



Structure and Responsibilities of Council Committees and Council's Inspection Meeting

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1. INTRODUCTION

Councils in New South Wales are established and operate under the Local Government Act 1993 (the Act).

Section 8 of the Act summarises a Councils responsibilities (“its Charter”).

Councils Charter is to:

- provide directly, or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively;
- exercise community leadership;
- exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism;
- promote, providing and planning for the needs of children;
- properly managing, developing, protecting, restoring, enhancing and conserving the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development;
- have regard to the long term and cumulative effects of its decisions to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible;
- facilitate the involvement of Councillors, members of the public, users of facilities and services and Council staff in the development, improvement and co-ordination of local government;
- raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants;
- keep the local community and the State government (and through it, the wider community) informed about its activities to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the Council is affected;
- be a responsible employer.

Section 232 of the Act outlines the role of elected Councillors in the operation of Council. Councillors carry out their responsibilities as both members of Council and Council Committees. Council’s Committees are either entirely comprised of Councillors or include Councillors, community members and Council staff.

The aim of this document is to set out the structure, responsibilities and operation of Council's Inspection Meeting and Council's Committees. Committees are categorised as either:

- A. Standing Committees (Councillors only); or
- B. Traffic Committee (comprising Councillors, community and state government representatives); or
- C. Community Committees (including Councillors community representatives and Council staff); or
- D. Waverley-Woollahra Process Plant Committee (Waverley and Woollahra Councillors).

This document should be read in conjunction with Council's current Code of Meeting Practice.

2. COUNCIL INSPECTION MEETING

2.1 What is the meeting for?

The primary function of the meeting is to assist Councillors in their decision making on Development Applications and certain matters relating to land use (eg. formal closure of roads) by enabling Councillors to view properties that are the subject of a Development Application or other application and to meet on site with objectors, applicants and their advisers.

2.2 What Delegations can be exercised at the meeting?

The Council Inspection Meeting operates with the full powers of Council. Normally, only development matters will be listed on the agenda. Other matters may be listed with the agreement of both the Mayor and General Manager.

At Council Inspection Meetings determinations are not made on site but are only made when Council formally reconvenes at the Council Chambers.

2.3 Membership and Quorum

This meeting is a Council meeting. Seven Councillors are required for a quorum.

2.4 Chair

The Mayor chairs this meeting

2.5 Meeting Days and Times

The Council Inspection Meeting takes place on either the 1st or 2nd Saturday of the month, commencing at 12.30p.m. Dates of meeting are advertised each month in the *Wentworth Courier*.

3. HOW ARE COUNCIL COMMITTEES ESTABLISHED?

Clause 260 of the Local Government (General) Regulation 2005 states that Council may, by resolution, establish such committees as it considers necessary. Clause 261 of the regulations requires Council to specify the functions of each of its committees when the committee is established. Council also has the power to amend the functions it allocates to its committees.

4. WHAT COUNCIL COMMITTEES DO WE HAVE AND WHAT ARE THEIR ROLES?

4.1 Standing Committees

At its meeting on 10 December 2002, Council reviewed its existing committee structure and agreed to revamp the roles of its previous Standing Committees and establish the following Standing Committees:

- Development Control Committee (as a committee of the whole);
- Finance, Ethics and Strategic Planning Committee;
- Community, Housing, Environmental Services and Public Works Committee.

Council confirmed the delegations of each of these Committees in March 2005 and these delegations are contained in this document.

4.2 Conduct Committee

Conduct Committees were created following amendments to the Local Government Act in 2004 and the introduction by the Department of Local Government of the model Code of Conduct. In adopting its Code of Conduct for Councillors in February 2005 Council also established and agreed to maintain a Conduct Committee.

4.3 Traffic Committee

The NSW Roads and Traffic Authority issued.

4.4 Waverley-Woollahra Process Plant Committee

This Committee has existed for many years. Its functions and membership were reviewed in 2005. It is anticipated the Committee will cease in 2007/2008 following the sale of the Process Plant.

4.5 Community Committees

In addition, Council has established or appointed Councillor representatives to a number of other committees, now referred to as Community Committees.

These Committees include:

- Sustainability Committee
- Community Safety Advisory Committee (previously the Major Events and Safety Committee)
- Waverley Access Committee
- Multicultural Advisory Committee
- Waverley Public Art Committee
- Waverley Surf Life Saving Club Committee
- Waverley Housing Strategies Committee
- Waverley Transport And Traffic Consultative Forum
- Bondi Forum
- Bondi Junction Forum

5. STANDING COMMITTEES

5.1 DEVELOPMENT CONTROL COMMITTEE (the DCC)

5.1.1 Role of the Committee

The primary function of the Development Control Committee is to consider and determine development applications. The committee actively promotes a conciliatory approach to decision making.

