ATTACHMENTS TO REPORTS –
Item 13.2 – Councillor Representatives on Committees

ORDINARY COUNCIL MEETING

Wednesday 23 November 2016

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Wingecarribee Shire Council - Committee Structure Terms of Reference, February 2015

ATTACHMENT 1

Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
Access Community Reference Group	Convert to a Community Reference Group reporting to the Community Development Committee that meets on an 'as needs' basis with no councillor representation.	Access Committee	1. Facilitate communication between community representatives, disability service providers and Council on access and disability related matters. 2. Provide advice to Council on the development and implementation of policy, plans, strategies, programs, facilities and services relevant to access and disability development and the inclusion of people with a disability 3. Support the development, promotion and implementation of activities and events for people with a disability.	Council Committee which met every two months with two Councillor representatives.
Arts and Culture Committee	Committee which meets quarterly comprising three councillors plus community representatives. Change to meeting frequency from every two months to quarterly.	Arts and Culture Committee	1. Facilitate communication between Council and the community in arts and cultural matters. 2. Provide advice to Council on the development of policy, plans, programs, facilities and services in arts and cultural development 3. Support the development, promotion and implementation of arts and cultural activities and events 4. Assist Council to formulate and meet the objectives of the Public Art Policy and Guidelines.	Council Committee which met every two months with three Councillor representatives.

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Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
Community Assistance Scheme Committee	No change proposed.	Community Assistance Scheme	To oversee the allocation of Council grants and donations under the Community Assistance Scheme.	Chairs of: Arts and Culture Community Development Sport and Recreation Committees, plus one other Councillor as Chair.
Community Development Committee	Continue as a Committee, with the addition of three Community Reference Groups: Youth, Access and Seniors. Change to meeting frequency from every two months to quarterly.	Community Development	1. Facilitate communication between community representatives, agencies and Council in community development related matters 2. Provide advice to Council on the development of social policy, plans and programs 3. Support the development, promotion and implementation of community development activities and events 4. Identify gaps in community services.	Council Committee which met every two months with four Councillor representatives (one representing Access).
Civic Centre Sunset Working Group	Convert to Civic Centre Working Group with two councillor representatives which meets quarterly. Additional working groups could be established on an 'as needs' basis.	Council Facilities	1. To oversee the coordination of planning, designing, construction and operation of Council facilities 2. To oversee the operation of Council's Volunteer s355 Facilities Management Committees.	Council Committee which met every two months with three Councillor representatives.
Demographics and Housing Committee	Committee which meets quarterly comprising three councillors plus community representatives.	N/A	Terms of Reference under development.	New committee.

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Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
Economic Development and Tourism Committee	Change to meeting frequency from every two months to quarterly.	Economic Development and Tourism	1. Provide a coordinated cross-Council approach to advance Tourism and Economic Development. 2. Serve as a conduit between Council and the community in relation to information and initiatives related to Tourism and Economic Development. 3. Monitor the delivery of strategic Tourism and Economic objectives as set out in Council's Community Strategic Plan.	Council Committee which met every two months with four Councillor representatives.
Environment and Sustainability Committee	Change to meeting frequency from every two months to quarterly.	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.	Council Committee which met every two months with three Councillor representatives.
Finance Committee	No change proposed.	Finance	The Finance Committee's primary objective is to consider all aspects of Council's strategy and policy decisions that affect the financial transparency, accountability and sustainability of Council, and to oversee Council's compliance with Integrated Planning and Reporting requirements. The Finance Committee will also have an important monitoring, review and feedback role relating to Council budgets and financial reports.	Council Committee that met quarterly.

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Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
General Manager's Performance Review Committee	No change to this committee is proposed.	General Manager's Performance Review Committee	1. To review the General Manager's performance on a six (6) monthly basis (interim) and 12 monthly basis (final). 2. To report back and provide advice to Council following the review.	Council Committee which met twice a year which Mayor, Deputy Mayor, Council-appointed Councillor, a General Manager-selected Councillor.
Heritage	Change to meeting frequency from every two months to quarterly. Joadja Conservation Management Reference Group to convene and report as required.	Heritage	1. To promote and raise the community's awareness of heritage. 2. To provide advice to Council as required on the management of heritage within the Shire. 3. To support the development, promotion and implementation of heritage activities and events.	Council Committee which met every two months with three Councillor representatives.
Illawarra Academy of Sport Board of Directors	No change to this committee is proposed.	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	External committee with Mayor (or appointed delegate) as Council representative
Joadja Conservation Management Reference Group	Convert from a working group to a reference group reporting to the Heritage committee that meets on an 'as needs' basis with no councillor representation.	Joadja Conservation Management Working Group	1. 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 through: a. the prudential expenditure of monies raised from the imposition of the caveats under the terms of the Joadja Heritage	Chaired by the Chair of the Heritage Committee and met as required.

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Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
			Site Deed, and b. the provision of specialist heritage advice. 2. To provide advice to Council as required on the management of heritage issues on the Joadja Heritage Site.	
Local Emergency Management	No change to this committee is proposed.	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.	Committee established under *State Emergency and Rescue Management Act 1989* which meets three times per year, General Manager Chairs, Mayor non-voting observer.
Local Traffic Committee	No change to this committee is proposed.	Local Traffic Committee	1. Local Traffic Management Committees (LTMC) are established to enable Councils to meet their 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" ; 2. The LTMC makes technical recommendations to Council on traffic and road safety matters. Note that the LTMC is an advisory body only and has no decision-making powers.	Council Committee which met every as required with two Councillor representatives.

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Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
Risk, Audit and Continuous Improvement Committee	Recent amendments to the *Local Government Act 1993* require a change of name and revision of Terms of Reference required – Risk, Audit and Continuous Improvement.	Risk and Audit	To provide independent assurance and assistance to Wingecarribee Shire Council on risk management, control, governance, and external accountability responsibilities.	Council Committee which met quarterly with two Councillor representatives. Independent Chair.
Seniors Community Reference Group	Convert from a Working Group to a Reference Group reporting to the Community Development Committee that meets on an 'as needs' basis with no councillor representation.	Seniors Working Group	To act as an avenue for communication between the Shire's older people, age related service providers and Council regarding the planning and holding of Seniors Week activities and events.	Meets every two months with three Councillor representatives.
Southern Highlands Community Transport Committee	No change proposed.	Southern Highlands Community Transport	Maintain a partnership between Wingecarribee Shire Council and Southern Highlands Community Transport Inc. To monitor and create Community initiatives for the Wingecarribee Community.	External Committee with one Councillor representative which meets as required.
Southern Region Livestock Exchange (SRLX) Committee	Convert to SRLX Committee which meets quarterly comprising three councillors plus community representatives.	Business Units	1. Review and advise on policy, strategy and provide input to the budget of Council's Resource Recovery Centre. 2. Review and advise on policy, strategy and provide input to the budget of Council's Southern Regional Livestock Exchange.	Council Committee which met every two months with three Councillor representatives.

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Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
Southern Joint Regional Planning Panel	No change proposed	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	External committee with one councillor representative
Tulip Time Reference Group	Convert to Working Group reporting to Economic Development and Tourism Committee.	Tulip Time	1. To promote a successful Tulip Time Festival that engages the community, increases visitation and showcases the region. 2. Reduce expenditure where possible while adhering to the budget and ensure the festival is conducted on a 'no cost to Council basis'.	Council Working Group which met every two months with three Councillor representatives.
Water and Sewer Committee	No Change proposed.	Water and Sewer	Provide a forum for collaboration with external agencies on strategic water and sewer planning and delivery.	Council Committee which met as required with three Councillor representatives.
Wingecarribee Community Safety	No change proposed.	Wingecarribee Community Safety	1. 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. 2. To monitor and create Community Safety initiatives for the Wingecarribee Community. 3. To identify real and potential community safety problems.	External Committee which met quarterly with three Councillor representatives.

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Attachment 1: Proposed Committee Governance Structure 2016-2020 Compared to Previous Structure

Proposed Name	Proposed Status	Previous Name	Previous Purpose	Previous Status
Wingecarribee Floodplain Risk Management Committee	No change, however it is recommended that Council considers formalising a meeting schedule (quarterly).	Wingecarribee Floodplain Risk Management Committee	1. Oversee the implementation of floodplain management activities in the Shire. 2. Preparation and review of Floodplain Risk Management Plans for the Shire 3. Implementation of Risk Management Plans in relation to Floodplain Management.	Council Committee which met as required with two Councillor representatives.
Youth Strategy and Action Plan Sunset Working Group	New reference group, reporting to the Community Development Committee that meets on an 'as needs' basis with no councillor representation.	N/A	Terms of Reference under development.	No formal committee structure was in place during the 2012-16 Council term. A youth working group was established in July 2015 for the development of the draft Youth Strategy.

