

Multicultural Advisory Committee (MAC) – Terms Of Reference

Introduction / Preamble

Waverley Council acknowledges the Bidjigal and Gadigal people who traditionally occupied the Sydney Coast and is committed to progressing actions in Council's Reconciliation Action Plan.

Waverley is a culturally diverse community with 38% of our residents born overseas. Over many decades Waverley's migration history has shaped this vibrant and dynamic community. We value Waverley's multiculturalism and the languages, traditions, religious and spiritual practices of its people.

The Local Government Act 1993 requires Council to represent the diverse needs of the local community, address the health and wellbeing needs of community members and foster community cohesion by encouraging active participation of civic life. Waverley Council values and respects the diverse range of identities, backgrounds, experiences and lifestyles of the communities who live, work in and visit the area and advocates for a cohesive, inclusive and welcoming community for everyone.

Key objective

The MAC has been established in support of Council's vision and strategies that:

- promote human rights, address discrimination and mitigate disadvantage
- actively encourage participation, social connections and a sense of belonging
- deliver fair and equitable services, facilities and resources to culturally diverse communities
- promote relationships based on understanding and respect.

Principles

The following principles of good governance¹ will guide the functions of the MAC:

- Participatory and consensus oriented
- Respectful, accountable and transparent
- Responsive
- Effective and efficient
- Equitable and inclusive
- Law abiding.

Advisory Committee's limited authority

The MAC is an advisory committee of Waverley Council.

The MAC is not an executive body. It does not have the authority to:

- Make decisions on behalf of Council
- Expend money on behalf of Council
- Commit the Council to any actions or arrangements
- Direct Council officers in the performance of their duties, or
- Represent the Council in any communication with the public or media.

¹ Good Governance Advisory Board (2004) *Good Governance Guide*

Key aims

The MAC aims to provide a forum to:

- foster ongoing dialogue, discussion and advocacy in relation to multicultural Waverley
- contribute creative and innovative ideas in support of Council's access and inclusion strategies
- provide feedback and advice on community issues and concerns
- participate in and source funding for activities and events that promote community harmony and social cohesion
- develop networks, build relationships and establish community partnerships
- provide input to enhance inclusion and accessibility of Waverley's infrastructure, facilities, events, services, programs, systems and information for a culturally diverse community.

Chairperson and Committee Structure

Chairperson	The Mayor or the Mayor's delegate
Committee Members	Up to 8 community representatives Up to 4 subject matter experts/ representatives of relevant services
Administrative Support	Waverley Council Officer

Waverley Councillors and the Executive Leadership Team are welcome to attend. From time to time relevant Council staff will attend to provide information and advice.

Membership

Council will appoint community and expert members who represent a mix of relevant skills, expertise, background and experiences, including:

- Representing a diverse community or language group that is significant in the Waverley LGA
- Interest in and passion for promoting culturally diverse communities
- Being a local resident of Waverley LGA or having close connections to the area through work, study or volunteering
- Facilitating, delivering or supporting services, programs and events
- Experience working with community groups
- Experience in advocacy, sourcing funding or developing partnerships
- Interest or expertise in government programs, policy development or media/promotions

The term for community and expert members will be a two year term. Nominations for positions on the Committee will be invited through Council's website.

Membership responsibilities

Committee members will have the following key functions:

- Attend at least 75% of Committee meetings
- Contribute positively to Committee discussions and raise emerging issues
- Assist the MAC in identifying suitable funding sources and potential partnership opportunities
- Support the aims and objectives of the Committee and its endorsed activities and events
- Assist in raising the profile of the MAC
- Committed to EEO, OH&S, risk management, environmental protection and ethical principles
- Promote access and equity for people from culturally and linguistically diverse backgrounds

Meetings

- Meetings of the Committee will be held once every three months, usually on the 3rd Thursday of the month. Depending on resources and members' availability, additional meetings (eg of Committee working groups) may be called at the discretion of the Chair
- Notice of Committee meetings will be provided by email by the relevant Council officer at least two weeks before the Committee meeting specifying the time and place
- Meetings will not proceed unless the Chairperson, relevant Council officer and at least two of the community representatives are in attendance
- A quorum for a meeting will be a majority of Committee members one of whom must be a Councillor
- Recommendations at meetings will be by way of consensus. Otherwise decisions will be made by majority vote
- All councillors can attend meetings. However only the appointed councillor members have voting rights
- At the discretion of the Chair, members of the public, government representatives or subject matter experts may be invited to inform/advise the Committee on the issues it considers

Agenda & Minutes

- Committee agendas and minutes are public documents and are published on Council's website.
- Committee minutes are reported to Council or Council Committee for information, and may include recommendations for Council's consideration.

Review

The Terms of Reference will be reviewed every four years.

Endorsed 5th June 2018