

ITEM 7 REVIEW OF REFERENCE GROUPS AND COMMITTEES 2022

With the election of a new Council, a review of previous Council reference groups and committees has been undertaken. This report outlines considerations for the appointment of reference groups and committees for the current term of Council.

RECOMMENDATION

- 1 Council endorse the draft charters for -
 - a Aboriginal Reference Group
 - b Australia Day Committee
 - c Sports and Facilities Reference Group
- 2 Appointments to reference groups and committees be for the term of the Council.
- 3 Councillor Representatives be appointed to the committees and reference groups listed in Attachment 5 where the number of nominations equals the number of available appointments.
- 4 Elections be held to fill any remaining vacancies, or where the number of nominees exceeds available positions, will be conducted by open means by a show of hands.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural + Economic Development
Authorised by: Kerry Hunt, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Reference Group and Committee Review 2022 Report
- 2 Draft Aboriginal Reference Group Charter
- 3 Draft Australia Day Committee Charter
- 4 Draft Sports and Facilities Reference Group Charter
- 5 Nominations for Reference Groups and Committees - June 2022

BACKGROUND

Reference groups and committees are one of many methods we use to involve the community in decision making, providing a platform for community members to have input and offer advice on areas of interest. During the last term of Council, the following internal reference groups and committees were established:

- Aboriginal Reference Group
- Australia Day Committee
- Community Safety Reference Group
- Floodplain Committees (Northern, Central, Southern Areas)
- Sports and Facilities Reference Group
- Walking, Cycling and Mobility Reference Group
- Wollongong Heritage Reference Group.

A review has been undertaken to ensure the purpose, membership and operation is effective.

The review considered the objectives, membership and meeting frequency, time, and location of each group as well as resourcing requirements and links to legislation, policy, and funding. Generally, the reference groups and committees were deemed to be meeting their objectives and with minor modifications could further enhance outcomes and efficiencies, a detailed report is attached.

PROPOSAL

Based on the review findings, the following approaches are proposed.

Aboriginal Reference Group

Appoint an Aboriginal Reference Group as per the draft charter.

Key changes include:

- Broaden membership options and recruitment to encourage membership from each Traditional Custodian group
- Encourage local Aboriginal organisations to identify a proxy member when necessary
- Hold bi-monthly meetings
- Support communications between meetings on key projects if required
- Ensure reasonable timeframes are allowed for members to talk with their community and share feedback with Council
- Arrange broader community meetings with Aboriginal community and Councillors to discuss important matters, via Yarning Circles or other culturally appropriate methods

Australia Day Committee

Appoint an Australia Day Committee as per the draft charter.

Key changes include:

- Specify representative from multicultural community
- Provide multiple meeting platforms options to encourage youth participation

Community Safety Reference Group

Due to the operational nature of the Community Safety Reference Group, it is proposed the reference group is not re-appointed, rather re-established as an interagency.

Sports and Facilities Reference Group

Appoint a Sports and Facilities Reference Group as per the draft charter.

Key changes include:

- Schedule quarterly meetings, with online options to attend made available
- Membership to specify women, people with disability and emerging sports

Walking, Cycling and Mobility, Heritage and Floodplain Risk Groups

The function and effectiveness of the Walking, Cycling and Mobility Reference Group, Wollongong Heritage Reference Group and Floodplain Risk Management Committees require further consideration. A future report will be submitted to Council with recommendations.

CONSULTATION AND COMMUNICATION

All Council staff responsible for convening reference groups and committees were involved in the review.

Key stakeholders and reference group and committee members were invited to provide their feedback regarding the objectives, membership and meeting frequency, time, and location.

The decision of Council will be communicated to previous members of reference groups and committees.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2028 goal "We are a connected and engaged community".

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2021-22.

CONCLUSION

Our community consists of diverse people and groups that Council can draw upon to improve community input into decision making. Providing a range of opportunities for the community to be involved means effective and efficient engagement methods must be implemented to enhance and expand opportunities for greater community involvement in decision making.

Reference groups and committees can be effective methods of involving the community, providing a platform for the community to have input and provide advice on areas of interest. Regularly reviewing our approach allows us to remain responsive to current engagement trends and community expectations and implement changes to ensure the purpose, membership and operation is effective.



REFERENCE GROUPS AND COMMITTEES REVIEW 2022



Contents

Executive Summary	3
Background	4
Aboriginal Reference Group	5
Australia Day Committee	7
Community Safety Reference Group	9
Floodplain Risk Management Committees	11
Sports and Facilities Reference Group	13
Walking, Cycling, Mobility Reference Group	15
Wollongong Heritage Reference Group	17

Executive Summary

With the election of a new Council, a review of previous reference groups and committees has been undertaken to determine their effectiveness.

Councillors, Executive and key stakeholders were invited to provide feedback the objectives, membership and meeting frequency, time and location of each group as well as resourcing requirements and links to legislation, policy and funding.

We heard a range of feedback and ideas, which is detailed in this report. Based on the feedback the following recommendations are proposed:

Recommendations

- **Aboriginal Reference Group**
 - Broaden membership options and recruitment to encourage membership from Traditional Custodian groups. Provide multiple options for attendees to join
 - Allow local Aboriginal organisations to identify a proxy member when necessary.
 - Increase the frequency of meetings.
 - Review meeting times and venues with Group
 - Support communications between meetings on key projects if required.
 - Arrange broader community meetings with Aboriginal community and Councillors to discuss important matters, via Yarning Circles or other culturally driven methods.
 - Ensure reasonable timeframes are allowed for members to talk with their community and share feedback with Council.
- **Australia Day Committee**
 - Specify representative from multicultural/CALD community
 - Provide multiple meeting platforms options to encourage youth participation
- **Community Safety Reference Group**
 - Increase and formalise membership from non-government /community organisations and possibly UoW
 - On-site meetings could be beneficial when discussing specific areas
 - Consider reestablishing the group as an interagency rather than a formal Council Reference group.
- **Flood Risk Management Committees (Northern, Central, Southern Areas)**
 - Specify the number of reps from community, flood action and environmental groups
 - Schedule quarterly meetings, with ad-hoc meetings to be added if timing is critical. Cancel quarterly meetings if no new matters are to be reported to the Committees.
 - Invite community members impacted by flood to share their experiences with the committee
 - Amend Charter to include an objective to increase community access to information and education on flood related matters
- **Sports and Facilities Reference Group**
 - Schedule quarterly meetings, with online options to attend made available.
 - Membership to specify women, people with disability and emerging sports.
 -
- **Walking, Cycling and Mobility Reference Group**
 - Council to actively involve group to inform designs and plans principles and guidelines.
 - Documents to be shared with group members a minimum of 6 days before the meeting.
 - Provide online options to attend meetings.
 - Set quarterly meetings and share communications between meetings on key projects/plans if required.

