

AMENDED ITEM



Item No: 4.4
Title: Appointments to Advisory Groups
Department: Governance

9 April 2018 Ordinary Council Meeting

Trim Reference: F2018/00020-01 - D13184938

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Report Purpose

To inform Council of the Expressions of Interest received from the members of the public seeking to be appointed as community members on the following six Advisory Groups:

1. Catchments and Coast Committee – Brisbane Water and Gosford Lagoons
2. Catchments and Coast Committee – Tuggerah Lakes
3. Coastal Open Space System (COSS) Committee
4. Heritage Advisory Committee
5. Employment and Economic Development Committee – Central Coast
6. Gosford CBD and Waterfront Advisory Committee

To recommend Council determine the Councillor membership and the community membership on these six Advisory Groups.

Recommendation

1 That Council determine that Councillor membership of the Catchments and Coast Committee – Brisbane Water and Gosford Lagoons is as follows:

- (a) **Mayor Smith;**
- (b) **Councillor Marquart; and**
- (c) **Councillor Mehrstens.**

2 That Council determine that community membership of the Catchments and Coast Committee – Brisbane Water and Gosford Lagoons is as follows:

- (a) **Ian Carruthers;**
- (b) **Andrew Jones;**
- (c) **Michael Kilp;**
- (d) **Jenny McCulla;**
- (e) **Adrian Williams; and**
- (f) **Samantha Willis.**

- 3 ***That Council determine that the Councillor membership of the Catchments and Coast Committee – Tuggerah Lakes is as follows:***
- (a) ***Mayor Smith;***
 - (b) ***Councillor Greenaway;***
 - (c) ***Councillor Pilon; and***
 - (d) ***Councillor Vincent.***
- 4 ***That Council determine that the community membership of the Catchments and Coast Committee – Tuggerah Lakes is as follows:***
- (a) ***Michael Campbell;***
 - (b) ***Douglas Darlington;***
 - (c) ***Robert Davies;***
 - (d) ***Graham Hankin;***
 - (e) ***Marlene Pennings; and***
 - (f) ***Samantha Willis.***
- 5 ***That Council resolve to amend the Terms of Reference of the Coastal Open Space (COSS) Committee to provide for five community representative rather than one per Ward.***
6. ***That Council determine that the Councillor membership of the Coastal Open Space (COSS) Committee is as follows:***
- (a) ***Mayor Smith,***
 - (b) ***Councillor Holstein;***
 - (c) ***Councillor Greenaway; and***
 - (d) ***Councillor Sundstrom.***
- 7 ***That Council determine that the community membership of the Coastal Open Space (COSS) Committee is as follows:***
- (a) ***John Andrews;***
 - (b) ***David Holland;***
 - (c) ***Deb Holloman;***
 - (d) ***Paul Links; and***
 - (e) ***Barbara Willis.***
- 8 ***That Council determine that the Councillor membership of the Heritage Advisory Committee is as follows:***
- (a) ***Mayor Smith,***
 - (b) ***Councillor Greenaway;***

- (c) **Councillor MacGregor;**
- (d) **Councillor Sundstrom; and**
- (e) **Councillor Vincent.**

9 That Council determine that the community membership of the Heritage Advisory Committee is as follows:

- (a) **Warren Andrews;**
- (b) **David Benwell;**
- (c) **Walter Billington;**
- (d) **Margot Castles;**
- (e) **Gary Dean;**
- (f) **Sandra Hunt-Sharman;**
- (g) **Verena Mauldon;**
- (h) **Joseph Murray;**
- (i) **Prue Wyllie; and**
- (j) **Kreenah Yelds.**

10 That Council determine that the Councillor membership of the Employment and Economic Development Committee – Central Coast is as follows:

- (a) **Mayor Smith;**
- (b) **Councillor Gale Collins;**
- (c) **Councillor Holstein;**
- (d) **Councillor MacGregor;**
- (e) **Councillor McLachlan; and**
- (f) **Councillor Pilon.**

11 That Council determine that the community membership of the Employment and Economic Development Committee – Central Coast is as follows:

- (a) **William Adames;**
- (b) **John Asquith;**
- (c) **Mike Goodman;**
- (d) **Michael Pilon; and**
- (e) **Brad Wilson.**

