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APPENDIX 1 Financial overview 2003-04

The primary objective of the Financial and Corporate Services Division is to support the Commission by providing professional advice and delivering quality services in financial and management accounting, industrial relations, human resources and asset management.

The Commission is a Schedule 1 Government Agency and total expenditure for the year ended 30 June 2004 was \$15.4 million.

Financial management & performance

Audit report

The unqualified audit report from the Auditor General confirms the Commission's compliance with the Treasurer's Directions and all statutory financial regulations pertaining to the management of the finances, maintenance of accounts, and production of these financial statements.

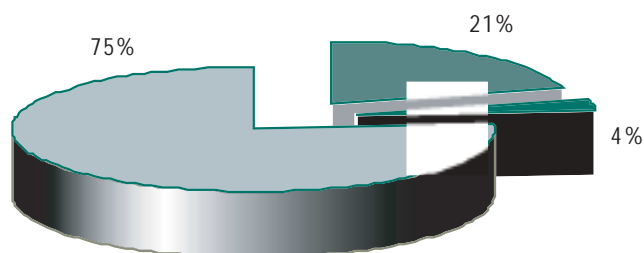
There were no major events after the balance date that would have a significant effect in the succeeding year on the Commission's operations, clients or stakeholders.

Revenue

The Commission's revenue in 2003-04 was \$14.9 million which was drawn from three sources: Government appropriation, user pays revenue from the sale of language services, and miscellaneous revenue that includes grants for special projects, earnings from provision of corporate services and investment income.

The chart demonstrates the break-up of the Commission's revenue by source for the year ended 30 June 2004.

- User Charges
- Other
- Govt. Appropriation



The following table details the Commission's revenue over the last three years.

Source		2001-02	2002-03	2003-04
User Charges	\$	3 066 000	3 341 000	3 116 000
Other	\$	380 000	544 000	647 000
Government appropriation	\$	11 149 000	12 468 000	11 145 000
Total	\$	14 595 000	16 353 000	14 908 000

Operating result

The Commission achieved a deficit from its operating activities for the year of \$452 000. The Commission had a budgeted deficit for the same period of \$71 000. Of this variance \$157 000 is represented by returned grants and subsidies and \$220 000 is due to part of the Commission's capital allocation being rolled over into the 2004-05 financial year.

Expenses

The Commission's total expenses increased marginally from \$15.0 million in 2002-03 to \$15.4 million in the current year.

The following table provides a comparison of the expenditure of the Commission over past three years.

		2001-02	2002-03	2003-04
Employee Related	\$	9 854 000	10 309 000	10 977 000
Other Operating	\$	1 821 000	2 593 000	2 251 000
Maintenance	\$	46 000	57 000	62 000
Depreciation	\$	590 000	431 000	680 000
Grants & Comm Outreach	\$	1 502 000	1 580 000	1 389 000
Total	\$	13 813 000	14 970 000	15 359 000



Payment of accounts

Time for payment of accounts - Accounts payable

The Commission has an excellent account paying record and attempts to settle all claims by their due date. Some late payments are unavoidable through factors beyond the control of the organisation due to the late receipt of creditors' invoices and/or discrepancies with the goods or services received.

Accounts paid on time within each quarter

The table shows the performance indicators of the Commission's payments for this year by quarter.

Quarter	Total Accounts Paid on Time			Total amount paid \$
	Target%	Actual%	\$	
September	100.00	100.00	1 839 848	1 839 848
December	100.00	100.000	1 027 974	1 027 974
March	100.00	100.00	3 119 698	3 119 698
June	100.00	99.25	6 304 551	6 257 393

Time for payment of accounts - Accounts receivable

The Commission has an established debt collection process which delivers consistent good results. During 2004-05 a major review of debt collection policy and procedures will be undertaken.

Aged analysis at the end of each quarter

The table depicts the end of quarter ageing of the Commissions accounts receivable balances for the year.

Quarter	Current \$	30 days \$	60 days \$	90 days \$
September	239 333	118 505	42 588	11 507
December	181 662	237 183	21 481	14 629
March	191 045	24 361	13 308	27 523
June	226 906	14 436	11 235	20 088

Consultants

Eight consultants costing less than \$30 000 each were engaged in the following categories:

Consultancy area	Cost \$
Finance and accounting/tax	nil
Information technology	nil
Legal	26 746
Management services	4 751
Organisational review	17 950
Training	19 050
Total consultancies less than \$30 000	68 497

Implementation of price determinations

During 2003-04 there were no price determinations which had a significant effect on the operation of the Commission.

Land disposal

In respect of the reporting period, the Commission did not hold, sell or acquire land.

Overseas visits

Staff of the Commission did not participate in any overseas visits during the 2003-04 financial year.

Disability Action Plan

The Commission has a Disability Action Plan covering the period 2003-05. This plan has been developed based on the NSW Government's Disability Policy Framework. The Commission supports the central aim of this policy which is to offer people with a disability improved opportunities to share fully in community life in New South Wales.

The Commission's Disability Action Plan outlines the following areas where performance indicators have been identified:

- ◆ physical accessibility
- ◆ promoting positive community attitudes

- ◆ training staff
- ◆ information about services
- ◆ employment in the public sector
- ◆ complaints procedures.

The Commission has made progress on the above and in 2003-04 carried out a strategic review of this plan and relevant performance indicators as part of its Total Asset Management and Office Accommodation Strategy Plan reports.

Action Plan for Women

NSW Government Action Plan for Women 2003 – 2005 provides government agencies and the community with a valuable and comprehensive picture of the work by Government for the women of NSW. The action plan provides up-to-date information on government initiatives for women in the key policy areas of families and communities; work; education and training; violence and safety; access to justice and equality before the law; health; and power and decision making. It links the initiatives to the Government's policy commitments to women and Australia's international commitments to improve the position of women and girls in our society. The Action Plan is based on data obtained on over 500 initiatives from 64 NSW government agencies in the 2003 Audit of NSW Government Achievements for Women. The Commission adopts the Government wide approach and guidelines in its Women's Action Plan.

Privacy Management Plan

In April 2004, the Commission finalised its Privacy Management Plan for 2003-06. Development of the plan involved key members of management and staff. The Chairperson approved the plan upon endorsement of the executive.

The Commission has commenced implementing some strategies identified in the plan. This includes strategies that piggy back on existing initiatives, such as the review of the existing information systems and incorporation of privacy training in the Commission's Training Plan. Existing policy and procedures are also being reviewed and amended to incorporate privacy requirements as part of the privacy management plan implementation.

