

# AGENDA

<b>1. Apologies / Leave of Absence .....</b>	<b>2</b>
<b>2. Ordinary Meeting Cycle (8767141).....</b>	<b>2</b>
<b>3. Method of Election of Deputy Mayor (8767144).....</b>	<b>4</b>
<b>4. Nominations for the election of Deputy Mayor (8767155).....</b>	<b>5</b>
<b>5. Method of Election of Councillors to Outside Committees, Working Parties and Outside Organisations (8767172).....</b>	<b>6</b>
<b>6. Staff Reports.....</b>	<b>7</b>
6.1 Review of Public Participation Rules (8784735) .....	7
6.2 Review of the status of meeting Minutes (8785883) .....	10
<b>7. Election of Delegates to Council Committees and Representatives to Working Parties (8767194).....</b>	<b>21</b>
<b>8. Election of Delegates to Outside Committees and Organisations (8767200).....</b>	<b>35</b>
<b>9. Ministerial Appointments (8767211).....</b>	<b>46</b>
<b>10. Mayoral Appointments (8767214) .....</b>	<b>47</b>

## **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 (8767141)**

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

## **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 allowing some variation to accommodate conferences and public holidays.

**Proposed Ordinary Council Meeting dates October 2007 – September 2008**

<p><b>OCTOBER 2007</b></p> <p>16 October <i>(Local Govt Conf 19 Oct- 25 Oct)</i></p>	<p><b>NOVEMBER</b></p> <p>13 November <i>(Coastal Conf 6-9 November)</i></p>	<p><b>DECEMBER</b></p> <p>4 December 18 December</p>	<p><b>JANUARY 2008</b></p> <p>No Meetings</p>
<p><b>FEBRUARY</b></p> <p>26 February</p>	<p><b>MARCH</b></p> <p>18 March <i>(Easter Monday is 24 April)</i></p>	<p><b>APRIL</b></p> <p>8 April 29 April</p>	<p><b>MAY</b></p> <p>20 May</p>
<p><b>JUNE</b></p> <p>10 June <i>(Queen's B'day is 9 June)</i></p>	<p><b>JULY</b></p> <p>1 July 22 July</p>	<p><b>AUGUST</b></p> <p>12 August</p>	<p><b>SEPTEMBER</b></p> <p>2 September <i>(Local Gov elections 27 Sept)</i></p>

### Recommendation

That Council continue with the existing 3 week meeting cycle for the next 12 months (September 2008) 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 (8767144)

To the General Manager

**Division:** Operations & Services Division

**Department:** Corporate Services

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

### Summary

Section 231 (1) of the *Local Government Act 1993*, states that the councillors may elect a person from among their numbers 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

---

**4. Nominations for the election of Deputy Mayor (8767155)**

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

**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 (8767172)**

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

**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.

**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 Review of Public Participation Rules (8784735)**

To the General Manager

**Division:** Operations & Services Division

**Department:** Corporate Services

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

**Author:** Jennifer Filmer – Governance/Administration Officer

---

### **Summary**

The purpose of this report is to clarify Council's rules of Public Participation where a speaker has addressed the Shellharbour Traffic Committee, or a Council Advisory Committee, and registers to speak on the recommendations at the Public Forum, prior to the full meeting of Council.

The report concludes that it is appropriate to allow a person who has been permitted to address the Shellharbour Traffic Committee, or a Council Advisory Committee, to also address the full Council, subject to that person complying with Council's adopted conditions for participation in the forum.

### **Recommendation**

- 1. That Public Participation continue to be permitted at the Traffic Committee under Traffic Committee Guidelines as approved by the RTA.**
- 2. That Public Participation continue to be permitted at meetings of Council's Advisory Committees in accordance with Council's Public Participation rules.**
- 3. That persons who have addressed the Shellharbour Traffic Committee, or a Council Advisory Committee, also be permitted to apply for the opportunity to address the full Council under existing Public Forum Rules.**

### **Background**

At Council's Ordinary Meeting on 17 April 2007 during debate on Item 14.2 "Recommendations from the Traffic Committee Meeting held 4 April 2007 recommended for adoption", the question was raised as to whether the same speaker should be allowed to register for Public Participation at both the Traffic Committee and again at the Public Forum for the full Council Meeting, when those recommendations are listed on the agenda for adoption.

