



# Wingecarribee Shire Council Committee Manual 2016-2020

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# 1 Introduction

The purpose of this manual is to document the broad governance framework and appointment to committees for the 2016-2020 Council term. The manual is comprised of two sections. The first section of the manual deals with broad committee governance matters which apply to all forums, while the second part of the manual provides committee-specific terms of reference. The manual will be reviewed and updated to ensure it remains an accurate repository of all committee Terms of Reference and membership.

## 2 Committee Governance Structure

At its meeting on 23 November 2016 Council adopted its committee governance structure for the 2016-2020 term. The structure includes:

- Council committees
- Advisory committees
- Community reference groups
- Sunset working groups
- External committees

A Council committee is one where all the members of the committee are councillors; however, not all Councillors must be members. The committee must be chaired by the Mayor or a Chair elected from its membership or by the Council.

Section 10(1) of the *Local Government Act 1993* states:

- (a) everyone is entitled to attend a meeting of the council and those of its committees of which all the members are councillors, and
- (b) a council must ensure that all meetings of the council and of such committees are open to the public.

In addition to Council committees, Council also supports a number of advisory committees, reference groups, working groups and external committees. These committees and groups provide a mechanism by which interested residents and stakeholders can provide input into council policy development, direction and practice. They are an important link in Council's communication and engagement strategies and are supported via other community engagement methods. Committees are established by Council to:

- Harness the views of the wider community;
- Assist Council in its understanding of, and approach to, specific or localised issues, initiatives or community assets; and
- Provide a structured approach to the ongoing involvement of community members in Council affairs and the democratic process.

An overview of the agreed structure which helps guide Council decision making is outlined in Table 1.

**Table 1: Committee Structure 2016-2020**

<b>Council Committees</b>	Committees established under clause 260 of the <i>Local Government (General) Regulation 2005</i> which are comprised only of Councillors. They may have delegated authority to make decisions in relation to their stated objective(s) and role(s). <ul style="list-style-type: none"> <li>• Finance</li> </ul>
<b>Advisory Committees</b>	Committees which include representatives of the community, other stakeholders or agencies. These committees provide advice to Council on a range of issues as specified in each committee's terms of reference. Councillors chair all of these committees except for the Audit, Risk and Improvement Committee. <ul style="list-style-type: none"> <li>• Arts and Culture</li> <li>• Audit, Risk and Improvement</li> <li>• Community Assistance Scheme</li> <li>• Community Development</li> <li>• Demographics and Housing</li> <li>• Economic Development and Tourism (<i>currently on hold</i>)</li> <li>• Environment and Sustainability</li> <li>• Heritage</li> <li>• Local Traffic</li> <li>• Southern Regional Livestock Exchange</li> <li>• Sport and Recreation</li> <li>• Water and Sewerage</li> <li>• Wingecarribee Floodplain Risk Management</li> </ul>
<b>Community Reference Groups</b>	Groups established to support the functions of an Advisory Committee. These groups include Council staff and community representatives. There are no Councillor representatives other than for the Tulip Time Reference Group. <ul style="list-style-type: none"> <li>• Access</li> <li>• Joadja Conservation Management</li> <li>• Seniors</li> <li>• Tulip Time</li> </ul>
<b>Sunset Working Groups</b>	Groups established for a limited term for a specific purpose or to provide input on a specific project. They generally include representatives of the community, other stakeholders or agencies. These groups provide advice to Council on a range of issues as specified in each group's terms of reference. <ul style="list-style-type: none"> <li>• Civic Centre Refurbishment</li> <li>• Youth Strategy and Action Plan</li> </ul>
<b>External Committees</b>	Committees established by an external body and requiring a Council delegate. <ul style="list-style-type: none"> <li>• Illawarra Academy of Sport Board of Directors</li> <li>• Local Emergency Management Committee</li> <li>• Southern Joint Regional Planning Panel</li> <li>• Southern Highlands Community Transport Committee</li> <li>• Wingecarribee Community Safety Committee</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• General Manager's Performance Review Committee</li> </ul>

## 2 Appointments

### 2.1 Elected Members

Councillor representatives to committees, including Chairpersons where applicable, are elected at a Council meeting. They are elected for a two-year term in alignment with the term of the Mayoral office.

Prior to the expiration of the two-year period, a Councillor workshop is convened to discuss Councillor committee representatives. Following the workshop, a detailed report on the Councillor committee representatives is submitted to Council for ratification. The last committee election was held on 10 October 2018.

Councillor representatives elected to committees for the 2018-2020 term are outlined in Table 2.

**Table 2: Councillor Representatives for Advisory Committees and Reference Groups 2018-2020**

<b>Committee/Group</b>	<b>Councillor Membership</b>	<b>Councillor Representatives</b>
<b>Arts and Culture Advisory Committee</b>	Three Councillor Representatives	<b>Chair:</b> Clr L A C Whipper <b>Alternate Chair:</b> Clr G J Andrews <b>Councillor:</b> Clr P W Nelson
<b>Audit, Risk and Improvement Advisory Committee</b>	Two Councillor representatives	<b>Councillor:</b> Clr T D Gair Clr I M Scandrett
<b>Community Assistance Scheme Advisory Committee</b>	Arts and Culture, Community Development, Sport and Recreation Committee chairs, plus one other Councillor as Chair	<b>Chair:</b> Clr T D Gair <b>Alternate Chair:</b> Mayor Clr K J Halstead
<b>Community Development Advisory Committee</b>	Four Councillor representatives	<b>Chair:</b> Clr L A C Whipper <b>Alternate Chair:</b> Clr G McLaughlin <b>Councillor:</b> Clr G J Andrews Clr G Markwart
<b>Civic Centre Sunset Working Group</b>	Three Councillor representatives	<b>Chair:</b> Clr G M Turland <b>Alternate Chair:</b> Clr G J Andrews <b>Councillor:</b> Clr P W Nelson
<b>Demographics and Housing Advisory Committee</b>	Three Councillor representatives	<b>Chair:</b> Clr L A C Whipper <b>Alternate Chair:</b> Clr I M Scandrett <b>Councillor:</b> Mayor Clr K J Halstead
<b>Economic Development and Tourism Advisory Committee</b> <i>(currently on hold)</i>	Three Councillor representatives	<b>Chair:</b> <b>Alternate Chair:</b> <b>Councillor:</b>
<b>Environment and Sustainability Advisory Committee</b>	Two Councillor representatives	<b>Chair:</b> Clr L A C Whipper <b>Alternate Chair:</b> Clr G Markwart
<b>General Manager's Performance Review Committee</b>	Mayor, Deputy Mayor, Council-appointed Councillor, a General Manager-appointed Councillor and independent facilitator	<b>Chair:</b> Mayor K J Halstead <b>Deputy Mayor:</b> Clr I M Scandrett <b>Councillor:</b> Clr P W Nelson <b>General Manager's appointed Councillor:</b> Clr T D Gair

