



## MINUTES

### CULTURALLY AND LINGUISTICALLY DIVERSE ADVISORY COMMITTEE

held on 14 February 2018 at 6.30pm at Melton Library and Learning Hub

**Present:** Cr Bob Turner, Mayor, City of Melton  
Tony Ball, Acting Coordinator Community Capacity, Melton City Council  
Essan Dileri, Intercultural Development Officer, Melton City Council  
Lillian Campos, Service Coordination Officer, Melton City Council  
Fran Grossi, Intercultural Project Officer, Melton City Council  
Ajay Pasupulate, Australian Multicultural Association  
Elaine Lacey, Australian Philippines Association  
Abraham Jongroor, VICSEG New Futures  
Gary Verma, Indian Community Sri Durga Temple  
Anderjew Asayhe, Semine Gondar Welkait Tsegede Edr  
Kubir Khanal, Bhutanese Community Melton  
Iyas Harb, Melton Muslim Community  
Shaji Pope, Utsav Malayalee Samaj  
Vonivate Tawase, Fijian Community Association Victoria  
Samuel Tifera, Semine Gondar Welkait Tsegede Edr  
Archana Dharmo, Australian Multicultural Association

**Chairperson:** Cr Bob Turner, Mayor, City of Melton

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**1. Welcome**

Chairperson began the meeting with Melton City Council Acknowledgment of Country.

**2. Introductions**

Chairperson welcomed Committee members and non-CALDAC attendees.

**3. Apologies**

Cr Melissa De Santis, Councillor, City of Melton  
Dave Kwame Arthur, Stepping Up Consortium  
John Kon, Melton South Sudanese Community

**4. Declaration of interests and/or conflict of interests**

Nil

**5. Confirmation of minutes of previous meeting**

**Motion**

L Campos / I Harb

That the Committee adopts the minutes of the Culturally and Linguistically Diverse Advisory Committee meeting held on 22 November 2017.



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### 6. Business Arising

The following matters are business arising from the previous minutes of the Culturally and Linguistically Diverse Advisory Committee meeting held on 22 November 2017.

6.1 E Dileri to circulate the African Communities Action Plan to the Committee members. Actioned

6.2 E Dileri to send a copy of L Harding's presentation to CALDAC. Actioned.

6.3 E Dileri to email the link of the Facebook Page to CALDAC so that members like it. Actioned.

6.4 D Arthur to email E Dileri information about the Stepping Up's programs to be sent onto Committee members. Actioned.

6.5 S Zaman to email E Dileri Free Community Dinner flyer to be sent onto Committee members. Actioned.

### 7. African Communities Working Group (ACWG)

T Ball presented a summary of key points of the ACWG's meeting which took place on 13 February 2018.

He mentioned that the Group meets every two months. The focus of the Group will be on employment. Careers Expo targeting young people from African background will be one of the initiatives they will concentrate on in 2018.

Three young people who are part of Melton City Council's UTurn 193 Project attended the meeting and shared their insight with the Committee. UTurn 193 is a project being implemented by Melton City Council and partners including Victoria Police, Sudanese Community of Melton, Odyssey House, Djerriwarrh Health Services and Djerriwarrh Community and Education Services. It will provide sporting activities, case management and wilderness activities to enhance protective factors and address risk factors for Sudanese young people aged 10–24 years experiencing vulnerabilities and contact with the criminal justice system.

### 8. CALDAC's Terms of Reference Amendment

Following discussion about the future role of the Committee and implementation of the Intercultural Plan, it was resolved to seek Council's endorsement to change its name to Intercultural Advisory Committee.

#### Recommendation

I Harb / E Lacey

That Council endorses the change in name of the Culturally and Linguistically Diverse Advisory Committee to the Intercultural Advisory Committee.

In recognition of growth and increasing diversity in the community, it was determined that it would be of great benefit to Council to have more people on the Committee. The Committee seeks Council's approval to increase the number of community members from 7 to 13 in the Committee's Terms of Reference (TOR). Some other minor wording changes are recommended so that the TOR is consistent with the terminology in the Intercultural Plan

#### Recommendation

V Tawase / S Pope

That Council approves the change in Terms of Reference of the Committee as attached to these Minutes.



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Amended Terms of Reference as per recommendation of the Committee is attached for Council's consideration and potential adoption.

### 9. Harmony Day

E Dileri provided an update on the Harmony Day event which will take place on 17 March 2018 at the Willows Historic Park, Reserve Road, Melton and encouraged Committee Members to promote the event in their networks.

#### Action

E Dileri to send the link of the Harmony Day event on Council website to Committee members.

### 10. Expression of Interest

Cr Turner informed Committee members about the Expression of Interest for the new term of CALDAC and encouraged Committee members to re-apply if they wished to do so and promote it in their networks to attract new members.

E Dileri informed the Committee about the procedure on how to apply and put through an expression of interest.

#### Action

E Dileri to inform Committee members when the Expression of Interest is announced.

### 11. Acknowledgement and letters of appreciation

Cr Turner thanked Committee members for their contribution to CALDAC and handed out letters of appreciation.

### 12. Other Business

E Dileri provided an update on Power of Collaboration Community Leaders Forum and distributed the flyers. He encouraged Committee members to participate in the Forum and promote it in their communities.

I Harb informed the Committee about the Ramadan Program their community will organise in May 2018.

A Pasupulate updated the Committee on Diwali event to take place in November 2018. He presented on their project focusing on dance and fitness. They also discussed Beautiful Mom (Mother of Melbourne), beauty pageant contest.

G Verma talked about Sri Durga Temple's Maha Shivarati event which attracted 10,000 people. He also presented on Connecting Melton – Free Community Dinner in partnership with the Melton Interfaith Network to happen on 28 February 2018. He also invited Committee members to attend Holi event on 4 March 2018 at the Sri Durga Temple in Rockbank.