ATTACHMENT 2

Attachment 2: Councillor Nominations Proposed Committee Governance Structure 2016-2020

Proposed Name	Councillor Membership	Councillor Nomination
Arts and Culture Committee	Three Councillor Representatives	**Chair:** Clr Whipper **Alternate Chair:** Clr Andrews **Councillor:** Clr Nelson
Community Assistance Scheme	Arts and Culture, Community Development, Sport and Recreation Committee chairs, plus one other Councillor as Chair	**Chair:** Clr Nelson Clr Gair
Community Development Committee	Four Councillor representatives	**Chair:** Clr Whipper Clr McLaughlin **Alternate Chair:** **Councillor:** Clr Andrews Clr Markwart Clr Andrews
Civic Centre Sunset Working Group	Two Councillor representatives	**Chair:** Clr Gair Clr Andrews Clr Turland **Alternate Chair:**
Demographics and Housing Committee	Three Councillor representatives	**Chair:** Clr Whipper **Alternate Chair:** **Councillor:**
Economic Development and Tourism Committee	Four councillor representatives	**Chair:** Clr Turland **Alternate Chair:** **Councillor x2:** Clr Markwart Clr Whipper

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Attachment 2: Councillor Nominations Proposed Committee Governance Structure 2016-2020

Proposed Name	Councillor Membership	Councillor Nomination
Environment and Sustainability Committee	Three Councillor representatives	**Chair:** Clr Whipper **Alternate Chair:** **Councillor:** Clr Markwart
General Manager's Performance Review Committee	Mayor, Deputy Mayor, Council-appointed Councillor, a General Manger-selected Councillor	Chair: Mayor Halstead Deputy Mayor: Clr Scandrett **Councillor:** Clr Nelson Clr Gair Clr Markwart Clr Turland
Heritage	Three Councillor representatives	**Chair:** Clr McLaughlin **Alternate Chair:** **Councillor:**
Illawarra Academy of Sport Board of Directors	One Council representative	**Mayor or delegate**
Local Traffic Committee	Two Councillor representatives	**Chair:** Clr Turland **Alternate Chair:** Mayor, Clr Halstead
Risk, Audit and Continuous Improvement Committee	Two Councillor Representatives	**Councillor:** Mayor, Clr Halstead Clr Nelson Clr Gair Clr Turland
Southern Highlands Community Transport Committee	One Councillor representative	**Councillor:**
Southern Region Livestock Exchange (SRLX) Committee	Three Councillor representatives	**Chair:** **Alternate Chair:** Clr Andrews Clr McLaughlin **Councillor:** Clr Gair Clr Turland Mayor, Clr Halstead (any position)

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Attachment 2: Councillor Nominations Proposed Committee Governance Structure 2016-2020

Proposed Name	Councillor Membership	Councillor Nomination
Sport and Recreation Committee	Three Councillor representatives	**Chair:** Clr Andrews Clr Turland **Alternate Chair:** **Councillor:**
Tulip Time Reference Group	Three Councillor representatives	**Chair:** Clr Turland Clr Nelson **Alternate Chair:** **Councillor:** Clr Nelson
Water and Sewer Committee	Three Councillor representatives	**Chair:** Clr Turland **Alternate Chair:** Mayor, Clr Halstead (either position)
Wingecarribee Community Safety	Three Councillor Representatives	**Chair:** Mayor Halstead **Alternate Chair:** **Councillor:** Clr Markwart Councillor Turland
Wingecarribee Floodplain Risk Management Committee	Two Councillor representatives	**Chair:** Clr Nelson Clr Turland **Alternate Chair:** Clr Nelson

ATTACHMENT 3

Wingecarribee Shire Council

Committee Structure Terms of Reference

Adopted by Council on 25 February 2015

Leadership	People		Places		Environment	Economy
ıance Cttee Finance IPR	**Community Development Cttee** • Access & Disabilities • Community Services • Youth • Aboriginal • Seniors • Companion Animals • Community Grants	**Arts & Culture Cttee** • Public Art • Arts & Culture	**Council Facilities Cttee** • Bowral Memorial Hall • Alexandra Square • Botanic Gardens (possibly Arts/Heritage) • Moss Vale Pool • (Others as appropriate)	**Environment & Sustainability Cttee** • Environment & Sustainability • Community Coal	**Economic Development & Tourism Cttee** • Economic Development & Tourism	
cal Emergency nagement Cttee **l's Performance view Cttee** **sk & Audit ee**			**Local Traffic Management Cttee**		**Wingecarribee Floodplain Risk Management Cttee**	
	Seniors Working Group		**Joadja Conservation Management Working Grp** **Highlands Golf Club Sunset Working Group** **Exeter Hall Sunset Working Group**	**Mittagong Swimming Centre Refurbishment Working Group** **Bicycle Strategy Sunset Working Group**	**Community Coal Working Group**	**Tulip Time Working Grp**
siness Units Cttee	**Access Cttee** **Sport & Recreation Cttee**		**Heritage Cttee –**	**s.355 Facilities Committees**		

KEY:

	Peak Committee of the Whole – ALL Councillors, open to the community (as per Code of Meeting Practice) with delegation to make decisions.
	Committees – As per Terms of Reference.
	Committees – As required by statute, best practice, or DLG Guidelines.
	Event-specific working groups – Issue focused sunset groups.
	Committees - Special interest committees.

Ordinary Council Meetings

TWO ORDINARY MEETINGS SECOND & FOURTH WEDNESDAY EACH MONTH (February thru December inclusive)

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE
ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

Selection Criteria for External Representatives

Wingecarribee Shire Council Committees and Working Groups

Primary Criteria:

1. The candidate must have knowledge and/or experience unique to the responsibility of the committee or working group to which they are being appointed.
2. Vision and leadership are more important to committees of Council that may act in an "advisory" capacity. These candidates should have an understanding of the broad strategic issues before the committee or working group in question.
3. Candidates who have demonstrated creativity and leadership in their practices, community or other organisations will be given priority.
4. Availability and very specific expertise is more important to committees and working groups that may need to meet more frequently to complete explicitly defined, short -term tasks/projects which have time limitations.
5. Candidates who are not only interested, but who are readily available and who have the support of their employer to participate are desirable.
6. Council will not consider the following classes of individual for committee membership:
    a. Undischarged bankrupts;
    b. Persons previously suspended or dismissed from membership of a professional, trade, or special interest organisation / association;
    c. Persons with a criminal conviction for an indictable offence in any Australian jurisdiction, or with a conviction for an offence in any non-Australian jurisdiction that, under Australian law, would be considered an indictable offence;
    d. Persons previously dismissed from a committee or working group of any Local Government body in Australia; or
    e. Persons previously suspended or disqualified from being a director or officer of a Corporation or Company in any Australian jurisdiction.

Secondary Criteria:

1. Candidates with greater experience in issues related to the role of the committee or working group will be given first priority. Where all other considerations are equal, those with greater experience in the profession will be prioritised.
2. Balance within committee membership is desirable. This balance may reflect a cross- section of practice-sector, rural/urban split, age and/or experience. The relative balance and importance of any one of these demographic indicators depends on the terms of reference of the committee or working group to which appointment is being made.
3. In order to encourage participation by as many members as possible, and all other things being equal, candidates not already participating on another committee of the Council will be given priority.
4. Industry representatives, where specified in the terms of reference, will be assessed firstly on their connection with and influence in their industry sector, and thereafter, on their personal suitability for committee or working group membership under these criteria.

Adopted by Council 11 September 2013, MN 340/13

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

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COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

ORDINARY COUNCIL MEETINGS

Meeting on 2nd & 4th Wednesday of the Month commencing at 3.30pm

THE ROLE OF COUNCIL – COUNCIL MEETINGS

The proposed restructure of Council's committees includes a review of delegations from Council to various committees, so it is also appropriate to confirm those matters that are not to be delegated.

To prepare and review a Local Strategic Plan for the Shire consistent with the Goals and Strategies contained in the Community Strategic Plan 2031 and in accordance with State and Regional Planning Policies and Plans.

To ensure that the development of the Shire meets industry best practice and complies with relevant statutory, regulatory and code-based requirements, whilst also meeting the needs of the community.

To consider issues of heritage, access and recreational pursuits as reported from subordinate committees and working groups.

To consider issues of heritage, access and recreational pursuits as reported from subordinate committees and working groups

Matters determined by Ordinary meetings will include all those non-delegable functions identified in Section 377 of the Local Government Act as follows:

- *the appointment of a general manager,*
- *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 which are required under this Act to be invited by the council,*
- *the adoption of an operational plan under section 405,*
- *the adoption of a financial statement included in an annual financial report,*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
- *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,*
- *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
- *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*

- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- *a decision under section 234 to grant leave of absence to the holder of a civic office,*
- *the making of an application, or the giving of a notice, to the Governor or Minister,*
- *this power of delegation,*
  any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- To determine Land Use Applications that require the approval of the elected Council.
- To ensure that Council has the most effective and efficient development assessment system possible in accordance with the operation of relevant legislation.
- To oversee and make determination on the preparation and implementation of Strategic Planning Policies.
- To determine Planning Proposals and amendments to Council's Principal Planning Instrument.
- To consider and make determination on the introduction of new Development Control Plans or amendments to existing Plans.
- To review and determine proposals for heritage listings.
- To consider and make determination on policies that assist in heritage awareness and assistance.
- To consider and make determination on new Developer Contributions Plans or amendments to existing Plans
- To consider and make determination on requests for reviews of developer contribution charges.
- To review issues relating to disabled access as recommended by the Access Committee and make determinations in relation to the same.
- To review recommendations from Council's Traffic Management Committee and make determinations in relation to the same.
- To review recommendations from Council's Sport and Recreation Committee and make determinations in relation to the same.
- To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

Ordinary Council Meeting *(cont'd)*

Other matters and functions determined by Ordinary Council Meetings will include:

- *Notices of Motion*
- *Notices of Motion of Rescission*
- *Council Elections, Polls, Constitutional Referendums and Public Hearings/Inquiries*
- *Ministerial Committees and Inquiries*
- *Mayor and Councillors Annual Fees*
- *Payment of Expenses and Provision of Facilities to Mayor and Councillors*
- *Local Government Remuneration Tribunal*
- *Local Government Boundaries*
- *NSW Ombudsman*
- *Administrative Decisions Tribunal*
- *Delegation of Functions by the Minister*
- *Delegation of Functions to General Manager and Principal Committees*
- *Organisation Structure*
- *Code of Conduct*
- *Code of Meeting Practice*
- *Honesty and Disclosure of Interests*
- *Access to Information*
- *Protection of Privacy*
- *Enforcement Functions (statutory breaches/prosecutions/recovery of rates)*
- *Dispute Resolution*
- *Council Land and Property Development*
- *Annual Financial Reports, Auditors Reports, Annual Reports and Statement of the Environment Reports*
- *Performance of the General Manager*
- *Equal Employment Opportunity*
- *Powers of Entry*
- *Liability and Insurance*
- *Membership of Organisations*
- *Any matter or function not within the delegable function of Principal Committees*
- *Matters referred from Principal Committees for determination*

The Council Meeting will operate in accordance with the requirements of the Local Government Act, 1993 and Council's Code of Meeting Practice.

