

# **AGENDA**

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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 and pays its respects to Elders past and present.

## **Webcasting Comment**

The public gallery should note that Council records and webcasts its Council Meetings live to enhance the accessibility of Council Meetings to the broader Shellharbour City Community.

Council Meetings can now be viewed live via webcast, downloaded from Council's website for later viewing, or purchased from Council for viewing on a computer.

At the appropriate time during the meeting pre registered or invited members of the gallery may Address the Council at which time their image, comments or submissions will be broadcast live and recorded.

Council accepts no responsibility for any defamatory or offensive statements.

Please ensure that mobile phones and other electronic devices are turned off or are in silent mode for the duration of the meeting.

## **2. Apologies / Leave of Absence**

## **3. Pecuniary Interest and Conflict of Interest Declarations**

Note: Councillors and staff who declare a Pecuniary Interest at the Council Meeting are also required to complete a Pecuniary Interest Declaration form.

## **4. Addresses to Council**

## 5. Reports

### 5.1 Ordinary Council Meeting Schedule October 2012 - September 2013 (9753971)

To the Mayor and Councillors

**Division:** General Manager's Division

**Department:** Executive Services

**Manager:** Flora Mastro Domenico - Executive Manager / Public Officer

**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 generally scheduled for a three-week cycle on Tuesdays commencing at 6.30pm.

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 2012 – September 2013   |  |                                     |                                    |
|--|--|-------------------------------------|------------------------------------|
| <b>OCTOBER 2012</b><br><i>(Labour Day 1 October)</i><br>16 October<br><i>(LGA Conference 30 Oct - 2 Nov)</i> | <b>NOVEMBER</b><br>6 November<br>27 November         | <b>DECEMBER</b><br>11 December      | <b>JANUARY 2013</b><br>No Meetings |
| <b>FEBRUARY</b><br>5 February<br>26 February   | <b>MARCH</b><br>19 March<br><i>(Easter 29/3-1/4)</i> | <b>APRIL</b><br>9 April<br>30 April | <b>MAY</b><br>21 May               |

| <b>JUNE</b>   | <b>JULY</b>       | <b>AUGUST</b> | <b>SEPTEMBER</b>            |
|---|-------------------|---------------|-----------------------------|
| 11 June<br><i>(Queen's B'day 10 June)</i><br><br><i>(National General Assembly 16-19/6)</i> | 2 July<br>23 July | 13 August     | 3 September<br>17 September |

### **Recommendation**

**That Council continue with the existing 3 week meeting cycle for the next 12 months (September 2013) and adopt the Council meeting dates as detailed in this report.**

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

### **Attachments**

Nil

## 5.2 Method of Election of Mayor (9757667)

To the Mayor and Councillors

**Division:** General Manager's Division

**Department:** Executive Services

**Manager:** Flora Mastro Domenico - Executive Manager / Public Officer

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

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### Summary

This report advises of the procedure for the election of the Mayor

### Background

Schedule 7 of the Local Government (General) Regulation 2005 sets out the procedures for the election of a Mayor by Councillors. The General Manager is appointed as the Returning Officer for such an election. Nominations can be made without notice, but must be made in writing by two 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.

A blank nomination form has been prepared and circulated with this business paper for Councillors to use if so desired. There is no necessity to use this form, but the criteria detailed above must be met for a nomination to be valid. The nomination forms must be delivered to the General Manager and can be so delivered at any time up to consideration of this item. Further blank nomination forms will be available at the Council Meeting.

Council will need to decide on whether or not the 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."

The Mayor normally holds office for 12 months, with an election held in September of each year.

Where at any time in such an election there is equality in votes for the remaining two candidates, a draw by lot is undertaken with the candidate first drawn being taken to be elected. If at any time there is equality for two or more candidates when three or more candidates remain in the count (ie when a draw by lot will not decide the election), a draw by lot is undertaken and the candidate first drawn is excluded.

There are no financial implications in electing a mayor.

