



Hawkesbury City Council

attachment 1  
to  
item 233

## Committee Review Survey Results

date of meeting: 24 November 2020  
location: council chambers  
and by audio visual link  
time: 6:30.p.m



## Detailed Committee feedback

### Committees surveyed and number of responses received

Ref	Committee Name	Community Members	Responses
1	Town Centers Masterplan Working Group	6	4
2	Environmental Sustainability Committee	5	1
3	Human Services Committee	8	1
4	Enhancing the Arts Working Group	8	3
5	Access and Inclusion Committee	7	4
6	Civic and Citizenship Committee	6	4
7	Floodplain Risk Management Committee	11	6
8	Heritage Committee	12	10
9	Waste	4	0
10	Infrastructure Committee	0	0
11	Reconciliation Action Plan Working Group	5	0

## **Q1 - Town Centres Master Plan - 4 responses received**

### **Q2- The role of the committee / working group is clearly defined**

**Summary:** Of the 4 responses received all 4 said that they felt the role of the working was not clearly defined. They felt that there was a lack of clarity for outcomes for projects and they were disappointed that they did not play a role in deciding the consultants for the Liveability Project.

### **Q3- To what extent has your experience of the committee / working group met your expectations?**

**Summary:** Expectations were not met fully. They wanted to have more role in decision making.

### **Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

**Summary:** 3 out of 4 agreed that the information enabled discussion, but felt that Council made decisions and seemed to ignore input from the working group or did not consult the members of the working group on key issues such as the consultant for the Liveability project.

### **Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

**Summary:** 3 out of 4 felt their skills were not well utilised. One respondent felt they were very engaged and useful.

### **Q6- Does council need to consider how representative the current membership is?**

**Summary:** 3 out of 4 agreed that the membership needs to be reviewed as they were all from the Windsor town centre. One respondent thinks the group provided a range of views and had a mixed demographic.

### **Q7- Should Council consider changing the day of the week on which the meeting is held?**

**Summary:** 3 out of 4 responded that the time and day were suitable.

### **Q8- Is the current time of the meeting suitable?**

**Summary:** All agreed the time was suitable but noted it may be difficult for small business owners.

### **Q9- Can you please provide a summary of what has worked well and what could be improved**

- Networking is good
- The makeup of the group has worked well, with varied opinions, skills and experience meaning a robust debate is possible.
- Site visits worked well
- Interaction with council's Placemaker was good, however felt that he may not have had all the information to ensure the working group is working in an effective and efficient manner.
- Mural project worked well
  
- Need a clear procedure for determining the work to be conducted by the working group is crucial, including budget breakdowns for projects, whether that be completed by council prior to the beginning of specific projects, or is part of the 'first response' of the working group. If we

don't know what the budgetary constraints around specific items are, it is virtually impossible to effectively work for a result.

- There seemed to be things presented in the meetings that don't seem relevant to the program. There have been a lot of consultants involved and nothing has come of those discussions.
- The murals project has been a success and has been exciting to see. However, support from the communications team was severely lacking throughout. Completely overlooking the input of the working group in the selection of the Masterplan
- Working group was not involved in the selection of consultants for the Liveability Project

**Q10- Any additional Comments:**

**Summary:** The networking is good. The mural program has been a success however, there was no / limited support provided from the communications team. However the make up of the working group was good with varied skills, opinions and experience. But a clear procedure is vital to the working group in order to keep it effective.

## **Q1 - Environmental Sustainability - 1 response received**

### **Q2- The role of the committee / working group is clearly defined**

Disagreed that the role is clearly defined. The topics we seem to cover is very broad with areas that cross over eg. waste. Committee members seem to find it difficult to stay focused on topic

### **Q3- To what extent has your experience of the committee / working group met your expectations?**

- Not at all - feel like I'm wasting my time. Members go off on tangents which is very frustrating. I don't feel like we've achieved anything and wonder why we exist.

### **Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

- Agree - The business papers are always informative. I hate the extreme waste of paper with many blank pages and title pages.

### **Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

- Effectively

### **Q6- Does council need to consider how representative the current membership is?**

- Yes - Is this asking whether the members have the right skill sets? Again, with such a broad focus there are members with varied interests and experience.