In May 2004, the Commission made a submission to the Review of the Privacy and Personal Information Protection Act conducted by the NSW Attorney-General. The Privacy Officer of the Commission also received training on the application of the *Health Records and Information Privacy Act 2002* that will take effect on 1 September 2004.

The Commission is in the process of developing a privacy action plan to ensure systematic and comprehensive organisation-wide implementation and to incorporate new requirements brought about by the *Health Records and Information Privacy Act 2002*. The executive team has included privacy as a weekly executive meeting discussion item.

Corporate credit cards

The Commission does not issue corporate credit cards.

Disclosure of controlled entities

The Commission does not control entities as described in section 45A (1A) of the *Public Finance and Audit Act, 1983*.

Freedom of information (FOI)

Over the past financial year, no requests were received for access to information under the *Freedom of Information Act 1989*. This is the same as for 2002-03.

In 2003-04, FOI procedures had no significant impact on administration. No major issues or problems arose and there were no inquiries to the Ombudsman or appeals to the District Court.

Internal audit and risk management

The Commission is currently operating under a three-year Strategic Audit Plan. This plan was developed in March 2003. During 2003-04, two internal audits were conducted: one was of the Financial Services Division, and the other was of the Language Services Division. The Commission achieved very good results for both reviews.

The Commission's management also initiated an optimisation review during the year. As a result, additional funding was obtained from Treasury to undertake productivity improvements to its financial reporting applications.

The optimisation review, together with the recommendations of the Internal Audit reviews, will ensure the continuance of good internal control mechanisms within the Commission. The review processes will continue with another two internal audit reviews during the 2004-05 financial year.

Insurance

The Commission's insurance cover is under the Treasury Managed Fund (TMF). Insurance premiums for the 2003-04 financial year totalled \$134 540 excluding GST. The areas covered include workers compensation, motor vehicles, property and public liability/miscellaneous items.

Insurance premiums (excluding GST)

Type	2001-2002 \$	2002-2003 \$	2003-2004 \$
Workers compensation	48 373	71 740	61 910
Motor vehicles	1 494	1 430	1 410
Liability/miscellaneous	13 285	13 050	18 270
Property	9 683	11 540	52 950
Total	72 835	97 760	134 540

Accommodation services

The Accommodation Services Unit is responsible for procurement, stores, facilities, energy and waste management, maintenance acquisition and disposal of fixed assets. Refurbishments, fit-outs and building maintenance are also monitored and coordinated by this unit.

The Commission has enrolled in the NSW Government's Smartbuy program and has processed a number of its purchases electronically.

The accommodation services unit is responsible for ensuring compliance with various regulatory and social objectives. In particular, the unit monitors and reports on the Commission's performance in:

- waste reduction and purchasing planning
- office accommodation strategic planning
- energy management
- procurement planning
- total asset management planning.

The Commission leases two fleet vehicles which are used for official business travel by staff and Commissioners. One vehicle is a Hybrid Electric/Fuel powered vehicle.

Energy Management

Corporate commitment

The Community Relations Commission is committed to achieve savings in energy usage and sustained Energy Management principles. The Commission has offices in two sites, which purchases electricity in the contestable market. The two sites currently purchase 6% of their electricity from renewable sources.

The purchase of electricity in the contestable market has lowered costs. A reduction in greenhouse gas emissions has also been achieved by our consumption of green power for the last five years.

Planning

Accountability and responsibility for energy management has been established by the nomination of an Energy Manager and Energy Co-ordinator.

Where cost effectively feasible, the Commission will endeavour to continue to reduce energy consumption in buildings and transport. The Commission has already achieved the GEMP energy reduction target of 15% of the 1995 level by 2001 (excluding fleet data). An Energy Management Plan has been completed and identifies energy consumption reduction targets and includes the strategies for all facilities.

Implementation

The Energy Management Plan has established a plan of implementation to enable energy savings to be enhanced. The plan will address facilities or technologies with the greatest saving potential. The plan has identified suitable funding options to enable energy saving recommendations to be implemented.

Performance

The Commission, during 2003-04 purchased the following major energy sources:

Fuel	*Total Energy Consumed (GJ)	% of Total Energy	Annual Cost excluding GST	Carbon Dioxide (CO ₂) Greenhouse emissions (tonnes)
Electricity (Black Coal)	929.5	86.1%	\$21 736	246.9
Electricity (Green Power)	5.8	0.5%	\$160	-
Petrol	145.6	13.4%	\$3 344	9.6
TOTAL	1,080.9	100%	\$25 240	256.5

* Estimations of energy consumption have been made where 12 months of data was unavailable.

There has been a 3% reduction in overall energy consumption from last year and a 15% reduction compared to the 1995/96 GEMP baseline, for buildings only. Consumption goals for each type of fuel have been included in the Energy Management Plan.

Future Direction

The Energy Management Plan will include the Commission's policy directions, monitoring targeting and reporting mechanisms, and energy management strategies. These directions, mechanisms and strategies will be implemented during 2004/2005 where possible.

Waste management

The Commission continued its commitment to recycling, reducing and reusing both when purchasing and disposing of waste. The Commission uses recycled paper for general office use with approximately 90 per cent recycled paper. In weight the Commission recycled 6 695 kg of paper. The Commission has continued its acquisition and use of recycled toner cartridges and has a paper recycling collection as part of its cleaning contract.

Major assets

A list of major assets (other than landholdings) held by the Commission are shown in the table below. For the purpose of this report, a major asset is any item with a written down value of over \$5 000 on 30 June 2004.

Major assets acquired in 2003-04 were:

Asset	Cost \$	Written Down value \$
Fileserver IBM 345	14 639	11 999
Fileserver IBM 345	14 639	11 999

Other major assets held by the Commission include:

Asset	Cost \$	Written Down value \$
Photocopier Canon GP405	13 763	7 135
Copier Canon IR3300	17 254	10 116
Copier Canon IR3300	15 548	9 116
Fileserver IBM 330	12 397	5 356
Fileserver IBM 330	12 397	5 356

Major works

No major works were carried out by the Commission during 2003-04.

Research and development

No research and development activities were carried out by the Commission during 2003-04.

Promotion

Publications produced by the Commission

- 30th Anniversary of diplomatic relations between Australia and China
- Annual Report 2002-2003
- Community Harmony Reference Group Report
- Community Relations Report 2003
- CRC bookmark
- CRC Guide to Services
- EAPS Standard Framework poster
- Green Paper, *Cultural Harmony, The Next Decade 2002-2012*
- Guidelines on the Commission's grants program
- Language Services flyer and information card
- People of NSW 2001 (Statistics from 2001 census) CD
- Policy Guidelines for Translators



APPENDIX 3

Ethnic Affairs Priority Statement (EAPS)

Ethnic Affairs Priorities Statement (EAPS)

The Commission has developed its EAPS Forward Plan 2003 – 2006 in accordance with the NSW Government’s principles of multiculturalism, as defined in the *Community Relations Commission and Principles of Multiculturalism Act (2000)*.

