



# MULTICULTURAL REFERENCE GROUP

# TERMS OF REFERENCE

## 1. **NAME**

The group will be called the Sutherland Shire Multicultural Reference Group (MRG)

## 2. **MEMBERSHIP**

Membership of the MRG shall consist of:

### **Chairperson**

Community Development Advisor (Multicultural) from Sutherland Shire Council (or other Council representative acting in their place)

### **Local Community Members**

A maximum of 10 representatives who identify as from a Culturally and Linguistically Diverse (CALD) backgrounds.

### **Settlement Services**

Settlement and Multicultural Services Manager (GyMEA community Aid and Information Service)

### **Staff**

Other Council staff as required

## 3. **RECRUITMENT**

- 3.1 Members will be nominated by community members or via self-nomination.
- 3.2 Council will invite new members to join the MRG through an open and transparent recruitment process.
- 3.2 New representatives of the MRG must:
  - a. Fill out an Expression of Interest Form
  - b. Undertake an interview
  - c. Be invited to join the group
  - d. Be willing to undertake WHS Training for Volunteers
  - e. Be willing to comply with these Terms of Reference (TOR)
- 3.3 Membership will be on a voluntary basis and will be reviewed every two years.
- 3.4 Council reserves the right to revoke membership for any breaches of TOR / Code of Conduct.

## 4. **MEETING TIME AND VENUE**

- 4.1 Meetings of the MRG shall be held on at least four (4) occasions per year.
- 4.2 Informal project work meetings or working groups will be held as required, to supplement the delivery of community activities/projects/events identified as priorities by the MRG.
- 4.3 The venue shall be at a location within the Sutherland Shire that is accessible.

## **5. ROLE AND PURPOSE**

- 5.1 The role of the MRG is to provide a forum for engagement between residents from diverse cultural backgrounds and to address and advance multicultural issues within the Sutherland Shire.
- 5.2 The MRG will assist to achieve the following strategic outcomes:
  - a. Act as an advisory committee for Council for issues affecting diverse communities to ensure relevant and strategic decision making.
  - b. Volunteer to help deliver Council programs, activities, events and information e.g. Harmony Day.
  - c. Advocate and lobby for additional or improved services and service delivery for the CALD/migrant community.
  - d. Pursue partnerships or funding to support and promote multiculturalism.

## **6. VALUES**

The collective values of the MRG are:

- 6.1 Celebrate and promote cultural diversity in the community.
- 6.2 Challenge stereotypes and myths and promote multiculturalism.
- 6.3 Demonstrate respect and compassion towards the CALD/migrant community.
- 6.4 Advocate for CALD/migrant community in the Sutherland Shire and promote inclusion as a Refugee Welcome Zone.
- 6.5 Understanding of the needs of the CALD/migrant community and use this information to help Council plan for the future.
- 6.6 Volunteer to help build an informed, engaged and caring community.

## **7. RESPONSIBILITIES OF MEMBERS**

- 7.1 Members are required to attend in person a minimum of four (4) meetings per year.
- 7.2 Members are requested to provide effective and timely advice or feedback to Council.
- 7.3 Members may be called upon to volunteer at events or other community activities.
- 7.4 Members may be called upon to promote or provide community information, resources, activities, events or programs for the CALD/migrant community.
- 7.5 Members will not make official representations on behalf of Council.
- 7.6 Members will undertake Work Health Safety instruction as and when required.
- 7.7 Members are expected to adhere to Sutherland Shire Council's Code of Conduct.

## **8. RESPONSIBILITIES OF COUNCIL**

- 8.1 Council will facilitate engagement and participation within the MRG to ensure relevant and strategic contribution to decision making.
- 8.2 Council will provide relevant induction for new members.
- 8.3 Council will utilise information provided by the MRG to deliver responsive programs that promote engagement and a liveable community for the CALD/migrant community.

- 8.4 Council will provide adequate information, instruction and support for voluntary roles undertaken by MRG members.
- 8.5 Council will provide a contact officer for MRG (Community Development Advisor from Business, Sport and Community Services).
- 8.6 Council will undertake administration requirements for the MRG.
- 8.7 Council will review these Guidelines every two years.
- 8.8 Council will ensure volunteers are covered by its Public Liability Insurance.