There is only one Council representative permitted on the Traffic Committee, therefore only one Councillor has the opportunity of hearing from any registrants for Public Participation before the recommendations from the Committee are made. Allowing a speaker at Traffic Committee to also register at the Public Forum for the Council meeting where those Committee recommendations are listed, would give all Councillors the opportunity to consider the speaker's argument for or against the item, before voting to adopt the recommendations or otherwise.

The same proposition applies equally to all Council Advisory Committees.

Shellharbour City Council Public participation Rules state:

"A person may address the Forum on matters relating only to an officer's report to a meeting and Committee Recommendations that are listed for adoption on the Agenda."

Continuing to allow Public Participation in its current form promotes transparency in Council's decision making process and reinforces Council's view that members of the public should be given the opportunity to have a say in decisions that affect their community with respect to an Officer's report and Committee Recommendations.

## **Consultations**

### **Internal**

Group Manager Corporate Services  
Corporate Solicitor / Public Officer

### **External**

Nil

## **Considerations**

### **Financial/resources implications**

Nil

### **Legal & policy implications**

The current Public Forum rules form part of Council's Code of meeting Practice and encourage transparency and maximum feasible public input into the decision making process.

### **Public/social impact**

The Public Forum gives members of the community the opportunity to put their arguments to Council with a view to influencing the decisions of Council on a particular item on the Council Meeting agenda. The public are seen to have been given a "fair go" by allowing public participation at both the Committee and the subsequent Council meeting.



**Options**

1. To adopt the recommendation to allow a Public Participation registrant to speak at both a Committee meeting, and again at the Ordinary Council meeting where the Committee recommendations are considered.

Or

2. To vary Council's existing Public Participation Rules.

**Conclusions**

The intention of the Public Forum is to enable members of the community to address Council on ordinary matters listed on the agenda, including the recommendations from Committees. The fact that a person may have already addressed the Committee should not exclude them from putting their point of view to the full Council before the Council considers those recommendations.

Approved for Council's consideration:



---

**Attachments**

Nil

## 6.2 Review of the status of meeting Minutes (8785883)

To the General Manager

**Division:** Operations & Services Division

**Department:** Corporate Services

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

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

---

### Summary

From time to time it is appropriate to review practices of meeting procedure and protocol, to ensure that Council's practices are up to date with industry "best practice". The status of Minutes and "draft" minutes is now recommended for review, so that official "Minutes" are only recognised when they have been "confirmed" or adopted as a true and correct record of a meeting. All other "minutes" at various stages of confirmation, will be regarded as "unconfirmed" or "draft" minutes.

### Recommendation

**That Council amend its Council & Corporate Meetings – Minutes Policy to provide that the minutes of formal meetings of the Council and Committees will be referred to as "unconfirmed" minutes until they have been formally adopted by Council or Committee resolution, at which point they will become official minutes of the council or committee.**

### Background

Questions occasionally arise about the status of minutes of a meeting, especially in the period prior to their formal adoption by a subsequent meeting. Under current protocol, it would be possible for draft minutes, currently labelled as minutes, to be circulated prior to their adoption by Council, then amended prior to adoption by a meeting of the Council. It is easy to imagine the confusion which such a series of events could generate.

The solution would be to recognise draft minutes as drafts or unconfirmed minutes, until completion of the process of confirmation by resolution of the Council or committee.

This practice could be applied to any system of meetings, but it is considered particularly relevant to Council and Committee meetings.

### Consultations

#### Internal

General Manager

Governance/Administration Officer

Agenda/Administration Officer

**External**

Nil

**Considerations**

**Financial/resources implications**

Nil

**Legal & policy implications**

This practice would distinguish between unconfirmed “drafts” of minutes and those minutes confirmed or endorsed by the Council.

**Public/social impact**

Nil

**Options**

1. To adopt the recommendation

Or

2. Continue with past / current practices

**Conclusions**

The proposal if adopted, would be incorporated in Council’s Policy on recoding of Council and Corporate Minutes to distinguish “draft” or unconfirmed Minutes from those endorsed by resolution of Council or the Committee. The Policy, with amendments highlighted, forms Attachment 1 to this report.

Approved for Council's consideration:



---

**Attachments**

Council & Corporate Meetings – Minutes Policy

Council & Corporate Meetings – Minutes Policy p1



# **CORPORATE POLICY:**

## **Council and Corporate Meetings - Minutes Policy**

<b>Policy Name: Council and Corporate Meetings - Minutes Policy</b>	<b>Policy Number: POL-0012-V03</b>
<b>Date Adopted: 10/8/2004</b>	<b>Date Last Reviewed: 25/9/2007</b>
<b>Policy Owner: Group Manager Corporate Services</b>	

### **Contents:**

#### **1. Policy Objectives:**

Shellharbour City Council is committed to the highest standards of probity and accountability in the recording of the minutes of significant Council and Corporate meetings.

