

TERMS OF REFERENCE

<p>Purpose & Scope</p>	<p>The purpose of the Multicultural Advisory Group (MAG) is to</p> <ul style="list-style-type: none"> • Reflect community voices and act as a consultative and engagement platform on key issues, concerns and priorities of Hume’s multicultural community members • Initiate and collaborate on activities/ projects which meets the goals and objectives of the Multicultural Framework 2019, and are aligned with the Social Justice Charter 2021 and Council Plan 2021-2025.
<p>Objectives</p>	<p>The Multicultural Advisory Group (MAG) plays a strategic role in working with Council to</p> <ul style="list-style-type: none"> • Develop and maintain strong relationships with Council and the local multicultural community • Assist Council to identify and remove barriers to appropriate and equitable access of Council services, facilities and programs for community members • Provide feedback and advice to Council on its policies, plans and services relevant to multicultural communities • Advocate to State and Federal Government, where necessary, on issues identified through the MAG that impact on Hume’s multicultural community • Collaborate on activities/ projects that contribute to improved outcomes for Hume’s multicultural community.
<p>Membership</p>	<p>The MAG membership will consist of up to 15 members and will include representation from</p> <ul style="list-style-type: none"> • Community organisations and service providers delivering services and programs to multicultural communities in Hume • Community groups representing multicultural communities • Council Officers. <p>MAG representatives should hold leadership roles within their organisations (or have capacity to make key decisions in relation to the MAG).</p> <p>All MAG positions are voluntary positions.</p>
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Contribute to agendas and meeting topics/ issues and actively participate in meetings • Attend a minimum of 60% of all meetings (4 out of 6 meetings) • Notify the meeting organiser prior if unable to attend a scheduled meeting, and assign a proxy to attend in place • Respond to requests for input into and/or feedback on Council initiatives, policies and reports and ensuring that a cultural lens is applied • Work together to address issues and barriers experienced by Hume’s multicultural communities • Facilitate Council’s engagement with the multicultural community and assist Council to connect with multicultural organisations, people and networks • Identify and drive opportunities for collaboration on activities/ projects.
<p>Conduct of Members</p>	<p>Members are expected to act in a respectful and professional manner</p> <ul style="list-style-type: none"> • Behave with respect and openness by listening to one another and by allowing all members to have a voice

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	<ul style="list-style-type: none"> • All members commit to making cultural safety a key priority • Not make improper use of their position or make improper use of information acquired because of their position (and declare conflict of interest as appropriate) • Respect the confidentiality and sensitivity of information as appropriate. • Members do not represent Council and are not authorised to speak to the media in respect of the group’s activities and deliberations without permission. • Council will provide an induction to new members and update members with information as appropriate.
<p>Requirements for members (criteria)</p>	<p>MAG members will be able to demonstrate</p> <ul style="list-style-type: none"> • Knowledge and understanding of the strengths, needs and issues affecting multicultural communities (local and broader) • An interest and involvement in local and/or broader multicultural community affairs, advocacy and networks • Ability and willingness to facilitate engagement with the local multicultural community and/or organisations • An ability and willingness to contribute to the strategic development of multicultural policy and initiatives at local government level • An interest and/or understanding of Local Government services and programs from multicultural community perspectives. <p>Council aims to ensure that membership of the MAG reflect the diversity of the Hume community.</p>
<p>Terms of Appointment</p>	<ul style="list-style-type: none"> • Appointment will be for a two-year term • The MAG will be reviewed, with an Expression of Interest process every two years.
<p>Working Groups and collaboration on events and activities</p>	<ul style="list-style-type: none"> • The MAG may establish Working Groups to address specific issues as they arise or collaborate on events and activities • Working Groups are time-limited and may comprise members of the MAG, and other relevant community organisations, service providers and community groups • MAG events and activities are covered under Hume City Council Public Liability Insurance.
<p>Executive Support</p>	<p>The Team Leader Community Development will act as the chairperson for the MAG.</p> <p>Responsibilities includes</p> <ul style="list-style-type: none"> • Establish agendas and meeting topics/issues in consultation with members • Guide the meeting according to the agenda and facilitate productive discussions within the scope of the MAG • Ensure members understand their roles and responsibilities on the MAG. <p>The Multicultural Community Development Officer will provide secretariat support to the MAG.</p>

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	<p>Responsibilities includes</p> <ul style="list-style-type: none"> • Act as the key contact for all members • Prepare agendas, keep minutes of the meetings, follow up on actions identified in meetings and reporting back.
<p>Raising Concerns and Dispute Resolution</p>	<p>Where the concerns or disputes are between members</p> <ul style="list-style-type: none"> • Firstly, those involved in the dispute will attempt to address the matter directly with the other party (if they feel comfortable or safe to do so) • If matters are resolved at this stage, Council should be kept informed in writing what the issue was and the resolution • If any matters remain unresolved, members should contact Council directly who will assist with addressing these concerns/ disputes. <p>Where dispute resolution is required between Council and members, or between members</p> <ul style="list-style-type: none"> • Firstly, those involved in the dispute will attempt to address the matter directly with the other party (if they feel comfortable or safe to do so) • If matters are resolved at this stage, Council will document what the issue was and the resolution • If a dispute remains unresolved, the parties involved will seek mediation alternatives such as the Dispute Settlement Centre Victoria Council to address the matter.
<p>Meeting Dates and Times</p>	<ul style="list-style-type: none"> • The MAG will meet bi-monthly for 1.5 hours. • Meetings will alternate between Tuesdays and Wednesdays and usually occur on the last week of the month. • Meetings can be held online or in person as determined by MAG members. <p>2023 Meeting Dates & Times</p> <ul style="list-style-type: none"> • Tuesday 28 February, 10am to 11.30am • Wednesday 26 April, 10am to 11.30am • Tuesday 27 June, 10am to 11.30am • Wednesday 30 August, 10am to 11.30am • Tuesday 31 Oct, 10am to 11.30am • December meeting – To be confirmed.