### **Q7- Should Council consider changing the day of the week on which the meeting is held?**

- No - I'm fairly flexible. Changing the day probably would not affect me

### **Q8- Is the current time of the meeting suitable?**

- Yes - I'd prefer earlier but I'm available at 5 so it's ok. Would find it difficult if it was later.

### **Q9- Can you please provide a summary of what has worked well and what could be improved**

- Receiving business papers a week in advance would be helpful as there's always a lot of papers to read. Sometimes I don't get a chance to read it all. Training for the person/s holding the chair so that they can 'reign in the renegades'. People go off on tangents and start holding conversations so the actual focus of what the original discussion was about is lost. I find it very frustrating.

### **Q10- Any additional Comments:**

- I was hoping we could achieve something; work on a project; something. It's been informative but that's it.

**Q1 - Human Services – one response received**

**Q2- The role of the committee / working group is clearly defined**

- Agree - there are Terms of Reference which outlines responsibilities and purpose but sometimes the purpose becomes a little blurred

**Q3- To what extent has your experience of the committee / working group met your expectations?**

- Considerable

**Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

- Agree

**Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

- Very effective

**Q6- Does council need to consider how representative the current membership is?**

- Yes - Committee could be extended to include specialist groups e.g. education etc as Needed

**Q7- Should Council consider changing the day of the week on which the meeting is held?**

- No

**Q8- Is the current time of the meeting suitable?**

- Yes

**Q9- Can you please provide a summary of what has worked well and what could be improved**

- The communication and information has been good, the opportunity for all members to have input has always been available, everyone has the opportunity to participate in sub-groups and the like.

**Q10- Any additional Comments:**

- Thanks for the opportunity for me to represent my organisation on the committee

## **Q1- Enhancing the Arts – 3 responses received**

### **Q2- The role of the committee / working group is clearly defined**

#### **Summary**

All 3 agreed that the role was clearly defined that they were to assist in developing the creative culture of the region.

### **Q3- To what extent has your experience of the committee / working group met your expectations?**

**Summary:** 2 out of 3 felt the committee had met their expectations while the other felt that there seemed to be more focus on grants and music and they come from painting / art focus.

### **Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

**Summary:** All agreed that the information provided was sufficient and the networking was good.

### **Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

**Summary:** 2 out of 3 felt their skills and ability were used effectively but one respondent was unsure their ideas were taken on board.

### **Q6- Does council need to consider how representative the current membership is?**

**Summary:** 2 out of 3 said that representation should be reviewed and the last person said no but acknowledged there could be more members that represent groups such as Camera Club or Macquarie Towns Arts Society

### **Q7- Should Council consider changing the day of the week on which the meeting is held?**

**Summary:** All said no.

### **Q8- Is the current time of the meeting suitable?**

**Summary:** All said yes – the time is suitable.

### **Q9- Can you please provide a summary of what has worked well and what could be improved**

**Summary:** Support of Regional Gallery staff was wonderful

### **Q10- Any additional Comments:**

- I think it is a great idea to have consultation with different creative people in the area and to discuss things that really will enhance creativity in the Hawkesbury area. Thank-you
- Thanks for the opportunity to contribute to the community in this way.



## **Q1- Access and Inclusion – 4 responses received**

### **Q2- The role of the committee / working group is clearly defined**

**Summary:** All agreed but there was frustration on the issues that neither the committee or council has control over.

### **Q3- To what extent has your experience of the committee / working group met your expectations?**

**Summary:** 3 out of 4 said they felt the committee met their expectations with one saying only to some extent.

### **Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

**Summary:** All agree that the written and verbal information was sufficient

### **Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

**Summary:** All respondent agreed that their skills were being used effectively but may be time is needed to make a full decision.

### **Q6- Does council need to consider how representative the current membership is?**

**Summary:** 3 out of 3 feels the membership needs to reviewed.

### **Q7- Should Council consider changing the day of the week on which the meeting is held?**

**Summary:** All said no

### **Q8- Is the current time of the meeting suitable?**

**Summary:** All said Yes

### **Q9- Can you please provide a summary of what has worked well and what could be improved**

- As a whole I think the Committee is run well. It's good to have input into projects that affect the community.
- The committee has been given the opportunity to review' discuss policy and make recommendations to council on matters that have access and inclusions ramifications within the LGA. Some presentations to the Committee have not been in an accessible format for all committee members.
- It would be good if the person chairing the committee kept a better control of discussions and meeting procedure. Possibly offering training to those in these roles. It can be frustrating when discussions get off track.