12 That Council determine that the Councillor membership of the Gosford CBD and Waterfront Advisory Committee is as follows:

- (a) **Mayor Smith;**
- (b) **Councillor Gale Collins;**
- (c) **Councillor Greenaway;**
- (d) **Councillor Holstein;**

4.1 Appointments to Advisory Groups (contd)

- (e) **Councillor MacGregor; and**
- (f) **Councillor Mehrstens.**

13 That Council determine that the community membership of the Gosford CBD and Waterfront Advisory Committee is as follows:

- (a) **Michael Conroy;**
- (b) **Joy Cooper;**
- (c) **Rod Dever;**
- (d) **Dianne Haydon;**
- (e) **Chris Krogh; and**
- (f) **Edwina Nikora.**

14 That Council request the Acting Chief Executive Office organise the first meetings of these six newly established Advisory Groups (in consultation with the relevant Councillors) as soon as practicable following the provision of Code of Conduct training to members.

15 That Council request the Acting Chief Executive Office write to all members of the community who submitted an expression of interest to advise them of Council's resolution concerning the Advisory Group for which they applied.

16 That Council resolve, pursuant to s.11(3) of the Local Government Act 1993, that the attachments to this report remain confidential as the attachments include "personnel information" about individuals who are not Councillors.

Background

At the Ordinary Council Meeting on 18 December 2017, Council resolved as follows:

815/17 Council establish the following Council Advisory Committees:

- a) *Catchments & Coast Committee – Brisbane Water & Gosford Lagoons*
- b) *Catchments & Coast Committee – Tuggerah Lakes*
- c) *COSS (Coastal Open Space System) Committee*
- d) *Employment & Economic Development Committee – Central Coast*
- e) *Gosford CBD and Waterfront Advisory Committee*
- f) *Heritage Advisory Committee*

816/17 Council invite stakeholder representation as appropriate and advertise for community representatives on the proposed Advisory Committees.

817/17 Councillors are invited to nominate which committees they wish to participate in.

4.1 Appointments to Advisory Groups (contd)

- 818/17 CEO identify appropriate staff to participate in each committee.
- 819/17 Minutes of the Advisory and Trust Committees, including recommendations, are reported to Council meetings.
- 820/17 Council defer consideration of additional Advisory Committees to the Strategic Workshop and then back to a Council Meeting including:
- a) Arts Advisory Committee
 - b) Central Coast Waste Committee
 - c) Environment & Climate Change Committee
 - d) Floodplain Management Committee
 - e) Social Inclusion Committee
 - f) Sport & Playground Advisory Committee
 - g) Youth Committee
 - h) Traffic Committee
 - i) Water & Sewer Advisory Committee

At the Ordinary Council Meeting on 12 February 2018, Council further resolved as follows:

- 48/18 That Council adopt the draft Terms of Reference provided as Attachment 1 to this report as standard Terms of Reference for Advisory Groups or Committees (noting that the Traffic Committee is not an Advisory Group or Committee) with the following changes:
- (a) That a quorum is half the Advisory Group Voting membership plus one (including a Councillor)
 - (b) That although Advisory Groups seek to reach consensus, where a vote is required it is carried by a majority of voting members.
 - (c) Reporting of Advisory Group recommendations to Council will be reported as Committee Recommendations without change, noting that staff are encouraged to provide comment where appropriate.
- 49/18 That Council request that the Acting Chief Executive Officer invite expressions of interest from members of the community to participate in the established Advisory Groups or Committees, and that the Acting Chief Executive Officer provide a further report to a meeting of Council to be held on or before 9 April 2018 for the purpose of determining the membership of these groups or committees.
- 50/18 That a review Committee consisting of interest Councillors and Committee convenors be conducted to consider Expressions of Interest and to make recommendations for the purpose of the report referred to in (2) above.

