

MULTICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE



Multicultural Advisory Committee(MAC)	TRIM folder:	46/03/22
	Approval date:	
	Approved by:	
	Review Date	
	Expiry Date	
	Version No	
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Council Plan

Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy is high quality, well informed, responsive and accountable decision making in the best interests of the community.

One of Council's key strategic directions in its Council Plan is to 'foster an engaged and well governed City'. To this end Council is committed to:

- Drawing on the expertise of the community
- Meaningful dialogue with our constituents
- Engaging with the community to maximise feedback to ensure open and inclusive decision making
- Using feedback from the community to inform Council decision making

All decisions, made by Council or by officers under delegation, will be informed by an analysis of community views. The establishment of Advisory Committees is integral to Council's Good Governance principles. Through Advisory Committees Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision-making process.

MULTICULTURAL ADVISORY COMMITTEE

TERMS OF REFERENCE



Adding Value

To maximise the value of the contribution of Advisory Committees, Council invites interest from residents who have:

- Passion and enthusiasm for the issues and challenges related to the purposes of the Advisory committee.
- The ability to appreciate a range of interests and factors impacting on the matters under discussion.
- A demonstrated commitment to participative and consultative processes.

In selecting community members Council will seek to:

- Achieve a mix of skills relevant to the purposes of the Advisory committee.
- Ensure a broad representation of the Port Phillip community.
- Create a forum for full discussion of relevant matters.

1. Purpose

Our city's cultural diversity continues to evolve and shape our identity. Today, people from 163 countries, who speak 114 different languages call City of Port Phillip home.

The purpose of the Multicultural Advisory Committee(MAC) is to assist Council to provide advice and feedback on all issues that affect multicultural communities, refugees or asylum seekers in the City of Port Phillip.

Objectives

- To be the peak advisory and advocacy body on issues affecting multicultural, refugee or asylum seeker communities within the Port Phillip municipality.
- To provide advice to Council on its policies, plans and services that impact our multicultural communities
- To liaise with other organisations and networks that have a direct interest of multicultural communities, refugees or asylum seekers in City of Port Phillip.
- Consider and provide advice on key Government initiatives, issues, programs and Reviews.
- Consider funding and other opportunities as they may arise.
- Assist Council to promote the benefits of cultural diversity, social cohesion and inclusion of all residents within City of Port Phillip beyond.
- Provide advice to Council with its communication, engagement and consultation with multicultural communities

MULTICULTURAL ADVISORY COMMITTEE

TERMS OF REFERENCE



- Celebrate and raise awareness of the achievements and needs of multicultural communities.
- Facilitate and encourage opportunities for multicultural communities and community groups to work together on joint projects and initiatives.

2. Committee Structure

Council will establish and maintain the Advisory committee for a maximum term of the current council.

Council appreciates that a Committee may evolve and adapt to remain functional and relevant.

The Advisory committee will comprise an appropriate membership to facilitate its functioning and the achievement of its purposes. The composition of the Committee will be as follows:

- Up to 13 members appointed by Council, who are individuals reflective, as far as feasible, of the City's diverse communities.
- A Councillor appointed by the Council to act as a conduit to the current Council.
- To replace members who have resigned during tenure new members will be appointed by Council following public advertisement and recommendation by the Committee.
- Members will be appointed for a term not to extend past the term of the current Council.
- Meet the Selection Criteria.
- The Committee will nominate a Chair and Deputy Chair from among its members. The Chairperson will serve a one-year term, with the appointment renewable for an additional consecutive term.
- In consultation with the Committee, Council may co-opt members to the Committee, or any sub-committee established by the Committee.
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Committee Office Bearer Roles

The Chair will chair committee meetings. In the Chair's absence, the Deputy Chair or Councillor Representative will chair the meetings. The Councillor Representative, Chair or Deputy Chair are the authorised spokespersons for the committee.

3. Opportunities for new members

If a member:

- Resigns from the Advisory committee.

