



## **ATTACHMENTS TO REPORTS – Item 13.7 – Councillor Representatives on Committees**

### **ORDINARY COUNCIL MEETING**

Wednesday 10 October 2018

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## Attachments to Reports

### Item

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## **ATTACHMENTS TO REPORT**

### **Item 13.7**

#### **Councillor Representatives on Committees**

#### **Attachment 1**

Terms of Reference for Committees

#### **Attachment 2**

Councillor Representative Positions on Advisory Committees for Election



## ATTACHMENT 1: TERMS OF REFERENCE FOR COMMITTEES

## 9.1 FINANCE COMMITTEE

## • PURPOSE

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

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

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

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

## • MEMBERSHIP

The Finance Committee will consist of the following members:

**All Councillors with the Mayor as Chairperson**

**Responsible Manager:** Chief Financial Officer

**Staff Contact:** Chief Financial Officer

## • ROLES AND RESPONSIBILITIES

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

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

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

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

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Version: 1.1

Adoption Date: 8 February 2017

**13.7 Councillor Representatives on Committees**  
**ATTACHMENT 1 Terms of Reference for Committees**



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



## 9.2 ARTS AND CULTURE ADVISORY COMMITTEE

### ▶ PURPOSE

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

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

### ▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chairperson**  
**Alternate Councillor Chairperson**  
**Councillor Members (1)**  
**Community Representatives (7)**  
**Agency Representative (1)**

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

**Staff Contact:** Cultural Development Officer

### ▶ ROLES AND RESPONSIBILITIES

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

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



### 9.3 AUDIT, RISK AND IMPROVEMENT ADVISORY COMMITTEE

#### ➤ PURPOSE

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

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

#### ➤ MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Members (2)**

**Community Representatives (3)**

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

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

**Staff Contact:** Senior Governance Officer

#### ➤ ROLES AND RESPONSIBILITIES

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

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

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



## 9.4 COMMUNITY ASSISTANCE SCHEME ADVISORY COMMITTEE

### › PURPOSE

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

### › MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

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

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

**Staff Contact:** Community Development Coordinator

### › ROLES AND RESPONSIBILITIES

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

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





## 9.5 COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

### ➤ PURPOSE

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

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

### ➤ MEMBERSHIP

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

**Councillor Chairperson**  
**Alternate Councillor Chairperson**  
**Councillor Members (2)**  
**Community Representatives (6)**  
**Agency Representatives (3)**

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

**Staff Contact:** Community Development Coordinator

### ➤ ROLES AND RESPONSIBILITIES

The role of the Community Development Advisory Committee is to:

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

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Adoption Date: 8 February 2017

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## 9.6 DEMOGRAPHICS AND HOUSING ADVISORY COMMITTEE

### ➤ PURPOSE

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

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

### ➤ MEMBERSHIP

The Advisory Committee will consist of the following members:

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

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

**Staff Contact:** Coordinator Strategic Planning

### ➤ ROLES AND RESPONSIBILITIES

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

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



## 9.7 ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE

### ➤ PURPOSE

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

### ➤ MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chair**

**Councillor Member (1)**

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

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

**Agency representatives (2)**

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

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

### ➤ ROLES AND RESPONSIBILITIES

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

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



## 9.8 ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE

### ► PURPOSE

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

### ► MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Community Representatives (5)**

**Agency Representatives (4)**

**Responsible Manager:** Manager Environment and Sustainability

**Staff Contact:** Natural Resource Projects Coordinator

### ► ROLES AND RESPONSIBILITIES

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

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



## 9.9 HERITAGE ADVISORY COMMITTEE

### ► PURPOSE

The purpose of the Heritage Advisory Committee is to:

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

### ► MEMBERSHIP

The Heritage Advisory Committee will consist of the following members:

**Councillor Chairperson**  
**Alternate Councillor Chairperson**  
**Agency Representatives (3)**  
**Community Representatives (3)**

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

**Staff Contact:** Strategic Planner – Heritage

### ► ROLES AND RESPONSIBILITIES

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

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



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## 9.10 LOCAL TRAFFIC COMMITTEE

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### ➤ PURPOSE

The Local Traffic Committees (LTC) is was 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".

