

Multicultural Subcommittee AGENDA

Notice of Meeting:

An ordinary meeting of the Multicultural Subcommittee will be held on:

Date: Friday 9 August 2019
Time: 9am
Venue: Committee Room 2, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Councillor Jimmy Chen
Members	Councillor Anne Galloway Councillor Glenn Livingstone

5 August 2019

Claire Phillips
Principal Advisor
Tel: 941 5408

Liz Ryley
Committee Advisor
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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Strategic Framework

The Council's Vision – Christchurch is a city of opportunity for all.

Open to new ideas, new people and new ways of doing things – a city where anything is possible.

Whiria ngā whenu o ngā papa Honoa ki te maurua tāukiuki

Bind together the strands of each mat
And join together with the seams of respect
and reciprocity.

The partnership with Papatipu Rūnanga
reflects mutual understanding and respect,
and a goal of improving the economic,
cultural, environmental and social
wellbeing for all.

Overarching Principle

Partnership – Our
people are our taonga
– to be treasured and
encouraged. By working
together we can create
a city that uses their
skill and talent, where
we can all participate,
and be valued.

Supporting Principles

Accountability	Collaboration
Affordability	Prudent Financial Management
Agility	Stewardship
Equity	Wellbeing and resilience
Innovation	Trust

Community Outcomes

What we want to achieve together as our city evolves

Strong communities

Strong sense of
community
Active participation in
civic life
Safe and healthy
communities
Celebration of our
identity through arts,
culture, heritage and
sport
Valuing the voices of
children and young
people

Liveable city

Vibrant and thriving
central city, suburban
and rural centres
A well connected and
accessible city
Sufficient supply of, and
access to, a range of
housing
21st century garden city
we are proud to live in

Healthy environment

Healthy waterways
High quality drinking
water
Unique landscapes and
indigenous biodiversity
are valued
Sustainable use of
resources

Prosperous economy

Great place for people,
business and investment
An inclusive, equitable
economy with broad-
based prosperity for all
A productive, adaptive
and resilient economic
base
Modern and robust
city infrastructure and
community facilities

Strategic Priorities

Our focus for improvement over the next three years and beyond

Enabling active citizenship and connected
communities

Maximising opportunities to develop a vibrant,
prosperous and sustainable 21st century city

Climate change
leadership

Informed and proactive
approaches to natural
hazard risks

Increasing active, public
and shared transport
opportunities and use

Safe and sustainable
water supply and
improved waterways

MULTICULTURAL SUBCOMMITTEE - TERMS OF REFERENCE

Chair	Councillor Chen
Membership	Councillor Galloway, Councillor Livingstone
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Bimonthly
Reports To	Social, Community Development and Housing Committee

Responsibilities

The Multicultural Subcommittee is responsible for:

- Overseeing the implementation of the Christchurch Multicultural Strategy – Our Future together
 - Overseeing issues related to diverse communities throughout the city
 - Considering matters related to multicultural communities and sector providers
 - Receiving regular updates from existing mandated community networks/forums via nominated representatives including:
 - The Multicultural Council – Nominated Representative
 - INFORM Network – Nominated Representative
 - CLING (Community Languages and Information Network Group)– Nominated Representative
 - Ethnic Leaders Forum- Nominated Representative
 - Multicultural Strategy Implementation Committee – Staff
 - Receiving deputations from individuals and ethnic communities (as and when appropriate via invitation or deputation), i.e. Muslim Building Bridges Group, Chinese New Year Committee, Indian Students' Association etc
 - Supporting the activities of the Canterbury Regional Economic development - Newcomer work strand
- Championing ethnic and cultural diversity across Council

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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		- Jinky Knowler	
		- Nigerian Canterbury Association	

STAFF REPORTS

C	7.	People and Capability Strategy Prue Norton, Head of Human Resources and Hazel Barlow, Organisation Development Manager will address the meeting to discuss how the People and Capability Strategy can support the proposed Multicultural Strategy Action Plan	
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1. Apologies

At the close of the agenda no apologies had been received.

2. Declarations of Interest

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Confirmation of Previous Minutes

That the minutes of the Multicultural Subcommittee meeting held on [Friday, 7 June 2019](#) be confirmed (refer page 6).

4. Public Forum

A period of up to 30 minutes may be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process. It is intended that the public forum session will be held at approximately 9am.

5. Deputations by Appointment

There were no deputations by appointment at the time the agenda was prepared.

