

Title:	<i>Multicultural Advisory Group</i>
Purpose	
<p>The purpose of this Group is to:</p> <ul style="list-style-type: none"> a) Support the development and implementation of the City of Wanneroo's (the City) Community Development Plan, including access and inclusion requirements. b) Provide advice to the City on issues relating to communities and people of a multicultural background. 	
Aims & Functions	
<ul style="list-style-type: none"> a) Provide input and feedback on the development and review of the City's Community Development Plan. b) Inform the City of challenges and opportunities relating to communities and people of a multicultural background and identify initiatives to respond. c) Provide input into other City multicultural strategies, plans and engagement on a case by case basis. d) Share cultural knowledge and practices with the City to increase awareness and community education. 	
Membership:	
<p>The Group shall consist of the following representation:</p> <ul style="list-style-type: none"> a) The Mayor (or nominee) and optional membership of a maximum of three (3) Council Member representatives appointed by Council. b) A maximum of twelve (12) CaLD community representatives. However, the maximum number of representatives can be reviewed by the Manager Community Development should a wider community representation be required. c) A maximum of four (4) agencies or organisations that support community members within the CaLD community. d) Maximum of four (4) City staff members including a Director that attends each meeting on rotation. e) Guests and guest speakers when appropriate, including young people who are being mentored by Group members to encourage future generation of cultural knowledge and youth leadership. f) Community membership will be structured to provide diversity of culture. g) Members will be appointed for a period of two years, in line with Ordinary Council elections. h) Members must comply with the City's Code of Conduct. i) The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice. 	

- j) Membership will be reviewed should a community member be absent for more than three consecutive meetings without reason.

Facilitation of Meetings:

- a) Group Members will select a community representative Chair and Deputy Chair at the first meeting. (For transparency and accountability it is recommended that Council Members and City Officer's not be appointed to the position of Chair or Deputy Chair.)
- b) The Chair will facilitate all meetings.
- c) In the absence of the Chair, the Deputy Chair will assume the Chair.
- d) In the absence of both the Chair and Deputy Chair, the group members present at the meeting are to choose one of themselves to preside at the meeting.

Meeting Procedures:

- a) The Advisory Group shall meet at least four times per year, with dates of these meetings determined by the Group.
- b) The City will provide an agenda and keep clear notes to be registered in the City's record keeping system.
- c) A Group meeting may be held without a quorum, but every effort should be made to hold meetings with a quorum present. The quorum is at least 50% of the number of endorsed members.
- d) An Advisory Group outcome or recommendation will have effect if it is supported by general consensus of the meeting or through a vote made by simple majority.

Decision Making:

- a) The Group has no delegated power and has no decision making authority.
- b) The Group has no authority to commit Council to the expenditure of monies.
- c) Majority group consensus is required for suggestions to be progressed on behalf of the group.

Administration Use Only			
Date of Council Establishment of Group:			
Council Minute – Ref:			
Terms of Reference - HPE Ref:		18/282687	
HPE Container – Ref:		35601V03	
Operational Procedures - HPE Ref:			
Last Review Date:	August 2021 endorsed February 2022	Next Review Date:	