

Children's Services Reference Group

Meeting Date: Tuesday, 07 February, 2017
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4:00pm

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. **Apologies**
2. **Confirmation of Minutes**
Children's Services Reference Group – Wednesday 11 May 2016
3. **Declarations of Interest**
4. **Reports**
CS17.1 Revised Terms of Reference.....1
5. **General Business**

Membership

Clr Gartner - Chairperson
All Councillors
Ms Cathy Ryman
Ms Pamela Arnold
Ms Carmen Carter
Ms Kathy Rembisz - (Alternative - Ms Shannon Chessher)
Ms Amelia Collins
Ms Julie Flanagan
Ms Alison Grills
Ms Belinda Hibbert
Ms Kimberlie Johnson
Ms Leisa King
Ms Carol Lymbery
Ms Stacey Plim
Ms Bernadette Pullen
Ms Kim Stouse-Lee
Ms Kim Thompson
Ms Melissa Wicks
Ms Michelle Wozatka
Ms Melinda Wren
Ms Linda Windley
Ms Tanya McGeachie

Quorum – Five (5)

Purpose

To progress the future planning of facilities and services to meet the growth and development needs of the Shoalhaven:

- Advise Council on issues relating to the education and care of children aged 0 – 12 years.
- Act as a channel to advise Council on new issues and developments affecting children 0 – 12 years.
- Share information on issues affecting children, families and their communities.
- Develop and progress new and innovative ideas which enhance all children's health and wellbeing.
- Advocate for inclusive environments and practices for all children and families in the Shoalhaven.
- Develop and implement a collaborative Child Friendly Cities Plan for the Shoalhaven.

MINUTES OF THE CHILDREN'S SERVICES REFERENCE GROUP MEETING HELD ON WEDNESDAY 11 MAY 2016, IN JERVIS BAY ROOM 1&3, CITY ADMINISTRATIVE CENTRE, BRIDGE ROAD, NOWRA COMMENCING AT 4.03PM.

The following members were present:

Clr White – Chairperson
Michelle Wozatka
Stacey Plim
Tanya McGeachie
Leisa King
Melissa Wicks
Linda Windley
Tracey Kirk-Downey
Helen Waterhouse
Kim Stouse-Lee

Others Present:

Susan Edwards – Senior Strategic Planner
Alan Blackshaw – Community Development Manager

1. Election of Acting Chairperson

MOTION: Moved: by consent

That Clr White be appointed as the Acting Chairperson for the meeting of Children's Services Reference Group, held on Wednesday 11 May 2016.

CARRIED

Apologies:

Apologies were received from Clr Tribe, Clr Gash, Kim Thompson, Alison Grills

2. Minutes of Previous Meeting

MOTION: Moved: Melissa / Second: Helen

RESOLVED that the minutes of the meeting of the Children's Services Reference Group held on Wednesday 2 December 2015 be confirmed.

CARRIED

PRESENTATION

3. Presentation – Public Exhibition Mollymook All Access Play Space Plan
File 46176E, 50637E

Susan Edwards provided a presentation in relation to the Public Exhibition for the Mollymook All Access Play Space Plan at Mollymook Beach Reserve – Mitchell Parade/Ocean Street, Mollymook.

- # A Plan showing the Mollymook All Access Play Space within Mollymook Beach Reserve will be placed on public exhibition for comment from Wednesday 27 April 2016 to Friday 20 May 2016.

The plan can be accessed from the below link

<http://shoalhaven.nsw.gov.au/my-council/public-exhibition/documents-on-exhibition>

The Plan details an all-inclusive play space to replace the existing playground at the Mollymook Beach Reserve.

GENERAL BUSINESS

4. Children's Services Directory – Planning Day Outcomes File 46176E

Helen Waterhouse, displayed other booklets for an example of what the Children's Services Booklet could look like.

Helen will discuss updating the Internet option for an all inclusive information for Children's services.

A planning Day for the Directory will need to be organised to discuss the content.

Ideas to be forwarded to Helen Waterhouse via

helen.waterhouse@shoalhaven.nsw.gov.au

For example:

- Baby sitting services
- Child psychologists
- Grief Services for Children
- Domestic violence support
- Car fitting restraints fitting
- Services that diagnose disabilities
- Activities for gifted and talented children
- Which schools provided after hours care

Planning Day to discuss the content of the Children's Services Booklet will be scheduled for Wednesday 3 August 2016 at 1.00pm at the SEC.

5. Additional Items to be noted File 46176E

The following additional matters were raised at the meeting:

- Helen Waterhouse advised that the Australian Early Development Census has been released
 - Invitations to the presentation will be forthcoming
- Paint the Town Read date will be Friday 20 May 2016 at 1.30pm, Barbie Bates will be at the workshop at Cullunghutti
- Leisa King advised that Noah's Early Intervention Start Up Program can offer diagnosis for Autism if required.
- Linda Windley advised that the Early Learning Everyone Benefits Campaign has been launched
- Tracey advised that the Minister for Family Services will be coming to Cullunghutti to make an announcement
- Clr White advised that Clr Tribe had attended the Breastfeeding Friendly Launch at the Arts Centre 2 weeks ago and discussed feeding in Workplaces.
- Helen Waterhouse advised that she will be resigning as the Shoalhaven Family Day Care Representative.

MOTION:

Moved: by consent

RESOLVED that:

- a) At the next meeting the Children's Services Reference Group discuss becoming an Advisory Committee;
- b) The next meeting be scheduled after the next Planning day on Wednesday 3 August 2016.