4.1 Appointments to Advisory Groups (contd)

- 51/18 *That Councillors indicate their interest in being on the various Advisory Groups or Committees to the Acting Chief Executive Officer by 22 March 2018 for inclusion in the further report to Council.*
- 52/18 *That as part of the March 2018 quarterly budget review provision be made for the funding of one full time equivalent staff member for the purpose of providing administrative support to the eight established Advisory Groups or Committees.*

The following advertising was undertaken to invite expressions of interest from members of the public seeking to be community representative members of the six Advisory Groups, in accordance with Council's Resolution:

- An advertisement appeared in the 1 March 2018 edition of the Central Coast Express Advocate;
- An advertisement appeared in the 1 March 2018 edition of the Coast Community News;
- An advertisement appeared in the 6 March 2018 edition of the Wyong Regional Chronicle;
- An advertisement appeared in the 12 March 2018 edition of the Peninsula News;
- A media release was published on 5 March 2018. This media release was picked up by SEAFM Radio News and 2GO Radio News; and
- An article appeared on Council's "yourvoiceourcoast" [website](#).

In total 48 applications were received from members of the community. Those applications were made available to the Councillors via the Councillor Hub and are in the confidential attachments to this report.

Councillors were invited to nominate for the Advisory Groups they wished to be on by 22 March 2018.

As resolved by Council, a review of the Expression of Interest was undertaken at 3 pm on 22 March 2018 to consider each submission received from the community. This process considered each submission on its merit against the Terms of Reference for the relevant Advisory Group.

The following Councillors participated in the review process:

1. Mayor Smith;
2. Councillor Holstein;
3. Councillor Gale Collins;
4. Councillor Sundstrom;
5. Councillor Pilon;
6. Councillor Greenaway;
7. Councillor Vincent;

4.1 Appointments to Advisory Groups (contd)

8. Councillor McLachlan; and
9. Councillor Matthews.

Also attending were relevant the Advisory Group staff convenors.

The subsequent recommendations for each Advisory Group are as follows:

Catchments and Coast Committee – Brisbane Water and Gosford Lagoons

The following Councillors nominated to be on this Advisory Group:

1. Mayor Smith;
2. Councillor Marquart; and
3. Councillor Mehrtens.

There were a total of ten applications from the community to be on this Advisory Group. The Terms of Reference state a community representative membership of up to six members. The Review Committee recommends that the following community members be appointed to the Catchments and Coast Committee – Brisbane Water and Gosford Lagoons:

1. Ian Carruthers;
2. Andrew Jones;
3. Michael Kilp;
4. Jenny McCulla;
5. Adrian Williams; and
6. Samantha Willis.

Catchments and Coast Committee – Tuggerah Lakes

The following Councillors nominated to be on this Advisory Group:

1. Mayor Smith;
2. Councillor Greenaway;
3. Councillor Pilon; and
4. Councillor Vincent.

There were a total of eight applications from the community to be on this Advisory Group. The Terms of Reference state a community representative membership of up to six members. The Review Committee recommends that the following community members be appointed to the Catchments and Coast Committee – Tuggerah Lakes:

1. Michael Campbell;
2. Douglas Darlington;
3. Robert Davies;
4. Graham Hankin;
5. Marlene Pennings; and

4.1 Appointments to Advisory Groups (contd)

6. Samantha Willis

COSS (Coastal Open Space System) Committee

The following Councillors nominated to be on this Advisory Group:

1. Mayor Smith;
2. Councillor Holstein;
3. Councillor Greenaway; and
4. Councillor Sundstrom.

There were a total of seven applications from the community to be on this Advisory Group. The Terms of Reference state a community representative membership of up to five members being one from each Council Ward. It is proposed to amend the COSS Terms of Reference to simply provide for five community representative and not one community representative per Ward. The Review Committee recommends that the following community members be appointed to the COSS (Coastal Open Space System) Committee:

1. John Andrews;
2. David Holland;
3. Deb Holloman;
4. Paul links; and
5. Barbara Willis.

Heritage Advisory Committee

The following Councillors nominated to be on this Advisory Group:

1. Mayor Smith;
2. Councillor Greenaway;
3. Councillor MacGregor;
4. Councillor Sundstrom; and
5. Councillor Vincent.

There were a total of 12 applications from the community to be on this Advisory Group. The Terms of Reference state a community representative membership of up to ten members. The Review Committee recommends that the following community members be appointed to the Heritage Advisory Committee:

1. Warren Andrews;
2. David Benwell;
3. Walter Billington;
4. Margot Castles;
5. Gary Dean;
6. Sandra Hunt-Sharman;
7. Verena Mauldon;

4.1 Appointments to Advisory Groups (contd)

8. Joseph Murray;
9. Prue Wyllie; and
10. Kreenah Yelds.

Employment and Economic Development Committee – Central Coast

The following Councillors nominated to be on this Advisory Group:

1. Mayor Smith;
2. Councillor Gale Collins;
3. Councillor Holstein;
4. Councillor MacGregor;
5. Councillor McLachlan; and
6. Councillor Pilon.

