

Christchurch City Council
Multicultural Advisory Group
TERMS OF REFERENCE

Our Future Together
Te Kohao Pounamu

Aroha ki te whenua, te te tūāpapa o te manaaki: Kia atawhai ke te iwi

Love and respect to the land, which is the foundation of hospitality. Care for the people.

Ōtautahi/Christchurch is an inclusive multicultural and multilingual city that honours Te Tiriti o Waitangi and values our environment- A city where all people belong.

Ngā Pou Haumarū- The sheltering mountains- the land

A safe place that people are welcomed into, where each person is cared for and rangatiratanga is respected.

Te Wairua Rāhiri - The Welcoming spirit- the home people

A commitment to welcoming all who arrive to Ōtautahi/Christchurch with aroha and Manaakitanga. A commitment to reciprocity when given such a welcome.

Te Waka Eke Noa- A purpose and model- the canoe we are all part of

An environment we can access where we can achieve common goals and understand the importance of working together.

Background

The Christchurch Multicultural Strategy- *Our Future Together* is a partnership with Council, Ngāi Tahu and all of Christchurch's diverse communities. Launched in 2017, the Strategy commits to four goals.

1. The Council builds and maintains relationships with all communities and their organisations
2. All communities have equitable access to Council services and resources
3. All residents are able to participate in council decision making
4. Ōtautahi/Christchurch is a city of cultural vibrancy, diversity, inclusion and connection.

Additionally the Multicultural Strategy commits to the establishment of a Multicultural Advisory Group (MAG).

The following Terms of Reference outlines the roles and responsibilities of the Multicultural Advisory Group.

Overarching Principles

The MAG will respect Te Tiriti o Waitangi, particularly in understanding the difference between Mana whenua and Tangata whenua and the role that Mana whenua has in welcoming those to Ōtautahi/Christchurch.

The MAG will work in a collegial, coordinated and collaborative manner cognizant that Multicultural communities are inclusive of all ethnicities and cultures in the city including Māori, Pakeha, Pasifika and other ethnic communities.

Multicultural Advisory Group – Terms of Reference

Purpose

- To bring impartial, informed advice to the Council to facilitate participation and consultation on issues related to multicultural communities.
- To advise the Christchurch City Council (Council) of the views, concerns and aspirations of all diverse communities.
- To raise awareness of the aspirations, needs and concerns of these communities, within government and the community.
- To facilitate interaction between the diverse cultural profile of all residents in Christchurch communities¹.

Roles and Responsibilities

- The MAG will sit outside of the Council, providing advice and consultation only.
- A close working and reporting relationship through the Council's Multicultural Committee to the Council with Council's Citizens and Community Group, the Office of the Chief Executive and the Mayor's Office.
- To provide the Council with direct and well evidenced advice on matters relating to culturally, linguistically and ethnically diverse communities.
- To ensure a continued consultative approach to the implementation of the Christchurch Multicultural Strategy – *Our Future Together*- taking a proactive role in monitoring the Strategy outcomes.
- The MAG will have oversight of Council's annual diversity audits and provide recommendations to Council.

Membership

- Council's Multicultural Committee will appoint the MAG through a robust expression of interest process. The Chair of Council's Multicultural Committee will sit on the Advisory group in an ex-officio capacity.
- The MAG will comprise up to 15 individuals who either live, work or study in Christchurch.
- Membership of MAG will reflect the cultural, ethnic, religious and linguistic diversity of people residing in Christchurch including a gender and age balance.
- MAG members will be appointed either as representative members of peak community organisations, NGOs, or as individual members. The representative members will have links to their respective organisations. The representative members and community members are not simply speaking on behalf of their particular organisation or community. All MAG members are representing the views of culturally diverse communities throughout Christchurch of which there are more than 170 – and will be expected to engage in representing the views of the broader community.
- Elected members form diverse communities and can attend meetings in an ex-officio capacity.
- Selection will be based on, but not limited to, the following criteria:
 - An understanding of Multicultural future and commitment to this through a treaty-based lens where the role of mana whenua is understood;
 - Commitment and willingness to participate in Council activities;

¹ Appendix I- Definition of ethnicity – Statistics NZ

- Ability to contribute to Council processes and consultation activities; and
- Commitment to reflecting the diverse range of experiences and views of Christchurch's population.

