

## **SHELLHARBOUR CITY COUNCIL PUBLIC PARTICIPATION RULES**

Shellharbour City Council is not legally obliged under the Local Government Act to hold Public Participation. However the Council believes that there should be maximum feasible public impact into the decision making process. It therefore invites members of the community, with an interest in items before Council to participate in the process by addressing the Council.

### **1. Registration for public participation**

- Registration of interest for Public Participation shall close promptly at 12 noon on the day of the Meeting and applicants must be listed on the form provided at the Administration Building, Lamerton House and Libraries. The request may be listed by the speaker or his/her representative or by a Council Officer at the speaker's request.

Late requests for Public Participation cannot be accepted under any circumstances.

- Public Participation may in particular circumstances be permitted in the Committee of the Whole Council Meeting but the speaker has no access to the Committee of the Whole Business Paper and must leave the Chamber after speaking.
- Only persons listed as requesting to speak in Public Participation shall be permitted to speak. However, the Mayor, with consent of Council, may in extraordinary circumstances permit an unlisted person to address the Council on a matter listed in the Business Paper.
- The Mayor in the absence of objection by any Councillor may agree to invite or allow a person to speak on a matter listed in the Business Paper, notwithstanding that any of the aforementioned rules have not been complied with.

### **2. At the meeting**

- An item of Public Participation shall commence with the Mayor/Chairperson calling on the listed speaker(s) to address Council.
- All speakers shall speak to the Chair. Then, after the person(s) speaks there is the opportunity for councillors to ask, through the Chair, questions of the speaker(s). The Mayor then declares the matter "open for discussion" or words to that effect. This then closes the Public Participation on that item.
- The only opportunity then for a speaker to speak further is if the Mayor permits a comment by the speaker for the purposes of clarifying a point under discussion.
- Applicants who say "I'm here to listen to what the Councillors say" or " I do not wish to speak but I am here to ask or answer questions" will be given the opportunity to address Council but will not be given the opportunity to speak after the Councillors.
- Any person may address Council on matters relating only to an officer's report to a meeting and Committee Recommendations that are listed for adoption on the Agenda with the exception of matters relating to development applications which have been referred to the Council Development Advisory Committee (held before Traffic Committee) (Not on Mayor's/Councillors' reports, notices of motion, notices of rescission motion).
- The public address will be heard immediately before the matter is to be considered by Council as printed in the agenda of the business paper.
- Discussion or debate or questions involving Councillors or Council officers is not permitted.

- The subject matter only is to be discussed.
- Personalities are not to be addressed.
- The Mayor, with the consent of Council may limit speeches to two (2) speakers for and two (2) speakers against on the one subject. Groups are encouraged to nominate a representative to make the presentation to the Council on behalf of the group.
- Council expects each speaker to endeavour to keep his/her speech to as short a time as possible. An initial period of five (5) minutes will be allowed for each speaker, after which the Mayor, at his discretion, may give the speaker a further two (2) minutes to summarise and conclude.
- Presentations by members of the Public are to be made verbally. Written material or exhibits (including video, "PowerPoint", photographs) are NOT to be circulated, screened or displayed by the public at Council Meetings. Written information on matters other than Development Applications will be circulated to Councillors only if it is received by Council staff before 12 noon on the Monday prior to the day of the meeting. No late written submissions will be accepted from the public, regardless of the circumstances.

These rules apply to all public submissions for circulation to Councillors with the exception of Development Application submissions, whether or not the person has registered to speak at the meeting.

These rules do not apply to Development Application (DA) submissions. Separate rules govern the closing date of written submissions to DAs and these Public Participation Rules are not to be taken as granting any right to a member of the public to submit a late submission on a DA being presented to Council.

- Applicants have no right to interject during the debate. The rules of procedure as outlined in the Local Government Act 1993 and Regulations shall apply.

### **3. General rules**

- Public Participation is not generally open to legal representatives acting in a professional capacity for a client. Council may permit legal representatives to address the Council, provided that sufficient notice is given so as to allow each of the parties concerned including Council where necessary the opportunity to have their legal representatives in attendance.
- Formal Public Participation shall not be permitted during Council inspections, however, Council may request interested residents to participate in discussion. This clause is subject to Council not making a final decision on the matter during the inspection.
- If a person or group seeks to address Council and raise allegations about the Council or staff handling of any matter this must be made in writing and sent to the General Manager. This will not be addressed in public participation. (This rule is not intended to restrict people raising matters with the Council. Council invites people to raise concerns about the Council or staff handling of matters in accordance with this rule. The requirement to provide written notice of allegations to the General Manager provides the opportunity for the General Manager to investigate and report the matter to Council at the time the complaint is made which would enable Council to take action on these matters at the time they are raised.)
- A speaker may only address Council once on any particular item on the Business Paper, unless the particular circumstances in the opinion of the General Manager have changed since Council's previous consideration.

- Placards are not to be brought into the Council Chamber. The public must conduct themselves with due respect to the Council and observe the rules of order and meeting procedure as contained in the Code of Meeting Practice.
- 4. The Rules of Public Participation shall extend to Council's Advisory Committees namely Australia Day/Special Promotions Advisory Committee, Disabilities Services Advisory Committee as well as to the Shellharbour Traffic Committee.

Public Participation must be registered by noon the day before the scheduled meeting for each committee.

Election rallies, speeches or the distribution of electoral material of a political nature will not be permitted within the confines of the Council Chamber building.

The General Manager is authorised on behalf of the Council to determine what actions constitute a breach of the above policy.

### **Procedure**

Any person or persons in breach of this provision shall be treated as a trespasser and removed from the Council Chambers building using only such force (if any is required) as may reasonably be required in order to achieve that purpose.

In the event of a possible breach of the peace, the police are to be requested to attend to ensure no breach of the peace.

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## **Acknowledgement to Country**

Shellharbour City Council acknowledges the Traditional Owners and Custodians of the Land on which we are meeting.

- 1. Apologies / Leave of Absence**
  
- 2. Ordinary Meeting Cycle (8392716)**

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

**Manager:** Tony Gearon – Group Manager Corporate Services

**Author:** Julie Larsen – Corporate Meetings Officer

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## **Summary**

Section 365 of the Local Government Act 1993, states that a council is required to meet at least 10 times each year, each time in a different month.

The current meeting cycle is set out in the Code of Meeting Practice.

Ordinary Council meetings are currently scheduled for a three-week cycle on Tuesdays commencing at 7:15 pm.

Set out below is a table showing the dates of Council meetings if the current three-week pattern is continued.

<b>Proposed Ordinary Council Meeting dates 2006</b>			
<b>OCTOBER 2005</b>  11 October <i>(Local Govt Conf 22-27 Oct)</i>	<b>NOVEMBER</b>  Wed. 2 November <i>(Wednesday due to Melb Cup on Tues)</i>  22 November	<b>DECEMBER</b>  13 December	<b>JANUARY 2006</b>  No Meetings
<b>FEBRUARY</b>  7 February 28 February	<b>MARCH</b>  21 March	<b>APRIL</b>  11 April <i>(Good Friday is 14 April)</i>	<b>MAY</b>  2 May 23 May
<b>JUNE</b>  13 June	<b>JULY</b>  4 July 25 July	<b>AUGUST</b>  15 August	<b>SEPTEMBER</b>  5 September 26 September

Please note that the first meeting in November is to be held on Wednesday 2 November. This is due to the Melbourne Cup being held on the Tuesday of that week.

Also the second meeting in November is to be held at Flinders Child & Family Centre as part of the Mayor's commitment to hold Council Meetings at different venues in the city in order to make the meetings more accessible to the public.

### **Recommendation**

**That Council continue with the existing 3 week meeting cycle for the next 12 months (September 2006) and adopt the Council meeting dates as detailed in this report.**



Approved for Council's consideration: \_\_\_\_\_

### **Attachments**

Nil

### 3. Method of Election of Deputy Mayor (8392738)

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

**Manager:** Tony Gearon – Group Manager Corporate Services

**Author:** Julie Larsen – Corporate Meetings Officer

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### Summary

Section 231 (1) of the *Local Government Act 1993*, states that the councillors may elect a person from among their number to be the deputy mayor.

