

TERMS OF REFERENCE

CULTURAL AND COMMUNITY DEVELOPMENT COMMITTEE

File reference: [To be inserted]

Type: Committee of Council

Appointment reference: [To be inserted]

This Committee is responsible for making recommendations to Council relating to Cultural and Community Development in Albany. The Committee will guide Council on the alignment of service delivery with contemporary cultural and recreation practice, and community values and aspirations.

The Committee does not have any delegated authority from Council.

Functions:

The Committees' role is to identify and recommend to Council cultural and community development policies, strategies, projects and initiatives that:

- Recognise the importance of Albany's history;
- Build the capacity of the community to help itself and enhance community cohesion and harmony;
- Motivate community participation and develop community ownership and identity;
- Recognise and celebrate achievements in the community;
- Recognise the importance of cultural development and activity as part of community development, and place making;
- Increase and diversify the arts and cultural activities available within Albany;
- Develop Albany as a recognised cultural and artistic hub;
- Consider services for special needs groups such as children, youth, people with disabilities and culturally and linguistically diverse groups;
- Consider and foster Sister City Relationships;
- Facilitate and monitor actions in support of the Aboriginal Accord Agreement; and
- Contribute to the sustainable management of the City's cultural and community assets.

The Committee will also:

- Facilitate the selection of the Sports Person of the year; and
- Consider nominations for the Australia Day Citizen, Young Citizen and Community Event/Organisation of the Year Awards and to recommend to Council the Award Winners, noting that this is a state coordinated program.

Membership: Council members and community members.

Elected member representation:

Four Council members:

- Mayor Dennis Wellington (Mayor)
- Councillor Bowles
- Councillor Dufty
- Councillor Holden

Community representation:

Up to a maximum of four community representatives:

- Representative: _____
- Representative: _____
- Representative: _____
- Representative: _____

Meeting dates, times and venue:

- Meet monthly on the fourth Tuesday of the month.
- Venue will be the Margaret Coates Room, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Community Services Directorate

Senior City of Albany staff members would attend the meeting according to the business to be discussed.

Executive Officer(s):

- Chief Executive Officer
- Executive Director Community Services
- Other Executive Directors relevant to the business of the meeting
- Manager Recreation Services
- Manager Tourism Development and Services
- Manager Cultural and Community Development
- Executive Director Community Services delegate (Minute Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

Recording of minutes: The Chair is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

The content of minutes is to be in compliance with Regulation 11 of the *Local Government (Administration) Regulations 1996*.

Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.

TERMS OF REFERENCE

SENIORS COMMITTEE

File reference: [To be inserted]

Type: Committee of Council

Appointment reference: [To be inserted]

This Committee is responsible for making recommendations to Council relating to Seniors and providing an avenue of communication and consultation between Council and the Seniors community.

For the purposes of this committee 'Seniors' are defined as being persons of 65 years of age and over.

The Committee does not have any delegated authority from Council.

Functions:

- Advise Council on the needs of Seniors within Albany;
- Act as a consultation forum between Council, Seniors and relevant Seniors organisations;
- Consider the sustainable management and operations of the City's Seniors programs and assets;
- Encourage the promotion and recognition of the contribution of Seniors to the Albany community;
- Identify Seniors needs, opportunities, rights and responsibilities;
- Encourage enhanced community participation of Seniors;
- Identify initiatives to improve the quality of life for current and future City of Albany Seniors residents and ratepayers;
- Deal with matters referred to it by Council from time to time; and
- Consideration of the City of Albany's 'Senior' visitors and the City can improve their 'visiting experience'.

Membership: Council members and community members.

Elected member representation:

Two Council members:

- Councillor Dufty (Chair)
- Councillor Hortin

Community representation:

Up to a maximum of six community representatives:

- Representative: _____
- Representative: _____
- Representative: _____
- Representative: _____
- Representative: _____
- Representative: _____

Meeting dates, times and venue:

- Meet on an as required basis throughout the year but at least quarterly on the third Tuesday of the relevant month;
- Venue will be the Margaret Coates Room, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Community Services Directorate

Senior City of Albany staff members would attend the meeting according to the business to be discussed.

Executive Officer(s):

- Chief Executive Officer
- Executive Director Community Services
- Other Executive Directors relevant to the business of the meeting
- Manager Recreation Services
- Manager Tourism Development and Services
- Manager Cultural and Community Development
- Executive Director Community Services delegate (Minute Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

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