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

CONDUCT REVIEW COMMITTEE

File No 800/2.1

BACKGROUND

On 14 August 2013, Council resolved as follows (at CC37/13):

1. THAT Council adopts the Southern Councils Group of conduct reviewers as its Conduct Review Panel until 30 June 2017, pursuant to clause 3.1 of the Model Code of Conduct Procedures, as follows:

Daintry Associates P/L
LKA Group P/L
Richard Colley
Esther McKay
Anthony Iain Johnson
NSW Internal Audit Bureau (IAB)
Peter Zdjelar Consultant
O'Connell Workplace Relations P/L
Strategic Risk Solutions
Prevention Partners NSW
SINC Solutions P/L
Cripps Consulting
Lloyd Wilson Graham Planning Consultancy

2. THAT the General Manager be delegated authority to enter into contracts of service with any conduct reviewer so appointed in order to discharge their duties under the Model Code of Conduct and Model Code of Conduct Procedures.

Under the *Model Code of Conduct for Local Councils in NSW* and associated Procedures, adopted by Council on 13 February 2013 and effective 1 March 2013, Council's appointed Complaints Coordinator shall determine which reviewer from the above list will be engaged for assessments and/or investigations.

For more information, please refer to the *Model Code of Conduct for Local Councils in NSW*, and specifically, to Part 6 and Part 7 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

COMMITTEES OF THE WHOLE

These committees comprise of all councillors, and have delegated authority to make decisions in relation to their stated objective(s) and role(s):

1. Finance Committee

NOTE: ***Minutes of the Finance Committee will be submitted to the next available Ordinary Meeting of Council for adoption.***

NOTE: ***Council staff responsible for managing the Committee will be underlined.***

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

FINANCE COMMITTEE

Name of Committee:	Finance Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☒ Committee ☐ Statutory Committee ☐ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN147/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of ALL Councillors with the Mayor of the Day as Chairperson.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. General Manager 2. DGM Corporate, Finance & Risk 3. DGM Operations, Strategy & Development 4. Chief Finance Officer 5. Integrated Planning and Reporting Coordinator 6. Other staff as required
Objective(s) of Committee:	The Finance Committee's primary objective is to consider all aspects of Council's strategy and policy decisions that affect the financial transparency, accountability and sustainability of Council, and to oversee Council's compliance with Integrated Planning and Reporting requirements. The Finance Committee will also have an important monitoring, review and feedback role relating to Council budgets and financial reports.
Role(s) of Committee:	1. Review and provide direction on the Draft Plans and Budget priorities and works programmes on an annual basis. 2. Review Quarterly Financial Reports and make recommendations on identified budget variations and issues. 3. Review and make recommendations on Policy Statements of Council that relate to financial matters. 4. Review and make recommendations on financial strategy including the Long Term Financial Plan ("LTFP"). 5. Review and make recommendations on Council's Revenue Policy including all rates, fees and charges, Section 64 and Section 94 fees. 6. Review and make recommendations on Council's borrowing strategy and programme. 7. Provide recommendations on other matters relating to policy and strategy decision that affect financial transparency, accountability and sustainability. 8. To oversee the work that is being undertaken to realise the

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE
ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

	Community Strategic Plan for the Shire. 9. To ensure that Council meets the legislative requirements as the Community Strategic Plan is implemented and Council's shorter term plans (such as Operational Plans and/or Delivery Programs) align and integrate with the Community Strategic Plan. 10. To review all matters with budgetary implications referred to it by other committees, and to make decisions in relation to these matters. 11. To refer minutes of meetings to Ordinary Meetings of Council for adoption. ***Note:*** *Pursuant to s.377 of the Local Government Act, the following matters* ***MUST*** *be referred to an Ordinary Meeting of Council for determination:* ○ *the appointment of a general manager,* ○ *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 which are required under this Act to be invited by the council,* ○ *the adoption of an operational plan under section 405,* ○ *the adoption of a financial statement included in an annual financial report,* ○ *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,* ○ *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,* ○ *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,* ○ *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,* ○ *a decision under section 356 to contribute money or otherwise grant financial assistance to persons,* ○ *a decision under section 234 to grant leave of absence to the holder of a civic office,* ○ *the making of an application, or the giving of a notice, to the Governor or Minister,* ○ *this power of delegation,* ○ *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

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Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)		☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification		☒
	Other: *(Please specify)*		☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson:	Not applicable (Mayor of the Day to Chair)	
	Councillor membership:	Not applicable (all Councillors are members).	
	Community membership:	Not applicable (no community membership).	
Proposed meeting frequency:	Weekly ☐	Fortnightly	Monthly ☐
	Quarterly ☒	Bi-annually ☐	As required ☐

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

COMMITTEES

1. **Access Committee**
2. **Arts & Culture Committee**
3. **Business Units Committee**
4. **Community Assistance Scheme Committee**
5. **Community Development Committee**
6. **Council Facilities Committee**
7. **Economic Development and Tourism Committee**
8. **Environment and Sustainability Committee**
9. **General Manager's Performance Review Committee**
10. **Heritage Committee**
11. **Local Emergency Management Committee**
12. **Local Traffic Committee**
13. **Risk & Audit Committee**
14. **Sport and Recreation Committee**
15. **Wingecarribee Floodplain Risk Management Committee**
16. **S.355 Facilities Committee**

These Committees will generally consist of 3-5 Councillors and will operate to:

- Make recommendations to the Ordinary Meetings of Council in relation to matters relating to their stated objective(s) and role(s).
- Make recommendations to the Finance Committee of the Whole in relation to matters relating to their stated objective(s) and role(s) that have financial implications.
- Make decisions in relation to matters referred to them from subordinate Committees and/or Working Groups, except where those decisions have budgetary implications (in which case they must be referred to the Finance Committee for a decision).

NOTE: ***Minutes of the above Committees will be submitted to the Ordinary Council Meeting for adoption and ratification, and published with the Minutes of the Ordinary Meeting of Council.***

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NOTE: *Council staff responsible for managing the Committee will be underlined.*

NOTE: *The Mayor and the General Manager are appointed as ex-officio members of all committees and working groups, except as may be prohibited by legislation or DLG Guidelines.*

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ACCESS COMMITTEE

Name of Committee:	Access Committee
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN147/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chairperson (Chair) **Clr T D Gair** • Councillor (Alternate Chairperson) **Clr I M Scandrett** Councillor **Clr G M Turland** • Community representatives (7) *-People with a disability living or working in the Wingecarribee Shire* *-Carers or family members of those living with a disability* **Pamela Cormick** **Jill Chauncy** **Pat Fulton** **Dympna Irwin** **Bruce Mumford** **Robyn Sercombe** **Kathryn Steelman** • Agency representatives (8) *-Providing services to people with a disability living in Wingecarribee Shire (Each organisation will have a delegate and a nominated alternate delegate)* *-Other interested people living in Wingecarribee Shire who have a specific area of interest or skill that could contribute to the work of the Committee may be invited to attend* **Paul Harley – Vision Australia** **Kylie Joselin –Disability Services Australia** **VACANT – Spinal Injuries Australia** **Neil Huthnance – Ability Links Agency** ***Note:*** *One community representative from the Access Committee will also be appointed to the Community Development Committee as the member representing People with a Disability. This appointment will be made by the chairperson of the Access Committee and must be ratified by the chairperson of the Community Development Committee.*
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have*	• Ageing & Disability Officer

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voting rights in the committee	• Administrative support (if available) • Other Officers will be required to attend to provide relevant technical and professional advice when agenda items relate to their responsibilities and/or expertise	
Objective(s) of Committee:	1. To facilitate communication between community representatives, disability service providers and Council on access and disability related matters. 2. To provide advice to Council on the development and implementation of policy, plans, strategies, programs, facilities and services relevant to access and disability development in the Wingecarribee Shire and the inclusion of people with a disability 3. To support the development, promotion and implementation of activities and events for people with a disability in the Wingecarribee Shire 4. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Role(s) of Committee:	1. To provide advice to committees and relevant sections of council on matters of access and inclusion of people with a disability in council policies, plans of management, development applications, strategic plans and masterplans 2. To provide advice and feedback to staff on matters relating to access for people with a disability to council facilities and services to enhance the accessibility and inclusiveness for people with a disability 3. To identify barriers preventing participation in community life and issues of concern relating to people living with a disability in the Wingecarribee Shire 4. To contribute to the development, monitoring and ongoing review of the priorities in the *Disability Action Plan* 5. Undertake specific time-limited projects or working groups as determined by the Community Development Committee for events and special projects	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Quarterly ☐ Bi-annually ☐ As required ☐	