This policy specifies Council's practice for recording the minutes of what are defined as "significant" meetings, to comply with the requirements of the following legislation and meetings best practice guidelines:

- The Local Government (General) Regulation 2005
- The Records Act
- The NSW Independent Commission Against Corruption
- The NSW Ombudsman

Strict adherence to this policy will facilitate the accurate recording of the decisions of prescribed meetings and all matters of a procedural nature which have a bearing on the conduct or outcome of the meeting.

Council & Corporate Meetings – Minutes Policy p2

The objectives of this policy further include:

- Complementing Council's Code of Meeting Practice – Section 5.
- Recognition of legislative requirements for minute keeping.
- Acknowledgement of ICAC guidelines for recording minutes.
- Definition of the records management procedures to be followed by Council in storing and archiving minutes.
- Specification of procedures for recording of minutes at different meetings.
- Specification of training requirements for staff tasked to record minutes.
- Guidelines for appropriate content of minutes.
- Procedures for correction and adoption of Minutes.

**2. Definitions applied in this Policy:**

Significant meetings

- Any meeting attended by the Council, Councillors or Council staff, for which an agenda has been prepared and distributed.

- Any pre lodgement meeting to preview a Development Application.

- Any meeting organised by any organisation and attended by Council staff, in circumstances where decisions affecting Shellharbour Council operations, are taken.

Decision

The outcome or result of consideration by Council or the Meeting, of a Motion as part of the meeting process.

Council & Corporate Meetings – Minutes Policy p3

<u>Resolution</u>	The process of making a decision by a majority vote of the Council or meeting group.
<u>Minute</u>	Documented record of a decision or procedural event taken at a meeting, or occurring at a meeting.
<u>Confirmation of Minutes</u>	The process of endorsement / adoption, by Council or meeting group, of decisions made at the previous meeting. The Council or group resolves that the unconfirmed minutes being considered, represent a true and correct record of the decisions and procedural matters transacted at the relevant prior meeting.
<u>Draft Minute</u>	Informal notes taken at a meeting.
<u>Unconfirmed Minute</u>	Formalised minutes prior to adoption and confirmation.
<u>Confirmed Minute</u>	Any Minute which has been “adopted” and confirmed by resolution as an accurate statement of the business transacted and a true and correct record, at a following meeting of Council or the same group.
<u>Meeting Note</u>	Any informal record of relevant decisions or events at a meeting attended by representatives of Shellharbour City Council, recorded by a Council representative for purposes of personal record or compliance with the Records Act.

Council & Corporate Meetings – Minutes Policy p4

Minutes Officer

A Council officer trained and/or experienced in the recording of minutes of meetings.

Procedural matter

An occurrence at a significant meeting, usually associated with interpretation or observance of the rules for meetings procedure, which are covered by either Council's code of Meeting conduct or the Local Government (Meetings) Regulation.

Professional advice

Advice from Council Officers or Consultants, which may be requested at a meeting or offered by the General Manager or other Officer of Council, in their professional capacities.

Public Participation

The formal process at Shellharbour Council, by which a member of the public can be permitted to make representations to a Public Forum, before the meeting of the whole Council. The rules of Public Participation are detailed in Council's Code of Meeting Practice.

Recommendation

The formal advice of Council's professional officers, provided as part of a report or briefing. The recommendation would be supported by the analysis provided in the attached report.

Council & Corporate Meetings – Minutes Policy p5

Recommendation of  
a Council Committee or  
other meeting

Any formal decision of a meeting, following movement of a Motion under the meeting standing orders or Council's Code of Meeting Practice or by agreement between the parties. Decisions taken at Pre Lodgement meetings must be well documented and circulated to all parties for endorsement, as soon as possible after the meeting.

Resolution (Council)

The formal decision of Council, following movement of a Motion under Council's Code of Meeting Practice. Resolutions made contrary to the advice of professional officers' recommendations, should incorporate reasons for the decision, to ensure accountability and transparency.

