

Local Government Mayoral Taskforce Supporting People Seeking Asylum

Terms of Reference

Version:	1.0
Endorsed By:	Executive Member Councils (After consultation with General Member Councils)
Meeting Date:	19/9/18

1. Definition of Terms

- a) Wherever "Taskforce" is mentioned below, it is referring to the *Local Government Mayoral Taskforce Supporting People Seeking Asylum*
- b) Wherever SRSS is mentioned, it means *Status Resolution Support Services*

2. Purpose

- a) Coordination of joint state-wide advocacy by Australian Councils and sharing resources and practical responses by Australian communities to the issues caused by the SRSS cuts
- b) Other issues relating to people seeking asylum where collaboration by Councils would be of benefit.

3. Objectives

- a) To stop the SRSS cuts, but if not reduce or delay its implementation
- b) To mitigate the impact of the cuts by
 - (i) Seeking more resources from the Federal and State government
 - (ii) Better sharing of resources
 - (iii) Working more effectively and collaboratively at a local, regional and state level via the Taskforce to provide practical humanitarian responses to those directly impacted by the cuts.
- c) To educate the community about the changes to the SRSS program and the likely impacts on the broader community and empower them where possible to advocate themselves
- d) To work with other partners and complement their advocacy campaigns

4. Duration

When Member Councils decide that the:

- a) need to continue advocating against the SRSS cuts has ceased
- b) that there are no other issues affecting people seeking asylum where collaboration by Member Councils would be of benefit

5. Membership

There are two types of membership:

- a) Executive Member Council
- b) General Member Council

The composition and responsibilities are described as follows:

- a) *Executive Member Council*
 - (i) To drive the implementation of the objectives and strategic priorities of the Taskforce
 - (ii) To make key decisions, particularly campaign related, on behalf of the Member Councils in a timely manner including the expenditure of funds collected from Member Councils
 - (iii) To report decisions back to Member Councils on a regular basis including the acquittal of funds received
- b) *General Member Council*
 - (i) To assist the Executive in setting the strategic priorities of the Taskforce
 - (ii) To advise the Executive on best practice examples of community engagement
 - (iii) To provide resources to help achieve the strategic priorities

6. Relationship between Executive and General Membership

- a) In terms of their involvement in the Taskforce, Executive Member Councils and General Member Councils will be valued equally
- b) Member Councils will receive the minutes of each Executive meeting
- c) General Member Councils can submit agenda items for consideration at Executive Meetings
- d) Meetings of all Member Councils will be called by the Executive as needed or upon request by Member Councils

7. Executive Meetings

- a) Meetings of the Taskforce will be held monthly for a general duration of two-three hours
- b) Under special circumstances a meeting may be cancelled or re-scheduled

- c) All meetings shall be held in a Council venue, rotated between the Council offices of Executive Member Councils
- d) Invitees are Mayors, Deputy Mayors, interested Councillors and senior officers from each Executive Council
- e) Decisions at Executive meetings should be by consensus but if a vote is required there would be one vote per Council, regardless of how many participants there are from any one Council at a particular Executive meeting.
- f) The City of Greater Dandenong will be the ongoing secretariat for the Executive preparing the agenda for each meeting

8. Role of the Chair

The role and function of the Chair on the Taskforce will be:

- a) to chair meetings of the Taskforce, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Taskforce
- b) to act as the default spokesperson of the Taskforce, except in the case where specific campaign spokespeople are used
- c) The current Mayor of Greater Dandenong (or delegate Councillor) would be the chair

9. Attendance, Preparation for and Record of Executive Meetings

The City of Greater Dandenong, as the ongoing secretariat for the Taskforce, will oversee the preparation of the agenda in consultation with Member Councils. All Executive meetings will have minutes recording attendees, apologies, decisions and actions.

10. Officer Working Group

- a) The purpose of the officer working group would be to facilitate the implementation of joint actions agreed at Executive meetings
- b) The officer working group would be composed of Council officers of Member Councils
- c) There would be no regular meetings, Council officers would generally liaise with each other as the need arises often by email or phone.

11. Conflict of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chair either prior to a meeting or before the specific item is discussed.