The agenda for the Committee comprises the reports of the Development and Building Unit (DBU) on a number of development applications including matters considered by the Independent Hearing and Assessment Panel. In addition, the agenda of this Committee can include matters other than development applications, with the agreement of the Mayor and General Manager.

5.1.2 Committee Delegations

All the powers and functions of Council that it may under any Act of Parliament lawfully delegate other than the functions prescribed in Section 377(1) of the Local Government Act 1993 as functions which may not be delegated.

5.1.3 Committee Membership

All Councillors are members of this committee. Seven Councillors are required for a quorum.

5.1.4 Committee Chair

The Mayor chairs all Committees except where he/she chooses not to do so, in which case the chair is a Committee member selected by Council. If the Mayor does not wish to chair and the Council has not elected a chair, then the Committee may elect a chair. In practice, the Committee Chairs are usually elected at the meeting of Council held annually to elect the Mayor.

5.1.5 Specific Committee Procedures

There are no *save and excepts* from the agenda of this Committee (before the Committee meets) to another Committee or Council. The Committee when it meets may resolve to defer any matter, generally to the Inspection meeting. It is not

anticipated that DA matters would usually be deferred to an ordinary Council meeting.

The Chair of the Development Control Committee will generally work through the items on the agenda in the following order:

- (i) Items that Councillors seek to refer to the next Inspection meeting.
- (ii) All other items in the order they are listed on the agenda.

However, with the consent of the Committee, the Chair can determine another order of business to facilitate orderly conduct of the meeting.

Models, plans, CAD representations or other aids may be made available to assist the Committee in its consideration of a development application.

5.1.6 Meeting Days and Times

The Development Control Committee meets on the 4th Tuesday of the month. Meetings commence at 7.00pm.

5.1.7 Development Applications normally determined by Staff Delegation

Council's delegation register outlines the conditions under which staff may determine development applications. Notwithstanding those delegations, Councillors may by appropriate notification call up any development application to the Development Control Committee.

Appropriate notification requires at least two Councillors, preferably from the subject ward, to contact the Planning Department (Director or Divisional Manager, Development Assessment or Area Managers) by email no later than 4pm on the Wednesday following the distribution of the DBU agenda to Councillors. At least one of the Councillors must provide a short explanation (5-10 lines) outlining the reasons for requesting the application to come before the DCC rather than be determined by staff delegation. The name of the Councillors referring the matter to the DCC and the reasons for the referral are recorded on the report from the DBU for the DCC.

5.2 FINANCE, ETHICS AND STRATEGIC PLANNING COMMITTEE (referred to as the FESP Committee)

5.2.1 Role of the Committee

The key role of the Finance, Ethics and Strategic Planning Committee is to plan for and monitor Council's financial viability, efficient, effective and ethical performance and provide a forum for promoting the integration of all Council's strategic planning and policy making.

It deals with a range of matters including the following:

- Council's strategic directions and policies;
- All matters related to Council's finances and ethics;
- The development of integrated community/local plans and the urban planning controls which support them;

- Monitoring Council's performance through the Management Plan quarterly reviews.

In exercising these roles, the Committee will determine certain types of matters within its delegations or make recommendations to Council on matters not able to be determined by delegation.

Matters submitted to this Committee include:

- ✓ considering and making recommendations to Council about the Strategic Plan, the draft Management Plan and other significant planning documents;
- ✓ considering and making recommendations to Council about trends in population and service demand in Waverley including changes in Council's policy or programs and the establishment of new programs to meet projected need and demand;
- ✓ considering and making recommendations to Council about the development and operation of DCPs, LEPs, other planning instruments and heritage protection;
- ✓ considering budget priorities and recommending the annual budgets and longer term budget forecasts;
- ✓ monitoring quarterly performance against our annual budget and make recommendations for budget adjustments if required;
- ✓ considering and making recommendations to Council on the rating strategy;
- ✓ monitoring progress and performance against Council's adopted Management Plan including its capital works program;
- ✓ considering and making recommendations to Council on the adoption of purchasing and tendering policies and acceptance of tenders;
- ✓ considering and making recommendations to Council on the adoption of Plans of Management for community lands;
- ✓ determining or making recommendations on requests for financial or in kind assistance received by Council;
- ✓ determining or recommending policy on investments, sponsorship and other finance related matters;
- ✓ determining or making recommendations in relation to ethical behaviour by Councillors and staff, and policy to promote a corruption resistant and ethical organisation;
- ✓ determining or making recommendations on service improvement, organisational development and staffing proposals and initiatives;

5.2.2 Committee Delegations

Council has authorised the Finance, Ethics and Strategic Planning Committee to consider and make recommendations to Council or determine matters in accordance with its role subject to the following limitations.

