



BANYULE CITY COUNCIL - MULTICULTURAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Proposed for adoption 7 November 2016

Name: Banyule Multicultural Advisory Committee (BMAC)

Introduction:

Banyule is an increasingly diverse community. 20.7% of people living in the municipality were born overseas and they come from over 140 different countries (as at November 2016). Almost one fifth of the population (19.6%) speak a language other than English at home.

Banyule City Council is proud of its diversity and believes that communities are better off when all people, regardless of their background or identity are embraced and supported to participate and contribute. Council acknowledges that the wellbeing of certain groups, including Banyule's culturally and linguistically diverse (CALD) communities is impacted more than others and requires a greater level of attention.

On 3 March 2014, Council established its first Multicultural Advisory Committee to provide feedback to Council about the key issues and concerns of CALD communities in Banyule. The newly appointed Multicultural Advisory Committee will assist in the development and implementation of the second Multicultural Plan 2017-21.

The Multicultural Advisory Committee contributes to Council's commitment to engaging and supporting diverse communities as outlined in Council's City Plan.

Council adopts the following definitions used by the Ethnic Communities Council of Victoria (ECCV):

- Culturally and Linguistically Diverse (CALD): CALD people are generally defined as those people born overseas, in countries other than those classified by the Australian Bureau of Statistics (ABS) as "main English speaking countries"
- Multicultural: Multiculturalism promotes a just, inclusive and socially cohesive society, where services are responsive to the needs of Australians from culturally and linguistically diverse backgrounds.¹

¹ Ethnic Communities Council of Victoria 2012 'ECCV Glossary of terms', Downloaded 26 October 2016 from <http://www.eccv.org.au/policy/submissions/>

Aim:

The aim of BMAC is to provide Council with advice on inclusion access and equity, issues facing multicultural communities, and the development and implementation of Council's Multicultural Plan 2017-21.

Objectives:

- Provide feedback and advice to Council on its policies, plans and services that impact Multicultural communities
- Consider and provide advice on key Government initiatives, programs and reviews that impact on Multicultural communities
- Advocate on behalf of Multicultural communities
- Consider funding and other opportunities as they may arise
- Assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing Multicultural communities
- Provide advice to Council in relation to its communication, engagement and consultation with Multicultural communities

Assembly of Councillors and Conflicts of Interest

The BMAC is considered an Assembly of Councillors as defined under section S80A *Local Government Act 1989*.

An Assembly of Councillor form must be completed and sent to Council's Governance unit as soon as possible at the completion of the meeting for inclusion in the next Council Meeting Agenda. The Assembly of Councillor form records:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor
- whether a Councillor who has disclosed a conflict of interest leaves the assembly as required by the Local Government Act .

The written record of an Assembly of Councillors as soon as practicable must be:

- (a) reported at an ordinary meeting of the Council; and
- (b) incorporated in the minutes of that Council meeting

Conflicts of Interest as defined by the Local Government Act S80A (3)**Councillors:**

Councillors must leave the meeting if the matter under consideration could be considered a conflict of interest. The Councillor must disclose they have a conflict of interest regarding any item being considered. The same criteria for conflict of interest for an Assembly of Councillors, applies to this Advisory Committee.

Staff: A staff member should declare a conflict of interest if providing advice on the matter to Council.

Membership:

The BMAC membership will consist of up to 15 community members and a minimum of 2 Councillors. Council staff will provide support and assistance to the committee.

Council will appoint one Councillor as Chairperson of the committee and at least one Councillor as substitute chairperson.

Community members appointed to the committee will include representation from:

- Up to 10 residents from culturally and linguistically diverse communities
- Up to 5 representatives from community organisations, agencies and service providers who have a focus on provision of services to multicultural communities in Banyule

All BMAC positions are voluntary positions.

Working groups:

Working groups will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to BMAC members and non-members. A working group member will be nominated to provide feedback at the BMAC meetings.

Selection process:

The selection committee will include the Manager Health, Ageing and Community Planning and the Community and Social Planning Team. The committee will assess the candidates against the selection criteria and recommend appointments to Council. Where required, the committee may also conduct interviews with candidates.

Selection criteria:

Advisory Committee members will be able to demonstrate:

Essential Criteria

- Knowledge and understanding of the needs and issues affecting CALD communities in Banyule
- An interest and involvement in local and/or broader multicultural community projects, advocacy and networks
- Direct links to local CALD communities and/or organisations in Banyule

Desirable Criteria

- Experience and/or understanding of the role of an advisory committee
- An understanding of Local Government services and programs from a inclusion perspective

Council will aim to ensure that members of the Committee reflect the diversity of the Banyule community including ethnicity, age, gender and different geographical areas across Banyule.

Terms of Appointment:

- Appointments will be for a two year term

- Expressions of Interest for membership will be advertised for a minimum of 14 days
- Council will appoint a Councillor to Chair the meetings
- Members completing a two year term may re-apply for a further two year term
- The membership of the Committee will be reviewed as part of the on-going review and implementation of the IAEF and associated plans.
- The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant.
- Members are free to resign from BMAC at any time. Previous nominations may be considered to fill the vacancy. An Expression of Interest (EOI) process will be undertaken if there are no previous nominations that meet the criteria.

Meeting Frequency and Duration:

- The BMAC will meet bi-monthly for a duration of 1.5 hours
- It is expected that each member attend a minimum of 60% of all meetings

Role of Councillor:

- To act as Chairperson of the BMAC
- To be the link between Council and the BMAC
- To table issues and concerns to Council on behalf of the BMAC
- To nominate another Councillor to attend meetings in his/her absence

Role of committee members

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council Officer assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

Executive Support:

- The Community and Social Planning Unit of Council will provide Executive support to BMAC.

Accountability and Extent of Authority:

- BMAC members have an active role to provide feedback and advice to Council on issues relating to cultural diversity within the municipality.

- BMAC members participate in discussions at bi-monthly meetings.
- BMAC members have an advisory role and do not hold any authority to make decisions or commitments on behalf on Council.

Monitoring and reporting:

- The minutes of BMAC meetings will be circulated to members via email for confirmation, and then placed on Council's website for viewing.
- All Committee minutes will be presented to Council for noting.
- Recommendations and requests arising from BMAC meetings will be presented to Council for consideration. Where this occurs, the request will require the majority support of the committee members present (not including Councillors and Council staff). Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's Policies and Plans and budgetary processes.

Evaluation and Review:

An annual evaluation of BMAC will be carried out to identify successes, challenges and areas for improvement for the committee.

The BMAC Terms of Reference and membership will be reviewed and evaluated at the completion of the term of the Committee (estimated as December 2018).

Reimbursement of expenses:

Individual members of the Committee will be reimbursed for transport related costs they have incurred in participating in meetings and related activities.

Confidentiality:

Councillors and individuals on committees established by Council are subject to the Local Government Act (1989) which identifies responsibilities in relation to confidentiality.

Induction and Orientation:

An induction and orientation process will occur for all members at the beginning of the term of the Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Committee.
- Providing members with an overview of the advisory structures and decision making processes of Council.
- Introduction to the Banyule's City Plan and other relevant Council policies, strategies and plans.
- Overview of key issues and key projects regarding multiculturalism in Banyule.
- Establishing clear objectives and priorities for the two-year term of the Committee.