### 3. Scope of this Policy:

- 3.1 ) This Policy is concerned with the recording of Members' attendances, meeting Minutes, meeting procedures and movements of Members during significant meetings. It is also concerned with the recording of professional advice requested or given at significant meetings. **This policy is NOT concerned with the detailed recording of debate, argument or discussion, which may accompany consideration of matters at Council meetings.**
- 3.2 ) This Policy encourages recording of the reasons for decisions by Council, within the body of the Council Resolution, in order to contribute to increased accountability and transparency and to



## Council &amp; Corporate Meetings – Minutes Policy p6

reduce any perception of corruption associated with a decision.

This is particularly the case where a decision of Council falls into any of the following categories:

- ♦ It is not in accordance with a relevant established Policy
- ♦ It is contrary to professional Officers' recommendations, which have been explained in detail in related reports.
- ♦ It is likely to detrimentally affect the rights or interests of individuals or organisations to any material extent.
- ♦ It is related to any conditions attached to any approval, consent, permit, licence or other authorisation.

- 3.3 ) The interpretation of this Policy remains the responsibility of the General Manager. The authority for this Policy is sourced in the Local Government Act 1993, as amended, Council's Code of Meeting Practice and for matters not specifically covered in these sources, reference may be made to the "Guide for Meetings" by N.E. Renton, published by The Law Book Co. Ltd.

**4. Our Policy on recording of Council and Corporate Minutes:**

- 4.1 ) Minutes of Council Meetings will be recorded in accordance with Section 5 of Council's Code of Meeting Practice as amended from time to time.
- 4.2 ) The process for recording and archiving of Council meeting / committee minutes will incorporate the following steps:
- ♦ Recording of original **draft** minutes by the General Manager's nominated officer(s) at the Council meeting.
  - ♦ Production of the **unconfirmed** minutes from the draft minutes, by the General Manager.
  - ♦ Distribution of the **unconfirmed** minutes to Members and relevant staff.
  - ♦ Display of the **unconfirmed** Minutes on Council's Internet site.

## Council &amp; Corporate Meetings – Minutes Policy p7

- ◆ Actioning of the minute / decision of Council or the meeting.
- ◆ Consideration of the unconfirmed Minutes by the Council at the following meeting, for adoption by Council as a true and correct record or for correction or amendment to the Minutes by resolution of Council, or a Committee of Council.
- ◆ **Confirmation** of the Minutes following the above consideration.
- ◆ Replacement of the Unconfirmed Minutes with the Adopted Minutes on Council's internet site, ensuring that any amendments are highlighted.
- ◆ **Signing** of the Official copy of the adopted Minutes by the Chairperson and, in the case of full Council Meetings, countersigned by the General Manager or his representative.
- ◆ Recording of the Minutes in Council's Records Management system, with appropriate subject linkages.
- ◆ Appropriate archiving of Council minutes to comply with the Records Act.

4.3 ) The process for recording minutes of Corporate meetings involving staff and / or external parties will include the following steps:

- ◆ Tasking of an appropriate staff attendee with the capture and compilation of an adequate record of minutes or notes of proceedings, attendance, decisions and matters impacting on Council's Management Plan, policy objectives or personnel.
- ◆ Registration in Council's records management system and in a suitable format, of a record of the meeting.
- ◆ Distribution via Council's records management system, of relevant records to appropriate personnel, for follow up action.
- ◆ Distribution of relevant meeting notes and minutes to all attendees at the meeting, together with a request for immediate advice of any perceived discrepancy.

Council & Corporate Meetings – Minutes Policy p8

- ◆ Follow up and settlement of any claims of discrepancy in the record of the meeting.

**4.4 ) Appropriate matters for capture and recording in the minutes of Council meetings will include but are not limited to the following :**

- ◆ Attendance of Councillors and key Council staff.
- ◆ Movements of Councillors and key staff into and out of the meeting room, during conduct of the meeting.
- ◆ All motions, foreshadowed motions, amendments, resolutions and decisions of the Council or Committee.
- ◆ Procedural motions and the immediately preceding issue which gave rise to the Procedural motion.
- ◆ Actions which may have been the cause of procedural motions and which in the opinion of the General Manager, have the potential to result in legal action against Council or an individual.
- ◆ Declarations of Pecuniary Interest as defined under the Local Government Act.
- ◆ Declarations of Conflict of Interest under Council's Code of Conduct.
- ◆ The key points of any Public Participation address.
- ◆ Any commitments given at a meeting, which in the opinion of the General Manager, should be included in the minutes.

**5. Council's Internal control of matters arising:**

The process for ensuring that the decisions of Council are "actioned" and followed up.