- Include a representative from Transport for NSW
- Wollongong Heritage Reference Group
 - Ensure expectations are clear on attendance for members
 - On-site meetings could be beneficial when discussing specific sites
 - Schedule quarterly meetings, with online options to attend made available.

Background

Reference groups and committees can be effective methods of involving the community in decision making, providing a platform for community members to have input and offer advice on areas of interest. The reference groups and committees of the last term of Council were:

- Aboriginal Reference Group
- Australia Day Committee
- Community Safety Reference Group
- Flood Risk Management Committees (Northern, Central, Southern Areas)
- Sports and Facilities Reference Group
- Walking, Cycling and Mobility Reference Group
- Wollongong Heritage Reference Group

With the election of a new Council, a review of previous references groups and committees has been undertaken to determine their effectiveness.

Aboriginal Reference Group

Objectives

- Provide input to Council in relation to
 - Wollongong Community Strategic Plan
 - Relevant Council policies
 - Council programs, services, functions and facilities to ensure access and appropriateness for the local Aboriginal and Torres Strait Islander community
 - Issues relating to Aboriginal Cultural Heritage.
- Support Council in promoting appropriate celebrations with the Aboriginal community.
- Provide advice on key planning issues relating to Aboriginal sites in the City.
- Discuss issues of mutual concern in relation to Council policy, strategy or direction, so that they can be resolved to the benefit of both the Aboriginal and non-Aboriginal communities.

Membership

- Aboriginal community representatives who may also be constituents of particular interest groups or employees of particular Aboriginal organisations, and
- One representative per Aboriginal community organisation as listed below (total of 3) and as nominated by the following organisations:
 - Illawarra Aboriginal Corporation (1 representative)
 - Illawarra Local Aboriginal Land Council (1 representative)
 - Illawarra Aboriginal Medical Service (1 representative)
- In addition to the above members, the Aboriginal Reference Group will be supported by:
 - 2 Wollongong City Councillors
 - Wollongong City Council Officer

Who we asked

We invited Councillors, Executive and stakeholders to provide feedback.

What we heard

Current membership

- Current members feel the broader community are not adequately represented on the Group - Coomaditchie United Aboriginal Corporation and Traditional Custodian groups could have representation.
- Additional members of the community could be invited to the meetings as this could expand the pool of possible attendees.
- Representatives from local organisations do not need to be the leader of their organisation but instead could hold any position.
- It was suggested there could be a greater representation of Councillors on the Group.

Frequency, time and location of the meetings

- Some would like the group to meet outside of work hours as this may enable others to attend.
- Relocating the meeting to another venue could generate interest.
- It was suggested the Group could meet more frequently to assist with the timely sharing of information between Council and the community.
- Face to face is the preferred meeting option.

Increasing effectiveness of the group

- Provide alternate method/s for Group members to present community feedback outside of formal meeting structure.
- Avoid the use of the Group for items of engagement requiring fast responses and instead use other engagement methods.

Methods to engage more effectively with the broader community

- Implement other methods of engagement to increase the diversity of Aboriginal voices heard.
- Provide reasonable timeframes for the Aboriginal community to provide feedback on projects. Short timeframes implies a decision is prioritised over meaningful engagement.
- Councillors and reference group members hold broader community meetings in varying locations that are well promoted to the various Aboriginal Elders and community groups. This would improve the connection between Councillors and the Aboriginal community.

General comments

- It should be noted that increasing the membership of the Group may also result in increased conflict due to existing cultural differences between the Traditional Custodian groups.
- The Group is important as many community members prefer to approach Reference Group members to request they raise issues with Council on their behalf.

Recommendations

ITEM	Recommendation	Rationale
Membership	Broaden membership options and recruitment to encourage membership from Traditional Custodian groups.	Increase representation of the local Aboriginal community.
	Allow local Aboriginal organisations to identify a proxy member when necessary.	Low attendance and challenges attending meetings.
Meeting format	Increase the frequency of meetings.	Enable more meaningful engagement with Aboriginal community.
	Review meeting time and venues with Group	Where appropriate meetings held on Country to enable meaningful engagement. Alternate locations may also ensure the comfort of some attendees. Alternative meeting times may support increased attendance.
Effectiveness of group	Support communications between meetings on key projects and agenda items.	Gives members a chance to be engaged outside of meetings and inform topics for discussion. Gives members opportunity to seek feedback from others in the community.
Engaging more effectively	Arrange broader community meetings with Aboriginal community and Councillors to discuss important matters, via Yarning Circles or other culturally driven methods.	Improve connections and relationships between Council and the local Aboriginal community.
	Ensure reasonable timeframes are allowed for members to talk with their community and share feedback with Council.	Enable meaningful engagement opportunities.

Australia Day Committee

Objectives

- Providing a forum for discussion to help guide the strategic direction of the event.
- Where appropriate forming sub-committees to oversee specific aspects of the Australia Day celebration, within available budget resources.
- Determining and fulfilling a process for deciding the winners of the various categories in the Citizen of the Year awards.

Membership

- Lord Mayor (Chair)
- Councillor representative
- Australia Day Council representative
- Up to ten community representatives including two youth representatives (aged under 26 years)
- Current Citizen, Young Citizen and Cultural and Community Award winners

Who we asked

We invited Councillors, Executive and 12 stakeholders to provide feedback and received 5 responses.

What we heard

Delivering on objectives

Yes - 4 Somewhat - 1 No - 0

- The Committee delivers on its objectives – fulfilling tasks, informing events and deciding the winners of the awards.
- Respondents feel they are valued as members of the Committee and enjoy the experience.
- Some said they would like to see all members of the Committee making an equal and active contribution.

Current membership

- Current membership is adequate.
- Representation from the multicultural community or young people would be of benefit.
- There was a suggestion to have a prominent media representative join the Committee.

Frequency, time and location of the meetings

- The current frequency, time and location of the meetings works well.
- Having the option to attend the meeting via an online format could assist with attendance.
- A suggestion was made for meetings to be held every second month and then monthly from September-January.

Increasing effectiveness of the group

- The Committee works well in its current format.
- The effectiveness of the Committee has improved in recent years. Further improvements could be made by recruiting more nominees.

Methods to engage more effectively with the broader community

- Expand the promotion of the Awards – create media partnerships and undertake targeted promotion in schools and for various community groups.
- Seek additional sponsorship for the event.

- Past Citizens of the Year could help promote the nomination process.
- The Citizens of the Year could be engaged more frequently throughout the year to raise the profile of the awards.
- Seek community feedback in the form of a survey in the lead up to the event and at the event.

General comments

- The Lord Mayor's chairmanship of the Committee has been very good.
- A review could be undertaken to understand how other communities celebrate Australia. This could aid in ensuring our local celebrations remain "fresh and vibrant".

Recommendations

ITEM	Recommendation	Rationale
Membership	Specify representative from multicultural/CALD community	Significant day due to citizenship ceremonies and no specific member from emerging communities.
Meeting format	Provide multiple options for attendees to participate	Low attendance from youth representatives

Community Safety Reference Group

Objectives

- Provide input to Council in relation to the Community Strategic Plan.
- Examine short and long-term strategies that broadly encompass the key strategic approaches of situational and social crime prevention so that people will feel safe in Wollongong.
- Discuss and provide comment on the extent of crime and community concern about safety in Wollongong.
- Provide input on strategies which aim to reduce the community's fear of becoming a victim of crime.
- Encourage the development of policies by Local Government and other appropriate authorities on crime prevention through the provision of information, best practice and analysis so that agencies can operate in a consistent manner with consistent information. This will ensure that there is policy interaction and support between agencies.
- Educate and empower community groups to initiate and participate in making Wollongong a safer place.
- Make recommendations and regular representations to Local, State and Federal Governments on ongoing issues of community safety.
- To support and facilitate communication between Council and the local community on crime and community safety issues.
- Map the Community Safety Reference Group's achievements/strategies/approaches to crime prevention to evaluate what has been done and to publish evaluation/achievements.

Membership

- Two Police representatives who will be from Wollongong Local Area Command and Lake Illawarra Area Command respectively
- Representatives from a range of relevant government and non-government agencies including but not limited to: service representatives, religious and charity based organisation, business and industry, state government departments, education and research.
- Two Wollongong City Councillors
- One Wollongong City Council Officer.

Who we asked

We invited Councillors, Executive and 13 stakeholders to provide feedback and received 5 responses.

What we heard

Delivering on objectives

Yes - 5 Somewhat - 0 No - 0

- The Group achieves its objectives and issues are addressed in a prompt manner.
- This is a good forum to share feedback, set priorities and work collaboratively.

Current membership

- The current membership is good – there is a mix of knowledge and experience.
- There is equal contribution from all members of the Group.
- Suggestions were made for representation from community-based services; the University of Wollongong; or non-government organisations such as the Salvation Army, as they work closely with young people in our city.

Frequency, time and location of the meetings

- For some, the current arrangements work well.
- Feedback on the frequency of meetings was mixed – one suggested meetings occur on a monthly basis while another suggested bi-monthly meetings.
- It was suggested the day of the week that the Group meets could be changed to better suit everyone's availability.

- Face to face is the preferred meeting method and shouldn't be replaced by communication via email.

Increasing effectiveness of the group

- The Group could benefit from a few more members - new membership ensures new and diverse perspectives.
- It was suggested the group should have the opportunity to undertake more site visits.

Methods to engage more effectively with the broader community

- Current cross over in membership between the Community Safety Reference Group and NF5 works well.

General comments

- The Group plays a valuable role in improving the safety of our community and its contribution to Council and the community should continue to be supported.
- The role of the Chair is appreciated.

Recommendations

ITEM	Recommendation	Rationale
Membership	Increase and formalise membership from non-government /community organisations and possibly UoW	Help to broaden the perspectives being shared within the group, particularly for younger people who frequent the CBD.
Meeting format	On-site meetings could be beneficial when discussing specific areas	Helps familiarise the group with key areas
Effectiveness of group	Consider altering the format of the group, to become an Interagency rather than a formal Council Reference group.	Due to operational nature of the group, and to allow for more flexible group arrangements.

Floodplain Risk Management Committees

Objectives

- Assist Council to develop Floodplain Risk Management Plan or Plans in accordance with the NSW Government guidelines, as set out in the Floodplain Development Manual
- Develop a better understanding of floodplains and identify issues which need to be addressed
- Assist in developing suitable strategies to address floodplain management issues; and
- Monitor and evaluate the implementation of Floodplain Risk Management Plan or Plans.

Membership

- A maximum of three Councillors
- Council staff from engineering, planning and environmental disciplines to service the Committee and oversee the technical requirements of the studies, as and when required
- Officers (representatives) from State Government Departments and Agencies, including the Office of Environment and Heritage, Roads and Maritime Services, State Emergency Services, Transport for NSW - Sydney Trains and the Department of Planning
- Representatives of relevant industry bodies
- An appropriate number of representatives of the local community (local flood affected landholders both residential and business), flood action groups and environmental groups
- Guests as deemed necessary by the Committee to provide specialist advice outside the capabilities of the committee members (for example – The Bureau of Meteorology, representatives from Welfare Services).

Who we asked

We invited Councillors, Executive and 32 stakeholders to provide feedback and received 7 responses.

What we heard

Delivering on objectives

Yes - 5 Somewhat - 2 No - 0

- The Committee is meeting its objectives.
- The objectives of the Committee could be better communicated with the community, particularly those affected by the floodplain.