Term of Office

- Appointments to the MAG are now time restricted.
- The roles of Chairperson and Deputy Chairperson will be held for a maximum of period of two years.

Application Process

- Applicants will submit an expression of interest which will include:
 - A comprehensive CV including relevant qualifications and/or experience in this field
 - A minimum of three letters of support from a relevant source
 - A one page presentation of their suitability for the role
 - A commitment to attend an interview if requested to do so
 - Evidence of their understanding of the Treaty of Waitangi and Tikanga Māori.

Office Holders

- The Chair and Vice Chair of the MAG will be appointed by the members annually.

Chairperson

- The Chair's role is to:
 - Ensure the vision of the Christchurch Multicultural Strategy – *Our Future Together* remains the primary focus;
 - Act a public spokesperson for the MAG;
 - Facilitate all meetings to the MAG (with secretariat support from Council staff);
 - Assist members to work together as a group by facilitating discussion and drawing participation from all members;
 - Maintain a positive and constructive atmosphere at MAG meetings by encouraging courtesy, respect and openness; and
 - Ensure all members have equal opportunity to contribute to ideas, opinions, and concerns;
 - Ensure adherence to the kaupapa of the Strategy and Implementation plan.

Resignation

- Members are required to notify the Principal Advisor in writing of their intention to resign from the MAG. Vacancies due to resignation will be filled by the Multicultural Committee of Council from a shortlist of people obtained through the selection process.
- Members may seek to obtain a leave of absence from the MAG, with the approval of the Chair.
- Membership will be revoked if:
 - The member's term of appointment has expired;
 - The member fails to attend three consecutive meetings without an apology;
 - The member resigns from the MAG or;
 - The members appointment is terminated for the following reasons:
 - the member is unable to meet performance standards outlined in the code of conduct: or

- the member breaks the Code of Conduct -*Appendix II*.

MAG Meeting Structure

- The MAG will hold regular meetings every six weeks at a time that suits the membership (to align with the Multicultural Subcommittee meeting schedule).
- Meetings will be facilitated by the Chair (or a nominated person in the Chair's absence).
- The meeting agenda will be developed with the support of the Council's Principal Advisor and Committee Coordinator in consultation with the MAG Chair. Items for the agenda will be sought from members of the MAG and through Council staff/units. Minutes of the meetings will be compiled by the Secretariat and posted online.
- The quorum for decision making at MAG meetings will be half of the current membership of MAG.
- Sub-committees of MAG can be formed to fulfil specific purposes; however, the sub-committees must have the MAG endorse all of the major decisions/proposals/position.
- Consultation with culturally diverse communities and other groups/individuals as deemed appropriate, (also seeking views of people not usually engaged) through appropriate engagement tools such as:
 - Face to face
 - Digital media
 - Surveys
 - Informal consultations.
- MAG members will assist Council with the Annual Diversity and Inclusion Report.
- MAG members may be asked to participate on other committees, working parties and taskforces.

Reimbursement and out of pocket expenses

- Approval for additional out of pocket expenses is required from the Council, with requests made prior to making a claim where possible. When acting as a representative of the MAG, members must have received the endorsement of the Council to attend such events and act on their behalf prior to claiming expenses.
- Council will provide volunteer recognition.

Secretariat

The role of the Secretariat, provided by the Christchurch City Council Community Planning and Partnerships Team, is to support and resource MAG members to undertake their duties.

The Secretariat will support the Chair and MAG members by:

- Provision of strategic advice by Principal Advisor and a MAG secretary;
- Organising meetings (arranging venues, providing refreshments, notifying members);
- Formalizing the agenda, in consultation with MAG members;
- Collating and distributing written material as required prior to each MAG meeting;
- Preparing correspondence on behalf of the MAG;
- Preparing written material as required;
- Any other duties that are negotiated by the Chair with the Principal Advisor at the request of MAG members;
- Providing a copy of the agenda and minutes to the Chair of the Multicultural Committee;

- The Secretariat may, upon approval of the group, designate a group member, to undertake a specific task(s) relevant to the Strategy/Plan.