<b>Committee/Group</b>	<b>Councillor Membership</b>	<b>Councillor Representatives</b>
<b>Heritage Advisory Committee</b>	Two Councillor representatives	<b>Chair:</b> Clr G McLaughlin <b>Alternate Chair:</b> Clr P W Nelson
<b>Joadja Conservation Management Reference Group</b>	Heritage Advisory Committee Chair	<b>Chair:</b> Clr G McLaughlin
<b>Southern Regional Livestock Exchange (SRLX) Advisory Committee</b>	Three Councillor representatives	<b>Chair:</b> Clr T D Gair <b>Alternate Chair:</b> Clr G M Turland <b>Councillor:</b> Mayor Clr K J Halstead
<b>Sport and Recreation Advisory Committee</b>	Three Councillor representatives	<b>Chair:</b> Clr G J Andrews <b>Alternate Chair:</b> Clr G M Turland <b>Councillor:</b> Clr G McLaughlin
<b>Tulip Time Reference Group</b>	Three Councillor representatives	<b>Chair:</b> Clr G M Turland <b>Alternate Chair:</b> Clr P W Nelson <b>Councillor:</b> Clr G McLaughlin
<b>Water and Sewerage Advisory Committee</b>	Three Councillor representatives	<b>Chair:</b> Clr G M Turland <b>Alternate Chair:</b> Clr T D Gair <b>Councillor:</b> Mayor Clr K J Halstead
<b>Wingecarribee Floodplain Risk Management Advisory Committee</b>	Two Councillor representatives	<b>Chair:</b> Clr G M Turland <b>Alternate Chair:</b> Clr P W Nelson

## 2.2 Community and Stakeholder Representatives

There are a number of Council advisory committees, reference groups and working groups that require community or stakeholder representatives. This is outlined in the respective terms of reference for each committee or group included in this manual. Council appoints community and stakeholder representatives for the four-year council term, except for working group member appointments which are based on varying project lengths.

Ideally, a committee or group will have a complementary mix of interests, talents and experience as well as an understanding of the local community's needs and aspirations. The appointment of committee members is based on an assessment of each individual's likely contribution and the optimal combination of community representatives.

Community representatives, who are willing to volunteer their time and share skills and knowledge in a range of areas, are recruited through the nomination process. After Council calls for nominations for community membership, a selection panel consisting of the Mayor, committee/group Chair (except where the Chair is to be a community representative and has yet to be appointed) and the General Manager meet to short list the nominated community representatives. Applications are assessed on the extent to which they meet the relevant criteria adopted by Council. The outcomes of the nominations process and recommendations for appointment to committees and groups are reported to Council for decision-making.

Agencies and industry bodies can nominate any suitable candidate from their organisation to participate in a committee or group on which the stakeholder is represented. Generally, this should be the same person for each meeting; however, on occasions where that person is known in advance to be unavailable an alternative representative can attend on the stakeholder's behalf. When this occurs, the relevant committee support staff and the Chair must be informed prior to the meeting.

A community representative may resign at any time by advising his or her resignation to the relevant committee support staff member in writing. If a vacancy occurs for a community representative position within 12 months of the position being filled, the selection panel will

reconvene to consider whether another person on the original short list is suitable and can be offered the position. Before the details of the recommended person are reported to Council for decision-making, this person must be contacted by committee support staff to determine if they remain available for the committee or group. This process can be repeated until a suitable candidate confirms his or her availability.

If there is no other suitable candidate available, or it is more than 12 months since the position was filled, then the position will be readvertised for nominations and the above selection process will be repeated.

Following the appointment of community and stakeholder representatives, an induction program is undertaken to ensure that they are aware of their roles and responsibilities as well as relevant Council policies and procedures.

**Table 3: Community Representatives for Advisory Committees and Reference Groups 2017-2020**

<b>Committee/Group</b>	<b>Community Membership</b>	<b>Community Representatives</b>
<b>Arts and Culture Advisory Committee</b>	Seven community representatives One agency representative	Peter Campbell Harlan Hall Maisy Stapleton Dr Allan Stiles Hamish Ta-me Michael Turczynski Mark Viner Agency Representative: Southern Tablelands ARTS -Susan Conroy Stand By: Sara Farmer
<b>Community Development Advisory Committee</b>	Six community representatives Three agency representatives	Deborah Barnes Lynne Burgoyne Tim McKeon Bruce Mumford Rebecca Reidy Dylan Whitelaw Agency Representatives: Macarthur Diversity Service , NSW Education Department Aboriginal Liaison Officer (TBC) Stand By: Annabel Brown
<b>Demographics and Housing Advisory Committee</b>	Six community representatives	Laurel Cheetham Nicholas Dyer Chaplain Alan Hunt Tristan Ryall Tony Ward Peter Wurfel
<b>Economic Development and Tourism Advisory Committee</b> <i>(currently on hold)</i>	Ten sector group representatives Two agency representatives	
<b>Environment and Sustainability Advisory Committee</b>	Five community representatives Four (non-voting) agency representatives	Patricia Hall Lyndall McGrath Paul Shanahan