Current membership

- The committee has a good representation of agencies, Councillors and community members and their input is valuable in progressing flood planning.
- The number of representatives from the local community, including flood affected landholders (both residential and business), flood action groups and environmental groups should be maintained or increased.
- Membership is to be updated to reflect current NSW Government Departments, including
 - o Transport for NSW
 - o Department of Planning and Environment.

Frequency, time and location of the meetings

- Feedback on the frequency of meetings was mixed. One respondent suggested meetings be held quarterly, while another suggested they be scheduled only when critical matters need to be presented to the Committee.
- While some thought meetings should be held at the Council Administration Building others preferred the option of holding virtual meetings via MS Teams.

Increasing effectiveness of the group

- Some Committee members would like more meaningful opportunities to participate and provide input on important matters.
- Community representatives would like more opportunities to provide input during the earlier stages of projects.
- It was suggested that updates be provided to the Committee via email prior to meetings – this this would reduce the amount of time given to presentations and allow more time for discussion.

Methods to engage more effectively with the broader community

- Provide a brief update in the rates notice.
- Presentation to Neighbourhood Forums.
- Continue to educate the community and engage them on flood related matters. Provide information in formats that are easy to understand and interact with.
- It was suggested a flood mapping tool could be made available on Council's website.
- More active engagement with those interested in or affected by the floodplain – targeted opportunities for people to share their experiences, feedback and ideas.

General comments

- Meetings have been running well and are a great way for Council to engage with local agencies.
- There was a request for an update on the progress for each floodplain area.
- Councillors should be invited to the meetings.
- It was mentioned that less emphasis could be placed on computer generated modelling and more placed on community experience.

Recommendations

ITEM	Recommendation	Rationale
Membership	Specify the number of reps from community, flood action and environmental groups	Ensure community experience and input is included in discussions and planning
Meeting frequency	Schedule quarterly meetings, with ad-hoc meetings to be added if timing is critical. Quarterly meetings will be cancelled if no new matters are to be reported to the Committees.	More consistency in meeting schedule, so it is easier for members to plan their attendance.
Engaging more effectively	<p>2. Invite community members impacted by flood to share their experiences with the committee</p> <p>2. Amend Charter to include an objective to increase community access to information and education on flood related matters</p>	Providing different ways for community to input, additional to existing engagement and flood modelling

Sports and Facilities Reference Group

Objectives

- Review and monitor Council's Sportsground and Sporting Facilities Strategy.
- Develop, review and monitor the Sportsground and Sporting Facilities Strategy which assists Council in the identification of priorities for sport and sporting infrastructure.
- Consider the cumulative effects of Council's decisions on identification of priorities for sport and sporting infrastructure.
- Provide advice to Council on strategic projects and Council policies related to, or that may impact on the implementation of the Sportsground and Sporting Facilities Strategy.

Membership

- Three (3) Councillors
- The Cluster Coordinator from Communities NSW or nominated local representative
- One (1) representative of Illawarra Academy of Sport
- Maximum of twelve (12) members targeting major sporting associations that utilise Council sporting facilities and grounds from each of the following sporting associations: AFL, Athletics, Baseball, Basketball, Cricket, Football, Hockey, Netball, Rugby League, Rugby, Tennis, Touch
- Non-Voting Members to include Manager Property and Recreation, Recreation Services Manager, Recreation and Open Space Project Officer and Sportsground Coordinator.

Who we asked

We invited Councillors, Executive and 25 stakeholders to provide feedback and received 7 responses.

What we heard

Delivering on objectives

Yes – 4 Somewhat – 2 No – 0

- The Group work well together to deliver the objectives.
- The communications with the Group have decreased over the last 9 months.

Current membership

- The charter requires updating to reflect changes to NSW Government agencies i.e., NSW Office of Sport.
- Specify women, people with disability and emerging sports.

Frequency, time and location of the meetings

- Feedback on the frequency of meetings was varied, with suggestions the Group could meet as required, quarterly or every second month. A comment was made that meeting twice per year is not adequate.
- It was suggested holding the meetings online via MS Teams or Zoom and after 5PM could enable better participation.

Increasing effectiveness of the group

- Improved communication between Council staff and Group members.
- Some seek more opportunities to provide input into the strategic direction of the local sportsgrounds and facilities.

Methods to engage more effectively with the broader community

- Hold an annual open forum and invite local sports bodies to discuss the Sportsgrounds and Sporting Facilities Strategy.
- Targeted assistance and support could be provided to those submitting a Sports Facilities Grant application.
- It was suggested that signage could be installed on upgraded sports facilities to communicate Council's involvement in these projects to the community.

General comments

- The running of the meetings is effective. This Group is important as it provides opportunities for engagement and collaboration between Council and local sports groups.
- It is not uncommon for the meetings to have low attendance and not meet quorum.
- A call was made for any outstanding matters to be addressed at the upcoming meetings.

Recommendations

ITEM	Recommendation	Rationale
Meeting frequency	Schedule quarterly meetings, with online options to attend made available.	More consistency in meeting schedule, so it is easier for members to plan their attendance.
Membership	Target positions for women, people with disability and emerging sports	Representative

Walking, Cycling, Mobility Reference Group

Objectives

- Delivery of:
 - Our Wollongong 2028 - Community Strategic Plan
 - Access and movement aspects of the Disability Inclusion Action Plan
 - City of Wollongong Bike Plan
 - City of Wollongong Pedestrian Plan
 - Access and movement aspects of the Ageing Plan
 - Relevant Council policies
- Promoting cycling and walking for improved health and environmental outcomes
- Access barriers for people with disability, as well as older people and children
- Better understanding issues preventing increases in cycling and walking as transport choices
- Making the city's walking and cycling network child friendly
- Support and facilitate communication between Council and the local community on disability access issues
- Advocate for the community on access issues raised by the community
- The needs for walking and cycling connections to public transport
- Town centre and neighbourhood planning with respect to provision of suitable bicycle and pedestrian infrastructure
- Priorities for the implementation of policies or strategic plans to support cycling, walking accessibility and connectivity.

Membership

- Two Councillors
- One Council officer from the Infrastructure Strategy & Planning branch
- One Council officer from the Community Development & Social Planning branch
- Two community members representing bicycle users
- Two community members representing pedestrians
- Two community members representing the access needs of people with disability
- One community member representing the access needs of families with children
- One community member representing the access needs of seniors
- Other external transport experts maybe invited to attend and provide advice as required.

Who we asked

We invited Councillors, Executive and 10 stakeholders to provide feedback and received 7 responses.

What we heard

Delivering on objectives

Yes - 2 Somewhat - 4 No - 1

- It was mentioned that the group has come to have a stronger focus on presenting information rather than working collaboratively and seeking feedback. Opportunities to provide more meaningful input by the members would be welcomed.
- The current focus on cycling has detracted from discussions regarding walking and accessibility.

Current membership

- The current makeup of the Group is good.
- It was suggested the inclusion of a Transport for NSW representative would be of benefit to the Group.

- Some would like to see people of different cultural backgrounds and young people join the Group.

Frequency, time and location of the meetings

- Feedback on the frequency of meetings was mixed – some are happy with the current arrangements, others thought the meetings could be scheduled more or less frequently. It was also suggested that the length of the meetings could be extended.
- While some expressed their desire to meet in person, others prefer the hybrid approach of face to face and online, saying this enables equitable access to the meetings.

Increasing effectiveness of the group

- Some requested relevant information, documents and presentations be shared prior to scheduled meetings as this will allow more time for members to process information and prepare considered feedback.
- It was mentioned there could be a stronger focus on sharing experiences and discussing strategy and planning, and less focus on the presentation of information.
- Clear communication regarding the function of the Group.

Methods to engage more effectively with the broader community

- Engage children about how they can be better supported to walk and cycle.

General comments

- The Group is important and should continue – members appreciate the opportunity to represent their communities.
- It was mentioned that walking, cycling, pedestrian movements and access for people with disability should be given equal attention in the meetings. Lately the meetings have had a strong focus on cycling leaving little time to discuss other matters.
- A call was made for the creation of a separate reference group representing people with disability.
- It was suggested this Group could be called the *Active Transport Reference Group* which would capture walking, cycling, mobility and public transport.
- A member would like to see targets be set to reduce congestion and parking in the city.

Recommendations

ITEM	Recommendation	Rationale
Effectiveness of group	Council to actively involve group to inform designs and plans principles and guidelines Documents to be shared with group members a minimum of 6 days before the meeting. Provide online options to attend meetings.	Provides more opportunity for group to influence best practice. Easier for members to plan their attendance.
Effectiveness of group/communications	Set quarterly meetings and share communications between meetings on key projects/plans if required.	Gives members a chance to be engaged outside of quarterly meetings. Consult with the group on relevant projects in the IDP as part of the consultation phase. Gives members opportunity to seek feedback from others in the community.
Membership	Include a representative from Transport for NSW	Many projects involve coordination/collaboration between Council and TfNSW

Wollongong Heritage Reference Group

Objectives

- Review and monitor Council's Heritage Policy
- Develop, review and monitor the Wollongong Heritage Strategy and Action Plan
- Consider the cumulative effects of Council's decisions on Aboriginal and non-Aboriginal Heritage
- Provide advice to Council on strategic projects and Council policies related to, or that may impact on, Wollongong's heritage
- Raise community awareness of heritage conservation
- Provide advice to Council on the distribution of the local heritage grant fund
- Provide advice to Council on the review and update of the Heritage Schedule in Council's Local Environmental Plan(s), including recommendations relating to the nomination and deletion of items.

Membership

- Two Councillors (with one of these in the position of Chairperson); and
- Eight independent members with a wide knowledge and expertise in natural and cultural heritage.

Who we asked

We invited Councillors, Executive and 12 stakeholders to provide feedback and received 5 responses.

What we heard

Delivering on objectives

Yes - 5 Somewhat - 0 No - 0

- The Group achieves its objectives.

Current membership

- The current make-up of the Group is good.
- The Group membership could be strengthened by expertise in natural heritage and/or heritage planning.
- Only requiring 1 Councillor to make quorum is good.

Frequency, time and location of the meetings

- While some are happy with the current frequency of the meetings it was suggested meetings could be held quarterly rather than bi-monthly.
- Several respondents would like to continue to have the opportunity to meet virtually, though it was mentioned technology has been a barrier for some members.
- It was suggested visits to heritage sites could be scheduled throughout the year.
- Meeting in the evening has led to difficulties in fitting in with the corporate calendar. This has also likely impacted the groups rate of attendance, although meeting during work hours is also difficult for working members particularly in person

Increasing effectiveness of the group

- Requests were made for reports are to be provided to members at least 4 days prior to meetings.
- It was suggested staff from other areas of Council could continue to attend the meetings to discuss relevant issues.
- Some would like to see members have a greater level of commitment to attending meetings.

Methods to engage more effectively with the broader community

- Include the achievements of the Reference Group in communications to the community.
- Invite community members to join the committee on visits to heritage sites.
- Provide good examples of heritage conservation on Council's website.
- Have positive problem-solving discussions with developers to set expectations and influence sensitive design.

General comments

- Members value the opportunity to participate in the Group.
- The Reference Group has enabled the building of effective relationships, however the resourcing to facilitate the group is quite substantial.
- It is suggested the Group focus on a select number of strategies as any given time to ensure their input is effective.
- A respondent would like for the Group to have greater involvement in policy development rather than a 'monitoring' role.
- It was mentioned that meetings are sometimes rescheduled, giving the impression that heritage is not a priority.

Recommendations

ITEM	Recommendation	Rationale
Membership	Ensure expectations are clear on attendance for members	Meetings being cancelled through lack of a quorum.
Membership	Only require 1 Councillor member as chairperson, with an option for 2 available if there is sufficient Councillor interest	To ensure a quorum can be achieved
Meeting format	On-site meetings could be beneficial when discussing specific areas	Helps familiarise the group with key areas
Meeting frequency	Reduce meeting schedule to quarterly meetings, with online options to attend made available.	Fewer meetings proposed to make attendance less onerous for members. Set meeting dates will provide for consistency in meeting schedule, so it is easier for members to plan their attendance.

CHARTER

ABORIGINAL REFERENCE GROUP



1 INTRODUCTION

The Aboriginal Reference Group (ARG) will provide input to Council regarding issues affecting the local Aboriginal and Torres Strait Islander ~~Indigenous~~ community in Wollongong and provide the Aboriginal ~~and Torres Strait Islander~~ community with capacity to inform Wollongong City Council's decision-making processes.

Broadly, the Reference Group will enable Wollongong City Council (Council) to meet its Community Strategic Plan, in particular those parts of the plan that relate to Aboriginal and Torres Strait Islander people.

The Reference Group will also provide a point of contact for Council's broader consultation with the Aboriginal ~~and Torres Strait Islander~~ community and promote Aboriginal ~~and Torres Strait Islander~~ initiatives and celebrations ~~conducted auspiced~~ by Wollongong City Council.

2 OBJECTIVES

The objectives of the ARG are to:

- Provide input to Council in relation to:
 - Wollongong Community Strategic Plan;
 - Relevant Council policies;
 - Council programs, services, functions and facilities to ensure access and appropriateness for the local Aboriginal and Torres Strait Islander community;
 - Issues relating to Aboriginal Cultural Heritage.
- Support Council in promoting appropriate celebrations with the Aboriginal ~~and Torres Strait Islander~~ community.
- Provide advice on key planning issues relating to Aboriginal sites in the City.
- Discuss issues of mutual concern in relation to Council policy, strategy or direction, so that they can be resolved to the benefit of both the Aboriginal and non-Aboriginal communities.

3 MEMBERSHIP AND/OR REPRESENTATION

Membership and representation of the Aboriginal Reference Group will be sought from Aboriginal ~~and Torres Strait Islander~~ community members through an Expression of Interest (EOI) process advertised in the media and promoted within the Aboriginal community and the broader Wollongong community. Nominees will be required to submit to Council their responses to the questions found on the EOI nomination form.

The Reference Group will include:

- ~~Eight (8) 5-~~Aboriginal ~~and Torres Strait Islander~~ community representatives who may also be constituents of ~~particular Traditional Custodian groups,~~ interest groups or employees of particular Aboriginal organisations, ~~and~~
- ~~1 representative per Aboriginal community organisation as listed below (total of 3) and as nominated by the following organisations:~~
 - ~~Illawarra Aboriginal Corporation (1 representative)~~
 - ~~Illawarra Local Aboriginal Land Council (1 representative)~~
 - ~~Illawarra Aboriginal Medical Service (1 representative)~~

In addition to the above members, the Aboriginal Reference Group will be supported by:

- 2 Wollongong City Councillors; and
- 1 Wollongong City Council Officer

If Aboriginal ~~and Torres Strait Islander~~ membership falls below eight (8) during the term of the Reference Group, the membership EOI process may be conducted to select additional members.

CHARTER

ABORIGINAL REFERENCE GROUP



The approach to membership selection will facilitate achievement of the objectives of the Aboriginal Reference Group. This process provides an opportunity for Council to ensure that the group will be broadly representative of community interests and will have the necessary capability to achieve governance and policy outcomes.

4 CONDUCT OF REFERENCE GROUP

Term of appointment will be ~~for three (3) years from December 2017 until to September 2024~~ (to be in line with the election of the new Council/Councillors in 2024) and may be reviewed on an annual basis if required.

Meetings will be held on ~~bi-monthly a quarterly~~ basis, ~~six~~ four times per year. If a pressing issue is identified, and the community and/or Council determine that the Aboriginal Reference Group needs to meet, an extraordinary meeting can be called by Council.

Aboriginal Reference Group members will be required to act in accordance with Council's Code of Conduct.

Meetings will be conducted under the general provisions of Council's Code of Meeting Practice.

A quorum will consist of one (1) Council representative and three (3) Aboriginal Community representatives.

Meetings ~~can will~~ be co-Chaired by a Council representative and an Aboriginal Community Aboriginal Reference Group member. The Aboriginal Co-Chair position will be elected from the Aboriginal Reference Group membership.

Where members are absent for three (3) meetings without an apology they are to be contacted by Council to ask if they still intend to be a member of the Aboriginal Reference Group, if no reply within a reasonable period of time then their membership will cease.

Other community representatives may be invited to attend Aboriginal Reference Group meetings on occasion and all attendance of non-members will be by invitation only.

- ~~Membership will be terminated where a member is absent for more than 4 consecutive meetings unless a leave of absence has been sought.~~

Members will be required to declare an actual or perceived conflict of interest at the commencement of each meeting.

5 ACCOUNTABILITY

Requests and outcomes of the Aboriginal Reference Group meetings will be forwarded to the Manager, Community, Cultural and Economic Development in the first instance for action or referral to the relevant Division of Council.

Feedback will be provided to the Aboriginal Reference Group as necessary by Council staff.

The Aboriginal Reference Group shall hold no powers of investigation.

6 ADMINISTRATIVE SUPPORT

Meetings will be serviced by an administrative officer.

Proposed meeting agenda items must be received by Council at least ~~two one~~ (12) weeks prior to the meeting. The final agenda will be distributed at least one (1) week prior to the meeting.

Minutes of the meeting will be distributed to all Reference Group members by Council.

CHARTER

AUSTRALIA DAY COMMITTEE



CHARTER ADOPTED ON "DATE"

TRIM Ref

1 INTRODUCTION

The Australia Day Committee has been established to provide community input into Wollongong City Council's organisation of an annual Australia Day community event and to determine the Australia Day award recipients. The Australia Day Committee comprises people interested in furthering these aims.

2 AUTHORITY

The Australia Day Committee will provide advice, feedback and support to Council in developing, implementing and monitoring strategies which relate to the creation of a safe and inclusive Australia Day community event and the Australia Day awards program.

The Australia Day Committee does not have decision making authority, the power to bind the Council, nor the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Australia Day Committee are to -

- Provide a forum for discussion to help guide the strategic direction of the Australia Day community event and Australia Day awards;
- When required, form sub-committees to provide strategic direction of the Australia Day community event and Australia Day awards;
- Determining and fulfilling the process for deciding the winners of the various categories of the Australia Day awards; and
- Consider the cumulative effects of Council's decisions on the Australia Day community event and Australia Day awards.

4 PRIORITIES

The immediate priority of the Australia Day Committee is to provide strategic direction and guidance for the organisation of the annual Australia Day community event and to determine the Australia Day awards recipients.

Other priorities will be determined by the Australia Day Committee from time to time.

5 COMPOSITION OF THE COMMITTEE

The Australia Day Committee is to be made up of:

- Lord Mayor (Chairperson);
- Councillor representative;
- Australia Day Council representative;
- Up to ten community representatives including two youth representatives (aged under 26 years), a culturally and linguistically diverse community (CALD) representative; and
- Current Australia Day Award Winners.

The Chairperson will be the Lord Mayor. A community representative to be elected Deputy Chair.

Vacancies that occur on the Australia Day Committee can be filled by public advertisement, invitation by the Australia Day Committee, self nomination. The Australia Day Committee will vote to confirm new Committee members.

CHARTER

AUSTRALIA DAY COMMITTEE



CHARTER ADOPTED ON "DATE"

TRIM Ref

Council's Manager Community, Cultural and Economic Development or delegate will attend Australia Day Committee meetings as an ex-officio member and will provide professional advice to the Australia Day Committee. Other Council staff, Government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Australia Day Committee business. These individuals will act as ex-officio members.

6 TERM OF APPOINTMENT

Term of appointment is to be for a period of two years for community representatives. Committee members are welcomed to re-nominated after each term of appointment.

Councillors will remain on the Committee for the term of Council.

7 OBLIGATIONS OF MEMBERS

Members of the Australia Day Committee, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the Australia Day Committee;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Australia Day Committee;
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Comply with the Australia Day Committee Charter; and
- Comply with Council's Codes of Conduct.

8 MEETINGS

Meetings will be held monthly, except where no business has been identified.

A quorum will consist of half of the committee plus one member.

Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the deputy chairperson will chair the meeting.

The Australia Day Committee has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Australia Day Committee may be presented with supporting and dissenting views of Australia Day Committee members.

Meeting agendas will be distributed prior to the meeting.

9 REPORTING

The minutes of meetings will be made available to Councillors and Council's Executive Management for information. Minutes will also be distributed to all members.

Advice and decisions of the Australia Day Committee relating to specific Council projects will be reported to Council as part of the project reporting process.

Any matters arising that require a separate decision of Council may be reported to Council at the discretion of the Manager Community, Cultural and Economic Development.

CHARTER

AUSTRALIA DAY COMMITTEE



CHARTER ADOPTED ON **DATE**

TRIM Ref:

10 EVALUATION AND REVIEW

A review of the Australia Day Committee Charter will be undertaken every four years to ensure the purpose, membership and operation of the Australia Day Committee is effective and to make appropriate changes as required. The Australia Day Committee are to review and endorse the proposed changes prior to the request for adoption through Council.

CHARTER

AUSTRALIA DAY COMMITTEE



CHARTER ADOPTED ON **DATE**

TRIM Ref:

SUMMARY SHEET		
Responsible Division	Community Cultural and Economic Development	
	Date	Adopted/Endorsed by
Date last adopted		
Date of previous adoptions:		

CHARTER

SPORTS AND FACILITIES REFERENCE GROUP



1 INTRODUCTION

The Sports and Facilities Reference Group has been established to provide advice to Council on policies and strategies which relate to the implementation of the Sportsground and Sporting Facilities Strategy. The focus of the Sports and Facilities Reference Group is to assist Council in working towards the identification of priorities for sport and sporting infrastructure. The Sports and Facilities Reference Group comprises people interested in furthering these aims.

2 AUTHORITY

The Sports and Facilities Reference Group will provide advice, feedback and support to Council in developing, implementing and monitoring policies and strategies which relate to the implementation of the Sportsground and Sporting Facilities Strategy.

The Sports and Facilities Reference Group does not have decision making authority, the power to bind the Council, nor the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Sports and Facilities Reference Group are to -

- Review and monitor Council's Sportsground and Sporting Facilities Strategy;
- Develop, review and monitor the Sportsground and Sporting Facilities Strategy which assists Council in the identification of priorities for sport and sporting infrastructure;
- Consider the cumulative effects of Council's decisions on identification of priorities for sport and sporting infrastructure; and
- Provide advice to Council on strategic projects and Council policies related to, or that may impact on the implementation of the Sportsground and Sporting Facilities Strategy.

4 PRIORITIES

The immediate priority of the Sports and Facilities Reference Group is to:

- Provide strategic advice and input relating to the development of Council's Sportsground and Sporting Facilities Strategy and policies;
- Contribute to the master planning process of Regional and District level facilities;
- Provide advice and assist in facilitating Council's Sports Grant process;
- Assist in the implementation of the Sportsgrounds and Sporting Facilities Strategy;
- Identify opportunities for the City to attract and secure major sporting events; and
- Participate in discussions regarding emerging sport and recreation related trends/topics and their impact on sport.

Other priorities will be determined by the Reference Group from time to time.

5 COMPOSITION OF THE REFERENCE GROUP

The Sports and Facilities Reference Group is to be made up of:

- Three (3) Councillors
- One (1) representative from the NSW Office of Sport;
- One (1) representative of Illawarra Academy of Sport;
- Minimum of 10 members with Council Officers requesting nominations from the peak bodies and major sporting associations that utilise Council sporting facilities and grounds from each of the following sporting associations:
 - AFL;
 - Athletics;
 - Baseball;
 - Basketball;
 - Cricket;

CHARTER

SPORTS AND FACILITIES REFERENCE GROUP



- Football;
- Hockey;
- Netball;
- Rugby League;
- Rugby;
- Tennis; and
- Touch Football.
- The Sports and Facilities Reference Group is to also include representatives from each of the following groups:
 - Women in Sport (1)
 - Emerging Sports (2)
 - Access for people with Disability (1)
 - Other peak sporting bodies specifically using Council's grounds and sporting facilities
- Non-Voting Members to include:
 - Manager Property and Recreation;
 - Recreation Services Manager;
 - Recreation and Open Space Project Officer; and
 - Sportsground Coordinator.

The Chairperson will be appointed by Council from the Councillor representatives.

Vacancies that occur on the Sports and Facilities Reference Group will be filled by public advertisement and selection by Council.

Council's Manager Property and Recreation will attend Reference Group meetings as an ex-officio member and will provide professional advice to the Reference Group. Other Council staff, Government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Reference Group's business. These individuals will act as ex-officio members.

Representation to the Reference Group will be sought through direct correspondence being forwarded to sporting Associations.

6 TERM OF APPOINTMENT

Term of appointment is to be for the term of the 2021-2024 elected Council, subject to attending 70% of the scheduled meetings.

7 OBLIGATIONS OF MEMBERS

Members of the Sports and Facilities Reference Group, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the Reference Group;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Reference Group;
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Comply with the Reference Group's Charter; and
- Comply with Council's Code of Conduct.

CHARTER

SPORTS AND FACILITIES REFERENCE GROUP



8 MEETINGS

Meetings will be held quarterly with an online option available, except where no business has been identified.

A quorum will consist of half the nominated sports representatives of the Sports & Facilities Reference Group plus one(1).

Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson from the members present to preside over such meeting.

The Reference Group has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Reference Group may be presented with supporting and dissenting views of Reference Group members.

Meeting agendas will be distributed at least one week prior to the meeting.

9 REPORTING

The minutes of meetings will be provided to Councillors and Council's Executive Management for information. Minutes will also be distributed to all members.

Advice and decisions of the Reference Group relating to specific Council projects will be reported to Council as part of the project reporting process.

Any matters arising that require a separate decision of Council may be reported to Council at the discretion of the Manager Property and Recreation.

10 EVALUATION AND REVIEW

A review of the Reference Group will be undertaken every 12 months to ensure the purpose, membership and operation of the Reference Group is effective and to make appropriate changes.

27 June 2022

COUNCILLOR APPOINTMENTS TO COUNCIL COMMITTEES AND REFERENCE GROUPS



ORGANISATION	COUNCILLOR REQUIREMENT	TERM	2021 Delegates	Nominees 2022
REFERENCE GROUPS				


FLOODPLAIN RISK MANAGEMENT COMMITTEES

Our Floodplain Risk Management Committees give advice to Council on the preparation and implementation of flood management plans for catchments within the Wollongong Local Government Area (LGA). The Committees include people interested in the sustainable management of floodplains in our area. There is one committee each for our northern, central and southern areas.

CENTRAL AREA The Central area covers the Fairy Creek Cabbage Tree Creek, Wollongong City, and Allan's Creek catchments (primarily Ward 1 and 2). Meeting frequency: Quarterly	<ul style="list-style-type: none"> Maximum three Councillors, one to be elected Chair 	Term of Council	<ul style="list-style-type: none"> Cr John Dorahy (Chair) Cr Cath Blakey Cr Tania Brown 	1. Cr John Dorahy (nomination for Chair) 2. Cr Cath Blakey 3. Cr Tania Brown 4. Cr _____
NORTHERN AREA The Northern area covers the Hewitt's Creek, Collins Creek, Northern Suburbs and Towradgi catchments (Ward 1). Meeting frequency: Quarterly	<ul style="list-style-type: none"> Maximum three Councillors, one to be elected Chair 	Term of Council	<ul style="list-style-type: none"> Cr Mithra Cox (Chair) Cr Janice Kershaw Cr Jenelle Rimmer 	1. Cr Richard Martin 2. Cr _____ 3. Cr _____
SOUTHERN AREA The Southern area covers the Minnegang Creek Kully Bay, Mullet Creek, Brooks Creek, Lake Illawarra, and Duck Creek catchments (Ward 3). Meeting frequency: Quarterly	<ul style="list-style-type: none"> Maximum three Councillors, one to be elected Chair 	Term of Council	<ul style="list-style-type: none"> Cr Dom Figliomeni (Chair) Cr Cameron Walters Vacant 	1. Cr Ann Martin 2. Cr Elisha Aitken 3. Cr _____

27 June 2022

COUNCILLOR APPOINTMENTS TO COUNCIL COMMITTEES AND REFERENCE GROUPS



ORGANISATION	COUNCILLOR REQUIREMENT	TERM	2021 Delegates	Nominees 2022
REFERENCE GROUPS				
ABORIGINAL REFERENCE GROUP				
<p>The Aboriginal Reference Group gives advice to Council about issues that affect our local communities.</p> <p>They also help to provide a connection between Council and the Aboriginal community and promote activities that celebrate Aboriginal culture.</p> <p>Meeting frequency: Bi-monthly</p>	<ul style="list-style-type: none">Two Councillors	<p>Term of Council</p>	<ul style="list-style-type: none">Cr Gordon BradberyCr Mithra Cox	<ol style="list-style-type: none">Cr Gordon BradberyCr Cath Blakey
SPORTS AND FACILITIES REFERENCE GROUP				
<p>The Sports and Facilities Reference Group advises Council about sport in our city. This includes identifying priorities for improving sports facilities, planning new facilities and attracting major sporting events to Wollongong.</p> <p>Meeting frequency: Quarterly</p>	<ul style="list-style-type: none">Three Councillors (one to be elected Chairperson)	<p>Term of Council</p>	<ul style="list-style-type: none">Cr Jenelle Rimmer (Chair)Cr John DorahyCr Cameron Walters	<ol style="list-style-type: none">Cr Walters (nomination for Chair)Cr John DorahyCr Elisha AitkenCr Tania Brown
ORGANISATION	ELECTION REQUIREMENT	TERM	2021 Delegates	Nominees 2022
SECTION 355 COMMITTEES				
AUSTRALIA DAY COMMITTEE				
<p>The Australia Day Committee helps to plan our city's biggest community event of the year. They also judge the City of Wollongong Australia Day Awards.</p> <p>Meeting frequency: Monthly</p>	<ul style="list-style-type: none">Lord Mayor (Chairperson),One Councillor	<p>Term of Council</p>	<ul style="list-style-type: none">Lord Mayor (Chair)Cr Jenelle Rimmer	<ol style="list-style-type: none">Cr Gordon Bradbery (Chair)Cr Tania Brown