



AGENDA

COUNCIL

*meeting to be held on 26 November 2018 at 6:30 pm
in the Council Chamber, 12 James Street, Salisbury*

Elected Members

Mayor G Aldridge

Cr M Blackmore, Cr L Braun, Cr B Brug, Cr C Buchanan, Cr A Duncan,
Cr K Grenfell, Cr N Henningsen, Cr D Hood, Cr P Jensen, Cr S Ouk,
Cr D Proleta, Cr S Reardon, Cr G Reynolds, Cr J Woodman,

Having conducted elections with all positions being filled, Mr Alun Hughes JP will swear the Mayor into office and witness the signing of the Declaration of Office. The Chief Executive Officer will present Chain of Office to the Mayor.

Mr Hughes JP will proceed to swear all Councillors into Office.

Following the conclusion of swearing in of Councillors, the Mayor will open the meeting.

Prayer

Father in heaven

We thank you for the wondrous resources of our City, for its people, its environment and its sense of community. We thank you for the opportunity to now deliberate over how best to help our community. Please bless that we will respect one another and that we will all do our best to make decisions that will help our community to grow and prosper. Bless our efforts this day in God's name. Amen.

Kaurna Acknowledgement

The City of Salisbury acknowledges that we are meeting on the traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living.

Apologies:

Leave of Absence: Nil

ITEM 1: PUBLIC QUESTION TIME

ITEM 2: DEPUTATIONS / PRESENTATIONS

ITEM 3: PETITIONS

ITEM 4: CONFIRMATION OF MINUTES

22 October 2018 Council Minutes

Page 5

ITEM 5: COMMITTEE REPORTS

No Committees were held in November 2018.

ITEM 6: GENERAL BUSINESS REPORTS

6.1	2018 Local Government Election Results	Page 23
6.2	Question Laying on the Table	Page 25
6.3	Elected Member Allowances, Facilities and Support Policy	Page 35
6.4	Appointment of Deputy Mayor	Page 45
6.5	Council and Committee Structure	Page 47
6.6	Appointment of an Elected Member to the Council Assessment Panel	Page 141
6.7	Representative and Community Appointments	Page 167
6.8	Acting Chief Executive Officer – Appointment of a Suitable Person	Page 183

ITEM 7: MOTIONS ON NOTICE

No Motions on Notice have been received.

ITEM 8: MAYOR'S DIARY

No Mayor's Diary report is required for November 2018

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS WITHOUT NOTICE

ITEM 11: QUESTIONS ON NOTICE

No Questions on Notice have been received.

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

There are no Confidential Items for discussion.

CLOSE

A handwritten signature in black ink, appearing to read 'John Harry', with a stylized flourish at the end.

John Harry
CHIEF EXECUTIVE OFFICER

ITEM 1: PUBLIC QUESTION TIME

ITEM 2: DEPUTATIONS / PRESENTATIONS

ITEM 3: PETITIONS

No Petitions have been received.



**MINUTES OF COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
12 JAMES STREET, SALISBURY ON**

22 OCTOBER 2018

MEMBERS PRESENT

Mayor G Aldridge
Cr L Caruso (Deputy Mayor)
Cr D Balaza
Cr S Bedford
Cr B Brug
Cr D Bryant (*from 6.35 pm*)
Cr C Buchanan
Cr G Caruso
Cr R Cook
Cr E Gill
Cr D Pilkington
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr S White
Cr J Woodman
Cr R Zahra

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager Community Development, Ms P Webb
General Manager City Infrastructure, Mr J Devine
Manager Governance, Mr M Petrovski
Manager Communications and Customer Relations,
Mr M Bennington
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.31 pm.

APOLOGIES

There were no apologies.

LEAVE OF ABSENCE

Nil

OPENING PRAYER AND WELCOME

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

The Chief Executive Officer read the Opening Prayer.

The Mayor read the Kurna Acknowledgement.

1. PUBLIC QUESTION TIME

The Mayor advised there were no questions received for Public Question Time.

Cr Bryant entered the meeting at 6.35 pm.

2. DEPUTATIONS / PRESENTATIONS

2.1 30 Year Service Award for Mayor Gillian Aldridge

Deputy Mayor, Cr Linda Caruso presented a certificate of service to Mayor Aldridge in recognition of 30 years as an Elected Member at the City of Salisbury.

2.2 Presentation of Award

General Manager City Development, Mr T Sutcliffe, presented the Mayor with the 2018 Urban Development Institute of Australia SA Award for Affordable Development, for the Jewel Living development at Boardwalk on Greentree at Paralowie, awarded jointly to the City of Salisbury and Rivergum Homes.

3. PETITIONS

No Petitions were received.

4. PRESENTATION OF MINUTES

Moved Cr S Reardon
Seconded Cr D Balaza

The Minutes of the Council Meeting held on 24 September 2018, be taken and read as confirmed.

**CARRIED
2651/2018**

Moved Cr R Zahra
Seconded Cr R Cook

The Minutes of the Confidential Council Meeting held on 24 September 2018, be taken and read as confirmed.

**CARRIED
2652/2018**

5. COMMITTEE REPORTS

5.1 Policy and Planning Committee - Recommendations for Council Ratification

Moved Cr J Woodman

Seconded Cr R Cook

1. That Council adopt the recommendations of the Policy and Planning Committee meeting on 15 October 2018, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 22 October 2018), and listed below:
 1. Item 1.0.1 – Future Reports for the Policy and Planning Committee
 2. Item 1.1.1 – Minutes of the Youth Council Sub Committee meeting held on Tuesday 9 October 2018
 3. Item 1.1.2 – Telstra Safe Connections Program
 4. Item 1.3.1 – Statutes Amendment (Decriminalisation of Sex Work) Bill 2018 update.

CARRIED
2653/2018

5.2 Works and Services Committee - Recommendations for Council Ratification

Moved Cr R Zahra

Seconded Cr R Cook

1. That Council adopt the recommendations of the Works and Services Committee meeting on 15 October 2018, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 22 October 2018), and listed below, with the exception of **Items 2.7.1, 2.7.2, and 2.8.1**, which will be considered separately:
 1. Item 2.0.1 – Future Reports for the Works and Services Committee
 2. Item 2.6.1 - Capital Works Report – September 2018
 3. Item 2.7.3 - Pedestrian Crossing at the Ingle Farm Recreation Centre
 4. Item W&S-OB1 - Left Turning Lane onto Salisbury Highway

CARRIED
2654/2018

2.7.1 Traffic Safety: McGill Crescent, Para Hills

Cr S Reardon sought leave of the meeting to speak for a second time and leave was granted.

Moved Cr D Bryant
Seconded Cr S Reardon

1. That the matter be re-assessed and that a further report be brought back in December 2018.

With leave of the meeting and consent of the seconder Cr D Bryant VARIED the MOTION as follows:

1. That the matter be re-assessed and that a further report be brought back in December 2018.
2. Staff establish collaboration with SAPOL to address the “hoon” behaviour issue.

**CARRIED
2655/2018**

2.7.2 Installation of Slow Points on Daniel Avenue, Globe Derby

Cr D Bryant declared a perceived conflict of interest on the basis of having a friend who trains horses in Globe Derby. Cr Bryant managed the conflict by remaining in the meeting and voting in the best interest of the community..

Moved Cr C Buchanan
Seconded Cr D Proleta

1. Staff will establish collaboration with SAPOL to address the “hoon” behaviour issue.
2. Staff arrange for “REMEMBER 50 KM/H UNLESS OTHERWISE SIGNPOSTED” Advisory Signage to be installed at both ends of Daniel Avenue to reinforce the default speed limit and improve road safety for either riders on horseback or horses with buggies.
3. Staff continue to collect data and bring back a further report for design and costings to create a centre road blister similar to Trotters Drive, Globe Derby Park to be implemented along Daniel Avenue, to be considered within existing budgets in the 2018/19 financial year.

**CARRIED
2656/2018**

*The majority of members present voted IN FAVOUR of the MOTION.
Cr D Bryant voted IN FAVOUR of the MOTION.*

2.8.1 Cardboard Box Recycling Scheme

Cr D Balaza declared a perceived conflict of interest on the basis of being a member of the Board of NAWMA. Cr Balaza managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr R Cook
Seconded Cr S White

1. The information in this report be received

CARRIED
2657/2018

*The majority of members present voted IN FAVOUR of the MOTION.
Cr D Balaza voted IN FAVOUR of the MOTION.*

5.3 Resources and Governance Committee - Recommendations for Council Ratification

Moved Cr S Bedford
Seconded Cr L Caruso

1. That Council adopt the recommendations of the Resources and Governance Committee meeting on 15 October 2018, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 22 October 2018), and listed below, with the exception of **Items 3.4.1 and 3.6.1** which will be considered separately:
 1. Item 3.0.1 – Future Reports for the Resources and Governance Committee
 2. Item 3.5.1 - Draft 2017/18 Annual Report

CARRIED
2658/2018

3.4.1 Voting Advice to Council Delegate for the Local Government Association Annual General Meeting - 26 October 2018

Cr G Caruso declared a perceived conflict of interest on the basis of being a member of the ASU, a Union which covers Council staff. Cr G Caruso managed the conflict by remaining in the meeting and voting in the best interest of residents.

Cr C Buchanan sought leave of the meeting to speak for a further three minutes and leave was granted.

Moved Cr D Pilkington
Seconded Cr R Cook

1. Council direct its voting delegate in relation to the following recommendations listed in the Agenda for the Local Government Association Annual General Meeting being held 26 October 2018:

1.1 AGM181026/6.4 LGA Board Director Remuneration

That the Annual General Meeting adopts the following remuneration structure for LGA Board Directors:

<i>LGA President</i>	<i>\$47,982 (unchanged from the current allowance)</i>
<i>Directors (x9 including the Immediate Past President)</i>	<i>\$4,291 (unchanged from current allowance paid to Vice Presidents) plus reasonable expenses for directors to attend meetings.</i>

- *SUPPORT*

1.2 AGM181026/8.12 Suspension of Allowances during State or Federal Elections (Mitcham)

The Local Government Act 1999, be amended such that any local government elected member on nomination, endorsement or declaration of candidacy for any position in State or Federal Parliament shall for the duration of the Election cycle have all allowances suspended. This should include provision of motor vehicle and other support.

The LGA will liaise with the Minister for Local Government to determine any further detail that makes the intent of this motion acceptable and enforceable.

- *DO NOT SUPPORT*

-
2. Council direct its voting delegate (Mayor Gillian Aldridge or Deputy Mayor Linda Caruso as proxy) to vote on the recommendations of the Local Government Association Annual General Meeting as set out in the attachment to this report (Resources and Governance Committee, 15 October 2018, Item 3.4.1).

With leave of the meeting and consent of the seconder Cr D Pilkington VARIED the MOTION as follows:

1. Council direct its voting delegate in relation to the following recommendations listed in the Agenda for the Local Government Association Annual General Meeting being held 26 October 2018:

1.1 **AGM181026/6.4** **LGA Board Director Remuneration**

That the Annual General Meeting adopts the following remuneration structure for LGA Board Directors:

LGA President \$47,982 (unchanged from the current allowance)

Directors (x9 the including the Immediate Past President) \$4,291 (unchanged from current allowance paid to Vice Presidents) plus reasonable expenses for directors to attend meetings.

- SUPPORT

1.2 **AGM181026/8.12** **Suspension of Allowances during State or Federal Elections (Mitcham)**

The Local Government Act 1999, be amended such that any local government elected member on nomination, endorsement or declaration of candidacy for any position in State or Federal Parliament shall for the duration of the Election cycle have all allowances suspended. This should include provision of motor vehicle and other support.

The LGA will liaise with the Minister for Local Government to determine any further detail that makes the intent of this motion acceptable and enforceable.

- DO NOT SUPPORT

1.3 *That Council's position on Item 8.8 be changed to "support"; Council's position on Item 8.11 be changed to "oppose"; and Council's position on 8.14 also be changed to "oppose".*

2. Council direct its voting delegate (Mayor Gillian Aldridge or Deputy Mayor Linda Caruso as proxy) to vote on the recommendations of the Local Government Association Annual General Meeting as set out in the attachment to this report (Resources and Governance Committee, 15 October 2018, Item 3.4.1).

Cr D Pilkington sought leave of the meeting to WITHDRAW the MOTION and leave was granted.