<b>Committee/Group</b>	<b>Community Membership</b>	<b>Community Representatives</b>
		Kevin Wale Clive West Agency Representatives: South East Local Land Services Geoff O'Connor Stand By: Rebecca Reidy, Simon Robinson
<b>Heritage Advisory Committee</b>	Representative of Berrima District Historical and Family History Society Representative of the Southern Highlands Branch of the National Trust Representative of the Southern Highlands Branch of the Australian Garden of History Society Three community representatives with knowledge and/or experience in conservation of buildings, areas and other places of cultural significance.	Dennis McManus Ian Stapleton Charlotte Webb Agency Representatives: Berrima District Historical and Family History Society – Mrs Linda Emery Southern Highlands Branch of the Australian Garden History Society – Mrs Laurel Cheetham Representative of the Southern Highlands Branch of the National Trust of Australia (NSW) – Mrs Sarah Farnese
<b>Risk, Audit and Improvement Advisory Committee</b>	Three community representatives, with one community representative being appointed to chair the committee	Chair: Jan Edwards Paul Jeffares Jason Young
<b>Southern Regional Livestock Exchange Advisory Committee</b>	Four industry representatives	Geoff Byrne Anthony Guinness Carl Peterson Grahame Tooth
<b>Sport and Recreation Advisory Committee</b>	Four community representatives	Andrew Bell Steven Foster Craig Madsen John Wood Stand by: David Brindley, Scott McKelvey
<b>Water and Sewerage Advisory Committee</b>	Three agency representatives	WaterNSW Alan Benson Department of Primary Industries Roshan Iyadurai NSW Environment Protection Authority Andrew Coulridge
<b>Wingecarribee Floodplain Risk Management Advisory Committee</b>	Four community representatives Three agency representatives	Karl Batshon Carl Peterson Mark Sainsbury Mark Williams Stand By: Laurel Cheetham  Agency: NSW Office of Environment and Heritage John Murtage Water NSW Ramen Charan State Emergency Services Anthony

<b>Committee/Group</b>	<b>Community Membership</b>	<b>Community Representatives</b>
		Kasoulis
<b>Access Reference Group</b>	Six community representatives Four agency representatives	Bruce Mumford Dymphna Patricia Irwin Janet Laverty, OAM Pat Fulton Vesna Giles Kathryn C Steelman  Agency: Enhance Health Services (DSA) Kylie Joselin, Spinal Cord Injuries Australia Melissa Gorman, Disability Services Australia Vanessa Webb
<b>Joadja Conservation Management Reference Group</b>	Two (2) representatives of the Joadja Heritage Site as nominated by the owners or proprietors of the Joadja Heritage Site Two (2) community members of the Heritage Committee as nominated by that Committee Other relevant persons as invited as required	Joadja Heritage Site: Elisa Jimenez Valero Jimenez  Heritage Committee: Laurel Cheetham Dennis McManus
<b>Seniors Reference Group</b>	Six community representatives Six service providers or agencies	Catherine Jean Constable Christina Jurd Gary William Norwell Ingrid McCulloch Paul Broekhuizen Ron Schofield  Agency: Wingecarribee Adult Day Centres Helen Denning
<b>Tulip Time Reference Group</b>	Two agency representatives Three community representatives	Ian Langford Colleen Loury Robyn Karakasch Agency: Southern Highlands Chamber of Commerce and Industry Steven Horton, Bowral Lions Club Peter Fleming

### **3 Roles and Responsibilities**

#### **3.1 Chair**

The Chair of a committee or group is responsible for the effective conduct of meetings, drawing on the expertise of each member, and for guiding the committee or group's work towards fulfilling the responsibilities established in the terms of reference. This is a vital position, which requires an effective Chair to:

- Conduct business in the order set out in the agenda.
- Keep discussion focused on the item as set by the agenda.
- Make sure that a decision has been reached before going onto the next item on the agenda.
- Maintain order and ensure the correct meeting procedures are being followed.
- Allow everyone to speak and be heard.
- Exercise a casting vote, as well as an original vote, whenever the voting on a motion is equal.
- Make sure a clear and accurate record is kept of all decisions.

The Chair is also responsible for approving the draft minutes of the meeting for submission to committee members, confirming that they are a correct and accurate record.

#### **3.2 Committee and Group Members**

Committees and groups consider reports made by staff, discuss options and make recommendations to Council. Through the recommendation of a committee or group a member can offer an alternate view, identify issues, advise Council about effective policy or services and represent the diverse demographics, views and interests of the local community.

All committee and group members are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Council.
- Contribute the time needed to review meeting agendas and other materials and understand the papers provided prior to a meeting.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly and ask questions.
- Fully consider motions before voting on them.

#### **3.3 Committee Support Staff**

Council provides administrative support for committees and groups in the form of committee support staff, who attend each meeting in a non-voting capacity. The responsible manager and a staff contact person are detailed in the terms of reference for each committee or group.

With the oversight of the responsible manager, the nominated staff contact is responsible for:

- Preparing the meeting agenda.
- Ensuring that relevant matters are brought before the committee or group.
- Distributing the agenda and minutes as per this manual.
- Arranging (or providing) the minute taking.
- Organising for the Chair to approve the meeting minutes.
- Reporting the meeting minutes to Council for adoption.
- Following up the implementation of action items arising from each meeting.

The relevant Manager is a liaison point for committee or group members regarding matters within the scope of the responsibilities detailed above only.

It is important for committee or group members to be aware that meetings are not a suitable forum for making an action request of Council staff. Such requests must be made through regular channels as detailed on Council's website.

### 3.4 Other Attendees

A Councillor who is not a member of a committee or group may attend the committee or group as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion at the meeting, or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chairperson and staff contact person in writing of their intention to attend the meeting.

The General Manager or a Deputy General Manager may also attend and speak at a committee or group meeting. Other Council staff may attend at the invitation of the Chair or the responsible manager; for example, to speak on a particular agenda item. Council staff cannot move or second a motion at the meeting, or vote at the meeting.

## 4 Code of Conduct and Other Policies

All committee and group members must comply with the applicable provisions of Council's Code of Conduct in performing their duties, and should:

- Act honestly and in good faith.
- Actively participate in the work of the committee or group.
- Perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the committee or group.
- Declare any perceived, potential, or actual conflict of interest in relation to any matter before the committee or group.
- Conduct the business of the committee or group with the care, diligence and skill appropriate to the role.

In regard to information obtained as a member of a committee or group, members must:

- Only access information needed for committee or group business.
- Not use that information for private purposes.
- Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from any information to which they have by virtue of their position.
- Only release Council information in accordance with established policies and procedures and in compliance with relevant legislation.

Councillor representatives on a committee or group must also adhere to the Councillors' Access to Information and Interaction with Staff Policy. This includes the following provisions:

- Councillors must not give direction to or request staff to undertake work for the Councillor or for any other person.
- Committee Chairs may contact committee staff representatives to clarify a matter currently before the committee.

Where relevant, the provisions of Council's Code of Meeting Practice which apply to Council committees also apply to advisory groups, community reference groups and sunset working groups, except where said provisions conflict with the guidelines given in this manual.