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### ➤ MEMBERSHIP

The LTC consists of the following members:

#### Voting

- Councillor Chairperson
- Roads and Maritime Services – Southern Region representative
- NSW Police Force – Goulburn Local Area Command representative
- The Local Member of State Parliament for Wollondilly or Goulburn (or their representative) depending on the location of the issue to be voted upon

#### Non-Voting

- Alternate Councillor Chair
- Berrima Buslines representative
- Southern Highlands Taxis, Hire Cars and Coaches representative

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

**Staff Contact:** Traffic Engineer

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### ➤ ROLES AND RESPONSIBILITIES

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

- The authorisation of traffic control devices.
- The regulation of traffic for road works or special events.
- General advice on traffic and road safety matters.



## 9.11 SOUTHERN REGIONAL LIVESTOCK EXCHANGE ADVISORY COMMITTEE

### ▶ PURPOSE

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

### ▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chair**  
**Councillor Alternate Chair**  
**Councillor (1)**  
**Industry Representatives (4)**

**Responsible Manager:** Manager Business Services

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

### ▶ ROLES AND RESPONSIBILITIES

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

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





## 9.12 SPORT AND RECREATION ADVISORY COMMITTEE

### ► PURPOSE

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

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

### ► MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Councillor Member (1)**

**Community Representatives (4)**

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

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

### ► ROLES AND RESPONSIBILITIES

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

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

## 9.13 WATER AND SEWERAGE ADVISORY COMMITTEE

### ► PURPOSE

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

### ► MEMBERSHIP

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Version: 1.1

Adoption Date: 8 February 2017



**13.7 Councillor Representatives on Committees**  
**ATTACHMENT 1 Terms of Reference for Committees**



The Advisory Committee will consist of the following members:

**Councillor Chairperson**

**Alternate Councillor Chairperson**

**Councillor Members (1)**

**Agency Representatives (3)**

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

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

**Staff Contact:** Manager Assets

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► **ROLES AND RESPONSIBILITIES**

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

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



## 9.14 WINGECARRIBEE FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE

### ➤ PURPOSE

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

### ➤ MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chairperson**  
**Alternate Councillor Chairperson**  
**Community Representatives (4)**  
**Agency Representatives (3)**

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

**Staff Contact:** Manager Assets

### ➤ ROLES AND RESPONSIBILITIES

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

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



## 9.15 ACCESS COMMUNITY REFERENCE GROUP

### ➤ PURPOSE

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

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

### ➤ MEMBERSHIP

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

**Community Representatives** (6)

**Agency Representatives** (4)

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

**Staff Contact:** Ageing & Disability Officer

### ➤ ROLES AND RESPONSIBILITIES

The role of the Access Community Reference Group is to:

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

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



## 9.16 JOADJA CONSERVATION MANAGEMENT COMMUNITY REFERENCE GROUP

### › PURPOSE

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

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

### › MEMBERSHIP

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

**Chairperson (Chairperson of the Heritage Committee)**  
**Representatives of the Joadja Heritage Site as nominated by the owners or proprietors of the Joadja Heritage Site (2)**  
**Heritage Committee Community Members (2) as nominated by that Committee**

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

**Staff Contact:** Strategic Planner – Heritage

### › ROLES AND RESPONSIBILITIES

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

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



## 9.17 SENIORS COMMUNITY REFERENCE GROUP

### ➤ PURPOSE

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

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

### ➤ MEMBERSHIP

The Reference Group will consist of the following members:

**Community Representatives** (6)

**Agency Representatives** (6)

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

**Staff Contact:** Ageing & Disability Officer

### ➤ ROLES AND RESPONSIBILITIES

The role of the Seniors Community Reference Group is to:

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

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



## 9.18 TULIP TIME COMMUNITY REFERENCE GROUP

### ➤ PURPOSE

The purpose of the Tulip Time Community Reference Group is:

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

### ➤ MEMBERSHIP

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

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

**Responsible Manager:** Manager Tourism and Events

**Staff Contact:** Tourism Coordinator

### ➤ ROLES AND RESPONSIBILITIES

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

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



## 9.19 CIVIC CENTRE REFURBISHMENT ADVISORY COMMITTEE

### ► PURPOSE

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

### ► MEMBERSHIP

The Advisory Committee will consist of the following members:

