

Summary Sheet for Advertising Working Party current as at Wednesday, 9 November 2016

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Advertising Working Party
Group	Working Party
Status	Active
Category	Internal Working Party
Main Objective	<ul style="list-style-type: none"> • Review the strategic approach and placement of Council's advertising • Guide a review of the Council's image and market position, including branding and communications
Considerations for setting scope and authority	
Membership	
Councillor Representation Requirements	All Councillors
Council Staff on Committee (Voting Members)	TBA
Other Members	TBA
Terms of Office	For the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	N/A
Other relevant documents	N/A
Date Established and Council Resolution Number	TBA
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	N/A
Reason for disbandment	N/A
Council Department Responsible	Corporate Communications and Marketing
Council Contact	Corporate Communications and Marketing Manager, Barbara Magee
Current Council Members	All Councillors invited
Meeting Frequency	At least bi-annually
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	TBA close to the meeting
Annual General Meeting	N/A
Reporting Requirements to Council	Not Required
Committee Review Requirements	N/A
Notes	

**Summary Sheet for Domestic Waste Services Working Party current as at
Wednesday, 9 November 2016**

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Domestic Waste Services Working Party
Group	Working Party
Status	Inactive
Category	Internal Working Party
Main Objective	<ul style="list-style-type: none"> To review Council's Domestic Waste Strategy, waste tenders and contracts to obtain optimum waste and resource recovery services from 2019. To consider of the options available for the resource recovery, sustainable disposal and processing of waste, needed to achieve the appropriate environmental, social and economic outcomes. To review Council's Domestic Waste Strategy in line with Regional and State based strategies. <p>The Waste Services Working Party will oversee the Strategy and contract review so as to support the waste and recycling contracts renewal process. It is anticipated that the Working Party schedule will require three to four meetings prior to the close of this current financial year (2016/17)</p>
Considerations for setting scope and authority	
Membership	
Councillor Representation Requirements	To be determined
Council Staff on Committee (Voting Members)	
Other Members	
Terms of Office	For the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	N/A
ECM No. of Key Document	N/A
Other relevant documents	N/A
Date Established and Council Resolution Number	
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	
Reason for disbandment	
Council Department Responsible	Waste and Community Protection
Council Contact	Waste and Community Protection Manager, Tracy Chalk
Current Council Members	
Meeting Frequency	TBA
Usual/recent Meeting Location	TBA
Usual/recent Meeting Time	
Annual General Meeting	
Reporting Requirements to Council	
Committee Review Requirements	
Notes	

Reporting Period:

Summary Sheet for Finance Working Party current as at Wednesday, 9 November 2016

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Finance Working Party
Group	Working Party
Status	Active
Category	Internal Working Party
Main Objective	To review financial and property strategy matters as they arise.
Considerations for setting scope and authority	
Membership	
Councillor Representation Requirements	Mayor of the Day and 2 other Councillors and all other Councillors available.
Council Staff on Committee (Voting Members)	Yes - Advisory Capacity
Other Members	N/A
Terms of Office	For the term in which the Mayor holds that position (2 years) or for the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	TBA
ECM No. of Key Document	TBA
Other relevant documents	TBA
Date Established and Council Resolution Number	18/04/1995 (Minute Number 263)
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	N/A
Reason for disbandment	N/A
Council Department Responsible	Finance Department
Council Contact	Chief Financial Officer
Current Council Members	Prior to the 2016 Council Elections the members of the Finance Working Party were the Mayor of the Day and Councillors Jim Aitken OAM, Ross Fowler OAM and John Thain.
Meeting Frequency	On a need basis
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	5:00pm
Annual General Meeting	N/A
Reporting Requirements to Council	Not Required
Committee Review Requirements	N/A
Notes	

**Summary Sheet for Economic Opportunities Working Party current as at
Wednesday, 9 November 2016**

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Economic Opportunities Working Party
Group	Working Party
Status	Active
Category	Internal Working Party
Main Objective	To advise Council on the most efficient and effective methods for delivering matters such as the creation of jobs, business investment and economic development attraction in Penrith. In order to achieve this, the Working Party will: 1. Maintain an interface with the Penrith Business Alliance. 2. Consider issues relating to employment growth. 3. Monitor major economic development. 4. Monitor the availability and 'take up' rates for commercial and employment land.
Considerations for setting scope and authority	To drive economic development in the Penrith LGA.
Membership	
Councillor Representation Requirements	To Be Determined
Council Staff on Committee (Voting Members)	N/A
Other Members	N/A
Terms of Office	For the term in which the Mayor holds that position (12 months) or for the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	TBA
ECM No. of Key Document	N/A
Other relevant documents	TBA
Date Established and Council Resolution Number	Monday, November 12, 2012
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	N/A
Reason for disbandment	N/A
Council Department Responsible	
Council Contact	Executive Manager - Environment and City Development - Wayne Mitchell
Current Council Members	TBA
Meeting Frequency	On a need basis
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	7:00pm
Annual General Meeting	N/A
Reporting Requirements to Council	Progress Report to Ordinary Council Meeting or Policy Review Committee Meeting
Committee Review Requirements	Annual
Notes	

