

## APPENDIX A

### **5<sup>th</sup> Memorandum of Understanding (MOU)** between **Darebin Ethnic Communities Council (DECC)** and the **Darebin City Council (DCC)**

#### **1. Vision**

To make Darebin an inclusive and supportive community, where people's cultures, languages and beliefs are respected and honoured, diversity and difference are valued and celebrated, equity in access to local services and resources is a reality, participation in civic life is open to all, and discrimination and racism are not tolerated.

#### **2. Parties to the MOU**

##### **2.1 Darebin Ethnic Communities Council**

DECC is an incorporated association that seeks to represent the views, interests and needs of Darebin's culturally and linguistically diverse communities primarily to the Darebin City Council. Over 80 groups and associations from within the City of Darebin are affiliated with DECC as a peak body. Its key roles are to:

- Understand, represent and advocate for the interests of Darebin's culturally and diverse communities;
- Advocate on priority issues and rights of culturally and linguistically diverse residents, communities and organisations;
- Advise and monitor policies, services and practices of DCC as they relate to needs, priorities and rights of culturally diverse residents and communities;
- Strengthen relationships with diverse partner organisations and stakeholders at the local, state and Federal levels;
- Facilitate meaningful engagement by all levels of DCC with culturally diverse communities towards their participation in decision-making in policies, programmes and service developments;
- Promote and facilitate intercultural relationships based on values of respect and equality for people's diversity and people's shared stories;
- Stimulate public awareness and debate on new and emerging issues particularly as these relate to public policy, intercultural relations and community advocacy ;
- Assist culturally and linguistically diverse groups and organisations to build their capacity to organise, be heard and act on behalf of their own members.

## 2.2 Darebin City Council

Darebin City Council's vision is reflected in its Council Plan 2013 – 2017: *"Darebin, the Place to Live"*. The mission of the Darebin Council is: *"Working with our diverse community to build a sustainable and liveable city"*.

The Darebin Council Plan 2013 – 2017 makes several commitments under its six strategic goals. In particular it encourages active community engagement in Council decision-making; it also advocates for equity and social inclusion and always acts responsibly in the best interest of the whole City of Darebin community.

## 2.3 Darebin Community

DCC is a local authority with a population of over 130,000 people who come from over 100 different countries and who speak more than 100 different languages. Half of Darebin population is either first or second generation from non-English speaking background. Darebin has over a thousand residents from Aboriginal and Torres Strait Islander backgrounds and is home to a significant number of international students.

Over one third of the Darebin population was born overseas. The Darebin community speaks a variety of languages. 38.74% speak a language other than English at home.

## 3. Background

On the 10<sup>th</sup> of August 2000 the DCC's Executive Management Team (EMT) consisting of the Chief Executive Officer and seven General Managers and DECC signed the first MOU. This MOU committed the parties to work together to achieve responsive, effective and tangible outcomes that benefit Darebin's culturally diverse communities.

A second MOU was subsequently signed on the 23<sup>rd</sup> of August 2003 between the two parties and was endorsed by DCC on the 15<sup>th</sup> of September 2003. This second MOU expired on the 27<sup>th</sup> of August 2006.

The third MOU was endorsed by Council on the 9<sup>th</sup> of October 2006 and was signed by DECC and DCC on the 16<sup>th</sup> of October 2006. An Action Plan complementing the third MOU was developed in line with the 50 commitments outlined in the Council Plan. During 2009 meetings were held to review the effectiveness of the third MOU with the intention of forging a renewed relationship and purpose through the signing of a fourth MOU.

The fourth MOU aimed to build Council's reputation as an innovative Council in addressing the cultural diversity of its residents. It built on the shared commitment and practical collaboration that had developed between the two organisations over the past ten years to further strengthen a whole-of-Council approach to the growing diversity of the city.

The MOUs have been instrumental in achieving the following:

- A dialogue at the most senior level of Council to raise and address significant issues of concern to Darebin's diverse communities;
- Regular consultation with DECC members;

- Innovation within Darebin Council to explore more effective ways to meet the needs of its culturally diverse communities;
- A shared agenda and working commitment between members of Darebin's culturally diverse communities and Darebin Council;
- A 'finger on the pulse' on new and emerging issues through public forums and responses.

#### **4. Objectives**

The objectives of this MOU are to:

- Contribute to the social, economic and civic empowerment of residents and communities from culturally diverse backgrounds;
- Deliver tangible and fair outcomes for culturally diverse residents and communities with regard to access and utilisation of services and resources provided by DCC;
- Promote intercultural exchange, solidarity and collaborative action within the rich and complex diversity of Darebin residents, associations and neighbourhoods;
- Achieve Council's stated commitment to achieve fairness and accountability in decisions affecting residents from culturally diverse backgrounds;
- Enhance cultural safety for newly arrived residents by developing or facilitating specific services and programs that address their needs.

#### **5. Commitments to Partnership**

Both parties commit to:

- Work together respectfully, transparently and productively for the benefit of residents and communities from culturally diverse backgrounds;
- Meet to review and monitor progress on a quarterly basis to ensure that the partnership remains sustainable;
- Share knowledge, ideas, expertise and skills to work towards common goals according to each other's roles and responsibilities as mutually agreed.