Key achievements during the 2003-04 year were:

Corporate plan objective	Standards framework activity area	EAPS standards framework criteria	Performance indicator	Timeframe	Outcomes
1.4	Planning and evaluation	EAPS SF A.3.1: Corporate plan has 'cultural diversity' as feature of service environment	CRC EAPS Forward Plan 2003 – 2006 linked to Corporate Plan.	Ongoing	<ul style="list-style-type: none"> EAPS included as standing item at monthly meeting of CRC Commissioners EAPS training provided to Regional Advisory Councils and CRC staff
6.2	Planning and evaluation	EAPS SF A.2.2: Collect data on client requirements for language assistance	Data collected and analysed on usage of language services	Ongoing	<ul style="list-style-type: none"> In 2003-04, priority languages for interpreting assignments were Arabic, Cantonese, Korean Mandarin, Persian, Spanish, Turkish and Vietnamese. Priority languages for translations were Arabic, Chinese, German, Japanese, Korean, Spanish and Vietnamese. Additional casual panellists recruited to cater for above demand [see also appendix on Languages Services]
1.1, 1.2, 1.4, 3.2, 3.3	Program and service delivery	EAPS SF B.3.1: Organise planned consultations with ethnic communities and clients	Major consultations include: <ul style="list-style-type: none"> Community Relation Symposium; Other consultations as required; EAPS consultations 	Ongoing	<ul style="list-style-type: none"> Symposium held on 23 October 2003- Albury-Wodonga Multicultural Forum held on 12 December 2003 Cabramatta CityWatch Police Community Forum on 17 June 2004
1.1, 1.2, 2.2, 3.1, 3.2, 3.4, 6.1	Program and service delivery	EAPS SF B.3.3: Use the outcomes of data analysis and research in the design and evaluation of services	Develop programs and services which are appropriate to the needs of the community.		Major achievements (also refer to body of Report) include: <ul style="list-style-type: none"> language examinations; CommuniLink- linking communities and government on the internet; Multicultural Marketing Awards; Youth Partnership with Arabic-speaking communities; <i>People of NSW</i> CD-ROM; Cabramatta CityWatch;

Corporate plan objective	Standards framework activity area	EAPS standards framework criteria	Performance Indicator	Timeframe	Outcomes
					<ul style="list-style-type: none"> • RACs workshops on EAPS issues held in Picton, Hornsby, Windsor, Griffith and Bathurst; • management of EAPS program; • Community Relations Report including over 100 government initiatives; • regional activities.
1.2	Program and service delivery	EAPS SF B.4.1: Has in place participation forums which contribute to the design and implementation of program and service delivery	<p>Projects are implemented and stated project goals achieved</p> <p>Projects effectively relocated</p>	<p>Ongoing</p> <p>December 2003</p>	<p>Participation forums include the Community Harmony Reference Group, Canterbury-Bankstown Community Harmony Round Table, and NSW Council for Pacific Communities (as refer to body of Report).</p> <ul style="list-style-type: none"> • Partnership programs strategically relocated to south-western Sydney.
1.4	Staffing	EAPS SF C.3.1: Include ethnic affairs requirements in all relevant position descriptions, staff selection training and recruitment and selection guidelines.	EAPS requirements in relevant position descriptions	Ongoing	All position descriptions, staff selection training and recruitment and selection guidelines include a reference to EAPS.
4.2	Staffing and communication areas	EAPS SF C.3.3 and D2.2: Make information available about languages spoken by CLAS officers	Information about the languages spoken by CLAS officers is available	Ongoing	The Commission has 14 officers in receipt of CLAS, with information available to staff on the common directory.
1.1, 1.3	Communication	EAPS SF D.2.1 and D.2.4: Translate documents based on ABS data, using accredited translators	Information provided to communities is appropriate and accurate	Ongoing	The Commission offers a range of translated information, including a brochure in community languages advising how to respond to phone, letter or parcel bomb threats.
1.4	Communication	EAPS SF 2.3 and 3.3 Use professional interpreters	Ongoing testing between the courts, Corrective Services and CRC interpreters	Ongoing	Three-way conference facilities technically in place, and policies / procedures to use the facilities are being developed.

Corporate plan objective	Standards framework activity area	EAPS standards framework criteria	Performance indicator	Timeframe	Outcomes
3.4	Funded Services	EAPS E.2.1 and D.3.1: Advise ethnic communities about funded services through advertising in English and community languages	Place information on funded services in English language press, as well as into community languages selected according to information on clients	Ongoing	Information on Community Development Grants program translated into 18 community languages, and disseminated via information sessions and print media.
3.4	Funded Services	EAPS E.2.2 and E.3.4 Collects relevant ethnicity data to inform funding decisions	Use ABS data and other data to identify priority needs groups under the funding program	Ongoing	Grants Advisory Committee uses relevant data to inform funding recommendations.

Highlights from the 2004-05 EAPS Forward Plan

- Review and update CRC community profiles in order of priority, taking into account demographic data (EAPS SF A3.2)
- Continue to hold Community Relations Symposium, as the key mechanism to consult with community leaders and workers (EAPS SF B.3.1)
- Finalise NSW Government White Paper and circulate widely.
- Implement the EAPS on-line project.
- Continue to implement CommuniLink – the web-hosting service of the Commission. The website www.communilink.org.au was made publicly available in June 2004, with training provided to organisations which have been approved to receive the service. Organisations enter into an agreement with the Commission, and are commencing the development of their websites.
- Video conferencing facilities for interpreters have been installed, and trials between Courts, the Department of Corrective Services and the Commission interpreters are being tested. Policy and guidelines for the operation of facilities are being developed.
- An independent contractor has been engaged to review the Community Development Grants Program, with the review to be completed in October 2004.
- Commence the final specialist legal training course for interpreters. A total of 312 CRC interpreters have already completed the course under a Memorandum of Understanding signed between the Commission and NSW Attorney General's Department.