CARRIED

There being no further business, the meeting concluded, the time being 5.41pm.

Clr White
ACTING CHAIRPERSON

CS17.1 Revised Terms of Reference

HPERM Ref: D17/21402

Group: Corporate & Community Services Group
Section: Recreation Community & Culture

Attachments: 1. Children's Services Reference Group - Revised Terms of Reference [↓](#)

Purpose / Summary

To update the Terms of Reference for the Children's Services Reference Group

Recommendation

That:

1. The Children's Services Reference Group accept the revised Terms of Reference.
2. Council endorse the revised Terms of Reference of the Children's Services Reference Group.

Options

1. Adopt the recommendation.

Implications: The terms of reference are adopted by the Group and forwarded to council for their endorsement.

2. Make adjustments to the attached terms of reference.

Implications: The adjusted terms of reference are adopted by the Group and forwarded to council for their endorsement.

3. The Group do not accept the attached Terms of Reference and a working group is formed to draft a new terms of reference.

Implications: A working party will need to be formed and a planning meeting facilitated. Another meeting of the group will need to be scheduled to vote on the new terms of reference.

Background

Below is a brief history of the Children's services Reference Group:

The first meeting of the Group was held in March 2013. The Initial purpose of the group was to progress the development of facilities for children in the Shoalhaven, specifically the relocation of Noahs Shoalhaven.

In 2015 the Children's Services Reference Group formally accepted new Terms of Reference as proposed at the March meeting.

Advise Council on issues relating to the education and care of children aged 0 – 12 years.

- a) Act as a channel to advise Council on new issues and developments affecting children 0 – 12 years.
- b) Share information on issues affecting children, families and their communities.
- c) Develop and progress new and innovative ideas which enhance all children's health and wellbeing.
- d) Advocate for inclusive environments and practices for all children and families in the Shoalhaven.
- e) Develop and implement a collaborative Child Friendly Cities Plan for the Shoalhaven.

Membership of the group increased at this point to include representatives from Health, the group does not have funds to facilitate events and would need to group should be inclusive of all children 0-12 in the Shoalhaven.

Policy Implications

Section 355 of the NSW Local Government Act describes how Councils can administer their functions. Section 377 of the Act outlines the power of Council to delegate to the committee these have been included in the new Terms of Reference.

Adopting a new and in depth Terms of Reference will assist the Group to be clear about it's function, membership and purpose and be able to report this to Council.



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For more information contact the Corporate & Community Services Group

Policy - Children's Services Reference Group - Terms of Reference

Policy Number: POL17/11 • **Adopted:** [Click here to enter date] • **Minute Number:** [Click here to enter Minute number] • **File:** 46176E • **Produced By:** Corporate & Community Services Group • **Review Date:**

1. PURPOSE

The Children's Services Reference Group (Group) advises Council on issues relating to the education and care of children aged 0 – 12 years. It acts as a channel to advise Council on new issues and developments affecting these children. The Group also shares information on issues affecting children, families and their communities, advocates for inclusive environments and practices for all children and families in the Shoalhaven. The Group develops and implements a collaborative child friendly cities plan for the Shoalhaven.

2. STATEMENT

Council recognises the value of investing in programs and projects that support children and families and embraces a strategic direction that plans for facilities and services to meet the growth and development of children and families in the Shoalhaven.

3. TERMS OF REFERENCE

3.1 Relationship to Council

The Children's Reference Group is a Section 355 & 377 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision making process related to children and families in the Shoalhaven.

3.2 Membership

Membership of the Children's Services Reference Group is open to all members of the community with an interest in advocating on behalf of and protecting the rights of children, and families and/or sharing information and advice to promote the development of children in the Shoalhaven.

Any individual, representatives of an organisation, service or agency, who agree to work within the purpose of the Group may become a member. Only one representative from any one organisation may vote.

Shoalhaven City Council – Children's Services Reference Group – Terms of Reference

Membership is by application to the Children's Services Reference Group.

The Group to have a membership consisting of the following:

- A maximum of 20 community members
- All Councillors

3.3 Quorum

The quorum to be 5 (five) members

3.4 Meetings

- The Children's Reference Group will meet on a yearly basis and more frequently if required.
- Agendas and Minutes from previous meetings will be circulated to members at least - seven (7) days prior to the meeting.
- The Chair of the Committee will be limited by a four (4) year tenure and is open to all members of the Committee.

3.5 Voting

- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes.
- Where a consensus cannot be reached then the majority of 60% of those present can adopt a motion.
- Alternative views are to be minuted.

3.6 Code of Conduct

All members of the Committee are to abide by Council's Code of Conduct.

3.7 Communication

- All issues must be clearly communicated including priorities, limitations and benefits to community.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Children's Reference Group and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

3.8 Council Staff Attendance

Shoalhaven City Council will provide administrative staff who are normally required to attend the meetings of the Committee to carry out the following tasks:

- Collate and distribute Business Papers.
- Organise meetings.
- Minute taking, storage and distribution of minutes and associated documents.

Shoalhaven City Council – Children's Services Reference Group – Terms of Reference

- Providing administrative support to the Community Development Team to distribute information between the Committee and the Community Development Team.
- Other staff at the relevant Group Directors' discretion or at the Committee's request can attend meetings as required. Staff have no voting privileges.

3.9 Expectation of Children's Reference Group Members

Pecuniary Interest Returns may be required on appointment and annually as required by the Office of Local Government and Council.

3.10 Responsibility of Council

Council at its discretion may review and change the Terms of Reference, role and structure of the Committee.

4. REVIEW

After every Council election.