

COMMUNITY SERVICES COMMITTEE

BUSINESS PAPER

TUESDAY 10 MARCH 2009

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3 March 2009

COMMUNITY SERVICES COMMITTEE

Notice is hereby given that a Community Services Committee of the Council of the City of Randwick will be held in the Council Chamber, Town Hall, 90 Avoca Street, Randwick, on Tuesday, 10 March 2009 at 6:00 p.m.

Committee Members: The Mayor, B Notley-Smith, Bowen, Matson, Matthews, Smith (Deputy Chairperson), Tracey, Woodsmith (Chairperson).

Quorum: Four (4) members.

NOTE: At the Extraordinary Meeting held on 28 September 2004, the Council resolved that the Community Services Committee be constituted as a committee with full delegation to determine matters on the agenda.

Apologies/Granting of Leave of Absences

Confirmation of the Minutes

Community Services Committee - 10 February 2009

Declarations of Pecuniary and Non-Pecuniary Interests

Address of Committee by Members of the Public

Urgent Business

Community Services Reports

C4/09	Youth Week 2009	1
C5/09	Councils Advisory Committees - Terms of Reference	5

Library Reports

Nil

Closed Session

Nil

Notices of Rescission Motions

Nil

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Ray Brownlee
GENERAL MANAGER

Community Services Report No. C4/09



Subject: Youth Week 2009
Folder No: F2004/07708
Author: Avril Jeans, Project Officer

Introduction

National Youth Week 2009 is an annual event which not only celebrates the contribution that young people make to the community, but provides a platform for positive opportunities enabling young people to come together to share their ideas, views and concerns through networking, talking, learning, raising issues and having fun. Implemented jointly by federal, state and local government and coordinated by the Australian Government Department of Families, Community Services and Indigenous Affairs (FaCSIA), National Youth Week will take place from 28 March to 5 April 2009. The slogan for 2009 is: Make a Move.

Events and activities organised by Randwick City Council for this year are commensurate with the aims of National Youth Week and will encourage young people to: share ideas; attend live events; have their voices heard on issues of concern to them; showcase their talents; celebrate their contribution to the community; take part in competitions; and have fun! Following are the activities proposed for Youth Week 2009 and facilitated by Randwick City Council in collaboration with Woollahra Council, Waverley Council, City of Botany Bay Council, the Shack Youth Services and WAYS Youth Services:

Urban shorts 2009 Randwick Youth Film Festival and presentation night including several film making workshops in partnership with the Shack Youth Services, Lapa Bumpers Youth Haven, local schools, Metro Screen and SBS Message Stick.

Music Master Classes and open mic night in partnership with Bowen Library, the Shack Youth Services, Lapa Bumpers Youth Haven, local schools and City of Botany Bay Council. These workshops will give local young people an opportunity to learn from the experts and to showcase their talents and abilities in a supportive environment. This is the first such event for Randwick Council and will become a regular feature of Youth Week.

Basketball Competition in partnership with the Shack Youth Services, Lapa Bumpers Youth Haven and WAYS Youth Services.

Youth Forum in partnership with Waverley Council, Woollahra Council, the Shack Youth Services and WAYS Youth Services.

Claymation Workshop in partnership with Bowen Library, the Shack Youth Services and Lapa Bumpers Youth Haven.

Issues

The following is a summary of the proposed activities planned for Youth Week 2009.

Urban Shorts 2009 Randwick Youth Film Festival

Urban Shorts provides an opportunity for young people to showcase their talents, develop skills, contribute to the community and be heard on issues that concern them. In an attempt to facilitate participation from a broader section of the youth

C4/09

community the competition will again include the entry categories of Storyboard and Screenplay in addition to Short Film. This year a film making workshop will be conducted by Metro Screen for young people from Matraville Sports High School in an attempt to generate a group entry for screening. Discussions have been undertaken with SBS Message Stick to facilitate a workshop and entry from young Aboriginal people from the La Perouse community.

