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## MINISTER FOR CITIZENSHIP AND MULTICULTURAL INTERESTS

### MINISTERIAL MULTICULTURAL ADVISORY COUNCIL (MMAC)

#### Terms of Reference

These terms of reference provide the purpose, composition, roles and operational procedures for the Multicultural Advisory Council (MMAC).

#### Purpose

The purpose of the MMAC is to provide the government and the Minister for Citizenship and Multicultural Interests with direct grassroots feedback and advice on relevant policies, issues and needs of the culturally and linguistically diverse (CaLD) communities of Western Australia—in addition to, and independent of, advice from the Office of Multicultural Interests (OMI) and sector peak body/s.

#### Role of the MMAC

The role of the MMAC is to:

- be a consultative body to Government and Minister on issues facing culturally and linguistically diverse communities
- provide input on government policy, program and planning processes that affect Western Australians from culturally and linguistically diverse backgrounds
- provide advice on emerging issues and trends and multiculturalism
- assist the Minister in reviewing and monitoring of the implementation of the Western Australia Multicultural Policy Framework
- provide feedback and support to the Supporting Communities Forum on matters under consideration by the Forum, particularly those that impact on the interests and needs of the culturally and linguistically diverse communities
- contribute to consultations with other public sector agencies
- undertake any other activities as requested by the Minister
- the Council's role is separate to that of the Department of Local Government Sport and Cultural Industries and the Office of Multicultural Interests.

#### Membership

- The MMAC will comprise of 16 members, including a Co-Chairperson, appointed by the Minister for Citizenship and Multicultural Interests, through Cabinet, on an initial 12-months term.
- The membership could be extended at the end of each term at the discretion of the Minister.

#### Meetings

- The MMAC will be convened and chaired by the Minister for Citizenship and Multicultural Interests.
- Where the Minister is not in attendance, meetings will be chaired by the Co-Chairperson.
- Ministerial staff will provide secretariat support to MMAC.

- Meetings will be held at the Ministerial Office on Level 10, Dumas House, 2 Havelock Street, West Perth or other venue determined by the Minister.
- Meetings will be held bi-monthly starting in January 2021. Additional meetings can be held as requested by the Minister.
- A quorum of eight (8) members must be available for a meeting to be held.
- Members unable to attend or travel to the meeting may participate via teleconference.
- MMAC is independent of OMI and the Executive Director of OMI can be invited to attend any specific meeting, or part thereof, as deemed necessary by the Minister.
- Relevant documents and agendas will be circulated to the members at least five working days prior to meetings.
- Minutes and any other relevant documents shall be sent to members no later than four weeks after each meeting.
- A copy of the minutes of the meetings of MMAC will be provided to OMI, and Minister's office will liaise with OMI in relation to relevant action items.

### **Confidentiality**

- During the term of the MMAC, members may have access to confidential information regarding the Citizenship and Multicultural Interests portfolio. This information must not be disclosed to any person outside of the MMAC membership or Ministerial staff.

### **Amendments to the Terms of Reference**

- Amendments to these terms of reference must be agreed to by a quorum of MMAC members.