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ARTS AND CULTURE COMMITTEE

Name of Committee:	Arts and Culture Committee
Status of Committee: *(Choose one only)*	Committee of the Whole Committee ☒ Event-Specific Sunset Working Group
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN147/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chair (Chairperson) **Clr J G Arkwright** • Councillor (Alternate Chair) **Clr I M Scandrett** • Councillor member (1) **Clr J Uliana** • Community representatives minimum of seven (7) members, including representatives with experience in: o Music o Theatre o Writing o Performance o Gallery Management o A professional artist o Urban Design / Planning o Curatorial experience o Grants / Funding experience **Harlan Hall** **Maisy Stapleton** **Hamish Ta-me** **Philip Walker** **Ben Quilty – leave of absence until further notice** **Dr Alan Stiles** **Jessica Raschke** **Michael Turczynski** • Agency representative (1) – STARTS – Southern Tablelands Arts **Susan Conroy**
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Cultural Development Officer 2. Deputy General Manager Corporate Strategy & Development Services 3. Aboriginal Liaison Officer - when agenda items relate to the Officer's

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	responsibilities 4. Other Officers will be required to attend to provide relevant technical and professional advice when agenda items relate to their responsibilities and/or expertise. 5. Administration Officer	
Objective(s) of Committee:	1. To facilitate communication between Council and the community in arts and cultural matters. 2. To provide advice to Council on the development of policy, plans, programs, facilities and services in arts and cultural development in the Wingecarribee Shire. 3. To support the development, promotion and implementation of arts and cultural activities and events 4. To assist Council to formulate and meet the objectives of the Public Art Policy and Guidelines (as amended from time to time). 5. To consider Council Grants under the Community Assistance Scheme.	
Role(s) of Committee:	1. To contribute to the ongoing review of the priorities in the *Cultural Plan* in regard to cultural infrastructure and programs 2. To advise Council on the implementation and periodic review of the *Public Art Policy and Guidelines* and the development of the Public Art Strategy 3. To establish Working Groups as required for events and special projects related to arts and culture. 4. Evaluate and determine Arts and Culture-related applications for funding under the Wingecarribee Community Assistance Scheme 5. To recommend expenditure within the allocated budget 6. To agree on the terms of community engagement for major projects. 7. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification. ***Note** – Delegation to make determinations on applications for funding for arts and culture-related purposes under the Wingecarribee Community Assistance Scheme is hereby granted by Council to the Arts and Culture Committee in adopting these Terms of Reference.* ***Note** – Delegation to endorse and/or ratify recommendations and decisions arising from subordinate Committees and Working Groups in the structure is hereby granted to this committee, unless they have possible budgetary implications.*	☒
	Other:*(Please specify)*	☐
Tenure of Committee:	Chairperson: Annual ☒ Tenure of Council ☐	

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(How often shall the membership be put to the vote?)	Councillor membership:	Annual ☒	Tenure of Council ☐
	Community membership:	Annual ☐	Tenure of Council ☒
Proposed meeting frequency:	Every other month ☒		

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BUSINESS UNITS COMMITTEE

Name of Committee:	Business Units Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chairperson **Clr T D Gair** • Councillor Alternate Chairperson • **Clr I M Scandrett** • Councillor Member **Clr G M Turland** **Clr G McLaughlin** • Community representatives (5) **Mr Anthony Guinness** **Mr Brian Wallis** **Mr Geoff Byrne** **Mr Carl Peterson** **Mr Nick Dyer**
Non-voting Agent Representative Note – SRLX Committee meeting only	• Live Stock Agent Representative (1) on a quarterly rotational basis from the 4 agencies operating at the Southern Regional Livestock Exchange.
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. General Manager. 2. Deputy General Manager Operations, Risk & Finance 3. Deputy General Manager, Corporate, Strategy & Development Services 4. Manager Business Services 5. Coordinator Business Services 6. Organisation Support Officer
Objective(s) of Committee:	1. To review and advise on policy, strategy and provide input to the budget of Council's Resource Recovery Centre. 2. To review and advise on policy, strategy and provide input to the

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	budget of Council's Southern Regional Livestock Exchange. 3. To report where necessary on these issues.	
Role(s) of Committee:	1. To review and advise on policy, strategy and provide input to the budget of Council's Resource Recovery Centre. 2. To review and advise on policy, strategy and provide input to the budget of Council's Southern Regional Livestock Exchange. 3. To report advice and recommendations to the Finance Committee where necessary on these issues. 4. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to the Finance Committee for ratification	☒
	Other: *(Please specify)*	☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Every other month ☒ Quarterly Bi-annually ☐ As required ☐	

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COMMUNITY ASSISTANCE SCHEME COMMITTEE

Name of Committee:	Community Assistance Scheme Committee	
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☒	
Created by resolution:	Ordinary Council Meeting held 26 March 2014 MN 53/14	
Date of creation:	26 March 2014	
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of: Chair **Clr Duncan Gair** Chair Arts and Culture Peak Committee **Clr J G Arkwright** Chair Community Development Peak Committee **Clr L A C Whipper** Chair Sport and Recreation Committee **Clr I M Scandrett** 1 (one) other Councillor as Chairperson **Clr G M Turland** Where one or more of the Committees has a common Chairperson, the alternate Chairpersons from the Committees will also be elected to this Committee.	
Staff representation: *Note - Staff shall not have voting rights in the committee*	Community Development Coordinator	
Objective(s) of Committee:	To oversee the allocation of Council grants and donations under the Community Assistance Scheme.	
Role(s) of Committee:	1. To review the Guidelines for the operation of the Community Assistance Scheme approval of the elected Council. 2. To receive and make the final recommendations to Council for allocations of grants within the Community Assistance Scheme	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	Other: Recommendations on successful and unsuccessful grants are	☒

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	reported to Council prior to the beginning of each financial year		
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson:	Yearly	
	Councillor membership:	Yearly	
	Community membership:	Not applicable (no community membership).	
Proposed meeting frequency:	Weekly ☐	Fortnightly ☐	Monthly ☐
	Quarterly ☐	Bi-annually ☐	As required ☒

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COMMUNITY DEVELOPMENT COMMITTEE

Name of Committee:	Community Development Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN147/13 –
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: **Committee Members as of 25 February 2015-** • Councillor Chair (Chairperson) **Clr L A C Whipper** • Councillor (Alternate Chairperson) **Clr G McLaughlin** • Councillor (being the Chairperson of the Access Committee) **Clr T D Gair** • Councillor member (1) **Clr J G Arkwright** • Community representatives (9) ◦ **Alan Hunt (Men's Representative)** ◦ **Bruce Mumford (People with Disability Representative)** ◦ **Ron Schofield (Older People Representative)** ◦ **Elizabeth Shepherd (Women' Representative)** ◦ **Evangeline Larsen (Young Peoples Representative)** ◦ **Deborah Barnes (Companion Animals Representative)** ◦ **Troy Styman (Aboriginal Representative)** • Agency representatives (3) **Linda Burgess** **Sue Sainsbury**
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Community Development Coordinator 2. Group Manager Corporate & Community 3. Other Officers will be required to attend to provide relevant technical and professional advice when agenda items relate to their responsibilities and/or expertise 4. Administration Officer

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Objective(s) of Committee:	1. To facilitate communication between community representatives, agencies and Council in community development related matters 2. To provide advice to Council on the development of social policy, plans and programs for the Wingecarribee Shire. 3. To support the development, promotion and implementation of community development activities and events 4. To identify gaps in community services in the Wingecarribee Shire 5. To consider Council Grants under the Community Assistance Scheme.	
Role(s) of Committee:	1. To consider reports relating to Community Development in the Wingecarribee Shire and to make recommendations accordingly. 2. To facilitate strong relationships between groups of diverse cultures, heritage, beliefs and/or backgrounds in the Shire. 3. To endorse the establishment of sunset working groups for specific time-limited projects related to identified issues, community events and other special projects 4. To make determinations on applications for funding under the Wingecarribee Community Assistance Scheme (except for arts and/or cultural and/or Sports and Recreation matters) 5. To consider matters relating to companion animals 6. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification. ***Note** – Delegation to make determinations on applications for funding under the Wingecarribee Community Assistance Scheme for matters other than arts or culture-related matters is hereby granted by Council to the Community Development Committee in adopting these Terms of Reference.* ***Note** – Delegation to endorse and/or ratify recommendations and decisions arising from subordinate Committees and Working Groups in the structure is hereby granted to this committee, unless they have possible budgetary implications.*	☒
	Other: *(Please specify)*	☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Every other month ☒ Quarterly ☐ Bi-annually ☐ As required ☐	

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COUNCIL FACILITIES COMMITTEE

Name of Committee:	Council Facilities Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13 Amended 30 April 2014, MN 79/14
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chair (Chairperson) **Clr I M Scandrett** • Councillor (Alternate Chair) **Clr G McLaughlin** Councillor members (3) **Clr J Uliana** • Community representatives (5) **Laurel Cheetham** **Lyndal Breen** **Roma Dix** **Peter Cunningham** **Stephen Blinkhorn**
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Manager Assets 2. Coordinator Parks Assets 3. Coordinator Built Assets 4. Administration Officer 5. Other staff as required
Objective(s) of Committee:	1. To oversee the coordination of planning, designing, construction and operation of Council facilities 2. To oversee the operation of Council's Volunteer s355 Facilities Management Committees
Role(s) of Committee:	1. To consider the need for new and/or upgraded facilities for the

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	people of the Shire. 2. To assist in sourcing and making grant applications towards project funding 3. To consider appropriate budget allocations for projects. 4. To provide Council staff with direction on the timing of projects. 5. To agree on the terms of community engagement for major projects. 6. To develop business plans for the operation of facilities. 7. To ensure that the s355 Facilities Management Committees are adequately resourced. 8. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification. ***Note** – Delegation to endorse and/or ratify recommendations and decisions arising from subordinate Committees and Working Groups in the structure is hereby granted to this committee, unless they have possible budgetary implications.*	☒
	Other: *(Please specify)*	☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Every other month ☒ Quarterly Bi-annually ☐ As required ☐	

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ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE

Name of Committee:	Economic Development and Tourism Peak Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: ***Committee Members as of 25 February 2015-*** • Councillors (4), with one member being elected to the chair and another being elected to the alternate chair; **Clr I M Scandrett (Chair)** **Clr J G Arkwright – Alternate Chair** **Clr J Uliana** **Clr G McLaughlin** • Community representatives (10), with experience and background in the: 1. Manufacturing industry in the Shire; 2. Tourism industry in the Shire; 3. Services industry in the Shire; 4. Health Care industry in the Shire; 5. Tradespeople of the Shire. 6. Agriculture Industry in the Shire. 7. Employment/Recruitment Industry in the Shire. **Rina Hore** **Leonie Poulton** **Bob Selden** **Lynn Watson** **Chris Muldoon** **Terry Oakes-Ash** • Agency representatives (2), representing: 1. The Education Sector in the Shire; 2. The Southern Highlands Chamber of Commerce. **Steve Horton** **Kate Ingham**
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.

