

Attachment 2

Internal Committees

1. Plant Advisory Committee

The committee monitor the operations of Council's fleet of plant and vehicles, budget and plant replacement program. Tender assessments are reviewed and recommendations given to Council.

Committee representation comprised of the following:

- Three Councillors, one of whom will be the Chairperson, as elected by Council;
- Representatives of relevant Government or community agencies as determined by Council;
- General Manager;
- Director Technical Services;
- Director Corporate and Community Services;
- Executive Officer is Manager Fleet Services (non voting);
- Non-voting council staff as required.

Meetings have been bi-monthly in either Coonabarabran or Coolah, or as determined by the chairperson in consultation with the committee, at locations and times determined by the committee.

Note: The Councillors representatives on this Committee included Councillors Doolan, Lewis, and Capel.

Propose: That Council not reform the Plant Advisory Committee

2. Internal Audit Committee

This committee was established by resolution of Council on 15 November 2018. The Audit Committee Charter sets out the authority, composition, roles and responsibilities, reporting and administration for the Audit Committee. The objective of this Committee is to provide independent assurance and assistance to Council on risk management, control, governance, and external accountability responsibilities.

The Committee consisted of:

Members (voting)

- One Councillor (excluding the Mayor);
- Two Independent External Members (one with financial expertise, and one of which will be chair.

Attendees (non voting)

- General Manager;
- Internal Auditor;
- Direct Corporate and Community Services;
- Chief Financial Officer; and
- Manager Corporate Services.

Invitees (non voting) for specific Agenda items

- Representatives of the external auditor;
- Other officers may attend by invitation as request by the Committee.

The Committee shall meet at least two times per year (March and November). The need for additional meeting will be decided by the Chair, although other Committee members may my requests to the Chair for additional meetings.

This Committee is currently subject to a review by the Office of Local Government and is to be renamed as the Audit, Risk and Improvement Committee (ARIC).

Note: Cr Doolan was formerly the Council representative

Propose:

1. Appoint an Audit, Risk and Improvement Committee (ARIC)
2. Appoint one Councillor to the Audit, Risk and Improvement Committee
3. Call for expressions of interest for the Independent External Members

3. General Manager's Review Committee

Councillors need to be aware of their obligations under the Local Government Act 1993 and the Local Government (General) Regulation (2021) when recruiting, appointing, reappointing and overseeing general managers. The Office of Local Government have developed guidelines issued under section 23A of the LG Act which must be taken into consideration by Council's governing body when exercising council functions related to the recruitment, oversight and performance management of General Managers.

The position of General Manager is pivotal in a Council. It is the interface between the governing body of the elected Councillors, which sets the strategy and monitors the performance of the Council, and the administrative body of the Council, headed by the General Manager, which implements the decisions of the governing body. The relationship between the General Manager and the Councillors is of utmost importance for good governance and a well functioning Council.

The Act requires all councils' governing bodies to appoint a person to be General Manager (section 334). The Guidelines provide a guide and checklist for councillors to refer to when considering:

- the recruitment and appointment of general managers;
- re-appointment of general managers or ending contracts;
- conducting performance reviews of general managers; and
- engaging in the day to day oversight of general managers.

The review of the General Manager is held twice a year, and is facilitated by an independent industry recognised facilitator approved by Council. Councillors will be invited to attend mandatory review training as per the Office of Local Government Guidelines which will be conducted by the independent industry recognised facilitator.

The Mayor chairs this committee and the review is facilitated by an independent industry recognised facilitator.

Note: Councillors Doolan, Iannuzzi, Todd, Shinton and Lewis were the members of this committee.

Propose: That Council appoint the Mayor, Deputy Mayor and at least one other Councillor to the General Manager's Review Committee

4. Warrumbungle Shire Tourism and Economic Development Advisory Committee

The committee provides advice to Council on the implementation of the Economic and Tourism Development Strategies - working with Council staff to achieve these objectives; develops and monitors the promotional budgets for tourism and economic development allocated by Council. The terms of reference for this committee refer to liaison with the community and the provision of advice to Council through recommendations and budget submission.

