

MULTICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE

Purpose

The Multicultural Advisory Committee (MAC) has been established to provide community views to Council in relation to matters that may have an impact on culturally and linguistically diverse communities in the Burwood Local Government Area (LGA) and to enable the dissemination of relevant information to local multicultural communities.

The Committee has the following functions:

- Raise emerging issues associated with multicultural needs in the Burwood LGA and recommend goals and actions.
- Provide informed and timely advice on Council matters relating to multicultural communities in the Burwood LGA.
- Actively participate in the development of Council's multicultural programs and policies.
- Monitor the implementation of Council's Multicultural Strategy (or equivalent).
- Provide a two-way mechanism for communication between Council and multicultural communities in the Burwood LGA.

In accordance with the Burwood2036 Community Strategic Plan the MAC is an important mechanism for consultation, advice and feedback on inclusion and diversity.

Chairperson and Committee Members

Membership is limited to the representatives listed below:

- The Mayor or other appointed Councillor will represent Council as Chairperson.
- An alternate Councillor delegate appointed to attend if the Mayor or other appointed Councillor cannot attend a meeting.
- Eight community representatives will be appointed for a two-year term via an Expression of Interest process. Community representatives will come from a culturally and linguistically diverse (CALD) background, preferably in a leadership role representing one of the key language or cultural groups in Burwood LGA.
- Council Officer(s) will attend meetings as non-voting members to assist the work of the Committee.

Membership can be altered at any time by resolution of Council.

Nominations

Nominations for community representative positions on the Committee will be invited through Council's website and communications channels, including but not limited to Participate Burwood, social media and e-news.

Selection Criteria

Applications will be assessed in accordance with the selection criteria below (adapted from Community Advisory Committees Procedure for Selection of Community Representatives).

Applicants must:

1. Reside, work (in a paid or voluntary capacity) or have an interest in the Burwood LGA and represent a CALD community, preferably representing one of the key language or cultural groups in a leadership role.
2. Demonstrate a high level of understanding, interest, experience and/or expertise in multicultural issues in the Burwood LGA.
3. Be available to attend meetings and demonstrate a willingness to volunteer time to work on initiatives.
4. Participate in relevant working parties.
5. Undertake to communicate and engage with the community represented.
6. Be willing to work within the Terms of Reference.

Representatives of political parties are excluded.

Recommendations for appointment to the Committee will be submitted to Council for approval. The Committee does not have the authority to co-opt anyone else to its membership without the approval of Council.

Committee Proceedings

- a. Meetings shall be held at least bi-monthly.
- b. Meeting agendas shall be compiled by the Executive Assistant to the Mayor listing all items of business and must be issued to the Committee Members at least five working days prior to the scheduled meeting date.
- c. Meetings shall be held at Council Offices or another location approved by the Chairperson.
- d. Meetings will not proceed unless the Chairperson and at least four of the community representatives are in attendance within 30 minutes of the scheduled start time.
- e. Apologies must be given in advance for non-attendance. Where three consecutive absences have occurred, the General Manager can recommend to Council that a Committee Member's membership be cancelled.
- f. Recommendations at meetings will be arrived at by way of consensus.
- g. Committee meetings shall be conducted in a spirit of cooperation and mutual respect, and members must adhere to Council's Code of Conduct (to be circulated).
- h. Council officers will attend the Committee in a support role.
- i. Technical experts and specialists may be invited to attend meetings to provide advice when required.
- j. Senior representatives from local multicultural community services may also be invited to attend the Committee from time to time.

Minutes

Minutes of the meetings will be taken by the Executive Assistant to the Mayor who will attend meetings as a non-Committee member.

Review

The Terms of Reference will be reviewed every four years.