

Multicultural Advisory Committee

Expression of Interest

External Advisors

1. Purpose of the Expression of Interest

Ipswich City Council invites expressions of interest from individuals with relevant community interest and/or subject-matter expertise to be appointed as **external advisors** to the Multicultural Advisory Committee.

The Multicultural Advisory Committee is responsible for considering matters relating to diversity and multiculturalism and provides recommendations and advice to the Community and Sport Committee. External advisors will support the Chair of the Multicultural Advisory Committee by providing advice relevant to council plans, strategies and service delivery to Ipswich's multicultural communities.

Read the [Ipswich City Council Standing and Advisory Committee Meetings Terms of Reference](#) (including page 16. Annexure 3.3 – Multicultural Advisory Committee) and the [Meeting Procedures Policy](#) before applying.



Multicultural Advisory Committee

Expression of Interest

External Advisors

2. Role of External Advisors

External advisors will support the Multicultural Advisory Committee to:

- Provide informed advice and perspectives to the Committee Chair on matters that pertain to council's work in supporting and engaging Ipswich's multicultural communities;
- Contribute knowledge and insight representing the views of the wider multicultural community relevant to council's commitments and initiatives;
- Support discussion on opportunities to engage and empower multicultural community leaders and networks within Ipswich; and
- Provide strategic advice to inform council planning, policy development, service design and resource allocation affecting multicultural communities.

External advisors will participate in committee discussions at the invitation of the Chairperson.

External advisors do not have authority to make statements on behalf of the Committee or Council.

3. Status of External Advisors

For the avoidance of doubt, external advisors:

- Are not members of the Multicultural Advisory Committee;
- Do not vote on committee recommendations or resolutions;
- Do not form part of the quorum for committee meetings; and
- Do not exercise any delegated authority on behalf of Council.

The responsibility for formulating advice and recommendations to the Community and Sport Committee remains with the elected councillor members of the Advisory Committee.

4. Term of Appointment

External advisors will be appointed for a fixed term, as determined by Council, and may be eligible for re-appointment subject to performance and conduct, continued relevance of expertise, and Council approval.

Council may appoint up to five (5) external advisors to the Multicultural Advisory Committee at any one time. External Advisors are appointed in a voluntary capacity.

Council may terminate the appointment of an external advisor to the Multicultural Advisory Committee, with or without cause, upon giving 14 days written notice.

Multicultural Advisory Committee

Expression of Interest

External Advisors

5. Eligibility Criteria

Applicants should be able to demonstrate expertise, knowledge, or lived experience and direct their support towards advancing one or more of the following areas:

- Multicultural community engagement or leadership;
- Cultural diversity, inclusion, or settlement services;
- Research, policy, or advocacy in multicultural, community development, social inclusion, workforce participation, economic development or small business support contexts; or
- Other expertise relevant to council's role in supporting Ipswich's culturally diverse communities.

Individuals are eligible to apply if they are 18 years of age or older and meet at least one of the below criteria:

- live in Ipswich
- work in Ipswich
- are a business owner or operator in Ipswich
- are an Ipswich rate payer
- whose professional or community role supports Ipswich multicultural communities.

By submitting an expression of interest, Ipswich City Council will consider that you have given us your consent to manage your personal information in the manner described in council's [Privacy Statement](#), [Personal Information Digest](#) and this collection notice for the purpose of fulfilling its functions, responsibilities and activities.

6. Selection Criteria

Applications will be assessed against the following criteria:

1. Demonstrated ability to contribute constructively to advisory discussions that inform council strategy and service delivery;
2. Relevance and depth of cultural, community, or subject-matter expertise aligned to the Committee's purpose and scope;
3. Capacity to consider matters from a whole-of-community and public-interest perspective;
4. Ability to engage respectfully, cooperatively and collaboratively in a councillor-led committee environment; and
5. Availability and commitment to participate in meetings as required.

Expression of Interest

External Advisors

7. Governance and Conduct Expectations

External advisors are required to:

- Act in good faith and in the interests of the Ipswich community as a whole;
- Respect the advisory nature of the role and the decision-making responsibilities of elected councillors;
- Declare and appropriately manage any actual or perceived conflicts of interest; and
- Comply with relevant council policies, including confidentiality and the [Ipswich City Council Employee Code of Conduct](#).

8. Appointment Process

Appointments of external advisors will be made following:

- Assessment of Expressions of Interest against the selection criteria (Section 6 of this document); and
- Approval by Council.

9. How to Apply

Please provide a brief application of 1 – 2 pages (2 pages maximum) addressing the selection criteria (Section 6 of this document) and a current resume (including at least one referee who can provide information to support claims made in this application).

Applications close **23 August 2026**

Email applications to: councilmeetings@ipswich.qld.gov.au
or

Mail: Ipswich City Council
Executive Services Branch
PO Box 191
Ipswich QLD 4305

Further information

For assistance or further information, please contact:

Committee Meetings Secretariat
councilmeetings@ipswich.qld.gov.au

Multicultural Advisory Committee

Expression of Interest

External Advisors

(07) 3810 6666 (Monday to Friday, from 8:30am to 4:30pm)

Language Assistance

If you need help understanding this information, you may contact the Telephone Interpreting Service, TIS National on 131 450. You can also visit Ipswich City Council at 1 Nicholas Street, Ipswich and speak with a Customer Service Officer.

Version control

File name	EOI – External Advisors
Version	1.0
Release state	PUBLIC
Approved by	Council
Approved date	30 July 2026
Objective reference	A13182203