**Councillor Chair**  
**Councillor Alternate Chair**  
**Councillor (1)**

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

**Staff Contact:** Manager Project Delivery

### ► ROLES AND RESPONSIBILITIES

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





## 9.20 YOUTH STRATEGY AND ACTION PLAN SUNSET WORKING GROUPS

### ➤ PURPOSE

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

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

### ➤ MEMBERSHIP

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

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

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

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

**Staff Contact:** Youth Liaison Officer

### ➤ ROLES AND RESPONSIBILITIES

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

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

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





## 9.21 WINGECARRIBEE COMMUNITY SAFETY COMMITTEE (External Committee)

### ► PURPOSE

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

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

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

### ► MEMBERSHIP

The Advisory Committee will consist of the following members:

**Chairperson** Mayor  
**Hume Local Area Command** (3)  
**Business Chambers of Commerce Representatives** (2)  
**Liquor Accord Representative** (1)  
**Community Representatives** (4)

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

**Staff Contact:** Community Development Coordinator

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

### ► ROLES AND RESPONSIBILITIES

The role of the Wingecarribee Community Safety Committee is to:

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



## 9.22 GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE

### ➤ PURPOSE

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

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

### ➤ MEMBERSHIP

The Committee will consist of the following members:

**Mayor**  
**Deputy Mayor**  
**Council Appointed Councillor**  
**General Manager selected Councillor**

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

### ➤ ROLES AND RESPONSIBILITIES

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

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

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

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

The performance management report of any council staff member, including the general manager, should not be released to the public and should be retained on the appropriate confidential council employment file. Release of such personal information to other than the Performance Review Panel, the General Manager and the Councillors in confidence is a breach of privacy legislation.



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### Attachment 2: Councillor Positions on Advisory Committees for Election 2018-20

Proposed Name	Councillor Membership	Councillor Positions for Election
Arts and Culture Committee	Three Councillor Representatives	Chair:  Alternate Chair:  Councillor:
Community Assistance Scheme	Arts and Culture, Community Development, Sport and Recreation Committee chairs, plus one other Councillor as Chair	Chair:
Community Development Committee	Four Councillor representatives	Chair:  Alternate Chair:  Councillor:
Civic Centre Sunset Working Group	Two Councillor representatives	Chair:  Alternate Chair:
Demographics and Housing Committee	Three Councillor representatives	Chair:  Alternate Chair:  Councillor:

## 13.7 Councillor Representatives on Committees

## ATTACHMENT 2 Councillor Representative Positions on Advisory Committees for Election



### Attachment 2: Councillor Positions on Advisory Committees for Election 2018-20

Proposed Name	Councillor Membership	Councillor Positions for Election
Environment and Sustainability Committee	Three Councillor representatives	Chair: Alternate Chair: Councillor:
General Manager's Performance Review Committee	Mayor, Deputy Mayor, Council-appointed Councillor, a General Manager-selected Councillor	Chair: Mayor Gair Deputy Mayor: Cllr Turland Councillor:
Heritage	Three Councillor representatives	Chair: Alternate Chair: Councillor:
Illawarra Academy of Sport Board of Directors	One Council representative	Mayor or delegate
Local Traffic Committee	Two Councillor representatives	Chair: Alternate Chair:
Audit, Risk and Improvement Committee	Two Councillor representatives	Councillor:
Southern Highlands Community Transport Committee	One Councillor representative	Councillor:
Southern Region Livestock Exchange (SRLX) Committee	Three Councillor representatives	Chair: Alternate Chair: Councillor:

## 13.7 Councillor Representatives on Committees

## ATTACHMENT 2 Councillor Representative Positions on Advisory Committees for Election



### Attachment 2: Councillor Positions on Advisory Committees for Election 2018-20

Proposed Name	Councillor Membership	Councillor Positions for Election
<b>Sport and Recreation Committee</b>	Three Councillor representatives	Chair:  Alternate Chair:  Councillor:
<b>Tulip Time Reference Group</b>	Three Councillor representatives	Chair:  Alternate Chair:  Councillor:
<b>Water and Sewer Committee</b>	Three Councillor representatives	Chair:  Alternate Chair:  Councillor:
<b>Wingecarribee Community Safety</b>	Three Councillor representatives	Chair:  Alternate Chair:  Councillor:
<b>Wingecarribee Floodplain Risk Management Committee</b>	Two Councillor representatives	Chair:  Alternate Chair: