



Governance policy and procedures

**The following resolutions were adopted at the
Land Justice Group meeting, 30 & 31 March 2012.**

Vision Statement

The vision of the Land Justice Group is to:

- Act on a state-wide basis
- Facilitate Traditional Owner groups to work together
- Deliver land justice;
- Seek fairness and equality for Traditional Owners
- Respect autonomy of individual Traditional Owner groups
- Lobby for resources for Traditional Owners to do their business
- Empower individual Traditional Owner groups to gain a stronger voice.
- Governance

New executive Structure

- The Executive consists of 5 members (male and female co-chairs and 3 executive members)
- All members have the same responsibilities and role (for example, any of them may chair a full group meeting)
- Co-chairs are primary contact for LIG
- Only LIG members may be members of executive (ie. not a proxy or deputy)

Term of members of the executive

- The term of members of executive is 2 years, sitting members may nominate for re-election
- A special resolution is required to remove a member of executive (75% of members present and entitled to vote)

- However, executive member ceases to hold office if they stop being a member of the LJG
- Members of LJG may be changed at any time by a Traditional Owner group decision made in accordance with LJG policy for properly constituted group meeting for replacement of member

Executive/Co-chair role and responsibilities (see attached)

LJG member role and responsibilities (see attached)

- Each Traditional Owner group is to provide a letter confirming their current representative

Executive/Co-chair election

- A candidate for election should be nominated in advance
- A nomination form must be signed by LJG member, and seconded by LJG member (not proxy or delegate)
- However, email or verbal confirmation to secretariat is enough to sign or second a nomination
- Nomination form will be prepared by executive
- Nomination period closes 1 week before a LJG full group meeting at which election is held
- Nominations from floor of meeting only accepted if insufficient written nominations received by close of nominations

Voting procedure:

- One delegate card produced for each Traditional Owner group (ie. one card regardless of one or two delegates attending)
- Election process by secret ballot
- First past the post
- No gendered voting for gender specific positions

Election process - Transition to new executive, new election

- New procedures should apply from time of adoption
- Executive should change from next election
- Election should be held at next LJG full group state-wide meeting on **19-20 May**
- Call for nominations should be sent to each traditional owner group in the week of 2 April

- Close of nominations is 11 May at 5pm
- Nominations made to the secretariat (email or verbal confirmation to secretariat is enough to sign or second a nomination)

Rules of procedure:

- **“No local business” rule**
 - The LJG should not debate the internal business of a particular Traditional Owner group
 - The LJG should not involve itself in disputes between Traditional Owner groups
 - Members of the LJG should not invoke their membership of the LJG when speaking about local issues
- The executive of the LJG speaks on behalf of the LJG
- The executive represents the LJG, and makes decisions, between full group meetings of the LJG
- The delegation of authority to the executive between meetings, and is to report back to the next full group meeting about the executive decisions
- Major issues are to be brought to full group for decision
- Minutes of executive meetings to be provided to LJG members as soon as possible
- Full group meeting resolutions are binding on executive
- One vote per Traditional Owner group at LJG full group meetings
- Agenda for full group meeting determined by executive, subject to:
 - requirement for executive to call for agenda items from members
 - mandatory requirement to include any matter referred to executive by 4 or more Traditional Owner groups’ representatives
 - ‘Conflict of interest’ to be a standing agenda item.
- **Credentials Committee-**
 - Disputes about a person’s right to sit as an LJG member will be determined by an ad-hoc credentials committee
 - The credentials committee will be formed at the LJG full group meeting when required and will be made up of 3 ordinary (non-executive) representatives who do not have an interest in the dispute.



Co-Chair & Executive role and responsibilities

Role description: Provide executive leadership to the LJJ

Responsibilities:

The Land Justice Group (LJJ) *Co-Chairs and executive* will:

- Represent the LJJ
- Co-chairs are primary contact for LJJ
- Comply with resolutions of the LJJ.
- Exercise authority of the LJJ, in accordance with LJJ objectives, between meetings but ensure major decisions are brought before the LJJ.
- Meet regularly as an executive team.
- Attend LJJ meetings
- All executive members have the same responsibilities and role (for example, any of them may chair a full group meeting)
- Chair LJJ meetings - the meeting chair must be impartial and disinterested
- Finalise the agenda for LJJ meetings
- Finalise LJJ Newsletters
- Work collaboratively with LJJ Members, and the LJJ executive to achieve LJJ objectives
- Represent the LJJ in negotiations with the state
- Attend other meetings as required to represent the LJJ
- Respond to strategic issues with a view to state-wide implications for Victorian Traditional Owners
- Ensure that LJJ procedures are adhered to.

Executive Structure:

- The Executive consists of 5 members (male and female co-chairs and 3 executive members)
- Only LJJ members may be members of executive (ie. not a proxy or deputy)

Term: 2 years, sitting members may nominate for re-election

Appointment: In accordance with LJJ procedures.



Land Justice Group Member role and responsibilities

Role description: Provide Traditional Owner group representation in a state-wide forum

Responsibilities:

The Land Justice Group (LJG) *Member* will:

- Attend LJG meetings
- Work collaboratively with other LJG Members, and the LJG co-chairs and executive to achieve LJG objectives
- Represent their Traditional Owner group in a state-wide forum
- Respond to issues on the LJG meeting agenda with a view to state-wide implications for Victorian Traditional Owners
- Report back to their Traditional Owner group to provide information about LJG objectives, LJG business, and state-wide issues as they arise, in accordance with available resources.
- Be accountable to LJG members and their own Traditional Owner group by ensuring that LJG procedures are adhered to.
- Where LJG procedures are not adhered to, understand the consequences as set out in LJG member procedures.
- Respect the confidentiality of some procedures while maintaining accountability to their Traditional Owner group.

Eligibility requirements:

- Victorian Traditional Owner

Term: 2 years

Appointment:

- In accordance with LJG member procedures.
- Members of LJG may be changed at any time by a Traditional Owner group decision made in accordance with LJG policy for properly constituted group meeting for replacement of member