## **Consultations**

### **Internal**

Nil

### **External**

Nil

### **Political Donations Disclosure**

Not applicable

## **Recommendation**

**That:**

- (1) written nominations be called for the Office of Mayor for the period September 2012 - September 2013;**
- (2) Council determine the form of election;**
- (3) thereafter, Council proceed with the election of the Mayor.**

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

## **Attachments**

Nil

### 5.3 Method of Election of Deputy Mayor (9757674)

To the Mayor and Councillors

**Division:** General Manager's Division

**Department:** Executive Services

**Manager:** Flora Mastro Domenico - Executive Manager

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

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### Summary

This report advises the procedure for the election of Deputy Mayor if Council decides to elect a Deputy Mayor.

### Background

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."

If the Council decides to elect a Deputy Mayor the election will follow the same procedure as for the election of the Mayor.

## **Consultations**

### **Internal**

Nil

### **External**

Nil

### **Political Donations Disclosure**

Not applicable

## **Recommendation**

### **That:**

- (1) written nominations be called for the Office of Deputy Mayor for the period September 2012 - September 2013;**
- (2) Council determine the form of election;**
- (3) thereafter, Council proceed with the election of the Deputy Mayor.**

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

## **Attachments**

Nil



**5.4 Election of Delegates to Council Advisory Committees, Working Parties and Outside Committees and Organisations (9757171)**

To the Mayor and Councillors

**Division:** General Manager's Division

**Department:** Executive Services

**Manager:** Flora Mastro Domenico - Executive Manager / Public Officer

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

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**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.

**Background**

Council appoints delegates to Committees, panels, working parties and outside committees and organisations in September each year.

The various Council Committees and organisations that Council has representation on in the community align with the objectives of the Shellharbour Community Strategic Plan, in particular Objectives 1.5.1 - Meet the community's needs through the delivery of quality and accessible community services and initiatives, 1.5.2 - Partner with the Aboriginal community, government and other agencies to provide equitable opportunities, services and support to improve outcomes for the Aboriginal community within Shellharbour City and 1.5.5 - Shellharbour City Council will partner with the community and advocate for improved access to public health, aged care and disability services and facilities.

Attached to this report is the current list of Committees and Organisations that Council may elect delegates to. Under the heading "Delegates" are the councillor delegates currently appointed. Council may reappoint the current delegates or choose to elect different delegates to the committees listed.

**Consultations****Internal**

General Manager

Directors

Group Managers

**External**

Nil

**Political Donations Disclosure**

Not applicable

**Recommendation**

1. That Council determine the method of election of delegates to Council Committees, panels, working parties and outside committees and organisations.
2. That Council appoint delegates to Council Committees, panels, working parties and outside committees and organisations as detailed in this report.
3. That the Mayor is confirmed as an ex-officio delegate to all Council Advisory Committees and Working Parties.

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

**Attachments**

1. A list of the previous appointments to outside Committees and Organisations.

## COUNCIL ADVISORY COMMITTEES

### AUSTRALIA DAY COMMITTEE

#### **Delegates**

Mayor Councillor Kellie Marsh  
Councillor Marianne Saliba  
Councillor Paul Rankin  
Councillor Helen Stewart  
Events & Promotions Coordinator  
Communications Officer

#### **Secretary**

Agenda / Administration Officer

#### **Community Representatives**

Harry Spicer  
Norelle Pullen  
Barbara Street

One youth representative (aged under 26 years)

Ms Anna Watson MP - Member for Shellharbour (or delegate)

Mr Gareth Ward MP - Member for Kiama (or delegate)

Mr Stephen Jones MP - Member for Throsby (or delegate)

Ms Joanna Gash MP - Member for Gilmore (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***

Mayor Councillor Kellie Marsh  
Councillor Peter Moran  
Councillor John Murray  
Councillor Helen Stewart

**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  
Mr Malcolm Gliddon

**Meets**

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

**Secretary**

Agenda / Administration Officer

**Staff Attending**

Manager Community Development  
Aboriginal Community Liaison Officer

**Charter**

The Committee aims to act as a formal liaison 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 Marianne Saliba  
Councillor Peter Moran  
Councillor Helen Stewart

**Staff Attending**

Manager HACC Services & Development  
Team Leader Forward Planning & Assets

**Community Representatives**

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

**Secretary**

Agenda / Administration Officer

**Meets**

Quarterly in March, June, September and  
November on a Wednesday at 10:00 am 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.

