



CULTURALLY AND LINGUISTICALLY DIVERSE CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

The Terms of Reference for the Culturally and Linguistically Diverse (CALD) Consultative Committee are:

1. To identify and promote issues that impact on culturally and linguistically diverse communities to Council.
2. To support and provide input on the implementation of the Policy Statement for People of Culturally and Linguistically Diverse Backgrounds.
3. To provide information and advice to Council on CALD interests and issues.
4. To ensure that there is fair representation of CALD groups in community consultations.
5. To ensure information and advice are given to the community on Council's role and activities.
6. To plan, promote and oversee the celebration of Carnivale in the Holroyd Local Government Area annually.

GUIDELINES

1. The CALD Consultative Committee will consist of a maximum of fourteen members, including two Councillors. Ideally the Committee will include representatives of local ethnic community organisations, as well as local residents of non-English speaking background.
2. The term of office for committee members will be two years, and members are welcome to re-nominate for further terms. Members have the right to resign at any time and potential members may attend a first meeting to gauge their interest.

3. Nominations will be received in writing on a completed nomination form, and will be reported to Council for confirmation.
4. The Committee will meet quarterly and make recommendations to Council where appropriate.
5. Sub-committees may be formed to address specific issues and will report to each Committee meeting.
6. The Committee meeting will be chaired by a nominated member of the committee on a rotating basis.
7. The CALD Consultative Committee will be convened by Council's Community Development Officer, who will attend meetings as a resource person, and will be responsible for the taking and distribution of minutes.
8. Minutes of meetings including sub-committee meetings will be recorded and distributed to committee members, Councillors, and relevant Council Officers. Minutes will also be placed on relevant Council files.
9. It is expected that decisions will normally be made on a consensus basis. Where voting is necessary a quorum of Committee members must be present.
10. A quorum will be half plus one of current committee members. Members who do not attend two consecutive meetings without apologies or good reason may not be considered a current member.
11. Where a quorum is not present the meeting may proceed, with recommendations for decisions being carried forward to the next meeting where a quorum is present.
12. Casual vacancies can be filled at any time following receipt of a completed nomination form and confirmation by Council.
13. Topics for the agenda should be forwarded to Council's Community Development Officer no later than three weeks prior to the next meeting date.
14. A copy of the agenda will be distributed to all members one week prior to the next meeting date.
15. The two Councillors appointed to the Committee have voting rights, however all Councillors are invited to attend Committee meetings, to gain information and contribute to the meeting.
16. Recommendations for amendments to the Terms of Reference/Guidelines can be made at any time provided that suggested changes are noted on the agenda (as per guidelines), a quorum is present at the meeting, and two-thirds of those present support the recommendation. Amendments to Terms of Reference must be approved by Council.