



Terms of Reference

Purpose	The Mitchell Shire Cultural Diversity Advisory Committee will provide strategic advice on issues which impact upon culturally and linguistically diverse residents within the municipality. This includes Aboriginal people and Torres Strait Islander people living in Mitchell Shire. The main outcome of this will be the support and implementation of the Cultural Diversity Plan 2014-2017 ensuring Mitchell Shire is welcoming, inclusive and equitable to all members of the community.
Relationship of Committee to Council	The Committee will make recommendations to Council in an advisory capacity. The Committee will provide technical advice, local knowledge and support to Council.
Roles and tasks	<ul style="list-style-type: none"> • Provide advice to Council on the development of the Cultural Diversity Action Plan and take appropriate action to implement, and monitor its progress. • Provide advice to Council on emerging cultural diversity issues that are relevant to Council's strategic direction. • Assist Council to identify and make recommendations on issues pertaining to culturally diverse people: including access to services and resources, community planning, communication, participation and advocacy. • Provide linkages between Council, organisations and culturally and linguistically diverse people within the Shire of Mitchell. • Promote, support and occasionally implement initiatives and activities.
Chairperson	Chairperson will be appointed at first meeting and will have a term of one year. Thereafter, Chairperson will be elected annually.
Meetings	Meetings will be held on a quarterly basis with four meetings being held each year.
Membership	<p>The Committee will comprise:</p> <ul style="list-style-type: none"> • one councillor, nominated by Council on an annual basis • up to seven community representatives • up to six agency and service provider representatives • Community Development Coordinator • Community Development Officer





<p>Membership Criteria</p>	<p>The following membership criteria will be used in making community, agency and service provider appointments to the Committee:</p> <ul style="list-style-type: none"> • Awareness of issues affecting culturally diverse people living in Mitchell and some experience in establishing networks/ relationships/ connections in a diverse community • live and/or work within the municipality, or have a demonstrated connection to the municipality through professional, technical or industry alliances • ability to constructively contribute to a committee • a mix of skills and attributes to complement other members of the committee • ability to regularly attend and participate in meetings as scheduled. <p>As far as practicable the composition of the Committee will reflect the widest perspective, viewpoint and issues of culturally and linguistically diverse people living, socialising or working within Mitchell Shire.</p> <p>Nominees shall nominate to Council in writing on the provided nomination form within the advertised nomination period.</p> <p>Appointments will be made by Council and selected based on the criteria above. Membership will be for a three year period.</p> <p>Representatives can re-nominate after their terms, in accordance with the nomination procedure process.</p>
<p>Meetings</p>	<p>Member apologies are to be received approximately two (2) days prior to the scheduled meeting time (where possible). If apologies are received from 50% + 1 or more members, meetings will be cancelled and rescheduled (if feasible) for two (2) weeks after the original scheduled meeting date.</p> <p>Meetings are to be attended regularly. Where a member is unable to attend they are allowed to nominate a representative to attend on their behalf.</p>





Resignation	<p>A member of the Cultural Diversity Advisory Committee may resign at any time. Notice of resignation is to be provided in writing to the Community Engagement Officer.</p> <p>Any member who resigns may be replaced by Council following a nomination process as noted above.</p>
Executive Support	<p>Council will provide the necessary executive support to assist the committee to function effectively including:</p> <ul style="list-style-type: none">• maintaining contact details of members• preparing and distributing agendas and prior reading material• preparing and distributing meeting minutes• circulating other material to Committee members as necessary• managing all other administrative processes associated with the Committee.
Reporting	<p>The Committee shall report to Council by providing a delegates report following each meeting of the Committee.</p> <p>The Committee will be given the opportunity to present to Council at least once per annum.</p>
Review	<p>A review of the role, function and memberships of the Committee will be conducted at least once during the committee's term.</p> <p>These terms of reference may be revoked at any time by Council</p>