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# Terms of Reference

Multicultural Advisory Committee

Adopted: 11 September 2018

### Document Version Control

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### Change History

Version	Issue Date	Author	Reason for Change
1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
1.2	20/4/10	Shane Sullivan	Resolution of Council 8 July 2008 Minutes of all Advisory Committees to be incorporated in the business papers of the next Council/Committee meeting and then placed on Council's website. : page 7
1.2	20/4/10	Shane Sullivan	Resolution of Council 20 April 2010 Provisions for casual vacancies: page 5
1.3	14/9/10	Jennifer Anderson	Resolution of Council 14 September 2010 All Minutes are to be reported in CIB unless a Council resolution of Council is required. Minutes are to be placed on Council's website within 5 days of the Committee Meeting.
1.4	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to “Committee of the Whole”, as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	<p>Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template.</p> <p>This update is made to reflect current practice and provide clarity and includes:</p> <ul style="list-style-type: none"> <li>• rewording of roles and responsibilities to more clearly state that these committees are advisory only</li> <li>• change to methods and timing of publication of minutes and agenda</li> <li>• change of terminology from ‘local residents’ to ‘community members’</li> <li>• change to method to fill casual vacancies</li> <li>• change to include that establishment and change to meeting schedule requires majority agreement</li> <li>• clarification of process to develop agenda</li> <li>• removal of requirement for Committee members to speak through the Committee chair</li> <li>• addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings.</li> <li>• addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.</li> </ul>

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## 1. Roles

The City of Ryde has a long term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Multicultural Advisory Committee is to:

- Provide advice to Council to ensure that Culturally and Linguistically Diverse (CALD) residents in the City of Ryde are able to participate actively in all aspects of community and civic life and that Council recognizes and values the diversity of the community

## 2. Responsibilities

The Committee is responsible for providing advice and recommendations to Council and Council officers regarding:

- effectiveness / improving Council engagement activities for CALD communities
- implementation and review of the Community Strategic Plan, Delivery Plans and major projects
- Council's policies and procedures regarding their relevance for Culturally and Linguistically Diverse (CALD) communities in Ryde
- Council's advice to State and Commonwealth governments on policy areas and issues that impact on CALD communities and community harmony.

## 3. Membership, Chairperson and Voting

Membership of the Multicultural Advisory Committee Committee comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.

Up to a maximum of 25 members representing

- Persons who are representative of the cultural, ethnic, faith and linguistic diversity of the City of Ryde.
- People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to community harmony.
- People will be co-opted as required (new)

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

Community members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online, and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any community representatives.

The following City of Ryde staff ordinarily attend the Committee meetings but are not members of the Committee:

- Director Customer and Community Service
- Manager, Community Services
- Senior Coordinator – Social Development and Capacity Building ( Staff Convener)
- Community Projects Coordinator (Sector Development)

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

### **Term of Membership to Committee**

Committee members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Committee Chair will review the membership of the Committee annually, to ensure representation and member details are current.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

If a member of a Committee misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant, in accordance with Council Resolution of 10 October 2012.

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

### **Casual Vacancy**

A casual vacancy caused by the resignation or death of a Member, or the withdrawal of membership, will be filled by undertaking the following process:

- (i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes
- (ii) The Committee Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.
  - (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a replacement representative (if no alternate member has previously been nominated).
  - (b) If the casual vacancy was for an individual position, previous nominees that were considered suitable, but were either not offered a membership or were unable to accept a position on the Committee, will be approached by the Committee Facilitator to confirm that their nomination remains current and valid. If so, they shall be put forward as a nominee.
  - (c) Where neither option (a) or (b) is appropriate, an expression of interest process will be undertaken to identify suitable members.
- (iii) A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- (iv) All prospective community members require their membership to be confirmed via a resolution of Council.
- (v) It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.
- (vi) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

### **The Chairperson of the Committee is:**

- A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

A staff member appointed as Chairperson of the Committee, does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee.

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

The Chairperson has the discretion to exclude a member of the Committee if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council Meeting in accordance with Council resolution 12 December 2017.

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Committee meetings that are not addressed in these Terms of Reference.

### **Committee Facilitator**

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is 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. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

### **Voting**

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee.

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

### **Quorum**

As the Committee is advisory only, no quorum is required. However, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

## 4. Meetings

### Meeting Schedule and Procedures

Meetings to be held quarterly on the last Thursday of the Month commencing in February of the year. Meetings will be held at 6.00pm-7.30pm.

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 is to give consideration to operational requirements, and be agreed by the majority of Committee members.

The Committee Facilitator produces 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 weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during the 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 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

Each meeting shall be properly recorded by the taking of minutes.

### Public Participation

All meetings of the Committee are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting they are to make prior arrangements through the Committee Facilitator, the Chairperson or a Councillor committee member.

Presentations shall be limited to a maximum of 5 minutes.

## 5. Communications and Reporting

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to all committee members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.



The draft meeting minutes of all public Advisory Committees will be published on the Councillors' BoardVantage and City of Ryde website within two weeks of the Committee meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Advisory Committee agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Committee are not permitted to speak to the media as representatives of the Committee.

## **6. Code of Conduct and Other Council Policies**

Each Committee member who is not a Councillor shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

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