



6 September 2005

## COMMUNITY SERVICES COMMITTEE MEETING

NOTICE IS HEREBY GIVEN THAT A COMMUNITY SERVICES COMMITTEE MEETING OF THE COUNCIL OF THE CITY OF RANDWICK WILL BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, 90 AVOCA STREET, RANDWICK, ON TUESDAY, 13TH SEPTEMBER 2005 AT 5:30 PM

Committee Members: His Worship, the Mayor, Cr M. Matson, Bastic, Kenny, Nash, Procopiadis, Tracey (Chairperson) & Woodsmith (Deputy Chairperson)

Quorum: Four (4) members.

**NOTE:** AT THE EXTRAORDINARY MEETING HELD ON 28<sup>TH</sup> SEPTEMBER, 2004, THE COUNCIL RESOLVED THAT THE COMMUNITY SERVICES COMMITTEE BE CONSTITUTED AS A COMMITTEE WITH FULL DELEGATION TO DETERMINE MATTERS ON THE AGENDA.

**1 Apologies**

**2 Minutes**

CONFIRMATION OF THE MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON TUESDAY, 9<sup>TH</sup> AUGUST, 2005.

**3 Declaration of Pecuniary & Non-Pecuniary Interests**

**4 Addresses to Committee by the Public**

**5 Community Services**

5.1 DIRECTOR, CITY PLANNING REPORT - COUNCIL'S SMALL GRANTS PROGRAM (SECTION 356) ALLOCATION OF FUNDING TO NON-PROFIT COMMUNITY GROUPS AND ORGANISATIONS. 2

**6 LIBRARY**

6.1 DIRECTOR, CITY SERVICES' REPORT 99/2005 - LIBRARY HOURS OF OPERATION - CHRISTMAS/NEW YEAR 2005/2006. 41

**7 General Business**

**8 Notice of Rescission Motions**

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GENERAL MANAGER

**Director, City Planning Report 56/2005**

<b>SUBJECT:</b>	Council's Small Grants Program (Section 356) Allocation of Funding to Non-profit Community Groups and Organisations
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<b>DATE:</b>	13 SEPTEMBER 2005	<b>FILE NO:</b>	F2004/06607
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**REPORT BY:** DIRECTOR, CITY PLANNING

**INTRODUCTION:**

Each year Council provides funding to assist local non-profit community groups and organisations under Section 356 of the Local Government Act (1993). In the 2005/06 financial year \$27,929.49 has been set aside for this program.

The Small Grants Program aims to encourage and assist projects, programs and services that enhance the quality of life for residents living in the Randwick Local Government Area (LGA).

**ISSUES:****Small Grants Program 2005/06**

Council offers funding annually through its Small Grants Program to local non-profit community groups and organisations. Grants are non-recurrent and provide assistance for projects, programs and services that have a direct benefit to people living in the Randwick LGA.

The Objectives of the Program are to:

- Assist community based services to develop and implement relevant programs and projects that address the social needs of the residents of the Randwick LGA
- Facilitate access to services and programs by the whole community
- Encourage community participation in the development and implementation of community based programs and projects
- Encourage the effective delivery of community based services

Organisations which are funded under the program are required to acknowledge Council's contribution, sign a funding agreement with Council and submit an evaluation report at the completion of the project.

Community funding available through the Small Grants Program was promoted this year in July through the Mayor's Column and Council's Webpage. Letters were also sent out to local community organisations advising them of this year's Program.

Attachment 1 provides information regarding the 78 applications received and the recommendations for the distribution of funding for 2005/06. All applications were assessed by Council's Community Development Officers and it is recommended that – 37 projects be funded for 2005/06 to a total of \$27,929.49.

Attachment 2 is a copy of the Small Grants Program Information Kit 2005/06 provided to applicants.

### **Small Grants Program 2004/05 (previous funding year)**

In the 2004/05 funding period 71 applications were received requesting a total of \$63,256.92. Funding was provided to 42 applications to a total of \$27,002.00.

Two requests have been received by Council in relation to funding distributed through Council's Small Grants Program in 2004/05. The Randwick 2 Playgroup received \$600 towards the purchase of resources for the Playgroup. The Randwick 2 Playgroup is waiting for the completion of the Bundock Street Community Centre prior to purchasing the resources and has requested that the \$600 grant received in 2004/05 be carried over into 2005/06 financial year.

A request was also received from Randwick-Waverley Community Transport Group (RWCTG). The RWCTG received \$900 towards the purchase of a light-weight wheelchair. RWCTG were given a wheelchair by another service and has requested that the \$900 received in 2004/05 be carried over into 2005/06 financial year and spent towards the modification of their Commuter Van. The Commuter Van is used to transport Randwick residents to appointments that are outside the Randwick LGA.

As the above funding has been distributed to both the Randwick 2 Playgroup and the RWCTG within the 2004/05 financial year, there are no budgetary implications for Council for the 2005/06 financial year, should the requests to carry over funds be approved.

### **FINANCIAL IMPACT STATEMENT:**

The total Small Grants budget for 2005-2006 is \$27,929.49. Grants are limited to one-off funding of up to \$1,000 per application. 78 applications have been received this year requesting a total of \$71,701.87.

Should Council accept the report recommendation the financial impact will be an amount of \$27,929.49. This amount has been allocated to Council's Community Development budget 2005/06. There are no unforeseen financial implications resulting from this report.

It is worth noting that Council's Small Grants Program is to be reviewed along with other Council grants and subsidies programs, later this year.

### **CONCLUSION:**

The organisations and groups recommended for funding have been identified as providing valuable community projects, programs and services to residents living within the Randwick LGA. The projects recommended for approval address the needs of target groups identified in Council's Social Plan. The contributions made by Council to organisations receiving funding this year will extend and enhance the provision of community services to residents within the Randwick LGA.

**RECOMMENDATION:**

That:

1. The report on the allocation of Council's 2005-2006 Small Grants Program under Section 356 of the Local Government Act (1993), be received and that the recommendations made in the Summary of Applications and Recommendations (Attachment 1) be accepted.
2. Council agree to the Randwick 2 Playgroup's request to carry over the \$600 received in 2004/2005, for expenditure in 2005/06.
3. Council agree to the Randwick-Waverley Community Transport Group's request to allocate the \$900 received in 2004/05, to be spent on the modification of a Commuter Van in 2005/06.

