



MINISTER FOR CITIZENSHIP AND MULTICULTURAL INTERESTS

MULTICULTURAL ADVISORY GROUP (MAG)

Terms of Reference

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

Purpose

The purpose of the MAG is to provide 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 bodies.

Role of the MAG

The role of the MAG is to:

- be a consultative body to the Minister on issues facing culturally and linguistically diverse (CaLD) communities
- provide input on government policy and planning processes that affect CaLD Western Australians and multiculturalism
- provide advice on emerging issues and trends
- undertake any other activities as requested by the Minister.

Membership

The MAG will have up to 16 members, appointed by the Minister for a term of one year. The membership could be extended at the end of each term at the discretion of the Minister.

The Director General of the Department of Local Government, Sport and Cultural Industries is also a member of MAG.

Confidentiality

During the term of the MAG, 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 MAG membership or Ministerial staff.

Meetings

- The MAG will be convened and chaired by the Minister for Citizenship and Multicultural Interests, or a representative nominated by the Minister.
- Ministerial staff will provide secretariat support to MAG, circulate agendas and brief minutes.
- Meetings will be held at the Ministerial Office on Level 10, Dumas House, 2 Havelock Street, West Perth.
- Meetings will be held bi-monthly starting in July 2017. Additional meetings can be held as requested by the Minister.
- A quorum of seven (7) members must be available for a meeting to be held.

- Members unable to attend or travel to the meeting may participate via teleconference.
- The Executive Director of OMI will 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 three weeks after each meeting.
- A copy of the minutes of the meetings of MAG will be provided to OMI and Minister's office will liaise with OMI in relation to relevant action items.

Amendments to the Terms of Reference

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