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1. Acknowledgement to Country

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

Please note that the Council Meetings are broadcast live on the internet. Council accepts no responsibility for any defamatory statements made during the course of the meeting.

2. Apologies / Leave of Absence

3. Pecuniary Interest

Nil

4. Addresses to Council

5. Adjournment – Consideration of Addresses to Council

6. Administrator's Statements / Reports / Presentations

7. Administrator's Minutes

8. Reports

8.1 Ordinary Meeting Cycle (9149290)

To the General Manager

Division: Operations & Services Division

Department: Corporate Services

Manager: Flora Mastro Domenico - Acting 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 6:00 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/events.

Ordinary Council Meeting dates October 2009 – September 2010			
OCTOBER 2009 13 October <i>LGA Conference 24-28 Oct</i>	NOVEMBER 10 November	DECEMBER 1 December 15 December	JANUARY 2010 No Meetings
FEBRUARY 2 February 23 February	MARCH 9 March 30 March	APRIL <i>Easter 2-5 April</i> 20 April <i>ANZAC Day 26 April</i>	MAY 11 May
JUNE 1 June <i>14 June Queen's B'day 15-17 National General Assembly</i> 22 June	JULY 20 July	AUGUST 10 August 31 August	SEPTEMBER 21 September

Recommendation

That Council continue with the existing 3 week meeting cycle for the next 12 months (September 2010) and adopt the Council meeting dates as detailed in this report.

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

Approved for Council's consideration: _____

Attachments

Nil

8.2 Review of Council Committees and Working Parties (9149425)

To the General Manager

Division: Operations & Services Division

Department: Corporate Services

Manager: Flora Mastro Domenico – Acting Group Manager Corporate Services

Author: Julie Larsen – Agenda / Administration Officer

Summary

This report is to propose the appointment of delegates to Council Committees and outside committees and staff representatives for Working Parties in order that they continue their functions.

Recommendation

That the attached list of Committees and Working Parties 2009/2010 be endorsed and adopted by Council.

Background

Council appoints delegates to committees, outside committees and working parties in September of each year.

Last year, following the appointment of the Administrator, a review of the list of Committees and Working Parties was undertaken and recommendations as to suitable delegates to committees and working parties that continue to be relevant to Council's operations were made.

Council has various types of Committees and Working Parties in use in order to exercise its functions. The list of committees and working parties has again been reviewed for currency and is provided as an attachment to this report.

Consultations

Internal

Group Manager Corporate Services

External

Nil.

Considerations

Financial/resources implications

N/A

Legal & policy implications

N/A

Public/social impact

Nil.

Options

1. To adopt the recommendation, or
2. To adopt an amended recommendation.

Conclusions

Council's Committee and Working Party membership details have been reviewed to ensure that details for each committee and working party are current.



Approved for Council's consideration: _____

Attachments

1. Committees and Working Parties 2009/2010 (Under separate cover)

9. Urgent Business



Shellharbour City Council

Business Paper

Extraordinary Meeting
15 September 2009

Attachment to
Corporate Services
Item no. 8.2

**Review of Council's
Committees and Working Parties**



Shellharbour City Council

Committees and Working Parties 2009-2010

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COUNCIL STANDING COMMITTEES

STAFF COMMITTEE

Delegate

Administrator (or his delegate)

Secretary

Manager Executive Offices

Meets

As and when required at Lamerton House

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 COMMITTEE

Delegates

Administrator (or his delegate)
Manager Media & Communications
Events & Promotions Coordinator
Events & Communications Assistant

Secretary

Corporate Meetings Officer

Meets

When required at 5.15 pm at Lamerton House.

Community Representatives

Up to four community representatives (aged 26 years and over)

One youth representative (aged under 26 years)

Ms Lylea McMahon MP - Member for Shellharbour (or delegate)

Ms Jennie George MP - Member for Throsby (or delegate)

Mr Matt Brown MP - Member for Kiama (or delegate)

Winners of each of the Australia Day Citizen Award categories from the previous year to be invited onto the Committee for one year.

Charter

- a. To provide community input into Shellharbour City Council's organisation of an annual Australia Day celebration
- b. To determine Australia Day Citizen Award winners
- c. To provide advice and input into other Shellharbour City Council events as required

Objectives

The objective of this committee is to assist the Council to deliver a safe and enjoyable community event on Australia Day within available budget resources by:

- a. Providing a forum for discussion to help guide the strategic direction of the event.
- b. Where appropriate providing assistance at the event
- c. Deciding the winners of the various categories in the Australia Day Citizen awards.

Conduct of Committee

- Term of appointment for community representatives to be two years (except for previous year's Citizen Award winners, see above). Community representative nominations to be advertised and members to be appointed by Council.
- A quorum will consist of half the committee plus one.
- Committee to meet at least three times per year, and as required

SHELLHARBOUR ABORIGINAL ADVISORY COMMITTEE

Delegates

Administrator (or his delegate)
General Manager (or his delegate Ms
Christine Jeffreys)

Community Members

Ms Beverly Armer Pittman
Mr Barry Bird
Mr Darrell Brown
Mr Gerald Brown
Ms Rhonda Cruse-Rawiri
Mr Richard Davis
Ms Agnes Donovan
Ms Jodi Edwards
Ms June Lowe
Ms Sharon Maher
Mr James Mulholland
Ms Sharralyn Robinson
Ms Iriaka Ross
Mr Mannie Santos

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

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

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.

