

## Georges River Council Multicultural Reference Group Terms of Reference

### Objectives

The objectives of the Multicultural Reference Group are to:

- Provide Council with advice on the needs and priorities of local multicultural communities.
- Support the implementation of Council's multicultural policies, programs, and services.
- Assist Council with communication, consultation, and engagement with multicultural communities through a two-way information exchange.
- Celebrate the benefits of cultural diversity in the Georges River Council Local Government Area through strengthening partnerships and collaboration among a range of groups/services.

### Reference Group Role

Members of the Multicultural Reference Group will:

- Provide specialist knowledge and expertise to the Reference Group in discussion of appropriate strategies to improve Council's service provision to residents from culturally and linguistically diverse backgrounds
- Represent the views of, and report back to the relevant groups/organisations and report back to provide key information for the wider multicultural community
- Attend meetings and carry out specified tasks as required
- Notify the Diversity and Inclusion Officer if you are unable to attend the meeting or wish to nominate a staff to attend on your behalf.

### Membership

Membership of the Multicultural Reference Group will include, but is not limited to, community members, representatives from local service delivery agencies that focus on multicultural communities, and Council staff. The Multicultural Reference Group shall comprise a maximum of 10 members.

Membership shall comprise:

- Community representatives of the major local multicultural and emerging communities, with a maximum of two from the same cultural/language group
- Community agency representatives engaged with local multicultural communities
- The St George Local Area Command Multicultural Liaison Officer
- Council's Coordinator Community Capacity Building (as Executive Officer)
- Council's Diversity and Inclusion Officer (as Secretariat)

All Reference Group members will be provided with the Model Code of Conduct for Local Councils in NSW (November 2015)

### **Membership Criteria**

- Whilst community representatives do not necessarily have to be residents of the Georges River Council local government area, they must have established links with the multicultural communities in the Georges River Council area that they represent
- Individual community representatives represent the views and issues of their community and not their own personal or political interests
- Members should be available to attend meetings and confirm the accuracy and integrity of minutes of meetings
- Members should maintain confidentiality of matters discussed where needed
- Members should prepare for meetings by reading materials distributed in advance to ensure they understand what will be discussed.

### **Period of Membership**

Members of the Reference Group will be appointed for a period of two-years. If any members wish to terminate their membership, he/she must notify the Diversity and Inclusion Officer as soon as possible. If members wishing to extend their membership beyond two years, they will have the opportunity to submit another Expression of Interest.

### **Chairperson**

Members of the Reference Group will elect a Chairperson and Deputy Chairperson for a period of one year. In the absence of the Chairperson and/or Deputy Chairperson, the Reference Group will elect a standing Chairperson.

### **Quorum**

As the membership of the Reference Group operates in an advisory capacity only, no quorum is required. However, the Chairperson will use their discretion to determine if any item should be deferred to a future meeting if it is considered that there are insufficient members present to fully consider the item.

### **Operations**

- Meetings will be held every three months/quarterly
- Meetings will be held in-person or online as per NSW Public Health Orders or other unforeseen circumstances
- Terms of Reference will be reviewed every two years
- Reference Group's achievements and future/direction will be reviewed at the last meeting of each year.