

Community Foundation Fact Sheet



What is a Philanthropic Foundation?

A philanthropic Foundation generally describes a perpetual trust of monies designed to make grants to charities or carry out charitable purposes. There are various categories of Foundations and it ultimately depends on the nature of the giving for which category the Foundation is set. The various categories of foundations include, private, family, organisations, corporations, cause specific and community.

What is a Community Foundation?

A Community Foundation is a philanthropic organization that raises funds within a community to support that particular community in the future. The boundaries of Community Foundations vary; however the Community Foundation for the purpose of this Fact Sheet is for the Rockdale Community and is therefore set by the boundaries of the Rockdale Local Government Area (LGA).

What is the aim of a Community Foundation?

Philanthropy Australia describes the aim of a Community Foundation is to '...build stronger communities through the use and involvement of local people, local ideas and local solutions. This creates flexible, involved and responsive community philanthropy.'

Why is Council steering a Community Foundation?

In March 2008, Council adopted a Grants Hierarchical Model to improve the funding access as well as to encourage a greater range of community initiatives with a positive effect on broader community benefit. It was established that a Community Foundation would create an entity for the purpose of generating funds for specific target organisations that focused on programs and delivery of services at a local community level.



Steering Committee for the formation of the City of Rockdale Community Foundation

NOMINATION FORM

Personal Details

Name			
Position			
Address			
		Post Code	
Phone			
Mobile			
Fax			
Email			

Eligibility

Do you live, work or volunteer in the Rockdale Local Government Area?

Which of the following will you be representing on the committee? *please tick one only*

Local Community	<input type="checkbox"/>	Local Business	<input type="checkbox"/>	Local Organisation	<input type="checkbox"/>
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Which of the following professions best demonstrates your representation on the Committee?
please tick one only

Accounting	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Community	<input type="checkbox"/>	Health	<input type="checkbox"/>	Management	<input type="checkbox"/>	Social Justice	<input type="checkbox"/>
Planning	<input type="checkbox"/>	Business	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Welfare	<input type="checkbox"/>	Recreation	<input type="checkbox"/>		<input type="checkbox"/>

Are you able to carry out the objectives, duties and powers described within the Steering Committee for the formation of the City of Rockdale Community Foundation Terms of Reference as set by Council?



Skills, Knowledge and Experience

Have you ever worked or been involved in a philanthropic organization? If yes, please

explain.....
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.....

Please outline your applied skills in the profession, as noted above?.....

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.....

What specific knowledge do you have with forming new entities?.....

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Describe how your local knowledge would apply to the formation of the Community
Foundation?.....

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Describe your experience working with Council or involvement in a Community
Committee?

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How would your involvement on the steering committee aid the formation of the Community Foundation?

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What is your vision of a local community philanthropic organisation?.....

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What steps would you take to lead and champion the formation of the Community Foundation?.....

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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:.....

Telephone:

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.

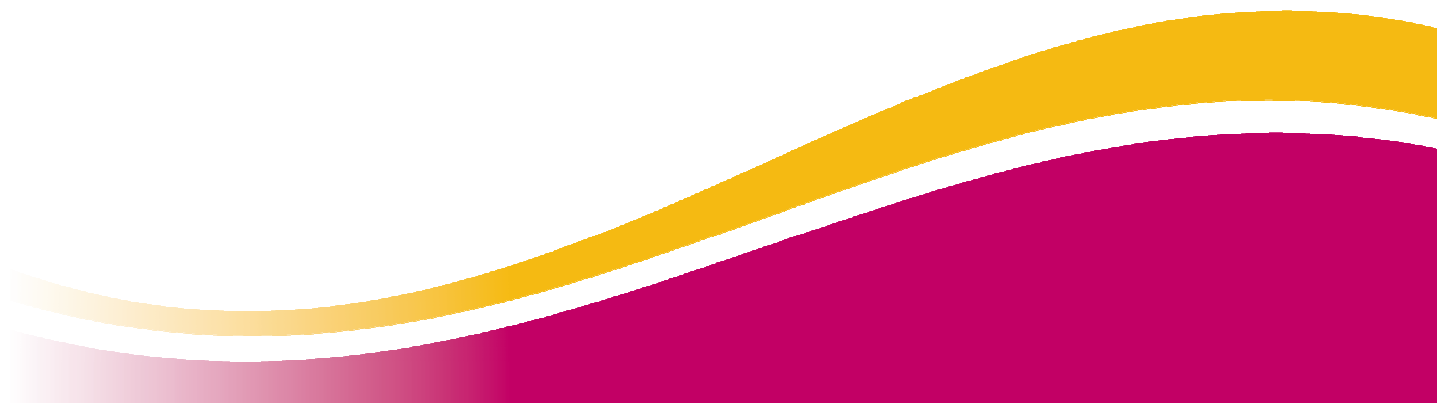
I also declare that I have read the Steering Committee for the formation of the City of Rockdale Community Foundation terms of reference and agree to comply with them if appointed to serve on this Committee.

Signed..... Date:.....



Steering Committee for the formation of the City of Rockdale Community Foundation 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 замолиме 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

Steering Committee for the formation of the City of Rockdale Community Foundation

2. Establishment of Committee

The *Steering Committee for the formation of the City of Rockdale Community Foundation* has been established by Rockdale City Council in accordance with Chapter 12, Part 1, Section 355 (b), of the *Local Government Act (1993)* 30. Prior to Councils involvement in the formation of a Community Foundation, Council is required to seek ministerial approval in accordance with Chapter 12, Part 1 Section 358 1(a) of the *Local Government Act (1993)* 30.

