partnership Group to the nominees. The Chairperson will then be selected and supported by community members of the Partnership Group. Final approval sits with Logan City Council. The option to have a co-chair will also sit with Logan City Council. Whilst the role of Chair is vacant, Logan City Council staff will temporarily facilitate meetings until the new Chair is determined.

## WHAT ARE THE ONGOING ROLES AND RESPONSIBILITIES OF PARTNERSHIP GROUP MEMBERS?

The Partnership Group is accountable for:

- Fostering collaboration.
- Always maintaining the focus of the Partnership Group on the agreed scope, outcomes and benefits.

The primary responsibilities of the Partnership Group members are to:

- Attend and participate in Partnership Group meetings.
- Inform the Library Programming Coordinator or delegated staff member prior to the meeting if they are unable to attend, to ensure that a quorum can be met.
- Wholeheartedly champion the Partnership Group within and outside of work areas.
- Make timely decisions.
- Recommend a representative of the Aboriginal and Torres Strait Islander community organisation they represent, if unable to attend.

## **HOW LONG DOES A MEMBER SERVE ON THE PARTNERSHIP GROUP?**

Community members may serve 2 years, with an option to renew or step down after 2 years. Members may resign at any time by notice in writing to the Strategic Projects Librarian, or delegated staff member. Replacement members may be sought in the event of a vacancy by a new or prior expression of interest process.

## **PARTNERSHIP GROUP RECOMMENDATIONS**

All representations and recommendations to Council shall be decided by consensus (defined as general, but not necessarily unanimous) among the members of the Partnership Group.

Council's Library Programming Coordinator, or delegated library staff member, provides administrative support to the Partnership Group.

All members of the Partnership Group have access to the Library Programming Coordinator, or delegated library staff member, so that emergent matters can be tabled for consideration through the Chair at Partnership Group meetings.

## **FREQUENCY AND LOCATION OF MEETINGS**

The Partnership Group meets 2 to 3 times a year unless there are extraordinary agenda items that require the urgent attention of members. Meetings will be held for 2 hours.

There will be a range of meeting locations throughout the City of Logan, and includes but is not limited to Logan Libraries, Logan Art Gallery and Kingston Butter Factory Cultural Precinct.

If required, subgroup meetings will be arranged outside of these times at a time convenient to Partnership Group members.

## **MEETING PROCEDURES**

A quorum will consist of 50% of Partnership Group members, plus one. All meetings will be chaired by the elected representative of the Partnership Group. If the Chair is absent, an interim chair will be appointed by the Partnership Group for that meeting.

If a Partnership Group member is absent and represents a particular community group, they may recommend a representative of that group to attend the meeting.

Other personnel can be invited to join individual meetings at any time as an advisor under various circumstances. For instance:

- If expertise is missing on the Partnership Group for a priority topic an expert in that field can be invited to provide independent advice (e.g., language specialist for a specific project under discussion).
- As advisors are not elected Partnership Group members, they will not have voting rights.

Meeting agendas, support material and minutes will be provided by the Library Programming Coordinator, or delegated library staff member.

The minutes of Partnership Group meetings will be provided to:

- Logan City Council staff
- All members of the Partnership

## WHAT ARE THE RESPONSIBILITIES OF PARTNERSHIP GROUP MEMBERS?

Upon commencement with the Partnership Group, new members are to:

- Attend an induction for the Partnership Group, which will include an overview of Council's Code of Conduct and a Work, Health and Safety induction.

The primary responsibilities of Partnership Group members are to:

- Demonstrate due diligence by the preparation for, attendance at and participation in Partnership Group meetings.
- Comply with these Terms of Reference.
- Declare any real, potential, or perceived conflicts of interest at the commencement of each meeting.
- If required, temporarily leave the meeting for any discussions in which they may have a real, potential, or perceived conflict of interest.

## CONFLICT OF INTEREST

A conflict of interest involves a conflict between your public duty and responsibility to serve the public interest, and your private interest:

- Actual – having, or will have, an effect on current decisions:
  - A Partnership Group member is in a position to be influenced by their private interests when doing their job.
- Potential – possibly influencing decisions in the future:
  - A Partnership Group member is in a position where they may be influenced in the future by their private interests when doing their job.
- Perceived – of a nature which 'a reasonable person' might interpret as having an influence on decisions:
  - A Partnership Group member is in a position to appear to be influenced by their private interests when doing their job.

If a Partnership group member considers that they have an actual, potential, or perceived conflict of interest in relation to an agenda item, they are required to identify this by informing the Library Programming Coordinator, or delegated library staff member, of the conflict by email. The conflict of interest is discussed with the Libraries and Creative Industries Manager and, if required, escalated to the Integrity and Information Program for resolution. If it is found that the member has a conflict of interest, they will be required to remove themselves from the discussion and decision-making process in relation to the agenda item.

## CONFIDENTIALITY

All matters discussed at Partnership Group meetings, together with all material provided to members, are for the purposes of informed discussion and debate at the meeting. The views of Partnership Group members, and discussion deemed culturally sensitive, will be treated with respect, and will not be discussed with external parties.

## COMMUNICATION

All communication with the media will be undertaken by Council unless otherwise approved by Council's CEO or the CEO's delegate. Partnership Group members must refrain from making any public comment or issuing any information, in any form, concerning the Partnership Group or the matters of interest to the Partnership Group without the authority of Council.

## REMUNERATION

The Chair and members on the Partnership Group can receive honoraria and reimbursement of expenses for their participation in meetings.

## WHAT IS THE ROLE OF THE PARTNERSHIP CHAIR

When the position of Chair is vacant, members of the Partnership Group can self-nominate to be the new Chair. Members can self-nominate to the Libraries and Creative Industries Manager, who will alert the Partnership Group to the nominees. The Chairperson will then be selected and supported by community members of the Partnership Group. Final approval sits with Logan City Council. The option to have a co-chair will also sit with Logan City Council. Whilst the role of Chair is vacant, Logan City Council staff will temporarily facilitate meetings until the new Chair is determined.

The Chair is required to:

- Ensure that meetings are run from the agenda.
- Check minutes for accuracy at the commencement of meetings.
- Ensure that debate on agenda items is open and accountable.
- Monitor the attendance of Partnership Group members at meetings (members who are regularly absent from meetings should be asked to step down from their position).

### **HOW LONG DOES THE CHAIR SERVE ON THE PARTNERSHIP GROUP?**

The Partnership Group Chair may serve 2 years with an option to renew or step down after 2 years. The Chair may resign at any time by notice in writing to the Libraries and Creative Industries Manager, or delegated library staff member.

A replacement chair may be sought in the event of a vacancy in consultation with Partnership Group members/or by a new or prior expression of interest process.

### **AMENDMENTS OF THE TERMS OF REFERENCE**

Council may, at any time after consultation with the Partnership Group, vary these Terms of Reference. The Partnership Group may recommend to Council variations to the Terms of Reference which Council will consider.

The Terms of Reference will be reviewed biannually.

### **FURTHER INFORMATION**

For further information contact the Library Programming Coordinator, or delegated library staff member, via email: [libraries@logan.qld.gov.au](mailto:libraries@logan.qld.gov.au).