

# Manningham Multicultural Communities Advisory Committee

## Terms of Reference – 2026

<b>What is the Multicultural Communities Advisory Committee?</b>	The Manningham Multicultural Communities Advisory Committee (MCAC) will provide strategic advice to Council on how to understand and respond to the needs of people from multicultural communities, in achieving the goals of Manningham’s Council Plan 2025-2029 (or subsequent Council Plan) (“Council Plan”). The MCAC will strengthen the voice of people from diverse cultural backgrounds when engaging with Council, and support the community to be inclusive for all Manningham residents.
<b>1. Purpose</b>	The MCAC provides a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The MCAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of MCAC is to provide a direct link between Council and people who have expertise, knowledge, skills and/or lived experience relevant to multicultural communities. MCAC provides a forum for the provision of advice, exchange of ideas and opportunities to collaborate in the implementation and evaluation of the priorities relating to multicultural communities as outlined in the Manningham Council Plan and its associated action plans .</p> <p>MCAC members will:</p> <ul style="list-style-type: none"><li>• Provide a representative sample of expert, independent and authentic voices of people from multicultural communities, with an ability to advise on current and emerging trends in the community or relevant sector.</li><li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham’s Council Plan.</li><li>• Support Council's commitment to Welcoming Cities</li><li>• Contribute to the work of other advisory committees where relevant as subject matter experts.</li></ul>
<b>3. Delegated authority and decision making</b>	<ul style="list-style-type: none"><li>• Advisory committees provide advice to Council and officers to assist their decision making.</li><li>• The advisory committee is not a decision-making forum.</li></ul>

<p><b>4. Chairperson and Councilor representation</b></p>	<ul style="list-style-type: none"> <li>• Meetings will be chaired by a Manningham Councillor, nominated by Council for the term of the committee (2 years). If the Chairperson is absent, another Councillor representative will chair the meeting in order to maintain a quorum.</li> <li>• Councillor representatives are appointed annually by Council.</li> <li>• Meetings in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting.</li> <li>• The Chairperson is responsible for reporting to Council any matters of interest that arise as part of meeting procedures.</li> <li>• Councillors are bound by the Councillor Code of Conduct.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>
<p><b>5. Membership</b></p>	<p>A total of 12 committee members (meeting the membership criteria in section 9 below) endorsed by Council through an expression of interest, nomination and selection process to provide a mix of:</p> <ul style="list-style-type: none"> <li>• Up to 60% organisation members: Formally designated representatives of multicultural organisations and/or service providers supporting multicultural communities in Manningham, and</li> <li>• Up to 40% individual members: Manningham residents with lived experience from multicultural backgrounds, and possessing expertise in at least two areas of the Welcoming Cities Standard.</li> </ul>
<p><b>6. Co-opted Membership</b></p>	<ul style="list-style-type: none"> <li>• Representatives from peak bodies, service providers and council may be invited to attend MCAC meetings to provide specific advice on an as-need basis, and do not contribute to the advisory committee's quorum.</li> </ul>
<p><b>7. Secretariat and officer representation</b></p>	<ul style="list-style-type: none"> <li>• Council officers comprising: <ul style="list-style-type: none"> <li>○ A senior Council Officer, either Director or Manager;</li> <li>○ Service area Coordinator or Team Lead to act as Secretariat; and</li> <li>○ Subject matter expert/s.</li> </ul> </li> <li>• Council officers are bound by the Employee Code of Conduct.</li> </ul>
<p><b>8. Quorum</b></p>	<p>A quorum requires:</p> <ul style="list-style-type: none"> <li>• 50% of members plus one</li> <li>• One Chairperson</li> <li>• One Secretariat; and</li> <li>• One Director or Manager.</li> </ul>
<p><b>9. Membership Criteria</b></p>	<p>Applications will be assessed against the specific criteria as follows:</p> <ul style="list-style-type: none"> <li>• <b>Organisation Members:</b> <ul style="list-style-type: none"> <li>○ Formally designated representative of a multicultural organisation based within or servicing the Manningham community, or</li> <li>○ Formally designated representative of a service provider that works with multicultural communities in Manningham.</li> </ul> </li> <li>• <b>Individual Members:</b> <ul style="list-style-type: none"> <li>○ Manningham residents with lived experience from multicultural backgrounds, and possessing expertise in at least two areas of the Welcoming Cities Standard: <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Safety</li> <li>▪ Business</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Learning and skills development</li> <li>▪ Communication</li> <li>▪ Planning.</li> </ul> <ul style="list-style-type: none"> <li>• The collective committee membership will represent diversity including age, gender, sexuality, ability, cultural background, intersectionality and geographic location, and mix of skills represented under the Welcoming Cities Standard.</li> <li>• Strong connection within Manningham through active participation with local community groups and/or organisations.</li> <li>• Experience in advisory committees.</li> <li>• Demonstrated commitment to actively and constructively contributing to MCAC with or without support (e.g. interpreting service).</li> <li>• Willingness and ability to engage in open and respectful discussions that add value to MCAC.</li> <li>• Availability to attend 80% of the meetings scheduled throughout the year.</li> <li>• Willingness to work within the Terms of Reference and sign a Code of Conduct for Committee members and abide by the terms of appointment.</li> </ul>
<p><b>10. Membership Appointment process</b></p>	<ul style="list-style-type: none"> <li>• Expressions of interest for the full MCAC membership will be sought in the local media, on Council's website or by invitation to relevant local or peak agencies or community organisations: <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via the Council form (available on Council's website) within the advertised nomination period;</li> <li>○ Inclusive techniques will be used to ensure access for the broadest reach possible;</li> <li>○ Applicants will be supported to access, complete and submit the form in the way that best suits them;</li> </ul> </li> <li>• Expressions of interest will be assessed by the Chairperson, relevant Manager, Secretariat, subject matter expert.</li> <li>• Further information may be requested of applicants in relation to their expression of interest, and/or applicants may be invited to an interview to discuss their nomination.</li> <li>• MCAC membership appointments will be formally endorsed by Council, based on appropriate membership mix responsive to the criteria above.</li> <li>• Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term: <ul style="list-style-type: none"> <li>○ Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join MCAC for the remainder of the previous incumbent's term;</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required; and</li> <li>○ Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul> </li> </ul>