APPENDIX 4 Representation of staff on committees

The Commission was represented by staff on the following committees:

Stepan Kerkyasharian AM, Chairperson and Chief Executive Officer

- Member, NSW Board of Studies
- Member, Independent Complaints Review Panel, Australian Broadcasting Corporation
- Member, Police and Ethnic Communities' Advisory Council
- Director, Carnivale Ltd
- Member, Migration Heritage Centre Management Committee
- Member, Human Services Chief Executive Officers Group
- Member, Arabic Youth Partnership Implementation Committee
- Secretary, City Watch Council
- Member, Police and Community Training Management Committee
- Member, Standing Committee of Criminal Justice System Chief Executive Officers
- Member, Geographical Names Board of NSW
- Member, Australian Medical Council Appeals Committee

Community Relations Service

Richard Acheson

- NSW Youth Interagency
- HSCEO's Senior Officer's Group
- SCIMA Working Party on Community Harmony
- SCIMA Research Advisory Committee
- SCIMA Language Services Working Group
- Community Solutions and Crime Prevention Working Group

Myriam Bahari

- Bankstown Workers With Youth Network
- Canterbury Workers With Youth Network
- Canterbury Bankstown Migrant Interagency
- Peer Mentor Project Steering Committee

Fadel Benhima

- Riverina Immigration Settlement Planning Committee, Department of Immigration and Multicultural Affairs
- Albury/Wodonga Immigration Settlement Planning Committee
- Illawarra Area Assistance Scheme Regional Advisory Committee, Department of Planning and Urban Affairs
- Premier's Department, Illawarra and South East Regional Coordination Program
- Premier's Department, Riverina Regional Coordination Program
- Griffith Multicultural Group
- Shoalhaven Multicultural Group
- Executive Officer – three Regional Advisory Councils – Griffith, Illawarra, Albury
- Wollongong City Council (EAPS Committee)
- DIMIA Grants Advisory Committee South East, Southern NSW
- Committee on Interfaith Forum – Illawarra
- NATTI Working Group on the interpreting needs of refugees and minorities in the Southern region.

Ross Berghofer

- NSW Water Safety Taskforce - Department of Tourism, Sport and Recreation
- Population Projections Group
- Tenancy Tribunal General Division Consultation Forum

Annabelle Bleach

- Youth Partnership with Arabic-Speaking Communities Combined Reference Group

Rosa Droescher

- Centre for Multicultural Health Advisory Committee (Faculty of Medicine, University of New South Wales)
- Grants Advisory Committee - Casino Community Benefit Fund (Department of Gaming and Racing)
- Grants Advisory Committee - (Western Sydney Area Assistance Scheme, Department of Urban Affairs and Planning)
- Multicultural Mental Health Policy Reference Group (NSW Health)
- Planning for Later Life Forum (DADHC).

Victor Duranti

- Research Advisory Committee of SCIMA
- Commonwealth/NSW Working Party on Migration to Sydney and Regional NSW
- Centrelink NSW Multicultural Advisory Committee
- Market Gardening in a Culturally Diverse Society
- Culturally and Linguistically Diverse Rural Collaboration Project
- Refugee Review Tribunal Liaison Committee.

Georgina Gold

- Gay, Lesbian, Bisexual and Transgender - Network of Government Agencies
- Victims of Crime interagency
- Settlement Services Coalition
- Department of Housing – Antisocial behaviour committee.

Ellen Huntley

- Canterbury-Bankstown Combined Reference Group
- St George Ethnic Services Interagency
- Arabic Youth Partnership Combined Reference Group
- NSW Youth Interagency Alcohol Summit Working Group.

Lance Kittscha

- Premier's Department, Western Region Coordination Program, Regional Coordination Management Group (RCMG)
- RCMG - Human Services sub group
- RCMG - Lithgow "Better Service Delivery" working party
- Executive Officer – three Regional Advisory Councils, Central West, Nepean - Blacktown and Macarthur - Liverpool
- Central West / Orana and Far West Multicultural Interagency
- Blue Mountains Multicultural Group
- Blue Mountains Community Interagency*
- Lithgow Interagency.
- Nepean Migrant Interagency*

- Blacktown Migrant Interagency*
 - Macarthur and Liverpool Migrant Advisory Group*
 - Sutherland Multicultural Network*
 - Living in Harmony (Sutherland) working party*
 - Sutherland Interagency.*
- * e-mail group only

Lorraine Norton

Executive Officer to the Commission's

- Hornsby and Central Coast Regional Advisory Council
- Hunter Regional Advisory Council
- Northern Regional Advisory Council
- New England Regional Advisory Council.

Representing the Commission on Premier's Department:

- Central Coast Regional Coordination Management Group
- Hunter Regional Coordination Management Group
- North Coast Regional Coordination Management Group
- New England Regional Coordination Management Group.

Membership of:

- The Hunter Positive Ageing Strategy Steering Committee, Department of Ageing, Disability and Home Care
- The Refugee Support Network, Hunter
- Lake Macquarie City Council EAPS Reference Group
- Newcastle City Council EAPS Reference Group.

Participation by correspondence:

- Central Coast Multicultural Interagency
- Hunter Multicultural Interagency
- Mid North Coast Multicultural Interagency
- North Coast Multicultural Interagency.

Bill Purcell

- NSW Council for Pacific Communities
- NSW Youth Partnership with Pacific Communities Implementation Committee.

Peter Reynolds

- Cultural Agencies Steering Committee (Local Government Association and Shires Association)
- Ethnic Affairs Advisory Group (Department of Community Services)
- Director-General's Advisory Group for Multicultural Education and Training (AGMET) (Department of Education and Training)
- Migrant Skills and Qualifications Advisory Committee (MSQAC) (Department of Education and Training)
- Productive Diversity Network (Department of Education and Training)
- Schools Cultural Exchange Program (Department of Education and Training)
- State Disaster Recovery Committee (Department of Community Services)
- Multicultural Consultative Forum - DEWR/DEST.

Thida Yang

- Cabramatta CityWatch Council
- Cabramatta Project Reference Group
- Cabramatta Senior Officers Coordinating Committee on Drugs (SOCC)
- Fairfield City Council Mayor's Crime Prevention
- Fairfield Migrant Interagency.

Information and Management Services

Marte Tagle

- Records Managers Forum
- Community Technology Centre Reference Group
- OIT Information and Communication Technology Forum
- Grants Administration Review – Operations Group – NSW Premier's Department.

Ross Leighton

- FOI Practitioners Network.

Language Services Division

Ann Goth

- National Accreditation Authority for Translators and Interpreters (NAATI)
NSW Regional Advisory Committee
- Cross Justice Agency Video Conference Steering Committee
- Downing Centre Apprehended Violence Committee.



