

MEETING NOTICE

A meeting of the
Community Services & Library Committee
will be held in the Botany Town Hall Meeting Room
Cnr Edward Street and Botany Road, Botany
on **Monday 14 May 2018 at 8:00 pm.**

AGENDA

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Bayside Council respects the traditional custodians of the land, and elders past and present, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 APOLOGIES

3 DISCLOSURES OF INTEREST

4 MINUTES OF PREVIOUS MEETINGS

4.1 Minutes of the Community Services & Library Committee Meeting - 21
March 20182

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6 GENERAL BUSINESS

7 NEXT MEETING

Meredith Wallace
General Manager

Community Services & Library Committee

14/05/2018

Item No	4.1
Subject	Minutes of the Community Services & Library Committee Meeting - 21 March 2018
Report by	Fausto Sut, Acting Director City Performance
File	SC18/429

Officer Recommendation

That the Minutes of the Community Services & Library Committee meeting held on 21 March 2018 be confirmed as a true record of proceedings.

Present

Councillor Christina Curry (Chair)

Also present

Councillor Liz Barlow
Councillor Dorothy Rapisardi
Meredith Wallace, General Manager
Debra Dawson, Director City Life
Hayla Doris, Manager Recreation and Customer Services
Fausto Sut, Manager Governance and Risk
Karen Purser, Manager Community Capacity Building and Engagement
Sue Matthew, Coordinator Sport and Recreation

Those in attendance noted at 8.30pm that a quorum was not present and did not proceed with the meeting.

Attachments

Nil

Community Services & Library Committee

14/05/2018

Item No	5.1
Subject	Terms of Reference
Report by	Fausto Sut, Acting Director City Performance
File	SC18/429

Summary

This report reminds members of the purpose of the Committee and its Terms of Reference and meeting schedule.

Officer Recommendation

- 1 That the attached Terms of Reference be received and noted.
 - 2 That the schedule of meeting dates be received and noted.
-

Background

The attached Terms of Reference, which were adopted by Council on 8 November 2017, are generic in nature and are applicable for all the recently established Advisory Committees.

They address such operational matters as:

- Status and delegations of the committee.
- Membership.
- Support.
- Meeting practices and procedures.

The focus of this committee is as follows:

‘Provides advice on the strategic direction of Council’s community and library services, and related matters such as service provision, policy development, and performance.’

At the same time, the Council also adopted a meeting schedule with the following principle:

‘The proposed Advisory Committee meeting cycle is generally a two monthly one, with most committees meeting every two months on a Monday evening.’

Based on this principle, the scheduled meeting dates are:

- 21 March 2018
- 14 May 2018
- 17 September 2018
- 19 November 2018

- 16 July 2018
-

Attachments

Bayside Advisory Committees - Terms of Reference [↓](#)