If Council resolves to elect a Deputy Mayor it needs to consider whether or not the Deputy Mayor will be elected by secret ballot (preferential or ordinary) or open voting. Local Government (Elections) Regulation 1993 - Schedule 3 Clause 3 details the method of election:

### Election

"3. (1) If only one councillor is nominated, that councillor is elected.

(2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

(3) The election is to be held at the council meeting at which the council resolves on the method of voting.

(4) In this clause:

**ballot** has its normal meaning of secret ballot;

**open voting** means voting by a show of hands or similar means."

LAST YEAR: *The election of the Deputy Mayor was by open voting - ie a show of hands.*

### Recommendation

Submitted for consideration



Approved for Council's consideration: \_\_\_\_\_

**Attachments** Nil

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**4. Nominations for the Election of Deputy Mayor (8392756)**

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

**Manager:** Tony Gearon – Group Manager Corporate Services

**Author:** Julie Larsen – Corporate Meetings Officer

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**Summary**

**Returning Officer**

"1. The General Manager (or a person appointed by the General Manager) is the Returning Officer."

**Nomination**

"2.(1) A councillor may be nominated without notice for election as mayor or deputy mayor.

(2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

(3) The nomination is to be delivered or sent to the returning officer.

(4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held."

**Recommendation**

**That Council consider any nominations received for the position of Deputy Mayor and elect the Deputy Mayor in accordance with the resolution from Item 3 in this Business Paper.**



Approved for Council's consideration: \_\_\_\_\_

**Attachments**

Nil



**5. Method of Election of Councillors to Outside Committees, Working Parties and Outside Organisations (8392756)**

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

**Manager:** Tony Gearon – Group Manager Corporate Services

**Author:** Julie Larsen – Corporate Meetings Officer

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**Summary**

- a) Where there is only **one vacancy** to be filled and:-
- (i) there are only two candidates: it is suggested that open voting by show of hands be adopted.
  - (ii) there are **three or more candidates**; it is suggested that a system of exhaustive preferential voting by secret ballot be adopted.
- b) Where there are **two or more vacancies to be filled and there are more candidates nominated than vacancies**; it is suggested that a system of equal value voting by secret ballot be adopted. (ie by placing the appropriate number of crosses against the preferred candidate(s).)

Council elections are held in the month of September usually every four years in accordance with the Local Government Act. Traditionally Council's Extraordinary Meeting to elect council delegates to various committees is held at the first meeting following the election in September for a period of twelve months and is then reconsidered each September. The next Local Government Election is scheduled for September 2008.

Due to the fact that the last Local Government Elections were held in March 2004, the extraordinary meeting to elect delegates to the various committees and working parties was held on 27 April 2004. At that meeting Council resolved to appoint delegates to committees and working parties for a period of seventeen months to September 2005. This was decided upon so that the process could be brought into line with future local government elections.

**Recommendation**

**That Council adopt the suggested methods as outlined above for the election of councillors to committees, working parties and outside organisations.**



Approved for Council's consideration: \_\_\_\_\_

**Attachments**

Nil

## **6. Staff Reports**

### **6.1 Clarification of Sections of Code of Meeting Practice (8412474)**

To the Mayor and Councillors

**Division:** General Manager's Division

**Department:** Executive Office

**Manager:** Flora MastroDomenico – Manager Executive Offices/Executive Assistant to the General Manager

**Author:** Flora MastroDomenico – Manager Executive Offices/ Executive Assistant to the General Manager

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## **Summary**

This report seeks to clarify the following sections in the Code of Meeting Practice:

- \* Number of speakers listed to speak in Public Participation
- \* Expulsion from the Council Chamber

## **Recommendation**

**That Council resolve that:**

- 1. The Mayor will enforce the following rule on every occasion where there are more than two speakers for and two speakers against listed to speak in Public Participation on an item at a Council Meeting. This rule will no longer require the consent of the Council:**

**“The Mayor will limit the speeches to two (2) speakers for and two (2) against on the one subject, except items relating to the exhibition or adoption of the budget and Management Plan where more speakers may be given the opportunity to address the meeting. Groups are encouraged to nominate a representative to make the presentation to the Council on behalf of the group.**

**It should be noted that a speaker MUST advise whether they are speaking for or against an item when they apply for listing or they will not be listed.”**

- 2. In relation to Sections 3.2, 3.3 and 3.4 of the Code of Meeting Practice, “expulsion from a Council Meeting” means that any person who has been expelled from the meeting will be required to leave the building where the meeting is being held.**

## **Background**

Public Participation was introduced to Council as a Mayoral Report in 1974 following a decision of the 1973 Local Government Conference "that councils consider the adoption of procedures to be followed which would permit the fullest possible public participation of meetings of councils." Since that time Council has reviewed the Public Participation Rules on several occasions as required.

In November 1999 the Public Participation Rules were reviewed with one of the amendments being the addition of the rule that:

"The Mayor, with the consent of Council may limit speeches to two (2) speakers for and two against on the one subject. Groups are encouraged to nominate a representative to make the presentation to the Council on behalf of the group".

This rule has been used when there have been numerous speakers both for and against an item. The speakers are covering the same issue and generally repeating the previous speakers comments. Each speaker has up to five minutes to present their speech.

As a matter of procedure, administrative staff will continue to take names of public participants, however the time of registration will also be noted and when the list of public participation is produced the names will be listed in order of registration. The registrants will be advised (if possible) if there have been any other registrations at that time.

It should be noted that public participation registration may be made at Lamerton House, Council's Administrative Centre and any of the public libraries. If a registrant intends to list their name for public participation at any of the libraries they must inform a staff member immediately. The staff member will then contact Corporate Support staff at Lamerton House Administrative Centre and the name will be added to the Public Participation Registration list.

It will then be up to the registrants to view the list of Public Participation at the Council Meeting and make arrangements with the speakers listed to speak (first two registrants), to cover their points of view.

With respect to the Sections in the Code of Meeting Practice that deal with expulsion from meetings, a clarification is needed to ensure that Councillors, staff and the public are aware that any person expelled from a meeting must leave the building where the meeting is being conducted, and not merely vacate the Chamber.

## **Consultations**

### **Internal**

Corporate Support Staff

### **External**

Nil

## **Considerations**

### **Financial/resources implications**

Nil

### **Legal & policy implications**

A Council resolution is required in order to update the Rules of Public Participation incorporated in Council's Code of Meeting Practice and also to provide clarification of existing sections in the Code of Meeting Practice.

### **Public/social impact**

The clarifications listed in this report will provide further information for members of the public in relation to conduct at Council meetings and rules of public participation.

### **Options**

To provide clarifications to the Public Participation Rules and Code of Meeting Practice as detailed in this report.

To leave the Public Participation Rules as they are and allow the Mayor to continue to use discretion on how many speakers are allowed to speak on a certain subject at a particular meeting as circumstances dictate.

## **Conclusions**

This report seeks to clarify an existing Rule of Public Participation and section of the Code of Meeting Practice in relation to expulsion from a meeting. It provides better understanding of how Council intends to conduct its meetings.



Approved for Council's consideration: \_\_\_\_\_

### **Attachments**

Nil

## **6.2 Council Committees and Working Parties (8412474)**

To the Mayor and Councillors

**Division:** General Manager's Division

**Department:** Executive Office

**Manager:** Flora MastroDomenico – Manager Executive Offices/Executive Assistant to the General Manager

**Author:** Flora MastroDomenico – Manager Executive Offices/ Executive Assistant to the General Manager

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### **Summary**

This report seeks to clarify the roles of Council's Committees and Working Parties. Council will be required to consider the delegates to each Committee/Working Party later in the Agenda.

### **Recommendation**

**That Council receive and note this report.**

### **Background**

Council has various types of Committees and Working Parties in use in order to exercise its functions. The different types and their purpose are clarified in this report.