**ILLAWARRA REGIONAL AIRPORT  
MANAGEMENT ADVISORY COMMITTEE****Council Representatives**

Councillor John Murray (Mayor's delegate)  
General Manager (or his delegate)

**Staff Convenor**

Director Shellharbour Enterprises

**Regional Business Representatives**

Wollongong Council (1)  
Kiama Council (1)  
Industry and Investment NSW (1)  
Regional Development Australia - Illawarra  
(1)  
South Coast Regional Tourism  
Organisation (1)  
Tourism Wollongong (1)  
Division of the Department of Premier and  
Cabinet (1)  
Illawarra Business Chamber (1)

**Staff Representative**

Economic Development Manager

**Meets**

As and when required

**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.

|                                  |
|----------------------------------|
| <b>COUNCIL GOVERNANCE PANELS</b> |
|----------------------------------|

|   |
|---|
| <b>SHELLHARBOUR CITY COUNCIL<br/>GOVERNANCE, RISK AND AUDIT COMMITTEE</b> |
|---|

**Staff Convenor**

Group Manager Finance

**Council Representatives**

Mayor (ex Officio)

Councillor Peter Moran

**Independent Representatives**

Ms Kylie McRae (Chair)

Ms Janelle Bond

Professor Michael Hough

**Staff Attendees (not committee members)**

General Manager

Executive Manager / Public Officer

Manager Risk Management Services - as required

Manager Financial Services - as required

Agenda / Administration Officer - Minute Secretary

**Internal Auditor – Consultancy**

Mr Tony Harb – Inconsult

Mr Mitchell Morley - Inconsult

**Meets**

Four times per year or as required

**Purpose**

To advise on Governance, Risk Management and Internal Audit matters, policy and strategies, working to an Audit Plan to encourage good Governance, provide improved assurance and to strengthen the Council's systems and procedures.

\* Council will review the structure and role of its committee, with reference to the latest guidelines provided by the Division of Local Government. Any amendment to committee functions deemed by Council to be required as a result of this review, will be made in due course.

**GENERAL MANAGER'S PERFORMANCE REVIEW PANEL****Council Representatives**

Mayor (Councillor Kellie Marsh)  
Deputy Mayor (Councillor Marianne Saliba)  
Councillor John Murray (chosen by Council)  
Councillor (chosen by the General Manager)

**Independent Representatives**

External Facilitator (appointed as required)

**Meets**

Four times per year or as required

**Staff Convenor**

Executive Manager / Public Officer

**Minute Secretary**

Executive Assistant

**Purpose**

The performance of the general manager must be reviewed at least annually against the agreed performance criteria for the position. Council may also choose to undertake more frequent interim reviews of the general manager's performance.

Council is to establish a performance review panel and delegate the task of performance reviews of the general manager to this panel. It is recommended by the Division of Local Government (guidelines) that the whole process of performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager. Panel members will be trained in the performance management of general managers.

The role of the review panel includes:

- conducting performance reviews
- reporting the findings and recommendations of those reviews to council
- development of the performance agreement.

The council and the general manager may agree on the involvement of an external facilitator to assist with the process of performance appraisal and the development of new performance plans. This person should be selected by the council or the performance review panel. All councillors not on the panel can contribute to the process by providing feedback to the mayor on the general manager's performance.

All councillors will be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

Note: The General Manager has indicated that he has chosen not to exercise the option of choosing a council representative at this stage, however he reserves the right to do so in the future.

## CONDUCT REVIEW COMMITTEE

**Council Members**

Mayor (Councillor Kellie Marsh)  
General Manager

**Staff Convenor**

Executive Manager / Public Officer

**Independent Panel Representatives**

Independent Panel Representatives for the current term of Council were appointed as per Resolution No.99 of 15 May 2012.

**Meets**

As required

**Minute Secretary**

Executive Services

**Independent Panel Term:**

Current term of the Council

**Purpose**

The members of the Conduct Review Committee may sit jointly as a Committee or severally as Sole Conduct Reviewers. It is anticipated that complaints could be determined by Committee members acting as Sole Conduct Reviewers. The Conduct Review Committee may deal with complaints about the conduct of the Mayor, Councillors and the General Manager.



