



**MINUTES OF RESOURCES AND GOVERNANCE COMMITTEE MEETING HELD IN  
COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY ON**

**16 OCTOBER 2017**

**MEMBERS PRESENT**

Cr S Bedford (Chairman)  
Mayor G Aldridge (ex officio)  
Cr D Balaza  
Cr D Bryant  
Cr L Caruso  
Cr D Pilkington  
Cr D Proleta

**OBSERVERS**

Nil

**STAFF**

Acting Chief Executive Officer, Mr C Mansueto  
Manager Communications and Customer Relations, Mr M Bennington  
Manager Governance, Mr M Petrovski  
Manager People and Culture, Ms G Page  
Manager Business Systems and Solutions, Mr D Bevan  
Coordinator Property, Mr T Starr  
Governance Coordinator, Ms J Rowett

The meeting commenced at 7:10pm

The Chairman welcomed the members, staff and the gallery to the meeting.

**APOLOGIES**

An apology has been received from Cr B Brug.

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## LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Cr R Cook.

## PRESENTATION OF MINUTES

Moved Cr L Caruso  
Seconded Cr D Pilkington

The Minutes of the Resources and Governance Committee Meeting held on 18 September 2017, be taken and read as confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **3.0.1 Future Reports for the Resources and Governance Committee**

Moved Mayor G Aldridge  
Seconded Cr D Pilkington

1. The information be received.

**CARRIED**

### *Corporate Management*

#### **3.5.1 White Ribbon Australia Accreditation**

Moved Cr D Bryant  
Seconded Cr D Pilkington

1. Information be received.

**LOST**

Moved Mayor G Aldridge  
Seconded Cr L Caruso

*Cr L Caruso sought leave of the meeting to speak for a second time and leave was granted.*

1. Information be received.
2. The City of Salisbury participates in the White Ribbon Australia Workplace Accreditation Program.
3. A New Initiative Bid for \$31,000 to include the \$15,000 accreditation fee and additional resource is put forward for Council consideration in the 2018/19 budget.

**CARRIED**

**3.6.1 Investigation of options for changes to audio recording of Committee and Council meetings**

Moved Cr D Balaza

Seconded Cr D Pilkington

1. Audio recording be undertaken for all Council and standing committee meetings.
2. Where an audio recording of a meeting is taken, the minimum retention period be for the remainder of the current term of the Council with retention beyond that period then determined by the *State Records Act 1997* and General Disposal Schedule 20.
3. The Code of Practice for Meeting Procedures be modified to include the following:

*S.REC RECORDING OF MEETINGS*

- (1) Public meetings of Council and Council Standing Committees may be recorded to assist the Minute Secretary with preparation of the minutes following the meeting. The recording is not intended to be an enduring record of the meeting: the minutes exist for that purpose.*
- (2) Any recording of a Council or Council Standing Committee meeting will be retained for the remainder of the current term of the council.*
- (3) Where a copy of any recording of a Council or Council Standing Committee meeting is accessed/provided for a purpose other than preparation of the minutes, the recording will be retained within the City of Salisbury record keeping system in accordance with the requirements of the State Records Act 1997 with the retention period as determined by the General Disposal Schedule 20.*
4. To facilitate audio recording of meetings convened in locations other than the Council Chamber, a mobile recording solution, microphone and laptop allocated to the Governance Division, be purchased or leased at an estimated purchase cost of up to \$2,500.
5. The facilitation of an externally web-hosted video recording of Council and committee meetings and associated publishing be considered as part of the 2018/19 budget process.

**CARRIED**

**3.6.2 Amendments to Local Government Act and Regulations Mobile Food Vans**

Moved Cr D Pilkington  
 Seconded Cr L Caruso

1. This report be received and noted.
2. Staff provide a further report in January 2018 for Council to consider adoption of a Mobile Food Vendors Policy.

With leave of the meeting and consent of the seconder, Cr D Pilkington WITHDREW his MOTION.

Moved Mayor G Aldridge  
 Seconded Cr D Proleta

*Cr D Proleta sought leave of the meeting to speak for a second time and leave was granted.*

1. This report be received and noted.
2. Staff provide a further report in December 2017 for Council to consider adoption of a Mobile Food Vendors Policy.

**CARRIED**

**3.6.3 Variations to Delegations**

Moved Cr D Pilkington  
 Seconded Cr D Proleta

1. In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts contained in the proposed Instruments of Delegation forming attachments to this report (Attachments 1 and 2, Item No. 3.6.3, Resources and Governance Committee, 16/10/2017), are hereby delegated from 30 October 2017 to the person occupying the office of Chief Executive Officer, subject to the conditions and/or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instruments of Delegation as follows:

2.1 *Natural Resources Management Act 2004*

- Sections 135(1), 135(2), 135(16), 135(18), 147(2), 149(1), 149(2), 149(4), 150(1), 150(4) – Attachment 1

2.2 *Environment Protection Act 1993*

- Section 38(1), 38(3), 54C(2), – Attachment 2

2. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the conditions and/or limitations specified in the Delegations Register.

**CARRIED**

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**OTHER BUSINESS**

Nil

The meeting closed at 7:43pm

CHAIRMAN.....

DATE.....