Councillor Pilon declared a conflict of interest when considering the applications for the Employment and Economic Committee as her husband, Michael Pilon, was an applicant.

There were a total of five applications from the community to be on this Advisory Group. The Terms of Reference state a community representative membership of up to five members. The Review Committee recommends that the following community members be appointed to the Employment and Economic Development Committee – Central Coast:

1. William Adames;
2. John Asquith;
3. Mike Goodman;
4. Michael Pilon; and
5. Brad Wilson.

Gosford CBD and Waterfront Advisory Committee

The following Councillors nominated to be on this Advisory Group:

1. Mayor Smith;
2. Councillor Gale Collins;
3. Councillor Greenaway;
4. Councillor Holstein;
5. Councillor MacGregor; and
6. Councillor Mehrtens.

There were a total of six applications from the community to be on this Advisory Group. The Terms of Reference state a community representative membership of up to eight members. The Review Committee recommends that the following community members be appointed to the Gosford CBD and Waterfront Advisory Committee:

1. Michael Conroy;

4.1 Appointments to Advisory Groups (contd)

2. Joy Cooper;
3. Rod Dever;
4. Dianne Haydon;
5. Chris Krogh; and
6. Edwina Nikora

Resources

At the 12 February 2018 Ordinary Council Meeting, Council resolved to allocate an additional position to deal with the then additional eight Advisory Groups:

52/18 That as part of the March 2018 quarterly budget review provision be made for the funding of one full time equivalent staff member for the purpose of providing administrative support to the eight established Advisory Groups or Committees.

This allocation of one full time equivalent staff member to provide administrative support was based on four meetings per year (maximum of three hours per meeting) for the eight Committees.

Based on these eight Advisory Groups meeting four times a year, this results in one full time equivalent staff member providing the required administrative support for a total of 32 meetings per year.

Council has since resolved at the 12 March 2018 Ordinary Council Meeting to establish a ninth Advisory Group:

160/18 That Council finalise the Central Coast Region Wide Strategy for Pedestrian Access and Mobility Plan (PAMP) and Bike Plan, and form a Pedestrian Access and Mobility Advisory Committee to address the all inclusion needs for our seniors, families and people with a disability on the Central Coast.

This will obviously have some resource implications beyond what was resolved and actioned and this impact will increase with each new Advisory Groups that Council creates.

Based on the 52/18 Council Resolution, each new Advisory Groups will add approximately 0.125 full time equivalent staff member in terms of resources to support additional Groups.

If these nine Advisory Groups decide to meet more than four times per year, then there are additional resource impacts that need to be considered and addressed by Council.

It is noted that Council has also deferred consideration of an additional nine Advisory Groups to a suitable forum and then returned back to a Council Meeting.

4.1 Appointments to Advisory Groups (contd)

It is proposed that the additional support required to effectively operative these Groups be provided on a casual basis rather than the addition of further full time equivalent staff. This provides flexibility and the ability to increase or decrease the resource levels as needed.

The cost of this casual resource is proposed to be managed by way of quarterly budget adjustments until there is greater clarity as to the number of Groups and the specific support required.

Timeframes

It is proposed that the first meeting of these six newly established Advisory Groups be conducted as soon as practical following the provision of Code of Conduct Training for the appointed Community Representatives.

Attachments

1	Catchments and Coast Committee Brisbane Water and Gosford Lagoons Combined Applications - CONFIDENTIAL -	D13186726
2	Catchments and Coast Committee Tuggerah Lakes Combined Applications - CONFIDENTIAL -	D13186727
3	COSS (Coastal Open Space System) Committee Combined Applications - CONFIDENTIAL -	D13186729
4	Heritage Advisory Committee Combined Applications - CONFIDENTIAL -	D13186733
5	Employment and Economic Development Committee Combined Applications - CONFIDENTIAL -	D13186731
6	Gosford CBD and Waterfront Advisory Committee Combined Applications - CONFIDENTIAL -	D13186732
7	Advisory Committee Late Applications - CONFIDENTIAL	D13198230