3. Objectives

- 3.1 To guide the formation of the *City of Rockdale Community Foundation*
- 3.2 To provide strategic and operational direction on all matters related to development and establishment of the *City of Rockdale Community Foundation*
- 3.3 To promote and champion the benefits of the *City of Rockdale Community Foundation* model to key stakeholders

4. Composition of Committee

4.1 [Membership](#)

The *Steering Committee for the formation of the City of Rockdale Community Foundation* will consist of thirteen (13) members as detailed below:

- One (1) Council Staff representative as Chairperson
- Eleven (11) local community, local business and local organisation representatives to be selected through a nomination process where each representative must demonstrate their skills, expertise and knowledge, in one or more of the following professions:

Accounting	Legal
Community	Environment
Planning	Management
Business	Health
Welfare	Recreation
Social Justice	

- Council staff representation as determined by the Director City Services. These staff will act as advisors.

4.2 [Chairperson](#)

The Chairperson will be the Director, City Service of Rockdale City Council. The appointed Chairperson shall carry the duties until the official handover to the new *City of Rockdale Community Foundation* Board.

In the absence of the appointed Chairperson, an alternate Council staff representative, as appointed by the Director, City Services, will assume the position of Chairperson.

4.3 [Secretary](#)

The Secretary shall be a Council staff representative appointed by the Director, City Services of Rockdale City Council or a replacement proxy as determined by the Manager Community and Customer Services.

The Secretary will support members with all Committee related information and administrative services to successfully perform the duties as required by the Committee.

4.4 [Membership Term](#)

The term of the Committee is subjected to the *City of Rockdale Community Foundation* planning and implementation project timeframe. At the inaugural Board meeting of the *City of Rockdale Community Foundation*, the Council Committee will cease to exist.

4.5 [Appointment of Members](#)

Rockdale City Council will invite people to serve on its *Steering Committee for the formation of the City of Rockdale Community Foundation* via a formal nomination process that is advertised widely. Nominations for membership must be submitted on the formal nomination form. The Chairperson will be responsible for appointing all community members.

A reserve list will be developed of eligible community members via this process to fill any vacancies that may arise.

4.6 [Resignation as a Member](#)

An appointed member can resign their membership to the Committee at anytime by formally notifying the Chairperson of their decision in writing.

Due to the limited life of the Committee, should any non Council representative resigns from their position an eligible member shall be nominated from a reserve list developed by Council.

5. Meetings and Operation of the Committee

5.1 [Quorum](#)

The quorum for the 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 Meeting](#)

Meetings will be held monthly. If a meeting is cancelled due to insufficient member representation, then agenda items will be carried over to the next scheduled

calendar meeting. The Chairperson can call an extraordinary meeting, should the need arise.

5.3 [Notice of Meeting](#)

The Chairperson is required to give notice of a meeting of the 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, text or post. Where possible the Chairperson will give ten (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 two (2) weeks prior to the next scheduled meeting. Agenda items, attachments and a notice of meeting will be forwarded to Committee members.

5.4 [Minutes of the Meeting](#)

Details of how the recommendation(s) 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 meetings are kept and distributed to all Committee members.

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

5.5 [Voting powers](#)

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

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

6.1 The *Steering Committee for the formation of the City of Rockdale Community Foundation* will be responsible for the planning and implementation of the City of Rockdale Community Foundation, that includes but not limited to:

- I. Attend meetings including induction, training and planning sessions
- II. Advise of inability to attend meetings
- III. Work cooperatively with other members in achieving the objectives of the committee
- IV. Act within probity at all times
- V. Provide professional advice and services to the Committee and Council
- VI. Develop management and financial structures to allow the *City of Rockdale Community Foundation* to become a legal entity for Council's consideration and recommendation
- VII. Create the legal documentation and associated governance procedures through the development of a *City of Rockdale Community Foundation* Constitution for Council's consideration and recommendation

- VIII. Generate public interest and awareness of the *City of Rockdale Community Foundation*
- IX. Develop partnerships for the *City of Rockdale Community Foundation* with the broader community through the identification of potential financial supporters and contributors
- X. Create a philanthropic community network
- XI. Call for nominations of Board Members to be represented on the *City of Rockdale Community Foundation* Board
- XII. Recommend *City or Rockdale Community Foundation* Board Members to Council
- XIII. Prepare handover documentation to the new *City or Rockdale Community Foundation* Board Members

7. Code of Conduct

- 7.1 All members of the *Steering Committee for the formation of the City of Rockdale Community Foundation* 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.
- 7.2 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.
- 7.3 Committee members have the legal rights, duties and protections that come with being part of Council, however this legal support of liability only applies if the member of the *Steering Committee for the formation of the City of Rockdale Community Foundation* act reasonably, professionally and with probity at all times.
- 7.4 Representatives on the Committee must act solely for the good of the whole community and not be utilising the Committee, Council or the future Foundation for personal or professional advancement.

8. Reporting Requirements

- 8.1 The Chairperson is required to submit a copy of the Committee minutes to Council's General Manager for Council's information and to advise Council of any major recommendations that require Council or Ministerial approval.
- 8.2 The Chairperson and/or Secretary is required to advise Council's General Manager of any major issues relating to the Committee.
- 8.3 The Secretary is to prepare reports to Council for any Committee recommendations that require further endorsement, action or adoption from Council or the Minister for Local Government.

9. Amendments to the Committee Terms of Reference

Council's Manager Community and Customer Service 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 the *Steering Committee for the formation of the City of Rockdale Community Foundation* must be approved by Council.