

# HAMILTON WELCOMING COMMUNITIES ADVISORY GROUP

## Terms of Reference - 2023

### **BACKGROUND**

At the beginning of 2021 Hamilton City Council was accepted into Immigration New Zealand's Welcoming Community programme which aims to encourage and support local councils and their communities to take a greater leadership role in welcoming newcomers. It actively seeks to mobilise and involve existing residents in welcoming activities. The implementation process associated with this programme seeks to ensure a collaborative approach alongside Councils, Immigration New Zealand, the Office of Ethnic Communities, the Department of Internal Affairs, and our local communities.

At the outset Hamilton City Council established a partnership with Te Haa o te Whenua Kirikiriroa (THaWK) including them in the establishment of the Hamilton Welcoming Communities Advisory Group.

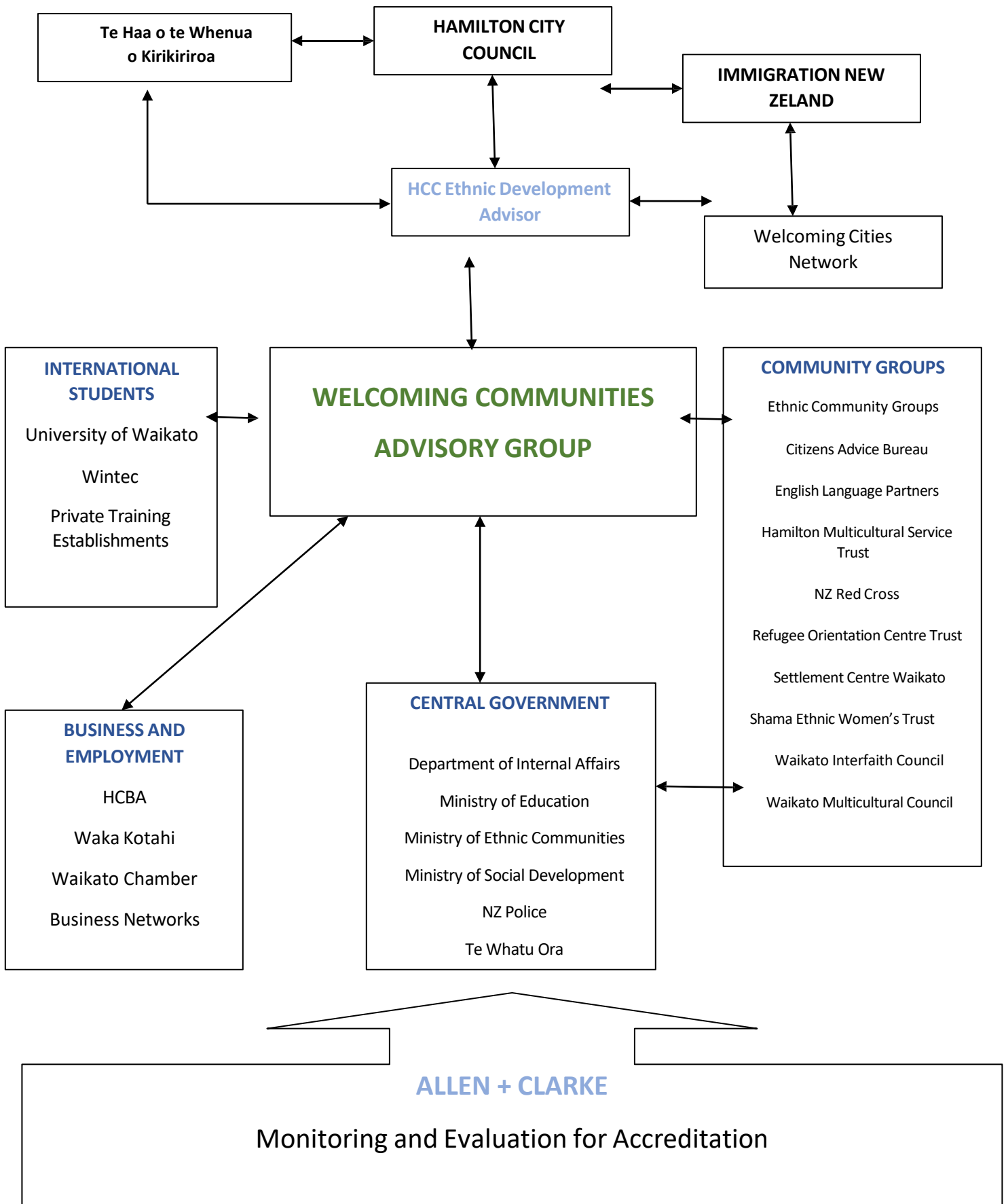
The inaugural advisory group consisted of representatives from THaWK, Council, Migrant and Refugee sectors as well as central Government agencies and local business. Expressions of interest were called for from individuals who can represent various sectors and relevant community groups but more importantly, those who can help guide the development of the plan.