#### **6. Specific Priorities**

For 2015-2018 the following initiatives will have priority in the collaboration between the parties:

- The planning and development of strategies for engagement and consultation with culturally diverse communities, which then lead to effective communication and culturally sensitive service delivery;
- Particular focus on the areas of Arts and Culture, Leisure and Recreation and Environment and Sustainability;

- Support the work of the Darebin Intercultural Centre;
- Joint public forums on emerging issues of relevance to Darebin's diverse community;
- The capacity building of DECC as an enabling and facilitating organization through direct grants, consultancies and promotion among public and private agencies.

## 7. Implementation

The implementation of this MOU will be monitored at regular meetings between DECC and the EMT.

### 7.1 Commitments

#### DECC commits to:

- Fulfil its responsibilities as an elected peak body;
- Participate in implementing the MOU commitments in collaboration with the EMT;
- Provide input, advice and feedback to Council's committees, working groups and various departments;
- Raise issues of concern with Council concerning the implementation of the MOU.
- Acquit the funding granted by the Darebin City Council by an external auditor.

#### DCC commits to:

- DCC commits to work in partnership with DECC to fulfil Council's promise to the Darebin community as set out in its Council's Plan 2013-2017;
- Fulfil its responsibility based on the vision, objectives, commitments and the implementation process set out in this MOU.

### 7.2 Resourcing

- DCC agrees to continue supporting DECC to assist with the delivery of actions agreed to as part of the DECC Funding Agreement underpinned by this MOU. This includes the provision of office space at the Intercultural Centre, meeting rooms and council venues for functions, office furniture, telephone, computer and printer. Access to unspecified funding is available to DECC through the Council's Community Grants Program.
- DECC will be supported with printing and photocopying costs in regard to the actions in the DECC Funding Agreement to the value of \$2000 dollars.
- In regard to the use of the Darebin Intercultural Centre DECC is required to comply with the booking guidelines and procedures of use set out by the Centre.

- DECC will also follow the compliance processes established by the Darebin Council in regard to activities delivered in partnership with the Darebin Council. This includes the observance of Communication and Marketing processes, the engagement of Councillors and members of the Executive Management Team and Council staff.
- The contact person in the Council to assist with Council protocols and process is Council's Multicultural Affairs Officer.
- Darebin Council and DECC commit to find a solution to office and meeting space for DECC to be able to coordinate the implementation of activities included in this MOU. This will require an analysis of different operating models that responds to DECC's needs.
- The activities supported are those agreed to and listed in the attached DECC Funding Agreement.

### **7.3 Time frames**

This MOU commences on the 1<sup>st</sup> of January 2015, is ongoing and it will be reviewed every three years by agreement of both parties

### **7.4 Meetings**

The progress of this MOU will be discussed at quarterly meetings of DECC and the EMT.

#### **7.4.1 Frequency**

Meetings will take place on a quarterly basis at DCC, or as required, with the appropriate representatives from both organisations in attendance.

#### **7.4.2 Chairing**

Chairing of the DECC – EMT meetings will alternate between the Chairperson of DECC and the Darebin Council's Chief Executive.

#### **7.4.3 Secretariat**

Secretariat functions will be undertaken by the Council's Children, Families and Community Department.

#### **7.4.4 Agenda:**

The preparation of meeting agendas will be coordinated by the Children, Families and Community Department in consultation with DECC and the EMT.

#### **7.4.5 Minutes**

Minutes of meetings will be taken by a Council officer representing the Children, Families and Community Department and distributed to all members a week prior to each meeting.

### 7.5 Conflict Resolution

While this MOU is not legally binding, it is developed and endorsed by both parties in good faith. Both parties agree that disagreements resulting from the application of this MOU will be negotiated by the parties directly and if need be, by resorting to an independent mediator

### 7.6 Variation

The parties may vary this MOU by agreement in writing.

### 7.7 Report to Council

An Annual Progress Report to Council on the MOU will be provided to Council containing an evaluation of the Action Plan in June of each year.

### 7.8 Evaluation and Review

A comprehensive evaluation of the MOU will be conducted every three years.

### 8. Contact Persons

Each party must have at all times one nominated person who is the key contact person and the person accountable for this MOU. Any changes need to be advised immediately to the other party.

<p><b>Darebin Ethnic Communities Council</b>          Name: Nalliah Suriyakumaran          Position: Chairperson          Phone: 9478 3737          Email: decc@decc.org.au</p>	<p><b>City of Darebin</b>          Name: Katrina Knox          Position: Director, Community Development          Phone: 8470 8669          Email: katrina.knox@darebin.vic.gov.au</p>
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### Signatories:

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**Nalliah Suriyakumaran**  
 Chair  
 Darebin Ethnic Communities Council

Date: \_\_\_\_\_

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**Cr Steven Tsitas**  
 Mayor  
 City of Darebin

Date: \_\_\_\_\_