

## Terms of Reference

# Multilingual Reference Group

### Terms of Reference – Basic Version

#### Background and Purpose

On 13 September 2022, Moonee Valley City Council agreed to set up the Multilingual Reference Group (the Group).

The Group will help guide Council on how it uses different community languages. Council would like to understand more about how our community wishes to see the use of community languages. Feedback from the Group will help Council better connect with different communities. Council wants to make things easier for communities to understand what Council does. Council wants all communities to feel welcome and connected.

The Group will run until the end of the current Council term (Oct 2024). A review of the Group will then be led by Council

#### Membership and Meetings

- Council invites anyone with an interest in the different use of community languages to apply to join the Group.
- Council will manage the selection of members (Member/s). There will be no more than 15 Members in the Group.
- The Members will choose a Chairperson for the Group. The Chairperson will run each meeting and will provide meeting reports to Council.
- If a Member is unable to attend a meeting, they must let the Chairperson know.
- Members may leave the Group.
- There will be four meetings each year. Each meeting will take place during normal business hours and will run for approximately 2.5 hours.
- An agenda for each meeting will be given to all Members at least five days before a scheduled meeting.
- Meetings will be held at Council's Civic Centre – 9 Kellaway Ave, Moonee Ponds.
- Members are encouraged to express their opinions freely in meetings, but must be respectful to all other Members of the Group.
- Members are not permitted to speak to the media about the Group. All media inquiries must be sent to Council

<b>Classification</b>	Public
<b>Status</b>	Approved
<b>Owner</b>	Manager Corporate Affairs

#### Document control disclaimer

Minor amendments to this document may be required from time to time. Where amendments don't materially alter a document, they will be made administratively, without a requirement for formal approval. Printed copies of this document are considered uncontrolled.