

## Children's Services Reference Group

**Meeting Date:** Monday, 12 March, 2018  
**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 - 16 October 2017..... 1
3. **Declarations of Interest**
4. **Presentations**
  - CS18.1 Berry District Park Detailed Concept Plan - Liliana Hutchinson
5. **Reports**
  - CS18.2 Applications for Membership - Loretta Walton and Christina Barrett.....5
6. **General Business**
  - CS18.3 Children's Services Reference Group Consultation Process - Update and Request for Further Direction



**Membership**

Clr Gartner – Chairperson  
Clr Cheyne – Alternate Chairperson  
Clr Findley – Mayor  
All Councillors  
Mr Col Waller  
Ms Leisa King  
Ms Cathy Ryman  
Ms Melissa Wicks  
Ms Carmen Carter  
Ms Kimberlie Johnson  
Ms Kim Stouse-Lee  
Ms Belinda Hibbert  
Ms Tara Leslie  
Ms Pamela Arnold  
Ms Michelle Wozatka  
Mr Ian Patrick  
Ms Clarita Ferreira  
Ms Amelia Harrison  
Ms Julie Parkinson  
Ms Linda Windley

Quorum – Five (5)

**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.

## MINUTES OF THE CHILDREN'S SERVICES REFERENCE GROUP

**Meeting Date:** Monday, 16 October 2017  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.05pm

The following members were present:

Clr Nina Cheyne - Chairperson  
Clr Patricia White  
Ms Kim Stouse-Lee  
Ms Cathy Ryman  
Ms Leisa King  
Ms Linda Windley  
Ms Melissa Wicks  
Ms Pam Arnold

Others present:

Melissa Andrews – Community Development Officer  
Liliana Hutchinson – Social Infrastructure Planner  
Bonnie Hittman – Social Planner

### Apologies / Leave of Absence

Apologies were received from Clr Gartner, Belinda Hibbert and Julie Parkinson.

### Confirmation of the Minutes

**RESOLVED** (Linda Windley / Pamela Arnold)

That the Minutes of the Children's Services Reference Group held on Tuesday 02 May 2017 be confirmed.

CARRIED

## PRESENTATION

### CS17.14 Additional Item - Presentation - Berry District Park

Liliana From Social Infrastructure provided a presentation and handed out information in relation to the Berry District Park.

Moving forward to detailed design.

Now is the time to make comments and take information back to the service providers and make submissions for consideration in the detailed design phase.

Note suggestions:

- Mud kitchen and sand pit for scenery play for early childhood years
- Rolling hills and mounds

## REPORTS

### CS17.12 Planning Session Report

HPERM Ref:  
D17/253134

#### Recommendation (Item to be determined under delegated authority)

That the Children's Services Reference Group:

1. Receive this report for information.
2. Review and complete the mapping document attached to this report.

#### RESOLVED (Clr White / Linda Windley)

That the CSRG members, Clrs White, Gartner and Cheyne and the Community Development Officer (Melissa Andrews) meet with the Group Director's and General Manager to develop a framework and have a discussion on how to move forward with a Memorandum of Understanding.

CARRIED

### CS17.13 Revised Terms of Reference

HPERM Ref:  
D17/253148

The following points were made:

- Actively seek out representation from multi-cultural diverse groups
- Also ask for the Aboriginal Advisory Committee to nominate a representative to be a member of the CSRG to connect the Council Committees
- Contact AMS and Cullunghutti to advise them of the outcomes of today's meeting

#### Recommendation

That the Children's Services Reference Group adopt the Terms of Reference with the proposed amendments.

#### Recommendation (By consent)

That:

1. The Children's Services Reference Group adopt the Terms of Reference with the proposed amendments; and
2. Insert a note to read as follows: Community representatives that do not attend three (3) meeting without an apology will be sent a reminder/courtesy letter advising that their membership will lapse unless they confirm their membership in writing.

CARRIED

## GENERAL BUSINESS

### CS17.15 Additional Item - Membership and Terms of Reference

Based on the previous resolution of 2 May 2017 which advised the following:

*That:*

1. *An audit of the membership take place and any vacancies that arise, expressions of interest be called through the Community Development Networks*

Vacancies have been identified and the committee discussed possible areas where the vacancies can be filled.

- Families NSW (0-5)
- A member of the ACG
- Invite Primary Schools – Local Area Council representative from Primary Schools (Can give feedback to all the schools)

**RESOLVED** (By consent)

That the current vacancies be filled by way of invitation through the Community Development, Children's Services Database.

CARRIED

### CS17.16 Additional Item - Shoalhaven Preschool Art Expo

Kim Stouse-Lee advised that the Shoalhaven Preschool is holding an Art Expo on 28 October 2017 at 10.30am. This is a free event and celebrating Children's Art.

Early Learning STEM Australia Project which Shoalhaven and Bomaderry preschools are taking part in.