**ATTACHMENT/S:**

1. Summary of Small Grants Applications and Recommendations.
2. Council's Small Grants Information Kit for 2005.

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SIMA TRUUVERT  
DIRECTOR, CITY PLANNING

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SUSANNA SUSIC  
ADMINISTRATION AND GRANTS  
OFFICER

**Attachment 1:**

**SUMMARY OF APPLICATIONS AND RECOMMENDATIONS FOR COUNCIL'S  
SMALL GRANTS PROGRAM 2005/06**

<b>NO</b>	<b>ORGANISATION</b>	<b>CATEGORY</b>	<b>PROJECT DESCRIPTION</b>	<b>COMMENT</b>	<b>AMOUNT REQUESTED</b>	<b>AMOUNT RECOMMENDED</b>
1	1A Randwick Guides	Children	<b>Equipment Purchase</b> Funding is requested to purchase new tents and cooking equipment for the Girl Guide Unit.	It is recommended that this application receive partial funding towards the cost of buying equipment and resources for the Unit. 1A Randwick Guides received funding through the Small Grants Program in 2004.	\$1,000.00	\$500.00
2	1 <sup>st</sup> Little Bay Cub Scout Group	Children	<b>Scout Hall Repairs</b> Funding is requested towards the cost of repairing and replacing damaged guttering at the Scout Hall in Woomera Road.	It is recommended that this application receive partial funding towards the cost of replacing damaged guttering. The hall is owned by NSW Scouts Association. However, maintenance is the responsibility of the Scout group.	\$1,000.00	\$600.00
3	2 Women Dreaming Program (Auspiced by Eastern Zone Gujaga Aboriginal Corporation)	Aboriginal and Torres Strait Islander (ATSI)	<b>Local History</b> Funding is requested to assist in the restoring, preserving and cataloguing of historical photos held at La Perouse School.	It is recommended that this project receive the amount of funding requested. Council has identified a lack of art/craft and oral history programs for people from ATSI backgrounds.	\$1,000.00	\$1,000.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
4	3 <sup>rd</sup> & 4 <sup>th</sup> Kensington Scout Group	Children	<b>Scout Hall Repairs</b> Funding is requested to carry out urgent repairs to the Scout Hall.	It is recommended that partial funding be provided towards the cost of maintenance. The hall is owned by the NSW Scouts Association. However, maintenance is the responsibility of the Scout group.	\$1,000.00	\$600.00
5	Advocacy Eastside	Disability	<b>Library/Resource Centre – Stage 2</b> Funding is requested to purchase resources for the Library/Resource Centre in order to educate volunteer advocates and improve their advocacy skills and understanding of disability issues.	It is recommended that this application receive funding as videos and DVDs are a needed resource for people with disabilities.	\$600.00	\$600.00
6	Advocacy Eastside	Disability	<b>Design a new website</b> Funding is requested to update the existing website to include the additional programs now offered by the service.	It is recommended that this application not be supported as access to information can be obtained via existing websites, Commonwealth Carelink and Council's LINCS program.	\$400.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
7	Attachment Parenting Association	Children	<b>Attachment Parenting Program</b> Funding is requested to purchase resources for the Attachment Parenting Program for children aged 0-3 years.	It is recommended that this project receive funding towards the purchase of resources. The Playgroup addresses a need that has been identified through Council's City Plan Community Consultation process.	\$959.89	\$959.89
8	B. Miles Women's Housing Scheme	Disability	<b>Art Therapy Courses</b> Funding is requested to hold 2 art therapy courses facilitated by and accredited art therapist for women with a diagnosed mental illness.	It is not recommended that this application receive funding. This program is seen as part of therapy already provided by the organisation. B. Miles Women's Housing Scheme received funding through the Small Grants Program in 2004.	\$1,000.00	\$0.00
9	Blue Gum Cottage	Children	<b>Home Corner Furniture</b> Funding is requested to purchase furniture for the Home Corner to provide language opportunities and role play.	It is recommended that this application not be supported as Blue Gum Cottage has received funding from Council's Small Grants Program in the 2003 and 2004 funding round.	\$660.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
10	Chinese Elderly Welfare Association Inc.	Multicultural/ Older Persons	<p><b>Community Awareness Program for Seniors and CALD residents of Randwick LGA</b></p> <p>Funding is requested to hold information sessions and seminars about Local Government, Council, HACC, Welfare and Health Services.</p>	It is recommended that this application not be supported. Similar services are offered by Settlement Workers at Sydney Multicultural Community Services and ECHO Neighbourhood Centre. Eastern Sydney Multicultural Access Project is currently funded to provide information. The Chinese Elderly Welfare Association Inc received funding through Council's Small Grants Program in 2003 and 2004.	\$890.00	\$0.00
11	Chinese Seniors Group	Multicultural/Older Persons	<p><b>Annual Picnic</b></p> <p>Funding is requested towards the cost of hiring a bus, refreshments and prizes for the group's annual picnic day.</p>	It is recommended that this application not be supported. Funding has been requested to cover transport costs for a one-off event. This request is viewed as a low priority. The Chinese Seniors Group received funding through Council's Small Grants Program in 2003.	\$1,000.00	\$0.00



NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
12	Clovelly Child Care Centre	Children	<b>Rinnai Gas Heater</b> Funding is requested to purchase a Rinnai gas heater to install in the recently renovated Scout Hall. This hall is now used by Clovelly Child Care Centre.	It is recommended that this application not be supported. Clovelly Child Care Centre received funding through the Small Grants Program in 2004. Council has also previously provided printing for the Centre free of charge and also provides a Section F and a substantial rental subsidy.	\$1,000.00	\$0.00
13	Community Education and Services Centre Inc.	Multicultural	<b>Bengali and Arabic Community</b> Funding is requested to educate young children in the Bengali and Arabic language and integrate community members into Australian society.	It is recommended that this application receive funding. The project aims to foster integration of new migrants into Australian society and educate young children in the Bengali and Arabic language.	\$1,000.00	\$1,000.00
14	Coogee Netball Club	General	<b>Equipment Purchase</b> Funding is requested to purchase high quality netballs with the Club's name on it to avoid loss of equipment.	It is recommended that this application not be supported as the application does not address Local Area Priorities. The Coogee	\$1,000.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
				Netball Club received funding through Council's Small Grants Program in 2003. Eligible for CDSE Category 2 funding.		
15	Eastern Respite and Recreation	Disability	<b>Rosebery Drop-In Centre</b> Funding is requested to purchase a collection of games and resources for the Drop-In Centre.	It is recommended that this application not be supported. Eastern Respite and Recreation received funding in 2005 through the Randwick CDSE Scheme.	\$1,000.00	\$0.00
16	Eastern Respite and Recreation	Disability	<b>Transition to Work Program</b> Funding is requested for the Transition to Work Program that aims to assist young people with a disability to develop their skills and make the transition from school to employment.	It is recommended that this application not be supported. This specific program is funded by the Department of Ageing, Disability and Home Care.	\$1,000.00	\$0.00
17	Friends of Malabar Headland	General	<b>Information Brochures</b> Funding is requested to produce and distribute information brochures on Malabar Headland.	It is recommended that a contribution not be made towards this project as it does not meet the objectives of the Small Grants Program.	\$1,000.00	\$0.00
18	Guriwal CDEP	Aboriginal and Torres Strait Islanders/Children	<b>Swimming Lessons for Aboriginal Babies and Toddlers</b>	It is recommended that this application be supported as a worthwhile community	\$880.00	\$880.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			Funding is requested for swimming lessons for babies and toddlers living in the La Perouse area.	initiative.		
19	H.O.M.E After School Care	Children	<b>Essential Equipment</b> Funding is requested to purchase smoke detectors, a first aid kit, water filter, safety door chair, fire blanket and new soft furnishings.	It is recommended that this application not be supported. HOME After School Care received funding through the Small Grants Program in 2003 and 2004.	\$900.00	\$0.00
20	Holdsworth Street Community Centre	Children/Families	<b>Child Care to Parents</b> Funding is requested to provide childcare to parents and carers to attend the Triple P (Positive Parenting Program).	It is recommended that this application not be supported. This request is for salaries and not eligible under the Small Grants Guidelines.	\$1,000.00	\$0.00
21	Holdsworth Street Community Centre	Children/Families	<b>Child Care to Parents</b> Funding is requested to provide childcare to parents and carers to allow them to attend family workshops on dealing with children with challenging behaviours.	It is recommended that this application not be supported. This request is for salaries and not eligible under the Small Grants Guidelines.	\$1,000.00	\$0.00
22	Jarrah House	Children/Families	<b>Family Day at Jarrah House</b> Funding is requested to purchase a large BBQ with Trolley to hold communal BBQ's and get togethers.	It is recommended that this application receive funding. This initiative addresses many of the Local Area Priorities	\$1,000.00	\$1,000.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
				identified by Council.		
23	Junction House Inc.	Disability	<b>Seniors Activities Program</b> Funding is requested to establish an 8 week trial program for seniors with intellectual disabilities who are unable to access mainstream services.	Junction House received funding this year through the Randwick CDSE Scheme. It is recommended that this application receive partial funding from the Small Grants Program.	\$1,000.00	\$1,000.00
24	Kanga's House Child Care Centre	Children	<b>Safe Pathway</b> Funding is requested towards the maintenance and labour costs of creating a safe pathway into the Centre.	It is recommended that this organisation receive partial funding towards creating a safe environment for the children, staff and parents who use the Centre. This community based Centre is based at the UNSW – Kingsford.	\$1,000.00	\$500.00
25	Killara Women & Children's Refuge	Women/Children	<b>The Rainbow Group</b> Funding is requested to establish a women and children's group to provide information on DV and relationship issues.	It is recommended that this application be supported and funding provided to cover the cost of rent, refreshments and guest speakers. This application addresses a number of Local Area Priorities.	\$1,500.00	\$1,000.00
26	Kooloora	Older Persons	<b>Craft Workshops</b>	Kooloora Community	\$1,000.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
	Community Centre		Funding is requested to provide craft workshops to the ALERT program for older and isolated residents living in the Randwick LGA.	Centre received funding through the Randwick CDSE Scheme. Funding was provided to ALERT for resources via the Mayor in July 2005. The Kooloora Community Centre received funding through Council's Small Grants Program in 2003 and 2004.		
27	Kooloora Community Centre	Children	<b>Replace the sand pit lid</b> Funding is requested to replace the sand pit lid in the child care area to ensure a safe environment for children attending the Playgroup and the Vacation Care Program.	The Kooloora Community Centre received funding through Council's Small Grants Program in 2003 and 2004. It is recommended that this application be supported as the Centre provides services for a high need area.	\$246.00	\$246.00
28	Kropka Theatre	General	<b>Theatre Production</b> Funding is requested towards the production costs of <i>Ellida</i> , an adaptation from 'The Lady	It is recommended that this application not be supported as funding is available through the NSW	\$800.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			from the Sea’.	Ministry for the Arts, the Australia Council and other philanthropic organisations. Council has previously agreed to waive the fee for the use of the Town Hall.		
29	La Perouse Local Aboriginal Land Council	Aboriginal and Torres Strait Islanders	<b>Community Newsletter for the La Perouse Aboriginal Community</b> Funding is requested to purchase a software package to design a Community Newsletter for the La Perouse Aboriginal community. The newsletter will be used to communicate information and news in the local community.	It is recommended that this application be supported. This project is considered to be a worthwhile initiative.	\$1,000.00	\$1,000.00
30	La Perouse Public School	General	<b>Community Mosaic in memory of Paul Travini</b> Funding is requested to create a permanent memorial by students, staff and community members in memory of Paul Travini.	It is recommended that a contribution be made towards this application as an acknowledgement of Mr Paul Travini’s contribution to La Perouse Public School and the local community. La Perouse Public School received funding through Council’s Small Grants Program in	\$1,000.00	\$500.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
				2004.		
31	La Perouse Under 9's Football Fundraising Committee	Children	<b>Football Camp</b> Funding is requested for a Football Camp to bond and increase skills for 14 children who play in the La Perouse Under 9's Team.	It is recommended that this application receive partial funding. Activities for children from Aboriginal and Torres Strait Islander backgrounds have been identified as a priority for the La Perouse area.	\$1,000.00	\$1,000.00
32	Lapa Bummars Youth Haven (Sub-Committee of La Perouse Botany Bay Aboriginal Corporation)	Youth/Aboriginal and Torres Strait Islanders	<b>Equipment Purchase</b> Funding is requested to purchase a computer to increase computer literacy, provide educational software and give access to the Internet.	It is recommended that this application be supported. This project meets Local Area Priorities identified for people from ATSI backgrounds and young people. Lapa Bummars Youth Haven received funding through Council's Small Grants Program in 2004.	\$1,000.00	\$1,000.00
33	Lapa Bummars Youth Haven (Sub-Committee of La Perouse Botany Bay Aboriginal Corporation)	Youth/Aboriginal and Torres Strait Islanders	<b>Equipment Purchase</b> Funding is requested to purchase equipment to run programs including: Communication with Rural Aboriginal Youth and Communities, Document recording and archiving and a calendar to promote Youth	It is recommended that this application not be supported. The group have been recommended to receive funding for an alternative project.	\$1,000.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			activities at La Perouse.			
34	Lapa Bummers Youth Haven (Sub-Committee of La Perouse Botany Bay Aboriginal Corporation)	Youth/Aboriginal and Torres Strait Islanders	<b>Equipment Purchase and Events</b> Funding is requested to purchase equipment to run programs including: Indigenous back to traditional concepts, allow expose to Indigenous programs and assistance with community events.	It is recommended that this application not be supported. The group have been recommended to receive funding for an alternative project.	\$1,000.00	\$0.00
35	Learning Links	Children/Disability	<b>Enhanced Learning Program</b> Funding is requested to purchase resources for the Enhanced Learning Program to overcome problems with literacy.	Learning Links received funding through Council's Small Grants Program in 2004. It is recommended that funding be provided towards this worthwhile project.	\$827.00	\$827.00
36	Learning Links	Children/Disability	<b>Creative Arts Holiday for Children</b> Funding is requested to run an arts holiday program for children with and without a disability.	This application was withdrawn on Wednesday 16 August 2005.	\$1,000.00	\$0.00
37	Lifestart for Special Kids Cooperative	Disability/Children	<b>Video Teaching and Learning Program</b> Funding is requested to purchase TV and language	Lifestart for Special Kids Cooperative received funding this year through the Randwick CDSE	\$1,000.00	\$300.00



NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			acquisition resources for use at the open playgroup.	Scheme. Lifestart received funding through Council's Small Grants Program in 2003. It is recommended that this application receive partial funding from the Small Grants Program.		
38	Lions Club of Maroubra	Disability	<b>Support to Technical Aid to the Disabled (TAD)</b> Funding is requested to provide financial assistance to TAD to provide equipment including wheelchairs, wireless doorbells etc.	It is recommended that this application not be supported. Information regarding the budget and how the funding would be used has not been provided to Council. No clear direct benefit for Randwick residents evident.	\$1,000.00	\$0.00
39	Little Bay Coast Centre for Seniors	Older People	<b>Equipment for the Centre</b> Funding is requested to purchase a computer to be used in Computer Skills classes.	It is recommended that this program be supported. The need for computer skills classes was demonstrated following the Seniors Week program in 2005 with 70 residents on the waiting list to attend the classes. The Little Bay Coast Centre for Seniors received funding through	\$1,000.00	\$1,000.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
				Council's Small Grants Program in 2003.		
40	Malabar Occasional Child Care Centre Inc.	Children	<b>Art and Craft Resources</b> Funding is requested to purchase a variety of developmental and age appropriate art and craft material.	It is recommended that this application not be supported. Malabar Occasional Child Care Centre has received funding through the Small Grants Program in 2003 and 2004.	\$500.00	\$0.00
41	Malabar-Matraville CPSA	Older Persons	<b>Trestle Tables</b> Funding is requested to purchase trestle tables for meetings, functions and social events.	It is recommended that this application receive funding. This project addresses the issue of isolation among older residents in the Randwick LGA.	\$1,000.00	\$1,000.00
42	Maroubra Ladies Probus	Older Persons	<b>Office Expenses</b> Funding is requested to purchase calculators, to print the Club's Newsletter and assistance with rental costs for the group.	It is recommended that this application receive partial funding. Maroubra Ladies Probus received funding through Council's Small Grants Program in 2003.	\$800.00	\$500.00
43	Maroubra Neighbourhood Children's Centre	Children	<b>Dental Health</b> Funding is requested to hold an interactive show on dental health for children aged 2-5	It is recommended that this application not receive funding. Maroubra Neighbourhood Children's	\$250.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			years.	Centre received funding through the Small Grants Program in 2003 and 2004. This is a Health/State responsibility.		
44	Maroubra RSL Diggers Junior Swimming Club	Children/Young People	<b>Equipment Purchase</b> Funding is requested to purchase stop watches, clip boards and starting device.	It is recommended that this application not receive funding. Maroubra RSL Diggers Junior Swimming Club is associated with Maroubra RSL and not an incorporated non-profit body.	\$295.00	\$0.00
45	Maroubra Swimming Club Inc	Children	<b>Maroubra Swimming Club Development Squad</b> Funding is requested to improve the swimming skills and techniques of young swimmers.	It is recommended that this application not receive funding. This application is of a sporting nature and is not considered to address the Local Area Priorities for Randwick. Maroubra Swimming Club uses the facilities at the Des Renford Centre.	\$1,000.00	\$0.00
46	Maroubra Swimming Club Inc	Children	<b>Maroubra Swimming Club Championships</b> Funding is requested towards the cost of holding the annual	It is recommended that this application not be supported This application is of a sporting nature and	\$1,000.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			Club Championships.	is not considered to address the Local Area Priorities for Randwick.		
47	Matrville Playgroup	Children	<b>End of Year Functions</b> Funding is requested for a Puppeteria Puppet Show, Aboriginal Dance – interactive performance, Playtime Sports – activities for kids and a jumping castle.	It is recommended that this application receive partial funding towards the cost of the puppet show and the interactive Aboriginal dance.	\$910.00	\$600.00
48	Mindfields	Disability	<b>Resource Information</b> Funding is requested to purchase printed information in a variety of formats on Acquired Brain Injury and its impact on individuals, families and carers.	Mindfields received funding this year through the Randwick CDSE Scheme. Mindfields received funding through Council's Small Grants Program in 2004. It is recommended that this application receive partial funding from the Small Grants Program.	\$594.90	\$300.00
49	Namatjira Community Tenants Group	General	<b>Namatjira Community Room</b> Funding is requested to purchase resources for the meeting room provided by the Department of Housing for	It is recommended that this application not be supported as the Estate is relatively small in size and funding can be accessed from the Department of	\$1,000.00	\$500.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			residents living on the Namatjira Estate.	Housing.		
50	Police Citizens & Youth Club (PCYC) - Maroubra	Youth	<b>Fish and prepare fish meals</b> Funding is requested to teach young people from the La Perouse area how to fish and prepare fish meals. The program aims to provide social and practical life skills.	It is recommended that this project not be supported due to duplication. There is currently a program run by Catch N Cook that offers an Indigenous youth fishing program to the La Perouse Aboriginal community.	\$1,000.00	\$0.00
51	Police Citizens & Youth Club (PCYC) - Maroubra	Youth	<b>Bike Repair Workshop</b> Funding is requested to purchase resources for a bike repair workshop to teach young people how to repair bikes. The program aims to provide a new practical life skill.	It is recommended that this application be supported. A worthwhile initiative for young people in the La Perouse area.	\$1,000.00	\$1,000.00
52	Rainbow Choir	General	<b>Singing Workshops for the Choir</b> Funding is requested to hold 5 singing workshops to develop skills and knowledge.	It is recommended that a contribution be made towards this project. This project promotes a cultural activity and the choir performs for community benefit.	\$750.00	\$300.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
53	Randwick 3 Playgroup	Children	<b>Relevel and Returf outdoor space</b> Funding is requested to relevel and returf the outdoor space at 60 Clovelly Road (Randwick Literary Institute) which is infested with bindii.	It is recommended that this application not be supported. The Playgroup should put the request to the Department of Land as the Trustee of the premises.	\$1,000.00	\$0.00
54	Randwick City Vision Impaired Support Group	Disability	<b>Hire of specialised bus and driver</b> Funding is requested towards the cost of hiring a specialised bus and driver to transport members to monthly meetings.	It is recommended that this application not be supported. This request was fully funded through the Randwick CDSE Scheme for 2005. Randwick City Vision Impaired Support Group received funding through Council's Small Grants Program in 2003 and from Council's Aged Services Budget in 2004.	\$600.00	\$0.00
55	Randwick Junior Cricket Club	Youth/General	<b>Specialised coaching/training sessions in batting, bowling and fielding</b> Funding is requested to provide specialised training and coaching sessions in batting, bowling and fielding	It is recommended that this application not be supported. There are other services that have been identified as having a greater need for funding. It is considered to be a	\$1,000.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			to players aged 8 to 16 years.	sporting project. Application eligible for CDSE Category 2 funding.		
56	Randwick Open Care for Kids (ROCK)	Children	<b>Replace damaged linoleum</b> Funding is requested to replace the linoleum floor covering in the under 2's room.	It is recommended that this application not be supported as Council has committed to finding alternative premises. ROCK receives a rental and trade waste subsidy from Council for its premises.	\$960.00	\$0.00
57	Randwick-Botany National Seniors Association	Older Persons	<b>National Seniors Day Cruise</b> Funding is requested towards the cost of a day cruise to visit and learn about the history of the Port Hacking district.	It is recommended that this application not be supported. A leisure cruise is not identified as a Local Area Priority for the Randwick LGA.	\$1,000.00	\$0.00
58	RBS. RVIB. VAF Ltd (formerly Royal Blind Society)	Disability	<b>Vision Assist Service</b> Funding is requested to purchase a kit of magnifiers that will be used as testing equipment for residents in the Randwick LGA.	It is recommended that this application receive funding. This is a worthwhile initiative for residents who have vision impairment and a limited income.	\$987.60	\$987.60
59	Red Cross Young	Youth	<b>10 Week Parenting Skills</b>	It is recommended that this	\$1,000.00	\$1,000.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
	Women's Health Program (YWHP)		<b>Program</b> Funding is requested towards a 10 week 'Confident Parenting' program for young women aged 19 and under.	program receive full funding. This program addresses an identified need in the Randwick LGA. The Young Women's Health Program received funding through the CDSE Scheme and Council's Small Grants Program in 2004.		
60	SOS Preschool	Children	<b>New Sand Pit</b> Funding is requested towards the cost of constructing a new sand pit for the new community Preschool.	It is recommended that this application not be supported. SOS Preschool received funding through the Small Grants Program in 2003 and 2004.	\$1,000.00	\$0.00
61	Southern Eruv Association	Multicultural	<b>Eruv</b> Funding is requested to construct an Eruv to assist Jewish people in celebrating the Sabbath.	It is recommended that this application not be supported as it does not address the Local Area Priorities identified for the Randwick LGA.	\$1,000.00	\$0.00
62	Southside Surfriders Association	General/Youth	<b>Junior Development &amp; Coaching</b> Funding is requested for a development and coaching program for young people	It is recommended that this application not be supported. The Southside Surfriders Association previously received 'in-	\$1,000.00	\$0.00



NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			aged 14-18 years.	kind' support from Council through the waiving of fees. The Southside Surfriders Association received funding through Council's Small Grants Program in 2004.		
63	Special Olympics Sydney East Region	Disability/General	<b>Special Olympics State Basketball Carnival in Newcastle</b> Funding is requested for the cost of accommodation and dinner for the Basketball Team (9 players) to attend the State Basketball Carnival in Newcastle.	It is recommended that this application not be supported as it does not address the Local Area Priorities identified for the Randwick LGA.	\$585.00	\$0.00
64	Special Olympics Sydney East Region	Disability/General	<b>Transport to State Basketball Carnival in Newcastle</b> Funding is requested to hire a bus to transport players to Newcastle for the State Basketball Carnival.	It is recommended that this application not be supported as it does not address the Local Area Priorities identified for the Randwick LGA.	\$600.00	\$0.00
65	Sydney Multicultural Community	Multicultural	<b>Equipment Purchase</b> Funding is requested to purchase a lightweight folding	It is recommended that this application receive funding towards the purchase of a	\$955.00	\$955.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
	Services		wheelchair to allow frail older people the opportunity to participate in activities.	light-weight wheelchair for frail aged clients.		
66	Ted Noffs Foundation	Youth	<b>Art and Music Therapy</b> Funding is requested to purchase art, music and educational resources for the PALM (Program for Adolescent Life Management) located in Randwick.	The Ted Noffs Foundation received funding through the Randwick CDSE Scheme. The Foundation also received Small Grant funding in 2003 and 2004. It is recommended that this application not be supported.	\$1,000.00	\$0.00
67	The Eastern Sydney Multicultural Access Project Ethnic Child Care, Community and Family Services Co-op	Multicultural/Older Persons/Disability	<b>Russian Social Group</b> Funding is requested to establish a social group for people who are elderly, have a disability or are isolated from a Russian speaking background.	It is recommended that this application not be supported. The Eastern Suburbs Multicultural Access Project receives funding from the Department of Aged, Disability and Home Care to provide this service. The suggested program should be undertaken as a regular service activity.	\$1,000.00	\$0.00
68	The Eastern Sydney Multicultural Access Project Ethnic Child Care, Community and	Multicultural/Older Persons/Disability	<b>Promotion of ESMAP and HACC Services</b> Funding is requested to promote the ESMAP and HACC services for elderly	It is recommended that this application not be supported. The Eastern Suburbs Multicultural Access Project receives	\$1,000.00	\$0.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
	Family Services		people, people with a disability and isolated people from an Italian background.	funding from the Department of Aged, Disability and Home Care to provide this service.		
69	The Greek Welfare Centre	Multicultural	<b>Variety Concert</b> Funding is requested to hold a variety concert to provide social and recreational opportunities aiming at bridging the gap between young people and older people.	It is recommended that this application not be supported. No specific budget details have been provided. The organisation is considered well resourced.	\$1,000.00	\$0.00
70	The Polish School of Sydney	Multicultural/ Children	<b>School Library</b> Funding is requested to purchase Polish books for K-6 for the newly established school library.	It is recommended that this application not be supported. The Polish School received funding towards establishment costs in 2004. Council does not provide ongoing funds to schools.	\$1,000.00	\$0.00
71	The Shack Youth Services	Youth	<b>After School Activity Program</b> Funding is requested to purchase a range of resources for the After School Activities Program.	The Shack Youth Services received funding this year through the Randwick CDSE Scheme. It is recommended that this application receive partial funding from the Small Grants Program.	\$1,000.00	\$500.00
72	WAYS Youth	Youth	<b>Safe Summer Survival</b>	It is recommended that this	\$1,000.00	\$500.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
	Service		Funding is requested to run the Safe Summer Survival in 2005/2006 targeting young people aged 12 to 24 years.	application receive partial funding. This initiative addresses the issue of safe sex practices for young people.		
73	Windgap Foundation Ltd	Disability	<b>Equipment and Resources</b> Funding is requested to purchase equipment to develop independent living skills and awareness of health issues for people with a disability.	It is recommended that this application be partially supported.	\$982.48	\$515.00
74	Windgap Foundation Ltd	Disability	<b>Maintenance Equipment</b> Funding is requested to purchase a lawn mower and whipper snipers for Windgap's accommodation service.	It is recommended that this application receive funding as it is considered a worthwhile service for the Randwick LGA.	\$949.00	\$949.00
75	Windgap Foundation Ltd	Disability/ Multicultural	<b>Translation of Documents</b> Funding is requested to translate documents to improve access to services provided by Windgap to people from CALD backgrounds.	It is recommended that this application be supported. It has been identified that there is a lack of translated information to improve access to services for people from non-English speaking backgrounds.	\$1,000.00	\$1,000.00
76	Women Writers of Randwick	Women	<b>Equipment Purchase</b> Funding is requested to purchase Notebook LG1550-	The Women Writers of Randwick received funding through Council's Small	\$1,700.00	\$1,000.00

NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
			UK2A.	Grants Program in 2004. Women Writers of Randwick are a small community minded organisation with limited funds. It is recommended that this application be supported.		
77	YWCA NSW	Youth	<b>Y-ise Up about Resilience, Bullying and Resolving Conflict (Course 1)</b> Funding is requested to run, in partnership with the Maroubra PCYC, workshops for high school students aged 14-16 years in resilience, bullying and resolving conflict.	It is recommended that this application receive full funding. The issue of bullying and conflict between young people has been identified as a priority in schools.	\$810.00	\$810.00
78	YWCA NSW	Youth	<b>Y-ise Up about Effective Communication, Relationships and Safe Dating (Course 2)</b> Funding is requested to run, in partnership with the Maroubra PCYC, workshops for high school students aged 14-16 years in effective communication, relationships and safe dating.	It is recommended that this application not be supported. Course 2 does not provide educational resources which are lacking in the Randwick LGA.	\$810.00	\$0.00

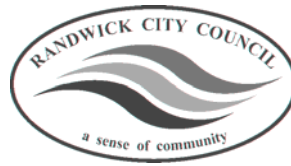
NO	ORGANISATION	CATEGORY	PROJECT DESCRIPTION	COMMENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
					\$71,701.87	\$27,929.49

**DEFINITIONS:**

**CDSE -** Community Development and Support Expenditure (CDSE) Scheme. The CDSE Scheme is a State Government initiative where local service Clubs with gaming profits over \$1m allocate funding towards community projects, programs and services. The Randwick CDSE Scheme this year allocated a total of \$385,696 to a variety of non-profit community based groups and organisations that deliver projects, programs and services to enhance the quality of life of residents in the Randwick LGA.

