

TERMS OF REFERENCE

Multicultural Advisory Group

(Date of Council Adoption)

Name:	Multicultural Advisory Group
Role/Purpose:	To provide a strong link between the City of Wanneroo (the City) and its Culturally and Linguistically Diverse (CaLD) community by supporting the development and implementation of the City's Access and Inclusion Plan (AIP). The group will be engaged to support, provide advice and implement actions, where appropriate, on issues pertaining to the CaLD community.
Definition:	The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.
Aims & Functions:	The City's Multicultural Advisory Group (the Advisory Group) will: <ol style="list-style-type: none"> 1.1 Provide advice on the development and review of the City's AIP; 1.2 Guide the City by identifying ideas and opportunities to support the implementation of actions outlined in the AIP; 1.3 Broadly engage and communicate the views of the wider CaLD community in the City of Wanneroo; 1.4 Comment on multicultural issues and opportunities within the City; and 1.5 Provide input into, and be utilised as a reference group, for other City multicultural strategies, plans and engagement on a case by case basis.
Membership:	<ol style="list-style-type: none"> 2.1 The Advisory Group shall consist of the following representation: <ul style="list-style-type: none"> • The Mayor (or nominee) and one Councillor representative per ward appointed by Council; • Relevant City staff as per the responsibilities of their role; • A maximum of 12 CaLD community representatives (individuals differing according to religion, race, language and ethnicity). However, the maximum number of representatives can be reviewed by the Director Community and Place should a wider community representation be required. • A maximum of four agencies or organisations that support community members within the CaLD community. 2.2 Community representatives are to be approved by the appropriate Director. 2.3 Community membership will be structured to provide diversity of culture. 2.4 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply. 2.5 Members must comply with the City's Code of Conduct. 2.6 The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice. 2.7 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.

	<p>2.8 Membership will be reviewed should a community member be absent for more than three consecutive meetings without reason.</p>
<p>Operating procedures:</p>	<p>3.1 Chairperson:</p> <ul style="list-style-type: none"> a) The members of the Advisory Group are to elect a community representative Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that Elected Members or City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Advisory Group. <p>3.2 Meetings:</p> <ul style="list-style-type: none"> a) The Advisory Group shall meet at least four times per year, with dates of these meetings determined by the Advisory Group. b) All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members at least 72 hours prior to each meeting where possible. d) Administration shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members as soon as practicable after the meeting. The Minutes are to be available for public inspection. e) Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal. f) All Agenda and Minute documentation to be generated through Council's Info Council software reporting system. g) 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. A simple majority is the agreement of not less than half of the votes present at the meeting. h) In the event that a vote is taken, all endorsed members (or the proxy attending in lieu of the Community Member) of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. <p>3.6 Quorum:</p> <p>A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.7 Administration:</p> <p>3.7.1 Advisory Group Administrator Support</p> <p>Administration support for the Advisory Group will be provided by the City of Wanneroo. That support person will be a Community Development Planner.</p> <p>3.7.2 Motions on Notice</p> <p>A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Committee, in the form of a Motion, of which seven days notice has been given in writing to the Advisory Group Administrator prior to the</p>

	<p>compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
<p>Delegated Authority:</p>	<p>4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>