

GO6 – Establishment of Community Committee/Advisory Groups

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TRIM 7632

EXECUTIVE SUMMARY

- The purpose of this report is to provide Councillors the opportunity to establish Community Committee/Advisory Groups for the term of Council.
- It is recommended:
 1. That Council endorse the re-establishment of the nine (9) Community Committees/Advisory Groups being:
 - Companion Animals Reference Committee
 - Disability Access Advisory Committee
 - Economic Development Advisory Group
 - Environment & Heritage Committee
 - Minerals & Energy Resources Committee
 - Road Safety Group
 - Rural Industry Liaison Committee
 - Transport Advisory Committee
 - Youth Advisory Committee.
 2. That Council undertake an Expression of Interest process to recruit new community members to the Community Committees/Advisory Groups.

REPORT

BACKGROUND

Council convenes a range of Community Committees/Advisory Groups in order to engage with its community on a wide range of key issues. The Community Committees/Advisory Groups are made up of interested community members, selected through an Expression of Interest process and are facilitated by a dedicated council staff member.

The role of Council's Community Committees/Advisory groups is to:

- Facilitate links and partnerships between Council and the community
- Provide opportunity for community voice and input
- Give a grass roots perspective on local issues
- Provide timely advice in relation to community issues
- Assist in implementing Council's Community Strategic Plan

As there are differences between the Community Committees/Advisory Groups it is not a one-size-fits-all however there is a standardised approach to the operating arrangements of each group.

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A summary of this approach incorporates the following key features:

MEETING FREQUENCY

- Quarterly or bi-monthly meetings
- Ad-hoc meetings where the need arises, e.g. in the run up to an event or to deal with specific matters.

COUNCILLOR REPRESENTATION

- Optional and flexible - This has the advantage of Community Committees/Advisory Groups being able to meet and have a quorum without being dependent on Councillor availability.
- This flexibility also allows Councillors with varied interest areas to attend a number of committees throughout their term of office, thus giving them the opportunity to broaden their understanding of community matters and connect with different community members.

MEMBERSHIP

- 5 community members minimum on each Community Committee/Advisory Group
- Upper limit determined for each Community Committee/Advisory group separately
- Chairperson nominated annually
- Membership to be dissolved/renewed in line with the electoral term of Council
- Applicants to outline what they can contribute to the Community Committee/Advisory Group
- Existing representatives eligible to reapply.

OPERATIONAL GUIDELINES/TERMS OF REFERENCE

- A model “Operational Guidelines/Terms of Reference” document is Attachment 1 to this report
- This model approach increases consistency between the Community Committee/Advisory Groups regarding a range of operational protocols
- The “Terms of Reference” component will be tailored to the particular interest area of the group and will outline goals that relate back to Councils Community Strategic Plan 2033
- The Terms of Reference for each of the Community Committee/Advisory Groups will be determined prior to calling for expressions of interest for members.

REPORTING

- Meeting date schedules and agendas for upcoming Community Committee/Advisory Groups will be placed in the Councillor newsletter and the corporate calendar
- Meeting minutes will be distributed to members, placed in the Councillor newsletter and on Council's website
- Community Committee/Advisory Groups will present an annual report to Council on their achievements and forward programme.

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In the 2012 - 2016 term of council there were nine (9) Community Committee/Advisory Groups.

- Companion Animals Reference Committee
- Disability Access Advisory Committee
- Economic Development Advisory Group
- Environment & Heritage Committee
- Minerals & Energy Resources Committee
- Road Safety Group
- Rural Industry Liaison Committee
- Transport Advisory Committee
- Youth Advisory Committee.

The effectiveness and relevance of the Community Committee/Advisory Groups has been tracked through annual and end of term reports. The activities of the Community Committee/Advisory Groups during the past term is summarised below.

COMPANION ANIMALS REFERENCE COMMITTEE

- A number of free micro-chipping afternoons for Companion Animals
- Two (2) open days at the animal shelter to promote our services and to display the facility being offered for Companion Animals
- Successful grant funding - Responsible Pet Ownership - totalling \$15,000 for animal de-sexing and micro-chipping program for low income and disadvantaged residents
- Establishment of a Companion Animals off-leash area.

Future Proposed Activities

- Open days to promote education of Companion Animals and operation of the animal shelter
- Seeking further grant funding for:
 - de-sexing programs
 - establishment of other off-leash areas
 - improvements to existing facilities.
- Invite guest speakers who can enhance the management of Companion Animals
- Educate the general public on Council's current euthanasia rates and promote Council's success in reducing these rates.
- Work with and lobby State Government Agencies to:
 - improve information required at time of identification of companion animals
 - increase re-homing rates and to accurately identify animal owners to enable improved enforcement of the Companion Animal Legislation.
- Work with and lobby the Office of Local Government to:
 - improve security of the Companion Animals Register.

