

## CITY OF MONASH

### MULTICULTURAL ADVISORY COMMITTEE

#### TERMS OF REFERENCE

December 2023

---

**Name:** Multicultural Advisory Committee (MAC)

---

**Scope:** The aim of MAC is to provide Council advice on multicultural issues and on the implementation of Council's *Health and Wellbeing Plan 2021-2025*.

---

#### **Objectives:**

- Provide feedback and advice to Council on its policies, plans and services that impact CALD communities,
  - Consider and provide advice on key Government initiatives, programs and reviews,
  - Advocate on behalf of CALD communities,
  - Consider funding and other opportunities as they may arise,
  - Assist Council to promote the benefits of cultural diversity within the Monash municipality and beyond,
  - Provide advice to Council with its communication, engagement and consultation with CALD communities.
- 

#### **Membership**

The MAC membership will consist of:

- Up to three Councillors,
- Fourteen community representatives including:
  - Up to twelve community members living or working in Monash,
  - Up to four community organisations, agencies and service providers who have a focus on provision of services to CALD communities in Monash.

All MAC positions are voluntary positions.

---

## **Selection process**

The selection committee will include the Councillor representatives that sit on the Multicultural Advisory Committee and relevant Council officers. The selection committee will assess the nominations against the selection criteria and recommend appointments to Council.

---

## **Requirements for members (criteria)**

Advisory Committee members will be able to demonstrate:

- Knowledge and understanding of the needs and issues affecting CALD communities,
- An interest and involvement in local and/or broader multicultural community affairs, advocacy and networks,
- An interest and understanding of Local Government services and programs from a multicultural community perspective,
- The ability to contribute to the strategic development of multicultural policy at local government level,
- Direct links to local ethnic community populations and/or organisations
- Experience and/or understanding of the role of an advisory committee.

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

---

## **Terms of Appointment**

- Appointments will be for a two year term,
  - Council will appoint a Councillor to Chair the meetings,
  - MAC members completing a two year term may re-apply for a further two year term but serve no more than two consecutive terms,
  - The membership of the Committee will be reviewed as part of the on-going review and implementation of *Council's Health and Wellbeing Plan 2021 – 2025*,
  - The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant.
- 

## **Meeting Frequency and Duration**

- The MAC will meet every two months for a maximum duration of two hours,
  - It is expected that each member attend a minimum of 60% of all meetings.
-

## **Working Groups**

The MAC may establish Working Groups/Parties to address specific issues as they arise.

---

## **Role of Councillor**

- To act as Chairperson of the MAC,
  - To be the link between Council and the MAC,
  - To table issues and concerns to Council on behalf of the MAC.
- 

## **Executive Support**

- The Community Strengthening Department from Monash City Council will provide executive support to MAC.
- 

## **Accountability**

- MAC members have an active role to provide feedback and advice to Council on issues relating to cultural diversity within the municipality,
  - MAC members participate in discussions at bi-monthly meetings.
- 

## **Evaluation and Review**

The MAC Terms of Reference and membership will be reviewed and evaluated on an annual basis.

---

## **Reimbursement of expenses**

Individual members of the Committee will be reimbursed for any transport or child care costs they have incurred in participating in meetings and related activities as deemed appropriate.

---

## **Accessibility**

We encourage members of all abilities. The in-person meeting venue is accessible with lift access and Changing places facility. Other arrangements such as online attendance is possible and members are encouraged to contact Officers to advise of access requirements needed to participate.