

COMMUNITY SERVICES COMMITTEE

BUSINESS PAPER

TUESDAY 20 JULY 2010

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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, 20 July 2010 at 6:00pm.

Committee Members: The Mayor, J Procopiadis, Andrews, Belleli, Bowen, Hughes (Deputy Chairperson), Matson, Matthews, Nash, Notley-Smith, Seng, Smith, Stevenson, Tracey, White & Woodsmith (Chairperson)

Quorum: Eight (8) 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 – 11 May 2010

Declarations of Pecuniary and Non-Pecuniary Interests

Address of Committee by Members of the Public

Urgent Business

Community Services Reports

C13/10 Council's Advisory Committee Minutes 1

Library Reports

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Notice of Rescission Motions

Nil

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Ray Brownlee
GENERAL MANAGER

Community Services Report No. C13/10

Subject: Council's Advisory Committee Minutes
Folder No: F2006/00216
Author: Shane Lowe, Coordinator Community Programs and Partnerships

Introduction

At the 10 March 2009 Community Services Committee it was resolved that the minutes of the Advisory Committees be presented to the Community Services Committee.

Issues

As scheduled, the Advisory Committee (listed below) has met and the minutes of the meeting, which reflect discussions and outcomes, are attached.

The minutes will also be available on Council's website after each meeting.

This report includes minutes from:

- Multicultural Advisory Committee – June 2010

Relationship to City Plan

The relationship with the City Plan is as follows:

Outcome: An Informed and Engaged Community.

Direction: Effective communication methods and technology are used to share information and provide services.

Financial impact statement

There is no direct financial impact for this matter.

Conclusion

It is recommended that Council acknowledges and accepts the minutes of the Multicultural Advisory Committee.

Recommendation

That Council acknowledges and accepts the minutes of the following Advisory Committee meeting:

- Multicultural Advisory Committee – June 2010

Attachment/s:

1. Multicultural Advisory Committee - June 2010

MINUTES**Randwick City Council Multicultural Advisory Committee
Meeting held on 2 June 2010 at 5.15pm****Present**

Cr Bradley Hughes (Chair)	Randwick City Council
Colin Rosenfeld	Randwick City Council
Katherine Zhu	Randwick City Council
George Varughese	Community Representative
Peter Schick	Community Representative
Vicki Boiles	Community Representative

Apologies

Patricia South	Community Representative
Janet Timberg	Community Representative
Rosa Loria	Community Representative
Ellen Gore	Community Representative

1. Minutes

The Minutes of the meeting held on 17 February 2010 and the notes of the meeting held on 28 April 2010 were confirmed. It was noted that the 28 April meeting was not a formal meeting due to lack of a quorum. Nadia Arrage has given her apologies for the rest of 2010 due to personal commitments and would like to remain a member of the committee. The committee supported Nadia's leave of absence and suggested that a replacement be sought as the membership was not full. Rosa Loria will be overseas and is unable to attend the next two meetings.

2. Business Arising from Previous Minutes**2.1 Citizenship ceremony**

The next Citizenship Ceremony will be held on 17 June. Vicki Boiles indicated her interest in attending the ceremony as committee representative.

Action: Colin Rosenfeld to arrange for an invitation to be sent

2.2 East Timor

Cr Hughes reported that he had contacted Yvonne Langley-Walsh. Yvonne had reported that a new building was required to house visitors. Cr Hughes believes that sufficient surplus funds from the original SSROC project \$20,000 are available to complete this work. It was also suggested Nadia Arrage be asked to provide feedback as to the Randwick Rotary Club's interest in this project, as she has previously indicated that she would raise support of this project with the club.

Action: Feedback to be sought from Nadia Arrage from Randwick Rotary Club for the next meeting

2.3 Overseas Sister Cities

In response to the letter and Expression of Interest (EOI) form sent to all schools in the Randwick City area about the project, 5 schools had replied. The closing date is 4 June. The schools that had replied include; Claremont College, Kensington Public School, Brigidine College, Randwick Boys High and Randwick Girls High. Randwick Boys High has 15 students visiting Albi in France this year and is keen to visit a local school. The Committee recommended that council liaise with overseas sister cities, to ascertain their interest in linking up schools in their area, with the five in Randwick city.

Action: A report to be given to council to progress this project and to liaise with overseas sister cities to ascertain their interest and support, to engage their local schools in the cultural exchange program.