## MISCELLANEOUS COUNCIL COMMITTEES EXTERNAL

### SHELLHARBOUR TRAFFIC COMMITTEE

**Responsible to:** The Roads & Maritime Services (RMS)

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

**Delegate**

Councillor Helen Stewart

**Staff Attending**

Team Leader Traffic & Subdivision

**Alternative Delegate**

Councillor Paul Rankin

**Secretary**

Agenda / Administration Officer

**Community Representatives**

Mr Gareth Ward MP  
Ms Anna Watson MP  
Police Wollongong & Warilla  
RMS

**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 RMS 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

**Responsible to:** The Roads & Maritime Services (RMS)

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 Helen Stewart

**Staff Attending**

Team Leader Traffic & Subdivision

**Alternative Delegate**

Councillor Paul Rankin

**Secretary**

Agenda / Administration Officer

**Community Representatives**

Police Wollongong & Warilla  
RMS

**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 RMS as indicated by the Guide to Traffic Generating Developments.

## ELLIOT LAKE - LITTLE LAKE FLOODPLAIN MANAGEMENT COMMITTEE

**Responsible to:** The Office of Environment & Heritage

**Delegate**

Mayor Councillor Kellie Marsh (ex-officio)  
Councillor David Boyle

**Staff Attending**

Manager Engineering Services  
Team Leader - Water Engineering and Design

**Alternate Delegate**

Councillor Peter Moran

**Meets**

As and when required

**Community Representatives**

R Upreti Office of Environment and Heritage  
T Pennington Office of Environment and Heritage  
R Lyster Roads & Maritime Services  
R Hart State Emergency Services  
Terry Frost Community Representative  
Phillip Kipp Community Representative  
Darren Hoary Community Representative  
Judy Stanic Community Representative  
Garrick Pease Community Representative

**Purpose**

The principal objective of the committee is to assist Council in the development and implementation of a Floodplain Risk Management Plan for the Elliot Lake - Little Lake 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 Elliot Lake - Little Lake Catchment Area.

## HORSLEY CREEK FLOODPLAIN RISK MANAGEMENT COMMITTEE

**Responsible to:** The Office of Environment & Heritage

**Delegate**

Mayor Councillor Kellie Marsh (ex-officio) Councillor Peter Moran

**Staff Attending**

Manager Engineering Services  
Team Leader - Water Engineering and Design

**Alternate Delegate**

Councillor Paul Rankin

**Meets**

As and when required

**Community Representatives**

Gitta Meiser  
Catherine Massey

**State Government Authorities**

OEH Office of Environment and Heritage  
RMS Roads & Maritime Services  
SES State Emergency Service

**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

**Responsible to:** The Office of Environment & Heritage

**Delegate**

Mayor Councillor Kellie Marsh (ex-officio) Councillor Peter Moran

**Staff Attending**

Manager Engineering Services  
Team Leader - Water Engineering and Desig

**Alternate Delegate**

Councillor Paul Rankin

**Meets**

As and when required once State Government funding is made available to start the floodplain risk management process.

**Community Representatives**

Craig Tate

**State Government Authorities**

OEH Office of Environment and Heritage  
RMS Roads & Maritime Services  
SES State Emergency Service

**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.

**WESTPOOL / UNITED INDEPENDENT POOLS (UIP) BOARD(S)****Council Representatives**

Mayor (Councillor Kellie Marsh)  
General Manager (or delegate)

**Alternate Delegate**

Councillor Marianne Saliba

**Independent Representatives**

Mayors and General Managers from the 16 member councils as defined in the Deeds of Agreement.

**Staff Attendees (not committee members)**

Various as required

**Meeting Convenor**

External

**Meets**

Westpool - 6 times per year  
UIP - 2 times per year

**Minute Secretary**

External

**Purpose**

To achieve and implement the purposes of both Westpool and UIP to ensure that members of these discretionary mutuals have access to appropriate insurance coverage and associated services. To ensure that both Westpool and UIP are viable; and to ensure that the board, Management Committee and any sub-committee operates in accordance with the provisions of the Deed of Agreement and with the by-laws.