According to Clause 13 of the *Local Government (Meetings) Regulation 1999*, it is the General Manager's role to prepare the agenda for full Council and Standing Committee meetings.

### **Council Committees:**

Section 355(b) of the *Local Government Act* states "A function of a council may, subject to this Chapter, be exercised by a committee of the council...". Council Committees are then covered under Part 5 of the *Local Government (Meetings) Regulation 1999*.

Clause 33 of the Regulation states as follows:

1. A council may, by resolution, establish such committees as it considers necessary.
2. A committee is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council."

These committees established by resolution are considered to be "standing committees", and can only consist of the Mayor and Councillors. There is no provision for community representatives, Council staff or other parties to be members of these committees.

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Clause 40 of the Regulations discusses the chairperson and deputy chairperson of these committees, i.e:

1. The chairperson of each committee of the council must be:
  - a. the mayor, or
  - b. if the mayor does not wish to be the chairperson of a committee – a member of the committee elected by the council, or
  - c. if the council does not elect such a member – a member of the committee elected by the committee.

(Clause 40 goes on to discuss the election of a deputy chairperson, and the proceedings in the absence of the chairperson and/or deputy chairperson)

Council currently has one such standing committee – the Staff Committee. This committee consists only of the Mayor and Councillors. This committee falls within the definition contained in Clause 33 of the Regulations. Therefore, the Mayor is deemed to be Chairperson of this committee unless he chooses not to. Council also determines where, when and how often this committee should meet.

The Staff Committee during the previous Council was issued with a delegation to undertake the General Manager's Performance Appraisal. It is recommended that this delegation be issued to the current Staff Committee for the remainder of this Council term.

Council has created other committees in order to assist in undertaking its functions and these are considered to be "advisory committees". These committees include community representative and other parties as its members (including staff if Council so wishes). These "advisory committees" do not fall within the definition contained in the Regulations. Therefore, the Mayor is not the "ex officio" Chairperson of these committees – it is up to the committee members to elect their Chairperson.

Council currently has five such advisory committees: Australia Day/Special Promotions Advisory Committee, Disabilities Services Advisory Committee, Shellharbour Aboriginal Advisory Committee, Shellharbour Links Advisory Committee and the Economic Development Advisory Committee.

Council also has one miscellaneous committee, the Workplace Consultative Committee, which provides a forum for consultation between Council and its employees to negotiate workplace change issues. The existence of this committee is an Award requirement.

The Shellharbour Traffic Committee is also in a category of its own as it is a body created by the Ministry of Transport. This traffic authority has delegated certain powers to Council in respect of the provision of traffic control facilities and traffic management measures on public streets. The exercise of such powers is conditional upon the Council forming a "Local Traffic Committee" and seeking its advice/approval before a traffic control facility/traffic management measure is implemented or removed.

It should be noted that Local Traffic Committee, is not a committee formed under Section 355(b) of the *Local Government Act*, but a committee formed by Council to exercise its delegated powers.

This Committee makes recommendations to Council, however, if there is a disagreement of a decision of the Committee by Council, the Regional Traffic Committee has an override power. Its powers are as outlined in the delegation from the Minister for Transport.

The Committee is made up of formal (voting) and informal (non-voting) members.

Formal Members are one representative each of the following:

- Council (Chairperson)
- Roads and Traffic Authority
- Police, and
- Local Members of State Parliament or their representatives.

Informal Members are one representative from the following organisations as appropriate to the traffic facility under discussion by the Committee:

- Urban Transit Authority
- Department of Motor Transport
- Private Bus Operators
- Transport Workers' Union
- NSW Taxi Council
- Local Taxi Co-operatives/operators
- Others (at Council's discretion)

### **CDAC – Council Development Advisory Committee**

The membership of this committee is identical to the Shellharbour Traffic Committee. This committee was formed to deal specifically with Schedule 2 SEPP 11 development matters with regards to traffic issues in accordance with relevant legislative requirements and guidelines.

### **Working Parties: (Established by Council 7<sup>th</sup> May 1996)**

There are often circumstances that arise which require different collaborative approaches to advancing certain issues, policy input and debate, solving problems, and obtaining valuable information from a range of various sources. This is why Working Parties were established.

**General Purpose:** To provide a close working setting for Councillors with senior officers for advancing certain issues, expression of differing points of view, and problem solving. Additionally to obtain Councillor input into controversial issues at an early stage to assist in the formation of policy options for Council, and procedural advice for management.



**Membership:** May consist of any combination of Councillors, staff and community representatives as determined by the Council in the individual circumstances.

**Life:** The term of the Council, or earlier by resolution of the Council. Annual review at the September Extraordinary Council Meeting with regard to Councillor composition.

**Formality:** Working Parties are informal. This means that the Code of Meeting Practice as it relates to Council and Council Committee Meetings does not apply. Therefore there is no need for formal notices, business papers and official minutes. The staff member convening the Working Party will arrange for notes to be taken. The General Manager, Directors or Managers will ascertain from the Working Party meetings if there are issues requiring Council decisions, and the necessary reports will be prepared.

There is no need to elect a chairperson. The Working party is a discussion group – facilitated by a Director/Manager. There are no formal decisions made, rather each member may express their view and decide on a course of action to be considered by the relevant Director/Manager. It is convened by the relevant Director/Manager on an “as needs” basis.

The Director/Manager placing reports to Council is therefore mindful of the thoughts expressed at Working Party meetings. Working Party decisions are not recommendations to the Council, they are advice to the Director/Manager who is not obliged to act on those recommendations.

At no time are Working Party recommendations to be regarded as telling a Council Officer how to do his/her job (that would be contrary to law and/or Council policy) or what to recommend to Council (that would be contrary to law).

## **Consultations**

### **Internal**

Nil

### **External**

Nil

## **Considerations**

### **Financial/resources implications**

Nil

**Legal & policy implications**

Nil

**Public/social impact**

Nil

**Options**

Nil

**Conclusions**

Council's Committee and Working Party membership details has been provided in order to distinguish between the various types of Committees and Working Parties.

A handwritten signature in black ink, appearing to read 'J. Mackay', is written over a horizontal line.

Approved for Council's consideration:

**Attachments**

Nil

**7. Election of Delegates to Council Committees and Representatives to Working Parties (8405728)**

The following is a list of the previous appointments to Council committees and working parties. Delegates/representatives may be considered for all committees and working parties.

*It should be noted that some committees have alternative delegates nominated. In the event that a delegate cannot attend a meeting, and they wish to be represented at that meeting, it is entirely up to the delegate to advise the alternative delegate of the meeting arrangements so that they may attend on their behalf. This is left up to the discretion of the delegate and not a mandatory requirement.*

<b>COUNCIL STANDING COMMITTEES</b>
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**STAFF COMMITTEE****Delegates**

Mayor David Hamilton  
Councillor Don Briggs  
Councillor Michele Greig  
Councillor Tim Hore  
Councillor Jeff Bailey  
Councillor Charles Mifsud

**Secretary**

Manager Executive Offices/Executive  
Assistant to the General Manager

**Meets**

As and when required at Lamerton House

**Alternative Delegates**

Councillor Tom Hawker  
Councillor Helen Stewart

**Charter**

This Committee meets to consider all aspects of the General Manager's performance based contractual position. This Committee can only make recommendations to Council unless specially delegated to make decisions.

## **COUNCIL ADVISORY COMMITTEES**

### **AUSTRALIA DAY/SPECIAL PROMOTIONS COMMITTEE**

#### **Delegates**

Councillor Tom Hawker  
Councillor John Leedham  
Councillor Don Briggs  
Councillor Geoff Rose

#### **Secretary**

Corporate Meetings Officer

#### **Meets**

When required at 5.00 pm at Lamerton House.

