

# Multicultural Advisory Committee

## NOMINATION FORM



### Personal Details

Name			
Position			
Address			
		Post Code	
Phone			
Mobile			
Fax			
Email			

### Eligibility

1) Do you live, work or volunteer In Rockdale LGA? \_\_\_\_\_

2) Are you representing an organization or community group? \_\_\_\_\_

If yes, what is the name of your organization or the community group? \_\_\_\_\_

\_\_\_\_\_

3) Are you able to carry out the objectives, duties and powers described within the Multicultural Advisory Committee terms of reference, as set by Council? \_\_\_\_\_

4) Are you either linked or associated with an established, new or emerging community?

\_\_\_\_\_

Skills, Knowledge and Experience

5) What skills would you bring to the committee? *Detail briefly.*

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6) What specific knowledge do you have that could be of assistance to the Rockdale Multicultural Advisory Committee? *Briefly describe.*

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7) Have you had experience working with Council or been involved in Community Committees? *Briefly describe.*

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8) Do you have personal or professional experience with new and emerging communities? *Please explain.*

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9) Describe the type of involvement you have with celebrating diversity and/ or enhancing cultural communities?

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10) What do you consider the major issues facing Rockdale’s multicultural community?

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**Referee**

Please provide details of your nominated referee to support your application. If you are supporting an organization, then the referee should hold a position of responsibility in the organization, such as president, chairperson, secretary.

Name:.....

Address:.....

Organisation .....

Telephone: .....

Email: .....

**Authorisation**

I.....  
certify that the information detailed in this application form is true and accurate and that the above mentioned referee will support my nomination form, if required.

I also declare that I have read the Multicultural Committee terms of reference and and agreed to comply with them if appointed to serve on this Committee.

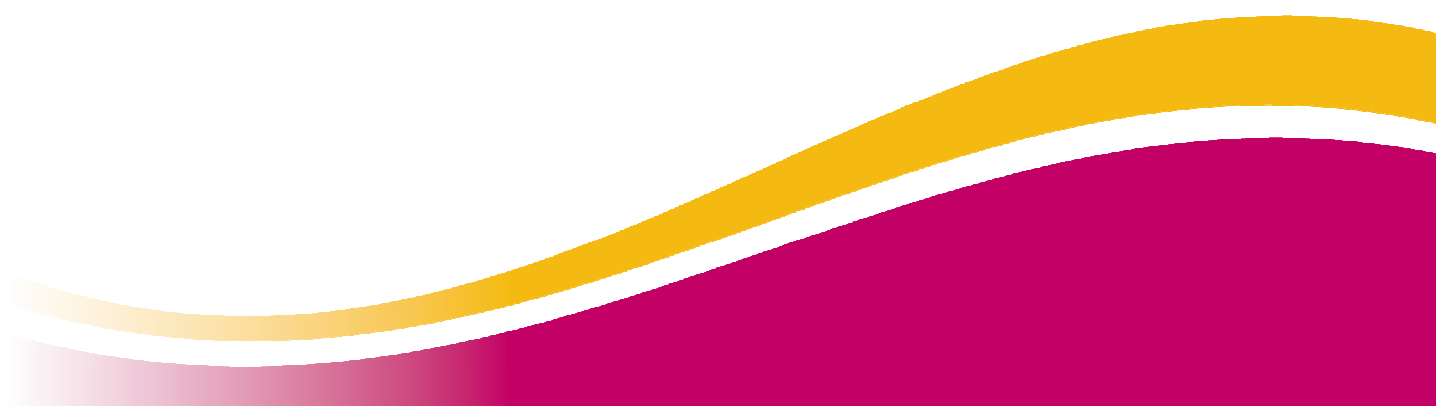
Signed.....

Date:.....



# Multicultural Advisory Committee Terms of Reference

Adopted by Council April 2009



## Important

This document contains important information about Rockdale City Council. If you do not understand, please visit Council's Customer Service Centre at 2 Bryant Street Rockdale, Monday – Friday from 8.30am – 4.30pm, Saturday from 9am – 1pm. Council Staff will be happy to arrange interpreter services for you.

