

## TERMS OF REFERENCE

*Updated March 2021*

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

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**Scope:**

The aim of MAC is to provide Council advice on multicultural issues and on the implementation of Council's Municipal Health & Wellbeing Plan (*A Healthy and Resilient Monash: Integrated Plan*)

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**Objectives:**

The Multicultural Advisory Committee objectives are to:

- 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
  - Liaise with and support other community consultative structures of Council and Council funded agencies
  - 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
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**Membership:**

The MAC membership will consist of up to sixteen (16) community members and will include representation from:

- Council
- Residents
- Community Organisations, Agencies and Service providers who have a focus on provision of services to CALD communities in Monash
- Community Groups

Community members currently appointed to other Council Advisory Committees or the Community Ambassadors will be ineligible for MAC membership (this excludes Councillor representatives).

MAC membership is entirely voluntary.

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### **Selection Criteria:**

MAC members must be someone who resides, works or studies in the City of Monash to be eligible for selection. Nominees must also 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.

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### **Selection Process:**

The selection committee will include the Committee Councillor/s, Director Community Services and/or Manager Community Strengthening (or their delegate).

The committee will assess the nominations against the selection criteria and recommend appointments to Council.

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### **Terms of Appointment:**

- All appointments will be for a two (2) year term
- Council will appoint a Councillor to Chair the meetings
- MAC members completing an initial two (2) year term may re-apply for a further two (2) year term

- The membership of the Committee will be reviewed as part of the on-going review and implementation of the Municipal Health & Wellbeing Plan (*A Healthy and Resilient Monash: Integrated Plan*)
  - The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant
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#### **Meeting Frequency and Duration:**

- The MAC will meet bi-monthly for a duration of two hours
  - It is expected that each member attend a minimum of 60% of all meetings
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#### **Working Groups**

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

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#### **Role of Councillor/s:**

- To act as Chair of the MAC
  - To be the link between Council and the MAC
  - To table issues and concerns to Council on behalf of the MAC
  - To nominate another Councillor/s to attend meetings in their absence
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#### **Executive Support:**

The Community Strengthening department of Council will provide executive support to the MAC.

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#### **Accountability:**

- MAC members have role to actively provide feedback and advice to Council on issues relating to cultural diversity within the municipality
  - MAC members to participate openly and respectfully in discussions at bi-monthly meetings
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#### **Reporting to Council**

The Committee will submit a written report to Council annually, summarising its activities for the preceding 12 months.

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**Evaluation and Review:**

The committee's membership will be evaluated at the end of each two (2) year term to ensure its effective operation and relevance to the Municipal Health & Wellbeing Plan (*A Healthy and Resilient Monash: Integrated Plan*) and other strategic plans of Council.

The MAC Terms of Reference will be reviewed at least every two (2) years.

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**Reimbursement of Expenses:**

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

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