

## Performance of the Liveable Cities Advisory Committee

*(Review carried out in 2021 on Advisory Committee's performance July 2019 to June 2021)*

1. Did the Liveable Cities Advisory Committee (**Committee**) report to the Council as required? (The report should detail the dates of each report/s to the Council)
  - At the Ordinary Council Meeting held on 11 December 2018, Council resolved to establish the Liveable Cities Advisory Committee.
  - The Liveable Cities Advisory Committee's Annual Performance Review will be reported to the Ordinary Council Meeting to be held on 24 August 2021.
2. Detail the number of meetings required to be held per calendar year as provided for in the Guidelines for meeting practice – Advisory Committees.
  - 4 meetings per year.
3. Detail the number of meetings held in 2019, 2020 and 2021, that were quorate.
  - A quorum was met at every meeting.  
**2019 = 3**    6 August            1 October    2 December  
**2020 = 3**    (1 cancelled due to COVID)    4 February    4 August    3 November  
**2021 = 3**    2 February 2021    4 May 2021    3 August (to be confirmed)
4. The Guidelines for Meeting Practice – Advisory Committees requires Members of the Committee to conduct themselves in accordance with the Code of Conduct. Does the agenda include a standing item for Members to declare a conflict of interest? (yes/no)
  - Yes
5. Do business papers of meetings:
  - a) Include relevant background information necessary to enable Members to make informed decisions (Yes/No).
    - Yes
  - b) Are distributed to Members in accordance with the required timeframe (Yes/No).
    - Yes
6. Do minutes of meetings:
  - a) Contain a summary of the decisions (Yes/No).
    - Yes
  - b) Are adopted by the Committee at a subsequent meeting (Yes/No).
    - Yes

c) Are distributed to Members in the required timeframe (Yes/No - if no list details of reasons for delay).

- Yes

7. Attach annual attendance details.

- See Attachment 1.

8. Have all Community Representatives attended induction? (Yes/No)

- Yes

9. Summary of key business items.

- See Attachment 2.

10. Effectiveness of the Liveable Cities Advisory Committee.

- The Committee has been effective in its first 18 months of operation, providing important input to initiatives such as the Local Strategic Planning Statement, as well as input via Working Groups to the Cycleway Strategy, Heritage Strategy and Local Housing Strategy. A survey of Committee members was undertaken in May 2021 and identified a good level of effectiveness, along with suggestions for improvement to ensure the Committee continues to add value to CN and the community. These suggested improvements will be considered by the Committee at future meetings.

Approval

**Committee Facilitator**

Name: David Clarke



Signature:

Date: 1 June 2021

**Legal Service Unit**

Name: Jessica Groth



Signature:

Date: 19 July 2021

**ATTACHMENT 1 – ANNUAL ATTENDANCE FOR MEETINGS – LIVEABLE CITIES ADVISORY COMMITTEE**

<b>MEMBERSHIP NAMES</b>	<b>6 AUGUST 2019</b>	<b>1 OCTOBER 2019</b>	<b>2 DECEMBER 2019</b>	<b>4 FEBRUARY 2020</b>	<b>4 AUGUST 2020</b>	<b>3 NOVEMBER 2020</b>	<b>2 FEBRUARY 2021</b>	<b>4 MAY 2021</b>	<b>3 AUGUST 2021</b>
Cr John MacKenzie (Chair)	√	√	√	√	√	√	√	√	TBC
Cr Peta Winney-Baartz	√	√	√	√	√	√	X	√	TBC
Cr John Church	√	√	√	√	√	√	√	X	TBC
Kristi Jorgensen	√	√	X	√	√	√	√	√	TBC
Steve O'Connor	√	X	√	√	√	√	√	√	TBC
Rachel Cogger	X	√	X	X Proxy attended	√	X	X	X Resigned	TBC
Sue-Anne Ware	X Proxy attended	√	√	√	X	X	X	√	TBC
David Moir	√	√	√	√	√	√	√	X	TBC
Steven Fleming	√	√	√	√	√	√	√	X Resigned	TBC

## ATTACHMENT 2 – KEY BUSINESS ITEMS – LIVEABLE CITIES ADVISORY COMMITTEE

DATE OF MEETING	BUSINESS ITEM
6 August 2019	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Liveable Cities Advisory Committee Overview</li> <li>• Local Strategic Planning Strategy</li> <li>• Establish Heritage Working Party and Cycling Working Party</li> </ul>
1 October 2019	<ul style="list-style-type: none"> <li>• Smart Cities</li> <li>• Local Strategic Planning Strategy</li> <li>• Working Party Update – Heritage and Cycling</li> <li>• Establish Affordable Living Working Party</li> <li>• Youth Mock Council</li> <li>• Greater Newcastle Metropolitan Plan Catalyst Areas</li> </ul>
2 December 2019	<ul style="list-style-type: none"> <li>• Local Employment Lands Strategy</li> <li>• Local Strategic Planning Strategy</li> <li>• Cycling Working Party Update</li> </ul>
4 February 2020	<ul style="list-style-type: none"> <li>• Local Centres Public Domain</li> <li>• Urban Forestry Policy</li> <li>• Local Strategic Planning Strategy</li> <li>• Working Party Update - Affordable Living, Heritage and Cycling</li> </ul>
4 August 2020	<ul style="list-style-type: none"> <li>• 2025 Newcastle Climate Action Plan</li> <li>• Cycling Strategy and Parking Strategy</li> <li>• Liveability Index</li> <li>• Contributions Plan Review</li> <li>• Affordable Housing Contributions Scheme and Local Housing Strategy</li> <li>• Character Statements</li> <li>• Development Control Plan Health Check</li> <li>• Wickham Masterplan Review</li> <li>• Working Party Update - Heritage, Cycling and Affordable Living</li> <li>• Broadmeadow Locomotive Depot</li> </ul>
3 November 2020	<ul style="list-style-type: none"> <li>• Liveability Index</li> <li>• Local Housing Strategy</li> <li>• Development Control Plan</li> <li>• Local Environmental Plan</li> <li>• Wickham Masterplan Review</li> <li>• Local Infrastructure Contributions</li> <li>• Urban Design Consultative Group Charter</li> <li>• Public Art Reference Group</li> <li>• Working Party Update - Affordable Living, Heritage and Cycling</li> <li>• Hunter Identity and Positioning Strategy</li> </ul>
2 February 2021	<ul style="list-style-type: none"> <li>• Liveability Index</li> <li>• Community Strategic Plan</li> <li>• Economic Development Strategy</li> <li>• Sustainable Newcastle Strategy</li> <li>• Newcastle Development Control Plan 2012 Modernisation</li> <li>• Local Character Statements</li> </ul>
4 May 2021	<ul style="list-style-type: none"> <li>• Advisory Committee Annual Performance Review</li> <li>• Development Contributions Plans</li> <li>• Community Infrastructure Incentive Policy</li> <li>• Local Character Study</li> <li>• Development Control Plan</li> </ul>