## 5 Quorum and Apologies

A quorum will consist of a majority of committee or group members. Where the committee or group includes both Councillor and community or stakeholder representatives, a quorum will also require at least one Councillor member and one independent member.

If a quorum exists yet both the Chair and the alternate Chair are absent from a meeting, the first business of every such meeting is to elect a Chair for that meeting from the members present. The elected Chair must remain a Councillor or an independent member as required by the relevant terms of reference (i.e. Risk, Audit and Improvement Advisory Committee).

Where a quorum is not present the committee or group may hold an informal meeting to discuss the agenda and make notes; however, it is unable to make recommendations. If it is known in advance of a meeting that a quorum cannot be reached, the relevant staff contact person will inform members and liaise with the Chair and responsible manager to determine whether the meeting can be rescheduled.

As a courtesy, committee or group members should tender an apology when they know in advance that they cannot attend a meeting. This avoids delaying the opening of a meeting pending the arrival of such members, and enables Council staff to anticipate whether a quorum will be present. The apology should initially be tendered to the nominated staff contact person, who will subsequently inform the Chair.

A member who is absent from three consecutive meetings without tendering an apology or providing a reasonable explanation shall be asked to explain their absences to the committee or group. If the committee or group does not accept the explanation, it may recommend that Council declares the position vacant and requests that a new representative be selected.

## 6 Meeting Frequency

Committee or group meetings are held quarterly with the exception of the Demographics and Housing Advisory Committee, which meets every six months.

If the Chair receives a request for an extraordinary meeting either verbally at a committee or group meeting or in writing from at least two members, then the Chair may call an extraordinary meeting following consultation with the relevant Deputy General Manager. The purpose of this consultation is to determine whether there are adequate staff resources available to provide the necessary administrative arrangements for the extraordinary meeting. The Chair can be one of the two members requesting the extraordinary meeting.

Only matters stated in the meeting agenda may be dealt with at an extraordinary meeting.

A forward meeting plan, including meeting dates and where appropriate standing agenda items, will be agreed by the committee or group each year. The forward meeting plan will cover all responsibilities as detailed in the applicable terms of reference.

## 7 Agenda and Minutes

The nominated committee support staff must ensure that the agenda for each committee or group meeting states all matters to be dealt at the meeting. Prior to the finalisation of the agenda, the Chair (or through the Chair, a committee or group member) or the responsible manager may also propose to put a particular matter to the meeting.

Agenda items will only be considered for inclusion on the agenda if they are relevant to the scope of a committee or group's terms of reference and are submitted with due notice as detailed in Table 4. If a proposed item is not included on the agenda, committee support staff must notify the relevant member (including the reasons for this decision) prior to the distribution of the meeting agenda.

General business cannot be raised for consideration at a meeting, unless the Chair rules the matter as urgent. Should this occur the reasons for urgent consideration must be documented in the minutes.

In preparing an agenda, committee support staff are responsible for ensuring the timeframes detailed in Table 4 are adhered to.

**Table 4: Timeframes for agenda preparation and distribution**

Action completed	Number of working days prior to the meeting
Agenda items are finalised	15
General Manager / Deputy General Manager signs-off on the draft agenda	10
Agenda is distributed electronically to committee or group members	5
If requested, the Chair is briefed on the agenda	1-5

Full and accurate minutes of the proceedings for each meeting must be kept, and should record the following matters:

- Details of each motion moved at a meeting and of any amendments moved to it.
- The names of the mover and seconder of the motion or amendment.
- Whether the motion or amendment is passed or lost.
- If a motion is passed or lost on the casting vote of the Chair, a statement to that effect.

Committee support staff will also ensure that the meeting minutes are prepared and provided to the Chair for approval within five working days. The approved minutes will then be circulated to committee or group members within 10 working days.

All agendas and minutes are distributed electronically via email. Committee support staff are not responsible for printing and distributing hard copies of meeting agendas and minutes.

## 8 Reporting to Council

In carrying out their respective responsibilities, committees and groups must at all times recognise that primary responsibility for strategic decision making rests with the Council and the day to day management is the responsibility of the General Manager as defined by the *Local Government Act 1993*. Therefore, committees and groups can make recommendations to Council but do not have power to make decisions or direct staff.

The meeting minutes of committees and groups are to be reported at a Council meeting for consideration by Councillors. This should occur no later than the second Council meeting scheduled to take place after the minutes have been distributed to the committee or group members.

If in the minutes distinct recommendations are made, the decision of Council may be made separately on each recommendation. The recommendations of a committee or group are, so far as adopted by the Council, resolutions of Council.

## 9 Terms of Reference

This section of Council's Committee Manual outlines the Terms of Reference for each committee or group within Council's Committee Governance Structure for which it is responsible. This includes committees, advisory committees, reference groups, sunset working groups and one external committee. The terms of reference provide an overview of the each committee or groups:

- purpose;
- membership; and
- roles and responsibilities.

## 9.1 FINANCE COMMITTEE

### • PURPOSE

The purpose of the Finance Committee is to provide advice to Council on financial matters affecting the organisation.

The Committee will also ensure that Council funds are allocated prudently, sustainably and in line with Council's Integrated Planning and Reporting Framework.

The Committee plays an important role in ensuring that Council's finances are managed in line with Council's Improvement Plan submitted as part of the NSW State Government 'Fit for the Future' Reform Agenda.

*Note: To ensure transparency of Council's financial decision making, the Finance Committee Business Paper will be published on Council's website no later than the Friday preceding each meeting.*

### • MEMBERSHIP

The Finance Committee will consist of the following members:

**All Councillors with the Mayor as Chairperson**

**Responsible Manager:** Chief Financial Officer

**Staff Contact:** Chief Financial Officer

### • ROLES AND RESPONSILITIES

The role of the Finance Committee is to provide advice and recommendations to Council in respect to the following matters:

- To consider and make recommendations on Policy and Strategic matters which will impact the financial sustainability of the Council.
- To review Quarterly Reviews of the Annual Budget and make recommendations on identified budget variations and issues.
- Review and make recommendations on Policy Statements of Council that relate to financial matters.
- Review and make recommendations on financial strategy including Council's Long Term Financial Plan and other key financial plans such Developer Contributions and Developer Servicing Plans.
- To review all matters with budgetary implications referred to it by other committees, and to make decisions in relation to these matters.