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Staff representation: *Note - Staff shall not have voting rights in the committee*	1. General Manager 2. Deputy General Manager Corporate, Strategy & Development Services 3. Manager Tourism 4. Manager Economic Development 5. Administrative support		
Objective(s) of Committee:	1. Provide a coordinated cross-Council approach to advance Tourism and Economic Development interests in the Shire. 2. Serve as a conduit between Council and the community in relation to information and initiatives related to Tourism and Economic Development. 3. Monitor the delivery of strategic Tourism and Economic objectives as set out in Council's Community Strategic Plan.		
Role(s) of Committee:	1. To provide strategic direction and guidance to Council in relation to Tourism and Economic Development. 2. Serve as a conduit between Council and the community in relation to information and initiatives related to Tourism and Economic Development. 3. Provide advice and recommendations to Council as to the strategic coordination of activities related to Tourism and Economic Development, with particular regard to Council's Community Strategic Plan objectives. 4. To agree on the terms of community engagement for major projects. 5. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.		
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)		☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification		☐
	Minutes to be directed to Ordinary Meeting of Council for ratification. ***Note*** *– Delegation to endorse and/or ratify recommendations and decisions arising from subordinate Committees and Working Groups in the structure is hereby granted to this committee, unless they have possible budgetary implications.*		☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson:	Annual ☒	Tenure of Council ☐
	Councillor membership:	Annual ☒	Tenure of Council ☐
	Community membership: Tenure of Council ☒	Annual ☐	
Proposed meeting frequency:	Every other month ☒		

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ENVIRONMENT AND SUSTAINABILITY COMMITTEE

Name of Committee:	Environment & Sustainability Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chair (Chairperson) **Clr L A C Whipper** • Councillor (Alternate Chair) **Clr J R Clark** • Councillor member (1) ***No other councillor elected*** • Community representatives (5) **Maree Byrne** **Clive West** **Jane Lemann** **Leon Hall** **Kevin Wale** • Agency representatives (4) (non-voting) – National Parks & Wildlife, Sydney Catchment Authority, Greening Australia, Hawkesbury Nepean Catchment Management Authority / Local Land Services
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Manager Environment and Sustainability 2. Natural Resource Project Coordinator 3. Environment and Health Systems Coordinator 4. General Manager (ex officio)
Objective(s) of Committee:	To consider and advise on environmental and sustainability issues as they relate to the Shire with a major focus on the Environment Levy Program.
Role(s) of Committee:	1. To Monitor and review progress of Council's Environment Strategy 2. To discuss and advise Council on proposed works and budgets proposed under the Wingecarribee Environment Levy 3. To monitor and review the progress of the Wingecarribee Environment Levy program projects that support sustainability 4. To monitor and review environmental issues related to lineal reserves, in particular road reserves, and the implementation of

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE
ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

	Council's Roadside Management Policies and Practices. 5. To discuss and advise on emerging strategic environmental issues that have the potential to threaten the underpinning natural resources of the shire. 6. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification, with any decision with budgetary implications to be referred to the Finance Committee for a decision. ***Note*** *– Delegation to endorse and/or ratify recommendations and decisions arising from subordinate Committees and Working Groups in the structure is hereby granted to this committee, unless they have possible budgetary implications.*	☒
	Other:*(Please specify)*	☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Bi Monthly ☒ Quarterly ☐ Bi-annually ☐ As required ☐	

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE

Name of Committee:	General Manager's Performance Review Committee	
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐	
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13	
Date of creation:	8 May, 2013	
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Mayor of the Day; **Clr L Whipper** • Deputy Mayor of the Day; **Clr I Scandrett** • Councillor member (1); **Clr Scandrett** • Councillor of the General Manager's choosing; **Clr Clark** • An independent facilitator as agreed by the Mayor and General Manager. ***Note:*** *Every other councillor is to provide an individual review to the Mayor, to be collated and considered by the committee in the final scoring.*	
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. General Manager	
Objective(s) of Committee:	1. To review the General Manager's performance on a six (6) monthly basis (interim) and 12 monthly basis (final). 2. To report back and provide advice to Council following the review (if required).	
Role(s) of Committee:	*1.* To carry out six-monthly reviews (interim) and twelve-monthly reviews (final) of the General Manager's performance and make recommendations that may be necessary in relation to his/her contract, in accordance with the Division of Local Government *Guidelines for the Appointment and Oversight of General Managers* (as amended).	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☒
	Other: *(Please specify)*	☐

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Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson:	Not applicable (Mayor of the Day)	
	Councillor membership:	Annual ☒	Tenure of Council ☐
	Community membership:	Not applicable (no community members)	
Proposed meeting frequency:	Weekly ☐	Fortnightly ☐	Monthly ☐
	Quarterly ☐	Bi-annually ☒	As required ☐

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

HERITAGE COMMITTEE

Name of Committee:	Heritage Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chairperson (Chair) **Clr J R Clark** • Councillor (Alternate Chair) **Clr G McLaughlin** • Councillor member (1) ***No Councillor elected*** • Representative of the Berrima District Historical and Family History Society • Representative of the Southern Highlands Branch of the National Trust of Australia (NSW) • Representative of the Southern Highlands Branch of the Australian Garden History Society • Community representatives (3) who will ideally have the following skills and/or relevant experience: ○ Qualifications in architecture, building, engineering, heritage conservation, town planning or related field/s. ○ Proven interest and preferably experience in the conservation of buildings, areas and other places of cultural significance. ○ Experience in practical procedures and techniques of heritage conservation. ○ Working knowledge of the NSW Heritage Act 1977, the Australia ICOMOS Burra Charter (1999) and the Environmental Planning and Assessment Act 1979. ○ Knowledge of the historical development of the Wingecarribee Shire. ○ Resident of and/or property owner within the Wingecarribee Shire **Dennis McManus** **Ian Stapleton** **Charlotte Webb**
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation:	1. Heritage Land Use Planner

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

Note - Staff shall not have voting rights in the committee	2. Group Manager Development Service 3. Administrative support officer (if available) 4. Other Officers will be required to attend to provide relevant technical and professional advice when agenda items relate to their responsibilities and/or expertise	
Objective(s) of Committee:	1. To promote and raise the community's awareness of heritage. 2. To provide advice to Council as required on the management of heritage within the Shire. 3. To support the development, promotion and implementation of heritage activities and events.	
Role(s) of Committee:	1. To provide advice to peak committees and relevant sections of Council on heritage matters, including the development and implementation of heritage policy, plans, strategies and programs and provide heritage input into council policies, plans of management, development applications, strategic plans, delivery plans and master plans where relevant. 2. To provide advice and feedback to staff about heritage issues affecting the Wingecarribee Shire. 3. To assist in the planning for the annual National Trust Heritage Festival. 4. To assist in the judging of the biennial Wingecarribee Heritage Awards. 5. To contribute to the review of heritage listings as required. 6. To oversee the Joadja Conservation Management Working Group. 7. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	1. Delegation to make comments on heritage matters related individual development applications. 2. Minutes to be directed to the Ordinary Meeting of Council for ratification.	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Every other month ☒ Quarterly ☐ Bi-annually ☐	

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LOCAL EMERGENCY MANAGEMENT COMMITTEE

Name of Committee:	Local Emergency Management Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Legislative Requirement under the State Emergency and Rescue Management Act 1989 (as amended) and MN148/13 (8 May 2013)
Date of creation:	8 May 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	LEMC is to consist of: • the General Manager of the council of the relevant local government area (or his delegate), who is to be the Chairperson of the Committee, and • a senior representative of each emergency services organisation operating in the relevant local government area (the representative of an organisation is to be nominated by that organisation), and • a representative of each organisation that provides services in a functional area or areas in the relevant local government area (the representative of an organisation is to be nominated by that organisation), and • the Local Emergency Operations Controller for the relevant local government area, and • either the Mayor (or a Councillor representative nominated by the Mayor) as a non-voting observer.
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. General Manager (or his/her delegate) as above 2. Local Emergency Management Officer, Amanda Lawrence
Objective(s) of Committee:	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.
Role(s) of Committee:	1. 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. 2. To give effect to and carry out emergency management policy and practice, consistent with information on that policy and practice disseminated by the State Emergency Management Committee, and 3. To review and prepare plans in respect of the relevant local government area that are, or are proposed to be, subplans or supporting plans established under the State Emergency Management Plan, and 4. To make recommendations about and assist in the co-ordination of