The **MOTION** was **WITHDRAWN**

Moved Cr B Brug

1. Council direct its voting delegate in relation to the following recommendations listed in the Agenda for the Local Government Association Annual General Meeting being held 26 October 2018:

1.1 **AGM181026/6.4** **LGA Board Director Remuneration**

That the Annual General Meeting adopts the following remuneration structure for LGA Board Directors:

<i>LGA President</i>	<i>\$47,982 (unchanged from the current allowance)</i>
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<i>Directors (x9 including the Immediate Past President)</i>	<i>\$4,291 (unchanged from current allowance paid to Vice Presidents) plus reasonable expenses for directors to attend meetings.</i>
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- *SUPPORT*

1.2 **AGM181026/8.12** **Suspension of Allowances during State or Federal Elections (Mitcham)**

The Local Government Act 1999, be amended such that any local government elected member on nomination, endorsement or declaration of candidacy for any position in State or Federal Parliament shall for the duration of the Election cycle have all allowances suspended. This should include provision of motor vehicle and other support.

The LGA will liaise with the Minister for Local Government to determine any further detail that makes the intent of this motion acceptable and enforceable.

- *SUPPORT*

2. Council direct its voting delegate (Mayor Gillian Aldridge or Deputy Mayor Linda Caruso as proxy) to vote on the recommendations of the Local Government Association Annual General Meeting as set out in the attachment to this report (Resources and Governance Committee, 15 October 2018, Item 3.4.1).

The **MOTION LAPSED** for want of a **SECONDER**

Moved Cr E Gill

Seconded Cr C Buchanan

1. That the Mayor vote according to her will and advise Council after the meeting accordingly.

Cr S Bedford moved a FORMAL MOTION that the MOTION be PUT

Seconded Cr J Woodman

The **FORMAL MOTION** was **CARRIED**

The **MOTION** was **PUT** and **CARRIED**

CARRIED
2659/2018

*A **DIVISION** was requested by Cr Zahra and the following members responded to the Mayor's call as having voted in favour of the **MOTION**:*

Crs L Caruso, B Brug, C Buchanan, G Caruso, R Cook, E Gill, D Pilkington, D Proleta, G Reynolds, S White and J Woodman

*The following members responded to the Mayor's call as having voted against the **MOTION**:*

Crs D Balaza, S Bedford, D Bryant, S Reardon and R Zahra

*The Mayor declared the **MOTION** was **CARRIED***

3.6.1 Council Committee Structure - Recommendation for Incoming Council

Moved Cr C Buchanan
Seconded Cr S Bedford

1. That the Council leaves the existing meeting structure for the new Council to review.

**CARRIED
2660/2018**

Further Motion

Cr R Zahra sought leave of the meeting to speak for a further three minutes and leave was granted.

Moved Cr R Zahra
Seconded Cr C Buchanan

1. That the new Council adopts the previous agenda and reporting format.

LOST

Further Motion

Moved Cr R Zahra
Seconded Cr S Bedford

1. That the new Council reviews the current agenda and reporting format.

**CARRIED
2661/2018**

BREAK

In accordance with the Code of Practice for Meeting Procedures, the presiding member provided a break to all present. The meeting was suspended at 8.25 pm.

Cr White left the meeting at 8.25 pm and did not return.

The meeting reconvened at 8.39 pm.

Personal Statement

Cr Robyn Cook thanked Elected Members and staff for their support during her term on Council.

Cr R Cook left the meeting at 9.48 pm and did not return.

**5.4 Audit Committee - Recommendations for Council
Ratification**

Moved Cr R Zahra

Seconded Cr L Caruso

1. That Council adopt the recommendations of the Audit Committee meeting on 9 October 2018, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 22 October 2018), and listed below:
 1. Item 4.0.1 – Future Reports of the Audit Committee of Council
 2. Item 4.0.2 – Actions List
 3. Item 4.0.3 – Proposed Audit Committee meeting schedule for 2019
 4. Item 4.2.1 – Report to the Audit Committee for the year ended 30 June 2018, prepared by Bentleys
 5. Item 4.2.2 – End of Financial Year Statements and Analysis
 6. Item 4.2.3 – Capital Works Projects - Final Report
 7. Item 4.2.4 - Audit Committee Self-Assessment
 8. Item 4.2.5 - Update on the Risk Management and Internal Controls Activities
 9. Item 4.2.6 - Risk and Governance Program

**CARRIED
2662/2018**

5.5 Council Assessment Panel Meeting

Minutes of the Council Assessment Panel Meeting held on 25 September 2018 were noted by Council.

5.6 Budget and Finance Committee - Recommendations for Council Ratification

Moved Cr S Reardon
Seconded Cr L Caruso

1. That Council adopt the recommendations of the Budget and Finance Committee meeting on 15 October 2018, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 22 October 2018), and listed below, with the exception of **Items 6.0.2** which will be considered separately:
 1. Item 6.0.1 – Future Reports for the Budget and Finance Committee
 2. Item 6.1.1 – Council Finance Report - September 2018

**CARRIED
2663/2018**

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 8 October 2018

6.0.2-IBDSC1 Future Reports for the Innovation and Business Development Sub Committee

Moved Cr E Gill
Seconded Cr J Woodman

1. The information be received.

**CARRIED
2664/2018**

6.0.2-IBDSC2 Strategic Procurement - Progress Update

Cr D Balaza declared a perceived conflict of interest on the basis of his employment. Cr Balaza managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr E Gill
Seconded Cr J Woodman

1. Receive and note the report.

**CARRIED
2665/2018**

*The majority of members present voted IN FAVOUR of the MOTION.
Cr D Balaza voted IN FAVOUR of the MOTION.*

5.7 Sport, Recreation and Grants Committee

There was no Sport, Recreation and Grants Committee meeting held in October 2018.

5.8 CEO Review Committee

There was no CEO Review Committee meeting held in October 2018.