#### **Community Representatives**

Mr Harry Spicer  
Mrs Sandra Pearson  
Ms Marianne Saliba MP (Member for Ill.)  
Mrs May Hudson (Member for Illawarra rep)  
Mr Matt Brown MP (Member for Kiama)  
Cr Helen Gillett (Member for Kiama rep)  
Mr Neil Greig (rep for Member for Throsby)  
Ms Gabrielle Harding  
Hayley Ward  
Mrs Barbara Street

#### **Staff Representatives**

Manager Media & Communications  
Events & Promotions Coordinator  
Communications Assistant

#### **Charter**

- a. To set the direction of Shellharbour City's Australia Day activities, including the selection of citizens award winners.
- b. To consider and adopt a yearly plan of events (this should include all major community events organised by Council departments)
- c. To consider public submissions for new or special events.
- d. To make a recommendation to Council each year on which additional community events should receive Council funding.

**SHELLHARBOUR ABORIGINAL ADVISORY COMMITTEE****Delegates**

Mayor David Hamilton  
Councillor Barry Bird  
Councillor Michele Greig  
Councillor Christine Jeffreys

**Community Members**

Mrs Mary Davis  
Mr Richard Davis  
Ms Joy Brown  
Ms Beverly Armer Pittman  
Mr Geoff McAdam  
Ms Thelma Sharples  
Mr Mannie Ross-Santos  
Ms June Lowe  
Mr Jim Davis  
Mr Gerald Brown  
Mr Shaun Suddery  
Mr Darrell Brown  
Mr Dennis Murray  
Mr Basil Smith

**Meets**

6 weekly on a Tuesday at 3 pm at  
Lamerton House

**Secretary**

Corporate Meetings Officer

**Staff Attending**

Group Manager Community Services  
Aboriginal Community Liaison Officer  
Social Planner

**Charter**

The Committee aims to act as a formal liaison point between Council and the Aboriginal and Torres Strait Islanders (ATSI) communities of Shellharbour. The objectives of the Aboriginal Advisory Committee are to encourage the recognition of Aboriginal history, culture and people to ensure equitable access to a range of services in the community and the participation of Aboriginal people in determining the future of the local area.

## DISABILITIES SERVICES ADVISORY COMMITTEE

### **Delegates**

Councillor Geoff Rose  
Councillor Charles Mifsud  
Councillor Helen Stewart

### **Staff Attending**

Group Manager Community Services  
Traffic Engineer  
Manager HACCC Services & Development

### **Community Representatives**

Spinal Cord Injuries Australia  
Illawarra Disabled Persons Action Assoc.  
Department of School Education  
Up to 3 residents living with, or caring for, a person with a disability  
Up to 3 other representatives from organisations providing a service to people with a disability in Shellharbour City.

### **Secretary**

Corporate Meetings Officer

### **Meets**

Bi - monthly on the third Thursday at 3:00 pm  
at Albion Park Home & Community Care Centre

### **Charter**

To advise and recommend to Council on matters pertaining to improvements which can be made to the lifestyles of persons with disabilities including better access and conditions in shopping centres and public places within Council resources.

## SHELLHARBOUR LINKS ADVISORY COMMITTEE

### **Delegates**

Mayor David Hamilton  
Councillor Michele Greig  
Mr Brian Weir

### **Meets**

As and when required

### **Secretary**

Corporate Meetings Officer

### **Staff Attending**

On invitation as required

### **Charter**

To negotiate with all parties to ensure a speedy resolution of all outstanding issues in relation to Shellharbour Links.

## ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

### **Delegates**

Mayor David Hamilton  
Councillor Michele Greig  
General Manager – Brian Weir

### **Staff Attending**

Director Community Planning &  
Strategies  
Business Liaison Officer  
Group Manager Corporate Planning

### **Community Representatives**

Mr Albert Tory – Tory Toyota  
Mr Neville Fredericks – Miltonbrook  
Mr Tim Coltman – School of  
Information Technology & Comp.  
Science – UOW  
Mr Ian Wilson – CEO Warrigal Care  
Mr Garry Pinch – Accounting  
Professionals  
Mr Gino Mandarino  
Mr John McKenna – Marksman  
Homes  
Mr Mark Grimson – Illawarra  
Business Chamber  
Mr Dayne Steggles – Dunmore Sand  
& Soil

### **Secretary**

Corporate Meetings Officer

### **Meets**

Quarterly

### **Charter**

To provide advice to Council on economic development issues and recommend the implementation of plans and policies to increase economic development and business activity in the city.

Council at its meeting on 23 November 2004 resolved to establish an Economic Development Advisory Committee. First meeting 20 July 2006.

## **MISCELLANEOUS COUNCIL COMMITTEES - INTERNAL**

### **WORKPLACE CONSULTATIVE COMMITTEE**

#### **Delegates**

Councillor Michele Greig  
Councillor Helen Stewart

#### **Union/Assoc Representatives**

USU Wages Rep (3) (plus 2 Alternatives)  
USU Salaried Rep (2) (plus 2 Alternatives)  
LG Engineers Assoc. (1) (plus Alternative)  
DEPA (1) (plus alternative)  
Library & other remote sites (1) (plus alternative)

#### **Alternative Delegate**

Councillor Charles Mifsud

#### **Management Representatives**

Director Operations & Services  
Director Community Planning & Strategies  
Group Manager Development & Technical Services

#### **Secretary**

Human Resources Administrative Officer

#### **Meets**

Bi-monthly 2:30 pm on a Friday at Lamerton House

#### **Charter**

To provide a forum for consultation between Council and its employees to negotiate workplace change issues. This committee makes recommendations to the General Manager, who is the head of staff under the Local Government Act.

This Committee is a requirement of the Local Government (State) Award (Clause 27), and the scope of the Committee is provided for in the Award.



**MISCELLANEOUS COUNCIL COMMITTEES - EXTERNAL****SHELLHARBOUR TRAFFIC COMMITTEE**

Note: The membership of this Committee is identical to the Council Development Advisory Committee.

**Delegate**

Mayor David Hamilton

**Staff Attending**

Traffic Engineer  
Group Manager Development & Technical Services

**Alternative Delegate**

Councillor Michele Greig

**Secretary**

Corporate Meetings Officer

**Community Representatives**

Mr Matt Brown MP  
Ms Marianne Saliba MP  
Police Wollongong & Warilla  
RTA

**Meets**

Monthly - first Wednesday of every month commencing at 9.30 am at Lamerton House

**Charter**

Traffic Committee is a body created by the Ministry of Transport and consists of one representative from Council, one from the RTA and one from Traffic Branch of the Police Services. This Committee considers all matters pertaining to roads and traffic control. This Committee makes recommendations to Council. Should Council disagree with a decision of this Committee, then the matter is referred to the head of the body of the State Traffic Authority.

**CDAC – COUNCIL DEVELOPMENT ADVISORY COMMITTEE**

Note: The membership of this Committee is identical to the Shellharbour Traffic Committee and this committee meets as and when required immediately following the Shellharbour Traffic Committee.

**Delegate**

Mayor David Hamilton

**Staff Attending**

Senior Subdivision and Development Engineer  
Group Manager Development & Technical Services

**Alternative Delegate**

Councillor Michele Greig

**Secretary**

Corporate Meetings Officer

**Community Representatives**

Mr Matt Brown MP  
Ms Marianne Saliba MP  
Police Wollongong & Warilla  
RTA

**Meets**

As required immediately following Shellharbour Traffic Committee Meeting

**Charter**

The Council Development Advisory Committee (CDAC) was formed to deal with Schedule 2 SEPP 11 development matters with regards to traffic issues in accordance with relevant legislative requirements and guidelines. The formal (voting) members are Council (Chairperson), Police and RTA as indicated by the Guide to Traffic Generating Developments.