**Note:** Pursuant to section 377 of the Local Government Act 1993, the following matters **MUST** be referred to an Ordinary Meeting of Council for determination:

- The making of a rate.
- A determination under section 549 as to the levying of a rate.
- The making of a charge.
- The fixing of a fee.
- The borrowing of money.

- The voting of money for expenditure on its works, services or operations.
- The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment).
- The acceptance of tenders to provide services currently provided by members of staff of the council.
- The adoption of an operational plan under section 405.
- The adoption of a financial statement included in an annual financial report.
- The fixing of an amount or rate for the carrying out by the council of work on private land.
- The decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work.
- A decision under section 356 to contribute money or otherwise grant financial assistance to persons.

## **9.2 ARTS AND CULTURE ADVISORY COMMITTEE**

### ► **PURPOSE**

The purpose of the Arts and Culture Advisory Committee is to advise on the implementation of Council's Arts and Culture Strategic Plan. In doing so it will assist in ensuring a coordinated, collaborative and strategic approach in the provision and planning of arts and cultural services, policies, programs, events and facilities in the Wingecarribee Shire.

The Arts and Culture Advisory Committee will provide an opportunity for community members with a knowledge and background in arts and culture to provide advice and guidance to Council on arts and cultural activities and opportunities within the Shire.

### ► **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Councillor Members (1)**

**Community Representatives (7)**

**Agency Representative (1)**

**Responsible Manager:** Group Manager Corporate & Community

**Staff Contact:** Cultural Development Officer

### ► **ROLES AND RESPONSIBILITIES**

The role of the Arts and Culture Advisory Committee is to:

- Monitor the implementation and review of the Arts and Culture Strategic Plan.
- Facilitate communication between the arts community (artists, arts organisations, event organisers, cultural services providers and community members) and Council in relation to arts and cultural matters.
- Provide advice on the planning and development of cultural infrastructure projects.
- Provide advice on arts and cultural related Council policies including the Public Art Policy.
- Provide representatives to participate on public art project advisory committees as they arise.
- Provide advice and recommendations relating to arts and culture proposals presented to the Committee by arts community members particularly in relation to funding sources and partnership opportunities.
- Assist in the evaluation of arts and culture related applications to Council's Community Assistance Scheme.
- Respond to requests for advice from the Southern Highlands Arts Fund.

## **9.3 AUDIT, RISK AND IMPROVEMENT ADVISORY COMMITTEE**

### » **PURPOSE**

The Audit, Risk and Improvement Advisory Committee has been established to promote good corporate governance. Good corporate governance of Council ensures that the people of the Wingecarribee Shire receive the services that they need in an effective and efficient manner, delivered with honesty and integrity.

The Audit, Risk and Improvement Advisory Committee performs a pivotal role in the governance framework by assisting the General Manager and the Council to carry out their responsibilities in the areas of audit, risk and organisational improvement. It provides independent oversight and monitoring of Council's audit processes, including the internal control activities.

### » **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Members (2)**  
**Community Representatives (3)**

One community representative will be appointed as chairperson of the Advisory Committee.

**Responsible Manager:** Group Manager Corporate and Community

**Staff Contact:** Senior Governance Officer

### » **ROLES AND RESPONSIBILITIES**

The role of the Audit, Risk and Improvement Advisory Committee is to keep under review and provide advice and recommendations to Council with respect to the following matters:

- Risk management
- Control framework
- External accountability
- Legislative compliance
- Internal audit
- External audit

The Audit, Risk and Improvement Advisory Committee will apply the Audit, Risk and Improvement Advisory Committee Charter in carrying out these responsibilities.

## **9.4 COMMUNITY ASSISTANCE SCHEME ADVISORY COMMITTEE**

### » **PURPOSE**

The purpose of the Community Assistance Scheme Advisory Committee is to provide advice to Council on the allocation of Council grants and donations under the Community Assistance Scheme to ensure an accountable and equitable allocation of funds.

### » **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Councillor Members:** Arts and Culture, Community Development, Sport and Recreation Committee chairs (or alternate chairs if chair is on more than one Committee)

**Responsible Manager:** Group Manager Corporate and Community

**Staff Contact:** Community Development Coordinator

### » **ROLES AND RESPONSILITIES**

The role of the Community Assistance Scheme Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- To review guidelines for the operation of the Community Assistance Scheme.
- To receive and make the final recommendations to Council for allocations of grants and donations within the Community Assistance Scheme.

## **9.5 COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

### ► **PURPOSE**

The purpose of the Community Development Advisory Committee is to monitor and review the development and implementation of sector strategies. In doing so, it will ensure a coordinated, collaborative and strategic approach to the provision and planning of community development services and facilities in the Wingecarribee Shire.

The Community Development Advisory Committee will provide an opportunity for community members and organisational representatives with a knowledge and background in community development to provide advice and guidance to Council on community development issues and trends impacting on the Shire.

### ► **MEMBERSHIP**

The Community Development Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Councillor Members (2)**

**Community Representatives (6)**

**Agency Representatives (3)**

**Responsible Manager:** Group Manager Corporate & Community

**Staff Contact:** Community Development Coordinator

### ► **ROLES AND RESPONSIBILITIES**

The role of the Community Development Advisory Committee is to:

- Monitor and review the development and implementation of sector strategies.
- Facilitate communication between community sectors (service providers and community members) and Council in relation to community development matters.
- Provide advice on community development related Council policies.
- Support the development, promotion and implementation of community development activities and events.
- Assist in identifying gaps in community services in the Wingecarribee Shire.
- Assist in the evaluation of community development related applications to Council's Community Assistance Scheme.
- Provide advice and recommendations relating to community development proposals or issues particularly in relation to funding sources, collaborative opportunities and advocacy.
- Receive reports and recommendations from the Access Community Reference Group the Seniors Community Reference Group and the Youth Strategy and Action Plan Sunset Working Groups and refer recommendations to Council.
- Promote collaboration and communication with other Committees, community forums and networks including the Wingecarribee Community Services Forum, Highlands Child and Wingecarribee Youth Interagency, the Wingecarribee Aboriginal Cluster Group, the Wingecarribee Community Safety Committee, and the Arts and Culture Advisory Committee.

## **9.6 DEMOGRAPHICS AND HOUSING ADVISORY COMMITTEE**

### » **PURPOSE**

The purpose of the Demographics and Housing Advisory Committee is to provide advice to Council to ensure a coordinated, collaborative and strategic approach in the provision of residential land and housing opportunities to meet the needs of projected continued population growth in the Wingecarribee Shire.