6. GENERAL BUSINESS REPORTS

6.1 End of Year Financial Statement and Analysis

Moved Cr S Bedford
Seconded Cr G Caruso

1. The information be received.
2. The Annual Financial Statements for the year ended 30 June 2018 be adopted.

CARRIED
2666/2018

6.2 First Quarter Budget Review 2018/19

Moved Cr G Caruso
Seconded Cr L Caruso

1. The budget variances identified in this review and contained in the Budget Variation Summary (Appendix 1) be endorsed and net \$2,019,400 be credited to the Sundry Project Fund. This will bring the balance to \$2,019,400.
2. The balance of the Sundry Projects Fund of \$2,019,400 be allocated to reduce loan borrowings for 2018/19.

CARRIED
2667/2018

7. MOTIONS ON NOTICE

7.1 Motion on Notice - Donations to Council Candidates

Moved Cr C Buchanan
Seconded Cr D Balaza

That:

1. Council call on the State Government to amend the Local Government (Elections) Act 1999 to ban donations from property developers to candidates in Council elections.

With leave of the meeting and consent of the seconder Cr C Buchanan VARIED the MOTION as follows

1. Council call on the State Government to amend the Local Government (Elections) Act 1999 to ban donations from property developers, unions and a review of other third parties that might be perceived to have an interest in local government, to candidates in Council elections.

CARRIED
2668/2018

Cr D Bryant left the meeting at 9:10 pm and did not return.

7.2 Motion on Notice - Salisbury Oval Development and Neales Green Historical Information

Moved Cr L Caruso
Seconded Cr G Reynolds

1. That a report be provided to the new Council at its January 2019 meeting giving update advice on the Salisbury Oval development and historical information about Neales Green.

CARRIED
2669/2018

7.3 Motion on Notice - Acknowledgement of Retiring Members

Moved Cr C Buchanan
Seconded Cr J Woodman

1. That Council publicly acknowledge and express its gratitude to Cr Joe Caruso and Cr Robyn Cook for their contributions and service to the Council and the people of the City of Salisbury during their time as Elected Members.

CARRIED
2670/2018

7.4 Motion on Notice - Footpath Construction Budget

Cr C Buchanan left the meeting at 10:26 pm.

Cr C Buchanan returned to the meeting at 10:27 pm.

Moved Cr D Pilkington

Seconded Cr C Buchanan

1. That a report be brought forward to the newly elected Council, in time for consideration in the 2019/20 budget, providing advice about the likely impact of one-off increases of \$1m each to the footpath construction and footpath repairs and maintenance budgets, and Council's long term financial management plan, including:
 - how many additional kilometres of footpath on our capital works program could be accelerated for construction with the additional funds;
 - the likely increase in rectifying footpath faults; and
 - the impact on Council's long-term footpath maintenance budget and program, and asset management plans.

**CARRIED
2671/2018**

BREAK

In accordance with the Code of Practice for Meeting Procedures, the presiding member provided a break to all present. The meeting was suspended at 10.28 pm.

The meeting reconvened at 10.38 pm.

8. MAYOR'S DIARY

MD1 Mayor's Diary

Moved Cr G Caruso

Seconded Cr D Proleta

1. That this information be noted.

**CARRIED
2672/2018**

Cr Brug entered the meeting at 10.45 pm.

9. ELECTED MEMBER REPRESENTATION ACTIVITIES

Cr C Buchanan:

- Community Family Fun Day being held on the first Sunday in November at the Salisbury North Football Club, 10.00am to 4.00pm on behalf of the Paralowie Lions Club
- Burton Community Centre Annual General Meeting being held early December 2018

10. QUESTIONS WITHOUT NOTICE

There were no Questions Without Notice.

11. QUESTIONS ON NOTICE

11.1 Question on Notice - HACC Bus

Cr Damien Pilkington has submitted the following question:

In the 2016 budget Council increased funding to the volunteer passenger service to increase the number of services provided.

Recently I saw a new bus but was driving so I couldn't see it clearly. What does the new bus look like and how has the increased funding increased the number of passenger services provided?

General Manager Community Development, Ms Pippa Webb has provided the following response:

Since the 2015/16 financial year Council has provided \$100,000 funding per annum to expand the transport services provided through Salisbury Home and Community Services. At the time of the new initiative the external funding was called Home and Community Care (HACC) and administered by the State Government. However with the national aged care and disability reforms, the component of the external funding for the aged is now administered by the Commonwealth Government and called Commonwealth Home Support Programme (CHSP).

Council's contribution to the transport services saw the expansion of the Salisbury Home and Community Services fleet of vehicles and resulted in the delivery of an additional 18,304 transport trips over the last three (3) years.

The external Commonwealth and State funding contractual arrangements was to deliver 22,920 transport trips over the last three (3) financial years of 2015/16; 2016/17; and 2017/18. However in that period a total of 41,224 transport trips were delivered to an average of 650 customers per year.

The current fleet consists of three (3) Toyota 12 seater buses; three (3) Hyundai IMAX 8 seater vans; and four (4) station wagons. The changeover sequence of these vehicles is managed by the City Infrastructure Department, Fleet and Workshop section in accordance with Council's policy and procedures.



12. OTHER BUSINESS / MOTIONS WITHOUT NOTICE

There was no Other Business or any Motions Without Notice.

13. CONFIDENTIAL ITEMS

There were no confidential items for discussion.

CLOSE

The meeting closed at 11.02 pm.

CHAIRMAN.....

DATE.....

ITEM 6: GENERAL BUSINESS REPORTS

6.1 2018 Local Government Election Results

AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report summarises the 2018 Local Government Elections results within the City of Salisbury.

RECOMMENDATION

1. The information be received.

1. ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. City of Salisbury Election Results - November 2018

1. BACKGROUND

- 1.1 The Local Government (Elections) Act 1999 requires elections to determine the membership of each council to be held at intervals of four years on the basis that voting at the elections will close at 5pm on the last business day before the second Saturday of November in the year the election is held.
- 1.2 Local Government elections are conducted on the basis of postal voting. Ballot papers are sent to electors, designated persons of a group or body corporate whose names appear on the roll of certified voters. Ballot papers were distributed to electors of the City of Salisbury from 22 October 2018, with postal voting closing on 9 November 2018.
- 1.3 The City of Salisbury had 7 ward elections and 1 mayoral election, comprising 15 positions, being contested during the 2018 elections. A total of 41 Candidate nominations were received.
- 1.4 The next periodic elections will be conducted in 2022.