**ELLIOT LAKE - LITTLE LAKE  
FLOODPLAIN MANAGEMENT COMMITTEE**

**WARD E**

**Delegate**

Councillor Geoff Rose

**Alternate Delegate**

Councillor Charles Mifsud

**Staff Attending**

Group Manager Strategic Planning

Group Manager Development & Technical Services

Manager Design

**Community Representatives**

R.Upreti - Department of Infrastructure, Planning and Natural Resources (DIPNR)

T. Pennington – Department of Infrastructure, Planning and Natural Resources (DIPNR)

B. Buchanan - Environmental Protection Agency

R. Lyster - Roads & Traffic Authority

J. Turpin - NSW Fisheries

K. Goodhew - State Emergency Services

T. Frost - Warilla Sports Club

D. Lowe - Land Owner

G. Pearse - Land Owner/Land Care Group

**Meets**

As and when required

**Purpose**

To be advised

## ELLIOT LAKE ESTUARY MANAGEMENT COMMITTEE

### WARD E

**Delegate**

Councillor Geoff Rose

**Alternate Delegate**

Councillor Charles Mifsud

**Staff Attending**

Manager Environment & Recreation  
Senior Environmental Officer  
Group Manager Strategic Planning  
Assets Manager  
Manager Design

**Community Representatives**

Mr J Windsor

Mr A Hardie

Ms K Stephens (DIPNR)

Mr N Malafant

Mr H Gooden

Mr J De Leon

**Meets**

As Required

**Purpose**

To provide advice and assistance in preparing a Management Plan that will ensure the compatible and sympathetic development of the area to the benefit of all users and future generations.

## HORSLEY CREEK FLOODPLAIN RISK MANAGEMENT COMMITTEE

### WARD A, B, C & F

**Delegate**

Councillor Christine Jeffreys

**Staff Attending**

Senior Design Engineer  
Senior Strategic Planner  
Senior Administration Coordinator

**Alternate Delegate**

Councillor Helen Gillett

**Meets**

As and when required

**Community Representatives**

Not yet appointed

**State Government Authorities**

DIPNR  
 RTA  
 SES

**Purpose**

The principal objective of the committee is to assist Council in the development and implementation of a Floodplain Risk Management Plan for the Horsley Creek Floodplain. The committee acts as both a focus and forum for the discussion of technical, social, economic, ecological and cultural issues for inclusion into a Floodplain Risk Management plan which will be developed for the Horsley Creek Catchment Area.

## **WORKING PARTIES**

### **FORESHORES WORKING PARTY**

**Delegate**

Councillor Charles Mifsud

**Community Representatives**

Mr J Turpin (NSW Fisheries)

Mr A Robertson (Waterways Authority)

Mr H Ullah & Mr J Filocamo (DIPNR)

Mr D McMurdo (Recreational Fishing Community)

Mr G Lee (Shellharbour Game Fishing Club)

Mr M Dennis (Ocean Beach Hotel & Chamber of Commerce)

**Staff Attending**

Group Manager Customer & Environmental Services

Manager Environment & Recreation

Assets Manager

Environment & Recreation Officer

**Meets**

As and when required

**NOTE: As DIPNR has now been disbanded, representation will be sought from appropriate State Government bodies which fulfil the same aim as the current representation.**

**Purpose**

1. Provide advice and assistance in preparing a Management Plan for the foreshores.
2. Make recommendations to Council to adopt Foreshore Management Studies and Plans.
3. Participate as required in any community forums established by Council.
4. Participate in the review of the Management Plan.

### **BICYCLE LIAISON WORKING PARTY**

**Note: This Working Party has not met and is not likely to meet**

**Councillor Representatives**

Councillor John Leedham

Councillor Tim Hore

Councillor Helen Stewart

**Meets**

As and when required.

**Staff Representatives**

Road Safety Officer

Manager Planning Services

Traffic Engineer

**Purpose**

To consider and support the work of Shellharbour City Council on issues and policies affecting cycling safety, planning and promotion as relating to recreational, commuting and sporting cyclists.

**STRATEGIC DEVELOPMENT OF SPORT & RECREATION IN SHELLHARBOUR WORKING PARTY**

**Note: There are 4 community representative positions on the Working Party. Representatives have a 2 year term. Nominations were recently accepted for two vacant positions. These are Sterling Scard, Barry Templeman, Sharon Elliott and Bruce Badcock.**

WARDS A, B, C, D, E & F

**Councillor Representatives**

Councillor Michele Greig  
Councillor Christine Jeffreys  
Councillor Don Briggs  
Councillor John Leedham  
Councillor Geoff Rose  
Councillor Helen Gillett

**Staff Representatives**

Group Manager Customer & Environmental Services  
Group Manager Strategic Planning  
Manager Corporate Planning  
Environment & Recreation Officer  
Manager Environment & Recreation

**Community/Sports Association Representation**

Keith Wallace – Dept Sport & Recreation  
Otto Bader

Ray Clay

**Meets**

as required

**Purpose**

The role of the new Sport and Recreation Working Party is to:

1. Provide a forum for cooperation between representatives of the community, sports associations, Department of Sport & Recreation, Councillors and management
2. Develop a Draft Strategic Plan for the future use and development of Sport & Recreation in our City.
3. To recommend criteria to:
  - a. Identify sport and recreation facilities of City wide significance.
  - b. Prioritise proposals for new sport and recreation facilities
  - c. Assess facility booking applications and allocate times of use.
  - d. Resolve facility booking application conflicts.
4. Review and offer comments on applications for new facilities
5. Prioritise and offer recommendations to Council on applications for grant funding to the Department of Sport and Recreation.
6. Provide recommendations to Council on Sport and Recreation Management Issues.

## SWIMMING POOL/BEACHES WORKING PARTY

### **Councillor Representative**

Councillor Tom Hawker

Councillor Don Briggs

Councillor Tim Hore

Councillor Helen Gillett

Councillor Christine Jeffreys

Councillor Geoff Rose

### **Meets**

As and when required.

### **Staff Representatives**

Group Manager Customer & Environmental Services

Manager Environment & Recreation

Asset Manager

### **Purpose**

To investigate options for achieving budget savings at Shellharbour City Council's swimming pools and beaches while meeting the objectives of Council's Management Plan and make recommendations to Council Management.

## ILLAWARRA REGIONAL AIRPORT WORKING PARTY

**It is proposed to dispense with the current arrangement so that two new working parties can be created (see following pages).**

## ILLAWARRA REGIONAL AIRPORT WORKING PARTY

### **(Current structure)**

WARDS A, B & F as follows:

### **Councillor Representatives**

Mayor David Hamilton

Councillor Tom Hawker

Councillor Christine Jeffreys

Councillor Helen Gillett

### **Staff Representative**

Director Operations & Services

### **Meets**

As required at Airport Terminal Building,  
Illawarra Regional Airport

### **Alternative Councillor Representatives**

Councillor Michele Greig

Councillor Helen Stewart

Councillor Barry Bird

### **Tourism Representative**

M Hudson

### **Aerodrome Users Representative**

Resigned

### **Purpose**

To advise Council in relation to Airport policies and development matters, and assist Council in the formulation of policies to achieve the objective of the Airport Management Plan.

**The proposed structure of two new working parties is as follows:**

**PROPOSAL 1:**

**ILLAWARRA REGIONAL AIRPORT OPERATIONS WORKING PARTY**

WARDS A & F as follows:

**Councillor Representatives**

Mayor David Hamilton  
Councillor Representative

**Staff Representative**

Director Operations & Services  
Assets Manager  
Airport Groundsman

**Alternative Councillor Representative**

Councillor Representative

**Meets**

As and when required

**Aerodrome Operators Representatives**

Aerodrome tenant (1 each)  
Or Designated Operator (1 each)

**Community Representatives (local)**

2 positions

**Purpose**

To advise on airport operational issues including annual capital works and maintenance programs, airport security, local operational plans (emergency etc), review aircraft complaints and development applications within the airport precinct.

