



GLEN EIRA  
CITY COUNCIL

<b>Terms of Reference</b>	
1. Name	<b>Glen Eira Multicultural Advisory Committee</b>
2. Classification	Advisory Committee
3. Background	The Glen Eira Multicultural Advisory Committee was formed in 2022 to ensure that people from culturally and linguistically diverse backgrounds are able to provide regular feedback and advice on ways in which Council can celebrate multiculturalism and promote social cohesion strategies, engage and communicate effectively with our culturally and linguistically diverse communities.
4. Function and Role	To provide feedback and advice to Council on activities, engagement and communication strategies with people and communities from culturally and linguistically diverse backgrounds.
5. Term of Committee	<p>Appointment of Councillors shall be annually.</p> <p>Appointment of community members shall commence on the date of the resolution appointing them and end on the earlier of:</p> <ul style="list-style-type: none"> <li>- The expiration of two years,</li> <li>- The cessation of the committee;</li> <li>- The member(s) resigning;</li> <li>- Council resolving to remove the member from the Committee.</li> </ul>
6. Membership and Term of Membership	<ul style="list-style-type: none"> <li>• A minimum of three (3) Councillor representatives.</li> </ul>
	<ul style="list-style-type: none"> <li>• A minimum of (3) three and up to a maximum of 12 people representing, as far as feasible, diverse cultural, ethnic, linguistic and faith communities (aged 18 years and over)</li> </ul>

	<ul style="list-style-type: none"> <li>• A minimum of (3) three and up to a maximum of nine (9) representatives from agencies/organisations operating in Glen Eira who provide services to people from culturally and linguistically diverse backgrounds</li> </ul>
	<ul style="list-style-type: none"> <li>• Three (3) Council Officers</li> </ul> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</p>
7. Chairperson and Term of Chairperson	<p>Chairperson: A Councillor appointed annually.</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a Councillor member to be the acting Chairperson for that meeting.</p>
8. Voting Rights	<p>It is preferable that decisions of the Multicultural Advisory Committee are made by consensus, however, there may be circumstances where a matter is decided by a vote.</p> <p>Councillors only have voting rights with the Chairperson having the casting vote.</p>
9. Quorum	<p>At least two (2) Councillors. 50% of community and/or agency/organisation representatives</p>
10. Conduct of Members	<p>Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 2020 apply to all members.</p>
11. Role of Council Staff Attendee(s)	<p>Officers to the Committee</p> <ul style="list-style-type: none"> <li>• Director Community Wellbeing</li> <li>• Manager Community Development</li> <li>• Diversity and Inclusion Officer</li> </ul>

12. Meeting Frequency	<p>Up to a maximum of five (5) meetings per calendar year.</p> <ul style="list-style-type: none"> <li>• Meetings will be hosted face to face at Council buildings.</li> <li>• When required meetings may be held online.</li> <li>• All meetings have a Hybrid option where members can join virtually if unable to attend in person as long as appropriate notice is given (minimum of 24 hours) to the meeting organiser.</li> </ul> <p>Under special circumstances a meeting may be cancelled or rescheduled.</p>
13. Reporting Requirements	<p>Advisory Committee minutes and recommendations to be submitted to the next appropriate Ordinary Council meeting for consideration.</p>
14. Other Relevant Information	<p>Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.</p>
15. Committee Contact Details	<p>Director Community Wellbeing</p>
16. Date of Council Approval of Terms of Reference	<p>5 September 2023</p>
17. Date of Next Review of Terms of Reference	<p>November 2024</p>