

# Terms of Reference for the Stirling Multicultural Advisory Network (SMAN)

## Background

The City of Stirling initiated a process in 2015 to develop the Multicultural Framework initiative. This framework underpins the City's vision of achieving an inclusive and harmonious community.

The Multicultural Framework listed numerous actions under three categories, namely *Our Newcomers*, *Our Community* and *Our Organisation*.

The primary purpose of the Stirling Multicultural Advisory Network (SMAN) is to actively support the City's Multicultural Framework development, including the implementation of actions, tracking, progress and reporting.

The responsibilities for the Multicultural Framework actions were delegated across the City's Directorates and Business Units. The SMAN will also provide feedback and suggestions in relation to the Multicultural Framework's implementation. In addition, the SMAN will work collaboratively with the City of Stirling's delegated personnel in carrying out selected actions to achieve specified goals.

## Aims and objectives

The Network's key aims and objectives are;

- Provide active monitoring of the City's Multicultural Framework development, including the implementation of actions, tracking progress and reporting
- Actively contribute feedback and suggestions relating to the Multicultural Framework's implementation
- Where practicable, work collaboratively with the organisation staff in carrying out selected actions to achieve specified Multicultural Framework goals.
- Work collaboratively with other relevant stakeholders to support the implementation of the Multicultural Framework within the City of Stirling

## Membership

The SMAN membership would be based on meeting one of the following criteria;

- Individuals/service providers who live, work within the City of Stirling and would like to contribute to the Multicultural Framework implementation
- Multicultural community groups and organisations who have operations within the City of Stirling

Given, the City of Stirling is one of the most culturally diverse local governments in Western Australia; the SMAN membership will reflect this diversity. The SMAN will consist of a minimum of five people, with a maximum of fifteen people. Membership will be on a **voluntary basis**.

Members will be appointed for a period of twelve- months at a time but may choose to renominate for additional twelve month period/s. Councillor representation will also be encouraged. To maintain membership, members need to attend a minimum of three meetings within the period of twelve months nomination.

## Meetings

The SMAN meetings will be convened at least four times per year. Meetings will be convened by the Team Leader Cultural Diversity and Community from the City's Community Services Business Unit. Secretariat duties will be carried out by the Multicultural Framework Project Team.

## Agenda and minutes

Agenda and minutes will be prepared for each meeting. Notification of the meeting and an agenda would be provided one week prior to the meeting to all members and relevant staff. Minutes will be circulated following the meeting.

## Dispute resolution process

It is acknowledged that disputes can occur within any group. A dispute arises when people disagree about something and the matter remains unresolved. Should a dispute arise within the SMAN and is not resolved in a timely manner between involved parties, the matter will be referred to the SMAN convenor for mediation at a confidential place and time outside of SMAN scheduled events (e.g. meetings).

The SMAN mediation process is centered upon the values of respectful, relationships, and fairness. To ensure disputes are managed in a manner consistent with these values, the SMAN convenors will conduct the following processes-;

- Respond to the issue in a timely manner and with the intention of resolving the dispute in the shortest timeframe possible
- Consult with all relevant parties so that all sides of the disagreement are taken into account
- Handle the dispute in a sensitive and conscientious manner. Disputes will be addressed in a confidential context to minimise the impact on all parties, including those affected by the dispute
- Be transparent and act with a commitment to accountability and sense of good faith in achieving a fair and respectful resolution

If the dispute remains unresolved, the SMAN convenor may use their discretion to refer the matter to the City of Stirling's Community Services Manager or other delegated representative from the City.

## Delegation

### Key Staff Contact at the City of Stirling

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