**6. Safe Custody of Minutes and Archives:**

The safe storage and custody of Minutes of Council in paper and electronic formats is the responsibility of the Records Manager.

Council & Corporate Meetings – Minutes Policy p9

**7. Variation and Review:**

This policy will be internally reviewed each year and where amendment is proposed, will be referred to Council for review.

**8. References:**

- ◆ NSW Local Government (General) Regulation 2005.
- ◆ ICAC guidelines and production “In Whose Best Interest” 2003.
- ◆ NSW Records Act – 2000 Records Management, Australian Standard AS 4390-1996, which has been adopted as a code of best practice within NSW.
- ◆ “Guide for Meetings” by N.E. Renton, published by The Law Book Co. Ltd.
- ◆ Administrative Good Conduct Guide, NSW Ombudsman’s information sheet 1997.
- ◆ Create and Capture: Guidelines for better record keeping, State Records NSW, 2001.

**Attachments:**

Nil

**Policy Authorised by:**

Name:

Signature: .....

Title                    **General Manager**

Date: .....

**7. Election of Delegates to Council Committees and Representatives to Working Parties (8767194)**

To the General Manager

**Division: Operations & Services Division**

**Department: Corporate Services**

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

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 alternate 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 alternate 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>
------------------------------------

**STAFF COMMITTEE**

**Delegates**

Mayor David Hamilton

Councillor Don Briggs

Councillor Michele Greig

Councillor Tim Hore

Councillor Jeff Bailey

**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 Gillett

**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 Tim Hore

**Secretary**

Corporate Meetings Officer

**Meets**

When required at 5.00 pm at Lamerton House.

**Community Representatives**

Mr Harry Spicer  
Mrs Barbara Street  
Ms Norelle Pullen  
Ms Lylea McMahon (Member for Shellharbour)  
Ms Marianne Saliba (rep for Member for Kiama)  
Mr Matt Brown MP (Member for Kiama)  
Mr Neil Greig (rep for Member for Throsby)

**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**

Mr Richard Davis  
Ms Beverly Armer Pittman  
Mr Geoff McAdam  
Ms June Lowe  
Mr Gerald Brown  
Mr Shane Ford  
Mr Darrell Brown  
Mr Barry Lenihan  
SACYA Representative  
Mr James Mulholland  
Ms Agnes Donovan  
Ms Rhonda Cruse-Rawiri  
Mr Gerry Moore  
Ms Jodi Edwards  
Ms Vanessa Martins

**Meets**

Every two months on a Tuesday at 3 pm at  
Lamerton House

**Secretary**

Corporate Meetings Officer

**Staff Attending**

Manager Community Development  
Aboriginal Community Liaison Officer

**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 Don Briggs  
Councillor Christine Jeffreys  
3<sup>rd</sup> position - vacant

**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.

**Staff Attending**

Group Manager Community Services  
Manager HACC Services & Development  
Manager Compliance

**Secretary**

Corporate Meetings Officer

**Meets**

Bi - monthly on the third Wednesday 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  
Economic Development Manager  
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 Mark Grimson – Illawarra Business  
Chamber  
Ms Dianne Murray – TAFE NSW – Illawarra  
Institute Director

**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 2005.



## **MISCELLANEOUS COUNCIL COMMITTEES - INTERNAL**

### **WORKPLACE CONSULTATIVE COMMITTEE**

**Delegates**

Delegates no longer required. See Min  
No.488 Extraordinary Meeting 26/9/2006

**Alternative Delegate**

Not required

**Management Representatives**

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

**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 a Notional Agreements Preserving a State Award (NAPSA) and the scope of the Committee is provided for in the NAPSA.

**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)

**Secretary**

Human Resources Administrative Officer

**Meets**

2:30 pm on 1st Thursday of every second month at  
Lamerton House

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

Note: The membership of this Committee is identical to the Council Development Advisory Committee except that local Members of Parliament are formal voting members.

**Delegate**

Councillor Michele Greig

**Staff Attending**

Traffic Engineer

**Alternative Delegate**

Mayor David Hamilton

**Secretary**

Corporate Meetings Officer

**Community Representatives**

Mr Matt Brown MP  
Ms Lylea McMahon 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 except that Local MPs are not voting members. This committee meets as and when required immediately preceding the Shellharbour Traffic Committee meetings.