You may also contact Telephone Interpreter Services on 131 450 and ask them to ring Rockdale City Council on 9562 1666 on your behalf.

### Arabic

#### هام:

تحتوي هذه الوثيقة على معلومات هامة عن بلدية روكدايل. إذا لم تكن قادراً على فهمها، يرجى زيارة مركز خدمة زبائن البلدية على العنوان التالي: 2 Bryant Street في روكدايل من الإثنين إلى الجمعة بين الساعة ٨,٣٠ صباحاً و ٤,٣٠ مساءً، والسبت بين الساعة ٩,٠٠ صباحاً و ١,٠٠ بعد الظهر حيث سيقوم موظفو البلدية بتأمين مترجم لك بكل سرور. كما يمكنك الاتصال بخدمة الترجمة الهاتفية على الرقم 131 450 والطلب منهم الاتصال ببلدية روكدايل على الرقم 9562 1666 نيابةً عنك.

### Chinese

#### 重要消息

本文件載有關於 Rockdale 市政府的重要資訊，如果您有不明之處，請於星期一至星期五，上午 8 時 30 分至下午 4 時 30 分，及星期六上午 9 時至下午 1 時，前來位於 2 Bryant Street, Rockdale，市政府的顧客服務中心。市政府的職員會很樂意為您安排傳譯員的服務。

您也可以聯絡電話傳譯服務處，電話 131 450，並請他們代您致電 9562 1666 給 Rockdale 市政府。

### Greek

#### Σημαντικό:

Αυτό το έγγραφο περιέχει σημαντικές πληροφορίες για τη Δημαρχία Rockdale City Council. Αν δεν τις καταλαβαίνετε, παρακαλείσθε να επισκεφτείτε το Κέντρο Εξυπηρέτησης Πελατών [Customer Service Centre] του Δήμου στο 2 Bryant Street, Rockdale, Δευτέρα - Παρασκευή από 8.30πμ - 4.30μμ και Σάββατο από 9.00πμ - 1.00μμ. Το Προσωπικό του Δήμου θα χαρεί να κανονίσει υπηρεσίες διερμηνέων για σας.

Μπορείτε επίσης να επικοινωνήσετε με τις Τηλεφωνικές Υπηρεσίες Διερμηνέων [Telephone Interpreter Services] στο 131 450 και να τους ζητήσετε να τηλεφωνήσουν στο Rockdale City Council στο 9562 1666 για λογαριασμό σας.

### Italian

#### Importante:

Questo documento contiene importanti informazioni sul Comune di Rockdale City. Se avete difficoltà a comprenderne il contenuto, recatevi presso il Customer Service Centre del Comune a 2 Bryant Street, Rockdale dal lunedì al venerdì dalle ore 8.30 alle 16.30 e al sabato dalle 9.00 alle 13.00. Il personale del Comune sarà ben lieto di procurarvi un servizio Interpreti.

Potete anche chiamare il Servizio telefonico interpreti (TIS) al numero 131 450 chiedendo che telefoni per vostro conto al Comune di Rockdale City al numero 9562 1666.

### Macedonian

#### Важно:

Овој документ содржи важни информации за Rockdale City Council (Градската општина на Rockdale). Ако не го разбирате, ве молиме, посетете го општинскиот Customer Service Centre (Центар за услуги на клиенти), кој се наоѓа на 2 Bryant Street, Rockdale, од понеделник до петок, од 8.30 наутро до 4.30 попладне и во сабота од 9.00 наутро до 1.00 попладне. Вработените во општината со задоволство ќе ви организираат да користите преведувач.

Исто така, можете да телефонирате во Telephone Interpreter Services (Служба за преведување по телефон) на 131 450, и да ги замолисте во ваше име да се јават во Градската општина на Rockdale на 9562 1666.

