

# INTERCULTURAL ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Intercultural Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide support and advice on key cultural and interfaith issues.
- 1.3 Ballarat was the first city in Australia to join the Council of Europe's Intercultural Cities Network in December 2016. The Committee is Council's primary reference group in matters relating to our ongoing Intercultural practices.
- 1.4 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.5 This Terms of Reference document is authorised by a resolution (R308/18) of Council passed on 24 October 2018.

### 2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Maintaining dialogue and active partnerships between participating agencies, associations and organisations which share a set of beliefs, attitudes and values that support and celebrate the diversity of our city.
- 2.2 The Committee develops the annual 'All of Us' Calendar and is involved in delivering a series of cultural and interfaith initiatives.
- 2.3 The development of the Cultural Diversity Strategy (**CDS**) 2016-2020 gives an opportunity for this Advisory Committee to assist Council in providing support and advice on key cultural issues in order to carry out the implementation of the Strategy.

### 3. OBJECTIVES

The objectives of the Committee are:

- 3.1 To facilitate support particularly on the basis of equitable access to Council resources.
- 3.2 To be a broad-based representation of community groups.
- 3.3 To provide a forum to articulate issues and needs to ensure better understanding across the community and Council.
- 3.4 To provide a point of contact for Council to consult and be advised by Culturally and Linguistically Diverse (**CALD**) communities.

- 3.5 To build community cohesiveness, inclusivity, social inclusion and promote harmony.

#### **4. ROLES AND RESPONSIBILITY**

- 4.1 The role of the Committee is:
- 4.1.1 To have an active role in communicating community views to Council;
  - 4.1.2 Maintain dialogue and active partnerships between participating agencies, associations and organisations which share a set of beliefs, attitudes and values that support and celebrate the diversity of our city;
  - 4.1.3 Advise council as required on issues relating to the provision and development of strategies and services aimed at Ballarat's multicultural communities;
  - 4.1.4 Recommend to Council, priority actions outlined in the CDS in relation to community harmony and multicultural initiatives;
  - 4.1.5 Provide a forum for discussion and community input on cultural initiatives and issues including Ballarat Sister City activities;
  - 4.1.6 Demonstrate community leadership and active promotion of the Committee's objectives;
    - 4.1.6.1 Wherever possible, at least one Committee member will be in attendance at every City of Ballarat multicultural event.
  - 4.1.7 Assist in the development, annual review and monitoring of CDS;
  - 4.1.8 Act as a conduit for informally relaying information and outcomes from the Committee back to the local community in relation to the Cultural Diversity and community harmony projects, and to promote co-operation between all participating representatives;
  - 4.1.9 Provide support to one multicultural young person to attend leadership training on an annual basis;
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.
- 4.3 Issues relating to settlement services lie outside the scope of this Committee; these however can be directed to the Ballarat Regional Settlement and Advocacy Committee, Ballarat Community Health, the Centre for Multicultural Youth, and the Ballarat Regional Multicultural Council.

#### **5. MEMBERSHIP**

- 5.1 Participation at the Committee shall be open, but not limited to the chairperson or delegated representative of all local CALD Associations, Groups, Community Committees and relevant State Government authorities.

- 5.2 The Committee will consist of sixteen (16) members comprising of, but not limited to:
- 5.2.1 One (1) representative appointed by City of Ballarat, being a Council Officer with no voting rights;
  - 5.2.2 At least three (3) representatives from the local CALD Associations, Groups and Community Committees;
  - 5.2.3 Councillors;
  - 5.2.4 Chairpersons, Presidents or representatives from local CALD Associations, Groups and Community Committees;
  - 5.2.5 Representatives from organisations that work with the CALD community;
  - 5.2.6 City of Ballarat Multicultural Ambassador;
  - 5.2.7 Ballarat Regional Multicultural Council;
  - 5.2.8 Ballarat Interfaith Network; and
  - 5.2.9 Centre for Multicultural Youth.
- 5.3 Participation from the above groups shall be based on, but not limited to, holding the position of chairperson, president or representative of an individual local Association, Group, Community committee or relevant State Government authority.
- 5.4 Each independent community member of the Committee should possess at least one of the following skills to a high degree;
- 5.4.1 accounting;
  - 5.4.2 governance;
  - 5.4.3 auditing;
  - 5.4.4 finance;
  - 5.4.5 government relations;
  - 5.4.6 business;
  - 5.4.7 community engagement;
  - 5.4.8 advocacy;
  - 5.4.9 legal;
  - 5.4.10 media;
  - 5.4.11 ethics;
  - 5.4.12 fundraising;
  - 5.4.13 administration/management;
  - 5.4.14 experience and knowledge of cultural and interfaith issues; or
  - 5.4.15 Aboriginal and Torres Strait Islander language and cultural skills.
- 5.5 The Chief Executive Officer shall appoint Council Officers to provide administrative support and guidance to the Committee.
- 5.6 A Council Officer appointed under clause 5.5 is not considered a member of the Committee and does not have voting rights.
- 5.7 Council Officers to assist and advise the Committee;
- Coordinator Cultural Diversity
  - Cultural Partnerships Officer

