

# **Ku-ring-gai Council**

## **Multicultural Advisory Committee**

### **Terms of Reference**

The Terms of Reference for the Multicultural Advisory Committee are outlined below:

#### **Role of the Committee:**

The primary roles and responsibilities of the Multicultural Advisory Committee are to:

- Provide input and assistance into the development and implementation of objectives and strategies of Council's Community Strategic Plan.
- Contribute to and provide feedback on activities, forums, projects, programs and events relating to multicultural communities.
- Provide input into wider policies, plans and services that impact multicultural communities.
- Advocate on behalf of culturally and linguistically diverse communities.
- Promote greater understanding and appreciation of multiculturalism.
- Ensure community engagement includes voices of and engagement with multicultural community members, groups, and leaders.
- Assist in the development of programs and services that ensure equity of access for multicultural members.
- Advise and share relevant information and facilitate partnerships that nurture cultural diversity, capacity building, and increase community connections.

#### **Community Engagement Principles:**

The community engagement principles guide how Council will engage with culturally and linguistically diverse communities so that a range of perspectives are sought, and the community has a strong voice in Council's decision-making. Effective engagement will:

- ensure community needs and expectations are understood and reflected in the decisions and actions of Council
- build trust and improve accountability through transparency of decision-making
- value local knowledge and foster local problem-solving
- improve understanding of Council's planning, prioritising and resourcing
- identify critical issues and opportunities
- optimise equitable allocation of Council resources.

**Membership:** Membership of the Multicultural Advisory Committee comprises of:

- Any interested Councillors, including the Mayor, and
- A maximum of ten (10) community members representing our diverse multicultural communities

- Other members may be co-opted from time to time if required with specific, knowledge, expertise or qualifications pertaining to culturally and linguistically diverse communities.

Community members are to be appointed by resolution of Council following an Expression of Interest process.

The following Ku-ring-gai Council staff will be available to attend the Committee meetings and will provide professional advice and administrative support

- Director Community
- Manager Community Development
- Committee Facilitator and other staff members as required.

### **Term of Membership:**

Councillors (including the Chairperson and Deputy Chairperson) are to be elected by Council for the same period as the term of office of the Mayor.

The term of office for committee members will be for the term of Council, plus up to six months to allow time for the incoming Council to make new appointments. At the expiration of the term, members will be eligible for re-appointment, subject to referral to Council for its consideration and resolution. Membership of the Committee can be withdrawn by resolution of Council. Council staff representation will be appointed by the General Manager.

If a member misses three (3) consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant.

### **Chairperson:**

The Chairperson will be the Mayor, or a Councillor as nominated by Council.

The Chairperson and Deputy Chairperson are to be elected by Council for the same period as the term of office of the Mayor.

If the Chairperson is not present at the time designated for the meeting, the Deputy Chairperson shall take the responsibilities of the Chairperson.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the agenda.

### **Committee Facilitator:**

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council who will be responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee in consultation with the Chairperson and other staff.

### **Delegation:**

No delegation. The committee is an advisory body only and has no decision-making authority.

**Quorum:**

The Quorum will be half the number of members plus one (including the Chairperson or Deputy Chairperson)

**Meetings:**

Meetings will be held quarterly, or as determined by the Chairperson.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off, should give consideration to operational requirements, and be agreed upon by the majority of Committee members.

The Committee Facilitator will produce a draft agenda in consultation with the Chairperson. Committee members should raise items they would like to be included on the agenda at least two (2) weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during a meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The agenda and meeting papers shall be circulated to members at least three (3) days prior to meeting. All agendas will be published on Council's website. Each meeting shall be properly recorded by the taking of minutes.

Should any meeting time extend beyond two (2) hours the Chairperson may consider a motion to extend the meeting for up to 30 minutes. Matters listed on the agenda that are not dealt with by the conclusion of the meeting will be carried forward to the next meeting of the committee.

**Attendance by audio-visual link:**

Members of the committee may attend meetings by audio-visual link, in accordance with the Council Advisory and Reference Committee Guideline.

**Voting:**

No formal voting rules apply as the Committee has an advisory role only, and its recommendations are made by consensus. No recommendation from the Committee will be deemed to be a decision of Council. Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Committee.

**Communication and Reporting:**

The minutes of the Committee shall be reported to Council following the meetings.

The minutes of the meeting shall be circulated to all members within seven (7) working days following the meeting. Any questions regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed by the Committee, the Committee Facilitator shall arrange to make the appropriate changes.

**Code of Conduct, Confidentiality and other Council Policies:**

The Ku-ring-gai Council Code of Conduct applies to all members of advisory and reference committees.

All committee members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Code. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

Each Committee member shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The Committee may be dealing with limited confidential information. Committee members will be required to complete appropriate disclosure forms.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.