6. Updates from Mandated Groups

- 6.1** Farahnaz Khosravi, Chairperson of the UC Iranian Society will attend the meeting to discuss the Christchurch Iranian community's activities.
- 6.2** Mrs Jinky Knowler will provide information about the work she carries out to support and empower Filipino students
- 6.3** **Nigerian Canterbury Association Update**
Sheun of the Nigerian Canterbury Association will provide an update to the meeting about the activities of the Association.

Multicultural Subcommittee OPEN MINUTES

Date: Friday 7 June 2019
Time: 9.04am
Venue: Committee Room 2, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson Councillor Jimmy Chen
Members Councillor Anne Galloway
Councillor Glenn Livingstone

In Attendance: Councillor Phil Clearwater

6 June 2019

Claire Phillips
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Tel: 941 5408

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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

The agenda was dealt with in the following order.

1. Apologies

Part C

Committee Decision

No apologies were recorded.

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Committee Resolved MCSC/2019/00006

That the minutes of the Multicultural Subcommittee meeting held on Monday, 8 April 2019 be confirmed.

Councillor Chen/Councillor Livingstone

Carried

4. Public Forum

Part B

4.1 Dr Surinder Tandon, Christchurch Multicultural Council

Dr Surinder Tandon, Christchurch Multicultural Council (CMC), addressed the meeting on the CMC's activities.

Dr Tandon sought the City Council's assistance in promoting education about the 2019 election process. The CMC would be inviting some community members to Question and Answer sessions in the community. The CMC acknowledged the support of the City Council, and particularly Councillor Chen, in helping it meet its objectives.

4.2 Anna Gruczynska, Polish Association

Anna Gruczynska, representing the Polish Association Christchurch, provided the meeting with information about the Association. She talked about the initial migration in the 1870s and the recent skilled migrants. The Association provides support to new migrants.

She noted that social isolation was a concern. The Association is active in city events and does appreciate the support of the Council.

4.3 Thi Phan, Hagley College

Thi Phan, Hagley College spoke about the College's Diversity Support Programme running programmes at the College and out in the community. The College has six community liaison workers who speak many languages, working with the community. Students range in age from 20 to 65.

Thi sought information from the Council on how the College could secure the use swimming pools as part of their Physical Education programme. She thanked Claire Phillips for the organisation she had provided following the 15 March terror attacks.

The College will be holding community education sessions to provide training to multicultural communities, which will include a section on elections. Assistance was sought from the Christchurch City Council in promoting education on election processes.

Discussion was held at the conclusion of the Public Forum, and the following points were noted:-

- Separated swimming sessions organised at Pioneer Swimming Pool are held on Sundays from 2-4pm.
- Literacy education programmes for young mums with pre-school children would be helpful.
- The use of major languages during the 2019 election process. The Subcommittee suggest that staff engage with Christchurch Multicultural Council and Hagley College on election processes and ensure that the Local Government election information is made available in major languages at the Council's libraries and services centres.
- Liaison between the Council's Community Development Advisors and Hagley College. The Council needs to continue to support community development outreach programmes.
- Support and enhance skilled migrants.

The Subcommittee members thanked Hagley College for opening the College as a welfare centre during the mosque attacks.

The Subcommittee agreed to provide a Chairperson's report to the Social, Community Development and Housing Committee requesting:

- 1.1.1 That staff engage with Hagley College and the Christchurch Multicultural Council on election processes; and
- 1.1.2 That the Council ensures that 2019 local election information in major languages is made available at the Council's libraries and service centres.

5. Deputations by Appointment

Part B

There were no deputations by appointment.

6. Updates from Mandated Groups

Part B

There were no updates from mandated groups.

An adjournment was taken from 10.14am to 10.22am.

7. Multicultural Report

Committee Comment

Claire updated the Subcommittee on the following matters:

1. **Refugee Resettlement** - On 21 June two refugee families will arrive in Christchurch, from Afghanistan and Eritrea. Claire will provide further details to Subcommittee members when they become available.
2. **Council welcoming signage project update** – Claire displayed the wayfinding welcoming signage. These will be located in the Civic Offices foyers. The information will be shared with community outreach. There will also be signage displayed electronically.
3. **“Our Future Together” Te Kohao Pounamu** – Claire tabled the “Our Future Together” collaborative work plan post the 15 March terror attacks. Community funding is a collaborative approach and is continually sought.
4. **Multicultural Strategy Implementation Plan – Priorities to 2021** – The Subcommittee members reviewed the draft Implementation Plan and suggested minor amendments to some of its content.
5. The Subcommittee members suggested requesting a brief update from the Christchurch City Council’s Ngāi Tahu Partnership Team to the Social, Community Development and Housing Committee on their activities following the 15 March mosque attacks.