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DISABILITY ACCESS ADVISORY COMMITTEE

- International Day of People with Disability celebrations held at:
 - breakfast at Tea's and Greens, Bingara Gorge with guest speakers
 - 80 children; young people and adults attended three (3) art workshops held at Disability Services Australia; Macarthur Disability Services and Tahmoor Community Centre.
- Involvement in the *Macarthur Access Group for Inclusive Communities* which has seen the endorsement of 51 businesses in Macarthur; 23 of these are in Wollondilly
- Launch of "Roadblock Wollondilly" to promote inclusiveness in Wollondilly.

Future Proposed Activities

- Assist in research and preparation of a Disability Inclusion Plan
- Organise International Day of People with Disability
- Continue to support and be involved in *Macarthur Access Group for Inclusive Communities*
- Rename the Committee "Wollondilly Access and Inclusion Committee" for the new term. This will assist in promoting positive community attitudes and behaviours through broader inclusion and access in creating liveable communities which responds to the Disability Inclusion Act 2014.

ECONOMIC DEVELOPMENT ADVISORY GROUP

- Delivery of the Economic Development Business Newsletter "Your Business Wollondilly"
- Hosted Business Networking Breakfasts
- Representation on the initial development team for the Wollondilly Health Alliance
- Sponsorship of two Medical Awards through UWS
- Hosted Wollondilly Events Forum
- Printing and distribution of the new Wollondilly Discovery Guide
- Warragamba Economic Development Activity through engagement of a student; through USW to undertake research into the Economic downturn in Warragamba. This thesis document will form the basis of the Revitalisation of Warragamba Project
- Tourism Event for Tourism Business Sector
- Visitor Information Centre ran a series of programs at illuminARTE
- Facilitation of Local Government and Procurement Training 2014 for local businesses
- Completion of RV Dump Points in Wollondilly Shire
- Old Hume Highway 31 project

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Future Proposed Activities

- Planning for the Future
- Supporting Existing businesses
- Marketing Promotion and Branding
- Investment Attraction
- Advocacy.

ENVIRONMENT & HERITAGE COMMITTEE

- Discussion of environmental issues including biodiversity policy review
- Development Control Plan review and discussion
- Sydney Water presentation regarding Picton Sewerage Scheme Upgrades.

Future Proposed Activities

- Advocate for project funding - Picton Heritage and Shire Wide
- Advocacy in environmental and heritage topics including:
 - Genetically Modified Cotton
 - Biodiversity Bill Review
 - M9 Orbital
 - Greater Macarthur Study Area
 - Mining
 - Bargo Gorge.

MINERALS & ENERGY RESOURCES COMMITTEE

- Gas Drainage Program associated with the Bulli Seam Project
- Advocacy with mining and coal seam gas operations including concerns regarding:
 - potential impacts associated with mining on the condition of Redbank Creek and Thirlmere Lakes.
- Discussion of Government Policy announcements including:
 - amendments to the State Environmental Planning Policy and the draft Integrated Mining Policy
 - review of the Mine Subsidence Compensation Act and involvement of Council in this process
 - review of the Water Trigger attached to the Commonwealth Environment Protection and Biodiversity Conservation Act 1999
- Discussion of mining and coal seam gas applications
- Improvement of energy efficiency of existing residential and commercial buildings
- Provision of information to assist Council in the preparation of submissions and relevant strategies
- Discussion of issues associated with the closure and rehabilitation of coal seam gas wells following the announcement by AGL to cease operations as part of the Camden Gas Project by approximately 2023
- Issues associated with the closure of the Tahmoor Colliery operations from approximately 2018 and the rehabilitation of the site

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- Engagement with industry and Wester Sydney University representatives.

Future Proposed Activities

- Continue to discuss issues associated with the mining and coal seam industry that arise as well as issues associated with local projects such as potential impacts of mining operations on the condition of Thirlmere Lakes.
- Discuss and advocate on renewable energy issues within a local and broader context.

ROAD SAFETY GROUP

- Learner Driver Log Book Run events targeting learner drivers
- Graduated Licensing Scheme Workshops developed by RMS and presented by Councils Road Safety Officer to parents/guardians of learner drivers twice yearly
- U-Turn the Wheel for Year 11 Students in both Picton High and Wollondilly Anglican College (approximately 160 students per year)
- Safe Child Restraints events offering free child restraint fitting checks, subsidised with RMS project funding
- Older Drivers project developed for seniors safety and delivered to seniors in local Retirement Villages.
- School zone awareness working with Camden LAC Police and local schools to promote 'Go 40 For Me' campaign and responsible parking for parents around the school zones.
- Thirlmere Steam Festival Event involved the Road Safety Group members attending with a chocolate wheel and quiz based on the RMS campaign 'Top 10 Most Misunderstood Road Rules'
- Motorcyclist Safety event targeted novice and experienced riders to raise awareness of potential hazards; riding skills; technique and basic motorcycle essentials
- Variable Message Board promoting road safety.