**Local Area Priorities -** Local Area Priorities were determined for the Randwick LGA following the Community Consultations for the Randwick City Plan held in August and September 2004. Priorities were determined for 9 target groups in the Randwick Local Government Area including; Children, Families, General Community, Older People, People from Aboriginal and Torres Strait Islander (ATSI) Backgrounds, People from Culturally and Linguistically Diverse (CALD) Backgrounds, People with a Disability, Women and Young People.

**Attachment 2:**



**RANDWICK CITY  
COUNCIL**

**SMALL GRANTS INFORMATION KIT**

**2005/2006**

**PART 1:       GUIDELINES**  
**PART 2:       APPLICATION FORM**

**Randwick City Council**  
**GUIDELINES for SMALL GRANTS TO**  
**COMMUNITY GROUPS/ORGANISATIONS**

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Randwick City Council offers local non-profit community groups and organisations the opportunity to apply for one-off grants through Council's Small Grants Program.

Guidelines and an Application Form are provided in this Small Grants Program Information Kit.

### **OBJECTIVES**

Council's Small Grants are provided for community development projects to:

- Assist community based services to develop and implement relevant programs and projects that address the social needs of the residents of the Randwick local government area
- Facilitate access to services and programs by the whole community
- Encourage community participation in the development and implementation of community based programs and projects
- Encourage the effective delivery of community based services

### **AMOUNT OF GRANTS**

- Individual grants are limited to a maximum of \$1,000 per project
- Please be aware that there are always **more applications than funds available**
- Randwick City Council cannot guarantee to fund every applicant, to fund the full amount requested, or to fund an organisation every year

### **FUNDING CRITERIA**

The following are eligible for funding:

- Non-profit community organisations or groups
- Organisations providing a service or activity which is wholly or substantially for the benefit of Randwick residents or the Randwick Local Government Area

The following are **not** eligible for funding:

- Commercial organisations and enterprises
- Government departments or agencies
- Organisations which hold a liquor licence
- Individuals

Small Grants are available for the following:

- Services, resources and events for local communities
- Small projects
- Specific activities or items in a larger project
- Specific activity or equipment costs
- Community services, community arts, information and education, etc



Examples of projects funded previously include the establishment of a Ranger/Guide Unit, the purchase of equipment for children with a disability, indoor soccer program for young people aged 5 to 16 years, a contribution towards a wheelchair hoist for a new community bus and training workshops for a local writers' group.

The following components or costs will **not** be funded:

- Non-specific expenditure, eg. administration
- General shortfalls in funding
- Ongoing salary costs
- Completed projects
- Profit making projects

### **THE APPLICATION PROCESS**

This year, the closing date for applications is **Friday 29 July 2005**. Late applications will not be accepted.

Requests for funding **must be submitted on the application form for Small Grants**

- Applicants can apply for funding for more than one project
- A separate application form is required for each project
- Faxed application forms will not be accepted
- Additional items such as brochures or annual reports can be attached to the application form

#### *Assessment of Applications*

The merit of an application for funding will be judged against the following criteria and the degree to which it addresses any or all of these categories:

- Identified community need
- Innovative projects
- Numbers of people to benefit within Randwick Local Government Area
- The objectives of the Small Grants Program (see previous page)
- Ability of the applicant to access other funds
- Resources to be contributed to the project by the applicant
- Clearly stated goals
- A realistically costed budget
- Demonstrated capacity/experience to manage and complete the project
- The number and quality of applications for similar projects

The assessment process will involve the following steps:

- A Council Officer may seek further information from the applicant
- All grant applications will be considered and assessed by Council Officers
- Final recommendations will be forwarded to the Council for approval
- Applicants will be advised within 4 weeks of the Council's decision
- Successful applicants will be required to:
  - sign a funding agreement
  - advise of their GST status
  - comply with Council GST procedures for the grant

**CONDITIONS OF THE GRANT**

- Funds must be deposited in an account in the organisation's name and used for purpose specified in the application
- All publicity relating to the project must mention Randwick City Council's contribution
- A Small Grants Evaluation Report Form must be completed by the end of the project or the grant period
- Any unspent monies that the organisation is not requesting to carry over are to be returned to Council as soon as the project has been finalised

**ENQUIRIES**

All enquiries should be directed to:

Susanna Susic  
Community Development  
Randwick City Council  
Telephone: 9399 0677  
Fax: 9319 1510  
Email: [susanna.susic@randwick.nsw.gov.au](mailto:susanna.susic@randwick.nsw.gov.au)

Applications should be mailed to:

The General Manager  
Small Grants Program  
Randwick City Council  
30 Frances Street  
Randwick 2031

Marked to the attention of:

Susanna Susic

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**Randwick City Council**  
**SMALL GRANTS TO COMMUNITY GROUPS/ORGANISATIONS**  
**APPLICATION FORM 2005/2006**

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Closing date:                      Friday 29 July 2005

Mail completed forms to:

The General Manager  
Small Grants Program  
Randwick City Council  
30 Frances Street  
Randwick 2031

**Marked to the attention of: Susanna Susic**

Important information for applicants.

Please read the Guidelines for Small Grants Program carefully before completing this application form.

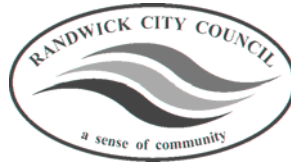
Separate applications should be submitted for each project.

**Forms can be handwritten or typed but must be no longer than the application form provided.**

If applicants would like a copy of the application form emailed to them to assist in typing, please forward the request to [susanna.susic@randwick.nsw.gov.au](mailto:susanna.susic@randwick.nsw.gov.au)

Remember: late, faxed, or incomplete applications cannot be considered.

If there are any questions or applicants require assistance to complete the form, contact Susanna Susic on 9399 0677.