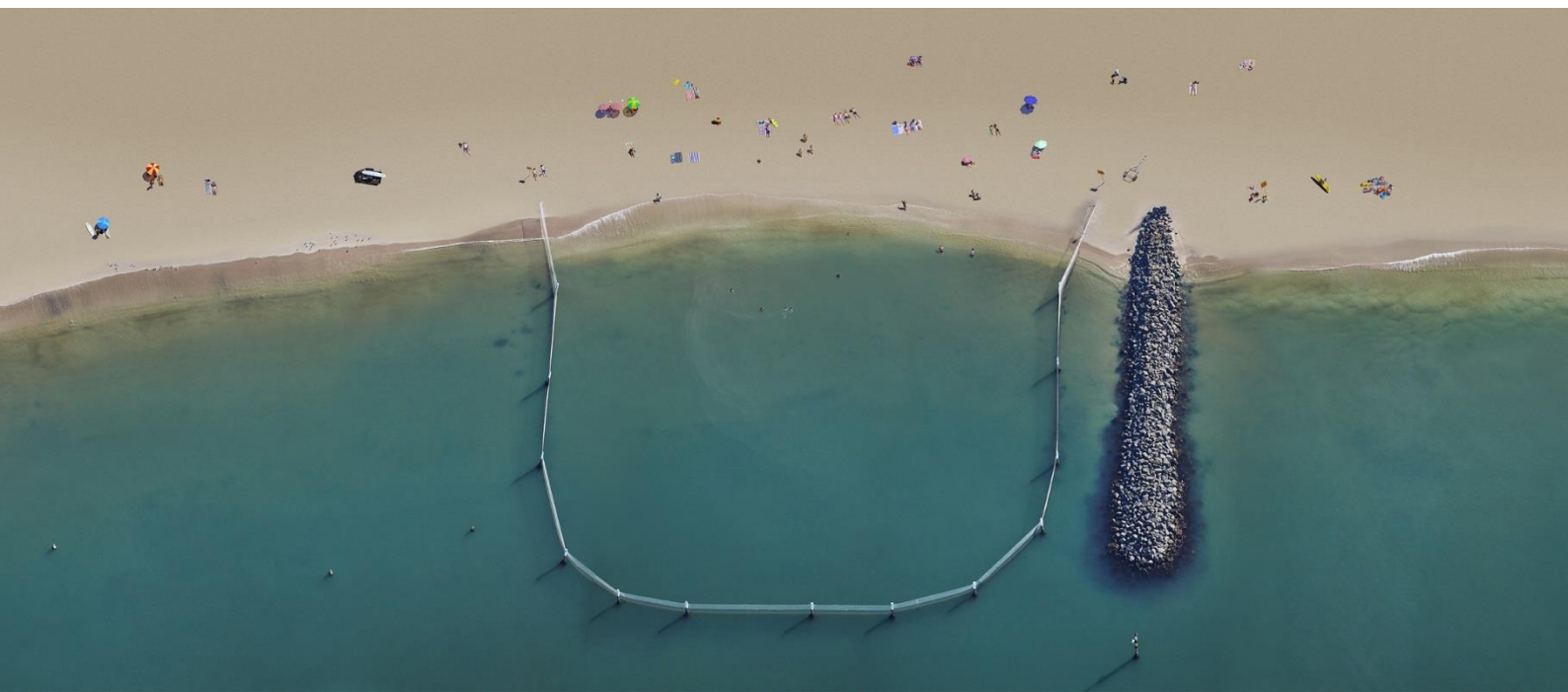


Bayside Council

Serving Our Community

Bayside Advisory Committees Terms of Reference

8 November 2017



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Bayside Advisory Committees Terms of Reference

File: F17/1273 Document: 17/123664

Class of document: Terms of Reference

Enquiries: Manager Governance & Risk



Telephone Interpreter Services - 131 450

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1 Purpose

To assist in meeting its role and responsibilities across the local government area, Bayside Council is supported by a committee framework in order is established to support the decision-making process.

Bayside Advisory Committees provide advice on strategic direction, priorities and policy principles related to the Committee function. They are to inform and monitor the development of the Delivery Program and the Operational Plans.

These terms of reference outline advisory committees' function, structure, authority and reporting requirements. For consistency of approach and understanding, they are applicable to all advisory committees established by Council, except any committee established with a specific set of terms of reference, charter, constitution or the like.

2 Interpretation

For the purpose of this document:

Member means a member of the Advisory Committee.

Committee means Advisory Committee.

Council means Bayside Council.

Chairperson means the chairperson of the Advisory Committee or Sub-Committee appointed by Council.

Mayor means the elected Mayor.

3 Status of Committee

Bayside Advisory Committees are 'advisory committees' of Council, as defined in Council's Code of Meeting Practice.

4 Delegations

Bayside Advisory Committees may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are to be accompanied by a report to Council from the appropriate Council officer.

The Group's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Group.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

5 Membership

5.1 Overview

An Advisory Committee comprises Councillors and is supported by Council officers.

5.2 Councillors

Council appoints three (3) Councillors to be members of an Advisory Committee.

All other Councillors are welcome to attend meetings of an Advisory Committee as observers and contribute to discussions but are not entitled to vote.

5.3 Chair and Deputy Chair

The Chairperson of an Advisory Committee is one of the three Councillor members, and is appointed by Council.

In the absence of the Chairperson at a particular meeting the meeting elects a Chair of the meeting.

5.4 Quorum

The attendance of two (2) member Councillors are required to form a quorum at an Advisory Committee.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting lapses.

In the event of a tied vote, the Chairperson can exercise a casting vote.

5.5 Term of office

Unless otherwise stipulated by Council, Advisory Committee members are appointed for a period coinciding with a Mayoral term.

A member continues as a member of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference, if such event occurs before the next general local government election.

Any casual vacancy in membership is to be filled by Council appointment.

From time to time, Council may appoint other members to Committees and Sub-committees to suit the matters under consideration.

6 Other Attendance

6.1 Community representation

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of an Advisory Committee in order to assist the Committee in the consideration of matters before it.

Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Committee.

6.2 Council staff

Advisory Committees are supported by Council officers, who will provide technical support and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

6.3 General public

Advisory Committee meetings are not open to the public.

7 Support

7.1 Sub-committees

The Council may establish sub-committees, and appoint members and respective chairpersons to support the work of Advisory Committees.

7.2 Specialist support

Council provides specialist information on the areas of interest of Advisory Committees. Such information includes:

- Proposing strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Preparation of reports on issues to be considered in Committee meetings.

7.3 Administrative support

Council provides administrative support as determined by the General Manager to assist Advisory Committees in their deliberations. Such support includes:

- Preparing and publishing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

8 Meeting Schedule

Advisory Committees normally meet every two months (except during the summer recess) in various locations across the local government area.

The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it.

The location, date and time for meetings is advised on the meeting notice, which will be provided to members along with the business paper in accordance with the Code of Meeting Practice.

9 Meeting Practices and Procedures

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

The proceedings of each meeting are recorded in minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Committee.

The minutes of each meeting are submitted to the next available Council Meeting with a view to the Committee's recommendations being considered.

10 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

11 Document Control

11.1 Review

The Group and this Terms of Reference will be reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

11.2 Version history

Version	Release Date	Author	Reason for Change
1.0	08/11/2017	Bruce Cooke	New document

Community Services & Library Committee

14/05/2018

Item No	5.2
Subject	Key Focus Areas
Report by	Debra Dawson, Director City Life
File	SC18/429

Summary

The Committee is asked to consider the key focus areas it wishes to pursue as a priority during the term of the Committee in order to fulfil its Charter responsibilities.

Officer Recommendation

That the Committee adopts the key focus areas outlined in this report.

Background

The key focus for the Committee is as follows:

“Provides advice on the strategic direction of Council’s community and library services, and related matters such as service provision, policy development, and performance.”

In order to ensure the Committee works effectively within the allocated meeting time, consideration should be given to the key focus areas that the Committee meeting may wish to allocate as a priority. As a starting point some key focus for discussions have been identified as follows:

- Customer Service improvements
- Service reviews
- Library updates
- Arts and Culture
- Aboriginal Sub-Committee
- Youth Centre Sub-Committee

The Committee should consider its focus areas to guide future meetings.

Attachments

Nil