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

	training in relation to emergency management in the relevant local government area, and 5. To develop, conduct and evaluate local emergency management training exercises, and 6. To facilitate local level emergency management capability through inter-agency co-ordination, co-operation and information sharing arrangements. 7. To refer any recommendations with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	Other - Delegated to make decisions in accordance with State Emergency and Rescue Management Act 1989 (as amended). Reports to the Regional Emergency Management Committee.	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: As Required (staff appointment)	
	Staff/Committee membership: As Required (staff/agency appointment).	
	Councillor membership: Term of Council.	
Proposed meeting frequency:	3 times per year ☒ (and otherwise as required)	

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LOCAL TRAFFIC COMMITTEE

Name of Committee:	Local Traffic Committee
Status of Committee:	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	**The committee consists of four voting members:** • A Councillor Chairperson (Chair); **Clr J Uliana** • Councillor (Alternate Chair) no voting rights unless the Councillor chair is absent) **Clr I M Scandrett** • 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) depending on the location of the issue to be voted upon **Alternate delegates (2):** **Additional advisors (<u>with no voting rights</u>):** • A representative of Berrima Buslines • A representative of Southern Highlands Taxis, Hire Cars and Coaches
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. <u>Traffic Engineer</u> 2. Transportation Planning Engineer 3. Road Safety Officer 4. Administration Officer (if available)
Objective(s) of Committee:	1. Local Traffic Management Committees (LTMC) are established to enable Councils to meet their 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; 2. The LTMC makes technical recommendations to the Planning and Strategic Committee of Council on traffic and road safety matters. Note that the LTMC is an advisory body only and has no decision-making powers.
Role(s) of Committee:	1. To advise the Planning and Strategic Committee of Council on the authorisation of traffic control devices; 2. To advise the Planning and Strategic Committee of Council on the

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

	regulation of traffic for roadworks or special events; 3. To provide the Planning and Strategic Committee of Council with general advice on traffic and road safety matters. 4. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	Other: No delegation – minutes to be directed to the Planning and Strategic Committee for ratification.	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: (Not applicable – agency nominated)	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ Every 8 -10 weeks ☒	

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RISK & AUDIT COMMITTEE

Name of Committee:	Risk & Audit Committee
Status of Committee:	Statutory Committee ☒
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Community representatives (3), with one community representative being appointed to chair the committee. Community representatives with a strong background in ethical business practices and possessing local government, accounting, audit and/or legal experience will be preferred. **Ms Jan Edwards (Chair)** **Mr Lyle Briggs** **Alana Atkinson** • Councillors (2) **Clr I Scandrett** **Clr J Uliana** • Representative(s) of the Internal Audit firm appointed by Council (non-voting). ***Note:*** *DLG guidelines discourage the appointment of the Mayor of the Day to this Committee.* ***Note:*** *DLG Guidelines state that no more than two (2) councillors should be appointed to this Committee.* ***Note:*** *Pursuant to DLG Guidelines, independent and councillor members must be free from any management, business or other relationships that could be perceived to interfere with their ability to act in the best interests of the council.*
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Deputy General Manager Corporate, Strategy & Development Services 2. Deputy General Manager Operations, Finance & Risk 3. Chief Finance Office 4. Group Manager Corporate & Community 5. Internal Audit Officer 6. General Manager (ex officio).
Objective(s) of Committee:	To provide independent assurance and assistance to Wingecarribee Shire Council on risk management, control, governance, and external accountability responsibilities.
Role(s) of Committee:	1. To apply the Risk & Audit Committee Charter 2. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision. 3. To determine whether Council's risks are being appropriately managed, and the control environments being maintained.

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Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	Other: See Risk & Audit Committee Charter, below. *with minutes to be directed to ordinary meetings of Council for ratification.*	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☐ Tenure of Council ☒	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☒ Bi-annually ☐ As required ☐	

RISK & AUDIT COMMITTEE CHARTER

1. Objective

The objective of the Risk & Audit Committee (Committee) is to provide independent assurance and assistance to Wingecarribee Shire Council on risk management, control, governance, and external accountability responsibilities.

2. Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with Council's then-appointed Internal Audit firm or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councillor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.

3. Composition and Tenure

The Committee will consist of:

3.1 Members (voting)

- Community representatives (3), with one community representative being appointed to chair the committee. Community representatives with a strong background in ethical business practices and possessing local government, accounting, audit and/or legal experience will be preferred.
- Councillors (2), not being the Mayor.

3.2 Attendee (non-voting)

- Representative(s) of the Internal Audit firm appointed by Council
- Deputy General Manager Corporate, Strategy & Development
- Deputy General Manager Operations, Risk & Finance
- Group Manager Corporate & Community
- Internal Audit Officer
- Administrative officer (if available).

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3.3 Invitees (non-voting) for specific Agenda items

Other officers may attend by invitation as requested by the Committee.
The independent external members will be appointed for the term of council.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Wingecarribee Shire Council. If possible, at least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

4. Role and Responsibilities
The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

4.3 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters in conjunction with council's management and external auditors.
- Review the processes in place designed to ensure financial information included in the annual report is

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

consistent with the signed financial statements.

- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- Periodically review the performance of Internal Audit.

4.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

4.7 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Wingecarribee Shire Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

5. Reporting

At the first Committee meeting after 30 June each year, Internal Audit will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.

The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

The Committee will report regularly, and at least annually, to the governing body of council on the management of risk and internal controls.

6. Administrative arrangements

6.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

The Deputy General Manager Corporate, Strategy & Development Services will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request any other employees to participate for certain agenda items, as well as representative(s) of Council's then-appointed Internal Audit firm.

The General Manager may attend each meeting but will permit the Committee to meet separately with each of the Deputy General Manager Corporate, Strategy & Development Services and Council's then-appointed Internal Audit firm in the absence of management on at least one occasion per year.

6.3 Secretariat

The Committee has appointed the Deputy General Manager Corporate, Strategy & Development Services to be responsible for ensuring that the Committee has adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within seven (7) days of the meeting being held.

6.4 Conflict of Interests

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind.

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Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

6.7 Review of Audit Committee Charter

At least once every two years the Audit Committee will review this Audit Committee Charter. The Audit Committee will approve any changes to this Audit Committee Charter.

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SPORT AND RECREATION COMMITTEE

Name of Committee:	Sport and Recreation Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chair (Chairperson) **Clr I M Scandrett** • Councillor (Alternate Chair) **Clr J Uliana** • Councillor member (1) ***No Councillor elected*** • Community representatives (6) **Terry Loader** **Andrew Bell** **Steven Foster** **Simon Taufel** **Ian Campbell** **Grahame Andrews** ***Note:*** *Community representatives with demonstrated backgrounds in sports administration will be preferred, with members ideally being chosen to represent a range of sports.*
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Manager Assets 2. Parks Asset Coordinator 3. Recreational Planner 4. Asset Support Officer
Objective(s) of Committee:	1. To provide a point of contact for sporting clubs, associations and users to have an input into the direction and strategies Council pursues for the use of sporting and recreational facilities. 2. To consider Council Grants under the Community Assistance Scheme.
Role(s) of Committee:	1. Provide feedback on strategic plans 2. Provide input on desired levels of service for facilities 3. Provide input on strategies to optimise use and equity of access to Council's sporting facilities.

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	4. Provide input into the prioritisation of Capital & Renewal Projects. 5. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision. 6. To consider Council Grants under the Community Assistance Scheme.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to the Ordinary Meeting of Council for ratification	☒
	Other: *(Please specify)*	☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☐ Tenure of Council ☒	
	Councillor membership: Annual ☐ Tenure of Council ☒	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ As required ☒	

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WINGECARRIBEE FLOODPLAIN RISK MANAGEMENT COMMITTEE

Name of Committee:	Wingecarribee Floodplain Risk Management Committee
Status of Committee: *(Choose one only)*	Committee of the Whole ☐ Committee ☒ Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chair (Chairperson) **Clr Jim Clark** • Councillor (Alternate Chair) **Clr L A C Whipper** • Community representatives (4) **Allan Jones** **Laurel Cheetham** **John Desmond** **Carl Peterson** • Agency representatives (2), representing the NSW Office of Environment and Heritage, and the NSW State Emergency Service.
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Manager Assets 2. Floodplain & Stormwater Engineer 3. Group Manager Development Services 4. Development Engineer 5. Strategic Planner
Objective(s) of Committee:	1. Oversee the implementation of floodplain management activities in the Shire. 2. Preparation and review of Floodplain Risk Management Plans for the Shire 3. Implementation of Risk Management Plans in relation to Floodplain Management.
Role(s) of Committee:	1. Advise Council in relation to Floodplain Management matters 2. Act as liaison between the community & Council on these matters 3. Seek solutions to the existing, continuing & future flood risk issues facing the Shire. 4. To refer any recommendation with possible budgetary implications to

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	Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council (via the Environment & Sustainability Committee if appropriate) for ratification	☒
	Other: *(Please specify)*	☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☐ Tenure of Council ☒	
	Councillor membership: Annual ☐ Tenure of Council ☒	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ As required ☒	

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

S.355 FACILITIES COMMITTEES

NOTE:

Council Committees established under Section 355 of the *Local Government Act 1993* operate separately from the Council's Committee Structure, but are intended to report issues to Council through the Council Facilities Committee.

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

WORKING GROUPS

Working Groups are sunset groups established by Council to address issues tasked and/or determined by Council.