The Demographics and Housing Advisory Committee will provide an opportunity for community members with a knowledge and background in regional planning, social planning, housing and demographics to provide advice and guidance to council on the provision of residential land and housing opportunities within the Shire.

### » **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**  
**Alternate Councillor Chairperson**  
**Councillor Member (1)**  
**Community Representatives (6)**

**Responsible Manager:** Group Manager Planning, Development and Regulatory Services

**Staff Contact:** Coordinator Strategic Planning

### » **ROLES AND RESPONSIBILITIES**

The role of the Demographics and Housing Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- The provision of residential zoned land to best meet the needs of projected future population.
- The provision of a suitable range of housing types in appropriate locations to best meet the needs of existing and future population.
- Opportunities for the provision of affordable housing.
- Opportunities for encouraging sustainable housing options.
- Application of relevant State, Regional and Local policies to the provision of housing.

## **9.7 ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE**

### › **PURPOSE**

The purpose of the Economic Development and Tourism Advisory Committee is to advise Council on policies, strategies and initiatives to promote sustainable economic development and tourism.

### › **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chair**

**Councillor Member (1)**

**Community representatives (10)**, with experience and background in the following sectors:

- Water
- Food
- Shelter
- Energy
- Transport
- Technology
- Recreation / Art
- Tourism & Hospitality
- Business
- Learning

**Agency representatives (2)**

**Responsible Manager:** Manager Tourism and Events, Manager Economic Development

**Staff Contact:** Manager Tourism, Manager Economic Development

### › **ROLES AND RESPONSIBILITIES**

The role of the Economic Development and Tourism Advisory Committee is to:

- Provide a coordinated cross-community approach to advance Tourism and Economic Development interests in the Shire.
- To provide strategic advice and guidance to Council in relation to Tourism and Economic Development.
- Monitor implementation of Council's Economic Development Strategy and Destination Southern Highlands Strategic Plans.

## **9.8 ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE**

### » **PURPOSE**

The purpose of the Environment and Sustainability Advisory Committee is to consider and advise on environmental and sustainability issues as they relate to the Shire with a major focus on the Environment Levy Program.

### » **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Community Representatives (5)**

**Agency Representatives (4)**

**Responsible Manager:** Manager Environment and Sustainability

**Staff Contact:** Natural Resource Projects Coordinator

### » **ROLES AND RESPONSILITIES**

The role of the Environment and Sustainability Advisory Committee is to provide advice and recommendations to Council in respect to the following matters:

- To monitor implementation of actions from Council's Environment Strategy.
- To advise on the delivery of the Environment Goals and Strategies from the 2031 Wingecarribee Community Strategic Plan.
- To monitor and review the progress of works and budgets under the Wingecarribee Environment Levy.
- To discuss and advise on strategic environmental issues.
- Provide input into the development or review of relevant environmental plans and policies.

## **9.9 HERITAGE ADVISORY COMMITTEE**

### » **PURPOSE**

The purpose of the Heritage Advisory Committee is to:

- Advise Council on initiatives to promote and raise community awareness of heritage matters.
- Provide advice to Council, as required, on the management of heritage within the Shire.
- Support the development, promotion and implementation of heritage activities and events throughout the Shire.

### » **MEMBERSHIP**

The Heritage Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Agency Representatives (3)**

**Community Representatives (3)**

**Responsible Manager:** Group Manager Planning, Development and Regulatory Services

**Staff Contact:** Strategic Planner – Heritage

### » **ROLES AND RESPONSIBILITIES**

The role of the Heritage Advisory Committee is to provide advice and recommendations to the Council on the following matters:

- Development and implementation of heritage policy, plans, strategies and programs.
- Heritage issues affecting the Wingecarribee Shire.
- The review of heritage listings, as required.
- Planning and delivery of events for the annual National Trust Heritage Festival.
- Judging of the biennial Wingecarribee Heritage Awards.
- Oversight of the Joadja Conservation Management Group.

## **9.10 SOUTHERN REGIONAL LIVESTOCK EXCHANGE ADVISORY COMMITTEE**

### › **PURPOSE**

The purpose of Southern Regional Livestock Exchange (SRLX) Advisory Committee is to review and advise on policy, strategy and performance of SRLX.

### › **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chair**

**Councillor Alternate Chair**

**Councillor (1)**

**Industry Representatives (4)**

**Responsible Manager:** Manager Business Services

**Staff Contact:** Organisational Support and LEMC Administration

### › **ROLES AND RESPONSILITIES**

The role of the SRLX Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- Identifying priorities.
- Long term strategic planning.
- Market conditions.
- Business opportunities.
- Network building within the industry.

## **9.11 SPORT AND RECREATION ADVISORY COMMITTEE**

### ► **PURPOSE**

The purpose of the Sport and Recreation Advisory Committee is to ensure a coordinated, collaborative and strategic approach in the provision of sporting and recreational services and facilities within Wingecarribee Shire.

The Sport and Recreation Advisory Committee will provide an opportunity for community members with a knowledge and background in sport and recreation to provide advice and guidance to Council on related activities and opportunities within the Shire.

### ► **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Councillor Member (1)**

**Community Representatives (4)**

**Responsible Manager:** Group Manager Assets & Project Delivery

**Staff Contact:** Asset Coordinator – Parks & Open Space

### ► **ROLES AND RESPONSILITIES**

The role of the Sport and Recreation Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- Strategic planning for Council's sporting and recreational facilities.
- Levels of service for facilities.
- Strategies to optimise use and equity of access to Council's sporting facilities.
- Input into the prioritisation of Capital & Renewal Projects.
- Consider Council Grants under the Community Assistance Scheme.

## **9.12 WATER AND SEWERAGE ADVISORY COMMITTEE**

### ► **PURPOSE**

The purpose of the Water & Sewerage Advisory Committee is to coordinate discussions and actions between Council, Department of Primary Industries (DPI) Water, Water NSW and NSW Environment Protection Authority (EPA) and to assist Council in developing and implementing strategies and plans relating to provision of water and sewerage services by Council.