2.4 Committee representation of overseas students from UNSW

Council wishes to establish a better relationship with the significant number of overseas students who live locally and attend UNSW. Following a meeting at the UNSW with representatives from council, the unit that looks after international students has emailed international students through their careers online to submit an expression of interest. It was suggested that two students be invited to join the committee as community representatives. This would give the committee a better understanding of the needs and issues facing these students. The Committee endorsed this proposal which had been initially discussed at the meeting held on 28/4. At the time of the meeting six EOI form had been submitted by students to the UNSW.

Action: For discussion at the next meeting

3. New Business:

3.1 Summary of Events:

Tales of Many Cities

The launch of the booklet with multicultural stories for children was held on Saturday 22/5 at Randwick Branch Library at 10.30am. 70 people attended the launch with the Mayor. Copies of the published booklet will be sent to the committee members.

Spanish Speakers Information Night

This event will be held on Wednesday 16/6 from 6pm-6.30pm in the Bowen Library in conjunction with The Spanish and Latin American Association for Social Assistance NSW (SLASA).

Refugee Week A talk on refugee issues from the Red Cross, Starrts and a refugee with support of Sydney Multicultural Community Services, will be held at Randwick Branch Library on Friday 25/6 at 7pm. The committee suggested that publicity about the event, such as a flyer, mention that the event is supported by Council's Multicultural Advisory Committee.

Action: For noting

3.2 Cultural Celebration

The committee was informed that a motion has been put to council to hold a multicultural event to include Aboriginal component, to be held at the Prince Henry Community Centre, probably around September 2010 on a Sunday. However the new proposed event has not been budgeted for and dependant on what is proposed, a report to council seeking funds will be need to be done.

The committee recommended that such an event be called a cultural celebration if it is to include an Aboriginal component, so as not to offend the Aboriginal community. Council's Aboriginal Advisory Committee's views to be sought on this proposal, to ensure they are supportive of such a celebration. The committee supports the idea of a celebration at the Prince Henry Community Centre but felt strongly that a high profile event would be more appropriately held to coincide with Harmony Day, which is celebrated nationally in March 2011. It was also recommended that any event should involve local community group's participation and not just highly paid professional performers.

Action: Recommended to hold a cultural celebration, multicultural and aboriginal, with local group participation, to be held in March 2011 to coincide with Harmony Day

Date of Next Meeting:

Bowen Library, Wednesday 4 August 2010 at 5.15pm

Library Report No. L1/10

Subject: Library Services Lending Policy
revision

Folder No: F2004/08383

Author: Barbara Todes, Manager Library Services

Introduction

The Randwick City Library Services proposes to revise the Library Services Lending Policy to ensure that the collection is more accessible to the community.

Issues

Randwick City Library Service currently allows library members to borrow material for a 4 week period, with the option of renewing items twice if they are not reserved. This means that a book can be out of circulation for up to 12 weeks. Certain collections have a shorter loan period, or are not for loan, but the majority of the collection can be borrowed for 4 weeks.

It is proposed to bring the library's lending conditions in line with SSROC libraries and the majority of libraries in the State to a 3 week loan period, with the option of two renewals. Given that the library is now lending 1 million items per annum and the resource budget has remained constant for the past 4 years, it is a way of maximising use of the collection and ensuring that the community has more equitable access to resources.

Relationship to City Plan

The relationship with the City Plan is as follows:

Outcome 2: Enrich our range of community services that meet our community's needs.

Direction 2b: Our libraries will continue to be key centres of community life and interaction.

Financial impact statement

There is no direct financial impact for this matter.

Conclusion

It is proposed to revise the Library Lending Policy from a 4 week loan period for general items to a 3 week period, plus two renewals, in line with SSROC and other libraries, to ensure a quicker turnover in stock, to make the collection more accessible to the community.

Recommendation

That the revised 3 week Library Lending Policy be adopted.

Attachment/s:

1. Library Services Lending Policy

LIBRARY SERVICES LENDING POLICY

File No. F2005/00282 xr F2004/08383

OBJECTIVE

The purpose of this document is to identify library resources that are available for loan and to outline conditions relating to the lending, return and non-return of these resources.

POLICY STATEMENT

1. Lending of Library Materials

The maximum number of items that a general library member can have on loan at any one time is twenty [20]. Types and loan periods are detailed in 2. Loan limits for Toy and Game library members are outlined in 2.1.

