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# **Tasmanian Ministerial Multicultural Advisory Council**

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## **Terms of Reference**

November 2025

# Purpose

The Tasmanian Ministerial Multicultural Advisory Council (the Council) has been established as a reference point for the Tasmanian Government on issues affecting culturally and linguistically diverse Tasmanians.

This will include the priority areas within Embracing Diversity, Fostering Belonging: Tasmania's Multicultural Action Plan 2025-2029 (the Action Plan).

The Australian Bureau of Statistics defines cultural and linguistic diversity as groups and individuals who differ according to religion, language and ethnicity and whose ancestry is other than Aboriginal or Torres Strait Islander, Anglo-Saxon or Anglo-Celtic.

## Council functions

The Council's functions are to:

- Provide advice to the Tasmanian Government on the development, implementation, monitoring and reporting on the Action Plan.
- Provide expert advice to inform Tasmanian Government responses to issues and challenges faced by culturally and linguistically diverse Tasmanians.
- Provide feedback on Tasmanian Government legislation, policies, programs, services and initiatives that address and respond to issues experienced by culturally and linguistically Tasmanians.
- Identify systemic issues faced by culturally and linguistically diverse Tasmanians and the services that support them.
- Support the sharing of information between the Tasmanian Government, Australian Government, local governments, and key organisations that work with culturally and linguistically diverse Tasmanians.

## Membership and roles

### Membership

The Council consists of:

- The Minister for Community and Multicultural Affairs
- Multicultural Council of Tasmania
- Five culturally and linguistically diverse Tasmanians
- Two representatives from organisations that work with culturally and linguistically diverse Tasmanians.
- Tasmanian Government agencies:
  - Department of Premier and Cabinet

- Department of Justice
- Department of Health
- Department of State Growth
- Department for Education, Children and Young People
- Department of Police, Fire and Emergency Management

## **Member roles and expectations**

Council members are expected to:

- Make every effort to attend scheduled meetings and, if not able to attend, inform the Secretariat before the meeting is held.
- Review meeting papers prior to attending a meeting.
- Actively contribute to the work of the Council in a respectful, inclusive and collaborative manner, including during out of session meetings and tasks.
- Work collectively with other members to consider and drive positive outcomes for priority Tasmanian cohorts including Aboriginal Tasmanians, LGBTIQ+ Tasmanians, Tasmanians with disability, and older Tasmanians.
- Maintain the confidentiality of all documents and discussions.
- Declare any conflicts of interest regarding a particular issue or agenda item at the start of any relevant meeting.
- Provide one month's written notice to the Chair of the intention to resign from the Council.

## **Chair**

The Minister for Community and Multicultural Affairs is the responsible Minister and the Council's Chair.

In the event of the responsible Minister being unavailable to attend, the Department of Premier and Cabinet (DPAC) representative will Chair the meeting of the Council.

## **Peak body**

As the peak body representing the broad interests of culturally and linguistically diverse Tasmanians, the Multicultural Council of Tasmania (MCOT) will be a permanent member of the Council.

The MCOT representative should be a senior representative of the organisation.

## **Culturally and linguistically diverse Tasmanians**

Five Tasmanians that represent culturally and linguistically diverse lived experiences will be appointed.

Appointment will be through an expression of interest (EOI) process, with appointments to be approved by the Minister for Community and Multicultural Affairs.

Members will be appointed for a two-year term with the option to extend for a further term. However, inaugural appointments will be for a mix of two and three-year terms to enable membership continuity.

Lived experience members will be expected to use their experience to strategically contribute to outcomes that benefit a broad range of culturally and linguistically diverse Tasmanians.

Members are required to complete an induction to ensure they understand the purpose, functions and expectations of their roles and to support them in fulfilling their role.

DPAC will work with the Council to establish a trauma-informed approach and ensure that appropriate supports are available to members. This may include referrals to appropriate organisations for individual advocacy issues.

### **Organisation representatives**

Two members from organisations that work with culturally and linguistically diverse Tasmanians will be appointed. Organisation representatives will be senior members of that organisation.

It is expected members will share systemic views, rather than organisational or personal views, and will provide advice that reflects best practice on matters being discussed. This may include detailing the impacts of policy and programs on professional practice, workforce capacity and service design and delivery.

### **Tasmanian Government agencies**

Government agency members will be Senior Executive Service (SES) level with sufficient understanding and decision-making capacity to explain the work of their agency, and will understand the potential implications of matters discussed in the Council on agency resources and policies.

Members will provide leadership and advocacy within the agency they represent.

Tasmanian Government agencies that are not members of the Council will have access to the group for advisory purposes. Regular communication will be provided to non-member agencies on the issues covered and recommendations made by the Council.

Tasmanian and Australian Government agencies that are not members may be invited to attend on an 'as needs' basis to report on matters relevant to the Council.

# **Secretariat**

DPAC will provide secretariat support to the Council. This will include scheduling meetings, developing the agenda and meeting papers, record keeping, and membership administration.

## **Meetings**

### **Meeting protocols**

Meetings will be held twice per calendar year. Each meeting will be two hours in duration. Additional meetings may be called if deemed necessary by the Chair.

The meeting location will alternate between Hobart and regional centres, and members can attend in person or online via Microsoft Teams.

Other individuals and organisations may be invited to attend Council meetings where their experience or expertise is relevant to the agenda. Prior approval from the Chair is required.

### **Meeting papers**

The Secretariat will circulate the meeting agenda and papers at least one week before a scheduled meeting.

Draft minutes will be distributed to members for confirmation within six weeks of the meeting being held.

### **Quorum**

A quorum of 50 per cent of members and the Chair must be present for the meeting to proceed and to validate the recommendations and decisions of the Council.

### **Proxies**

Proxy attendees are not permitted for the appointed members with lived experience.

MCOT, organisation representatives and government agency members may nominate a proxy to attend a Council meeting on their behalf.

Nominated proxies should be fully informed of decision-making matters prior to the meeting and be empowered to participate in deliberations and make decisions and provide relevant feedback to the Council member they are representing.

## **Decision making**

Decisions are made by the consensus of a quorum of members carried by a simple majority.

## **Out of session matters**

Additional meetings and out of session activities may be called by the Chair if deemed necessary.

Urgent matters may be considered out of session by email to all members.

Where a decision is required, responses are to be provided via return email, and a majority will be taken as approval.

Any out of session decisions will be recorded in the minutes of the next scheduled meeting.

## **Member reimbursement and remuneration**

Eligible members will be remunerated for their participation and reimbursed for reasonable out-of-pocket expenses, in line with relevant DPAC policies and processes.

## **Review**

The Terms of Reference will be reviewed annually by the Council.