These Terms of Reference (TOR) set out the parameters for members of the Advisory Group in relation to the implementation of the Welcoming Communities Programme in Kirikiriroa/Hamilton. In particular, this document outlines the roles and responsibilities of each party.

### **HAMILTON ADVISORY GROUP**

The purpose of the Kirikiriroa/Hamilton Welcoming Communities Advisory Group is to guide the Welcoming Communities programme in Hamilton and ensure a collaborative approach is taken as shown below (partnership diagram).

The Advisory Group provide advice and direction to the Hamilton City Council Ethnic Development Advisor on matters related to implementing the Welcoming Plan as well as recommending the allocation of the Welcoming Communities Fund which supports the intent of Welcoming Programme and the development of activities and programmes related to the Plan.



## **MEMBERSHIP**

Members of the Advisory Group will be individuals who can represent various sectors and relevant community groups but more importantly, those who are committed to build and maintain a welcoming city. They will recognise that proactively fostering an inclusive community where everyone can belong and participate creates social, economic, civic and cultural benefits for our community. They will engage with newcomers (recent migrants, international students and former refugees) and local residents. They help guide the development and implementation of the Hamilton Welcoming Plan and recommend the allocation of the Welcoming Communities Fund.

The membership size of the Advisory Group is 7-10 individuals who may be representatives from:

- Local Iwi
- Councilor
- Refugee Sector
- Migrant sector
- International Student sector
- Central Government Agencies
- Business sector

Should existing members resign, new members may need to be recruited. The Advisory Group will open an Expression of Interest (EOI) process to the wider community to advertise any vacancy. Once EOIs have been received, the Advisory Group will meet to discuss and appoint new members. This appointment will be signed off by Hamilton City Council by the General Manager of Partnerships, Communication and Maaori. The Advisory Group along with the Ethnic Development Advisor will provide induction training and support to new members.

## **TERM/MEETINGS**

Membership to the Advisory Group commences for a three-year term in alignment to Council Long Term Plan.

Meetings are held monthly/bi-monthly to monitor the actions within the Plan or recommend allocation of funding.

A quorum is deemed at least half of the total membership of the Advisory Group. For example, 9 members would require a quorum of 5. Should the quorum not be met, the attending Advisory Panel members can either: proceed with the meeting and circulate recommendations by email to the absent panel members seeking their approval/ agreement, or adjourn the meeting to another date.

## **REPORTING**

Through the Ethnic Development Advisor, Hamilton City Council will:

- Provide monthly status reports to the Advisory Group covering progress against the key deliverables and any issues/risks that need to be managed.
- Report quarterly to project stakeholders.
- Report 6/12 monthly to entities as required.

## **ROLES AND RESPONSIBILITIES**

**Hamilton City Council** will coordinate the project and provide a lead role in:

- Establishing governance, monitoring, and reporting arrangements
- Preparing project management materials (for example, project, engagement, and communications plans and terms of reference).
- Providing overall responsibility and management of the Welcoming Communities Coordinator role (role is fulfilled by the HCC Ethnic Development Advisor).
- Representing Hamilton City on the national Welcoming Communities workshops (intended to be meetings where various regions share progress).
- Liaising with Immigration New Zealand staff and other central government agencies.
- Administration support for the Advisory Group.
- Administration and reporting on the allocation of the Welcoming Communities Fund.

**Hamilton City Council** will partner and collaborate with the community to:

- Promote Welcoming Communities.
- Deliver the Welcoming Plan initiatives and other related implementation projects.
- Work towards meeting the agreed Standard and gain accreditation as a Welcoming Community.

**The Advisory Group** will assist in guiding the development, implementation and refresh of the Welcoming Plan and ensure a collaborative and coordinated community approach by:

- Championing the programme.
- Contributing to the development of a collaborative city-wide Welcoming Plan.
- Seeking input from their respective sectors and communities during the stock take and the development of welcoming activities.
- Providing cultural guidance and subject matter expertise relevant to the development of the programme
- Assisting in benchmarking current policies and practices against the Standard.
- Sharing information with colleagues and the wider networks about the ongoing activities of the Welcoming Communities Programme.
- Attending all meetings and relevant activities and send a proxy if unable to attend.
- Make recommendations to Council staff on the allocation of the Welcoming Community Fund.