## WORKING PARTIES

### SPORTS & RECREATION WORKING PARTY

*Working Party reactivated Min 33 Ordinary Council Meeting 28 February 2012*

**Councillor Representatives**

Mayor Councillor Kellie Marsh  
Councillor Marianne Saliba  
Councillor Helen Stewart  
Councillor David Boyle

**Staff Convenor**

Director Corporate Policy

**Staff Representative**

Manager Property & Recreation

**Community Representatives (local)**

Representative from sporting associations

**Meets**

As and when required

**Purpose**

To provide input into Council Sport and Recreation issues and act as a conduit between Council and sports clubs.

### AQUATIC FACILITIES WORKING PARTY

*Reformed as per Min 212 Ordinary Council Meeting 17 July 2012*

**Councillor Representatives**

Councillor Paul Rankin  
Councillor David Boyle  
Councillor Helen Stewart

**Staff Convenor**

Director Corporate Policy

**Staff Representative**

Manager Property & Recreation

**Community Representatives**

Representative from each local swimming club

**Meets**

As and when required

Two community representatives not from swimming clubs - to be endorsed by Council.

One representative from Swimming NSW to represent the two Surf Clubs

**Purpose**

To review the current use of swimming pools and investigate the future needs of the community in regard to swimming facilities.

## ILLAWARRA REGIONAL AIRPORT OPERATIONS WORKING PARTY

### **Councillor Representatives**

Councillor Marianne Saliba  
Councillor Peter Moran  
Councillor John Murray  
Councillor Helen Stewart

### **Staff Convenor**

Director Shellharbour Enterprises

### **Staff Representative**

Assets Manager  
Airport Groundsman

### **Aerodrome Operators Representatives**

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

### **Meets**

As and when required

### **Community Representatives (local)**

Colin Gilbert  
Neville Pearson

**Note:** Nominations for Community Representatives are called every 2 years. Current appointments are from May 2011 to May 2013.

### **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 to inform the working party about development applications within the airport.

## DONATIONS WORKING PARTY

### **Councillor Representatives**

Councillor Marianne Saliba  
Councillor Paul Rankin

### **Staff Representatives**

Group Manager Finance  
Group Manager Community Services & Development  
Manager Waste Services (as required)  
Manager HACC Services & Development  
Agenda / Administration Officer

### **Meets**

Quarterly

### **Purpose**

To make recommendations to Council in regard to the quarterly 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.

## SHELLHARBOUR CITY HUB - PROJECT CONTROL GROUP

### **Councillor Representatives**

Mayor Councillor Kellie Marsh  
Councillor Marianne Saliba  
Councillor Helen Stewart

### **Staff Representatives**

Director City Outcomes  
Director Corporate Policy  
Director Shellharbour Enterprises  
Finance Manager

### **Meets**

As and when required

### **Purpose**

The purpose of this group is to provide a focus point for City Hub project, assisting the Project Manager and providing considered advice to the General Manager. The Project Manager will report to and be directed by the PCG but not be a member.

The PCG need to agree on and recommend an engagement strategy for the project to be ratified by the Committee of the Whole.

The councillor representatives will be responsible for assisting in the community consultation process as well as providing a conduit for the views of Council as a whole. These councillors will also provide Council with an understanding of the issues, discussions and recommendations coming out of the PCG through the General Manager to Council.

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| <p style="text-align: center;"><b>DELEGATES TO OUTSIDE COMMITTEES AND ORGANISATIONS</b></p> |
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**TOURISM SHELLHARBOUR MANAGEMENT BOARD**

**Responsible to:** Tourism Shellharbour (Shellharbour Tourist & Visitors Assoc. Inc)

**Council Delegate**

Mayor (Councillor Kellie Marsh)  
General Manager (or his representative)

**Secretary**

Rob Sciacchitano

**Alternative Delegate**

Councillor David Boyle

**Treasurer**

Michael Willis

**Community Representatives**

Dee Kramer – Chairperson  
Jim McCallum - Vice Chairperson  
Rob Sciacchitano - Secretary  
Julie Core  
Harry Mitchell  
Brad Johns  
Peter Gavin  
David Whyte

**Meets**

Third Tuesday of each month at 8.30 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 MANAGEMENT COMMITTEE

**Responsible to:** NSW Rural Fire Service

**Council Delegate**

Councillor Peter Moran

**Alternate Delegate**

Councillor Paul Rankin

**Rural Fire Service Representatives**

Illawarra RFS Manager

**Staff Representatives**

Asset Manager

Administration Officer

Director Corporate Policy

Environment Officer (technical environmental issues - attends as required).