### ► **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Councillor Members (1)**

**Agency Representatives (3)**

- WaterNSW
- Department of Primary Industries
- NSW Environment Protection Authority

**Responsible Manager:** Group Manager Assets and Project Delivery

**Staff Contact:** Manager Assets

### ► **ROLES AND RESPONSILITIES**

The role of the Water & Sewerage Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- Construction of new water & sewage treatment plants.
- Upgrade of existing water & sewage treatment plants.
- Modification of existing water & sewage treatment plants.
- Coordination of activities between Council and the relevant agencies, relating to provision of water & sewerage services to customers.
- Development and implementation of Water & Sewerage Strategies and Plans.

## **9.13 WINGECARRIBEE FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE**

### » **PURPOSE**

The purpose of the Wingecarribee Floodplain Risk Management Advisory Committee is to assist Council in the development and implementation of flood risk management plans for the areas under its jurisdiction.

### » **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Community Representatives (4)**

**Agency Representatives (3)**

**Responsible Manager:** Group Manager Assets and Project Delivery

**Staff Contact:** Manager Assets

### » **ROLES AND RESPONSILITIES**

The role of the Advisory Committee is to provide advice, recommendations and assistance to Council in respect to the following matters:

- Develop and monitor implementation of flood risk management plans.
- Supervising and monitoring progress & findings of studies being undertaken in the various stages of the management plan.
- Providing input into known flood behaviour as part of the flood studies.
- Identifying management options & providing input into their consideration as part of the management studies.
- Identifying implementation strategies for the floodplain risk management plans.

## **9.14 ACCESS COMMUNITY REFERENCE GROUP**

### » **PURPOSE**

The purpose of the Access Community Reference Group is to monitor the implementation and review of the Disability Inclusion Action Plan. In doing so, it will assist in ensuring a coordinated, collaborative and strategic approach in the provision and planning of services and facilities for people with disability in the Wingecarribee Shire.

The Access Community Reference Group will provide an opportunity for community members and organisational representatives with a knowledge and background in disability related issues to provide advice and guidance to Council on access and inclusion, disability services, activities and opportunities for people with disability within the Shire.

### » **MEMBERSHIP**

The Access Community Reference Group will consist of the following members:

**Community Representatives (6)**

**Agency Representatives (4)**

**Responsible Manager:** Group Manager Corporate & Community

**Staff Contact:** Ageing & Disability Officer

### » **ROLES AND RESPONSIBILITIES**

The role of the Access Community Reference Group is to:

- Monitor the implementation and review of the Disability Inclusion Action Plan.
- Promote an awareness of disability issues within Council and the community.
- Facilitate communication between community members, disability service providers and Council on access and inclusion and disability related issues.
- Contribute information for consideration in other Council plans and policies relevant to the target group.
- Provide feedback and suggestions on programs and events to ensure the inclusion of people from the target group.

The Access Community Reference Group reports and makes any recommendations to Council through the Community Development Advisory Committee.

## **9.15 JOADJA CONSERVATION MANAGEMENT COMMUNITY REFERENCE GROUP**

### **» PURPOSE**

The purpose of the Joadja Conservation Management Community Reference Group is to assist the owner/s or proprietor of 1760 Joadja Road, Joadja (Lot 11 DP 858859), also referred to as the Joadja Heritage Site, in conserving the heritage items on the site through:

- The prudential expenditure of monies raised from the imposition of the caveats under the terms of the Joadja Heritage Site Deed, and
- The provision of specialist heritage advice.

### **» MEMBERSHIP**

The Joadja Conservation Management Community Reference Group will consist of the following members:

**Chairperson (Chairperson of the Heritage Committee)**

**Representatives of the Joadja Heritage Site as nominated by the owners or proprietors of the Joadja Heritage Site (2)**

**Heritage Committee Community Members (2) as nominated by that Committee**

**Responsible Manager:** Group Manager Planning, Development and Regulatory Services

**Staff Contact:** Strategic Planner – Heritage

### **» ROLES AND RESPONSIBILITIES**

The role of the Joadja Conservation Management Community Reference Group is to provide advice and recommendations to the Heritage Committee in respect to the following matters:

- Expenditure of monies held by Council raised from the imposition of the caveats under the terms of the Joadja Heritage Site Deed.
- Alternative sources of funding for specific heritage projects within the Joadja Heritage Site and assistance in applying for such funding.
- The management of heritage issues on the Joadja Heritage Site.
- Other relevant advice or assistance to the owners of the Joadja Heritage Site.

## **9.16 SENIORS COMMUNITY REFERENCE GROUP**

### » **PURPOSE**

The purpose of the Seniors Community Reference Group is to monitor the implementation and review of the Positive Ageing Strategy and Action Plan 2016 – 2026. In doing so it will assist in ensuring a coordinated, collaborative and strategic approach in the provision of services and facilities for older people in the Wingecarribee Shire.

The Seniors Community Reference Group will provide an opportunity for community members and organisational representatives with a knowledge and background in the seniors community sector to provide advice and guidance to Council on ageing issues, aged care services and activities and opportunities for older people within the Shire.

### » **MEMBERSHIP**

The Reference Group will consist of the following members:

**Community Representatives (6)**

**Agency Representatives (6)**

**Responsible Manager:** Group Manager Corporate & Community

**Staff Contact:** Ageing & Disability Officer

### » **ROLES AND RESPONSIBILITIES**

The role of the Seniors Community Reference Group is to:

- Monitor the implementation and review of the Positive Ageing Strategy 2016 – 2026.
- Identify projects that meet the objectives of the Positive Ageing Strategy.
- Promote an awareness of ageing issues.
- Facilitate communication between community members, aged care service providers and Council on issues relating to ageing and older people.
- Contribute information for other Council plans and policies relevant to the target group.
- Provide feedback and suggestions on programs and events to ensure the inclusion of people from the target group.

The Seniors Community Reference Group reports and makes recommendations to Council through the Community Development Advisory Committee.

## **9.17 TULIP TIME COMMUNITY REFERENCE GROUP**

### **» PURPOSE**

The purpose of the Tulip Time Community Reference Group is:

- To plan and promote a successful Tulip Time Festival that engages the community.
- Increase visitation and showcase the region.
- Operate within the allocated budget and to ensure that the Festival is conducted on a ‘no cost to Council basis’.