The Short Film Competition is open to all young people aged 12-25 years, living, working, studying or attending recreational activities within the Randwick City. Eligible entrants include individuals, youth service providers and school, university and TAFE students. The presentation night and screening will be sponsored by the Ritz Cinema Randwick and held on Monday 30 March at 6.30 pm. Prizes will be awarded to winners of the categories and all finalists will receive a certificate of merit.

Claymation Workshop

A 'claymation' film maker will conduct a free public workshop at the Bowen Library to introduce local young people to the intricacies of film making using stop frame photography of animated 3D figures. This workshop will relate directly to Urban Shorts and may eventually form another entry category for the festival. Local youth centres will be encouraged to bring young people from their centres and to follow up with their own activities at a later date.

Music Master Classes and open mic event

The music workshops will be conducted by qualified professional musicians and will aim to enhance the skills of young people who are already engaged in playing, writing or singing. The workshops will prepare our young musicians for an open mic event to be held at the Bowen Library which will showcase their talents and abilities in a supportive environment. This is the first such event for Randwick Council and will become a regular feature of Youth Week.

Youth Forum

The Youth Forum will be held at Randwick Community Centre during Youth Week. The Forum will explore an issue which is identified by local young people as important to them. Schools from Randwick, Waverley and Woollahra will be invited to send up to 8 students to the forum. In the past, Randwick Girls, Randwick Boys, Marcellin, South Sydney, Emanuel and Brigidine Schools have been involved in this event. By holding the event at a larger venue and running a bus to collect students it is anticipated that schools from the South and Central wards will be able, for the first time, to attend.

Randwick City Council staff will assist with the planning of the forum, liaise with schools in the local government area and assist on the day.

Relationship to City Plan

The relationship to the city plan is as follows:

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|---------------|--|
| Outcome 2: | A vibrant and diverse community. |
| Direction 2b: | Enrich our range of community services that meet our community's needs. |
| Key action: | Celebrate the range of cultures and people within Randwick City. |
| Outcome 5: | Excellence in recreation and lifestyle opportunities. |
| Direction 5b: | A range of cultural, sporting and leisure activities. |
| Key action: | Increase public art, performance spaces and opportunities for creative expression across our City. |
| Outcome 3: | An informed and engaged community. |
| Direction 3b: | Council actively promotes the community services offered by other agencies. |

Key action: Create information hubs at our libraries and throughout our City which enrich the exchange and inter flow of information.

Financial Impact Statement

The Financial impact to Council for the above activities is \$5,150 which has been allocated within the 2008/2009 budget for Youth Week activities. To assist with the costs of offering these events, a grant of \$2,200 has been received from the NSW Department of Community Services.

Conclusion

National Youth Week 2009 will provide a great opportunity to recognise and celebrate the contribution and talents of young people living in Randwick City.

The proposed activities will provide continued visibility of Council's commitment to servicing all people in the community.

Recommendation

That:

- a) Council note and endorse the proposed activities planned for National Youth Week 2009 in Randwick City.
- b) All publicity relating to National Youth Week 2009 acknowledge Randwick City Council by displaying its logo.
- c) The Mayor or his representative shall be given the opportunity to address young people on behalf of Council during a National Youth Week activity.

Attachment/s:

Nil

C4/09

Community Services Report No. C5/09



Subject: Councils Advisory Committees - Terms of Reference

Folder No: F2006/00218

Author: Shane Lowe, Coordinator Community Programs and Partnerships

Introduction

For a number of years Council has been operating the following Advisory Committees:

1. Older Persons
2. Disability Access
3. Multicultural
4. Aboriginal and Torres Strait Islander.

The Committees meet at Council or within the community on a regular and monthly basis. Since 2006, Council's Youth Advisory Committee has acted as a specific project group for activities including Youth Week and Urban Shorts Film Festival. Interested young people and organisations make up the membership of project groups. The Committees are chaired by Councillors.

These portfolios were established to provide Council advice on specific groups within Randwick City.

The advisory Committees have been in operation in similar formats over the past 20 years. The oldest running committee, the Access/Disability Advisory Committee, was originally known as the Randwick Disabled Persons Action Group which begun as a community based committee until it ceased operation and Council decided to re-instate it.

