

# Terms of Reference for the Stirling Cultural Champions

## Background

The City of Stirling is one of the most culturally diverse local governments in Western Australia. The Stirling Cultural Champions actively supports the City's multicultural community by building strong partnerships with local multicultural communities and supporting programs to provide information and connections.

The Stirling Cultural Champions' key role is to provide feedback and suggestions to the City and collaborate with staff to achieve identified goals. Stirling Cultural Champions will also help to disseminate relevant City of Stirling information to their communities.

## Aims and Objectives

The Stirling Cultural Champions' key aims and objectives are:

- To achieve shared goals through fostering an inclusive and diverse community within the City of Stirling.
- To address unique challenges and be responsive to the needs and aspirations of multicultural communities
- To provide valuable feedback and suggestions to the City on programs, services and Plans which support multicultural communities.
- Support and advice on partnerships with relevant stakeholders to accomplish objectives of the Stirling Cultural Champions and the City of Stirling.

## Membership

The Stirling Cultural Champions' membership would be based on meeting one of the following criteria:

- Cultural leaders, individuals and community members who live or work within the City of Stirling and would like to contribute and build partnerships within the community.
- Multicultural community groups and organisations who have activities within the City of Stirling.

Membership will consist of members from a variety of multicultural backgrounds reflective of our diverse community.

The Stirling Cultural Champions will consist of a minimum of eight people, with a maximum of sixteen people and may include the representation of up to two City of Stirling Councillors.

Membership will be on a voluntary basis.

Members will be appointed for a period of 12 months at a time but may choose to renominate for additional 12-month period.

To maintain membership, members need to attend at least four meetings within the period of twelve months of nomination.

## **Meetings**

The Stirling Cultural Champions meetings will be convened six times per year. Outside of these main meetings, project meetings may be convened which will report to the Stirling Cultural Champions meeting.

Meetings will be convened by the City of Stirling, Community Development Business Unit.

## **Agenda and Minutes of Meetings**

Administration responsibilities will be carried out by the City of Stirling and agenda and minutes will be prepared for each 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 among the Stirling Cultural Champions and is not resolved in a timely manner between involved parties, the matter will be referred to the Stirling Cultural Champions' convenor for mediation at a confidential place and time outside of Stirling Cultural Champions scheduled events (e.g., meetings).

The Stirling Cultural Champions mediation process is centred upon the values of respectful, relationships, and fairness. To ensure disputes are managed in a manner consistent with these values, the Stirling Cultural Champions 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 Stirling Cultural Champions convenor may use their discretion to refer the matter to the City of Stirling's delegated representative from the City.

### **Delegation**

Key staff contact at the City of Stirling:

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