2. Categories of materials for loan and lending periods

The following table outlines the types of library materials that can be borrowed, maximum numbers that can be borrowed, loan periods and number of renewals permitted.

ITEM TYPE	MAXIMUM NUMBER	LOAN PERIOD	RENEWAL
Books	20	21 days	2
Magazines	20	14 days	2
Compact discs /CD-ROMs	20	14 days	2
Kits	20	21 days	2
Video recordings	20	7 days	2
DVD recordings	20	7 days	2
HSC lending collection	20	14 days	2
Inter-library loans	20	At the discretion of the owning library	At the discretion of the owning library
<i>Reference</i>	<i>Not for loan Overnight loan may be approved in special circumstances</i>		Nil
Newspapers	Not for loan		
Locals studies	Not for loan		

2.1 Toy Library Loans (for financial members of the Toy & Game Library only)

Toys and Games	5	14 days	2
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2.2 Variations to loan periods for high demand material

Loan periods can be reduced for high demand items at the discretion of authorised library staff. Such items will be clearly identified to library customers.

2.3 Loan periods for Council staff and Councillors

The loan periods for all Council staff and elected representatives are the same as those set out in the above table.

3. Renewal of items on loan

An item can be renewed twice provided this is done on or before the due date. An item that is on hold for another library customer cannot be renewed and must be returned by the due date.

Items may be renewed in person, by telephone, by email or via the Council website www.randwick.nsw.gov.au.

4. Inter-library loan material

Library customers may request the loan of items not held in the Randwick City Library Service. A cost is incurred for this service. Loan restrictions, loan periods and renewals of this material are at the discretion of the lending/owning library. Misuse of the interlibrary loan service may result in the withdrawal of library membership.

5. Reference & Local Studies resources

Materials in reference and local studies are not for loan. They have been provided for use within the library.

Special provision for an overnight loan of material from the reference collection may be made at the discretion of the Shift Supervisor, Coordinators or the Manager, Library & Community Services.

6. Placing of items on hold/reservation

Library members may place a hold on items that are on loan. A cost is incurred for this service and is payable upon collection of the item. Customers are notified either by telephone or mail and the item will be held for collection at the relevant library service point for a period of seven [7] days only.

7. Returning borrowed library materials

All items borrowed from the library must be returned in good condition by the due date. Items, excluding toys, may be returned to any Randwick City Library location. Toys and games must be returned to the location from which they were borrowed.

After hours return chutes are located at all three library locations for the return of book and magazine items outside of library opening hours. Non-book materials are not to be returned via these chutes.

Items that are returned after the due date will incur a late fee.

8. Audiovisual items

The library service accepts no responsibility for damage claimed to have occurred to equipment as a result of playing material borrowed from the library.

9. Overdue items

An item becomes overdue when it is not returned to the library, or renewed by the due date. The due date is printed on a receipt at the time of borrowing. **A grace period of 7 days is granted after the due date. If an item is more than 7 days overdue** a late fee as outlined in the schedule of fees and charges accrues daily from the time that the item becomes overdue until the time it is returned.

It is the responsibility of library members to ensure items are returned or renewed by the due date. The library service will only issue an overdue reminder notice when the item is 14 days overdue.

A final account for non-returned items will be issued 42 days after the due date. The library may place overdue accounts in the hands of a debt recovery service.

Library members will not be permitted to borrow further from the library while they have items overdue more than 7 days or where the value of fines and charges exceeds \$10.00

10. Refunds

Refunds will not be issued for amounts paid to replace lost items that are later found by the borrower.

11. Lost or Damaged items

Items that are lost or damaged to a point where they can no longer be loaned must be paid for by the borrower. The account total for the item will comprise the cost of the item itself plus a replacement fee to cover processing costs (see schedule of fees and charges). No refunds are made for items later located.

At the discretion of authorised staff it may be permissible to replace a lost or damaged item under the following conditions:

- The replacement item is new
- The replacement item is identical to the lost item, and in the case of books the same or later edition
- The item is not on loan from another library service
- The replacement fee for an item replaced by another will be half the standard fee
- Should the original item be found by the customer the replacement items remain the property of Randwick City Library
- Lost or damaged donated items may be replaced by two similar items in good condition, for example donated paperbacks and magazines that are damaged may be replaced by two similar paperbacks or magazines of similar currency and quality.