Future Proposed Activities

- The Road Safety Group will continue to develop all of the above projects (subject to approved grant funding) along with additional road safety projects as identified.

RURAL INDUSTRY LIAISON COMMITTEE

- Provide Feedback on Planning Proposals and Development Applications which are likely to impact (positively or negatively) on agricultural production.
- Facilitate communication between industry and various levels of government
- Create and support opportunities and initiatives that will enhance agricultural production.
- Promoted and participated in the Poultry Forum

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- Working with Department of Primary Industries on Biosecurity and other agricultural support initiatives
- Participated in Greater Western Sydney forum
- Provided input into the Farmland Rates Survey
- Provided input into the Sydney Peri-Urban Network
- Development of the Draft Rural Action Plan.

Future Proposed Activities

- Implementation of the Draft Rural Action Plan.

TRANSPORT ADVISORY COMMITTEE

- Successfully applied for grants under the Country Passenger Transport Infrastructure Grants Scheme for \$257,250 for various bus shelter improvement works throughout the Shire.

Future Proposed Activities

- Continued advocacy for greater contact with Transport for NSW with the intent that they are represented at Transport Advisory Committee meetings
- Continue refocus on the committee on strategic advice and direction for Transport related issues
- Review potential funding sources such as Roads & Maritime Service grants and the Country Passenger Transport Infrastructure Grants program
- Continue review of Councils Bike Plan.

YOUTH ADVISORY COMMITTEE

- Leadership Experience/Opportunities
- Lions Youth Leadership Project
- Attended the Youth Week “Minding our Mental Health Forum” Sydney
- Youth Week Regional Youth Forum
- Attend the Max Potential Showcase
- Attended the “Shift This” Youth Action 2014 Conference
- Street ART Project
- Advocate and raise awareness of youth related challenges by attending the WSC Community Forum
- Sexual Health DVD
- Consulting on Council's Beach Bus project
- Participated in a focus group session for the Social Plan
- Conducted surveys with young people for the Wollondilly Social Plan
- Plan and implement youth events in the Shire
- Volunteered at the 2014 Wollondilly Employment Expo, NAIDOC Family Day, Australia Day, Mayor's Gaming Challenge, and various other community events
- Provision of free events in Wollondilly during Youth Week
- Attended the Youth Week "It Starts with Us" Forum in Sydney
- "30 Things to do in Macarthur under \$15" Resource - Macarthur Youth Support Network project

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- Coordinate professional training and networking opportunities for Youth Workers in the Macarthur Region
- Local Youth Leadership Mud Fun project
- Wollondilly Beach Bus project
- Gig Night in the Cage
- Volunteered to run the Wollondilly Shire Council Staff Wellness Walk
- Volunteered at the 2015 Australia Day Mayoral Fishing Competition.

Future Proposed Activities

- Review Youth Week and evaluate the need to deliver an event or to refocus their objective to skills building and training
- Continue to raise awareness of the Youth Advisory Committee and to further the reach by promoting it through tertiary educational institutions.

CONSULTATION

Nil.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS

1. Operational Guidelines / Terms of Reference

RECOMMENDATION

1. That Council endorse the re-establishment of the nine (9) Community Committee/Advisory Groups being:
 - Companion Animals Reference Committee
 - Disability Access Advisory Committee
 - Economic Development Advisory Group
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2. That Council undertake an Expression of Interest process to recruit new community members to the Community Committees/Advisory Groups.

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ATTACHMENT 1 – 7632 – 17 OCTOBER 2016



WOLLONDILLY SHIRE COUNCIL

.....
**Community Committee / Advisory
Group**

**Operational Guidelines and
Terms of Reference**
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P. O. Box 21 PICTON NSW 2571
62-64 Menangle Street PICTON NSW 2571
DX: 26052 PICTON Phone: 02 4677 1100 Fax: 02 4677 2339
Email: council@wollondilly.nsw.gov.au

Rural Living

Governance

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**COMMUNITY COMMITTEE/ADVISORY GROUP
OPERATIONAL GUIDELINES & TERMS OF REFERENCE**

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**COMMUNITY COMMITTEE/ADVISORY GROUP
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**COMMUNITY COMMITTEE / ADVISORY GROUP -
TERMS OF REFERENCE**

1. OBJECTIVE OF THE COMMUNITY COMMITTEE / ADVISORY GROUP

To bring together interested community members to *(Broad statement of strategic intent)*

2. LINKS TO COMMUNITY STRATEGIC PLAN 2033

The Community Committee/Advisory Group directly supports Wollondilly Community Strategic Plan 2033 as it enables Council to engage with its community by listening to and responding to their needs and concerns.

The Community Committee/Advisory Group will consider issues and pursue actions and strategies which support Wollondilly Community Strategic Plan 2033.

The Community Committee/Advisory Group will report on its outcomes and achievements annually, in particular identifying how the activities have contributed to the overall outcomes of Wollondilly Community Strategic Plan 2033.

3. KEY FOCUS AREAS FOR THE COMMUNITY COMMITTEE / ADVISORY GROUP

The Community Committee/Advisory Group will pursue specific actions and strategies which relate and contribute to the following key focus areas:

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-
-
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**COMMUNITY COMMITTEE/ADVISORY GROUP
OPERATIONAL GUIDELINES & TERMS OF REFERENCE**

**COMMUNITY COMMITTEE / ADVISORY GROUP -
OPERATIONAL GUIDELINES**

1. MEETING FREQUENCY, TIMES AND VENUE

The Community Committee/Advisory Group is to meet (quarterly/bi-monthly etc.). (Include time and venue etc.).

More frequent meetings may be convened as the need arises.

Alternatively, there may be a need in certain circumstances to establish temporary sub-committees or working groups to pursue specific issues / projects etc.

2. MEMBERSHIP

The Community Committee/Advisory Group is to have a minimum of 5 community members and a maximum of..... community members.

3. MEMBERSHIP SELECTION AND TENURE

Community members are to be recruited through a public expression of interest process which will be advertised in the local media and on Council's website.

Selection will be based on set criteria which will be outlined as part of the nomination process.

Membership is to be dissolved/renewed in line with the electoral term of Council. The next dissolution and renewal process would occur after the Council election in 2016.

If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest or a call for new Expressions of interest.

4. OTHER ATTENDEES

A designated Council officer(s) will attend and convene the committee. The role of this officer is to coordinate the Community Committee/Advisory Group and to fulfil secretarial duties (see section 7 below).

Councillor attendance is optional. Community Committee/Advisory Groups can meet without a Councillor present

Guest Speakers may be invited as required and as determined by the Community Committee/Advisory Group

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5. CHAIRPERSON

A community member will be nominated by the Community Committee/ Advisory Group as Chairperson for a twelve month period (Calendar year).

Council officers and Councillors will not be eligible to be Chairperson.

If the Chairperson is absent, another member of the Community Committee/Advisory Group will be asked to Chair the meeting.

Training will be available to Chairpersons as required.

6. RESPONSIBILITIES OF MEMBERS

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Operational Guidelines. This includes communication, representing the Community Committee/Advisory Group, attendance at relevant meetings / forums / conferences and speaking to the media.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Community Committee/Advisory Group as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Community Committee/Advisory Group meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, working parties (where relevant) and associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the Council Officer prior to the meeting.

Consecutive lack of attendance (3 meetings or more) without prior apology may result in the individual member's position being declared vacant by a motion of the Community Committee/Advisory Group.

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7. ROLE OF THE COUNCIL OFFICER

The designated Council Officer is responsible for:

- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Community Committee/Advisory Group are conducted in accordance with these operational guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or the elected Council body.

8. QUORUM & DECISION MAKING

Five community members would need to be present to form a quorum.

Councillor attendance is not a requirement to form a Quorum.

The Community Committee/Advisory Group will make recommendations by consensus. If this is not possible, recommendations may need to be voted upon and a majority vote will be needed for a decision to be recorded.

Council officers and Councillors do not have voting rights but would be able to contribute to consensus decision-making.

At times the Community Committee/Advisory Group may make decisions which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Meeting date schedules for the coming year are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage at least 7 days prior to the date of the next scheduled meeting (this advice will include an agenda and the previous meeting's minutes).

Minutes are to be taken by the Council officer and distributed to Community Committee/Advisory Group members, placed in the Councillor newsletter and on Council's website within 14 days of the meeting date.

An annual report will be provided to Council outlining the activities of the Community Committee/Advisory Group during the previous year and upcoming 12 month period. This should demonstrate clearly how the work of the Community Committee/Advisory Group has contributed to the Community Strategic Plan 2033 outcomes. The annual report should also outline proposed priorities for the Community Committee/Advisory Group in the upcoming 12 months.

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10. STANDING AGENDA ITEMS

Terms of Reference will be developed and tailored to the particular interest area of the group and will outline goals and tasks for the 4 year term of the Community Committee/Advisory Group.

Standing agenda items for all working groups:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- Confirmation of minutes
- Tasks/Actions
- General Business
- WHS

11. FINANCIAL

The operational costs of convening Community Committee/Advisory Groups will be met by Council's budget.

No sitting fees or out of pocket expenses will be paid to members of the Community Committees/Advisory Groups.