Conflict of Interest

The Council outlines appropriate conduct in relation to conflict of interest and other issues. This document will be provided to all MAG members. Each member will be required to sign the Conflict of Interest Declaration².

Member:**Signed:****Date:****Membership review date:**

² Volunteer Code of Conduct- Appendix II

Appendix I

Definition of Ethnicity

Ethnicity is the ethnic group or groups that people that identify with or feel they belong to. Using this definition, ethnicity is seen as self-perceived and people can belong to more than one ethnic group.

An ethnic group is defined as social group whose members have the following characteristics:

- Share a sense of common origins
- Claim a connection and distinctive history and destiny
- Possess one or more dimensions of collection cultural individuality
- Feel a sense of unique collective solidarity

Factors influencing ethnicity

Factors that may contribute to or influence a person's ethnicity and that are not often interrelated include:

Ancestry: ancestors are described as people from whom a person is descended; a forefather, a person regarded as the forerunner of another (Chambers 1991)

Culture: broadly speaking a person's way of life, which may include music, literature, dance, sport, cuisine, style of clothing, values, beliefs, patterns of work, marriage customs, family life, religious ceremonies, celebration days/event which have particular cultural significance, e.g. Chinese New Year (Giddens 1997).

Where a person lives and the social context: are they rural, village dwellers, landowners or city inhabitants?

Race: defined as the descendants of a common ancestor especially those who inherit a common set of characteristics: such a set of descendants, narrower than a species: a breed: ancestry: lineage, stock; a class or group, defined otherwise than by descent (Chambers, 1991). This often refers to physical characteristics such as skin colour, treated by members of community ethnically significant. There are no clear-cut characteristics by means of which human beings can be allocated to different races (Giddens, 1997).

Country of birth and nationality: nationality can be defined as membership of, or the fact or state of belonging to, a particular nation; a group or set having the character of a nation (Chambers 1991).

Citizenship: the status of being a citizen and the membership of a community, or having the rights and duties of a citizen (Chambers 1991).

Religion and language: religion can be a key element of an ethnic group, for example Jews. Language is also commonly a marker of an ethnic group.

Volunteer Code of Conduct

The Purpose of the Code of Conduct is to inform volunteers of the standards of conduct required at the Christchurch City Council (the Council). Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

EXPECTED BEHAVIOURS

At all times, we expect volunteers to:

- Be present at the agreed times and tell us if you are not able to volunteer;
- Carry out duties and responsibilities in a safe efficient and competent way;
- Maintain a good standard of dress;
- Comply with lawful and/or reasonable directions, instructions, policies;
- Respect the privacy of individuals and only use confidential information for the purposes of which it was intended;
- Neither use, nor allow the use of the Council's property, resources, information, intellectual property or funds other than for authorised purposes;
- Maintain the confidentiality of any information obtained while volunteering; and

Observe safety procedures including:

- Keeping yourself and others safe at all times;
- Notifying the Council about hazards or potential hazards in the working environment;
- Notifying the Council about any accident, incident or property damage; and
- Complying with New Zealand laws.

Volunteers will not:

- Create any liability for the Council without authorization;
- Act in a way that may bring our organisation into disrepute (including use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any offers, gifts, rewards or benefits;
- Engage in any activity that may cause physical or mental harm (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others);
- Be affected by alcohol, medication or non-prescription drugs while volunteering;
- Provide a false or misleading statement, declaration or claim;
- Falsify or change any documents or records;
- Engage in any activity that may damage our property;
- Have unauthorized possession of property belonging to anyone else; or
- Engage in criminal activity in our workplace.

CONFLICTS OF INTEREST

Volunteers should avoid situations that may lead to conflicts of interest by:

- Consulting with your manager/supervisor before undertaking other roles in organisations where those goals, purposes or activities conflict with our organisation;
- Making sure your other commitments do not conflict with the performance of your duties at our organisation; and
- Advising your manager/supervisor immediately if a conflict of interest exists, occurs or could possibly occur.

BREACHES OF THE CODE OF CONDUCT

Breaches of the Code of Conduct may lead to a notification of unacceptable behaviors and a warning or the immediate end to your services as a volunteer. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a volunteer.

Name:

Signed:

Date: