



## **DIRECTOR CORPORATE SERVICES REPORT**

12<sup>th</sup> September 2006

**DCS3                      REVIEW OF COMMITTEE EFFECTIVENESS  
FILE: 470                      PJH**

### **SUMMARY:**

Reporting on the twelve (12) monthly review of the effectiveness of Council's committees.



### **DESCRIPTION:**

Council at its meeting on 22 June 2004 resolved a formal review of the effectiveness of committees be conducted six monthly. Subsequently at its meeting on 13<sup>th</sup> September 2005 when considering the six (6) monthly review Council resolved that the committee evaluation reviews be conducted annually and be reported to the September Council meeting each year.

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](#).

## Summary of Survey results

The majority of the committees have been assessed as effective in the surveys, most being rated 4 out of 5 for overall effectiveness. Attendance has also been good in most instances. A few members have poor attendance and the committees should follow up these members.

### **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 Social Strategic Planning, 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 and authorising the General Manager to approve replacement of members on recommendation of the committee.*

- ***Director's Review***

*As per Report.*

### **RECOMMENDATION:**

That the information be noted.

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