Officer from Works & Services

Fuel Management Sub-committee – Asset Manager

Environment Officer (technical environmental issues - attends as required).

Operations Sub-committee – Group Manager Works & Services

**Charter**

To provide a forum through which a broad cross-section of Government and non-Government organisations with an interest in the prevention, mitigation and suppression of bush fires can come together to develop and progress policies and procedures aimed at ensuring a coordinated, agreed approach to major issues.

## ILLAWARRA ZONE RURAL FIRE SERVICE LIAISON COMMITTEE SERVICE LEVEL AGREEMENT

**Responsible to:** NSW Rural Fire Service

**Council Delegate**

Councillor Peter Moran

KMC Council representative

WCC Council representative

**Staff Representatives**

WCC & KMC Management representatives

**Alternate Council Delegate**

Councillor Paul Rankin

**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 Illawarra Zone RFS Management Plan. The Director Corporate Policy reports to the Rural Fires Service Commissioner on issues of unsatisfactory performance.

**ILLAWARRA COMMUNITY HOUSING TRUST  
BOARD OF DIRECTORS**

**Responsible to:** Illawarra Community Housing Trust (Inc.)

**Council Delegate**

No longer required by the Trust as per advice received 2 March 2012

**ILLAWARRA REGIONAL INFORMATION SERVICE (IRIS)  
MANAGEMENT BOARD**

**Responsible to:** Illawarra Regional Information Services (IRIS) (Inc)

**Council Delegates**

Mayor Councillor Kellie Marsh

**Alternate Delegate**

Councillor John Murray

**Meets**

Bi-monthly, fourth Thursday at 3.30 pm at the Innovation Campus, Squires Way, North Wollongong

**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.

**SHELLHARBOUR CITY SPORTS ASSISTANCE FUND  
MANAGEMENT COMMITTEE**

**Accountable to:** Shellharbour City Sports Assistance Fund (Inc)

**Council Delegate**

Councillor David Boyle  
Councillor Paul Rankin  
Councillor Helen Stewart

**Treasurer**

Mrs M Lackenby

**Meets**

As and when required on Mondays 6.00pm at Oak Flats Bowling Club.

**Community Representatives**

Mr D Briggs (Chairperson)  
Mr J Leedham  
Mr K Moore  
Mr K Docherty

**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.

**SOUTHERN COUNCILS GROUP (SCG)**

**Responsible to:** Southern Councils Group

**Council Delegates**

Mayor (Councillor Kellie Marsh)  
Deputy Mayor (Councillor Marianne Saliba)

**Staff Attending**

General Manager  
Director City Outcomes

**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 Australian 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.

**HEALTHY CITIES ILLAWARRA MANAGEMENT COMMITTEE**

**Responsible to:** Healthy Cities Illawarra Inc.

**Council Delegate**

Mayor Councillor Kellie Marsh  
Manager Community Development

**Meets**

First Friday of every second month at  
9.30am. Ground Floor, Victoria Square, cnr  
Victoria & Belmont Sts Wollongong.

**Alternate Delegate**

Councillor Marianne Saliba

**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.

### ILLAWARRA ITEC (INC)

**Accountable to:** Illawarra ITEC (Inc)

**Council Delegate**

Councillor Paul Rankin

**Meets**

Meets at ITec headquarters (Wollongong) as and when required.

**Charter**

A not for profit Registered Training Organisation providing training and education opportunities which strengthen employment prospects for disadvantaged job seekers, and small business.

### ILLAWARRA DISTRICT NOXIOUS WEEDS AUTHORITY

**Accountable to:** Joint Committee of Wollongong, Kiama and Shellharbour Councils.

**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

**Accountable to:** Lake Illawarra Authority

**Council Delegate**

Mayor (Councillor Kellie Marsh)

**Staff Representative**

Group Manager City Strategy  
Senior Drainage Design Engineer  
Design Engineer

**Alternate Council Delegate**

Councillor Peter Moran

**Meets**

As needed

**Community Reps**

Mr Doug Prosser (LIA)  
Ms Shirley Massey (ICMC)  
Representatives from Wollongong City Council

**Charter**

To be advised.