Code of conduct for commissioners, officers and employees of the Community Relations Commission For a multicultural NSW

1. Commissioners, officers and employees of the Community Relations Commission For a Multicultural NSW ('the Commission') will perform their duties impartially and will be fair and honest in their official dealings with their colleagues and the public.
2. It is the duty of Commissioners and officers to declare to the Chairperson of the Commission ('the Chair') situations in which their private interests, whether pecuniary or otherwise, conflict or might reasonably be thought to conflict with their official dealings with their colleagues and/or the public.
3. A Commissioner, Commission officer or employee who holds any office or position of trust or responsibility in a company or other organisation, whether or not it is an office of profit, or has any pecuniary or personal interests in such an organisation, will disclose the relevant particulars of such office, position or interest to the Chair.
4. The Chair or a Commissioner will declare to a meeting of the Commission any interest she/he may have which is relevant to a matter under discussion.
5. In the case of officers or employees, the Chair will inform the officer or employee if she/he considers that a matter is likely to involve the officer in a conflict of interest and the officer will then withdraw from any discussion and take no part in preparation of further advice on the matter.
6. Commissioners, officers and employees will not use information obtained in the course of their official duties to gain a pecuniary or other advantage for themselves or for any other person or organisation.
7. Commissioners, officers and employees will not solicit or accept from any person any remuneration or benefit for the discharge of the duties of their office.
8. The Chair, officers and employees will follow the NSW Public Sector Code of Conduct issued by the Premier's Department in December 1991.
9. Commission papers, discussions and decisions will be treated as confidential by Commissioners, officers and employees. They will not make known the contents of the Commission's papers or discussions or decisions unless specifically requested to do so by the Chair, or by resolution of the Commission or with the prior approval of the Chair. At other times decisions of the Commission will be made known by the Chair and where appropriate after approval by the Minister.
10. Any Commissioner who stands for election to the State or Commonwealth parliament shall seek leave of absence from the Commission from the date the writs are issued until the return of the writs. Any Commissioner on such leave of absence shall not act or speak in any way as to suggest that their candidacy carries the endorsement of the Commission. If elected to Parliament, the Commissioner will resign from the Commission.

Code of ethics and conduct for interpreters and translators *

Interpreters and translators are expected to:

- Act in accordance with standards of conduct appropriate to a professional, including being polite and courteous at all times and refraining from behaviour that would reasonably be regarded as unprofessional or dishonourable.
- Maintain confidentiality and not disclose information acquired in the course of their assignments.
- Only undertake work that they are competent to perform.
- Remain impartial and neutral in all situations and not allow personal opinion to influence their performance.
- Take reasonable care to be accurate.
- Take full responsibility for the quality of their work.
- Complete interpreting and translating assignments they have accepted and acknowledge and promptly rectify their own mistakes.
- Continually strive to maintain, upgrade and update their level of professional knowledge and skills.
- Ensure they do not take personal advantage of any information obtained in the course of their work nor accept or solicit any present, gift or other consideration, benefit or advantage.
- Frankly disclose any possible conflict of interest.
- Be punctual at all times and remain until the assignment is completed. Adhere to deadlines. In emergencies, advise clients promptly.
- Respect and support their fellow professionals.
- Ensure they do not seek to solicit work directly from a client.
- Ensure they do not canvass or advertise their services in a private capacity in any matter which would tend to lower the status of, or bring discredit on, the profession.
- Ascertain beforehand what will be required of them and make the necessary preparations for all interpreting and translating assignments.
- It shall be a breach of this code if an interpreter is found guilty of infamous conduct in a professional respect (as defined in the courts of law) or be convicted of a felony or other crime punishable by imprisonment.

* based on AUSIT Code of Ethics and Community Relations Commission Interpreter Code of Ethics.

Code of ethics and conduct for youth liaison team members

As representatives of the Youth Partnership with Arabic-Speaking Communities and recipients of an honorarium from the Community Relations Commission, members of youth liaison teams are expected to follow the principles of ethics and conduct outlined below.

Professionalism

- Act in a professional manner at all times, including being polite and courteous and refraining from behaviour that would reasonably be regarded as unprofessional or dishonourable.
- Remain impartial and neutral in all situations.
- Take responsibility for your actions.
- Respect and support your fellow youth liaison team members.

Impartiality

- Be aware of your own values, attitudes, beliefs, and behaviours and how these apply in a culturally diverse society, and avoid imposing your values on others.
- Respect individual differences and do not judge others because of personal bias.
- Seek to understand the points of view of all parties.
- Treat others fairly and consistently in a non-discriminatory manner, and with proper regard for their rights and obligations.
- Do not discriminate in a manner that has a negative impact based on sex, marital status, race, colour, nationality, ethnic or national origin, ethno-religious identity, descent, age, disability, homosexuality, transexuality, socio-economic status or political conviction.
- Be aware of potential conflicts of interest and frankly disclose these as appropriate.

Privacy and confidentiality

- Keep official information confidential and do not use or permit it to be used to gain an improper advantage for yourself or any other party.
- Keep people's personal details confidential and do not disclose them to anyone outside your own youth liaison team without consent or authority.
- When discussing individuals for the purposes of feedback sessions, make every effort to protect the identity of those individuals and avoid undue invasion of privacy.

- Do not engage in public comment on behalf of your youth liaison team, the coordination committee or the Community Relations Commission, without prior approval. All media inquiries are to be directed to the Community Relations Commission Media Officer. If you make personal statements in a public context, make it clear that you are speaking from your personal perspective and are not speaking on behalf of your youth liaison team, the coordination committee or the Community Relations Commission.
- Maintain all confidentiality after ceasing to be a youth liaison team member.

Other

- The general requirement to maintain confidentiality does not apply when disclosure is required to prevent clear and imminent danger to persons or when legal requirements demand that confidential information be revealed. When circumstances require the disclosure of confidential information, only essential information is to be revealed.
- You are encouraged to report any situation you come across during your work as a youth liaison team member in which you have reasonable grounds for suspecting that a child or young person is at risk of harm. Possible causes of harm include basic physical or psychological needs not being met, necessary medical treatment not being provided, physical or sexual abuse or ill-treatment, serious physical or psychological harm as a result of exposure to domestic violence, or serious psychological harm caused by the behaviour of a parent or other care-giver. Reports may be made to the Department of Community Services 24 hour child protection helpline, on 13 21 11.