Working Groups Subordinate to the Community Development Committee:

1. Senior's Week Working Group
2. Joadja Conservation Management Working Group
3. Bicycle Strategy Sunset Working Group

Working Groups Subordinate to the Council Facilities Committee

4. Exeter Hall Working Group
5. Highland Golf Club Sunset Working Group
6. Mittagong Swimming Centre Refurbishment Working Group
7. PCYC Working Group

Working Groups Subordinate to the Environment & Sustainability Committee:

8. Community Coal Working Group

Working Groups Subordinate to the Economic Development and Tourism Committee:

9. Tulip Time Working Group

NOTE: ***Minutes of the above Working Groups will be submitted to the Committee to which they report for adoption and ratification, and published (through the Committee's Minutes) with the Minutes of the Ordinary Meeting of Council.***

NOTE: ***Council staff responsible for managing the Committee will be underlined.***

NOTE: ***The Mayor and the General Manager are appointed as ex-officio members of all committees and working groups, except as may be prohibited by legislation or DLG Guidelines.***

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

BICYCLE STRATEGY SUNSET WORKING GROUP

Name of Committee:	Bicycle Strategy Sunset Working Group	
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☒	
Created by resolution:	MN430/13	
Date of creation:	13 November, 2013	
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillors (2), with one elected to chair and another the alternate chair; **Clr J Clark (Chair)** **Clr I M Scandrett** • Community representatives (6) • GTA Consultants	
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.	
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Recreation Planner 2. Roads and Traffic Officer 3. Sport and Recreation Coordinator	
Objective(s) of Committee:	1. Provide a forum for Council and local cycling group stakeholders to collaborate on all matters concerning development of Stage 2 of the Wingecarribee Shire Bicycle Strategy	
Role(s) of Committee:	1. Assist in extending the bicycle strategy to include all towns and villages in the shire 2. Identify and provide advice on the needs of all bicycle user groups 3. Provide feedback on proposed routes, designs and constructions methods 4. provide feedback on the prioritisation of works for cycleway construction 5. Provide advice on all matters referred to the Sunset Working Group by Council 6. Refer any issue with budgetary implications to Council's Finance Committee for a decision	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Planning and Strategic Committee for consideration and/or ratification (as appropriate)	☐
	Other: Working Group	☒

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

	(Please specify)			
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson:	As per Council Resolution	☒	
	Councillor membership:	As per Council Resolution	☒	
	Community membership:	As per Council Resolution	☒	
Proposed meeting frequency:	Weekly ☐	Fortnightly ☐	Monthly ☐	
	Quarterly ☐	Bi-annually ☐	As required ☒	

NOTE: *Council has resolved that this Working Group will dissolve upon the adoption of the Stage 2 Bicycle Strategy (MN 430/13).*

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

COMMUNITY COAL WORKING GROUP

Name of Committee:	Community Coal Working Group	
Status of Committee: *(Choose one only)*	Peak Committee of the Whole Committee Event-Specific Sunset Working Group	☐ ☐ ☒
Created by resolution:	MN 340/13	
Date of creation:	11 September 2013	
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	• TBD	
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.	
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. TBD	
Objective(s) of Committee:	1. TBD	
Role(s) of Committee:	1. TBD	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	Other: No delegation – minutes and recommendations to be directed to the Environment & Sustainability Committee at first instance, and then to an Ordinary Council meeting for ratification if necessary.	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☐ Tenure of Council ☐	
	Councillor membership: Annual ☐ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☐	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ As required ☐	

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EXETER HALL SUNSET WORKING GROUP

Name of Committee:	Exeter Hall Sunset Working Group	
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☒	
Created by resolution:	MN 347/13	
Date of creation:	26 November 2014	
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The Working Group will consist of the following members • The Councillor Chairperson **Clr Garry Turland (Chair)** **Clr I Scandrett (Co-Chair)** • Members of the Exeter Hall 355 Committee • Representatives of User Groups of Exeter Hall / Oval	
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.	
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Deputy General Manager Corporate, Strategy & Development 2. Group Manager Development Services 3. Manager Projects & Contracts 4. Built Assets Coordinator	
Objective(s) of Committee:	To review the proposed drawings with the view to reduce costs prior to new tenders being called and new specifications and plans having been confirmed.	
Role(s) of Committee:		
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary meeting of Council for consideration and/or ratification (as appropriate)	☐
	Other: Issues that require decisions will be referred via a report to the Ordinary meeting of Council.	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Tenure of Council ☐	
	Councillor membership: Tenure of Council ☐	
	Community membership: Tenure of Council ☐	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Bi-Monthly ☐ Quarterly ☐ Bi-annually ☐ As required ☒	

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

HIGHLANDS GOLF CLUB SUNSET WORKING GROUP

Name of Committee:	Highlands Golf Club Sunset Working Group
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee Event-Specific Sunset Working Group x
Created by resolution:	Ordinary Council Meeting MN 182/14
Date of creation:	23 July 2014
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chairperson (1) **Clr Garry Turland (Chair)** **Clr T D Gair** **Clr I M Scandrett** • Highland Golf Club Representatives • The Mayor and General Manager Wingecarribee Shire as Ex Officio members.
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. General Manager or delegate 2. Deputy General Manager Corporate, Strategy & Development 3. Deputy General Manager Operations, Corporate, Finance & Risk 4. Property Officer 5. Parks & Recreation Asset Coordinator 6. Capital Works Project Officer
Objective(s) of Committee:	To work through and resolve any outstanding issues with the lease and operation of Mittagong Golf Course.
Role(s) of Committee:	Prepare agendas and issue notices for meetings and ensuring all documentation for discussion or comment are attached to the agenda. Distribute the Agenda one week prior to the meeting. Take notes of proceedings and preparation of the minutes of meeting for circulation to members. Distribution of minutes to Councillors
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s) ☐

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

	No delegation – minutes to be directed to the Finance Committee for ratification	☐
	Other: Issues that require decisions will be referred via a report to the Ordinary meeting of Council. *(Please specify)*	X
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☐ Tenure of Council I X	
	Councillor membership: Annual ☐ Tenure of Council X	
	Community membership: Annual ☐ Tenure of Council X	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ As require X	

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JOADJA CONSERVATION MANAGEMENT WORKING GROUP

Name of Committee:	Joadja Conservation Management Working Group
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☒
Created by resolution:	MN 340/13
Date of creation:	11 September 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The Working Group will consist of the following members • The Councillor Chairperson of the Heritage Committee, or in their absence, the Alternate Chairperson of the Heritage Committee (Chairperson). ***Note:*** *The Alternate Chair of the Heritage Committee will not have voting rights in this Working Group if the Chairperson is present.* • 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 **Ms Laurel Cheetham** **Mr Dennis McManus** • Other relevant persons as invited by the Working Group. (These person/s do not have voting rights.)
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	5. Group Manager Strategic and Assets 6. Heritage Land Use Planner 7. Administrative support officer (if available) 8. Other Officers will be required to attend to provide relevant technical and professional advice when agenda items relate to their responsibilities and/or expertise.
Objective(s) of Committee:	1. 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 through: a. the prudential expenditure of monies raised from the imposition of the caveats under the terms of the Joadja Heritage Site Deed, and b. the provision of specialist heritage advice. 2. To provide advice to Council as required on the management of heritage issues on the Joadja Heritage Site.
Role(s) of Committee:	1. To provide advice to the owners of the Joadja Heritage Site on matters of heritage conservation of their asset.

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	2. To investigate alternative sources of funding for specific heritage projects within the Joadja Heritage Site and assist the owners of the Joadja Heritage Site in applying for such funding. 3. To refer any recommendation with possible budgetary implications (beyond the expenditure of monies received from the Joadja Heritage Caveats) to Council's Finance Committee for a decision.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Heritage Committee and/or Planning and Strategic Committee for consideration and/or ratification (as appropriate)	☒
	Other: *(Please specify)*	☐
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Not applicable (Heritage Ctte Chair / Alternate)	
	Councillor membership: Not applicable (Heritage Ctte Chair / Alternate)	
	Community membership: Not applicable (as nominated)	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Bi-Monthly ☐ Quarterly ☐ Bi-annually ☐ As required ☒	

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MITTAGONG SWIMMING CENTRE REFURBISHMENT SUNSET WORKING GROUP

Name of Committee:	Mittagong Swimming Centre Refurbishment Working Group
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee Event-Specific Sunset Working Group x
Created by resolution:	Ordinary Council Meeting CW129/14
Date of creation:	28 May 2014
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chairperson (1) **Clr Garry Turland** Alternate Chairperson • **Clr Ian Scandrett** Councillor **Clr G McLaughlin** • The Mayor and General Manager Wingecarribee Shire as Ex Officio members.
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	7. General Manager or delegate 8. Deputy General Manager Corporate, Strategy & Development 9. Deputy General Manager Operations, Corporate, Finance & Risk 10. Projects & Contracts Coordinator 11. Parks & Recreation Asset Coordinator 12. Capital Works Project Officer
Objective(s) of Committee:	To oversee the construction and delivery of the Mittagong Pool and Amenity Building upgrades.
Role(s) of Committee:	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s) ☐

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	No delegation – minutes to be directed to the Finance Committee for ratification	☐
	Other: Issues that require decisions will be referred via a report to the Ordinary meeting of Council. *(Please specify)*	X
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☐ Tenure of Council I X	
	Councillor membership: Annual ☐ Tenure of Council X	
	Community membership: Annual ☐ Tenure of Council X	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ As require X	

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POLICE CITIZENS YOUTH CLUB (PCYC) WORKING GROUP

Name of Committee:	PCYC Working Group
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee x Event-Specific Sunset Working Group ☐
Created by resolution:	Ordinary Council Meeting CW 61/13
Date of creation:	24 April 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chairperson (1) **Clr Larry Whipper** • Councillor Alternate Chairperson (1) **Clr Garry Turland** • Councillor Representative – Wollondilly Shire (1) **Rob Moran** • Community Representatives **Chris Alleyn** **Cleo Lowden** **Simon Taufel** • Bowral Police Representative (1) • PCYC Representatives • **Darren Black CEO** • **Lester Stump – Property Manager** • Wingecarribee Shire Youth Advisory Group Representative • Wollondilly Shire Youth Advisory Group Representative • The Mayor and General Manager Wingecarribee Shire as Ex Officio members.
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	13. General Manager. 14. Deputy General Manager Corporate, Strategy & Development 15. Deputy General Manager Operations, Corporate, Finance & Risk 16. Group Manager Finance
Objective(s) of Committee:	• To secure funding for the establishment of a Police Citizens Youth Club (PCYC) to service the Wingecarribee Shire and the Southern villages of the Wollondilly Shire Council areas. • To provide advice on the development of a joint application to PCYC NSW.

