



## African Communities Working Group (ACWG) - Terms of Reference

**Name:** African Communities Working Group (ACWG) – Terms of Reference

**Approved by:** Council

**Last reviewed:** 10 April 2017

### 1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the City of Melton African Communities Working Group (ACWG), under the auspice of the Culturally & Linguistically Diverse Advisory Committee (CALDAC).

### 2. DEFINITIONS

Word/Term	Definition
CALD	Culturally & Linguistically Diverse
ACWG	African Communities Working Group
CALDAC	Culturally & Linguistically Diverse Advisory Committee

### 3. RESPONSIBILITY

The City of Melton is made up of a community of many cultural groups, each with unique identities bringing a wealth of culture and history as they contribute to the growth, strength and diversity of the community.

The ACWG is representative of African communities living in the municipality and works together to support the City of Melton to be inclusive of all people, valuing and acknowledging the contribution of cultural diversity and the specific role of African communities within the municipality.

The ACWG is responsible to:

- Advise CALDAC/Council on issues and barriers that affect people from African backgrounds who are either living, working, recreating and/or learning in the City of Melton
- Receive and comment on reports relating to Council's progress in implementing specific strategies to increase inclusion by African communities in Council facilities, programs and activities.

**4. COMMITMENT OF COUNCIL**

Council will:

- Consult ACWG through CALDAC regarding the work Council will do with/for the African communities in Melton
- Provide induction for all ACWG members
- Advocate for issues identified by the ACWG
- Provide information to the ACWG relating to initiatives proposed by the ACWG / CALDAC.

**5. COMPOSITION****5.1 Membership**

Membership will consist of representatives of African communities, elected officials and Council officers. The ACWG will, where possible, be balanced in regard to gender, and will have up to 12 members.

	<b>Name</b>	<b>Type of Appointment</b>	<b>Term of Office</b>
1.	Community Capacity Coordinator, Melton City Council (chairperson)	Appointed	Ongoing
2.	Intercultural Development Officer, Melton City Council (vice chairperson)	Appointed	Ongoing
3.	Local African Group representative	Appointed	2 years
4.	Local African Group representative	Appointed	2 years
5.	Local African Group representative	Appointed	2 years
6.	Local African Group representative	Appointed	2 years
7.	Local African Group representative	Appointed	2 years
8.	Local African Group representative	Appointed	2 years
9.	Local African Group representative	Appointed	2 years
10.	Local African Group representative	Appointed	2 years
11.	Local African Group representative	Appointed	2 years
12.	Local African Group representative	Appointed	2 years

Additional Council staff and other professionals will attend meetings to present agenda items only for the purpose of providing relevant information and advice on matters being considered by the ACWG.

**5.2 Method of Appointment**

- 5.2.1 Council officers will be appointed by the Chief Executive
- 5.2.2 Existing members of CALDAC from African heritage automatically become part of the ACWG.
- 5.2.3 The roles of Chairperson and Vice Chairperson will be undertaken by Council officers.
- 5.2.4 Nominations by applicants seeking appointment as Local African Group representatives shall be called by public Expression of Interest.
- 5.2.5 Appointments will be made by a Sub-Committee, comprising Council staff, which will assess applicants against selection criteria, as stated in the Expression of Interest documentation.
- 5.2.6 Local African Group representatives will be appointed for a two year term.
- 5.2.7 A position will be re-allocated if a representative fails to attend for three consecutive meetings without leave.
- 5.2.8 Leave may be granted to a member in the event that a member needs to arrange a temporary absence (e.g. travel overseas). Their proxy may be exercised by a representative from the same community groups.
- 5.2.9 If a vacancy occurs, the vacating member may nominate a member to replace them on the ACWG – subject to approval by the Sub-Committee as per 5.2.5. In the event that the nominated replacement is not approved, a nomination process as outlined in 5.2.4 will be undertaken by the Sub-Committee.

**5.3 Expectations of a member of the ACWG**

ACWG committee members are expected to:

- Promote inclusion and active engagement of African communities in all aspects of community life.
- Gain an understanding of, and stimulate discussion on, the range of issues that affect African communities across the municipality.
- Represent the views of the African community living in the municipality.
- Represent and promote the activities of the ACWG to their respective community and networks.

**6. OPERATING PROCEDURES****6.1 Chair**

The Chairperson and vice chairperson are Council officers.

**6.2 Quorum**

A quorum for the ACWG will require the attendance of one (1) Council Officer, plus four (4) Local African Group representatives (minimum 5).

The ACWG will operate by general agreement. Where there are issues to be resolved, the Chair will defer the issue to the next meeting. Where issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the ACWG, the group can appoint an independent mediator to assist to resolve the issue or assist the parties reach an agreement.

### **6.3 Meetings**

**6.3.1** Meetings to be held at an agreed time to suit members.

**6.3.2** There will be a minimum of four (4) meetings per year.

### **6.4 Reports**

The ACWG will provide a written report to CALDAC following all committee meetings.

### **6.5 Expectations/ Requirements of Members**

Members are expected to:

- Declare any conflict of interest.
- Maintain confidentiality of information.
- Keep informed of current developments, issues and concerns in the local communities.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- Demonstrate courtesy and respect. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

### **6.6 Evaluation**

The ACWG Terms of Reference and membership will be reviewed every two years.