TERMS OF REFERENCE

Title:	Multicultural Advisory Group

Purpose and Role

The purpose of this Group is to:

- Support the development and implementation of the City of Wanneroo's (the City) Community Development Plan and other plans, strategies and initiatives, as relevant.
- Provide advice, guidance and feedback on issues relating to communities and people of a multicultural background within the City.

1. Aims & Functions

1.1 Provide input and feedback on the development, implementation and review of the City's Community Development Plan and other plans, strategies and initiatives, as relevant.

1.2 Inform the City of current challenges, opportunities and priorities relating to communities and people of a multicultural background and identify initiatives to respond, with consideration of local government's role.

1.3 Share cultural knowledge and practices to increase awareness, understanding and community education of multicultural communities within the City.

1.4 Share information with communities and networks represented by the members of the Multicultural Advisory Group.

2. Membership

The Group shall consist of the following representation:

2.1 The Mayor (or nominee) and optional membership of a maximum of three (3) Council Member representatives appointed by Council.

2.2 A maximum of twelve (12) multicultural community representatives. Two (2) of these positions will be prioritised for young people under the age of twenty-five (25). However, the maximum number of representatives can be reviewed by the Manager Community Development should a wider community representation be required.

2.3 A maximum of four (4) agencies or organisations that support community members within the multicultural community.

2.4 Maximum of four (4) City staff members including Director Community & Place.

2.5 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.

2.6 Community membership will be structured to provide diversity of cultural identity.

2.7 Members will be appointed for a period of two years, in line with Ordinary Council elections.

2.8 Members must comply with the City's Code of Conduct.

2.9 The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice.

2.10 Membership will be reviewed should a community, organisation or agency representative be absent for more than three consecutive meetings.

3. Facilitation of Meetings

3.1 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.)

3.2 The Chair will facilitate all formal meetings, and all members are responsible to contribute to discussions

3.3 The Chair or a City Staff member will facilitate informal meetings. The meeting format will be versatile with opportunities for networking and collaboration, such as project-based discussions and workshops.

3.4 In the absence of the Chair, the Deputy Chair will assume the Chair.

3.5 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.

4. Meeting Procedures

4.1 The Advisory Group shall meet at least four times per year, including a minimum of two formal meetings.

4.2 The City will provide an agenda and keep clear notes to be registered in the City's record keeping system.

4.3 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.

4.4 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.

5. Authority of Establishment

5.1 The Multicultural Advisory Group is established as a Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference.

6. Decision Making:

6.1 The Group has no delegated power and has no decision making authority.

6.2 The Group has no authority to commit Council to the expenditure of monies.

6.3 Majority group consensus is required for suggestions to be progressed on behalf of the group.

Administration Use Only	
Date of Council Establishment of Group:	6 December 2016

Council Minute - Ref:		CP03-12/16	
Terms of Reference - Ref:		18/282687 [v4]	
CM Container - Ref:		28569*	
Operational Procedures - CM Ref:			
Last Review Date:	August 2025	Next Review Date:	August 2027