### Spanish

#### Importante:

Este documento contiene información importante sobre el Rockdale City Council (Municipio de Rockdale). Si no la entiende, le rogamos concurrir al Centro de Servicio al Cliente del Municipio, ubicado en 2 Bryant Street, Rockdale, atención de lunes a viernes, de 8:30 am a 4:30 pm y el sábado de 9:00 am a 1:00 pm. El personal del municipio se complacerá en obtener los servicios de un intérprete para usted.

Puede asimismo llamar al Servicio Telefónico de Intérpretes al 131 450 y pedirles que llamen de su parte al Rockdale City Council, teléfono 9562 1666.

**Caring for the Environment** – In the interest of protecting and preserving our environment, Rockdale City Council uses Nordset paper for all of its pre-printed paper requirements. Nordset has been awarded the Nordic Swan label for environmentally friendly pulp and paper manufacturing. It is manufactured with fibre obtained from sustainable plantation forest, it is oxygen bleached, Totally Chlorine Free (TCF), dioxin and acid free. Nordset can be recycled and is biodegradable.

## **1. Name of Committee**

Rockdale City Council Multicultural Advisory Committee

## **2. Establishment of Committee**

The Rockdale City Council Multicultural Advisory Committee has been established by Council in accordance with Section 355 of the NSW Local Government Act (1993).

## **3. Objectives**

1. To assist Council with the identification of issues affecting people from culturally and linguistically diverse (CALD) backgrounds and provide advice on possible solutions.
2. To assist Council with the identification of needs of people from culturally and linguistically diverse (CALD) backgrounds and provide advice on CALD needs that should be considered in the procurement and delivery of services or programmes.
3. To assist Council to advocate to State and Federal governments or public agencies on issues affecting people and communities from culturally and linguistically diverse backgrounds.
4. To assist Council with communication and consultation with its culturally and linguistically diverse communities.
5. To assist Council to promote and disseminate information to its culturally and linguistically diverse communities on the role of local government and the services available to residents.
6. To assist Council to promote and harness the benefits of multiculturalism and community harmony across all sectors of the City of Rockdale including community, social, commerce, environment, arts, culture, religion etc.
7. To assist Council to forge partnerships with and build connections between different organisations and cultural groups that make up the City of Rockdale.
8. To assist Council to organise community events that celebrate multiculturalism.

## **4. Composition of Committee**

### **4.1 [Membership](#)**

The Multicultural Advisory Committee will comprise of a maximum of thirteen (13) members as detailed below:

- 2 Councillors
- 1 representative from the St George Migrant Resource Centre
- Ten (10) community members representative of the key multicultural communities in the City of Rockdale as documented in Census population data. These members must live, work or volunteer in the City of Rockdale and demonstrate an appreciation of the benefits of multiculturalism and an understanding of the key issues facing culturally and linguistically diverse communities.

Manager Community and Customer Services and the Culturally and Linguistically Diverse (CALD) Specialist will be in attendance to advise and support the Committee and its initiatives.

#### 4.2 [Chairperson](#)

The Chairperson will be one of the two Councillors who are appointed to the Committee as determined by Council. The term of office will be for a twelve (12) month period. The Council may appoint a Councillor to serve multiple terms as Chairperson.

In the absence of the Chairperson, the other appointed Councillor will assume the position of Chairperson.

#### 4.3 [Secretary](#)

The Secretary will be Council's CALD Specialist or another Council officer as determined by the Manager Community and Customer Services.

#### 4.4 [Membership Term](#)

Members will be appointed for a two (2) year term. Members are entitled to reapply for membership biennially; however, selection of members will be based on the demonstration of skills, support for the benefits of multiculturalism, and understanding of local CALD issues.

#### 4.5 [Appointment of Members](#)

Rockdale City Council will invite people to serve on its Multicultural Advisory Committee via a formal nomination process that is advertised widely. Nominations for membership must be submitted on the formal nomination form. Council will be responsible for appointing all community members.

Council will develop a reserve list of eligible community members via this process to fill any vacancies that may arise.

Council will invite the St George Migrant Resource Centre to nominate a representative from its organisation to serve on this Committee.