As I have only been a committee member for 12 months I do not have enough experience to provide accurate feedback

**Q10- Any additional Comments:**

- It's been good to get a larger project happening, ie the Dementia Working Group. It would be good to see projects such as these supported in the future so that the Committee is more than just infrastructure improvements

## **Q1- Civic and Citizenship – 4 responses received**

### **Q2- The role of the committee / working group is clearly defined**

**Summary:** 3 out of 4 strongly agreed and one agreed that the role is clearly defined.

### **Q3- To what extent has your experience of the committee / working group met your expectations?**

**Summary:** All respondents feel that they are fully engaged.

### **Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

**Summary:** All strongly agreed or agreed that the written and verbal information provided is sufficient

### **Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

- 1) Very effectively
- 2) Very effectively - Rotary, Hospital and Sporting groups
- 3) Very effectively
- 4) Very effectively

**Summary:** All 4 feel their skills have been used very effective.

### **Q6- Does council need to consider how representative the current membership is?**

**Summary:** 3 out of 4 respondents said no as the members are diverse in age, gender and expertise. One respondent said that the committee should include Councillors from "both sides" of the Chamber.

### **Q7- Should Council consider changing the day of the week on which the meeting is held?**

**Summary:** All said No

### **Q8- Is the current time of the meeting suitable?**

**Summary:** 3 out of 4 are ok with the time of the meeting and one said that daytime meetings are difficult to attend.

### **Q9- Can you please provide a summary of what has worked well and what could be improved**

- I think that the committee works well within the constraints of the nomination process
- Commitment from Council of late should be congratulated
- The committee members themselves work effectively, are prepared for each meeting in advance, hold comprehensive discussions which lead to effective and well considered outcomes and each member is passionate about our community. Considering the number of items and nominations since the joining of the Australia Day and sports awards meetings, I believe a longer window of opportunity to review the documents prior to the meeting would help. E.g. two weeks prior if possible.

**Q10- Any additional Comments:**

- It is a wonderful committee to be a part of, both in the scope of its role, and the passionate community members who are involved

## **Q1- Floodplain Risk Management – 6 responses received**

### **Q2- The role of the committee / working group is clearly defined**

**Summary:** They all agreed or strongly that the role is clearly defined.

### **Q3- To what extent has your experience of the committee / working group met your expectations?**

**Summary:** 5 out of 6 respondents felt that their expectations were considerably or fully met. One was met only to some extent.

### **Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

**Summary:** All strongly agreed and one agreed that the information provided was sufficient.

### **Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

**Summary:** All agreed that they were effectively using their skills and abilities.

### **Q6- Does council need to consider how representative the current membership is?**

**Summary:** All respondents said “no” to the need to consider the current membership. They believe there is a well balanced blend of expertise and views which provides a productive environment.

### **Q7- Should Council consider changing the day of the week on which the meeting is held?**

**Summary:** 5 out of 6 said “no” to changing the day of the week that the meeting is held. One said yes but their preference is to retain the current day.

### **Q8- Is the current time of the meeting suitable?**

**Summary:** 5 out of 6 said the meeting time was suitable and one said 4pm would be better.

### **Q9- Can you please provide a summary of what has worked well and what could be improved**

- Briefings and discussions. Could be improved - Better input from key State Agencies.
- Better attendance by State MP. Briefings from State MP re what State is doing in this LGA.
- Feedback from Council after Committee Minutes are debated and agreed by Council. What was agreed and what was said.
- It would be good if the SES rep who attended no meeting this year could be replaced but I guess that's SES and not Council.
- It would be good if the templates for the minutes and agendas could be less paper-intensive and easier to navigate.
- Timely and accurate responses sought by the committee from some agencies, particularly the electricity providers in relation to loss of power during flood scenarios could be improved but this is in the control of the power suppliers not committee members
  
- Good forum for open discussion. Each member is working towards good outcomes for

- flooding and protecting our community from it's effects.
- Open discussions and support from council staff and government working groups has been well received
  - The committee works well with mutual respect among all members.