<p><b>11. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Committee members are bound by the Terms of Reference and Advisory Committee member Code of Conduct, which includes the following: <ul style="list-style-type: none"> <li>○ Act with integrity;</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community;</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including one's self;</li> <li>○ Disclose any actual or perceived conflict of interest;</li> <li>○ Undertake Council values, WE ARE Manningham: <ul style="list-style-type: none"> <li>▪ Working Together;</li> <li>▪ Excellence;</li> <li>▪ Accountable;</li> <li>▪ Respectful; and</li> <li>▪ Empowered.</li> </ul> </li> <li>○ Take reasonable care of one's health and safety and of others;</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%;</li> <li>○ Members should provide an apology, preferably in writing to the Chair and Secretariat as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of MCAC;</li> <li>○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not respond as a representative of the committee.</li> <li>○ Committee members are bound by Manningham Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> </ul> </li> <li>• Familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• A breach of the Code of Conduct may result in committee membership terminating.</li> </ul>
<p><b>12. Member Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>• The term of this committee is 2 years, with commencement following Council's formal endorsement of the membership.</li> <li>• All members are endorsed for the full 2 year period:</li> <li>• A member of the committee may resign at any time, resignation should be provided in writing to the Chairperson and/or the Secretariat.</li> <li>• Organisational members can appoint and/or substitute a representative at its discretion and should inform the Secretariat prior to the meeting.</li> <li>• If a committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> <li>• Membership can be endorsed for a maximum of 3 terms.</li> </ul>

<b>13. Committee Administration</b>	<ul style="list-style-type: none"> <li>• The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions: <ul style="list-style-type: none"> <li>○ Each meeting must commence with an Acknowledgement of Country;</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of seven (7) days prior to the meeting.</li> </ul> </li> <li>• Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>• Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• Draft minutes of the MCAC meeting will be circulated to committee members within two weeks of the meeting.</li> <li>• Confirmed MCAC meeting minutes be placed on the Councillor Hub.</li> <li>• The MCAC, via the secretariat, will submit an annual written report for the Councillor Hub summarising MCAC’s activities and achievements for the preceding 12 months, and ensuring continued alignment with Council’s strategic objectives.</li> </ul>
<b>14. Meeting Procedures</b>	<ul style="list-style-type: none"> <li>• Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with MCAC members.</li> <li>• Additional meetings will be subject to approval by both the Chairperson and the relevant senior council officer.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any councillor may attend any advisory committee meeting to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are supported by Council to participate in meetings remotely if unable to physically attend.</li> <li>• Committee members must not disclose information that they know, or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</li> <li>• Any actual or perceived conflicts of interests should be declared by councillors, committee members, or officers prior to the agenda item discussion, with the relevant committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>
<b>15. Review</b>	<ul style="list-style-type: none"> <li>• The committee’s Terms of Reference, membership, and productivity will be reviewed at least once every 2 years to ensure currency and effectiveness.</li> <li>• The Councillor Chairperson is responsible for reporting to Council on MCAC’s progress and achievements on behalf of the committee.</li> <li>• The terms of reference may be revoked at any time by Council.</li> <li>• The MCAC will sunset 4 years from the date of adoption.</li> </ul>
<b>16. Date of Council Endorsement of Terms of Reference</b>	
<b>17. Date of commencement of MCAC</b>	

<b>Definition of Key Terms</b>	Advisory Committee	<p>Manningham Council's <i>Advisory Committee Policy 2019 - 2023</i> defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan.</p> <p>Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p>
	Chairperson	The person appointed to facilitate an advisory committee meeting, in this case, a councillor.
	Co-opted membership	Appointment to membership of an advisory committee by invitation of the existing members.
	Council	The councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Individual committee member	Manningham resident with lived experience as a person from a multicultural background who can also demonstrate experience and commitment to the areas within the Welcoming Cities Standards.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham City Council.
	Organisation committee member	A formally designated representative of a multicultural organisation based within or servicing the Manningham community; or, a formally designated representative of a service provider that works with multicultural communities in Manningham.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of people required for a Committee meeting to proceed.
	Secretariat	The senior officer appointed to administer the advisory committee, such as a Coordinator , team leader or officer.

	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.
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