

**CITY OF VINCENT****MULTICULTURAL ADVISORY GROUP**

1. AIMS

The Advisory Group will play an important role in advocating and promoting matters relating to Cultural and Linguistically Diverse (CaLD) Services so they are compatible with the City's of Vincent's Vision and Strategic Objectives, in particular with the City's Multicultural Plan 2013 – 2017.

2. OBJECTIVES

The objectives of the Advisory Group are to:

2.1 Act in an advisory capacity in all current and future matters relating to CaLD Services and Facilities;

2.2 Provide advice and make recommendations relating to;

2.2.1 assessing plans for the City's facilities, events, services and programmes to ensure inclusiveness of people who are CaLD;

2.2.2 actions to be undertaken to inform, educate and raise awareness in the community with regard to current and future issues and trends relating to CaLD Services; and

2.2.3 the review and update of the City of Vincent Multicultural Plan 2013 – 2017.

3. MEMBERSHIP

The Membership of the City of Vincent Multicultural Advisory Group shall comprise of the following persons;

3.1 Three (3) Council Members

Three (3) Council Members.

3.2 Up to Four (4) Community Representatives

Having knowledge and interest in CaLD affairs and Services.

3.3 City Officers

- Director Community Services
- Manager Community Development
- Community Development Officer (* *Responsible Support Officer*)

4. MEETING PROCEDURES

4.1 Meetings

4.1.1 Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chair and the Chief Executive Officer), the Advisory Group shall meet as required. In any event, an Advisory Group shall convene no more than six (6) meetings each year, from February to December. Additional meetings may be convened at the discretion of the Chief Executive Officer.

4.1.2 At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. (These to be included in the monthly Calendar of Events.)

4.2 Quorum

A quorum will be by simple majority plus one, which must include at least one Council Member.

4.3 Presiding Member

The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair. The Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.

4.4 Agendas

4.4.1 The Chief Executive Officer will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.

4.4.2 All meetings shall be confined to items listed on the Agenda.

4.5 Minutes

4.5.1 The Advisory Group Chairperson shall be responsible to ensure the preparation and accuracy of the Minutes.

4.5.2 The Minutes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

4.5.3 Minutes of the Meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.

4.5.4 A copy of the Unconfirmed Minutes shall be included in the Information Bulletin of the Agenda for the next available Ordinary Meeting of Council.

4.6 Administrative Support

A City employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following;

- Issuing of the Agenda;
- Recording of Apologies prior to the meeting;
- Preparation of the Minutes;
- Room booking; and
- Catering requirements.

4.7 Administration Action and Support

Any items which have been dealt with by the Advisory Group will not be implemented by the City's Administration until a report has been submitted to the Council for a decision.

4.8 Action Taken by Advisory Group

The City's Administration will not action Advisory Group requests unless in accordance with 4.5 - "*Minutes*" and 4.7 - "*Administration Action and Support*", above.

4.9 Code of Conduct

- 4.9.1 The City's Code of Conduct shall apply to members of the Advisory Groups.
- 4.9.2 All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.
- 4.9.3 A copy of the Council's Code of Conduct will be provided to each member upon their appointment.
- 4.9.4 The City's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

4.10 Conflict of Interest

- 4.10.1 All members need to be aware that any conflict of interest needs to be recognised. Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place. The Minutes of the meeting will record the declaration and note the vacancy during the discussion. Once the matter has concluded, the Chairperson will invite the member back into the meeting. If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior City Officer in attendance at the meeting.
- 4.10.2 Any person who has a financial and proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

4.11 Insurances

The City will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

4.12 Tenure of Appointment

4.12.1 The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.

4.12.2 The Advisory Group Membership is normally for a period of two (2) years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.

4.12.3 If a member fails to attend three (3) consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a Group is terminated.

4.12.4 The Council may terminate the appointment of any member prior to the expiry of his/her term, if:

- (a) the Presiding Member and Chief Executive Officer consider that the member is not making a positive contribution to deliberations of the group; or
- (b) the member is found to be in breach of the City of Vincent code of Conduct or a serious contravention of the Local Government Act 1995; or
- (c) a member's conduct, action or comments brings the City of Vincent into disrepute.

4.13 Vacancies

Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two (2) years duration of the convened Advisory Group, as approved by the Council.

Commencement Date:	12 March 2012
Amended:	
Review Date:	