APPENDIX 6 Grants awarded in 2003-04

The following grants were allocated as part of the Commission's 2003-04 Community Development Grants Program:

Organisation and Purpose	Amount
Andisheh Persian School Inc <i>Purpose:</i> To contribute towards the Norouz festival.	1 000
Armenian General Benevolent Union <i>Purpose:</i> To contribute towards a project titled Bridge of Harmony.	17 490
Assyrian Australian Association <i>Purpose:</i> To contribute towards the employment of a worker to assist with the Assyrian men networking and capacity.	8 745
Austral Slovenian Society Tivoli Newcastle <i>Purpose:</i> To contribute towards a project to assist the aged and frail members of the community.	1 996
Australia Korean Welfare Association Ltd <i>Purpose:</i> To contribute towards the employment of a worker to assist with the Community Express project.	8 745
Australia Telugu Samithi Inc <i>Purpose:</i> To contribute towards healthy lifestyle seminars.	3 000
Australian Arabic Communities Council <i>Purpose:</i> To assist with Australian Arabic Women's Award 2003.	3 000
Australian Cambodian Community Inc <i>Purpose:</i> To contribute towards the purchase of musical instruments for the community.	2 500
Australian Chinese Community Association <i>Purpose:</i> To contribute towards the employment of a worker to assist the youth of the community.	8 745
Australian Council of Chinese Organizations Inc <i>Purpose:</i> To contribute towards the Chinese Community Capacity Development project.	9 000
Australian Egyptian Council Forum <i>Purpose:</i> To assist with the cost of hosting the third Egyptian Day carnival.	3 000
Australian Lithuanian Community – Sydney <i>Purpose:</i> To contribute towards Learn Lithuanian Online in NSW project.	15 490
Australian Philippine Association Illawarra Inc <i>Purpose:</i> To contribute towards the engagement of a qualified instructor to promote Filipino folk culture in dancing.	5 460
Australian Sikh Association Inc <i>Purpose:</i> To contribute towards the employment of a worker to organise open day forum at the Sikh temple.	7 500
Australian Tamil Seniors Association (NSW) Inc <i>Purpose:</i> To assist in computer training for seniors.	8 362
Australian Turkish & Kurdish Community Services <i>Purpose:</i> To contribute towards the purchase of a video projector.	2 950
Bathurst Information and Neighbourhood Centre <i>Purpose:</i> To contribute towards the Central West Migrant Outreach project.	19 501
Berkeley Development Association Inc. <i>Purpose:</i> To contribute towards the Berkeley Migrant Women's program.	8 745

Organisation and Purpose	Amount
Bosnia Herzegovina Project Inc <i>Purpose:</i> To contribute towards the Bosnian youth development project.	17 400
Chahbad House of North Shore <i>Purpose:</i> To contribute towards a project titled Goodness and Kindness Campaign.	17 490
Chinese Australian Services Society Co-op <i>Purpose:</i> To contribute towards the CASS Bankstown Activity Group project.	13 800
Chinese Youth League <i>Purpose:</i> To assist with the 2003 Moon Festival.	5 000
Croatian Australian Community Council <i>Purpose:</i> To contribute towards the employment of a worker to assist with the restructuring, development and enhancement of the Croatian community.	10 000
Department for Women <i>Purpose:</i> To assist with the cost of hosting the 2003 Women on Wheels Tour.	1 000
Dubbo Community Services and Information <i>Purpose:</i> To contribute towards the employment of a worker to provide community outreach activities in Wellington.	17 490
Eastwood Chinese Senior Citizens Club Inc <i>Purpose:</i> To contribute towards the Healthy Ageing project.	8 745
EFKS Community Mission <i>Purpose:</i> The funds are to contribute towards the employment of a Pacific Island Youth Crime Prevention worker.	17 490
Ethnic Communities Council of Newcastle and Hunter Region <i>Purpose:</i> To contribute towards the artist's fees, travel and purchase of material for the project titled "Strings of Storytelling".	5 000
Ethnic Communities Council of Newcastle and Hunter Region <i>Purpose:</i> Core funding.	60 000
Ethnic Communities' Council of NSW <i>Purpose:</i> Core funding.	100 000
Ethnic Communities Council of Wagga Wagga <i>Purpose:</i> Core funding.	28 000
Far South Coast Community College <i>Purpose:</i> To contribute towards the Cultural Connections project.	3 000
Filipino Australian Society of the Hunter Valley <i>Purpose:</i> To contribute towards the extension of the community hall.	10 000
Fusion Australia <i>Purpose:</i> To assist with the hosting of an interdenominational celebration in Bankstown.	5 000
George Cross Falcons Club Incorporated <i>Purpose:</i> To contribute towards the employment of a worker to assist senior citizens of the Maltese community.	17 490
Greek Orthodox Parish of St Demetrios <i>Purpose:</i> To contribute towards the storage facility at the church's community hall.	10 000
Greek Welfare Centre <i>Purpose:</i> To contribute towards the employment of a worker to service the needs of the community in the Hunter region.	8 745

Organisation and Purpose	Amount
Greek Welfare Centre <i>Purpose:</i> To contribute towards the employment of a worker to service the community in the Western Sydney Region.	8 745
Greek Welfare Centre <i>Purpose:</i> To support the Centre's projects and programs.	10 000
Griffith Multicultural Community Council <i>Purpose:</i> To contribute towards the employment of a worker to provide bilingual services.	17 490
Hamazkaine Armenian Education and Cultural Society Shant Chapter <i>Purpose:</i> To contribute towards the costs associated with renovating the Armenian Cultural Centre.	5 000
Handital NSW Inc <i>Purpose:</i> To contribute towards the employment of a bilingual support worker for respite care project.	8 745
Hippocrates Australian Greek Aged Persons Association <i>Purpose:</i> To contribute towards the purchase of a dishwasher and a glass washer.	5 000
Illawarra Ethnic Communities Council <i>Purpose:</i> Core funding.	60 000
Illawarra Ethnic Communities Council <i>Purpose:</i> To assist the council to upgrade and renovate its premises.	25 000
Illawarra Migrant Resource Centre <i>Purpose:</i> To contribute towards the project titled Breaking the Barriers of isolation.	3 130
Illawarra Migrant Resource Centre <i>Purpose:</i> To contribute towards the youth project	1 933
Indian Cultural Advancement Society of Australia <i>Purpose:</i> To contribute towards the artist's fee, hire of music and sound equipment.	3 000
Indocare (Australian Indonesian Welfare) <i>Purpose:</i> To contribute towards the employment of a worker to assist with the Indocare Community Services project.	8 745
Italian Social Welfare Organisation of Wollongong <i>Purpose:</i> To contribute towards the employment of a worker to establish network and support structures.	8 745
Italian Social Welfare Organisation of Wollongong <i>Purpose:</i> To contribute towards the fitness program for Italian senior citizens.	3 600
Khmer Community of NSW <i>Purpose:</i> To contribute towards the networking across Khmer organisations project.	8 745
Lao Community Advancement (NSW) Cooperative Ltd <i>Purpose:</i> To contribute towards the Lao Youth Development project.	17 490
Lebanese Community Council of NSW <i>Purpose:</i> To contribute towards the hire of equipment and employment of a worker.	6 010
Lightening Ridge and Region Transcultural Community Council Inc <i>Purpose:</i> To contribute towards the employment of a worker to provide information and referral services.	8 745
Lithgow Information and Neighbourhood Centre Inc <i>Purpose:</i> To contribute towards the employment of a worker to address the needs of the community.	8 745