2. REPORT

2.1 Ballots were conducted for all 7 wards elections, with counting of votes commencing on Saturday 10 November 2018. The following statistics summarise the voting process within the City of Salisbury:

- 93,937 ballot papers issued
- 25,883 ballot papers returned
- 27.55% return rate (in comparison with 25.07% at the 2014 elections).

Election Results

2.2 Following the conclusion of the 2018 Local Government Elections for the City of Salisbury the Returning Officer, Electoral Commissioner, Mick Sherry, has declared the following members elected:

Mayor	Gillian Aldridge OAM	
Councillors		
1 – Central Ward	Chad Buchanan	Donna Proleta
2 – East Ward	Adam Duncan	Maria Blackmore
3 – South Ward	Julie Woodman	Natasha Henningsen
4 – Hills Ward	Peter Jensen	Shiralee Reardon
5 – Para Ward	Sarah Ouk	Kylie Grenfell
6 – North Ward	David Hood	Graham Reynolds
7 – West Ward	Beau Brug	Lisa Braun

2.3 Complete election results are included as an attachment to this report for the information of Council.

3. CONCLUSION / PROPOSAL

3.1 The 2018 Local Government Elections results are provided for noting by Council.

2. CO-ORDINATION

Officer: MG

Date:

Candidate status after count 4 (Election finished)

Elected			Continuing			Excluded		
(Election order)	Count¹	Votes¹	(Ballot paper order)	Count²	Votes²	(Exclusion order)	Count¹	Votes¹
ALDRIDGE, Gillian	4	12544	PILKINGTON, Damien	4	9762	WATSON, Teddy	2	2480
						NORRIS, Matthew	3	3933

¹ as at point of election/exclusion² current status

Candidate status after count 8 (Election finished)

Elected			Continuing			Excluded		
(Election order)			(Ballot paper order)			(Exclusion order)		
	Count ¹	Votes ¹		Count ²	Votes ²		Count ¹	Votes ¹
BUCHANAN, Chad	1	1716	KHIEV, Dara	8	908	GHIMIRE, Lok Nath	3	162
PROLETA, Donna Margaret	8	1139				FURTADO, Moira	5	653

¹ as at point of election/exclusion² current status

Candidate status after count 15 (Election finished)

Elected (Election order)			Continuing (Ballot paper order)			Excluded (Exclusion order)		
	Count ¹	Votes ¹		Count ²	Votes ²		Count ¹	Votes ¹
DUNCAN, Adam	9	1143	BALAZA, David Matthew	15	796	EL-YOUSSEF, Ahmad	2	97
BLACKMORE, Maria	15	1050				JACKSON, Emma	3	162
						GILL, Betty	5	477
						DAWSON, Sherri	9	561

¹ as at point of election/exclusion² current status

Candidate status after count 8 (Election finished)

Elected			Continuing			Excluded		
(Election order)			(Ballot paper order)			(Exclusion order)		
	Count ¹	Votes ¹		Count ²	Votes ²		Count ¹	Votes ¹
WOODMAN, Julie	1	961	BEDFORD, Sean	8	876	HUMBLE, Stephen	3	244
HENNINGSSEN, Natasha	8	890				HODGKIN, Daniel	5	426

¹ as at point of election/exclusion² current status

Candidate status after count 6 (Election finished)

Elected			Continuing			Excluded		
(Election order)	Count ¹	Votes ¹	(Ballot paper order)	Count ²	Votes ²	(Exclusion order)	Count ¹	Votes ¹
JENSEN, Peter	3	1037	BATES, Antony (Tony)	6	647	ADAM, Rob	2	150
REARDON, Shiralee	6	1133				PRAJAPATI, Gaurang	3	263
						BRYANT, David John	6	472

¹ as at point of election/exclusion

² current status

Candidate status after count 4 (Election finished)

Elected			Continuing			Excluded		
(Election order)			(Ballot paper order)			(Exclusion order)		
	Count ¹	Votes ¹		Count ²	Votes ²		Count ¹	Votes ¹
OUK, Sarah	2	1435	ZAHRA, Riccardo	4	1165	VAN DER MERWE, Jan	2	297
GRENFELL, Kylie	4	1380				GOHIL, Raj	4	519

¹ as at point of election/exclusion² current status

Candidate status after count 3 (Election finished)

Elected			Continuing			Excluded		
(Election order)	Count ¹	Votes ¹	(Ballot paper order)	Count ²	Votes ²	(Exclusion order)	Count ¹	Votes ¹
HOOD, David	2	1286	CARUSO, Linda	3	1165	DAHALL, Kamal	2	580
REYNOLDS, Graham	3	1172						

¹ as at point of election/exclusion² current status

Candidate status after count 3 (Election finished)

Elected			Continuing			Excluded		
(Election order)			(Ballot paper order)			(Exclusion order)		
	Count ¹	Votes ¹		Count ²	Votes ²		Count ¹	Votes ¹
BRUG, Beau	1	2248	HEASMAN, Silvana	3	405	FURLONG, Brad	3	152
BRAUN, Lisa	3	1206	WHITE, Steve	3	696			

¹ as at point of election/exclusion² current status

6.2

Question Laying on the Table

AUTHOR

John Harry, Chief Executive Officer, CEO and Governance

CITY PLAN LINKS

4.4 To ensure informed and transparent decision-making that is accountable and legally compliant

SUMMARY

Section 12(19) of the *Local Government (Procedures at Meetings) Regulations 2013* ('the Regulations') provides that any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election. Section 12(20) requires the Chief Executive Officer to report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election. This report provides details of questions laying on the table that have now lapsed.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Regulation 12(14)(c) of the Regulations states:

(14) *If the formal motion is—*

(c) *that **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption):*

- 1.1 Section 12 (Motions) of the *Local Government Act 1999* provides:

(19) *Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.*

(20) *The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.*

- 1.2 The practical effect is that the question is disposed of and the only way for the matter to again be considered by the Council is by consideration of a new report prepared by administration or by way of motion given by an Elected Member. Both approaches result in Council considering the item of business afresh.

2. REPORT

- 2.1 There are no questions that are lying on the table from the previous term of Council.

3. CONCLUSION / PROPOSAL

- 3.1 Council is advised there are no questions lying on the table from the previous term of Council pursuant to Section 12 of the *Local Government Act 1999*.