**PROPOSAL 2:**

**ILLAWARRA REGIONAL AIRPORT MANAGEMENT ADVISORY COMMITTEE**

**Councillor Representatives**

Mayor David Hamilton  
Deputy Mayor

**Staff Representative**

General Manager  
Director Operations & Services  
Community Business Liaison Officer

**Regional Business Representatives**

Wollongong Council (1)  
Kiama Council (1)  
State & Regional Development (1)  
Illawarra Area Consultative Committee (1)  
Illawarra Tourism (1)  
Bluescope Steel (1)  
Qantas Link (1)

**Meets**

As and when required

**Purpose**

To advise Council on policy and strategies to encourage business growth and development at the airport and to strengthen the airport's role in providing transport services, tourism and business opportunities within the region.

**WASTE MINIMISATION AND RECYCLING WORKING PARTY**

**Councillor Representatives**

Councillor Barry Bird  
Councillor Helen Gillett  
Councillor Helen Stewart

**Staff Representatives**

Group Manager Customer &  
Environmental Services  
Manager Environment & Recreation

**Alternate**

Councillor Geoff Rose

**Meets**

To be advised.

**Purpose**

To advise Council Management in relation to formulation and review of Waste Management Strategies and policies.



## ENVIRONMENTAL TECHNICAL WORKING PARTY

### **Councillor Representatives**

Councillor Christine Jeffreys  
Councillor Geoff Rose  
Councillor Barry Bird

### **Staff Representatives**

Group Manager Strategic Planning  
Assets Manager  
Manager Environment & Recreation  
Environmental Officer  
Group Manager Customer &  
Environment Services

### **Community Representatives**

As required:  
Kevin Mills - National Parks & Wildlife  
Mark Robinson - Wollongong Botanical  
Gardens  
EPA  
South Coast Conservation Society  
Dairy Farmers Association  
NSW Agriculture  
Heritage Society  
Department of Infrastructure, Planning and  
Natural Resources (DIPNR)  
Sydney Water  
Integral Energy  
Dept of Transport  
City Rail  
Roads & Traffic Authority  
Healthy Cities Illawarra  
Local Aboriginal representative

### **Staff Representatives when required**

Fire Control Officer  
Other planning, Health & Building,  
Engineering and Works staff.

### **Meets**

As and when required

### **Purpose**

To undertake tasks as required by Council including:

- i. Providing advice on and assisting in preparations for environmental grants.
- ii. Provision of input and advice to Council's State of the Environment Report.
- iii. Provision technical advice on environmental issues as prioritised in accordance with the work program approved by Council.
- iv. As required to participate in any Community Forums established by Council.

## STRATEGIC PLANNING WORKING PARTY

### **Councillor Representatives**

Mayor David Hamilton  
Councillor Don Briggs  
Councillor Michele Greig  
Councillor Tim Hore  
Councillor Jeff Bailey  
Councillor Charles Mifsud

### **Meets**

As and when required.

### **Staff Representatives**

General Manager's representative  
Senior Strategic Planner  
Director Community Planning & Strategies  
Director Shell Cove Business Unit  
Group Manager Strategic Planning  
Manager Environment & Recreation  
Group Manager Community Services  
Group Manager Development & Technical Services

## SHELLHARBOUR CITY STADIUM WORKING PARTY

**Note: This Working Party has not met.**

### **Councillor Representatives**

Councillor Tom Hawker  
Councillor Don Briggs  
Councillor Jeff Bailey  
Councillor Geoff Rose  
Councillor Helen Stewart

### **Staff Representatives**

Group Manger Customer & Environmental Services  
Manager Environment & Recreation  
Asset Manager

### **Meets**

As and when required

### **Purpose**

To monitor and make recommendations to Council Management on the continual development and operations of the Stadium

## DONATIONS WORKING PARTY

### **Councillor Representatives**

Mayor David Hamilton  
Councillor Tom Hawker  
Councillor Helen Gillett  
Councillor Christine Jeffreys

### **Staff Representatives**

Group Manager Corporate Services  
Corporate Meetings Officer  
Group Manager Community Services

### **Meets**

As and when required.

### **Purpose**

To make recommendations to Council in regard to the bi-annual applications for Donations. To maintain a consistent, open and equitable approach to the distribution of Council's donation budget, whilst endeavouring to ensure that local community needs can be addressed on a priority basis.

## LIBRARY PLANNING WORKING PARTY

(Resolved that there should be one Councillor from each Ward with a library)

### **Councillor Representatives**

Councillor Michele Greig  
Councillor Helen Stewart  
Councillor John Leedham  
Councillor Geoff Rose

### **Staff Representatives**

Group Manager Customer & Environmental Services  
Manager Library & Customer Services  
Manager Projects & Contracts  
Technical reference staff as required

### **Community Representatives**

3 community representatives TBA

### **Meets**

As and when required

### **Purpose**

To make recommendations to Council Management on development of the City Library and the redevelopment of the Shellharbour Branch Library.

## PUBLIC TRANSPORT WORKING PARTY FOR THE SHELLHARBOUR LOCAL GOVERNMENT AREA

**This working party has been disbanded and replaced by a regional committee where no councillor delegates are required.**

### **Councillor Representatives**

Councillor Michele Greig  
Councillor Charles Mifsud

### **Staff Representatives**

Manager Transport Development  
Group Manager Strategic Planning  
Planning Staff

### **Community Representatives**

Premier Illawarra  
Wollongong Radio Cabs  
Shellharbour Community Transport Service

### **Meets**

As and when required

Three Community Representatives

Council's Disabilities Services Advisory Committee Reps

NSW Department of Transport

State Rail Authority representatives

**Purpose**

To promote the development of public transport and related infrastructure, with particular emphasis on modes and practices with the least negative impacts upon the social and natural environment.

To develop and support the implementation of practical policies and practices in Council with reference to Council's Strategic Planning and the regional strategic planning priorities.

To develop and implement a public transport improvement plan for council which included integration with all forms of public transport infrastructure and other public infrastructure such as walkways, cycleways, etc. To monitor and review its effectiveness.

To occupy a linking role through Council for the community as a reference for public transport issues and public transport issues and public transport development issues.

To develop mechanisms for ongoing community consultation and needs assessment for public transport development in Shellharbour.

To research and advise Council on public transport issues and strategies in Shellharbour City Council.

To liaise with all levels of government and the transport industry to promote public transport improvement.

**8. Election of Delegates to Outside Committees and Organisations (8405766)**

Following is a list of the previous appointments to outside Committees and Organisations. Delegates may be reconsidered for Outside Committees and Organisations.

<b>DELEGATES TO OUTSIDE COMMITTEES AND ORGANISATIONS</b>
----------------------------------------------------------

**TOURISM SHELLHARBOUR  
(Shellharbour Tourist & Visitors Assoc. Inc)****Council Delegate**

Councillor Michele Greig

**Secretary**

Robert Sciacchitano

**Alternative Delegate**

Councillor Helen Gillett

**Treasurer**

Phil Woodcock

**Community Representatives**

May Hudson - Vice President  
Tracy Freeman - President  
Robert Sciacchitano - Secretary  
Barry Peever  
Sandra Pearson  
Debbie Cosmos  
David Upton  
Brad Johns

**Meets**

Third Tuesday of each month at 8 am at  
Lamerton House

**Staff Representatives**

Tourism Manager – Diane Johnston  
Shell Cove/Tourism Office Coordinator  
Director Shell Cove Business Unit

**Charter**

To increase visitation to the City of Shellharbour to enhance economic growth.

**ILLAWARRA BUSHFIRE COMMITTEE****Council Delegate**

Councillor Michele Greig

**Staff Representatives**

Administration Officer  
Director Operations & Services

**Alternative Council Delegate**

Councillor Geoff Rose

Fuel Management Sub-committee –  
Manager Environmental & Recreation –  
Mick Fields  
Operations Sub-committee – Group  
Manager Works & Services – Colin Watt

**Rural Fire Service Representatives**

Superintendent Don Bushby  
C. Palmer

**Charter**

To consider a plan for trail maintenance funding allocations, the development of a strategic radio network and radio frequencies, bushfire equipment, Bushfire Act amendments, training programs and other general bushfire related business.

Note: Memo from Director Operations & Services 24/5/05 advising Shellharbour, Kiama, Wollongong Bushfire Committees amalgamated into the Illawarra Bushfire Committee.