Committee representation comprised of the following;

- Coonabarabran Chamber of Commerce Incorporated;
- 2357 Partnerships Incorporated;
- National Parks (Office of Environment & Heritage);
- NSW Farmers;
- One (1) representative each from Baradine and Binnaway Progress Association and Dunedoo, Mendooran and Coolah Development Groups;
- Coonabarabran Local Aboriginal Lands Council;
- Siding Spring Observatory; and
- One staff representative

Manager Economic Development and Tourism provides support and coordinates meetings.

Meetings are held quarterly in Coonabarabran.

Note: The Committee has often struggled to form a quorum. Council was represented by Cr Capel (Chair) and Cr Brady.

Propose:

1. That council appoint two (2) councillors to the Tourism and Economic Development Advisory Committee;
2. That the Councillor representatives and Director Environment and Development Services conduct a review of the Committee representation and report back to Council.

5. Warrumbungle Aerodromes Advisory Committee

The committee provides advice to Council on the ongoing and future use of the Coonabarabran, Coolah and Baradine aerodromes, reviews the operating standard that relate to all or individually the three aerodromes and offer advice in addressing those changing circumstances.

Committee representation comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Two community representatives from each of the following towns
 - Baradine;
 - Coolah; and
 - Coonabarabran.
- Director Technical Services (non voting);
- Executive Officer is Manager Urban Services and Facilities (non voting); and
- Non-voting council staff as required.

Meetings are held at least three (3) times per annum and may be on a rotating basis in Baradine, Coonabarabran and Coolah to incorporate an onsite daytime inspection of the local aerodrome or as determine by the Chairperson in consultation with the committee, at locations and times determined by the Committee.

Note: Council was formerly represented at this committee by Cr Doolan (Chair) and Cr Todd

Note: Many of the issues considered by this Committee are operational.

Propose: That Council not reform the Warrumbungle Aerodromes Advisory Committee

6. Baradine Floodplain Management Advisory Committee

Council accepted a grant from the Minister for Climate Change, Environment and Commerce for a flood study in Baradine in April 2009. The process involves establishment of a Floodplain Management Advisory Committee to provide local input and feedback.

Committee representation comprised of the following:

- One Councillor whom will be the Chairperson, as elected by Council;
- Up to four community representatives from Baradine;
- Representative of relevant government or community agencies as determined by the Committee and including the Office of Environment & Heritage (OEH) and State Emergency Service SES);
- Executive Officer is Director Technical Services, (non voting);and
- Non-voting council staff as required.

Meetings have been held on an as needs basis to review the plan. The Councillor representative chairs the committee.

One (1) Councillor is required.

Note: This committee has been inactive since September 2018 when the last meeting was held.

Note: Cr Todd was formerly the Council representative on this committee

Propose: That Council not reform the Baradine Floodplain Management Advisory Committee but deal with the matters by reports to Council.

7. Robertson Oval Advisory Committee

To assess the condition and usefulness of the existing amenities buildings at Robertson Oval in Dunedoo and based on existing potential sport and recreation demands, determine a strategy for the amenities build that best meets the needs of users.

Committee representation comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Four user group representatives, or as determined by Council;
- Dunedoo Development Group Coordinator (non voting);
- Director Technical Services (non voting);
- Executive Officer is Manager Urban Services and Facilities (non voting); and
- Non-voting council staff as required.

Meetings will be by monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the Committee.

Note: This facility is currently under construction and this will be a sunset Committee

Note: Councillors Hill and Capel were formerly the Council representatives on this Committee

Propose : That Council:

1. Appoint two (2) Councillors to the Robertson Oval Advisory Committee; and
2. Call for expressions of interest for the community positions.

8. Coonabarabran Sporting Complex Advisory Committee

The Coonabarabran Sporting Complex Advisory Committee was established in 2016. The purpose of the committee is to assess the condition and the usefulness of the existing amenities, buildings and sporting facilities at the Coonabarabran Sporting Complex and to develop a long term strategy in the form of a Master Plan for these facilities based on existing and future sport and recreation demands. The Committee will investigate and obtain external sources of funding and make recommendations to Council on any matter related to improvements of the Sporting Complex.

