



**MINUTES OF PROGRAM REVIEW SUB COMMITTEE MEETING HELD IN  
COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

**13 NOVEMBER 2017**

**MEMBERS PRESENT**

Cr E Gill (Chairman)  
Mayor G Aldridge  
Cr D Bryant  
Cr L Caruso (Deputy Chairman)  
Cr R Zahra  
Cr J Woodman (*for Cr S Bedford*)  
Cr D Pilkington (*via remote access*) (*for Cr G Caruso*)

**OBSERVERS**

Nil

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

The meeting commenced at 7:05pm.

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

**APOLOGIES**

Apologies were received from Cr S Bedford, Cr B Brug, Cr G Caruso and Cr D Proleta.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr L Caruso  
Seconded Mayor G Aldridge

The Minutes of the Program Review Sub Committee Meeting held on 09 October 2017, be taken and read as confirmed.

**CARRIED**

## REPORTS

### Suspension of Meeting

Moved Cr D Pilkington  
Seconded Cr L Caruso

That the Program Review Sub Committee meeting be suspended to enable informal discussion on Item PRSC1.

**CARRIED**

*The meeting was suspended at 7:07pm.*

*The meeting resumed at 9:21pm.*

### PRSC1 CEO and Governance Program Review - Final Report

Moved Mayor G Aldridge  
Seconded Cr J Woodman

1. The CEO and Governance Program Review report be received and noted.
2. The Manager Governance undertakes to achieve full compliance in those areas identified in the recommendations of the Legislative Compliance Audit at the earliest opportunity.
3. The Chief Executive work with the Manager Governance to identify further opportunities to improve and strengthen Council's governance processes, but in particular take action to:
  - a. Implement the proposed changes to the Code of Conduct for Council Members - Dealing with Complaints Procedure as contained in Attachment 4 to this report.
  - b. Present to an Informal Strategy session the proposed examples of new Council and Committee report templates before proceeding with implementation.
  - c. Trial the use of legal resources for a period of 3 months to assist in the training and support for Elected Members and staff in the conduct of a Council meeting and report the outcomes of the trial to Council at the Elected Member Annual workshop.

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- d. A new contract resource with appropriate skills be appointed to the Governance Division to assist in the further development of the corporate governance function and an expanded audit and risk management capability.
  - e. Develop a program of Elected Member training, and source appropriate training provision options for putting to the Elected Members to determine level of interest for each training subject.
  - f. Staff bring back an implementation plan to transition to the delivery of digital agendas and minutes for Elected Members and staff.
4. Funding and headcount for the new contract position as noted in recommendation 3(d) will be from existing budgets.

**CARRIED**

**OTHER BUSINESS**

Nil

**CLOSE**

The meeting closed at 9:29 pm.

CHAIRMAN.....

DATE.....