CO-ORDINATION

Officer: EXEC MG

Date:

6.3

Elected Member Allowances, Facilities and Support Policy

PREV REFS Council GB5 27/08/2018

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

CITY PLAN LINKS 4.4 To ensure informed and transparent decision-making that is accountable and legally compliant

SUMMARY This report sets out details related to Elected Member allowances and reimbursements, facilities, and support available under the Local Government Act 1999. It also provides a revised draft Elected Member Allowances, Facilities and Support Policy for consideration by Council.

RECOMMENDATION

1. Allowances payable to Elected Members as specified by the Remuneration Tribunal in Determination No. 6 of 2018: Allowances for Members of Local Councils be noted.
2. For the 2018-2022 Council term, Elected Member allowances be paid on a monthly basis, in arrears.
3. The Elected Member Allowances, Facilities and Support Policy as attached to this report (Item GB3, Council Meeting 26/11/2018) be endorsed.

3. ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Elected Member Allowances, Facilities and Support Policy

1. BACKGROUND

- 1.1 Part 5 of the *Local Government Act 1999* deals with the provision of Allowances and Benefits to members of a Council, including reimbursement of expenses and the provision of facilities and support.
- 1.2 Section 77 (1) of the *Local Government Act 1999* also allows for the development of a policy by Council to approve reimbursement of expenses and notes that any policy developed under this section lapses at a general election of the council.
- 1.3 The previous Council adopted an Elected Member Allowances, Facilities and Support Policy (the Policy) which includes:
 - Details of Elected Member allowances as determined by the Remuneration Tribunal in the relevant Determination;
 - The expenses that may be reimbursed to Elected Members, as provided for within the *Local Government (Members Allowances and Benefits) Regulations 2010*; and
 - Facilities and other support available to all Elected Members as determined by Council.

-
- Clause E6 of the endorsed Policy specified *“Elected Member reimbursements, facilities and support, as detailed in Schedule 2 and 3 attached to this Policy, will be reviewed annually.”*
- 1.4 The Elected Member Allowances, Facilities and Support Policy was last reviewed by Council at its meeting in August 2018 where it endorsed that Council no longer provides broadband internet connection but that Elected Members would be reimbursed up to \$60 per month for broadband internet connection that is privately provided by the Elected Member.
 - 1.5 Given that this Policy lapsed at the general election, in accordance with the legislation, it has now been reviewed and updated in line with the latest determination of the Remuneration Tribunal, “Report and Determination No. 6 of 2014: Allowances for Members of Local Government Councils”.
 - 1.6 “Report and Determination No. 6 of 2018: Allowances for Members of Local Government Councils” was issued in August 2018 by the Remuneration Tribunal and is to take effect following the November 2018 general election. For City of Salisbury members the allowances payable are as follows:
 - 1.6.1 The annual allowance for a councillor who is not a principal member, deputy mayor or presiding member is \$23,350 per annum.
 - 1.6.2 The annual allowance for the principle member (Mayor) is equal to four times the annual allowance of a councillor (\$93,400).
 - 1.6.3 The annual allowance for a deputy mayor or a councillor who is the presiding member of one or more standing committees established by a council is equal to one and a quarter (1.25) times the annual allowance of a councillor (\$29,187.50).
 - 1.6.4 An additional allowance in the form of a sitting fee is payable to a councillor (other than the principal member or deputy principal member, chairperson or deputy chairperson or a presiding member of a prescribed committee) who is the presiding member of a committee, that is not a prescribed committee (such as a sub-committee) at the rate of \$230 per meeting limited to an aggregate amount of \$1,380 per annum.
 - 1.7 While the *Local Government (Members Allowances and Benefits) Regulations 2010* provide that an allowance may be paid in instalments up to 3 months in advance or 3 months in arrears of each month in respect of which an instalment is payable, historically elected members at the City of Salisbury have been paid on a monthly basis, in arrears.
 - 1.8 Section 78 of the *Local Government Act 1999* (the Act) allows for the provision of facilities and support to elected members to “assist the members in performing or discharging official functions and duties”.
 - 1.9 Section 78(2) of the Act states that the provision of facilities and services is at the discretion of the council subject to complying with the following requirements:
 - (a) *The council must specifically resolve that the provision of the facilities or services is necessary or expedient to the performance or discharge of official functions or duties;*
 - (b) *Facilities and services must be available to members on a uniform basis (other than facilities or services specifically provided for the benefit of the principal member);*
 - (c) *Any property provided to a member remains the council’s.*

1.10 Section 78(3) specifies:

“A member of a council must not use a facility or service provided by the council under this section for a purpose unrelated to the performance or discharge of official functions or duties (unless the use has been approved by the council and the member has agreed to reimburse the council for any additional costs or expenses associated with this use).”

- 1.11 Historically, Council has endorsed the Elected Members Allowances, Facilities and Support Policy that specifies elected members allowances, expenses eligible for reimbursement and other facilities and support available to elected members, which has included Notebook and/or Tablet computer, printer, reimbursement for broadband internet connection that is privately provided by the Elected Member (as Council no longer provides broadband internet connection) and various stationery items.

2. REPORT

- 2.1 Following the general election the former Elected Members Allowances and Support Policy lapsed. As a consequence, it is necessary for Council to determine whether it wishes to establish a new policy that details the facilities and support that will be made available to elected members, including any additional facilities and support that will be made available to the Mayor.
- 2.2 To assist Council with its deliberations, a draft Elected Members Allowances, Facilities and Support Policy is included as Attachment 1 to this report. The draft Policy is consistent with the requirements of the *Local Government (Allowances and Benefits) Regulations 2010* and is based on facilities and support previously made available to Elected Members at the City of Salisbury. For the sake of completion, information relating to Elected Members allowances, as included in “Determination 6 of 2018: Allowances for Members of Local Government Councils”, has been included within the draft Policy.
- 2.3 Any facilities/support accessed under the Elected Members Allowances, Facilities and Support Policy will be recorded in the Allowances and Benefits Register, in accordance with the requirements of s.79 of the Act.

3. CONCLUSION / PROPOSAL

- 3.1 Elected Members are asked to consider the attached draft Elected Members Allowances, Facilities and Support Policy and determine if any changes are required, noting that allowances paid to Elected Members are determined by the Remuneration Tribunal.