5.2.3 Limitations

The functions delegated to the Finance, Ethics and Strategy Planning Committee do not include:

1. The functions prescribed in section 377(1) of the Local Government Act 1993 as functions that may not be delegated.
2. Determination of matters requiring the expenditure of money when no Council allocation has been made.
3. Determination of urgent matters raised in the Committee without prior notice.
4. Determination of amendments to or adoption of the Council's Management Plan, Revenue Policy, Rating Strategy and any matter involving changes to adopted estimates.
5. Determination of amendments to and adoption of Urban Planning and Building and Development codes, plans and policies.
6. Determination of any matter where the decision of the Committee is not unanimous.
7. Adoption of new or amendment to existing Council policies.

5.2.4 Committee Membership

In addition to the Mayor, who is automatically a member of all Committees, the committee is made up of seven Councillors. Four Councillors are required for a quorum.

Councillors who are not members of the Committee are entitled to attend and speak at committee meetings but they are not able to give notice of business for inclusion in the committee agenda, nor are they able to move or second motions at the Committee meeting or vote at the meeting.

5.2.5 Committee Chair

The Mayor chairs all Committees except where he/she chooses not to do so, in which case the chair is a Committee member selected by Council. If the Mayor does not wish to chair and the Council has not elected a chair, then the Committee may elect a chair. In practice, this Committee Chair is usually elected at the meeting of Council held annually to elect the Mayor.

5.2.6 Meeting Days and Times

The Finance, Ethics and Strategic Planning Committee meets on the 1st Tuesday of the month at 7.30pm.

5.3 COMMUNITY, HOUSING, ENVIRONMENTAL SERVICES AND PUBLIC WORKS COMMITTEE (referred to as the Services Committee)

5.3.1 Role of the Committee

The Community, Housing, Environmental Services and Public Works Committee determines or recommends matters concerning Council's operations, including initiatives, new projects and operational policy within agreed policy strategic directions.

The Committee deals with a range of matters including:

- ✓ determining or making recommendations on the operation and management of the range of community programs provided or supported by Council;
- ✓ determining or making recommendations on the provision of cultural programs;
- ✓ determining or making recommendations on Council's community safety programs including the life guard service, building and health inspection services and support for the SES;
- ✓ determining or making recommendations on the operation of Council's waste, recycling and cleaning services including recommendations to Council on waste management and reduction policies and projects within agreed strategic policy parameters;
- ✓ considering and making recommendations on the provision and maintenance of infrastructure (roads, footpaths, drainage) across Waverley;
- ✓ determining or making recommendations to Council about traffic and transport operations;
- ✓ determining or making recommendations on the provision and maintenance of open space and recreation facilities across Waverley;
- ✓ monitoring the operation of Council's housing program and makes recommendations to Council on policy about the provision of affordable and special need housing;
- ✓ monitoring the operation of Council's environmental programs to ensure we meet or exceed environmental standards and commitments;
- ✓ determining or making recommendations to Council about environmental policy and programs to meet ESD targets and promote sustainability.

5.3.2 Committee Delegations

Council has authorised the Community, Housing, Environmental Services and Public Works Committee to consider and make recommendations or to determine matters in accordance with its role subject to the following limitations:

5.3.3 Limitations

The functions delegated to the Community, Housing, Environmental Services and Public Works Committee do not include:

1. The functions prescribed in section 377(1) of the Local Government Act 1993 as functions that may not be delegated.
2. Determination of matters requiring the expenditure of money when no Council allocation has been made.
3. Determination of urgent matters raised in the Committee without prior notice.
4. Determination of amendments to or adoption of the Council's Management Plan, Revenue Policy, Rating Strategy and any matter involving changes to adopted estimates.
5. Determination of amendments to and adoption of Urban Planning and Building and Development codes, plans and policies
6. Determination of any matter where the decision of the Committee is not unanimous.
7. Adoption of new or amendment to existing Council policies.

5.3.4 Committee Membership

In addition to the Mayor, who is automatically a member of all Committees, the committee is made up of seven Councillors. Four Councillors are required for a quorum.

Councillors who are not members of the Committee are entitled to attend and speak at committee meetings but they are not able to give notice of business for inclusion in the committee agenda, nor are they able to move or second motions at the Committee meeting or vote at the meeting.

5.3.5 Committee Chair

The Mayor chairs all Committees except where he/she chooses not to do so, in which case the chair is a Committee member selected by Council. If the Mayor does not wish to chair and the Council has not elected a chair, then the Committee may elect a chair. In practice, this Committee Chair is usually elected at the meeting of Council held annually to elect the Mayor.

5.3.6 Meeting Days and Times

The Community, Housing, Environmental Services and Public Works Committee meets on the 1st Tuesday of the month at 8pm.

6. CONDUCT COMMITTEE

6.1 Role of the Committee

Council's Conduct Committee provides an independent and procedurally fair process for handling complaints and allegations of breaches of Council's Codes of Conduct by Councillors or the General Manager.

The Conduct Committee will:

- Investigate complaints and allegations of breaches of Council's Codes of Conduct by Councillors or the General Manager that have been referred to it.
- Make recommendations to Council based on the evidence it has gathered on complaints and allegations of breaches of Council's Codes of Conduct by Councillors or the General Manager.
- Report to Council at least annually on its performance in dealing with any complaints and allegations of breaches of Council's Codes of Conduct by Councillors or the General Manager that have been referred to it.

6.2 Committee Delegations

Council's Conduct Committees can only deal with matters involving complaints and allegations of breaches of Council's Codes of Conduct that may have occurred after 1 January 2005 (the date of commencement of the model Code).

The Committee does not have the authority to consider allegations regarding a pecuniary conflict of interest. Such complaints should be reported to the Director General of the Department of Local Government.

The Committee will not deal with allegations about the conduct of staff, apart from the General Manager. Such matters will be dealt with in accordance with the Local Government (State) Award, the terms of any relevant enterprise agreements and Council's disciplinary policies.

6.3 Committee Membership

Membership of the Conduct Committee is set out in Council's Code of Conduct for Councillors (Section 11). The Code provides that the Committee will consist of the Mayor, the General Manager and at least one person independent of Council.

Council has determined that the independent Committee representative will be an appropriate legal adviser, selected by the General Manager, from Council's Legal Services Panel. In any particular matter before the Conduct Committee the General Manager will ensure that the legal adviser nominated or the firm in which they are employed has not previously given legal advice on the matter before it was referred to the Committee.

Where the nominated legal adviser or their firm has previously provided advice to Council or a Council staff member on the matter referred to the Conduct Committee they will be replaced by another appropriate legal adviser from another of the firms from Council's Legal Services Panel

In the instance of a complaint being made by or against the Mayor or the General Manager, the Deputy Mayor, or another Councillor who has been designated by Council, will take the place of the Mayor or General Manager on the committee.

A quorum requires the presence of all three members of the Committee.

6.4 Committee Chair

The chairperson of the Conduct Committee will be the independent member of the Committee.

7. WAVERLEY TRAFFIC COMMITTEE

7.1 Role of the Committee

The Waverley Traffic Committee operates under a delegation from the state government's Roads and Traffic Authority. The committee aims to improve traffic planning, management and co ordination in Waverley by being responsive to local needs and issues.

The Committee is a technical review committee and make recommendations, and provide advice, to Council on the following traffic related matters:

- The installation of traffic control devices - such as signs, markings, structures or other devices to direct or warn traffic on a road or road related area.
- The installation of regulatory parking - including truck zones, loading zones, taxi stands, bus stops and mobility parking spaces.
- The implementation of road closures, local area traffic management schemes and residential preferential parking schemes.

7.2 Committee Delegations

The Committee is advisory only and has no decision making powers or delegation in its own right.

7.3 Committee Procedures

Council refers items to the Traffic Committee for consideration. The Committee meets, considers the items listed on the agenda and provides recommendations to Council on these items. Each Traffic Committee recommendation must indicate the level of support it has from the voting members of the committee (ie if support was unanimous or not unanimous). Minutes of each Traffic Committee are listed for consideration at the next Council meeting following the Traffic Committee meeting.

Traffic Committee recommendations become Council decisions unless a Councillor 'saves and excepts' an item at the Council meeting at which the minutes of Traffic Committee meeting are considered.

7.4 Committee Membership

The voting members of the committee include one representative of Council, who is the chair of the Committee, and representatives from the RTA, NSW Police Service, and the State Members for Vaucluse and Coogee. Council, in consultation with the voting members of the WTC, may decide to invite (non-voting) advisors to WTC meetings. These may consist of Councillors, Council officers and representatives from government agencies and other organisations.

7.5 Meeting Days and Times

The Waverley Traffic Committee meets on the 3rd Thursday of the month at 10.00am.

8. COMMUNITY COMMITTEES

Council has used Community Committees for more than 20 years. The most recently established committees are the Sustainability Committee, the Bondi and Bondi Junction Forums.