**Summary Sheet for Finance and Economic Opportunities Working Party
current as at Wednesday, 9 November 2016**

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Finance and Economic Opportunities Working Party
Group	Working Party
Status	Newly Combined
Category	Internal Working Party
Main Objective	To review Financial, Property Development and Economic Development Strategy matters as they arise. The Working Party will advise Council on Financial sustainability and the most efficient and effective methods for delivering matters such as leveraging the Council's Property Portfolio, the marketing of the City, creation of jobs, business investment, economic development and events attraction in Penrith. In order to achieve this, the Working Party will: 1. Ensure Financial Strategies are consistent with the aspirations of the LTFP 2. Consider issues relating to employment growth. 3. Monitor major economic development. 4. Monitor the availability and 'take up' rates for commercial and employment land.
Considerations for setting scope and authority	
Membership	
Councillor Representation Requirements	To Be Determined
Council Staff on Committee (Voting Members)	N/A
Other Members	N/A
Terms of Office	For the term in which the Mayor holds that position (2 years) or for the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	TBA
ECM No. of Key Document	N/A
Other relevant documents	TBA
Date Established and Council Resolution Number	
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	N/A
Reason for disbandment	N/A
Council Department Responsible	City Economy & Planning and Financial Services
Council Contact	Executive Manager, City Economy & Planning – Ruth Goldsmith & Chief Financial Officer – Andrew Moore
Current Council Members	
Meeting Frequency	TBA
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	TBA
Annual General Meeting	
Reporting Requirements to Council	
Committee Review Requirements	
Notes	

Reporting Period:

**Summary Sheet for Floodplain Management Working Party current as at
Wednesday, 9 November 2016**

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Floodplain Management Working Party
Group	Working Party
Status	Active
Category	Internal Working Party
Main Objective	To oversee Council's development of a contemporary floodplain management framework for the City. The working party provides guidance, advice and oversight to Council through the development of a contemporary floodplain management framework.
Considerations for setting scope and authority	
Membership	
Councillor Representation Requirements	Chair and three more Councillors (same as the Floodplain Risk Management Committee) with all councillors invited to attend.
Council Staff on Committee (Voting Members)	Manager Engineering Services and other staff as required.
Other Members	
Terms of Office	For the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	N/A
ECM No. of Key Document	N/A
Other relevant documents	
Date Established and Council Resolution Number	25 November 2013
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	N/A
Reason for disbandment	N/A
Council Department Responsible	Engineering Services
Council Contact	Engineering Services Manager – Adam Wilkinson
Current Council Members	
Meeting Frequency	Once every three months
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	4-6pm
Annual General Meeting	
Reporting Requirements to Council	N/A
Committee Review Requirements	N/A
Notes	

Summary Sheet for Library Services Working Party current as at Wednesday, 9 November 2016

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Library Services Working Party
Group	Working Party
Status	Inactive
Category	Internal Working Party
Main Objective	To review current library services and facilities and identify the optimum library service delivery model for the City's future. The Library Working Party is required to review consultants findings and identify a preferred service delivery model and facilities plan that can then be endorsed by Council.
Considerations for setting scope and authority	
Membership	
Councillor Representation Requirements	To be determined.
Council Staff on Committee (Voting Members)	
Other Members	
Terms of Office	For the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	N/A
ECM No. of Key Document	N/A
Other relevant documents	N/A
Date Established and Council Resolution Number	N/A
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	
Reason for disbandment	
Council Department Responsible	Library Services
Council Contact	Library Services Manager – Sarah Dean
Current Council Members	
Meeting Frequency	TBA
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	To be advised closer to meeting
Annual General Meeting	
Reporting Requirements to Council	Not required
Committee Review Requirements	N/A
Notes	

Summary Sheet for Recreation Working Party current as at Wednesday, 9 November 2016

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Recreation Working Party
Group	Working Party
Status	Active
Category	Internal Working Party
Main Objective	To seek input and brief Council on the development and implementation of the Sport, Recreation, Play and Open Space Strategy.
Considerations for setting scope and authority	Review of Recreation in Penrith
Membership	
Councillor Representation Requirements	3 Councillors and all other Councillors available.
Council Staff on Committee (Voting Members)	General Managers of Recreational Entities
Other Members	N/A
Terms of Office	For the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	TBA
ECM No. of Key Document	TBA
Other relevant documents	TBA
Date Established and Council Resolution Number	29 September 2008 (Minute Number 374)
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	N/A
Reason for disbandment	N/A
Council Department Responsible	Recreation Department
Council Contact	Facilities Manager - Andrew Robinson
Current Council Members	Prior to the 2016 Council Elections the members of the Recreation Working Party were Councillors Greg Davies and Ben Goldfinch and former Councillor Marko Malkoc.
Meeting Frequency	On a need basis
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	5:00pm
Annual General Meeting	N/A
Reporting Requirements to Council	Not Required
Committee Review Requirements	N/A
Notes	

Summary Sheet for Resilience Working Party current as at Wednesday, 9 November 2016

This summary sheet has been prepared by Legal and Governance. Please contact Legal and Governance on (02) 4732 7649 should you have any queries.

Information Attribute	Data currently held on committee register
Committee Name	Resilience Working Party
Group	Working Party
Status	New
Category	Internal Working Party
Main Objective	To consider the issues Penrith City faces owing to its unique location and environment. To provide a way to look at Council's activities and operations.
Considerations for setting scope and authority	
Membership	
Councillor Representation Requirements	To be determined.
Council Staff on Committee (Voting Members)	
Other Members	
Terms of Office	For the term in which the Councillor holds public Office (4 years)
Operations	
Section 355 Committee	No
Section 377 Authority to:	No Authority
Key Document	
ECM No. of Key Document	
Other relevant documents	
Date Established and Council Resolution Number	
Date Dissolved/Disbanded/Wound Up and Council Resolution Number	N/A
Reason for disbandment	N/A
Council Department Responsible	People & Capability
Council Contact	Executive Manager, People and Capability – Sandy Davies
Current Council Members	
Meeting Frequency	TBA
Usual/recent Meeting Location	Penrith Civic Centre
Usual/recent Meeting Time	TBA
Annual General Meeting	
Reporting Requirements to Council	
Committee Review Requirements	
Notes	