**SHELLHARBOUR RURAL FIRE SERVICE LIAISON COMMITTEE - SERVICE LEVEL AGREEMENT****Council Delegate**

Councillor Michele Greig

**Staff Representatives**

Director Operation & Services

**Alternative Council Delegate**

Councillor Geoff Rose

**Meets**

Every 3 months

**Rural Fire Service Representatives**

NSW RFS Regional Manager

Illawarra RFS Manager

RFS Volunteer Member

**Secretary**

Collette Hoobin – Rural Fire Service

**Charter**

This committee reviews the performance criteria set out in the Shellharbour RFS Management Plan. The Director Operations & Services reports to the Rural Fires Service Commissioner on issues of unsatisfactory performance. Meetings are held each three months.

**ILLAWARRA COMMUNITY HOUSING TRUST****Council Delegate**

Councillor Helen Gillett

**Meets**

Bi-monthly, third Thursday at 5.00 pm at the Trust Offices, Wollongong – changed to 4.00 pm April 2005

**Alternative Council Delegate**

Councillor Christine Jeffreys

(Elected delegates unable to attend due to change of meeting time. 26/4/05 Council resolved not to replace delegates until September Extr. Meeting)

**Charter**

To use funds allocated from State Government and Local Government to provide housing accommodation with reduced rent for low-income earners in Wollongong, Shellharbour and Kiama, to compliment the activities of the NSW Department of Housing.

## ALBION PARK RAIL PUBLIC SCHOOL FACILITIES COMMITTEE

### WARD F

#### **Council Delegate**

Councillor Barry Bird

#### **Meets**

Once every School term at 9:30 am at  
Albion Park Rail School

#### **Committee Members**

Mr Paul Greer, Principal  
(Chairperson)

Ms Mica Sitnikoska

Ms Sophie Karpinska

Mr C Hollis

Mr B Harrison

Mr T Rumble

#### **Charter**

To assist the Principal in the management of school facilities outside of school hours rendering such advice about community attitudes, as well as assisting in the process of informed decision making.

## ILLAWARRA REGIONAL INFORMATION SERVICE (IRIS)

#### **Council Delegate**

Councillor Michele Greig

#### **Meets**

Bi-monthly, fourth Thursday at 3.30 pm at  
the University of Wollongong, Porter St  
Annex

#### **Alternative Council Delegates**

Councillor Tom Hawker

Councillor Christine Jeffreys

#### **Charter**

To provide users with a wide range of information that will assist both the social and economic development of the region including information such as economic and statistical data, demographic data and projections, directories and inventories of existing facilities, information on Government expansion and other research information.

## **SOUTHERN COUNCILS GROUP (SCG)**

(Formerly IROC)

### **Council Delegate**

Mayor David Hamilton  
Councillor Michele Greig

### **Staff Representatives**

General Manager  
Director Community Planning & Strategies

### **Alternative Council Delegate**

Councillor Jeff Bailey

### **Meets**

Bi-monthly, second Friday - rotation basis  
of member Councils

### **Charter**

To consider the needs and foster Local Government within the Illawarra Region and to submit to the Commonwealth and NSW Government requests for financial assistance, policy changes and additional resources to accommodate the said needs and also to strengthen the role of Local Government in Regional affairs and to encourage co-operation between Councils on problems and projects of joint interest.

## **SHELLHARBOUR CITY SPORTS ASSISTANCE FUND**

### **Council Delegates**

Councillor Don Briggs  
Councillor John Leedham  
Councillor Michele Greig

### **Treasurer**

M Lackenby

### **Meets**

As and when required at Lamerton House

### **Community Representatives**

Mr W Buckley  
Mr R J McIntyre

Mr K Docherty

Mr J Sinclair

### **Charter**

To assist with the expenses of eligible competitors and qualified coaches representing at official State or Australian levels, to manage funds received from Council donations, affiliation fees and ticket sales, and to consider nominations received for various Sports Awards to be presented at the Annual Sport Star of the Year Dinner.



## HEALTHY CITIES ILLAWARRA MANAGEMENT COMMITTEE

### **Council Delegate**

Councillor Representative  
Manager Environment & Recreation –  
M Fields (Councillor representative)  
Senior Environmental Officer – G Hall

### **Meets**

Every third Wednesday of every month at  
10.30 am at Auburn Street, Wollongong

### **Charter**

To develop, implement and test a collaborative structure at Local Government level to ensure that every institution within the community is held accountable to every citizen's right to an optimum level of health.

## SHELLHARBOUR COMMUNITY SAFETY TEAM

### **Council Delegates**

Councillor Helen Stewart  
Councillor Christine Jeffreys

### **Meets**

Monthly at a venue to be advised

### **Staff Representatives**

Safer Cities Coordinator  
Group Manager Community Services

### **Charter**

This committee will oversee and participate in the formulation of the Safer Cities Crime Prevention Plan as well as implement strategies to address issues of community safety and crime prevention.

## ESTUARY MANAGEMENT STUDY - MINNAMURRA RIVER JOINT WORKING PARTY

### **Council Delegates**

Councillor Barry Bird

### **Meets**

As and when required at Kiama Council

### **Staff Representatives**

Senior Environmental Officer

### **Charter**

This committee has no formal charter its main objectives are to implement the objectives of the State Government Estuary Management Study Policy in accordance with the Minnamurra Estuary Management Plan adopted by both Shellharbour and Kiama Councils.

## NUCLEAR FREE ZONE SECRETARIAT

**Council Delegates**

Deferred until further notice  
Deferred until further notice

**Meets**

As and when required, varying venues

**Charter**

A commitment to the issues of peace and disarmament. Focussing on nuclear free activities, highlighting problems caused by the disposal of radioactive wastes, the continued proliferation of nuclear weapons.

## ILLAWARRA DISTRICT NOXIOUS WEEDS AUTHORITY

**Council Delegate**

Delegated council officer

Staff Representative

**Parks & Gardens Supt.**

**Meets**

Bi-monthly, second Friday at 12 pm (to coincide with IROC) (Technical Advisory Committee meets when advised at rotating Councils)

**Charter**

To control noxious weeds through suppression and destruction within the Local Government areas of Wollongong, Shellharbour and Kiama.

## MT TERRY PRIMARY SCHOOL NEIGHBOURHOOD CENTRE MANAGEMENT COMMITTEE

### WARD A

**Council Delegate**

Councillor Tom Hawker

**Secretary**

Mt Terry Primary School Admin  
Assist.

**Meets**

Every third Wednesday after commencement of school term, at 1 pm, Mt Terry Public School

**Chairperson**

K Tucker (Principal)

**Manager's Representative**

Group Manager Community Services

**Charter**

To manage, care for and maintain the Hall and Neighbourhood Centre; to hire or otherwise make the hall and neighbourhood centre available to the community; to determine the scale of charges to be paid; to accept hiring fees; to carry out improvements to the hall and neighbourhood centre.

## COUNTRY PUBLIC LIBRARIES OF NSW

**Council Delegate**

Councillor Michele Greig

**Meets**

Four times a year or as required at various locations.

**Alternative Council Delegate**

Councillor Christine Jeffreys

**Staff Representative**

Manager Library & Customer Services

**Charter**

Unified and strong representation to all levels of government, members of Parliament and other bodies on matters of common interest and concern for public libraries in country New South Wales.

Specifically to represent the public library interests of members to relevant Ministers, the Local Government and Shires Associations, The Australian Library and Information Association, the Association of Local Government Librarians and other professional and administrative bodies.

To support the particular community roles played by country libraries, to promote understanding of the value of public libraries and to promote their use in country districts.

To encourage mutual assistance in the development of library services, to share experience of service provision and co-operatively to undertake suitable review of services and standards.

To demonstrate solidarity and self-help among country councils and libraries, fostering confidence and mutual support

To undertake and encourage research and development on matters of interest to public libraries in New South Wales.

CPLA has the ability to apply for grants and raise finance for specific purposes.