**Delegate**

Councillor Michele Greig

**Staff Attending**

Senior Subdivision and Development Engineer

**Alternative Delegate**

Mayor David Hamilton

**Community Representatives**

Police Wollongong & Warilla  
RTA

**Secretary**

Corporate Meetings Officer

**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

**Staff Attending**

Group Manager Planning Services  
Senior Design Engineer

**Alternate Delegate**

Councillor Charles Mifsud

**Community Representatives**

R.Upreti - Department of Planning and Department of Natural Resources  
T. Pennington – Department of Planning and Department of Natural Resources  
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

**Purpose**

To be advised

**Meets**

As and when required

## ELLIOT LAKE ESTUARY MANAGEMENT COMMITTEE

**This committee was used in the development of the estuary management plan which has been completed. It is unlikely this committee will meet this year and it is suggested that it should be reformed if and when required.**

WARD E

**Delegate**

Councillor Geoff Rose

**Staff Attending**

Manager Environment & Recreation  
Senior Environmental Officer  
Group Manager Planning Services  
Assets Manager

**Alternate Delegate**

Councillor Charles Mifsud

**Community Representatives**

Mr J Windsor  
Mr A Hardie  
Mr M Kinred (Dept Natural Resources)

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 B & F

**Delegate**

Councillor Christine Jeffreys

**Alternate Delegate**

Councillor Helen Gillett

**Staff Attending**

Senior Design Engineer

Group Manager Planning Services

Senior Administration Coordinator

**Meets**

As and when required

**Community Representatives**

Not yet appointed

**State Government Authorities**

Dept Planning

Dept Natural Resources

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**

### **SHELLHARBOUR FORESHORE WORKING PARTY**

This committee was used in the development of the Foreshore Management Plan which has been completed. It is unlikely this committee will meet this year and it is suggested that it should be reformed if and when required.

**Delegate**

Councillor John Leedham

**Staff Attending**

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

**Community Representatives**

Mr J Turpin (NSW Fisheries)  
Mr A Robertson (Waterways Authority)  
Mr H Ullah & Mr J Filocamo (Dept Planning,  
Dept Natural Resources)  
Mr D McMurdo (Recreational Fishing  
Community)  
Mr G Lee (Shellharbour Game Fishing Club)  
Mr M Dennis (Ocean Beach Hotel & Chamber  
of Commerce)

**Meets**

As and when required

**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.

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

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 Planning Services  
Group Manager Corporate Planning  
Environment & Recreation Officer  
Manager Environment & Recreation  
Asset Manager

**Community/Sports Association Representation**

Keith Wallace – Dept Sport & Recreation  
Otto Bader  
Barry Templeman  
Bruce Badcock

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.

**Notes in relation to Illawarra Regional Airport Operations Working Party Community Representatives.**

Council resolved to appoint two community representatives (Mr Harry Spicer OAM and Mr Noel Eccleston) and an alternate (Ms Catherine Massey) to the Illawarra Regional Airport Operations Working Party for a two-year period commencing 27 February 2006.

Mr Eccleston resigned in August 2006 and Ms Massey took up this position. There have been four Working Party meetings. The community representatives requested that they meet with the Mayor and DOS between the scheduled Working Party meetings. There have been four of these meetings.

All of the community representatives have been active and often communicate with the Director Operations and Services outside of the meetings. Both current representatives have expressed a desire to continue in their positions. I recommend that they be reappointed for a further 12 months, with re-election to coincide with the local government elections.

Arthur Webster

**Director Operations and Services**

**ILLAWARRA REGIONAL AIRPORT OPERATIONS WORKING PARTY**

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  
Assets Manager  
Airport Groundsman

**Alternative Councillor Representative**

The Deputy Mayor

**Meets**

As and when required

**Aerodrome Operators Representatives**

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

**Community Representatives (local)**

Harry Spicer  
Catherine Massey

**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.

## ILLAWARRA REGIONAL AIRPORT MANAGEMENT ADVISORY COMMITTEE

### **Councillor Representatives**

Mayor David Hamilton  
Deputy Mayor

### **Regional Business Representatives**

Wollongong Council (1)  
Kiama Council (1)  
State & Regional Development (1)  
Illawarra Area Consultative Committee (1)  
South Coast Regional Tourism Org. (1)  
Bluescope Steel (1)  
Qantas Link (1)  
Premiers Department (1)

### **Staff Representative**

General Manager  
Director Operations & Services  
Community Business Liaison Officer

### **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 Tom Hawker  
Councillor Helen Gillett  
Councillor Tim Hore

### **Staff Representatives**

Group Manager Customer & Environmental Services  
Waste Manager  
Waste Officer

### **Alternate**

Councillor Barry Bird

### **Meets**

As and when required

### **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 Barry Bird  
3<sup>rd</sup> position vacant

### **Staff Representatives**

Group Manager Planning Services  
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 Planning  
Department of Natural Resources  
Sydney Water  
Integral Energy  
Dept of Transport  
City Rail  
Roads & Traffic Authority  
Healthy Cities Illawarra  
Local Aboriginal representative

### **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

### **Staff Representatives**

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

### **Meets**

As and when required.