Committee representation comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- One community representative from each of the following user groups, or as determined by Council;
 - Coonabarabran Amateur Boxing Gym;
 - Coonabarabran Junior League & Netball Club;
 - Coonabarabran Netball Association;
 - Coonabarabran Soccer Club;
 - Coonabarabran Rugby League Football Club;
 - Coonabarabran Rugby Union Club; and
 - Coonabarabran Junior Rugby Union Football Club;
- Director Technical Services (non voting);
- Executive Officer is Manager Urban Services and Facilities (non voting); and
- Non-voting council staff as required.

Meetings will be by monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the Committee.

Note: Councillors Clancy and Brady were formerly the representative on this Committee

Propose: That Council:

1. Appoint two (2) Councillors to the Coonabarabran Sporting Complex Advisory Committee; and
2. Call for expressions of interest for the user groups.

9. Coonabarabran Swimming Pool Advisory Committee

The purpose of the committee is to assess the condition and usefulness of the existing amenities, buildings and facilities at the Coonabarabran Swimming Pool Complex and develop a long term strategy for upgrade and improvement to these facilities, based on existing and future sport and recreation demands of the Shire.

Committee representation comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Four user group representatives, or as determined by Council;
- Two community representatives, or as determined by Council;
- Representatives of relevant government or community agencies as determined by the committee;
- Director Technical Services (non voting) and Supervisor Pools (non voting);
- Executive Officer is Manager Urban Services and Facilities (non voting); and
- Non-voting council staff as required.

Meetings will be by monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

Note: Council has now applied for funding for this project on a number of occasions without success. Further council has not allocated any significant funds for this project

Note: The Councillor representatives were formerly Councillor Doolan and Councillor Shinton

Propose: That Council not reform the Coonabarabran Swimming Pool Advisory Committee until funds are allocated to the project.

10. Coonabarabran Town Beautification Advisory Committee

The purpose of this committee is to make recommendations on specific projects and or development of strategies for the beautification of Coonabarabran.

Committee representation comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Six community representatives, or as determined by Council;
- Director Technical Services (non voting);
- Executive Officer is Manager Urban Services and Facilities (non voting); and
- Non-voting council staff as required.

Meetings will be every 2 months, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

Comment: This is the only community that Council has such a Committee for and would be better served if independent of Council

Note: The Councillor representatives were formerly Councillor Doolan and Councillor Brady

Propose: That Council not reform the Coonabarabran Town Beautification Advisory Committee

11. Three Rivers Regional Retirement Community Advisory Committee

The Three Rivers Regional Retirement Community Advisory Committee was established in 2016. The roles and objectives of the Committee are:

- It is an Advisory Committee formed to provide a forum for discussion and to make recommendations to Council overseeing the Three Rivers Regional Retirement Community project funded through
 - i) State Government – Restart NSW RNSW290 Three Rivers Regional Retirement Community and Learning Centre; and
 - ii) Federal Government – National Stronger Regions Fund Round Two (NSRF)
- The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

Committee representation comprised of the following:

- Three councillors, one of whom will be the Chairperson, as elected by Council;
- Five community representatives, or as determined by Council;
- General Manager
- Director Environment and Development Services (non voting)
- Executive Officer is Manager Urban Services and Facilities (non voting); and
- Non-voting council staff as required.

Meetings will be the first Wednesday of the month at the Dunedoo Old Bank Building Meeting Room commencing at 4pm, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee as the project proceeds.

Note: That this Committee has not been active due to court action

Note: That Councillors Doolan, Hill and Capel were formerly representative on this committee.

Propose: That Council not reform the Three Rivers Regional Retirement Community Advisory Committee until funds are available to recommence the project.

12. Australia Day Awards Committee

The committee has its primary purpose responsibility to select recipients of the annual Australia Days Awards at ceremonies held in each town of the Warrumbungle Local Government Area. Award recipients shall be selected based on nominations received by Council during the nomination period each year.

Committee representation comprised of all councillors and the Director Corporate and Community Services. The Executive Officer is the Manager Community Services.

A meeting will be convened as and when required.

Propose: That Council appoints all Councillors and General Manager (or his delegate) to the Australia Day Awards Committee.