- 5.8 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 5.9 Councillors, other than a Councillor appointed under clause 5.2.3, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.10 Council will revise the membership and voting rights of each Committee member periodically to ensure it reflects an appropriate balance of groups and individuals with strong community links and the specific skills necessary to support the key objectives.
- 5.11 Members will be appointed for a period as designated in the terms of appointment and will be eligible for re-nomination at the expiration of the period of office. Council shall designate terms of appointment so that there is an appropriate balance between continuity of membership and renewal. Re-nomination for membership shall take place in the following manner;
  - 5.11.1 Local CALD Associations, Groups and Community Committees shall review their delegate to the Committee and nominate an individual who shall act as an active and engaged representative on the Committee; and
  - 5.11.2 All other individual members shall submit an expression of interest form to Council.
- 5.12 A Councillor appointed under clause 5.2.3 will be the Chairperson of the Committee.
- 5.13 Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee.
- 5.14 If a Chairperson is not appointed under clause 5.12 or 5.13, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 5.15 The term of the chairperson shall be up to three years, at the discretion of Council. A chairperson is eligible for reappointment.
- 5.16 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 5.17 Any Councillor can attend the meeting as an observer.
- 5.18 Members will be required to attend a minimum of three (3) meetings per calendar year (out of a total of 6).
- 5.19 Notwithstanding anything contained herein, a Committee member who is absent from three (3) consecutive committee meetings without approval by the Committee shall forfeit their membership.

## **6. MEETINGS**

- 6.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
  - 6.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
  - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;

- 6.1.3 the Committee's discretion, as exercised from time to time; and
- 6.1.4 Council's Community Consultation and Participation Framework.
- 6.2 The Committee will convene at least six (6) times per year or with such other frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time.
- 6.3 The Chairperson will chair all Committee meetings.
- 6.4 The Chairperson is the authorised spokesperson for the Committee.
- 6.5 The role of the Council Officer appointed under clause 5.5 includes:
  - 6.5.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions (if any) held as a Committee member;
  - 6.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;
  - 6.5.3 acting as the contact point between Council and the Committee; and
  - 6.5.4 assisting with meeting the Committee's reporting requirements.
- 6.6 A quorum of the Committee will be half of the members plus one.
- 6.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 6.8 Any meeting or special meeting of the Committee can be open to members of the public who shall be considered as observers only.
- 6.9 Sub committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

## **7. REPORTING**

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Council's consideration in accordance with:
  - 7.1.1 Council's Meeting Procedure Local Law;
  - 7.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
  - 7.1.3 any resolution of Council made from time to time; and
  - 7.1.4 The Committee's discretion, as exercised from time to time.
- 7.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event, at least once per year.
- 7.3 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by a Council Officer appointed under clause 5.5 or, if a Council Officer is not present, by the Committee Chairperson, and forwarded to the Governance Unit for inclusion in the report to Council. (Note – this only applies when a Councillor is in attendance.)

**8. CREATION AND DISSOLUTION**

8.1 By these Terms of Reference the Committee:

8.1.1 is established; and

8.1.2 has the responsibilities as set out in the Terms of Reference.

8.2 These Terms of Reference:

8.2.1 come into force immediately the resolution of Council adopting them is made; and

8.2.2 remain in force until Council determines to vary or revoke them.

8.3 The Committee must be dissolved by a resolution of Council.

Dated: 24 October 2018