## LAKE ILLAWARRA FLOODPLAIN MANAGEMENT COMMITTEE

**Council Delegate**

Councillor Charles Mifsud

**Staff Representative**

Group Manager Development & Technical Services

**Alternative Council Delegate**

Councillor Jeff Bailey

**Meets**

As needed

**Community Reps**

Mr Doug Prosser (LIA)

Ms Shirley Massey (ICMC)

Mr Phil Symons (WCC Neighbourhood Committee No. 8)

Mr Tom Glenn (WCC Neighbourhood Committee No. 9)

Mr Don Mitchell (WCC Neighbourhood Committee No. 10)

Councillor Dragi Bogeovski (WCC)

**Charter**

To be advised.

## LAKE ILLAWARRA MANAGEMENT PLAN ADVISORY COMMITTEE

**Council Delegate**

Councillor Tim Hore

**Staff Representative**

Group Manager Development & Technical  
Services  
Manager Planning Services

**Alternative Council Delegate**

Councillor John Leedham

**Secretary**

Mr Garry Clarke

**Community Representative**

Yet to be determined

**Meets**

As required

**Charter**

The principal objective of the Committee is to assist Council in development and implementation of a Floodplain Management Plan for the Lake Illawarra Foreshore areas within Council's jurisdiction.

The Committee can also assist Council in:

Directing and monitoring the progress and findings of the Lake Illawarra Flood Study and Floodplain Management Study leading to the development of a Plan.

Developing strategies for the implementation of the Floodplain Management Plan.

Determining appropriate controls for conditional developments.

Formulating interim development controls for use until the plan is completed, approved and implemented by Council

## INTERNATIONAL COUNCIL OF LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) – Water Campaign

**Council Delegate**

Councillor Tom Hawker

**Staff Representative**

Senior Environment Officer – Mick Fields

**Charter**

On 8 April 2003 Council resolved to become a member of the International Council for Local Environmental Initiatives (ICLEI) and to join the ICLEI Water Campaign. ICLEI has requested that Council nominate a Councillor representative as a contact for the Water Campaign.

The International Council of Local Environmental Initiatives (ICLEI) is an international association of local governments implementing sustainable development. ICLEI develops programs for use by Local Government that assists Councils to achieve sustainable development.

**The ICLEI Water Campaign**

The Water Campaign is a program that helps local government to reduce water consumption and improve water quality. The program was launched at the Global Cities 21 ICLEI World Congress in June 2000 as a strategic approach to water management in the local government sector.

**INTERNATIONAL COUNCIL OF  
LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) – Cities for Climate  
Protection Program**

**Council Delegate**

Councillor Tom Hawker

**Staff Representative**

Senior Environment Officer – Mick Fields

**Charter**

On 26 April 2005 Council resolved to join the Cities for Climate Protection (CCP™) Program. ICLEI has requested that Council nominate a Councillor representative as a contact for the CCP™ Program.

The International Council of Local Environmental Initiatives (ICLEI) is an international association of local governments implementing sustainable development. ICLEI develops programs for use by Local Government that assists Councils to achieve sustainable development.

**Cities for Climate Protection™ Program**

The CCP™ is an innovative program that assists Local Government and their communities to work together to reduce greenhouse gas emissions and their impact. CCP™ is a program of ICLEI with over 600 local governments from around the world participating.

**LOCAL GOVERNMENT & SHIRES ASSOC  
CHILDREN & FAMILIES REFERENCE GROUP**

(This nomination is by application to Lgov)

**Council Delegate**

Councillor Michele Greig

**Meets**

As required

**Charter**

Provide advice, support and assistance to Associations' staff and the Standing Committee on Community Planning and Services dealing with current and potential children's and family issues for Local Government.

Review and update the Associations' current policy and positions on children and family issues for consideration by the Executives and Annual Conferences of each of the Local Government Associations and the Shires Associations.

Liaison and coordination with other Reference Groups on children and family matters as required.

Liaison with Councillors or staff representing the Associations on external committees such as Ministerial Advisory Councils or Departmental advisory committees, covering children and family issues.

At the Associations' request, liaison with the Commonwealth and State Departments regarding children and family issues.

## WOLLONGONG CONSERVATORIUM OF MUSIC

**Council Delegate**

Councillor Helen Gillett

**Meets**

As required

**Charter**

Request for a nominee for Board Membership received 2 March 2005. Music programs currently running at Flinders Family and Community Centre. Council resolution 5 April 2005 to nominate Councillor representative to this position.

Wollongong Conservatorium of Music is a vibrant centre for music education and performance, providing a diverse range of opportunities for learning and appreciation in the arts. It is situated in one of the most beautiful locations on the coast, 80 km south of Sydney, Australia.

For the people of the Illawarra and the South Coast, it provides an increasingly wide range of instrumental and vocal music tuition in popular, classical, jazz and ethnic traditions. It caters for individuals and groups ranging from pre-school to mature-age. Music theory and speech and drama classes are also provided. Special [programs](#) are available to accommodate students from interstate and overseas.

## DUNMORE LAKES SAND QUARRY STAGE 1 COMMUNITY CONSULTATIVE COMMITTEE

**WARD F****Delegate**

Councillor Barry Bird

**Staff Attending**

Manager Development Services

**Alternate Delegate**

Councillor Helen Gillett

**Meets**

6 monthly

**Community Representatives**

Two Representatives of the Applicant.

Two representatives of the Dunmore Lakes Estate and a representative of the surrounding residents, not being a member of the Dunmore Lakes Estate.

Representative from Minnamurra Estuary Management Committee.

Involvement of the DUAP, EPA, NPWS, DLWC and NSW Fisheries on a needs basis.

**Purpose**

The Committee is to liaise with the community for the life of the project on environmental issues such as noise, dust and traffic issues, site rehabilitation and landscaping and the long-term management of the site.

## DUNMORE QUARRY COMMUNITY CONSULTATIVE COMMITTEE

### WARD F

**Delegate**

Councillor Barry Bird

**Staff Attending**

Manager Development Services

**Alternate Delegate**

Not appointed

**Meets**

6 monthly

**Community Representatives**

Two representatives from the Applicant

Independent Chairperson – Mr James Bailey from Hansen Consulting

Margrit Stocker

Bill Cornue

Dennis Fogarty

Cindy Neaves

Kathryn Burton

DIPNR & DEC

**Purpose**

To review and provide advice on the environmental performance of the quarry.

**9. Election to Ministerial Appointments (8405767)**

The following is a list of Ministerial Appointments

**MINISTERIAL APPOINTMENTS**

**TRUSTEES OF THE KILLALEA STATE PARK**

**WARD F**

**Appointment**

Councillor Barry Bird (Ex-Officio – Various times throughout the year April 2008)

Note: Councillor Barry Bird re-elected for appointment for the next term after April 2005

**Meets**

**Charter**

To foster relations with the Trust and Council and in turn to be productive to Council and the Department of Land and Water Conservation for mutual benefit.

**LAKE ILLAWARRA AUTHORITY**

**Council Delegate**

Councillor John Leedham

**Staff Representative**

Director Operations & Services, Arthur Webster

**ILLAWARRA AREA ASSISTANCE SCHEME –  
REGIONAL ADVISORY COMMITTEE**

**Appointment**

Councillor Michele Greig

**Meets**

Up to three times a year - as arranged by the NSW Department of Community Services

**Alternative Appointment**

Group Manager Community Services & Development

**Charter**

Evaluate applications for funding under the Illawarra Area Assistance Scheme, prioritising same, and makes recommendations for funding accordingly to the NSW Minister for Urban Affairs and Planning.



**10. Mayoral Appointment (8405771)**

This item is submitted for information only. Nominations are not required.

<b>MAYOR'S APPOINTMENTS</b>
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**ILLAWARRA ACADEMY OF SPORT  
BOARD OF MANAGEMENT**

**Present Council Representative**

General Manager (as Mayor's  
nominee)

**Meets**

Bi-monthly, at SCG Council venues