## 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  
Waste Management Officer

### **Meets**

Quarterly.

### **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 WARDS A, B, D & E)

### **Councillor Representatives**

Councillor Tom Hawker  
Councillor Tim Hore  
Councillor Helen Stewart  
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.

**8. Election of Delegates to Outside Committees and Organisations (8767200)**

To the General Manager

**Division:** Operations & Services Division

**Department:** Corporate Services

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

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 Helen Gillett

**Secretary**

Robert Sciacchitano

**Alternative Delegate**

Councillor Michele Greig

**Treasurer**

Phil Woodcock

**Community Representatives**

Tracy Freeman - Chairperson  
Brad Johns – Vice Chairperson  
Debbie Cosmos - Secretary  
Peter Gavin  
May Hudson  
Wayne Hockey  
Barry Becaravic  
Dee Kramer

**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 Tom Hawker

**Alternative Council Delegate**

Councillor Michele Greig

**Rural Fire Service Representatives**

Illawarra RFS Manager

**Staff Representatives**

Administration Officer

Director Operations &amp; Services

Fuel Management Sub-committee – Manager

Environmental &amp; Recreation

Operations Sub-committee – Group Manager Works  
& Services**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.

## ILLAWARRA DISTRICT FIRE SERVICE LIAISON COMMITTEE - SERVICE LEVEL AGREEMENT

**Council Delegate**

Councillor Tom Hawker

WCC &amp; KMC Councillor representatives

**Staff Representatives**

Director Operation &amp; Services

WCC &amp; KMC management representatives

**Alternative Council Delegate**

Councillor Michele Greig

**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 Charles Mifsud

**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 Don Briggs

**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.

## 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

**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 John Leedham

**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.

## ILLAWARRA AREA ASSISTANCE SCHEME - LOCAL COMMITTEE

(This is a new committee)

**Council Delegate**

Two Council reps are needed to sit on the Shellharbour Local Committee.

**Meets**

Usually one half day meeting in October to set local priorities and another to evaluate and rank submissions.

**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.

## ILLAWARRA AREA ASSISTANCE SCHEME – REGIONAL ADVISORY COMMITTEE

**Appointment by Southern Councils Group  
(representing Southern Councils Group)**

Councillor Michele Greig

Note: This appointment is shared among member Councils and Council may be asked to take this role in 2007/08. This person should be one on the Councillors on the Local Committee.

**Alternative Appointment**

Group Manager Community Services & Development

**Meets**

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

**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.

## 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  
Mr K Moore

**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 Michele Greig

**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 Gillett

**Alternate**

Councillor Christine Jeffreys

**Community members**

Marlene Calleja  
Supt Wayne Dedden  
Snr Sgt Greg Mahon  
Sgt John Klepczarek  
Sandra Pearson  
Pauline Donohoe  
Harry Spicer OAM  
Fran Crittle  
Const Heide Hage  
Cathryn Dorahy  
DET Representative  
Cecily Driscoll

**Meets**

Quarterly at Lamerton House at times to be advised

**Staff Representatives**

Manager, Community Development  
Coordinator, Safer Communities Campaign  
Manager, Youth Services  
Coordinator, Good Neighbour Scheme

**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

**Alternate**

Nil

**Staff Representative**

Manager Environment & Recreation

**Meets**

As and when required at Kiama Council

**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**

Councillor Tom Hawker

**Meets**

As and when required, varying venues

**Alternate**

Councillor Don Briggs

**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 SCG) (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.



## **PUBLIC LIBRARIES NSW - COUNTRY**

**Council Delegate**

Councillor Helen Stewart

**Meets**

Four times a year or as required at various locations.