**SOUTHERN REGION JOINT PLANNING PANEL**

**Accountable to:** NSW Department of Planning & Infrastructure.

**Council Delegates**

Mayor (Councillor Kellie Marsh)  
External Planning Consultant - Mr  
Graham Rollinson (from Martin Morris  
& Jones)

**Staff Attending**

Manager Development & Regulation  
Services  
Development Assessment Officer  
Other staff as required

**Alternate**

Councillor John Murray

*(Maximum appointment of three years  
allowed for delegates - appointed Sept 2011.  
Need to confirm delegates by 30 June each  
year)*

**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

**SOUTH EAST AUSTRALIAN TRANSPORT STRATEGY  
EXECUTIVE COMMITTEE**

**Accountable to:** South East Australian Transport Strategy Inc (SEATS)

**Council Delegate**

Mayor Councillor Kellie Marsh

**Meets**

Meetings are held quarterly: Feb and August in Victoria, May and November in NSW.

**Alternate**

Councillor Helen Stewart

**Charter**

The South East Australian Transport Strategy Inc (SEATS) aims to stimulate and facilitate investment in transport infrastructure in south eastern New South Wales, eastern Victoria and the ACT Region. Members of SEATS include local government, regional development organisations, government agencies, regional industry and academics. The SEATS region is in a triangle to the east of a line linking the NSW City of Wollongong to the north, the Victorian City of Greater Dandenong to the south and the Cooma, Bombala, Tumut and Tumbarumba areas, the ACT and Yass, Goulburn and Crookwell to the west.

**ILLAWARRA - SHOALHAVEN MEDICARE LOCAL  
ESTABLISHMENT COUNCIL (ISML)**

**Accountable to:** Illawarra - Shoalhaven Medicare Local Board of Directors

**Council Delegate**

Mayor Councillor Kellie Marsh

**Meets**

As required.

**Community Representatives**

Maximum of 20 representatives from across the health, community and local government sectors.

**Charter**

Formed by the Board of Directors of the ISML to provide a formal structure for engaging a range of key stakeholders in consultation about public health policy, integration and coordination of health services and delivery in our region.

The Establishment Council is a means to support the transition of the IMSL to understand community needs and develop process for developing a council charter and appointment process.

## MINISTERIAL APPOINTMENTS

### TRUSTEES OF THE KILLALEA STATE PARK

**Appointment**

Councillor Peter Moran

**Meets**

Various times throughout the year

(Appointed as Council's ex-officio representative on the Trust Board for the term of office expiring 19 January 2015).

**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 Helen Stewart

**Staff Representative**

Group Manager Infrastructure Services

(Council nominated three delegates for the one appointment by the Minister for Primary Industries).

Membership is for 12 months to 26 July 2013 when Lake Illawarra Management will be reviewed by the NSW government.

### REGIONAL DEVELOPMENT AUSTRALIA (ILLAWARRA)

**Council Delegate**

Director Shellharbour Enterprises  
WCC Representative  
KMC Representative

(No councillor delegate needed to this committee)

Current appointment extended to 31 December 2011. Expression of Interest needs to be submitted for replacement for former member, Director Community Planning & Strategies.

**Purpose**

Regional Development Australia (RDA) is an Australian Government initiative that brings together all levels of government to support growth and development of regional Australia. RDA is delivered through a national network of 55 committees who build partnerships between governments, regional development organizations, local businesses, community groups to provide strategic responses to social, economic and environmental issues affecting regional Australia. Each RDA committee contains members from local government.

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|-----------------------------|
| <b>MAYORAL APPOINTMENTS</b> |
|-----------------------------|

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|---|
| <b>ILLAWARRA ACADEMY OF SPORT<br/>BOARD OF MANAGEMENT</b> |
|---|

**Council Representative**

This is a Mayoral Appointment or  
(currently Brian Weir)

**Meets**

Bi-monthly, at SCG Council venues

To be advised to the Academy of  
Sport.

**6. Urgent Business**