#### Action

E Dileri to send the Connecting Melton Free Dinner flyer to Committee members.

K Khanal talked about their language school for younger children and seniors. He also talked about their Multicultural event which will happen in October 2018. He informed Committee members about their future plan which involves organising a National Soccer Tournament.

S Pope discussed Harvest Event in August 2018 and their ongoing project, Tree of Life in partnership with Council.



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T Ball presented on the Community Leadership program and encouraged Committee members to apply and promote it in their community.

**Action**

E Dileri to email Community Leadership flyer to Committee members.

**12 Close of Business**

The meeting closed at 8.10pm.



## Terms of Reference

**Name:** City of Melton Intercultural Advisory Committee (IAC)

**Approved by:** Council, 23 June 2015

**Last reviewed:** 14 February 2018

### 1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the City of Melton Intercultural Advisory Committee (IAC).

### 2. DEFINITIONS

Word/Term	Definition
IAC	Intercultural 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 IAC will work together with communities to support the City of Melton to be inclusive of all people, valuing and acknowledging the contribution of cultural diversity and the role of diverse communities within the municipality.

The IAC is responsible to:

- advise Council on issues and barriers that affect people from diverse backgrounds who are either living, working, recreating and/or learning in the City of Melton
- respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment
- receive and comment on reports on Council's progress in implementing specific strategies to increase inclusion by all members of the diverse communities in Council facilities, programs and activities.
- raise support concerns for Council to consider on behalf of the community
- assist Council to promote the benefits of cultural diversity within the City of Melton and region.

### 4. COMMITMENT OF COUNCIL

Council will:

- consult IAC regarding all relevant reports and plans prior to seeking Council endorsement
- receive and review reports from the IAC
- provide orientation for all IAC members. Orientation of IAC members to be more casual
- advocate for issues identified by the IAC
- report back to IAC about recommendations they proposed to Council.

**5. COMPOSITION**

**5.1 Membership**

The Committee will, where possible, be balanced in regard to gender and ethnicity, with a total of up to 20 members.

Membership will consist of representatives of diverse communities, elected officials, Council officers and representatives from community service providers whose primary purpose is supporting diverse communities within the City of Melton.

	<b>Name</b>	<b>Type of Appointment</b>	<b>Term of Office</b>
1.	Councillor	Chair Elected Representative	2 years
2.	Councillor	Elected Representative	2 years
3.	Community Capacity Coordinator	Appointed	Ongoing
4.	Intercultural Development Officer	Appointed	Ongoing
5.	Access & Support Outreach Officer	Appointed	Ongoing
6.	Community Service Organisation representative	Appointed	2 years
7.	Community Service Organisation representative	Appointed	2 years
8.	Local Diverse Community representative	Appointed	2 years
9.	Local Diverse Community representative	Appointed	2 years
10.	Local Diverse Community representative	Appointed	2 years
11.	Local Diverse Community representative	Appointed	2 years
12.	Local Diverse Community representative	Appointed	2 years

13.	Local Diverse Community representative	Appointed	2 years
14.	Local Diverse Community representative	Appointed	2 years
15.	Local Diverse Community representative	Appointed	2 years
16.	Local Diverse Community representative	Appointed	2 years
17.	Local Diverse Community representative	Appointed	2 years
18.	Local Diverse Community representative	Appointed	2 years
19.	Local Diverse Community representative	Appointed	2 years
20.	Local Diverse Community 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 Committee.

## 5.2 Method of Appointment

- 5.2.1** Council officers will be appointed by the Chief Executive
- 5.2.2** Nominations by applicants seeking appointment as Local Diverse Community representatives and Community Service Organisation representatives, shall be called by public Expression of Interest in local media and by direct letter to relevant local groups and agencies
- 5.2.3** 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
- 5.2.4** Local Diverse Community representatives and Community Service Organisation representatives will be appointed for a period of two years. At the end of this term, Expressions of Interest will be sought through the process identified in 5.2.3. Existing members will be eligible to renominate
- 5.2.5** A position will be re-allocated if a representative fails to attend for three consecutive meetings without leave
- 5.2.6** 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 group
- 5.2.7** If a vacancy occurs, the vacating member or the organisation (Local Diverse Community or Community Service Organisation) may nominate a member to

replace them on the committee – subject to approval by the Sub-Committee as per 5.2.3. In the event that the nominated replacement is not approved, a nomination process as outlined in 5.2.3 will be undertaken by the subcommittee.

### **5.3 Expectations of a member of the Intercultural Advisory Committee**

IAC committee members are expected to:

- promote inclusion and active engagement of diverse communities in all aspects of community life
- gain an understanding of, and stimulate discussion on, the range of issues that affect diverse communities across the municipality
- represent the views of the community represented
- provide advice, make recommendations and comment on the activities of the IAC
- actively participate in and contribute to the Council's Intercultural Strategy and its implementation
- represent and promote the activities of the IAC to their respective community and networks.

## **6. OPERATING PROCEDURES**

### **6.1 Chair**

The Chairperson is a Councillor of Melton City Council. In the chairperson's absence, Coordinator Community Capacity will act as Chair for the meeting.

### **6.2 Quorum**

A quorum for the Committee will require the attendance of one (1) Councillor, one (1) Council Officer, plus six (6) Local Diverse Group and Community Service Organisation representatives.

The Committee 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 Committee, the Committee can appoint an independent mediator to assist to resolve the issue or assist the parties/group 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.

**6.3.3** Additional Sub-Committee meetings, as agreed by members, may be formed to advise the committee.

### **6.4 Reports**



The IAC will report to Council 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 community
- 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 IAC Terms of Reference and membership will be reviewed every two years.