The Advisory Committees are resourced and supported by Council's Community Programs & Partnerships Officers. In addition, specialist staff from within Council may be invited to report on specific issues.

Issues

A review of the Terms of Reference of the Committees has been completed by each Committee supported by Council's community project officers. The Terms of reference were last reviewed 8 years ago.

Currently the Older Persons, Access/Disability and the Multicultural Advisory Committees meet regularly and maintain high regular attendances. These groups continue to operate under the original terms of references until the new terms of references are approved by Council.

The Aboriginal Advisory Group meets bi-monthly and over the past 12 months has found it difficult to obtain a regular attendance of its members, a new drive for members in 2008, resulted in five (5) new members and has planned regular meetings throughout 2009.

The new terms of reference reflect the directions of the Randwick City Plan, provide clear aims and objectives as well as eligibility and meeting procedures.

C5/09

To ensure a better understanding for the community and Council of the roles of each advisory committee, it is recommended that the minutes from each advisory group meeting be placed on Council's website and presented to Council's Community Services Committee on a monthly basis in the form of a report.

Relationship to City Plan

The relationship with the City Plan is as follows:

Outcome 2: A vibrant and diverse community.

Direction 2a: Maintain a current understanding of our community's needs.

Financial impact statement

There is no direct financial impact for this matter.

Conclusion

The revised Terms of Reference for Council Advisory Committee's are an essential part of planning, advising and responding to the changing community needs of Randwick City and importantly, will enhance sharing of information and ideas amongst Council, Councillors, Community Project Officers, Local Service Providers and Residents.

Recommendation

That Council accepts and approves the revised Terms of Reference for Council Advisory Groups.

Attachment/s:

1. Aboriginal and Torres Strait Islander Peoples Terms of Reference February 2009
2. Access Committee Terms of Reference February 2009
3. Multicultural Committee Terms of Reference February 2009
4. Older Persons Committee Terms of Reference February 2009

C5/09

**RANDWICK CITY COUNCIL
ABORIGINAL & TORRES STRAIT ISLANDER
PEOPLE'S ADVISORY COMMITTEE**

TERMS OF REFERENCE

1. NAME

The Committee shall be known as the Randwick City Council Aboriginal & Torres Strait Islander Advisory Group.

2. AIMS

- To provide a forum for people who live or work in the Randwick City area, to discuss issues affecting people from Aboriginal & Torres Strait Islander background, and develop recommendations for consideration by Council.
- To promote improved access by people from Aboriginal & Torres Strait Islander background to Council's facilities and services, and recommend how their needs may be accommodated.
- To increase public awareness and respect for Aboriginal & Torres Strait Islander people's culture and history.
- To involve Aboriginal & Torres Strait Islander people and their advocates in Council's planning and decision-making processes to ensure the City of Randwick becomes a more accessible, healthier and safer place for Aboriginal & Torres Strait people to live, work and visit.

3. OBJECTIVES

- To ensure that Council policies and programs are consistent with Commonwealth and State Government legislation and best practice relevant to the full range of Aboriginal & Torres Strait Islander people's needs, including health, welfare, community facilities, community services, recreation, transport, housing and accommodation.
- To comment on Council planning instruments, including Plans of Management, Development Control Plans (DCPs) and Local Environmental Plans (LEPs).
- To assist Council in effective policy development through the provision of comprehensive advice.
- To support and promote activities and special projects, which relate to Aboriginal & Torres Strait Islander people living in, or visiting Randwick City.
- To encourage Aboriginal & Torres Strait Islander resident participation in Council's decision making processes.
- To play a role in how Council can promote and strengthen the Reconciliation process including developing strategies on the implementation of Council's Statement of Commitment to Reconciliation.
- To assist in planning activities relating to special events, such as annual NAIDOC Week, National Reconciliation Week and Harmony Day activities.

C5/09

4. DETERMINATIONS

The committee shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Randwick City Council.

5. MEMBERSHIP

Membership of the Committee shall consist of no less than 4 Community representatives and one Councillor.