### CS17.17 Additional Item - Children's Week and Prosperity in the Park

Melissa Andrews handed out a Children's Week activities flyer. This will be pushed through social media and members are encouraged to advise others in their network.

Prosperity in the Park (Parramatta Park) flyer was handed out and passed onto families. Council will have a stall to consult with the public regarding the learn to ride facility.

### CS17.18 Additional Item - Nowra CBD - Christmas Promotion

Clr White advised the Committee of the following promotion taking part in the Nowra CBD over the Christmas period:

- Christmas CBD decorations – Council along with the Nowra CBD Committee, will be having a big Christmas promotion
- Over 100 shops have committed to putting Christmas trees and lights in windows
- A prize for up to 13 years of age for a tree guessing competition with vouchers as a prize.
- In the old Spotlight Building there will be dedicated space, shop window and we are seeking artwork/decorations from Children from local schools etc. The streets will be decorated with wreaths and flags and lights, on 21<sup>st</sup> night will have a community BBQ in the CBD to look at the decorations etc
- Clr White will forward EOI details to Committee members

**CS17.19 Additional item - Early Childhood Australia**

Linda Windley advised the Committee that Early Childhood Australia (south coast network) holding a meeting at Shoalhaven Community Preschool at 5.45pm on 25 October 2017.

**CS17.20 Additional Item - PPP - Parenting Programs**

Pam Arnold advised the Committee that the PPP Parenting Programs are running focused on ages 0-12 and due to the high demand are considering hosting another course.

There being no further business, the meeting concluded, the time being 5.38pm.

Clr Nina Cheyne  
CHAIRPERSON

## **CS18.2 Applications for Membership - Loretta Walton and Christina Barrett**

**HPERM Ref:** D18/2683

**Group:** Finance Corporate & Community Services Group  
**Section:** Human Resources, Governance & Customer Service

**Attachments:** 1. Membership Application - Christina Barrett [↓](#)  
2. Membership Application - Loretta Walton [↓](#)

### **Purpose / Summary**

The Committee to consider the applications for membership from Loretta Walton and Christina Barrett.

### **Recommendation (Item to be determined under delegated authority)**

That Loretta Walton and Christina Barrett be appointed as community members on the Children's Services Reference Group.

### **Options**

1. As recommended
2. Loretta Walton and Christina Barrett not be appointed as members.
3. Adopt an alternate recommendation.

### **Background**

Following a membership review, it was established that 4 positions were available to be filled. In October 2017 Council called for Expressions of Interest from the Community for membership on the Children's Services Reference Group. Council received two (2) applications from Loretta Walton and Christina Barrett.

Loretta Walton (Application Attached) has 25 years experience in the Early Childhood and Education and Care of Children aged 0-6 and 6-12 years. Loretta is the owner/operator of 3 Centres.

Christina Barrett (Application Attached) and has been a Senior Psychologist (Education) for the last 7 years. Christina has worked with children for 24 years as a Teacher and School Councillor.

	<b>Application for Membership Children's Service Reference Group</b>
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Applications are currently being sought for members of Shoalhaven City Council's Children's Service Reference Group.

The purpose of the Group is to advise 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.

The Group meets at the Nowra Administrative Centre approximately four (4) times per year. Meetings usually commence at 4pm.

**Applications Close – Wednesday 22 November 2017**

**1 Details of Applicant**

Mr / Mrs / Miss / Ms Surname **BARRETT** Given Name: **CHRISTINA**

Email\*

Postal Address

Phone: (H) (M) (B)

\*Correspondence with Committee Members will be sent via email unless otherwise advised.

**2 I am applying to represent the following organisation or group (if relevant)**

**Children's Services Reference Group**

**3 I am applying for the membership for the following reasons:**

I was put forward (unbeknown to me) as a possible representative for the NSW Department of Education as it was thought that the group would greatly benefit from my input. I have worked in the Shoalhaven area as a Senior Psychologist, Education for the last 7 years and attend many interagency meetings in regards to the education, health and wellbeing of children. It is my belief that all children have inclusive ~~enviro~~ environments which cater to the needs of all. The opportunity to be involved in an advisory role that advocates for the education, health and safety of children is one that I would be honoured to have.

	<b>Application for Membership Children's Service Reference Group</b>
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**Applications Close – Wednesday 22 November 2017**

<b>1. Details of Applicant</b>	
Mr / Mrs / Miss (Ms) Surname	Given Name:
WALTON	LORETTA
Email*	
Postal Address	
Phone: (H)	

\*Correspondence with Committee Members will be sent via email unless otherwise advised.

<b>2. I am applying to represent the following organisation or group (if relevant)</b>
/

<b>3. I am applying for the membership for the following reasons</b>
<p>I am applying for membership to be involved in assisting Council in providing projects/plans/services &amp; facilities for children &amp; families in the Shoalhaven.</p>