8.1 SUSTAINABILITY COMMITTEE

On 2 May 2006 Council's Finance, Ethics and Strategic Planning Committee resolved to establish a Sustainability Committee. Council subsequently endorsed this resolution on 16 May 2006, with a charter for the committee being adopted in August 2006.

Following a recommendation of the Committee, Council amended the committee charter in March 2007.

8.1.1 Role of the Committee

The role of the Sustainability Committee is to:

- Work with Council to promote sustainable practices and reduce the ecological footprint of the Waverley LGA.
- Provide strategic guidance to Council in the Local Agenda 21 planning process.

- Raise community awareness about environmental sustainability and to promote sustainable practices in Waverley.
- Assist Council to integrate environmental sustainability into Council policy, plans, and operations.
- Provide a link between Council and the community on environmental sustainability issues.
- Provide a forum for discussion and recommendation on sustainability issues relevant to the Waverley local government area.

8.1.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.1.3 Committee Membership

The Sustainability Committee consists of a maximum of thirteen (13) members including three (3) nominated Councillors, one or whom is the Mayor or the Mayor's nominee, and ten (10) community representatives with relevant experience in the areas of Environmentally Sustainable Development.

Councillor committee members will be appointed in September of each year at the time of the Mayoral election when Council selects Committee representatives

Non-council committee members will be selected via a formal selection process arbitrated by the three nominated Committee members and facilitated by the Director of Planning and Environmental Services and the Divisional Manager of Environmental Services.

Non Councillor members of the Committee will be appointed every two years.

A member ceases to be a member of a committee if the member has been absent from three consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences

8.1.4 Committee Chair

The Chairperson of the Committee will be a Councillor and will be appointed by Council every year (in September).

8.1.5 Meeting Days and Times

Meetings of the Sustainability Committee will be held once every three months in February, May, August, and November on the 3rd Wednesday of the month from 7.00pm to 8.30pm.

A quorum for a meeting of the Committee will be a majority of Committee members. However, one member of the quorum must be a Councillor.

8.2 COMMUNITY SAFETY ADVISORY COMMITTEE

8.2.1 Role of the Committee

This committee began as the Bondi Beach Safety Committee which was established in 1996 to review the problems experienced at Bondi Beach over the 1995 Christmas – New Year period and to develop and implement strategies to address these issues. The Committee's role was expanded in 1999 and again in 2003 when its name changed to the Major Events and Safety Committee and its role expanded to include consideration of major events and community safety issues in other areas in Waverley, not just Bondi.

The Committee was reconstituted in August 2006.

The role of the Community Safety Advisory Committee is to:

- Facilitate a multi-faceted and coordinated approach to the development of community safety and crime prevention strategies to address the diverse community safety issues in the Waverley Local Government Area (LGA).
- Promote co-operation between Council, the community, Government and non-Government agencies in relation to community safety issues.

In undertaking its role the Committee will:

A) Actively pursue the following strategic goals:

- Identifying community safety issues and making recommendations in relation to them;
- Integrating the concept of community safety throughout the Committee's member organisations and the Council;
- Monitoring the implementation of and reviewing the Waverley Community Safety Plan.

B) Actively contribute to the improvement of local community safety efforts and increase perceptions of safety in the Waverley community by addressing:

- Problems associated with the abuse of alcohol and drugs;
- Road safety issues;
- Safety issues identified in community safety audits;
- Licensing matters;
- Crime prevention;
- Planning matters;
- The impact of urban design and implementation of CPTED (Crime Prevention Through Environmental Design) principles;
- Any specific issues or concerns raised about community groups and cultures;
- Implementation of community and/or business education and awareness programs in relation to community safety and crime prevention;
- Advocacy by way of representations or the submission of proposals and recommendations for action to Federal and State members of parliament and relevant agencies and authorities on matters relating to community safety;
- Any other matters involving community safety at the discretion of the Chairperson.

C) *Reflect identified community safety issues, agreed strategies and changes to relevant legislation in:*

- Council plans and codes;
- Council's Management, Financial and Strategic Plans.

D) *Consider community safety improvement initiatives for implementation in the Waverley LGA, incorporating advice from:*

- Relevant Council departments;
- Police, other Government departments and local members of parliament;
- Local chambers of commerce and business communities;
- Other interested individuals, groups and organisations in the community.

E) *Actively contribute to the improvement of community safety practices in the wider community by:*

- Participation at community safety conferences;
- Participation in relevant regional or inter-Council community safety initiatives;
- Evaluation of the effectiveness of local community safety initiatives in reducing levels of crime and improving perceptions of safety among community members.

F) *Contribute to the improvement of managing large, complex events and activities across the Waverley LGA that have a significant impact on the public amenity.*

G) *Consider and contribute to the implementation of Federal and State Government community safety and crime prevention initiatives that are relevant to the Waverley LGA.*

H) *Lobby, where required, State and Federal Government agencies to assist in addressing community safety and crime prevention matters in the Waverley LGA.*

I) *Provide comments and advice, in a timely manner, on matters referred to the Committee under Council's approval processes, and any other matter.*

8.2.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.2.3 Committee Membership

Membership of the Committee includes:

- The Mayor or the Mayor's nominee and two Councillors;
- Council staff members including the Bondi Beach and Bondi Junction Place Managers and representatives from the Recreation, Community and Customer Services Department;
- A representative of the Eastern Suburbs Local Area Police Command;
- A representative of the Eastern Suburbs Liquor Accord;
- Two community representatives;
- Two representatives from the Combined Precinct Committee;
- A representative from the Chamber of Commerce;
- A representative from a relevant youth organisation; and
- A representative from the Rose Bay Local Area Police Command

8.2.4 Committee Chair

The Chairperson of the Committee will be a Councillor and will be appointed by Council every year (in September).

8.2.5 Meeting Days and Times

The Community Safety Advisory Committee will meet on the third Tuesday of each month (excluding January), at 5pm.

A quorum for a meeting of the Committee will be a majority of Committee members. However, one member of the quorum must be a Councillor.

8.3 WAVERLEY SURF LIFE SAVING CLUB COMMITTEE

8.3.1 Role of the Committee

The Committee's role is to discuss matters, resolve issues and make recommendations to Council in relation to the four surf clubs in Waverley, their activities (both on and off the beach), their occupancy of Council properties and their financial relationship with Council.

8.3.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.3.3 Committee Membership

Membership of the Committee will consist of core and non core members. Core membership will comprise:

- The Mayor or the Mayor's nominee and two Councillors
- Council staff members including the Division Manager Bondi and Beaches
- The Presidents of the four surf life saving clubs located within the Waverley local government area or their representatives

The Mayor may issue invitations to representatives from appropriate organisations to attend meetings as non core members. For example:

- Surf Life Saving Association – Sydney Branch
- Surf Life Saving Australia

8.3.4 Committee Chair

The Mayor or nominee

8.3.5 Meeting Days and Times

At least twice per year.

8.4 WAVERLEY ACCESS COMMITTEE

8.4.1 Role of the Committee

The Waverley Access Committee:

- Monitors and consults on policies of Council with respect to disability issues;
- Raises local access issues for action; and

- Informs Council what is occurring in the disability sector.

The Access Committee does not approve detailed technical matters on behalf of people with disabilities. This is where Council needs expertise from its own staff or uses a disability consultant.

8.4.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.4.3 Committee Membership

The Committee has a broad membership of Councillors, staff and community representatives who may be residents, carers or service providers for people with a disability.

The Committee acts as an open forum. Any person who lives in, works or visits the Waverley LGA may attend.

8.4.4 Committee Chair

Mayor or nominee

8.4.5 Meeting Days and Times

The 3rd Wednesday of the month, February to November inclusive, 5.00pm to 6.30pm.

8.5 MULTICULTURAL ADVISORY COMMITTEE

Following the adoption of a recommendation from the October 1999 Community Services Committee, Council established the Multicultural Advisory Committee on 26 October 1999.

8.5.1 Role of the Committee

The role of the Committee is to:

- Consult with the local multicultural community and to advise Council on issues relevant to the needs and aspirations of this target group.
- Review the effectiveness of measures aimed at better servicing residents of the multicultural community consistent with Council's Multicultural Policy.
- Make suggestions for strategies to be incorporated into Council's Management Plan.
- Provide an opportunity to all the multicultural community to be informed of the role, the structure and the services of Council.
- Maintain the lines of communication between Council and the culturally diverse community in the Waverley area.

Each of Council Directors reports on the implementation of the Action Plan of the Multicultural Policy every year.

8.5.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.5.3 Committee Membership

Membership includes:

- Councillors;
- Community representatives, who must be Waverley residents; and
- Representatives of local, culture-specific services where possible, or regional agencies, if local ones do not exist. These services may be co-opted to the Committee on permanent or casual basis as needed.

The membership must reflect the largest cultural/ethnic groups in the area. However, there should be a balance between established and newly arrived groups and smaller groups. Youth should also be included in this representation.

8.5.4 Committee Chair

Mayor or nominee.

8.5.5 Meeting Days and Times

First Thursday of every third month at 6pm commencing February.

8.6 WAVERLEY PUBLIC ART COMMITTEE

8.6.1 Role of the Committee

The Public Art Committee contributes to Council's vision for a diverse, eclectic and culturally vibrant community by making recommendations to Council about the use of art to enhance the public and private domain.

It is responsible for the implementation of Council's Public Art Policy [1999] and Council's Public Art in the Private Domain Strategy [2004]. It makes recommendations on the acquisition and placement of art in public space and the incorporation of arts elements in all significant developments in Waverley.

8.6.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.6.3 Committee Membership

Membership of the Committee is three Councillors, community members and staff representatives (Graphic Artist, Community Cultural Centre Co-ordinator, Parks Planning Manager and Director RCCS). Expressions of interest are periodically called for from interested community members.

8.6.4 Committee Chair

Mayor or nominee.

8.6.5 Meeting Days and Times

Committee meets as required.

8.7 HOUSING STRATEGIES COMMITTEE

8.7.1 Role of the Committee

The Committee's role is to liaise with community housing organisations and other stakeholders to discuss housing policy and opportunities for co-operation on specific projects.

8.7.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.7.3 Committee Membership

Membership is quite flexible comprising representatives of Council, community organisations, the Office of Community Housing and other stakeholders as appropriate.

8.7.4 Committee Chair

Mayor or nominee.

8.7.5 Meeting Days and Times

This Committee meets when required and has not met for some years. Council is an active member of the Eastern Regional Housing Forum. In addition an officer level Committee also meets quarterly with the community housing organisations that manage Council's social and affordable housing.

8.8 WAVERLEY TRANSPORT AND TRAFFIC CONSULTATIVE FORUM

8.8.1 Role of the Committee

The general purpose of the Forum is to take a big picture approach to transport and traffic issues in Waverley. This includes providing advice and recommendations to Council on overall transport and traffic approaches and prioritising numerous requests for studies or implementation of traffic devices.

The Forum recommended the preparation of the Waverley Transportation Policy and its members played an important role in the preparation, formulation and consultation of the policy. It will also review the effectiveness of selected strategies in achieving the targets of the Policy.

8.8.2 Committee Delegations

Nil – advisory only

8.8.3 Committee Membership

Membership was approved to include: four Councillors, two local State Members of Parliament, four representatives from the Combined Precincts, relevant Council staff and one representative each from a peak cyclists group, NSW Police, RTA and STA.

8.8.4 Committee Chair

Director, C&TS.

8.8.5 Meeting Days and Times

Meets twice yearly or as required - to advise on strategy development, make recommendations on priority projects and review the effectiveness of selected strategies in achieving the targets of the Transportation Policy.

8.9 BONDI FORUM

The Bondi Forum was created by Council as the result of the adopting a Mayoral Minute in October 2006. Terms of Reference for the Forum were adopted by Council in June 2007.

8.9.1 Role of the Forum

The role of the Forum is to promote co-operation between Council, residents, businesses, government and non-government agencies in addressing the diverse needs of Bondi and achieving Council's vision for Bondi.

In undertaking its role the Forum will act as an advisory group providing informed discussion and input into achieving the vision, directions and strategies in the Bondi chapter of the Waverley Together Strategic Plan (including beach, park, pavilion, residential and the commercial areas of the Bondi Basin). In particular the Forum will provide:

- input into the development and implementation of solutions for promoting and sustaining the commercial viability and amenity of Bondi's Town Centre and surrounding centres;
- input into the development and implementation of strategies that improve the 'look and feel' of Bondi (including areas of community safety, crime prevention, graffiti management, cleaning, maintenance and community pride);
- input into the co-ordination of the delivery of major projects and capital works in Bondi; and
- input into a communication, marketing and promotion plan for Bondi including:
 - establishing an 'identity' for the Bondi Town Centre and surrounding centres.
 - developing and implementing a 'shop locally' marketing strategy.
 - developing and implementing marketing strategies directed at non-residents that integrate the beach, town centre and coastal reserves.
 - developing and implementing seasonal promotional campaigns particularly for winter.

8.9.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.9.3 Committee Membership

Forum membership will consist of core and invited members.

Core Forum membership comprises:

- The Mayor and three Councillors
- Council staff including the Divisional Manager, Bondi & Beaches Place Management
- One representative of the Eastern Suburbs Local Area Police Command
- One representative of the Eastern Suburbs Liquor Accord
- One representative from the Bondi Beach Precinct Committee
- One representative from the West Bondi Precinct Committee
- One representative from the North Bondi Precinct Committee
- One representative from the Bondi and Districts Chamber of Commerce
- Eight business members representing different business sectors (eg retail, services, cultural and arts, food and hospitality)
- Eight community representatives

Core community and business members of the Forum will be appointed for a period of two years.

The Mayor may issue invitations to representatives from appropriate organisations to attend meetings as Forum members. These members could include:

- Other Government Authorities (STA Buses, Railcorp, Taxis Council).
- Real Estate representatives.
- Representative from a Youth Organisation.
- Tourism NSW.
- Representative from YHA or Backpacker Association.

8.9.4 Committee Chair

The Mayor or the Mayor's Nominee will be the Chairperson of the Forum. Council will appoint the Chairperson for the Forum every year (in September).

8.9.5 Meeting Days and Times

Meetings of the Forum will normally be held a minimum once every two months at a time and date determined by the Chairperson.

Meeting frequency and times may be revised and altered from time to time at the discretion of the Chairperson.

A quorum for a meeting of the Forum will be a majority of Committee members. However, one member of the quorum must be a Councillor.

8.10 BONDJ JUNCTION FORUM

Council established the Bondi Junction Committee in May 2003. The Bondi Junction Committee was replaced by the Bondi Junction Forum following a decision by Council in March 2007. Terms of reference for the Bondi Junction Forum were adopted by Council in June 2007.

8.10.1 Role of the Forum

The role of the Bondi Junction Forum is to promote co-operation between Council, residents, businesses, government and non-government agencies in addressing the

diverse needs of Bondi Junction and the surrounding villages and achieving Council's vision for Bondi Junction and the surrounding villages.

In undertaking its role the Forum will act as an advisory group providing informed discussion and input into achieving the vision, directions and strategies in the Bringing Bondi Junction Alive chapter and the Moving Waverley Ahead chapter of the Waverley Together Strategic Plan. In particular the Forum will provide:

- input into the development and implementation of solutions for promoting and sustaining the economic sustainability and amenity of Bondi Junction and the surrounding villages;
- input into the development and implementation of strategies that improve the 'look and feel' of Bondi Junction and the surrounding villages (including areas of community safety, transport, crime prevention, graffiti management, cleaning, maintenance and community pride);
- input into the co-ordination of the delivery of major projects and capital works in Bondi Junction and the surrounding villages;
- input into a communication, marketing and promotion plan for Bondi Junction and surrounding villages.

8.10.2 Committee Delegations

The Committee is advisory only and has no delegations.

8.10.3 Committee Membership

Forum membership will consist of core and invited members.

Core Forum membership comprises:

- The Mayor and three Councillors
- Council staff including the Divisional Manager, Bondi Junction Place Management
- One representative of the Eastern Suburbs Local Area Police Command
- One representative of the Eastern Suburbs Liquor Accord
- One representative from the Bondi Junction Precinct Committee
- One representative from the Charing Cross Precinct Committee
- One representative from the Queens Park Precinct Committee
- One representative from the Bondi and Districts Chamber of Commerce
- Five business members representing different business sectors (eg retail, services, cultural and arts, food and hospitality) of which one representative will be from Westfield and one representative from ISPT
- Three community representatives

Core community and business members of the Forum will be appointed for a period of two years.

The Mayor may issue invitations to representatives from appropriate organisations to attend meetings as Forum members. These members could include:

- Other Government Authorities (STA Buses, Railcorp, Taxis Council)
- Real Estate representatives
- Representative from a Youth Organisation

- Tourism NSW
- Representative from YHA or Backpacker Association

Councillor committee members will be appointed in September of each year at the time of the Mayoral election when Council selects Committee representatives.

A member ceases to be a member of a committee if the member has been absent from three consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences

8.10.4 Committee Chair

The Mayor or the Mayor's Nominee will be the Chairperson of the Forum. Council will appoint the Chairperson for the Forum every year (in September).

8.10.5 Meeting Days and Times

There will be a minimum of five Forum meetings each year at a time and date determined by the Chairperson and based on the following themes:

- Transport
- Economic sustainability
- Building and environment
- Safety
- Community well being

Meeting frequency and times may be revised and altered from time to time at the discretion of the Chairperson.

A quorum for a meeting of the Committee will be a majority of Committee members. However, one member of the quorum must be a Councillor.

9. WAVERLEY WOOLLAHRA PROCESS PLANT COMMITTEE

9.1 Role of the Committee

The Committee was originally created to build and run the process plant. Its role in recent years has been to secure and maintain the dormant facility until it was sold. The process plant was sold in June 2007 and the Committee will be wound up in 2007/2008.

9.2 Committee Delegations

Committee makes recommendations to both Councils.

9.3 Committee Membership

Four representatives from each Council including the Mayors (one alternate from each Council).

9.4 Committee Chair

Mayor of the Council at which the meeting is held.

9.5 Meeting Days and Times

As required.