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	• To oversee the future establishment of a PCYC model. • To provide a forum to consider issues arising from the Southern Highlands PCYC Project that may be relevant to group members and their constituents • To maximise opportunities for community support of the PCYC project. To identify a short term location and work towards securing a permanent base and location. • To consult with community groups.	
Role(s) of Committee:	Prepare agendas and issue notices for meetings and ensuring all documentation for discussion or comment are attached to the agenda. Distribute the Agenda one week prior to the meeting. Take notes of proceedings and preparation of the minutes of meeting for circulation to members. Distribution of minutes to Councillors	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to the Finance Committee for ratification	☐
	Other: Issues that require decisions will be referred via a report to the Ordinary meeting of Council. *(Please specify)*	X
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☐ Tenure of Council I X	
	Councillor membership: Annual ☐ Tenure of Council X	
	Community membership: Annual ☐ Tenure of Council X	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ As require X	

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SENIOR WORKING GROUP

Name of Committee:	Senior Working Group
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☒
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The Working Group will consist of the following members: • Councillor Chair (Chairperson) **Clr J G Arkwright** • Councillor (Alternate Chairperson) **Clr J Uliana** **Clr I M Scandrett** • Community representatives (up to 6) **Paul Broekhuizen** **Joan Compagnoni** **Marie Hodgson** **Ron Schofield** **Robyn Smith** **Barbara Giuliani** • Local aged care service providers (up to 4) with an interest in working with council in planning Seniors Week activities and events
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Ageing & Disability Officer 2. Administrative support officer (if available) 3. Other Officers will be required to attend to provide relevant technical and professional advice when agenda items relate to their responsibilities and/or expertise.
Objective(s) of Committee:	1. To act as an avenue for communication between the Shire's older people, age related service providers and Council regarding the planning and holding of Seniors Week activities and events.
Role(s) of Committee:	1. Participate in and provide advice to Council's Community Development Committee in the planning of Seniors Week activities and events. 2. To refer any recommendation with possible budgetary implications to Council's Finance Committee for a decision.
Delegation:	Committee of the Whole – Delegated to make decisions of Council in ☐

COUNCIL'S COMMITTEE STRUCTURE & TERMS OF REFERENCE ADOPTED BY COUNCIL ON 25 FEBRUARY 2015

	accordance with stated objective(s) and role(s)	
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification.	☐
	Other: Issues that require a decision will be reported to the Community Development Committee for consideration	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Annual ☐ Tenure of Council ☒	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ **Bi-Monthly X** Quarterly ☐ Bi-annually ☐ As required	

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TULIP TIME WORKING GROUP

Name of Committee:	Tulip Time Working Group
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☒
Created by resolution:	Ordinary Council Meeting held 8 May, 2013 MN148/13
Date of creation:	8 May, 2013
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: • Councillor Chairperson (Chair) **Clr G M Turland** • Councillor (Alternate Chairperson) **Clr G McLaughlin** • Councillor **Clr I M Scandrett** • Community representatives (5) **Peter Fleming (Community & Bowral Lions Club)** **Ian Langford (Community & Rotary Club of Bowral Mittagong)** **Robyn Karakasch (Community Representative)** **Barbara Giuliani (Community Representative)**
In Attendance:	• Councillors and members of the public, other than Committee members, may attend with approval or invitation of the Chair.
Staff representation: *Note - Staff shall not have voting rights in the committee*	1. Event Coordinator, Tourism 2. Group Manager, Tourism, Economic Development & Events
Objective(s) of Committee:	1. To promote a successful Tulip Time Festival that engages the community, increases visitation and showcases the region. 2. Reduce expenditure where possible while adhering to the budget and ensure the festival is conducted on a 'no cost to Council basis'.
Role(s) of Committee:	1. To provide leadership, advice and input on the festival program and civic events connected with the festival 2. To provide advice on matters referred to the working group by Council 3. To act as an internal and external forum for constructive commentary and guidance in relation to the Tulip Time Festival 4. To participate in and coordinate with other Working Groups as required 5. To refer any recommendation with possible budgetary implications to

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	Council's Finance Committee for a decision.			
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)			☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification			☐
	Other: No delegation – minutes and recommendations to be directed to the Economic Development & Tourism Committee at first instance, and then to an Ordinary Council meeting for ratification if necessary.			☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson:	Annual ☒	Tenure of Council ☐	
	Councillor membership:	Annual ☒	Tenure of Council ☐	
	Community membership:	Annual ☒	Tenure of Council ☐	
Proposed meeting frequency:	Weekly ☐	Fortnightly ☐	Monthly	
	Quarterly ☐	**Bi-Monthly X**	As required ☐	

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EXTERNAL AGENCY COMMITTEES

SOUTHERN HIGHLANDS COMMUNITY TRANSPORT INC. MANAGEMENT COMMITTEE

Name of Committee:	Southern Highlands Community Transport Inc. Management Committee	
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☐ External Committee ☒	
Created by resolution:	MN12/09	
Date of creation:	28 January 2009	
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The Council nominates the following delegate to the Southern Highlands Community Transport Inc. Management Committee. **1.** Councillors (1) **Clr Graham Mclaughin**	
~~Staff representation~~:	1. N/A	
Objective(s) of Committee:	1. Maintain a partnership between Wingecarribee Shire Council and Southern Highlands Community Transport Inc. To monitor and create Community initiatives for the Wingecarribee Community.	
Role(s) of Committee:		
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	Other: No delegation. The Committee provides feedback to Council Committee and The Hume Local Area Command. Recommendations will be sent to the most appropriate Council Committee or Police Officer for action and discussion.	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly **As required X**	

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WINGECARRIBEE COMMUNITY SAFETY COMMITTEE

Name of Committee:	Wingecarribee Community Safety Committee
Status of Committee: *(Choose one only)*	Peak Committee of the Whole ☐ Committee ☐ Event-Specific Sunset Working Group ☐ External Committee ☒
Created by resolution:	
Date of creation:	April 2014
Structure of Committee: *Note – each member shall have one (1) vote unless otherwise stated*	The committee will consist of the following members: 2. Councillors (2) One member to be elected to the Chair and another to be elected as the alternate Chair **Mayor of the Day - (Chair) Clr L Whipper** **Clr G McLaughlin – (Alt Chair)** **Clr J G Arkwright** 3. Representatives (3) from The Hume Local Area Command - Crime Manager, Duty Officer Bowral Sector, Area Commander or alternate delegates 4. Representatives (3) from the Business Chambers of Commerce – One nominated representative from each - Southern Highlands Chamber of Commerce & Industry, Moss Vale Chamber of Commerce, Robertson Chamber of Commerce – or an alternate delegate 5. Representative (1) from the Liquor Accord – one nominated representative or an alternate delegate 6. General community members (4) with an interest in community safety **Mr Tony Springett** **Mr Laurie Stewart** **Mr Robert Westerway** **Ms Frances Crown** 7. Invited guests including Federal and State Local Members of Parliament or their delegates 8. Wingecarribee Shire Council staff representation – General Manager, Group Manager Strategic and Assets, Community Development Coordinator, Road Safety Officer and other staff as required or invited
Staff representation: *Note - Staff shall not have voting rights in the committee*	2. Wingecarribee Shire Council staff representation – General Manager, Group Manager Strategic and Assets, Community Development Coordinator, Road Safety Officer and other staff as required or invited.
Objective(s) of Committee:	2. 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.

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	3. To monitor and create Community Safety initiatives for the Wingecarribee Community. 4. To identify real and potential community safety problems. 5. To encourage community involvement in local community safety.	
Role(s) of Committee:	1. Advise Wingecarribee Shire Council on general trends in the community concerning public safety and well-being. 2. Advise The Hume Local Area Command on issues concerning public safety in the Wingecarribee. 3. Provide input into Council's preparation of the draft Community Safety Plan and provide an ongoing advisory setting to co-ordinate and enhance community safety and crime prevention. 4. To provide current community crime profile data for the Wingecarribee. 5. Undertake specific projects as decided by the Committee and in accordance with Council's Delivery Program and Operation Plan with working parties drawn from the Committee membership to steer projects. 6. To relate information and outcomes from the Committee back to the local community in relation to the Community Safety Plan and community safety projects. 7. Receive Police reports on local crime trends and crime prevention initiatives. 8. Consult with community groups.	
Delegation:	Committee of the Whole – Delegated to make decisions of Council in accordance with stated objective(s) and role(s)	☐
	No delegation – minutes to be directed to Ordinary Meeting of Council for ratification	☐
	Other: No delegation. The Committee provides feedback to Council Committee and The Hume Local Area Command. Recommendations will be sent to the most appropriate Council Committee or Police Officer for action and discussion.	☒
Tenure of Committee: *(How often shall the membership be put to the vote?)*	Chairperson: Annual ☒ Tenure of Council ☐	
	Councillor membership: Annual ☒ Tenure of Council ☐	
	Community membership: Bi Annual ☒ Tenure of Council ☐	
Proposed meeting frequency:	Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly As required X	