



MINISTER FOR 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 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.

The Council is advisory only, it does not exercise executive or operational functions.

Role of the MMAC

Its functions include:

- Providing strategic advice to the Minister for Multicultural Interests on issues impacting culturally and linguistically diverse communities.
- Assisting the Minister in monitoring the implementation of the Western Australia Multicultural Policy Framework.
- Acting as a conduit between communities and government by:
 - a) gathering input and feedback from communities to inform government decision-making, and
 - b) conveying relevant government information and opportunities back to communities.
- Advocating for the needs, interests and aspirations of Western Australia's culturally, linguistically and religiously diverse communities in relation to government policy development, service design and delivery.
- Undertake additional activities and responsibilities as requested by the Minister.

Membership

- The MMAC will comprise of 13 members, including the Minister for Multicultural Interests as ex officio Chairperson and Co-Chairperson/s, appointed by the Minister through Cabinet, on an initial 12-months term.
- Membership can be extended at the end of each term at the discretion of the Minister.
- The membership of the Council should collectively reflect:
 - cultural and linguistic diversity;
 - metropolitan and regional Western Australia;
 - gender diversity;

- youth representation (at least one member aged 18–25); and
- lived experience of migration and settlement.

Meeting Arrangements

- The MMAC will be convened and chaired by the Minister for Multicultural Interests. At the Minister's discretion, the Co-Chairs may be nominated to preside over meetings.
- The Council will meet four (4) times a year. Additional meetings may be convened at the request of the Minister.
- A quorum of seven (7) members is required for a meeting to proceed.
- Regional members may participate in meetings via teleconference or other approved virtual means.
- Members who are unable to attend a meeting must submit a request for leave of absence to the Minister at least one week before the scheduled meeting date.
- MMAC is independent of OMI, and the Executive Director of OMI can be invited to attend any specific meeting, or as deemed necessary by the Minister.

Secretariat and administration support

- Ministerial staff will provide secretariat support to MMAC.
- Relevant documents and agendas will be circulated to the members at least five working days prior to meetings.

Confidentiality

- During the term of the MMAC, members may have access to confidential information regarding the 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 can be made by the Minister every 12 months.