4. CO-ORDINATION

Officer: EXEC MG
Date:



Elected Member Allowances, Facilities and Support Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	0753/2015, 1516/2016, 2167/2017, 2609/2018
Approval Date:	24 November 2014	Last Reapproval Date:	27 August 2018 26 November 2018
Review Date:	November 2018 2020	Internal Reference No.:	
Department:	CEO and Governance	Division:	Governance
Function:	9 - Governance	Responsible Officer:	Manager, Governance

A - PREAMBLE

1. The City of Salisbury seeks to ensure that the payment of Elected Member allowances and the reimbursement of expenses is accountable, transparent and in accordance with the *Local Government Act 1999*, Remuneration Tribunal Determination No. ~~7-6~~ of ~~2014~~ 2018: Members of Local Government Councils and the *Local Government (Members Allowances and Benefits) Regulations 2010*.
2. Allowances, reimbursements, facilities and support are provided to Elected Members to enable them to effectively perform or discharge official functions and duties.

B - SCOPE

1. This policy applies to all Elected Members.

C - POLICY PURPOSE/OBJECTIVES

1. This policy sets out:
 - Elected Member allowances as determined by the Remuneration Tribunal in Determination No. ~~7-6~~ of ~~2014~~ 2018: Members of Local Government Councils;
 - the expenses that may be reimbursed to Elected Members, as provided for within the *Local Government (Members Allowances and Benefits) Regulations 2010*; and
 - facilities and other support available to all Elected Members as determined by Council.

D - DEFINITIONS

1. **Eligible journey** – means a journey (in either direction) between the principal place of residence, or a place of work, of a member of the council, and the place of a prescribed meeting.
2. **Prescribed meeting** – in relation to a member of a council, means a meeting of the council or council committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.
3. **Prescribed reimbursements** – are those reimbursements provided for within Section 77 of the *Local Government Act 1999* (and supporting Regulations).
4. **Facilities and support** – facilities and other forms of support made available to Elected Members in accordance with Section 78 of the *Local Government Act 1999*.

E - POLICY STATEMENT

1. Elected Members shall be provided with reimbursements, facilities or support that are necessary or expedient to the performance or discharge of official functions or duties.
2. In support of this philosophy Elected Members are provided with a range of reimbursements, facilities and support on the following basis:
 - All facilities and support are made available to Elected Members on a uniform basis (other than facilities or services specifically provided for the benefit of the (Mayor).
 - Any property provided to an Elected Member in accordance with this policy remains the property of Council.
 - Reimbursements will be restricted to *prescribed reimbursements* (travel and child care related) unless otherwise approved within this Policy or specifically approved by way of Council resolution.
 - All reimbursements claimed by Elected Members must be for expenses actually and necessarily incurred. Requests for reimbursement must be received within the financial year relevant to the expense incurred and must include full details of the nature of the expense, be supported by evidence of the expense and accompanied by the relevant request for reimbursement form.
3. Section 77(1)(b) of the *Local Government Act* allows for the provision of further reimbursement of expenses, subject to the approval of council. Schedule 2 of this Policy provides full details relating to reimbursements that may be made to Elected Members.
4. As required by section 79 of the *Local Government Act 1999*, the Chief Executive Officer will ensure a record of the allowances paid, expenses reimbursed or any other benefits paid or provided to a member is maintained (Register of Allowances and Benefits).
5. Elected Member Allowances are prescribed by Remuneration Tribunal Determination No. ~~7-6~~ of ~~2014~~~~2018~~: Members of Local Government Councils and will be adjusted in accordance with that Determination on an annual basis.
6. Elected Member reimbursements, facilities and support, as detailed in Schedule 2 and 3 attached to this Policy, will be reviewed annually.

F - LEGISLATION

1. *Local Government Act 1999*, sections 76, 77 and 78
2. *Local Government (Members Allowances and Benefits) Regulations 2010*
3. Remuneration Tribunal Determination No. ~~7-6~~ of ~~2014~~~~2018~~: Members of Local Government Councils

G - REFERENCES

1. Schedule 1 – Elected Member Allowances
2. Schedule 2 – Approved Reimbursements
3. Schedule 3 – Additional Facilities and Support

H - ASSOCIATED PROCEDURES

1. Register of Elected Members Allowances and Benefits - *City of Salisbury*
2. Reimbursement Form - *City of Salisbury*

Document Control

Document ID	Elected Member Allowances, Facilities and Support Policy
Prepared by	Michelle Woods
Release	2.00
Document Status	Final
Date Printed	22/11/201824/10/2018

Schedule 1 – Elected Member Allowances

1. The Local Government Act 1999 and Local Government (Members Allowances and Benefits) Regulations 2010 provide that an Elected Member shall be entitled to receive an allowance determined by the Remuneration Tribunal in relation to the member's office.
2. Elected Member Allowances are determined by the Remuneration Tribunal and set out in Determination No. 7-6 of 2014-2018: Members of Local Government Councils. The accompanying Report of the Remuneration Tribunal to Determination No. 6 of 2018 states that "the nature of the Determination made by the Tribunal is to create an entitlement for members of Councils to be paid what is described as an allowance, in the nature of a fee, as defined by the Remuneration Act 1990 . . . for counsel or advice provided in relation to the decisions and actions of Councils in the performance of their statutory responsibilities, including a representative function within that decisions making process".
3. In summary, this Determination provides the following allowances for City of Salisbury Elected Members:

Councillor:	\$ 22,414 23,350 per annum (effective 7/11/2017 November 2018)
Mayor:	\$ 89,656 93,400 per annum (effective 7/11/2017 November 2018)
Deputy Mayor:	\$ 28,018 29,187.50 per annum (effective 7/11/2017 November 2018)
Chairman of Standing Committees	\$ 28,018 29,187.50 per annum (effective 7/11/2017 November 2018)
Sitting fee payable to a Councillor (other than the principal member or deputy principle member, chairperson or deputy chairperson or a presiding member of a prescribed committee) who is the presiding member of a committee, that is not a prescribed committee, such as a sub-committee.	\$ 209-230 per meeting limited to an aggregate amount of \$ 1,254 1,380 per annum (effective 7/11/2017 November 2018)

2. The allowances prescribed in Determination No. ~~7-6~~ of ~~2014-2018~~ are operative for all council members from the first ordinary meeting of the Council held after the conclusion of the ~~2014-2018~~ Local Government elections.
3. In accordance with section 76(9) and 76(15) of the *Local Government Act*, allowances set out in Determination No. ~~7-6~~ of ~~2014-2018~~: Allowances for Members of Local Government Councils will be adjusted annually on the first, second and third anniversary of the ~~2014-2018~~ local government election to reflect changes in the Consumer Price Index, where the Consumer Price Index is defined as the "Consumer Price Index (All groups index for Adelaide)" published by the Australian Bureau of Statistics" (section 76(15) Local Government Act 1999).

