

Terms of Reference: Multicultural Advisory Committee

PREAMBLE

The Multicultural Advisory Committee (MAC) is established under section 355 of the Local Government Act 1993 which states:

A function of council may, subject to this Chapter, be exercised:

(b) by a committee of the council.

1. THE VISION

To strengthen, support and foster the profile of multiculturalism in the community in partnership with Council and the broader community.

2. SCOPE/ROLE

That they be the mechanism that allows Council to effectively engage people from culturally and linguistically diverse (CALD) backgrounds and faiths. Promote community participation in the planning, management and delivery of services and activities and positively promote cultural diversity and the benefits that diversity has on the whole community.

- Facilitate the provision of information when requested by Council.
- Assist Council with policy relevant to the multicultural community.
- Act as a path for information between Council and the various local multicultural communities within the LGA.
- Build constructive and ongoing working relationships and partnerships between Council and the multicultural community and their associated service providers.
- Advocate and lobby for additional, improved and effective services and service delivery, and retention of existing services for the benefit of the community; and
- Actively pursue funding and partnerships to support and promote multicultural celebrations and initiatives for the whole community.

3. DELEGATIONS

The MAC has delegation to provide advice on the strategic direction of multiculturalism to Council.

4. COMPOSITION OF THE COMMITTEE

Voting membership shall consist of nominated community members who have completed the required Council "Expression of Interest" (EIO) Form, and been appointed by the MAC and a resolution of Council, plus one (1) Councillor Representative supported by a Council staff member.

The MAC shall cap its membership at 15 members at any one time, but is open for members of the community to attend as observers or guests.

5. MEETINGS OF THE COMMITTEE

The meetings shall be held bi-monthly or more often if deemed by members. Meetings are to be held on the 1st Tuesday of the month commencing at 4 p.m.

Quorum: A quorum will be half the number of Committee Members plus one (the minimal number of members of the Committee who must be present in order for the Committee to make decisions). If a quorum cannot be made the meeting can proceed as "General Discussion" forum but no resolutions can be moved or passed.

6. OFFICE BEARERS

- The Chairperson
- The Deputy Chairperson; and
- The Minute Taker

The Executive Officer positions shall consist of a Chairperson and Deputy Chairperson. Election of Officers shall be at the discretion of the MAC by majority vote. The Executive Officers' positions shall be rotated every twelve months, with the deputy chair taking up the position of chair and a new deputy chair elected by the MAC. In the event that an Executive Officer retires or resigns their replacement shall be by a majority vote of the MAC. The Minute Taker's position shall be rotated every 12 months or at the request of the MAC. In the absence of the Minute Taker the Council Officer shall undertake the role.

The role of the Chairperson is to play an active role by:

- a) discussing agenda items ahead of the meeting with Council's Support Officer
- b) remain objective and support the rights of all members to participate
- c) attend activities and functions on behalf of the MAC when required; and
- d) positively represent the MRG within the community.

The role of the Deputy Chair: to undertake the role of the Chairperson as stated above in their absence.

The role of the Minute Taker: (when required, can be mentored by Council's Support Officer) to take minutes of a meeting accurately recording the content and documenting the business discussed and the action to be taken.

7. TERM OF OFFICE

The Committee will serve a term of four (4) years from October 2016. A structural review of the Committee will take place in June 2020. Council reserves the right to dissolve the Committee at any time by a resolution of Council.

8. REVOKING MEMBERSHIP

If any member of the MAC is absent for three consecutive meetings, without explanation, such member shall be contacted to determine whether they wish to continue their appointment and based on their response a decision made by the MAC as to what action should be taken.

If a member tables apologies for an extended period of time (more than 5 meetings) that that member be asked to nominate his/her proxy if representing an organisation, or they be asked to vacate the position if they cannot provide an adequate reason for the vacancy. (This does not apply where a member has been granted a leave of absence for personal reasons such as sickness, study, etc. and is wanting to maintain their position on the MAC.)

If for any reason, the majority of the members consider that special disqualification of any member is warranted, the facts shall be reported confidentially to Council who shall determine the outcome based on the MAC's recommendation.

9. SUB-COMMITTEE(S)

The establishment of any sub-committees or working groups will be delegated by the Committee to provide advice and/or direction, based on their investigations, on the specific matters they are tasked with, only within the limitations of the terms of reference for the Committee. Formation of sub-committees or working groups may include external experts and their specific delegations are to be minuted.

10. EXPENDITURE

Unless expressly resolved by Council the Committee (including any sub committees) has no powers to commit nor expend any Council funds.

11. RECORD KEEPING

Minutes shall be accurately recorded of all proceedings by the Minute Taker, and cannot be amended, altered or changed without agreement by the MAC.

All outgoing and incoming correspondence will be recorded; and where appropriate tabled at meetings or copies made available to members on request. Additionally, any documentation or presentations tabled by guests or members be recorded.

The Minutes and Agenda shall be circulated at least one week prior to the meeting once receiving the Chairperson's advice.

All records and associated documentation in relation to the MAC be held in Council's record system for the required legislative timeframe.

12. RULES, REGULATIONS AND PROCEDURES

Refer Coffs Harbour City Council guidebook for S355 Community Committees (Appendix 2).

To keep the MAC Terms of Reference current, they be reviewed and where appropriate updated every four years or as the need arises determined by the MAC and/or Council with the next review to be in June 2020; and

That once adopted shall not be repealed or altered except by a resolution of Council in consultation with the MAC.

From time to time Council may fix regulations and set procedures that may impact the MAC's Terms of Reference. These may form part of the MAC's regulatory roles and responsibilities.

The MAC's role and its objectives may be reviewed and reported on annually to Council via a report.

Members undertake training on associated, but limited to, Council policies, procedures and programs in relation to:

- Code of Conduct
- Code of Meeting Practice
- Work Place Bullying & Harassment Policy
- Multicultural Reference Groups (Council adopted) Guidelines of Operation
- Multicultural Policies and Services Program (current); and the
- Multicultural Action Plan (current)

The above training may take the form of a small group or one-on-one briefing session with new members or volunteers/support staff as required.

At the discretion of the MAC, members of the community who have an interest in multicultural development and/or are a service provider are able to attend meetings either as an observer and/or wish to address the meeting.

Additionally, members of the CALD community with aspirations of joining the MAC may attend meetings to learn, observe, and be supported, in their interest, before tendering their expression of interest (EIO) to join the MRG.