



KEMPSEY
Shire Council

DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT

11th September 2007

DCCS14	REVIEW OF COMMITTEE EFFECTIVENESS
FILE: 470	PJH {Folio No. *}

SUMMARY:

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

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DESCRIPTION:

Council has previously resolved a formal review of the effectiveness of committees be conducted annually and be reported to the September Council meeting each year. The review is conducted by way of a survey of each committee covering the period 1 July to 30 June.

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

Responses have been 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 has been compiled in the attached document at [Appendix R – Page J72](#).

The meeting attendance list provided with the surveys has been compiled in a separate document attached at [Appendix S – Page J74](#).

Summary of Survey results

The majority of the committees have been assessed as effective in the surveys, most being rated 4 or 5 out of 5 for overall effectiveness. Attendance has also been good in most instances.

The exceptions in regard to attendance appears to be with the department/agency representatives on the Social Strategic Planning Committee and the Aboriginal Liaison Committee.

Committees to be disbanded

Two (2) committees listed in the report, being the Water and Sewerage Steering Committee and the Stuarts Point Sewerage Liaison Committee did not meet during the year to 30 June and discussions were held with the Director Shire Services and the Manager Macleay Water on these committees.

The Water and Sewerage committee would appear to be redundant with changes to funding arrangements. Also liaison with the Stuarts Point community has more recently been through the Stuarts Point and District Community Organisation (SPADCO). It is proposed that any new Stuarts Point sewerage liaison will be through a focus group.

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 and Aboriginal Liaison Committees.

- ***Economic (Financial)***

Each Committee cannot commit Council to expenditure outside that provided in the Council budget. The indirect 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:

- 1. That the information be noted.**
- 2. That the Water and Sewerage Steering Committee and the Stuarts Point Sewerage Liaison Committee be disbanded.**

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G B Snape
DIRECTOR CORPORATE & COMMUNITY SERVICES