The community representatives will be residents of Randwick or people who work for organisations representing Aboriginal & Torres Strait islander people servicing Randwick City.

Depending on the nature of issues raised it may be necessary to invite other relevant council staff to attend particular meetings to respond to or provide advice on specific topics.

6. RESPONSIBILITIES OF MEMBERS

Members are requested to ensure effective and timely communication is communicated between their organisation/group networks and the Committee.

The Committee is a working committee and therefore it is anticipated that some tasks will need to be undertaken by members outside of meetings.

7. RESPONSIBILITIES OF COUNCIL

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

8. ELIGIBILITY FOR APPOINTMENT

Randwick City Council seeks those members of the community who are of Aboriginal & Torres Strait Islander descent, and who represent all factions of the Aboriginal & Torres Strait Islander community. Offer of membership will be extended to existing Aboriginal & Torres Strait Islander community based organisations/groups, such as the Local Aboriginal Land Council and the South Eastern Sydney Illawarra Area Health Service.

Council seeks to give residents who are committed to making Randwick an accessible City for all, a representative voice on the committee.

9. TENURE OF MEMBERSHIP

In the case of a Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.

In the case of other representatives, the tenure of membership will be three years and one year used as a transition period, which will coincide with the annual election of Councillors to committees and sub-committees. Members may re-nominate for further terms.

When a vacancy occurs on the Committee within the first eighteen (18) months of its tenure for a community representative or a representative from a community organization, the Committee will consider any previously rejected nomination to determine if there are any suitable nominees.

The following factors will be taken into consideration – the need for equitable

C5/09

representation of residents from the Wards in Randwick LGA, equitable representation of community groups and organizations, equitable representation of people from culturally and linguistically diverse backgrounds and equitable representation of different disabilities where relevant.

If no previous nominations are considered suitable the vacancy will be advertised for re-nominations from the community.

10. PROCEDURES AND PROCEEDINGS

The Chairperson and Vice Chairperson will be held by a Councillor appointed by Council annually. An aboriginal & Torres Strait Islander Community representative nominated by the Committee will chair the meeting in the event of no Councillor being present.

Meetings of the Committee shall be held bi-monthly.

A quorum of the Committee shall be six members with voting rights.

In relation to any procedural matter, the ruling of the Chairperson shall be final.

The Committee shall undertake an annual review and forward planning process to determine future directions and establishment of priorities.

Other interested individuals are welcome to attend meetings as observers.

11. NOTICE OF ORDINARY MEETINGS

Members of the Committee shall receive at least ten working days written notice of ordinary meetings and such notice shall include an agenda for that meeting.

12. MINUTES OF MEETINGS

Minutes of meetings shall be made available to any interested residents for inspection and shall be published on Council's Internet web site.

13. NOTICE OF SPECIAL MEETINGS

Should the need arise the Chairperson together with the other Committee members must be in agreement to hold a Special Meeting to discuss any matter considered particularly urgent.

14. ATTENDANCE AT MEETINGS

Members may, in consultation with the Committee, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

If any committee member does not attend three consecutive meetings without notice, the Committee will write to the member requesting he/she advise Council whether he/she wishes to remain a member of the Committee. If no response is received by the next meeting, the Committee may recommend his/her positions be declared vacant.

15. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference shall only be amended by a resolution by Randwick City Council.

C5/09

<p style="text-align: center;">RANDWICK CITY COUNCIL ACCESS ADVISORY GROUP</p>

TERMS OF REFERENCE

1. NAME

The Committee shall be known as the Randwick City Council Access Advisory Committee.

2. AIMS

- To promote Council's role in making the City of Randwick a more accessible and safer place for people with disabilities to live, work and visit.
- To promote improved access to Council facilities and services for people with disabilities and recommend how their needs may be satisfied.
- To provide a forum for raising communities issues of concern regarding access.