**Application Form**

**SMALL GRANTS TO COMMUNITY GROUPS/ ORGANISATIONS 2005/2006**

**[Section 356]**

**CONTACT DETAILS**

Name of organisation: \_\_\_\_\_

Street address: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**APPLICATION SUMMARY**

Amount requested: \$ \_\_\_\_\_

**PROJECT FOR WHICH FUNDING IS SOUGHT**

Description of the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the aims of the project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How was the need for the project identified? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will benefit from this project (*brief description of target groups and number of people*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where will the project be located/provided? (*list suburbs*) \_\_\_\_\_

\_\_\_\_\_

Has your organisation managed a similar project previously?     yes     no

**THE WORK OF YOUR ORGANISATION**

What are the main activities of your organisation? (*describe briefly or attach a brochure*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who benefits from the work of your organisation? (*tick as many as applicable*)

- Children
- Youth
- Adults

- People aged 65+ years  
 People with a disability  
 Aboriginal and Torres Strait Islander people  
 People from a Culturally Diverse and Linguistically Diverse Background  
 Women  
 All population groups  
 Other (*please describe*) \_\_\_\_\_

### THE STRUCTURE OF YOUR ORGANISATION

When was your organisation established? \_\_\_\_\_

Is it a non-profit community organisation?  yes  no

Is your organisation an incorporated association or similar?  yes  no

If no, do you have?

- A constitution with aims and objectives?  yes  no  
 Office Bearers?  yes  no  
 Public Liability Insurance?  yes  no

### PROJECT BUDGET

Total amount requested: \$ \_\_\_\_\_

Proposed budget (*if relevant*)

Item	Cost
Total	

Are you willing to accept partial funding?  yes  no

### OTHER FUNDING

Do you receive funding from other sources?  yes  no

- If yes,  
 State or Commonwealth government  yes  no  
 Fees  yes  no  
 Donations  yes  no  
 Fundraising  yes  no

Community sponsorship  yes  no  
 Commercial sponsorship  yes  no

Has a copy of your latest annual report or financial statement been included?  yes  no

Are you contributing funds from other sources to this project?  yes  no

Is this project eligible for State or Commonwealth Government funding?  yes  no

**PREVIOUS FUNDING FROM RANDWICK CITY COUNCIL**

Has your organisation received funding from Randwick City Council in the past two years?  yes  no

If yes, 2004/2005 Amount \$ \_\_\_\_\_

2003/2004 Amount \$ \_\_\_\_\_

Have funds for 2004/2005 been fully spent?  yes  no

Have you provided information about completion of the project and expenditure?  yes  no

Have you received 'in kind' support from Council (free printing etc) in the last two years?  yes  no

If yes, describe briefly \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

I confirm that, to the best of my knowledge, the information in this form is correct.

This application has been approved by the Management (or other) Committee.

Name: \_\_\_\_\_  
*(President/Chairperson or Secretary/Treasurer)*

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENTS**

Organisation brochure  yes  no

Most recent Annual Report or financial statement  yes  no

Please specify any other attachment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



***Director, City Services' Report 99/2005***

<b>SUBJECT:</b>	LIBRARY HOURS OF OPERATION - CHRISTMAS/NEW YEAR 2005/2006
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<b>DATE:</b>	29 August, 2005	<b>FILE NO:</b>	F2004/08383
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**REPORT BY:** DIRECTOR, CITY SERVICES

**INTRODUCTION:**

This report outlines a proposal to amend the hours of operation at Council's libraries over the Christmas-New Year period in line with service demand.

**ISSUES:**

Each year during the Christmas-New Year period the three libraries in the City operate under amended hours. This includes a small number of days when the libraries are completely closed. For the most part these are gazetted public holidays. The other days are the weekends that fall in this period. These weekends are traditionally the quietest for Council's libraries as residents of the community have other priorities. In the past five years there have been no complaints from residents concerning these amended hours.

On Friday 23<sup>rd</sup> December, 2005 Bowen and Randwick Branch Libraries will close at 12 noon.

From Wednesday 28/12 to Friday 30/12 all libraries would operate under normal hours.

There are certain benefits to operating under these amended hours:

- Budgetary savings in terms of overtime for permanent staff and salaries for contract staff. These funds can be better used to provide staff at periods of peak demand such the January School Holidays and during school and university terms.
- Traditionally during this period demand for library services is low.

The table below provides a detailed breakdown of the proposed amended hours.

<b>Proposed hours of Operation – Christmas-New Year 2005-2006</b>			
	<b>Bowen Library</b>	<b>Randwick Branch</b>	<b>Matraville Branch</b>
<b>Fri 23/12/05</b>	10am-12 noon	9.30am-12 noon	Already closed
<b>Sat 24/12/05</b>	Closed	Closed	Closed
<b>Sun 25/12/05</b>	Closed Public Holiday	Already Closed	Already closed
<b>Mon 26/12/05</b>	Closed Public Holiday	Closed Public Holiday	Closed Public Holiday
<b>Tues 27/12/05</b>	Closed Public Holiday	Closed Public Holiday	Closed Public Holiday
<b>Wed 28/12/05</b>	10am-9pm	9.30am-6pm	9.30am-5pm
<b>Thur 29/12/05</b>	10am-9pm	9.30am-7pm	9.30am-5pm
<b>Fri 30/12/05</b>	10am-9pm	9.30am-6pm	Already closed
<b>Sat 31/12/05</b>	Closed	Closed	Closed
<b>Sun 01/01/06</b>	Closed Public Holiday	Already Closed	Already closed
<b>Monday 02/01/06</b>	Closed Public Holiday	Closed Public Holiday	Closed Public Holiday

A number of provisions will be made to ensure that customers are satisfied during the closure period. These include:

- Allowing customers to borrow additional items
- Providing extended loan periods so that nothing falls due in this period
- Ensuring that after hours return chutes at all three libraries are open and regularly emptied by Council's Rangers. Matraville Branch Library has recently had an after hours chute installed.
- Ensuring that amended hours are publicised well ahead of time, including in the Mayor's column in the Southern Courier.

#### **FINANCIAL IMPACT STATEMENT:**

There is no direct financial impact for this matter

#### **RECOMMENDATION**

That the proposal to amend the library hours of operation be approved by Council.

#### **ATTACHMENT/S:**

Nil

.....  
 JORDE FRANGOPLES  
 DIRECTOR, CITY SERVICES

.....  
 JULIE JARVIS  
 MANAGER LIBRARY &  
 COMMUNITY SERVICES