

Multicultural Services Network

Terms of Reference

Mission Statement

The Multicultural Community Network (MCN) exists to ensure the wellbeing of the Culturally and Linguistically Diverse (CaLD) communities are improved within the Parramatta and Holroyd LGAs.

Overall aim of the network

- Provide an opportunity for service providers and community workers to discuss the services and programs that operate within their respective organizations, discuss areas of mutual interest
- Identify issues of concern pertaining to refugee communities/ asylum seekers/at-risk groups within CaLD families such as women/children
- Work together to develop and implement appropriate responses in areas identified as priorities for collaborative action.

Outcomes

- information sharing between Government Departments and community organization representatives to increase awareness and understanding of existing programs and strategies for families and community members from culturally and linguistically diverse (CaLD) backgrounds, especially those from refugee/ asylum seeking backgrounds
- enhanced communication between Departmental and community based personnel in areas of common interest and/or concern
- collaboration of network members in developing proactive strategies / projects to address issues of common interest and concern
- enhanced community-focused resettlement support for families / young people from refugee / asylum seeker backgrounds throughout Western Sydney

Membership Guidelines

- a. Membership is open to all those who assist and/or provide support services for Parramatta and Holroyd CALD communities inclusive of government, non-government, business and other.
- b. MCN will meet on the first Tuesday on a bi-monthly rotation from February onwards between 2.00pm and 4.00pm at The Community Migrant Resource Centre in the Conference Room unless advised otherwise- Level 4, 1 Horwood Place, Parramatta NSW 2150.
- c. The December Meeting is to be the MCN planning meeting for the following year and celebration of yearly achievements.
- d. All members of the MCN are to receive a copy of the current Terms of Reference, and have a clear understanding of the missions, aims, and objectives.
- e. During the year working parties will be formed to develop implementation strategies for areas of agreed priority, and commemorate flagship days such as Harmony Day and Refugee Week.
- f. MCN members are encouraged to bring along other workers to meetings and to send alternate service representatives if they are unable to attend.

- g. New members are required to complete and return the Membership Application Form. This form can be found on the MCN Webpage; accessed via the CRMC Website.
- h. Minute taking will be a voluntary role. Voluntary minute takers will be decided upon one meeting prior. 2 volunteers will be listed for minute taking to ensure someone is available.
- i. Chairing of the MCN will be the responsibility of the Community Migrant Resource Centre.

Records to be kept

- a. Multicultural Community Network meetings shall be documented in minutes of key content, resolutions and actions and will be uploaded on the MCN webpage; accessed via the CMRC Website.
- b. Draft minutes of all MCN meetings shall be distributed within ten (10) working days of the conduct of the meeting to all members and tabled at the next MCN meeting. Actions arising from the minutes should be pursued without delay unless they are likely to be subject to a decision by the whole organisation.
- c. Actioned items in the minutes must be acted upon immediately and MCN Chair will table those actions at the following meetings.

Responsibility of the chair

The chair of the MCN is responsible for:

- i. Working with MCN members to plan the MCN meeting agenda
- ii. Approving the final agenda
- iii. Approving the draft minutes prior to distribution
- iv. Being aware of any actions or resolutions which might have resulted in implications and ensure that all such matters have been addressed.

Process of Meetings

Agenda structure:

- Service introduction: this will include individuals stating their name and the organization they are from.
- Information sharing of new and relevant items.
 - o Information sharing will be dedicated to new and relevant items only to provide sufficient time for information sharing and discussion.
- Strategic issues discussion plan.
 - o Discussion of topics identified by the MCN that are of importance. These topics are decided upon during the December planning meeting or as needs arise.
- Support & Advice Session.
 - o Support networking will take place during the last 15 minutes of the meeting to provide members a chance to raise issues of challenge or concern to them and requires the assistance and advice of other members.