3. OBJECTIVES

- To monitor and evaluate the Randwick City Council Disability Discrimination Action Plan.
- To assist Council in the identification of current and future access needs for the community.
- To assist Council in effective policy development through the provision of comprehensive advice.
- To encourage resident participation in Council's decision making processes.
- To support and promote activities and special projects which relate to people with disabilities living in or visiting the Randwick City.
- To assist in the identification and provide advice on the most appropriate use of Council's annual pedestrian and Mobility program budget.
- To comment on Council planning instruments; including Plans of Management, Development Control Plans (DCPs), Local Environmental Plans (LEPs), Strategic Plans in relation to disability access issues.

4. DETERMINATIONS

The committee shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Randwick City Council.

5. MEMBERSHIP

Membership of the Committee shall consist of no less than six Community representatives and two Councillors. It is expected that members have an understanding and commitment to support the objectives of Randwick City Council. The community representatives will be residents of Randwick or people who work

C5/09

for disability organisations servicing the Randwick Local Government Area.

Depending on the nature of issues raised it may be necessary to invite relevant Council staff to attend particular meetings in an advisory capacity.

6. RESPONSIBILITIES OF MEMBERS

Members are requested to ensure effective and timely communication flows between their organisation/group and the committee.

The Committee is a working committee and therefore it is anticipated that some tasks will need to be undertaken by members outside of meetings.

7. RESPONSIBILITIES OF COUNCIL

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

8. ELIGIBILITY FOR APPOINTMENT

Randwick City Council seeks those members of the community who will ensure everyone benefits from an accessible community. This includes:

- People with disabilities
- The frail aged
- Carers
- Parents with young children with disabilities
- People in temporary mobility difficulties

9. TENURE OF MEMBERSHIP

In the case of a Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.

In the case of other representatives, the tenure of membership will be three years and one year used as a transition period, which will coincide with the annual election of Councillors to committees and sub-committees. Members may re-nominate for a further term.

When a vacancy occurs on the Committee within the first eighteen (18) months of its tenure for a community representative or a representative from a community organization, the Committee will consider any previously rejected nomination to determine if there are any suitable nominees.

The following factors will be taken into consideration – the need for equitable representation of residents from the Wards in Randwick LGA, equitable representation of community groups and organizations, equitable representation of people from culturally and linguistically diverse backgrounds and equitable representation of different disabilities where relevant.

If no previous nominations are considered suitable the vacancy will be advertised for re-nominations from the community.

If any committee member does not attend three consecutive meetings without notice, the Committee will write to the member requesting he/she advise Council whether he/she wishes to remain a member of the Committee. If no response is received by the next meeting, the Committee may recommend his/her position be declared vacant.

C5/09

10. PROCEDURES AND PROCEEDINGS

The Chairperson and Vice-Chairperson will be held by Councillors appointed by Council annually. A community representative nominated by the Committee at the meeting will Chair the meeting in the event of no councillor being present.

Meetings of the Committee shall be held monthly.

A quorum of the Committee shall be five members with voting rights.

In relation to any procedural matter, the ruling of the Chairperson shall be final.

The Committee shall undertake an annual review and forward planning process to determine future directions and establishment of priorities.

Other interested individuals are welcome to attend meetings as observers but are recognised with consent of the Chairperson.

11. NOTICE OF ORDINARY MEETINGS

Members of the Committee shall receive at least ten working days written notice of ordinary meetings and such notice shall include an agenda for that meeting.

12. MINUTES OF MEETINGS

Minutes of meetings shall be made available to any interested residents for inspection and shall be published on Council's Internet web site.

13. NOTICE OF SPECIAL MEETINGS

Should the need arise for a special meeting to consider a matter considered particularly urgent, a special meeting to consider only that particularly urgent matter, may be called by the Chairperson and two other committee members.

14. ATTENDANCE AT MEETINGS

Members may, in consultation with the Committee, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

15. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference shall only be amended by a resolution by Randwick City Council.

C5/09

<p style="text-align: center;">RANDWICK CITY COUNCIL MULTICULTURAL ADVISORY COMMITTEE</p>
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TERMS OF REFERENCE

1. NAME

The Advisory Committee shall be known as the Randwick City Council Multicultural Advisory Committee.