Organisation and Purpose	Amount
Macarthur Migrant Resource Centre <i>Purpose:</i> To contribute towards the women's safety project.	4 500
Macedonian Australian Welfare Association of Sydney Inc <i>Purpose:</i> To contribute towards the cross generational family harmony project.	17 490
Macedonian Orthodox Community of Queanbeyan and Districts <i>Purpose:</i> To assist with the purchase of computers for the community.	10 000
Macedonian Welfare Association Inc <i>Purpose:</i> To contribute towards the employment of a youth worker.	8 745
May Murray Neighbourhood Centre <i>Purpose:</i> To assist with the cost of hosting the harmony day event.	1 500
Media 'n' Arts Inc <i>Purpose:</i> To contribute towards the Multicultural Talents Night project.	3 000
Melkite Catholic Eparchy of Australia <i>Purpose:</i> To contribute towards the employment of a worker to assist develop strategies to improve links between the diverse Arabic-speaking communities.	8 745
Melkite Catholic Eparchy of Australia <i>Purpose:</i> To assist with the payment to the author of the book titled "Melkite community in Australia".	5 000
Melkite Welfare Association <i>Purpose:</i> To contribute towards the employment of a worker to present parenting workshops.	8 745
Mid North Coast Regional Council for Social Development Inc <i>Purpose:</i> To contribute towards the artist fees for Fiesta 2004.	3 000
Migrant Resource Centre of Newcastle and the Hunter Region <i>Purpose:</i> To contribute towards the Hunter Sudanese Support project.	8 745
Migrant Resource Centre of Newcastle and the Hunter Region <i>Purpose:</i> Gold sponsorship for the inaugural diversity works award.	750
Mt Druitt Ethnic Communities Agency Inc. <i>Purpose:</i> To contribute towards the Fiji Indian Community Development project.	15 779
Newcastle and the Hunter Croatian Community Intercommittee Inc <i>Purpose:</i> To contribute towards the purchase of a computer and photocopier for the community.	4 500
North Coast Sikh Association Inc <i>Purpose:</i> To contribute towards the employment of a worker to work on Community Interaction project.	8 745
NSW Board of Jewish Education (Academy BJE) <i>Purpose:</i> To contribute towards the Jewish Holiday in Sydney project.	6 000
NSW Federation of Community Language Schools <i>Purpose:</i> To contribute towards the employment of a project officer to assist the Federation.	10 000
NSW Spanish Speaking Pensioners Association Inc <i>Purpose:</i> To contribute towards a project assisting aged people entering the world of technology.	14 253
NSW Vietnamese Elderly Friendship Association <i>Purpose:</i> To contribute towards the employment of a worker to assist the elderly.	8 700
Playgroup Association of NSW Inc <i>Purpose:</i> To contribute towards the purchase of equipment for children from Portuguese-speaking background.	9 482

Organisation and Purpose	Amount
Polish Association of Cabramatta Inc <i>Purpose:</i> To contribute towards the construction of facilities for disabled.	10 000
Powerhouse Museum <i>Purpose:</i> To stage the Treasures of Palestine exhibition.	20 000
Queanbeyan Multilingual Centre <i>Purpose:</i> To assist to address the needs of the community who are isolated.	1 124
Riverwood Community Centre <i>Purpose:</i> To contribute towards the Arabic-Speaking Tenant Participation project.	17 490
Royal Scottish Country Dance Society Hunter Valley Branch Inc <i>Purpose:</i> To contribute towards the hire of equipment for the RSCDS 29th Winter School.	3 000
Rumbek Community in Australia <i>Purpose:</i> To contribute towards the Cultures Reconciliation project.	4 000
Scottish House Australian Scottish Cultural and Information Centre Incorporated <i>Purpose:</i> To contribute towards the purchase of a computer for the Scottish house library.	1 800
Serbian Orthodox Welfare Association of NSW Inc <i>Purpose:</i> To contribute towards the employment of a youth worker.	17 490
St Marouns Cathedral <i>Purpose:</i> To provide assistance in improving facilities for community and youth activities.	5 000
Sydney Kannada Sangha Inc <i>Purpose:</i> To contribute towards the cataloguing of library books.	3 000
Sydney Sindhi Association <i>Purpose:</i> To contribute towards the promotion of Sindhi culture.	8 745
Sydney Tamil Resource Centre <i>Purpose:</i> To contribute towards the employment of a worker to assist with the cataloguing of books.	8 745
Sydney Turkish People's House <i>Purpose:</i> To contribute towards the employment of a worker to assist the disadvantaged members of the community.	4 350
Telugu Association Inc <i>Purpose:</i> To contribute towards the hire of equipment and hall for cultural events.	3 000
The Affinity Intercultural Foundation <i>Purpose:</i> To contribute towards the 3rd International Interfaith Dialogue Conference.	15 000
The Association of Bhanin El Minieh <i>Purpose:</i> To contribute towards the employment of a worker to assist with the Arabic Youth Empowerment Project (AYP).	8 745
The Cedars of Lebanon Folkloric Group <i>Purpose:</i> To contribute towards the presentation of the Four Seasons Festival.	2 000
The Hills Community Aid and Information <i>Purpose:</i> To contribute towards the hire of equipment and artist fees for the Hills Cultural Festival.	3 000
Turkish Welfare Association Inc <i>Purpose:</i> To contribute towards the employment of a worker to assist the isolated members of the community.	17 490
Uniting Church in Australia - Griffith Parish <i>Purpose:</i> To contribute towards the Pacific Islander community radio youth programme.	3 000

Organisation and Purpose	Amount
Vietnamese Community in Australia <i>Purpose:</i> To assist with the Construction of Stage 2 of the Vietnamese Cultural Centre in Bonnyrigg.	5 000
Vietnamese Women's Association in NSW Inc <i>Purpose:</i> To contribute towards the employment of a disability support worker.	8 745
Withdrawn grants	
Department of Housing	400
Multicultural Disability Advocacy Association	7 250
NSW Spanish and Latin American Association for Social Assistance (NSW SLASA)	8 745
Fiji Australia Community Development INC	9 745
Northern Rivers Community Legal Centre	17 490