#### 4.6 [Resignation of Members](#)

An appointed Committee Member can resign their membership to the Multicultural Advisory Committee at anytime by formally notifying Council's Manager Community and Customer Services of their decision in writing.

### 5. **Meetings and Operation of the Committee**

#### 5.1 [Quorum](#)

The quorum for Council's Multicultural Advisory Committee will be the Chairperson plus five (5) Committee Members. The quorum must be present for all votes taken by the Committee and any critical information or discussion pertinent to the decision under consideration.

## 5.2 [Frequency of Meetings](#)

The Multicultural Advisory Committee will meet on a bi-monthly basis. If a meeting is cancelled due to the lack of a quorum, then agenda items will be carried over to the next scheduled meeting. The Chairperson is permitted to call an extraordinary meeting should the need arise.

## 5.3 [Notice of Meetings](#)

The Secretary is required to give notice of a meeting of the Multicultural Advisory Committee to all Committee Members. This notice can be given by such means as deemed convenient by the Chairperson including, but not limited to, telephone, email, fax, SMS or post. Where possible the Chairperson will give 10 days prior notice, however, this requirement will be waived if the Chairperson considers the matter of an urgent or extraordinary nature.

## 5.4 [Agenda Items](#)

Agenda items for the next meeting are to be received within 15 days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to Committee Members with the Notice of Meeting.

## 5.5 [Voting Practices](#)

All members, excluding the Secretary, are entitled to one vote against each recommendation put forward to the Committee. The Chairperson will have the casting vote.

## 5.6 [Minutes of Meetings](#)

Details of how recommendations were put forward for voting, including by whom, and how voting determined the recommendation(s)/ decisions made must be documented in the minutes.

The Secretary is required to ensure minutes of all Multicultural Advisory Committee meetings are kept and distributed to all Committee Members.

Minutes of the previous meeting must be confirmed at the next meeting of the Multicultural Advisory Committee.

## 6. **Duties and Powers of the Committee**

- I. Attend meetings including induction, training and planning sessions.
- II. Advise of inability to attend meetings.
- III. Formally resign from the Committee, if unable to attend meetings on an ongoing basis.
- IV. Work co-operatively with other members in achieving the objectives of the Committee.
- V. Provide advice and recommendations to Council on multicultural needs and issues.
- VI. Assist with the implementation of the principles of multiculturalism.
- VII. Assist with the formation of strategic partnerships with other councils or organisations to facility a co-ordinated approach to the provision of sustainable services that better meet the needs of CALD communities.
- VIII. Advocate and raise awareness and understanding of needs and issues affecting CALD communities.

- IX. Assist with projects and initiatives undertaken or assigned to the Committee.
- X. Assist with community consultation and engagement projects aimed at CALD communities.
- XI. Assist with the dissemination of information to local CALD communities.
- XII. Promote the benefits of cultural diversity within the City of Rockdale.

Failure to comply with the above listed duties and powers may result in a Committee Member's term of membership being cancelled.

## **7. Code of Conduct**

All members of Council's Multicultural Advisory Committee must observe Council's Code of Conduct Policy and other policies including those relating to dealing with the media. Failure to comply with Council's Code of Conduct Policy may result in the Committee Member's term of membership being cancelled.

Declarations of interest must be made and recorded in the minutes of the meeting. Details of the nature and extent of the interests must be recorded.

## **8. Reporting Requirements**

The Manager Community and Customer Services is required to submit a copy of the minutes to the Director City Services and advise them of any major recommendations that require Council approval. The Manager Community and Customer Services is required to submit a report/s to Council on matters that require Council approval or endorsement.

The Manager Community and Customer Services is required to submit a six (6) month report on the activities and achievements of Council's Multicultural Advisory Committee to Council for their information.

## **9. Amendments to Terms of Reference**

Council's Manager Community and Customer Services will undertake a review of the terms of reference on a periodical basis in consultation with relevant representatives. All amendments to the Terms of Reference for Council's Multicultural Advisory Committee must be approved by Council.