

Adopted Committee Structure 2016-2021

Following the election of a new Council, councillors are invited to review the structure of committees and advisory groups before officially adopting a framework.

Wingecarribee Shire Council (Council) originally endorsed a committee structure on 23 November 2016 for the 2016-2020 term. On 10 June 2020, Council extended this term by one year to 2021 to align with the extension to the Council term resulting from the decision by the NSW Government to postpone the 2020 local government elections due to the COVID-19 pandemic.

Councillor representatives and chairpersons were endorsed for a period of two years at the Ordinary Meeting of Council on 10 October 2018 (MN422/18).

Council moved to change the Adopted Committee Structure of the Heritage Advisory Committee on 24 July 2019 (MN357/19) with confirmation on 14 August 2019 (MN385/19), resulting in an increase to the number of community representatives on that Committee from three (3) to four (4).

For a three month period from 12 March 2021, Councillors are suspended from civic office as a result of a Suspension Order issued to Wingecarribee Shire Council by the NSW Minister for Local Government. The Suspension Order issued by the Minister also appointed Mr Viv May PSM as interim administrator of Council for the period during which Council is suspended by the Order. During the period of this appointment, Mr Viv May PSM has the following functions of Council:

- To perform the role and function of the governing body of Council under the Act and any other Act.
- To exercise the role of the governing body and councillors identified in sections 223, 232 and 226 of the Act.

On 24 March 2021, Council resolved to dissolve the Finance Committee effective immediately with the business previously considered at the Finance Committee to be considered at the Ordinary meeting of Council.

On 21 April 2021, Council resolved to amend the Committee Manual 2016-2021 to remove all references to the Audit, Risk and Improvement Committee, as this Committee is established outside of Council's advisory committee framework in accordance with the prospective statutory functions it will hold under the *Local Government Act 1993*.

A complete list of all committees, advisory committees, community reference groups and sunset working groups for the 2016-2021 term is provided below.

Table 1- Adopted Committee Structure 2016-2021

Name	Purpose	Councillor and Community Membership
Advisory Committees		
Arts and Culture	Oversees the implementation of Council's Arts and Culture Strategic Plan	Three Councillor Representatives Eight community and industry representatives
Community Assistance Scheme	Oversee the allocation of Council grants and donations under the Community Assistance Scheme	Arts and Culture, Community Development, Sport and Recreation Committee chairs, plus one other Councillor as Chair

Name	Purpose	Councillor and Community Membership
Community Development	Facilitate communication and support the implementation of sector strategies.	Four Councillor representatives Six community representatives Three agency representatives
Demographics and Housing	Assist and advise on accommodating demand for housing in the Shire over the next 20 years	Three Councillor representatives Six community representatives
Economic Development and Tourism <i>(no longer active)</i>	Serve as a conduit between Council and the community in relation to information and initiatives related to Tourism and Economic Development	Three councillor representatives Ten sector group representatives Two agency representatives
Environment and Sustainability	To consider and advise on environmental and sustainability issues as they relate to the Shire with a major focus on the Environment Levy Program	Three Councillor representatives Five community representatives Four (non-voting) agency representatives
General Manager's Performance Review Committee <i>(not functioning until a General Manager is appointed)</i>	To review the General Manager's performance on a six (6) monthly basis (interim) and 12 monthly basis (final) and report back and provide advice to Council following the review, with an independent facilitator	Mayor, Deputy Mayor, Council-appointed Councillor, a General Manager-selected Councillor
Heritage Advisory Committee	To promote and raise the community's awareness of heritage. To provide advice to Council as required on the management of heritage within the Shire. To support the development, promotion and implementation of heritage activities and events	Two Councillor representatives 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 Four community representatives with knowledge and/or experience in conservation of buildings, areas and other places of cultural significance
Local Emergency Management	The Local Emergency Management Committee is responsible for the preparation and review of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the local government area for which it is constituted	Chair: General Manager Non-voting Observer: Mayor Emergency Services Representatives

Name	Purpose	Councillor and Community Membership
Local Traffic Committee	Enable Council to meet its responsibilities to the Roads and Maritime Services (RMS) as part of the powers delegated to Councils by the RMS under the Transport Administration Act 1988 and in accordance with the "Guide to the delegation to councils for the regulation of traffic".	Two Councillor Representatives A Roads and Maritime Services Southern Region representative A representative of the NSW Police Force – Goulburn Local Area Command The Local Member of State Parliament for the relevant electorate (or their nominee)
Audit, Risk and Improvement	To provide independent assurance and assistance to Council on risk management, control, governance, performance and external accountability responsibilities	Two Councillor representatives Three community representatives, with one community representative being appointed to chair the committee
Southern Regional Livestock Exchange <i>(no longer active)</i>	Review and advise on policy, strategy and performance of Council's Southern Regional Livestock Exchange	Three Councillor representatives Four industry representatives
Sport and Recreation Committee	To advise the direction and strategies Council pursues for the use of sporting and recreational facilities.	Three Councillor representatives Five community representatives
Water and Sewer	Provide a forum for collaboration with external agencies on strategic water and sewer planning and delivery	Three Councillor representatives Agency representatives, as required
Wingecarribee Floodplain Risk Management	Oversee the implementation of floodplain management activities in the Shire Preparation and review of Floodplain Risk Management Plans for the Shire Implementation of Risk Management Plans in relation to Floodplain Management.	Two Councillor representatives Four community representatives Two agency representatives from the NSW Office of Environment (1) and Heritage, and the NSW State Emergency Service (1)
Community Reference Groups		
Access	Oversee the development and implementation of Council's Disability Inclusion Access Plan – reports to Community Development Committee	Six community representatives Four agency representatives
Joadja Conservation Management	To assist the owner 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- reports to Heritage Committee	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

Name	Purpose	Councillor and Community Membership
Seniors	To oversee the implementation of Council's Positive Ageing Strategy- reports to Community Development Committee	Six community representatives Six service providers or agencies
Tulip Time	To plan and promote a successful Tulip Time Festival that engages the community, increases visitation and showcases the region- reports to the Economic Development and Tourism Committee	Three Councillor representatives Five community representatives
Sunset Working Group		
Civic Centre Refurbishment (internal workgroup) (<i>no longer active</i>)	Internal working group to oversee the refurbishment of Council's Civic Centre.	Three Councillor representatives
Youth Strategy and Action Plan	Project specific working group - reports to Community Development Committee	As determined on a project basis
External Committees		
Illawarra Academy of Sport Board of Directors	The Illawarra Academy of Sport is a not-for-profit sporting organisation that exists to provide localised training and education opportunities for talented young athletes, coaches and administrators across the Illawarra region	Mayor (or appointed delegate)
Southern Joint Regional Planning Panel*	Joint regional planning panels provide independent, merit-based decision making on regionally significant development. Applications for regionally significant development are notified and assessed by a local council professional staff and then determined by the relevant regional panel	One Councillor representative
Southern Highlands Community Transport	Maintain a partnership between Wingecarribee Shire Council and Southern Highlands Community Transport Inc	One Councillor representative
Wingecarribee Community Safety	Maintain a partnership between Wingecarribee Shire Council, The Hume Local Area Command and community members in addressing local crime prevention, community safety and well-being issues. To monitor and create Community Safety initiatives for the Wingecarribee Community. To identify real and potential community safety problems.	Mayor as chair

* Note – Membership to the Southern Joint Regional Planning Panel is generally renewed every three years. Council last appointed a member (Clr Duncan Gair) in December 2020 for the period until 3 September 2021.