2. AIMS

- To provide a forum for people of culturally and linguistically diverse background who live or work in the Randwick City area to discuss multicultural issues and develop recommendations for consideration by Council.
- To promote improved access to and equity in Council services for people from culturally and linguistically diverse background and recommend how these needs may be satisfied.

3. OBJECTIVES

- To consult with the culturally and linguistically diverse background community and submit recommendations to Council.
- To act as a steering committee for the development of an action plan which addresses issues concerning migrants in the Randwick Local Government Area.
- To provide feedback on the implementation of recommendations approved by Council.
- To suggest to Council how services could be made more relevant and accessible to local people from a culturally and linguistically diverse background.
- To identify and assist in developing other initiatives and projects which respond to the identified needs and issues of migrants and local residents of culturally and linguistically diverse background.

4. DETERMINATIONS

The committee shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Randwick City Council.

5. MEMBERSHIP

Membership of the Committee shall consist of no less than six Community representatives and two Councillors. It is expected that members have an understanding and commitment to support the objectives of Randwick City Council. The community representatives will be residents of Randwick or people who work for disability organisations servicing the Randwick Local Government Area.

C5/09

Depending on the nature of issues raised it may be necessary to invite relevant departmental staff to attend particular meetings in an advisory capacity.

6. RESPONSIBILITIES OF MEMBERS

Members are requested to ensure effective and timely communication flows between their organisation/group and the committee.

The Committee is a working committee and therefore it is anticipated that some tasks will need to be undertaken by members outside of meetings.

7. RESPONSIBILITIES OF COUNCIL

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

8. ELIGIBILITY FOR APPOINTMENT

Randwick City Council seeks those members of the community who will ensure everyone benefits from an accessible community. This includes:

- People from a CALD background
- Service providers who work with the CALD community

9. TENURE OF MEMBERSHIP

In the case of a Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.

In the case of other representatives, the tenure of membership will be three years and one year used as a transition period, which will coincide with the annual election of Councillors to committees and sub-committees. Members may re-nominate for a further one term.

When a vacancy occurs on the Committee within the first eighteen (18) months of its tenure for a community representative or a representative from a community organization, the Committee will consider any previously rejected nomination to determine if there are any suitable nominees.

The following factors will be taken into consideration – the need for equitable representation of residents from the Wards in Randwick LGA, equitable representation of community groups and organizations, equitable representation of people from culturally and linguistically diverse backgrounds.

If no previous nominations are considered suitable the vacancy will be advertised for nominations from the community.

If any committee member does not attend three consecutive meetings without notice, the Committee will write to the member requesting he/she advise Council whether he/she wishes to remain a member of the Committee. If no response is received by the next meeting, the Committee may recommend his/her position be declared vacant.

10 PROCEDURES AND PROCEEDINGS

The Chairperson and Vice-Chairperson will be held by Councillors appointed by Council annually. A community representative nominated by the Committee at the

C5/09

meeting will Chair the meeting in the event of no councillor being present.

Meetings of the Committee shall be held bi - monthly.

A quorum of the Committee shall be six members with voting rights.

In relation to any procedural matter, the ruling of the Chairperson shall be final.

The Committee shall undertake an annual review and forward planning process to determine future directions and establishment of priorities.

Other interested individuals are welcome to attend meetings as observers but are recognised with consent of the Chairperson.

11. NOTICE OF ORDINARY MEETINGS

Members of the Committee shall receive at least ten working days written notice of ordinary meetings and such notice shall include an agenda for that meeting.

12. MINUTES OF MEETINGS

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13 NOTICE OF SPECIAL MEETINGS

Should the need arise for a special meeting to consider a matter considered particularly urgent, a special meeting to consider only that particularly urgent matter, may be called by the Chairperson and two other committee members.

14. ATTENDANCE AT MEETINGS

Members may, in consultation with the Committee, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

15. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference shall only be amended by a resolution by Randwick City Council.

C5/09

RANDWICK CITY COUNCIL OLDER PEOPLE'S ADVISORY GROUP
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TERMS OF REFERENCE**1. NAME**

The Committee shall be known as the Randwick City Council Older People's Advisory Group.

2. AIMS

- To provide a forum for people who live or work in the Randwick City area to discuss issues affecting older people and develop recommendations for consideration by Council.
- To promote improved access to Council facilities and services for older people.
- To involve older people and their advocates in the planning and decision making process to ensure the City of Randwick becomes a more accessible, healthier and safer place for older people to live, work and visit.

3. OBJECTIVES

- To ensure that Council policies and programs are consistent with Commonwealth and State Government Legislation and Best Practice relevant to the full range of older people's needs including health, welfare, community facilities, community services, recreation, transport, housing, and accommodation.
- To comment on Council planning instruments, including Plans of Management, Development Control Plans (DCPs), Local Environmental Plans (LEPs), Strategic Plans in relation to disability access issues.
- To assist Council in effective policy development through the provision of comprehensive advice.
- To encourage resident participation in Council's decision making processes.
- To assist Council in the identification of current and future access needs for the community.
- To assist in planning activities relating to special events, such as annual Seniors Week activities.

4. DETERMINATIONS

The committee shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Randwick City Council Management Committee.

C5/09

5. MEMBERSHIP

Membership of the Committee shall consist of no more than 12 and no less than six Community representatives and two Councillors. It is expected that members have an understanding and commitment to support the objectives of Randwick City Council.

The community representatives will be residents of Randwick or people who work for organisations representing older people servicing the Randwick Local Government Area.

Depending on the nature of issues raised it may be necessary to invite relevant departmental staff to attend particular meetings.

6. RESPONSIBILITIES OF MEMBERS

Members are requested to ensure effective and timely communication flows between their organisation/group and the committee.

The Committee is a working committee and therefore it is anticipated that some tasks will need to be undertaken by members outside of meetings.

7. RESPONSIBILITIES OF COUNCIL

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

8. ELIGIBILITY FOR APPOINTMENT

Randwick City Council seeks those members of the community who can best represent our senior residents and visitors. Offer of membership will be extended to existing Older People's Groups such as The Junction Neighbourhood Centre, Meals on Wheels, Prince of Wales Community Health, Little Bay Coast Centre for seniors and older residents over 60 who have an interest in the issues of older people in Randwick City.

Council seeks to give residents who are committed to making Randwick an accessible City for all, a representative voice on the committee.

9. TENURE OF MEMBERSHIP

In the case of a Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.

In the case of other representatives, the tenure of membership will be three years and one year used as a transition period, which will coincide with the annual election of Councillors to committees and sub-committees. Members may re-nominate for further terms.

When a vacancy occurs on the Committee within the first eighteen (18) months of its tenure for a community representative or a representative from a community organization, the Committee will consider any previously rejected nomination to determine if there are any suitable nominees.

The following factors will be taken into consideration – the need for equitable representation of residents from the Wards in Randwick LGA, equitable representation of community groups and organizations, equitable representation of

people from culturally and linguistically diverse backgrounds and equitable representation of different disabilities where relevant.

If no previous nominations are considered suitable the vacancy will be advertised for re-nominations from the community.

10. PROCEDURES AND PROCEEDINGS

The Chairperson and Vice-Chairperson will be held by Councillors appointed by Council annually. A community representative nominated by the Committee at the meeting will Chair the meeting in the event of no councillor being present.

Meetings of the Committee shall be held monthly.

In relation to any procedural matter, the ruling of the Chairperson shall be final.

A quorum of the Committee shall be eight members with voting rights.

The Committee shall undertake an annual review and forward planning process to determine future directions and establishment of priorities.

Other interested individuals are welcome to attend meetings as observers but are recognised with consent of the Chairperson.

11. NOTICE OF ORDINARY MEETINGS

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If any committee member does not attend three consecutive meetings without notice, the Committee will write to the member requesting he/she advise Council whether he/she wishes to remain a member of the Committee. If no response is received by the next meeting, the Committee may recommend his/her positions be declared vacant.

15. AMENDMENTS TO TERMS OF REFERENCE

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C5/09