



CITY OF PORT PHILLIP

City of Port Phillip Multicultural Forum Terms of Reference

Purpose	The City of Port Phillip's Multicultural Forum facilitates discussion and advises Council offices and the Council about policies and plans supporting the multicultural community.
Objectives	<p>The Multicultural forum will:</p> <ul style="list-style-type: none"> • Work within the existing Multicultural Plan Strategic Framework, which has the goals of valuing cultural diversity, improving service delivery and increasing participation. • Act as a resource and provide direction to the community. • Represent the views and needs of the Port Phillip community. • Advise Council officers about lobbying other levels of government and agencies where appropriate. • Advise Council about how it can most effectively promote the social, cultural, and health interests of the multicultural community. • Ensure effective communication between Council and the community.
Policy Framework	The work of the Multicultural Forum is informed by the Council's Multicultural Plan.
Membership	<p>The following people are invited to forum meetings:</p> <ul style="list-style-type: none"> • Representatives of multicultural groups, organisations, and agencies. • Interested individuals • A Councillor appointed by the Council • Relevant Council Staff •
Meetings	Forum meetings will be chaired by the attending Councillor. The forum will usually meet four times per year.
Resourcing	The Multicultural Liaison Officer will ensure that participants are notified of meetings, interpreters are booked, minutes and agendas are distributed, and actions are followed up and reported back to the forum.

Multicultural Forum – General procedures

Closing the loop	<p>Council officers are responsible for ensuring that committee members are advised of:</p> <ul style="list-style-type: none"> • progress or outcomes of any advice provided by the committee • any Council report or Council decision relevant to the committee's work • dates of Council meetings discussing matters relevant to the committee
Committee powers	<p>Committees provide advice and organise their work according to their terms of reference. Advisory committees do not have any formally delegated powers under the Local Government Act.</p>
Declaration of interests	<p>A member with a conflict of interest or perceived conflict of interest in a matter before the committee must declare their interest prior to committee discussion of the item.</p>
Term of membership	<p>Members of committees will be appointed for a term of two years or less. Membership terms will end no later than 31 December of the relevant year. Members can be reappointed for further terms.</p>
Annual report	<p>Each committee will provide an annual report to the council in October, November or December of each year. The report will set out the committee's work of the previous year and planned work for the coming year.</p>
Term of committee	<p>Each committee will continue its work until no later than 31 December 2006. Council may extend the term of any committee. The annual report of the committee can recommend to Council that its term be continued.</p>
Review of terms of reference	<p>Committee terms of reference may only be amended by the Council. Committees may recommend to Council changes to their terms of reference in their annual report.</p>

Note: the procedures on this page apply to all advisory committees of the Council of the City of Port Phillip in addition to each committee's separate terms of reference.