



Multicultural Advisory Committee Terms of Reference

Version 3

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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 is 'Inclusive Port Phillip': A place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities. To this end Council is committed to Port Phillip being:

- more accessible and welcoming for people of all ages, backgrounds and abilities.
- a place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- A place which enables improved health and wellbeing outcomes for all members of our community by working to address inequities and valuing diversity.

Council will partner with the Older Persons Advisory Committee, Youth Advisory Committee, Multicultural Advisory Committee, LGBTIQA+ Advisory Committee, Multifaith Network and establish other committees, where relevant, to ensure the diversity of our community's experience is represented in decision-making.

As part of Council's key strategic direction 'Well-Governed Port Phillip' Council will work towards the community having an opportunity to participate in civic life to inform Council policy, services, programs and decisions by facilitating engagement in line with Council's [Community Engagement Policy](#).

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 and its diversity in line with its culturally, linguistically, religiously and ethnically diverse population
- create a forum for full discussion of relevant matters.



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 (2016 census data).

The purpose of the Multicultural Advisory Committee (MAC) is to assist Council by providing advice and feedback on all issues and opportunities that affect all multicultural communities in the City of Port Phillip.

Objectives

- To be the peak advisory and advocacy body to Council on issues affecting multicultural communities including refugee and asylum seekers within the Port Phillip municipality
- To provide advice to Council on its policies, plans and services that impact our multicultural communities
- To actively support the value of Council's membership to The Welcoming Cities Standard - the national standard for cultural diversity and inclusion policy and practice in local government to create communities where everyone can belong
- To liaise with other organisations and networks that have a direct interest of multicultural communities including refugees or asylum seekers in City of Port Phillip
- Consider and provide advice to Council on key government initiatives, issues, programs and reviews
- Consider and make recommendations around 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 and beyond
- Provide advice to Council with its communication, engagement and consultation with multicultural communities
- 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

Committee Structure

Council will establish and maintain the Advisory Committee for a maximum term of the current council (to 2024).

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

A pool of additional interested members will be established to help facilitate the work of the Committee through special projects and may also replace outgoing members.

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 thirteen members appointed by Council, who are individuals reflective, as far as feasible, of the City's diverse communities and who meet the selection criteria
- A Councillor appointed by the Council to act as a conduit to the current Council

In consultation with the Committee, Council may co-opt members to the Committee, or any sub-committee established by the Committee

Selection and appointment

Community members of the Advisory Committee will be appointed by Council.

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 additional consecutive terms (if required) and elected by the Committee.

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.

If a member:

- resigns from the Advisory Committee
- fails to attend three consecutive meetings without providing apologies to the Chair and accepted by the Committee
- is not able to attend at least 50% of meetings within a calendar year
- 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

then a replacement Committee member may be co-opted from a pool of candidates approved by Council or appointed by Council following public advertisement and recommendation by the Committee.

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

Meetings

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



The Advisory Committee will initially meet monthly. After twelve months the Advisory Committee will review its requirements with the option to meet bi-monthly.

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

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 (and attend at least 50% of meetings in person or online in any calendar year)
- 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 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

Committee operation

New committees 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 an action 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.

Remuneration

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

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 will have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

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, or reappointment, official positions held as a committee member
- Advise committee members of term completion dates and their eligibility for reappointment as relevant.



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.

Communication

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

- progress or outcomes of any feedback provided by the Advisory Committee
- dates of Council meetings considering matters relevant to the work of the Advisory Committee
- any Council report or Council decision relevant to the Committee's work.