APPENDIX 7: Commissioner's attendance at meetings

Commissioner	Number of meetings eligible to attend	Number of meetings attended
S Kerkyasharian	11	9
M Marx	11	9
MAquino	11	11
E Jupiter	11	9
T Le-Dang	11	11
N Maruncic	11	10
P Masselos	11	11
H Pan	11	10
M Kama	4	3
B Peng	4	4
J Rifi (term concluded 10/10/2003)	4	2



APPENDIX 8: Membership of Regional Advisory Council and Grants Advisory Committee

<p>Albury Regional Advisory Council</p> <p>Chairperson Community Community Community Community Community Community Community NSW Police Department of Housing Department of Education and Training Greater Murray Area Health Service Department of Ageing, Disability & Home Care Department of Community Services</p>	<p>Ms M Aquino Ms Y Lingua Mr A Jahiu Mrs T Miklaszewicz Ms M Quaglio Mrs M Ronald Mr S Sourivong Mr G Veneris Supt J Devine Mr C Iskov Mr P Smith Dr J McGirr Mr G Clarke Mr M Bannister</p>
<p>Central West Regional Advisory Council</p> <p>Chairperson Community Community Community Community Community Community Mid West Area Health Service Department of Education and Training Department of Housing NSW Police</p>	<p>Ms P Masselos Mr S Rahman Ms R Schmid Mr N Sedghi Ms G Snelgar Ms J Treweweke Ms R Vang Dr T E Khoo Mr C Evans Ms L Boyd Assistant Commissioner Morris West</p>
<p>Griffith Regional Advisory Council</p> <p>Chairperson Community Community Community Community Community Community Community Community Department of Housing Department of Education and Training Griffith City Council NSW Police Department of Health Department of Ageing, Disability & Home Care</p>	<p>Ms P Masselos Dr S Afghan Mr J Dal Broi Ms M Kirby Ms K Pederick Ms R O'Sullivan Mr M Uoifalelahi Mr S Sandhu Mrs D Erika Mr C Brooker Mr M Everett Cr D Zappacosta Supt S Nicholas Dr Y Narayan Mrs T Coogan</p>
<p>Hornsby-Wyong Regional Advisory Council</p> <p>Chairperson Community Community Community Community Community Community Department of Education and Training Department of Health</p>	<p>Ms E Jupiter Mrs P Batha Mr F Baumung Ms O Fuente Mrs S Higgins Ms K Sokk Mr N Lindberg Mr D Osborne H McHugh</p>

<p>Hornsby Shire Council Wyong Shire Council NSW Police Department of Commerce Department of Community Services</p>	<p>Cr S White (to March, 2004) Mr B Piggott (from April, 2004) Sgt M Pluss Mr S Lonergan Mr T Mangan</p>
<p>Hunter Regional Advisory Council Chairperson Community Community Community Community Community Community Community Department of Housing Department of Community Services Department of Community Services Hunter Area Health Service Hunter Area Health Service NSW Police Department of Commerce Department Education and Training Hunter Councils</p>	<p>Ms T Le-Dang Ms D Hodgson Mrs D Rah Mr D Rufo Mrs J Sulikowski Mrs L Tantos Mrs T Witkowski Ms S Georgeff Ms K Hardy Ms A Gleeson (to February, 2004) Ms L Cristine (from March, 2004) Ms M McMellon (to March, 2004) Ms C Norman (from April, 2004) Sgt D Edwards Ms A Smyth Ms L Rushton (from March, 2004) Cr H Brown (from February, 2004)</p>
<p>Illawarra Regional Advisory Council Chairperson Community Community Community Community Community Community Community Department of Education and Training Department of Community Services Wollongong City Council NSW Police Department of Ageing, Disability & Home Care</p>	<p>Mr H Pan Mr G Ackaoui Mrs R Obeidat Dr R Pe-Pua Ms C Poblete Ms L Scioscia Mr M Trajcevski Ms H Tran C Carroll Mr P Cockcroft Cr K Jonovski Mr J Trott Mr J Christian</p>
<p>Macarthur-Liverpool Regional Advisory Council Chairperson Community Community Community Community Community Community Community NSW Police South Western Sydney Area Health Service Department of Housing Department of Education and Training</p>	<p>Mr N Maruncic Mr M Abu Mahmoud Mr P Blyton Mrs V Michael Mr P Sgambellone Mr P Vasquez Ms T Yang (to April, 2004) Cdr T Jacobsen Ms G Moore Mr G Dal Santo Ms L Treskin</p>
<p>Nepean-Blacktown Regional Advisory Council Chairperson Community Community</p>	<p>Mr B Peng Ms J Hussain Ms F Luckhurst</p>

<p>Community Community Community Community NSW Police Department of Housing Wentworth Area Health Service Department of Education and Training</p>	<p>Mr S Prasad Mrs L Sardo Ms R Smith Mr A Singh Gill Mr R Filewood Mrs K Williams Ms N Arrage Mr D Phipps</p>
<p>New England Regional Advisory Council Chairperson Community Community Community Community Community Community Department of Community Services Department of Education and Training Department of Education and Training New England Area Health Service Armidale Dumaresq Council NSW Police NSW Police Department of Ageing, Disability & Home Care</p>	<p>Ms E Jupiter Mr A Amini Mrs Y Gunther Mrs A Harte Mrs E Jones (resigned January, 2004) Mrs B Roobol Ms B Sahebkhitiari Ms P Brunner Mr W Chandler (to October, 2003) Ms R O'Neill (from November, 2003) Ms M Daley Cr B Chetwynd, Mayor Supt T Jefferson (from January, 2004) Supt B Lyons (from January, 2004) Mr S O'Neill (from March, 2004)</p>
<p>Northern Regional Advisory Council Chairperson Community Community Community Community Community NSW Police Mid North Coast Area Health Service Department of Commerce Department of Community Services Department of Education and Training Department of Education and Training Coffs Harbour City Council Coffs Harbour City Council</p>	<p>Ms M Aquino Ms R Bhatti Mrs L Bokulic Ms K Flanagan Mrs M-L Marlin (resigned January, 2004) Mr R Fatarella (deceased August, 2003) Supt B Audsley Mr M Wilson Ms M Munro Ms J Addleton Mr R Phillips (to February, 2004) Mr F Shaw (from March, 2004) Cr W Wood (to March, 2004) Ms J Eakins (from March, 2004)</p>

Membership of the Grants Advisory Committee for the 2003-04 Community Development Grants Program

Ms Paula Masselos, convenor

Mr John Gebhardt, representing the Ethnic Communities Council of Newcastle and the Hunter Valley

Mr Jorge Menidis, Artistic Director, Carnivale

Ms Cathy Noble

Ms Amanda Field, representing the NSW Migrant Resource Centre Forum

Ms Beverly Giegerl, representing the Local Government and Shires Association