**Alternative Council Delegate**

Councillor Geoff Rose

**Staff Representative**

Manager Library & Customer Services

**Charter**

1. 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.
2. 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.
3. 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.
4. 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.
5. To demonstrate solidarity and self-help among country councils and libraries, fostering confidence and mutual support
6. To undertake and encourage research and development on matters of interest to public libraries in New South Wales.
7. CPLA has the ability to apply for grants and raise finance for specific purposes.

## **LAKE ILLAWARRA FLOODPLAIN MANAGEMENT COMMITTEE**

**Council Delegate**

Councillor Tim Hore

**Staff Representative**

Senior Design Engineer

**Alternative Council Delegate**

Councillor John Leedham

**Meets**

As needed

**Community Reps**

Mr Doug Prosser (LIA)

Ms Shirley Massey (ICMC)

Ms Vicki King (WCC Neighbourhood Committee No. 8)

Ms Violet Pocock (WCC Neighbourhood Committee No. 9)

Mr Bruce Carter (WCC Neighbourhood Committee No. 10)

Councillor (WCC)

**Charter**

To be advised.

## LAKE ILLAWARRA MANAGEMENT PLAN ADVISORY COMMITTEE

**Council Delegate**

Councillor Tim Hore

**Staff Representative**

Forward Planning Engineer  
Group 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**

Manager Environment & Recreation

**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**

Manager Environment & Recreation

**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 – disbanded in 2004

Nomination no longer required.

## LOCAL GOVERNMENT & SHIRES ASSOC SOCIAL ISSUES REFERENCE GROUP

(This nomination is by application to LGSA for term of Council or when called for)

**Council Delegate**

Councillor Christine Jeffreys

**Meets**

As required

**Charter**

Provide advice, support and assistance to the Standing Committee on Community Planning and Services Associations staff on dealing with current and potential issues relating to social issues, social planning, community and/or service development and general community facilities and services. Review and update the Associations' policy statement covering social issues, social planning, community and/or service development and general community facilities and services for consideration by the Annual Conferences of each of the Local Government Association and the Shires Association. Liaison with Councillors or staff representing the Associations on external committees, such as Children's Services Forum, Youth Interagency Taskforce, CSGP Roundtable, Public Health/Social Planning Project Steering Committee, committee for Framework Multiculturalism Locally and Community Development and Support Expenditure Scheme (CDSE) Committee.

## LOCAL GOVERNMENT & SHIRES ASSOC AGEING AND DISABILITIES REFERENCE GROUP

(This nomination is by application to LGSA for term of Council or when called for)

**Council Delegate**

Councillor Christine Jeffreys

**Meets**

As required

**Charter**

Provide advice, support and assistance to Associations' staff and the Standing Committee on Community Planning and Services Associations staff on dealing with current and potential issues relating to social planning, community and/or service development and facilities and services for older people and people with a disability, with a specific strong emphasis on population ageing. Review and update the Associations' policy statement covering social planning, community and/or service development and facilities and services for older people and people with a disability, for consideration by the Annual Conferences of each of the Local Government Association and the Shires Association.

Liaison with Councillors or staff representing the Associations on external committees.

## WOLLONGONG CONSERVATORIUM OF MUSIC

**Council Delegate**

Councillor Tom Hawker

**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 B Bird

**Staff Attending**

Manager Development Services

**Alternate Delegate**

Councillor H 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 B Bird

**Staff Attending**

Manager Development Services

**Alternate Delegate**

Councillor H Gillett

**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

Dept Planning, Dept Natural Resources & DEC

**Purpose**

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

**9. Ministerial Appointments (8767211)**

To the General Manager

**Division:** Operations & Services Division

**Department:** Corporate Services

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

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

<b>MINISTERIAL APPOINTMENTS</b>
---------------------------------

**TRUSTEES OF THE KILLALEA STATE PARK**

WARD F

**Appointment**

Councillor Barry Bird (Ex-Officio – April 2008)

**Meets**

Various times throughout the year

**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

Membership is for two years. Current period expires 31 August 2009.

(Three councillor delegates required under the LIA Act (1987) with Minister to appoint)

**10. Mayoral Appointments (8767214)**

To the General Manager

**Division:** Operations & Services Division

**Department:** Corporate Services

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

**Author:** Julie Larsen – Agenda / Administration Officer

---

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

<b>MAYOR'S APPOINTMENTS</b>
-----------------------------

**ILLAWARRA ACADEMY OF SPORT  
BOARD OF MANAGEMENT**

**Present Council Representative**

General Manager (as Mayor's  
nominee)

**Meets**

Bi-monthly, at SCG Council venues