Councillor Livingstone departed at 11.18am during the review of the Implementation Plan.

Committee Resolved MCSC/2019/00007

Part C

That the Multicultural Subcommittee:

1. Receive the update by staff on Multicultural activities as summarised in section 3 of the report.

Councillor Chen/Councillor Galloway

Carried

Committee Decided MCSC/2019/00008

Part A

The Multicultural Subcommittee recommended the following:

That the Social, Community Development and Housing Committee recommends that the Council:

1. Request staff engage with Hagley College and the Christchurch Multicultural Council on election processes; and
2. Ensure that 2019 local election information in major languages is made available at the Council’s libraries and service centres.

Councillor Chen/Councillor Galloway

Carried

Meeting concluded at 12.08pm.

CONFIRMED THIS 9TH DAY OF AUGUST 2019

COUNCILLOR JIMMY CHEN
CHAIRPERSON

Unconfirmed

Item 3 - Minutes of Previous Meeting 7/06/2019

8. Draft Multicultural Strategy- Implementation Plan and Multicultural Working Party Terms of Reference.

Reference: 19/826074

Presenter(s): Claire Phillips –Principal Advisor Community Partnerships and Planning

1. Purpose of Report

- 1.1 The purpose of the report is to present, for endorsement, the draft Multicultural Strategy Implementation Plan and the draft Multicultural Advisory Group Terms of Reference.

2. Executive Summary

- 2.1 The Council officially adopted the Christchurch Multicultural Strategy – Our Future Together in 2017 and staff have worked to, and updated the Multicultural Sub Committee on, an internal Implementation Plan during this time.
- 2.2 Staff and the Multicultural Sub Committee acknowledge the need, and the community's desire, for an outward facing plan with transparent lines of accountability. As a result, a comprehensive draft implementation plan, in consultation with key units of Council and external stakeholders, has been developed.
- 2.3 The intent of the Implementation Plan is provide, in partnership with others, a clear citywide framework for achieving the Strategy goals. It will be a publically accessible, living document whereby new initiatives and actions can be included.
- 2.4 The Christchurch Multicultural Strategy also commits to establishing a Multicultural Advisory Group. On 10 July 2019, Council staff and elected members met with the working group originally tasked with developing the Multicultural Strategy to seek their feedback on the draft Multicultural Advisory Group Terms of Reference and Implementation Plan. Their feedback has been taken into consideration in the development of both documents.

3. Staff Recommendations

That the Multicultural Subcommittee:

1. Support the draft Multicultural Strategy Implementation Plan and refer to the Social, Community Development and Housing Committee meeting of 4 September 2019 for endorsement.
2. Support the Multicultural Advisory Group draft Terms of Reference and refer to the Social, Community Development and Housing Committee meeting of 4 September 2019 for adoption.

4. Context/Background

Strategic Alignment

- 4.1 Both the draft Multicultural Strategy Implementation Plan and the draft Multicultural Advisory Group Terms of Reference support the Council's Long Term Plan (2018-2028). They give effect to the Council's Strategic Framework, drawing on the Council Vision and supports progress towards the Council's Community Outcomes. The Implementation Plan and Draft Advisory group Terms of Reference also seeks to support progress towards Council's, Strategic Priorities, in particular:

- 4.2.1 Enabling active citizenship and connected communities.
- 4.2.2 Maximising opportunities to develop a vibrant, prosperous and sustainable 21st Century city.
- 4.2 Both the draft Multicultural Strategy Implementation Plan and the draft Multicultural Advisory Group Terms of Reference align with Council's Multicultural Strategy 2017-2021.
- 4.3 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):
 - 4.3.1 Activity:
 - Level of Service: 4.1.27.2 Community development projects are provided, supported and promoted. - Community Board plans are developed and implemented.

Assessment of Significance and Engagement

- 4.4 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 4.5 The level of significance was determined by the fact that the required decisions aim to implement as existing strategy that was developed in partnership with the multicultural communities and extensively consulted upon. There are no proposed changes to levels of service or resources.
- 4.6 The community engagement and consultation outlined in this report reflect the assessment.