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.

Staff Attending

Manager HACC Services & Development
Forward Planning Engineer

Secretary

Corporate Meetings Officer

Meets

Quarterly in March, June, September and November on a Wednesday at 10:00 am at Albion Park Home & Community Care Centre.

ILLAWARRA REGIONAL AIRPORT MANAGEMENT ADVISORY COMMITTEE

Staff Convenor

Director Operations & Services

Staff Representative

Economic Development Manager

Council Representatives

Administrator (or his delegate)
General Manager

Meets

As and when required

Regional Business Representatives

Wollongong Council (1)
Kiama Council (1)
State & Regional Development (1)
Illawarra Area Consultative Committee (1)
South Coast Regional Tourism Organisation (1)
Bluescope Steel (1)

Purpose

To advise 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.

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.

In the future this Committee will no longer form part of the report to the usual September Extraordinary Meeting business paper.

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 voting members.

Delegate

Group Manager Development &
Technical Services

Staff Attending

Traffic Engineer

Alternative Delegate

Director of Operations & Services

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 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

Group Manager Development &
Technical Services

Staff Attending

Senior Subdivision and Development Engineer

Alternative Delegate

Director of Operations & Services

Secretary

Corporate Meetings Officer

Community Representatives

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

Delegate

Senior Drainage Design Engineer

Staff Attending

Group Manager Planning Services
Flood Engineer

Alternate Delegate

Design Engineer

Community Representatives

R Upreti	Department of Environment and Climate Change
T Pennington	Department of Environment and Climate Change
B Buchanan	Environmental Protection Agency
R Lyster	Roads & Traffic Authority
J Turpin	NSW Fisheries
R Hart	State Emergency Services
T Frost	Warilla Sports Club
D Lowe	Land Owner
G Pearce	Land Owner/Land Care Group

Purpose

To be advised

Meets

As and when required

HORSLEY CREEK FLOODPLAIN RISK MANAGEMENT COMMITTEE

Delegate

Senior Drainage Design Engineer

Staff Attending

Group Manager Planning Services
Senior Administration Coordinator
Flood Engineer

Alternate Delegate

Design Engineer

Meets

As and when required

Community Representatives

Not yet appointed

State Government Authorities

Department of Environment and Climate Change
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.

MACQUARIE RIVULET CATCHMENT FLOODPLAIN RISK MANAGEMENT COMMITTEE

Delegate

Senior Drainage Design Engineer

Staff Attending

Group Manager Planning Services

Alternate Delegate

Design Engineer

Meets

As and when required

Community Representatives

Not yet appointed

State Government Authorities

Department of Environment and Climate Change
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 Macquarie Rivulet Catchment 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 Macquarie Rivulet Catchment Area.

WORKING PARTIES

STRATEGIC DEVELOPMENT OF SPORT & RECREATION IN SHELLHARBOUR WORKING PARTY

Staff Convenor

Manager Environment & Recreation

Staff Representatives

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

Community/Sports Association Representation

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

Meets

as required

Purpose

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

1. Provide a forum for cooperation between representatives of the community, sports associations, Department of Sport & Recreation, Council and management
2. 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.
3. Review and offer comments on applications for new facilities
4. Prioritise and offer recommendations to relevant Director/s on applications for grant funding to the Department of Sport and Recreation.
5. Provide recommendations to the relevant Director/s on Sport and Recreation Management Issues.

AQUATIC FACILITIES WORKING PARTY

Staff Convenor

Manager Environment & Recreation

Staff Representatives

Group Manager Customer & Environmental Services
Aquatic Services Manager
Asset Manager

Meets

As and when required.

Purpose

To investigate future community needs for aquatic facilities and to make recommendations to management

ILLAWARRA REGIONAL AIRPORT OPERATIONS WORKING PARTY

Staff Convenor

Director Operations & Services

Aerodrome Operators Representatives

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

Community Representatives (local)

Catherine Massey
Neville Pearson

Staff Representative

Assets Manager
Airport Groundsman

Meets

As and when required

Note: Nominations for Community Representatives are called every 2 years. Current appointments are from 9 February 2009 to February 2011.

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.

DELEGATES TO OUTSIDE COMMITTEES AND ORGANISATIONS

TOURISM SHELLHARBOUR (Shellharbour Tourist & Visitors Assoc. Inc)

Council Delegate

Director Shell Cove Business Division

Secretary

Jenny Burch

Treasurer

Phil Woodcock

Community Representatives

Tracy Freeman - Chairperson

Brad Johns

Jenny Burch - Secretary

Dee Kramer – Vice Chairperson

Wayne Hockey

Peter Gavin

Dana Edwards

Julie Core

Meets

Third Tuesday of each month at 8 am at Lamerton House

Staff Representatives

Tourism Manager

Shell Cove/Tourism Office Coordinator

Charter

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

ILLAWARRA BUSHFIRE COMMITTEE

Council Delegate

Asset Manager

Staff Representatives

Administration Officer

Director Operations & Services

Environment & Recreation Officer

Alternate Delegate

Environment and Recreation Officer

Fuel Management Sub-committee – Manager

Environmental & Recreation

Operations Sub-committee – Group Manager

Works & Services

Rural Fire Service Representatives

Illawarra RFS Manager

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.

