



KEMPSEY  
Shire Council

## DIRECTOR CORPORATE SERVICES REPORT

13<sup>th</sup> September 2005

**DCS7                      REVIEW OF COMMITTEE EFFECTIVENESS**  
**FILE: 470                PJH**

### SUMMARY:

Reporting on the six monthly review of the effectiveness of Council's committees.



Council at its meeting on 22 June 2004, when appointing community members to its various committees, resolved a formal review of the effectiveness of committees be conducted six monthly.

The second six monthly survey has been conducted for the period January-June 2005. The survey sought information and comment from each committee in the following areas: -

- Aims and objectives
- Membership
- Items on agenda for long periods
- Evaluations of each meeting
- Agenda format & minutes
- Overall effectiveness rating
- Meeting attendance

The survey information was sought from the Chairpersons & secretaries of the committees rather than the committees themselves as some committees do not meet on monthly basis.

The information returned in response to the survey questions have been compiled in the attached document at [Appendix C](#).

The meeting attendance lists provided with the surveys has been compiled in a separate document attached at [Appendix D Part 1, Part 2](#)

To gain a full 12-month picture the previous survey report has also been attached at [Appendix E](#).

## Summary of Survey results

The majority of the committees have been assessed as effective in the surveys.

As a number of the committees have had only a few meetings in the six month period it is suggested that the survey be done annually in future as this would provide more data and be more cost effective. The 12 month survey results can then be reported to the September Council meeting each year in conjunction with the review of committees and appointment of delegates.

## Review of Committees

The Director Shire Services has submitted a separate report in this Business Paper on the committees facilitated by Community Services and Lifestyle being: -

Community Services Committee  
Aboriginal Liaison Committee  
Access Committee  
Macleay Valley Community Art Gallery Committee  
Kempsey Assistance Patrol Advisory Committee

### **REPORT IMPLICATIONS:**

- ***Environmental***

***Council's committee system allows for particular committees to focus on the environmental areas of Council's responsibility.***

- ***Social***

***A number of Council's committees deal with the social areas, particularly the Community Service, Aboriginal Liaison and Kempsey Assistance Patrol committees.***

- ***Economic (Financial)***

***Each Committee cannot commit Council to expenditure outside that provided in the Council budget. The major hidden cost is the time of staff to service the committees and implement the recommendations. To review the effectiveness of each committee is important in the light of this factor.***

- ***Policy or Statutory***

***Council's policy C24:13 – Committee Meeting Arrangements, provides local standing orders or rules for the conduct of committee meetings for all committees that include***

*members who are not councillors. The policy covers preparing Standing Orders, declaring all positions vacant each four (4) years. Council has also resolved that a review of the membership shall occur each September in conjunction with the appointment of Councillor delegates.*

- *Director's Review*

*As per Report.*

**RECOMMENDATION:**

- 1 That the information be noted.
- 2 That evaluation surveys of committees be conducted annually for the 12 month period July - June and be reported to the September Council meeting.

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**G B Snape**  
**DIRECTOR CORPORATE SERVICES**