5. Options Analysis

Preferred Option

- 5.1 **Part 1.** That the Multicultural Subcommittee supports the draft Multicultural Strategy Implementation Plan and refers it to the Social Community Development and Housing Committee for endorsement.
 - 5.1.1 Option Advantages
 - The Implementation Plan is launched, publically accessible and an annual work plan is carried out.
 - This is a whole of Council approach, seeking to embed the aims and aspirations of the Multicultural Strategy into the organisational culture.
 - Framework allows for changes and new initiatives throughout the implementation process.
 - 5.1.2 Option Disadvantages
 - Possibly less flexibility to accommodate actions or initiatives not in or contrary to the draft implementation plan.
- 5.2 **Part 2.** That the Multicultural Subcommittee supports the draft Multicultural Advisory Group Terms of Reference and refers it to the Social Community Development and Housing Committee for adoption.
 - 5.2.1 **Option Advantages**
 - The establishment of the Multicultural Advisory Group can commence immediately.
 - Council staff and elected members met with the working group originally tasked with developing the Multicultural Strategy to seek their feedback on the draft Multicultural Advisory Group Terms of Reference and Implementation Plan. Their

feedback has been taken into consideration in the development of both documents.

5.2.2 Option Disadvantages

- Once Terms of Reference are established, there is less flexibility to change.

Other option

- 5.3 That the Multicultural Subcommittee do not support the draft Multicultural Strategy Implementation Plan or draft Multicultural Advisory Group Terms of Reference and refer back to Officers to consider and make changes to the Implementation Plan and Terms of Reference.

5.3.1 Option Advantages

- Provides the opportunity to make further changes if required.

5.4 Option Disadvantages

- Signals a delay at a time where stakeholders, following March 15 are keen to proceed in a manner consistent with the Strategy.
- By not adopting both the Implementation and Plan and Advisory Group terms of Reference it may have a negative impact on the numerous stakeholders who have informed the process to date and confidence in Council to “get on with it”.

6. Community Views and Preferences

- 6.1 On 10 July 2019, Council staff and elected members met with the working group (community representatives) originally tasked with developing the Multicultural Strategy to seek their feedback on the draft Multicultural Advisory Group Terms of Reference and Implementation Plan. Their feedback has been taken into consideration in the development of both documents.
- 6.2 Local communities, since the terror attack of 15 March, have shown an increased interest in the implementation of the Christchurch Multicultural Strategy and the role that all peoples can play in making Christchurch a place where they feel a sense of safety and belonging. This is evident in the multiple activities and forums across the city aimed at building a multicultural/ multi-ethnic society - many who reference the importance of the Strategy and its successful implementation.

7. Legal Implications

- 7.1 There is not a legal context, issue or implication relevant to this decision, legal advice has not been sought.

8. Risks

- 8.1 There are no significant risks associated with both the Implementation Plan and Terms of Reference. Any resulting changes and amendments to the Implementation Plan and/or Terms of Reference will be carried out in consultation with key stakeholders. Perhaps the most significant risk is not being seen to move forward, this is mitigated by the recommendations of this report.

9. Next Steps

- 9.1 Following the adoption of the Multicultural Advisory Group Terms of Reference, a recruitment process will commence. *See Attachment B -Multicultural Advisory Group Terms of Reference.* It is anticipated that an inaugural Multicultural Advisory Group will be appointed and in place by

November 2019. Should the Council not reinstate the Multicultural Subcommittee post 2019 elections, then the Council will appoint members to the selection committee.

- 9.2 Following the endorsement of the Multicultural Strategy Implementation Plan by the Social Community Development and Housing Committee, the document will be made available in print and online. Council officers will coordinate reporting to Council and the Community through the Multicultural sub-committee.

10. Options Matrix

Issue Specific Criteria				
Criteria		Option 1 -	Option 2 -	Option 3 -
Financial Implications	Cost to Implement	Sourced from existing budgets	No financial cost to implement	N/A
	Maintenance/Ongoing	Existing budgets	No financial cost to implement	
	Funding Source	Existing budgets	No Financial cost to implement	
	Impact on Rates	Nil	Nil	
(Criteria 1 e.g. Climate Change Impacts)		Not relevant	Not relevant	
(Criteria 2 e.g. Accessibility Impacts)		This enhances accessibility and inclusion	The resulting delay on coordinating the implementation of the Strategy would be detrimental to accessibility and inclusion	
(Criteria 3 e.g. Health & Safety Impacts)		None	None	
(Criteria 4 e.g. Future Generation Impacts)		The implementation of the Multicultural Strategy sets a framework for an inclusive society into the future.	By not adopting both the Implementation and Plan and Advisory Group terms of Reference it will have a negative impact Council efficacy and community development.	

Statutory Criteria			
Criteria	Option 1 -	Option 2 -	Option 3 -
Impact on Mana Whenua	The Strategy is written in partnership with Mana Whenua who are taking an active and inclusive role in its implementation.	This would be detrimental to our treaty relationship and our partnerships with diverse communities across the city.	
Alignment to Council Plans & Policies	Strengthening Communities Strategy	By not adopting, there will be delay in implementing multiple	

	Heritage Strategy Multicultural Strategy People and Capability Strategy	organisational strategy goals and outcomes.	
<enter Other Statutory Criteria>	None	None	

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Attachments

No.	Title	Page
A	Draft Multicultural Strategy Implementation Plan	
B ↓	Draft Multicultural Advisory Group Terms of Reference	18

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories

Author	Claire Phillips - Principal Strengthening Communities Advisor
Approved By	John Filsell - Head of Community Support, Governance and Partnerships Brent Smith - Acting General Manager Citizens & Community

Christchurch City Council
Multicultural Advisory Group
DRAFT 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 Haumaru- 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 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 Subcommittee to the Social, Community Development and Housing Committee with Councils 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 Subcommittee will appointment the MAG through a robust expression of interest process. The Chair of Council's Multicultural Subcommittee will sit on the Advisory group in an ex-officio capacity. Note: Should the Council not reinstate the Multicultural Subcommittee post 2019 elections, then the Council will appoint members to the selection committee
- 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 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 170 – and will be expected to engage in representing the views of the broader community.
- 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.

¹ Appendix I- Definition of ethnicity – Statistics NZ

- Commitment and willingness to participate in Council activities;
- 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

- The inaugural committee will be appointed for an initial period of 12 months, pending an independent review of actions and group efficacy.
- Based on this review, appointments to the MAG will be rolled over for another year.
- Appointments to the MAG are for two years thereafter.

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 3 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 MAG. Vacancies due to resignation will be filled by the Multicultural Subcommittee 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 members 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
- They break of Code of Conduct -*Appendix II*

MAG Meeting Structure

- The MAG will hold regular meetings every 6 weeks at time that suits the membership
- Meetings will be facilitated by the Chair (or a nominated person in the Chairs absence)
- The meeting agenda will be developed with the support of 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 machining 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 committee's 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 Adviser 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 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 Subcommittee
- 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:

Appendix I

² Volunteer Code of Conduct- Appendix II

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 common and distinctive history and destiny
- Possess one or more dimensions of collective 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 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.

Appendix II

Version 1: Adopted by Social, Community Development and Housing Committee August 2019



Volunteer Code of Conduct

The Purpose of this code is to inform volunteers of the standards of conduct required at 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 authorized 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

Version 1: Adopted by Social, Community Development and Housing Committee August 2019

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

- Consulting with your manager/supervisor before undertaking other roles in organisations where 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:

Version 1: Adopted by Social, Community Development and Housing Committee August 2019

9. Multicultural Report

Reference: 19/824604

Presenter(s): Claire Phillips, Principal Adviser Community Planning and Partnerships

1. Purpose of Report

- 1.1 The purpose of this report is for the Multicultural Subcommittee to be provided with an update about activities related to Council's Multicultural Strategy.

2. Staff Recommendations

That the Multicultural Subcommittee:

1. Receive the update by staff on Multicultural activities summarised in section 3 of this report.

3. Key Points

- 3.1 **March 15.** Staff will update the Subcommittee on aspects the community response post the terror attacks of 15 March 2019 on three areas, specifically:

The Muslim Community - Open Space Forum 31 August and 1 September 2019

- Council staff, in partnership with the Office of Ethnic Communities, the Rata Foundation are working in partnership with the Muslim community, to identify and plan a community-led recovery.

Tributes Exhibition- 13th, 14th and 15th September- Christchurch Art Gallery

- The Muslim community, Council, Art Gallery, Museum and Botanic Gardens, is coordinating this exhibition. The many tributes received post 15 March terror attacks will be displayed to the public and community over a three-day period. Staff will update the Subcommittee on progress.

Stock take of community-led initiatives

- Council in partnership with MSD will undertake a stock take of community-led activities across the city by the Muslim and wider communities as a result of the terror attacks of 15 March. This information will be shared across agencies and assist the identification of gaps in support/future focus.

Attachments

There are no attachments for this report.

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories

Author	Claire Phillips - Principal Strengthening Communities Advisor
Approved By	John Filsell - Head of Community Support, Governance and Partnerships Brent Smith - Acting General Manager Citizens & Community