SHELLHARBOUR RURAL FIRE SERVICE LIAISON COMMITTEE SERVICE LEVEL AGREEMENT

Council Delegate

Director of Operations & Services
KMC Councillor representative
WCC Council representative

Staff Representatives

WCC & KMC Management representatives

Alternate Council Delegate

Group Manager Customer and
Environmental Services

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

Director Community Planning and
Strategies

Meets

Bi-monthly, third Thursday at 4.00 pm at the
Trust Offices, Wollongong

Alternate Council Delegate

Group Manager Community Services &
Development

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

Group Manager Corporate Planning

Meets

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

Alternate Council Delegate

Director Community Planning &
Strategies

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)

Council Delegates

Administrator
General Manager

Alternate Council Delegate

Director Community Planning &
Strategies

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

Funding scheme has changed its process and no longer requires Council representation.

ILLAWARRA AREA ASSISTANCE SCHEME REGIONAL ADVISORY COMMITTEE

Funding scheme has changed its process and no longer requires Council representation.

SHELLHARBOUR CITY SPORTS ASSISTANCE FUND

Council Delegate

Three staff members nominated by the
General Manager

Treasurer

M Lackenby

Meets

As and when required at Lamerton House

Community Representatives

Mr K Moore
Mr K Docherty
Mr D Briggs
Mr J Leedham

Secretary

Mrs J Hudson

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, corporate and community 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

Manager Community Development

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 Delegate

Coordinator, Safer Communities Campaign

Meets

Quarterly at Lamerton House at times to be advised

Community members

Up to 4 Neighbourhood Centre Representative/s
Youth Worker Representative (1)
Aboriginal Organisation Representative (1)
Up to 4 resident representatives
NSW Police (1)
Housing NSW (1)
Department of Education & Training (1)
South East Sydney and Illawarra Area Health Representative (1)
Department of Community Services (1)
Up to 4 representatives of local Businesses
Mr Matt Brown MP
Ms Lylea McMahon MP

Staff Representatives

Manager, Community Development
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.

ILLAWARRA DISTRICT NOXIOUS WEEDS AUTHORITY

Council Delegate

Asset Engineer

Meets

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

Staff Representative

Parks & Gardens Supt.

Charter

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

LAKE ILLAWARRA FLOODPLAIN MANAGEMENT COMMITTEE

Council Delegate

Senior Drainage Design Engineer

Staff Representative

Flood Engineer

Alternate Council Delegate

Design Engineer

Meets

As needed

Community Reps

Mr Doug Prosser (LIA)

Ms Shirley Massey (ICMC)

Representatives from Wollongong City Council

Charter

To be advised.

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

Council Delegate

Manager Environment & Recreation

Charter

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

This program has ceased.

DUNMORE QUARRY COMMUNITY CONSULTATIVE COMMITTEE

Delegate

Manager Development Services

Staff Attending

Senior Development Assessment Officer

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

Meets

6 monthly

Purpose

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

SOUTHERN REGION JOINT PLANNING PANEL

Council Delegates

Two delegates from Council -
David Jesson
Graham Mitchell

Staff Attending

Manager Development Services
Development Assessment Officer
Other staff as required

Government appointed members to Southern Region Panel

Pam Allan (Chair)
Alison McCabe
Allen Grimwood

Meets

As required

Charter

The principal function of Regional Panels is to determine regionally significant development applications. Additional functions of regional panels include:

- Acting as the relevant planning authority (RPA) for the purpose of preparing a local environmental plan when appointed to do so by the Minister for Planning;
- Determining Crown development applications that have been referred to the Regional Panel by the council or the applicant, after having not been determined by the council within the time prescribed in the regulations;
- Determining applications to modify a consent for regionally significant development under S.96(2) of the EP&A Act; and
- Providing advice on planning or development matters when requested to do so by the Minister

MINISTERIAL APPOINTMENTS

TRUSTEES OF THE KILLALEA STATE PARK

Appointment

Mr Phil Woodcock - term from 23/1/09 to 27 April 2010.

(Term extended from 3 years to 5 years in 2005)

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.

Meets

Various times throughout the year

LAKE ILLAWARRA AUTHORITY

Council Delegate

To be advised following advice from the Lake Illawarra Authority

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

Staff Representative

Director Operations & Services

Alternate: Group Manager Development & Technical Services

ADMINISTRATOR'S APPOINTMENTS

ILLAWARRA ACADEMY OF SPORT BOARD OF MANAGEMENT

Present Council Representative

General Manager (as Administrator's nominee)

Meets

Bi-monthly, at SCG Council venues