**Q10- Any additional Comments:**

- Although there has not been a flood since 1992, there will be others. We need to be prepared both at Council level but especially at the community level. Hence, this Committee is essential in that process
- A definitive answer on recommendations to council should be achieved between meetings
- This committee seems to try hard to execute its mandate and has had some success in the period I have been a member. There is some cross-membership with the infrastructure and heritage committees which is a good thing.

## **Q1- Heritage Committee – 10 responses received**

### **Q2- The role of the committee / working group is clearly defined**

**Summary:** All respondents either agreed or strongly agreed that the role of the working group is well defined.

### **Q3- To what extent has your experience of the committee / working group met your expectations?**

**Summary:** 8 out of 10 respondents feel that their expectations have been met and 2 only to some extent.

### **Q4- The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.**

**Summary:** All agreed or strongly agreed that the written and verbal information provided is sufficient.

### **Q5- As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee/working group?**

**Summary:** All agreed that their skills and experience is being used effectively.

### **Q6- Does council need to consider how representative the current membership is?**

#### **Summary:**

8 out of 10 said there isn't a need to review the membership as there is a good balance/range of Councillors, community reps, expertise and interest.

While 2 said Yes - "It would be advantageous for some participants to represent their community groups on the committee"

### **Q7- Should Council consider changing the day of the week on which the meeting is held?**

**Summary:** 9 out of 10 said that the day of the week for the meeting does not need to change, as the attendance is high, changing it would be unnecessary. However the frequency of the meetings could be improved as there is a lot to cover.

### **Q8- Is the current time of the meeting suitable?**

**Summary:** All respondents agree that the current meeting time is suitable.

### **Q9- Can you please provide a summary of what has worked well and what could be improved**

- Relationship between the Committee and Council needs to be improved. A full-time Heritage Advisor is necessary for this to happen. Everything happens too slowly now.
- We make recommendations to Council but it is 3 months before we hear back.
- The agenda is always very full which means there is always pressure to move on to fit in with time. Any special guests or speakers mean the meetings are long, which is not fair to Council staff
- The meeting agenda and minutes set up wastes a lot of paper (blank pages) requiring hard copies to be made available in lieu of printing ourselves

- The main improvement would be for council to employ a full time heritage officer. This is very important. It would help to bring all heritage matters together
- The committee works very well - always great robust discussion and a very respectful committee with a good range of expertise and local knowledge. There have been great and beneficial initiatives instigated by the HAC and this has been to the betterment of heritage management in the Hawkesbury. So well run and productive are the Hawkesbury HAC meetings, that we have twice now had staff from neighbouring Councils attend to observe
- A Councillor being the chairperson works well. Generally the entire committee works well together even though it is a large committee.
- Most decisions have been thought out well. Some things are beyond the control of the committee so decisions or recommendations can only be made with the concurrence of Council. The initiative of the ICOMOS tour should work well for the Hawkesbury in promoting tourism. The conservation of historic cemeteries was another well received initiative with the community invited to a workshop caring for cemeteries in the Hawkesbury. The Hawkesbury Heritage Study currently underway is looking at potentially significant sites to add to those already listed and should provide an up to date history of our cultural heritage. The visibility of these early historical landscapes, barns and buildings will build an awareness of the Hawkesbury's place in the early history of New South Wales
- The committee generally works well together. We can be a bit constrained by time. There's far too much red tape in terms of actually achieving what most of us would like.
- Overall, I think the committee has worked very well. The diversity of members, many of whom are hugely knowledgeable, and a motivated and efficient chair, has meant the committee has dealt with a number of issues effectively. Staff have been very thorough and enthusiastic also. Better communication from some areas of council regarding heritage issues is required. There have been several instances where the committee felt it should have been consulted and wasn't. Recommendations of the committee also seem to fall into a void between the committee and council. Heritage was the number one priority identified by the Placescore Survey, but unfortunately council actions do not reflect this. Listening to, and acting on, HAC recommendations is key.

**Q10- Any additional Comments:**

- Please ensure that the HAC continues as it is a most valuable source of collective information, expertise and knowledge that is hugely beneficial to Hawkesbury Council
- Don't spoil the workability of this committee by combining the HAC with other committees
- Overall, my experience on the HAC has been very positive. I have been impressed by members enthusiasm and depth of knowledge, and how well we have all worked together to cover an awful lot of ground. Andrew and Craig have been outstanding.