### **» MEMBERSHIP**

The Tulip Time Community Reference Group will consist of the following members:

**Councillor Chairperson**  
**Alternate Councillor Chairperson**  
**Councillor Member (1)**  
**Community Representatives (3)**  
**Agency Representatives (2)**

**Responsible Manager:** Manager Tourism and Events

**Staff Contact:** Tourism Coordinator

### **» ROLES AND RESPONSILITIES**

The role of the Tulip Time Community Reference Group is to provide advice and recommendations to Council in respect to the following matters:

- To provide leadership, advice and input on the festival program and civic events connected with the festival.
- To provide advice on matters referred to the working group by council.
- To act as an internal and external forum for constructive commentary and guidance in relation to the Tulip Time Festival.

## **9.18 CIVIC CENTRE REFURBISHMENT ADVISORY COMMITTEE**

### **» PURPOSE**

The purpose of the Civic Centre Refurbishment Advisory Committee is to provide advice on the scope and design of Council's Civic Centre Refurbishment.

### **» MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Councillor Chair**

**Councillor Alternate Chair**

**Councillor (1)**

**Responsible Manager:** Group Manager Assets and Project Delivery

**Staff Contact:** Manager Project Delivery

### **» ROLES AND RESPONSILITIES**

The role of the Civic Centre Refurbishment Advisory Committee is to provide advice and recommendations to the Council in respect to scope of the project plan for the refurbishment of Council's Civic Centre including review of detailed designs and estimates.

## **9.19 YOUTH STRATEGY AND ACTION PLAN SUNSET WORKING GROUPS**

### » **PURPOSE**

The purpose of the Youth Strategy and Action Plan Sunset Working Groups will be to support, review and monitor the implementation of the Wingecarribee Youth Strategy and Action Plan 2016-2026. In doing so, the Working Groups will assist in ensuring a coordinated, collaborative and strategic approach in the provision and planning of services and facilities for young people in the Wingecarribee Shire.

Project specific Sunset Working Groups will address different actions identified in the Wingecarribee Youth Strategy and Action Plan and provide an opportunity for young people and organisational representatives with a knowledge and background in youth related issues to provide advice and guidance to Council on activities and opportunities for young people.

### » **MEMBERSHIP**

The Youth Strategy and Action Plan Sunset Working Groups will consist of the following members:

**Youth Representatives:** as determined on a project basis

**Agency Representatives:** as determined on a project basis

**Responsible Manager:** Group Manager Corporate and Community

**Staff Contact:** Youth Liaison Officer

### » **ROLES AND RESPONSIBILITIES**

The role of the Youth Strategy and Action Plan Sunset Working Groups is to:

- Support, review and monitor the implementation of the Wingecarribee Youth Strategy and Action Plan 2016 - 2026 by assisting with and advising on specific actions in the plan.
- Identify projects that meet the objectives of the Wingecarribee Youth Strategy and Action Plan.
- Facilitate communication between young people, service providers and Council on youth related issues, services and activities.

Youth Strategy and Action Plan Sunset Working Groups report and make recommendations to Council through the Community Development Advisory Committee.

## **9.20 WINGECARRIBEE COMMUNITY SAFETY COMMITTEE (External Committee)**

### › **PURPOSE**

The purpose of the Wingecarribee Community Safety Committee is to maintain a partnership and facilitate communication between Wingecarribee Shire Council, the Hume Local Area Command (Police) and the community in addressing local crime prevention, community safety and wellbeing issues.

The Wingecarribee Community Safety Committee will implement, monitor and review the Wingecarribee Shire Community Safety Plan 2015-2020.

The Wingecarribee Community Safety Committee will provide an opportunity for community members and organisational representatives with knowledge and expertise in community safety to provide advice and guidance to Council on community safety and well-being issues within the Shire.

### › **MEMBERSHIP**

The Advisory Committee will consist of the following members:

**Chairperson Mayor**

**Hume Local Area Command (3)**

**Business Chambers of Commerce Representatives (2)**

**Liquor Accord Representative (1)**

**Community Representatives (4)**

**Responsible Manager:** Group Manager Corporate & Community

**Staff Contact:** Community Development Coordinator

Federal and State Local Members of Parliament or their delegates are also invited to attend meetings.

### › **ROLES AND RESPONSIBILITIES**

The role of the Wingecarribee Community Safety Committee is to:

- Facilitate communication between Council, Hume Local Area Command and community members in regard to community safety issues.
- Monitor, review and undertake specific projects in the Wingecarribee Shire Community Safety Plan 2015 – 2020.
- Provide advice to Council on trends in the community concerning public safety and wellbeing.
- Provide advice to the Hume Local Area Command on issues concerning public safety in the Wingecarribee.
- To assess community concerns by way of safety audits from time to time.
- Receive Police reports and updates on local crime trends and crime prevention initiatives.
- Provide feedback and recommendations to relevant Council Committees and the Hume Local Area Command for action and discussion.

## **9.21 GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE**

### ► **PURPOSE**

The focus of this Committee is to monitor and review the General Manager's performance in accordance with the performance agreement, agreed with the committee annually.

The Committee has been established following consideration of the Office of Local Government Guidelines for the Appointment and Oversight of General Managers.

### ► **MEMBERSHIP**

The Committee will consist of the following members:

**Mayor**

**Deputy Mayor**

**Council Appointed Councillor**

**General Manager selected Councillor**

**Independent Facilitator:** the Mayor and General Manager will agree on an external facilitator to assist with the process of performance appraisal and the development of new performance plans.

### ► **ROLES AND RESPONSILITIES**

The General Manager's Performance Review Committee has full delegation for the whole process of performance management, including discussions regarding performance, any actions that should be taken and the determination of the new annual performance agreement. All committee members should be trained in the performance management of general managers.

The role of the General Manager's Performance Review Committee is to:

- Conduct the performance reviews of the General Manager on an annual basis.
- Develop the General Manager's performance agreement. The performance agreement should contain but not be limited to key indicators that measure how well the general manager has met the council's expectations with respect to:
  - service delivery targets from the council's Delivery Program and Operational Plan;
  - budget compliance;
  - organisational capability;
  - timeliness and accuracy of information and advice to Councillors;
  - timely implementation of council resolutions;
  - management of organisational risks;
  - leadership
- Report the findings and recommendations of performance reviews to the governing body of council in a closed session.

The review of the General Manager's performance will be conducted annually with an interim review conducted at six months after determination of a new performance agreement and a final review at 12 months.

The performance management report of any council staff member, including the general manager, should not be released to the public and should be retained on the appropriate confidential council

employment file. Release of such personal information to other than the Performance Review Panel, the General Manager and the Councillors in confidence is a breach of privacy legislation.