MULTICULTURAL ADVISORY COMMITTEE

TERMS OF REFERENCE



- Fails to attend three consecutive meetings without providing apologies to the Chairperson, and accepted by the Committee.
- Is removed from the Committee by Council (after consultation with the Committee) for not acting in accordance with the principles stated herein.
- Was appointed to represent an external organisation but no longer represents that external organisation.

A replacement Committee member may be appointed by Council.

During the life of the Advisory committee, Council may choose to increase the membership of the Committee.

OPERATIONAL MATTERS

4. Meetings

The Chairperson of the Advisory committee will be appointed by the Committee. The first meeting of the Advisory committee will be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program to give each member the best possible opportunity to participate.

It is anticipated that the Advisory Committee will meet monthly for the first six months of its inception and then bi-monthly.

The quorum for a meeting will be half the number of members.

5. Conduct principles

Committee members are expected to:

- Actively participate in Committee discussions and offer their opinions and views.
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others.
- Act with integrity;
- Attend each meeting where practical
- Avoid conflicts of interest and the releasing of confidential information.
- The Mayor is Council's primary media spokesperson and the Deputy Mayor is the back-up spokesperson. The CEO is Council spokesperson on Council matters. It is against Council policy for Advisory Committee members to speak directly with the media on Council issues

MULTICULTURAL ADVISORY COMMITTEE

TERMS OF REFERENCE



unless this has been cleared by the Council's Media Advisor and endorsed by the Committee.

Committee member accountability:

- Have an active role in communicating community views to the Committee as appropriate.
- Participate in discussions at monthly meetings.
- When speaking publicly on issues on behalf of the Committee, will not present their own personal opinions.
- Have the endorsement of the Committee before making public statements or announcements.

6. Committee operation

New committee members will be briefed on the expected range of work to be undertaken, including discussion of how the committee relates to the work of Council, the roles of all parties, and any relevant policy or legislative framework impacting on the work.

The Advisory Committee is to operate at all times in accordance with its Terms of Reference. The Committee has no delegated powers but may provide advice in line with the Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.

Action Plan

The committee will hold an annual planning session to review achievements and prioritise a work plan for the coming year. An Annual report will be presented to Council.

The committee may set up working groups / portfolio groups as required, as ad hoc sub-committees.

7. Remuneration

No remuneration will be paid to Advisory Committee members however Council may decide to reimburse Committee members for some out of pocket expenses.

8. Declaration of interests

If a member believes they have a conflict of interest in a matter before the Advisory Committee, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting. A person nominated or appointed by Council to an Advisory Committee of Council and for which they receive no remuneration, would not normally have a conflict of interest. However a person would have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.



9. Resourcing

City of Port Phillip staff nominated by management will support the Advisory Committee. Other Port Phillip staff will attend the meetings to assist the Committee as required.

The nominated Council officer will prepare agenda papers for meetings (with the agreement of the Chair). Agendas and supporting material will be circulated three clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers. At all times, the nominated Council officer remains under the direction of their General Manager.

The nominated Council Officer will:

- In consultation with the Chair communicate to review, approve and prepare the minutes for the immediate past meeting, and the Agenda for the next monthly meeting.
- Distribute agendas, minutes and papers to committee members
- Be the contact person at Council for the committee.
- Maintain electronically a Register of committee members, their date of appointment / reappointment, official positions held as a committee member.
- Advise committee members of term completion dates and their eligibility for reappointment as relevant.

10. Feedback to Council

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be promptly distributed to Advisory Committee members. Councillors and the Council's executive team will be provided with minutes when requested. Council may request a formal report from the Committee.

11. Communication

Council officers are responsible for ensuring that Advisory Committee members are advised of:

- Progress or outcomes of any feedback provided by the committee.
- Dates of Council meetings considering matters relevant to the work of the committee.
- Any Council report or Council decision relevant to the committee's work.