Schedule 2 - Reimbursement of Expenses

1. In accordance with the requirements of section 77 of the *Local Government Act 1999* and the *Local Government (Members Allowances and Benefits) Regulations 2010* the kinds of expenses for which an Elected Members will be reimbursed are as follows:
 - a) Travelling expenses actually and necessarily incurred by the member in travelling to or from a prescribed meeting if –
 - (i) The journey is an eligible journey; and
 - (ii) The journey is by the shortest or most practicable route;
 - b) Expenses for the care of –
 - (i) A child of the member; or
 - (ii) A dependant of the member requiring full time careactually and necessarily incurred by the member as a consequence of the member's attendance at a prescribed meeting.
2. In relation to reimbursement of travelling expenses:
 - a) If an eligible journey relates to travel between a place within the area of the council and a place outside the area of the council (in either direction) the member is only entitled to be reimbursed in respect of expenses that can be attributed to travel within the area of the council (unless the travel relates to an activity specified in clause 4 below).
 - b) The rate of reimbursement for motor vehicle costs will be at a rate equal to the appropriate rate per kilometre prescribed for the purposes of calculated deductions for car expenses as detailed on the Australian Taxation Office website.
 - c) Travel by taxi, bus or other means of public transport is reimbursed on the basis of expenses "actually and necessarily incurred", but is limited to 'eligible journeys' as defined in this Policy.
3. In relation to reimbursement of care expenses:
 - a) A member of council is not entitled to be reimbursed if the care is provided by a person who ordinarily resides with the member.
4. Council has also determined that reimbursement will be available for travel ~~to and from~~ expenses for the following meetings (both within and outside the Council area) and care costs associated with attendance at the following meetings (subject to the limitations set out in clause 2 above):
 - Sub Committee meetings
 - Informal Strategy
 - ~~Working Groups supported by Council~~
 - Council Representative to Greater Adelaide Regional Organisation of Councils meetings
 - Local Government Association Ordinary and Annual General Meetings
 - ~~Local Government Association Board of Directors (where/when the City of Salisbury has membership – may include accommodation costs for regional meetings)~~
 - Regional Subsidiary meetings when a member is appointed by Council
 - Annual Christmas Dinner
 - Civic receptions
 - External Committees where an Elected Member is appointed by Council
 - Activities where an Elected Member is representing the Mayor on behalf of Council
 - Conferences and Training
5. As provided under section 77(1)(b) of the *Local Government Act 1999*, reimbursement of travel expenses associated with attendance at meetings that are not included in the above list may be approved by Council on a case by case basis.

Schedule 3 – Additional Facilities and Support

1. To facilitate the performance and discharge of official functions and duties Council has specifically resolved that the provision of the following facilities and services is necessary or expedient to the performance or discharge of official functions and duties. These facilities and services are therefore provided to Elected Members to assist in performing or discharging official functions and duties~~Council has resolved to make available to Elected Members the following facilities and support:~~
 - A suitable laptop or desktop computer
 - Tablet (eg Apple iPad)
 - A suitable multifunction device (printer, scanner and fax) with up to 16 sets of printer cartridges per Council term.
 - As broadband connection is not provided by Council, Reimbursement-reimbursement to the value of \$60 per month for broadband internet connection that is privately provided by the Elected Member.
 - Up to four (4) reams of paper per annum.
 - Envelopes – up to 1500 per Elected Member per annum.
 - Business cards – up to 500 per Elected Member per annum.
 - With Compliments Slips - up to 500 per Elected Member per annum.
2. Where quantities of items are provided on a “per annum” basis these amounts apply for a financial year period (that is, from 1 July until 30 June). During an election year, a pro-rata quantity is determined leading up to and after following the conclusion of the election.
3. In addition to the additional facilities and support provided to Elected Members, Council has resolved to make available to the Mayor the following facilities and support to assist in the performance of the Mayor’s official functions and duties:
 - Fully maintained motor vehicle
 - A mobile phone and hands free car kit
 - Office space
 - Access to a Personal Assistant

6.4

Appointment of Deputy Mayor

AUTHOR

Michelle Woods, Projects Officer Governance, CEO and Governance

CITY PLAN LINKS

4.4 To ensure informed and transparent decision-making that is accountable and legally compliant

SUMMARY

This report provides information with respect to the appointment of a Deputy Mayor and seeks Council's determination for that appointment.

RECOMMENDATION

1. Pursuant to Section 51(3) and (4) of the *Local Government Act 1999*, the Council of the City of Salisbury hereby resolves that there shall be a Deputy Mayor, and the term of office shall be for the period from November 2018, to expire at the conclusion of the _____ Council meeting.
2. The Deputy Mayor for the above period be _____.

5. ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Section 51(3) and (4) of the *Local Government Act 1999* provides:

51(3) If a council has a mayor, there may also be, if the council so resolves, a deputy mayor and if a council has a chairperson, there may also be, if the council so resolves, a deputy chairperson.

(4) If there is to be a deputy mayor or deputy chairperson, he or she will be chosen by the members of the council from amongst their own number and will hold office for a term determined by the council.

The term must not exceed 4 years.

- 1.2 While it has been the practice of Salisbury Council to have a Deputy Mayor, Council is not obligated to make such an appointment.
- 1.3 Nominations for the office of Deputy Mayor are initially sought at the first meeting of Council following the conclusion of an election. Historically the appointment has been made for a one year term, with Council then re-considering the appointment of Deputy Mayor in November of each year.

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- 1.4 The table below sets out the history of the position of Deputy Mayor for the previous Council term:

November 2014	Cr Vermeer appointed as Deputy Mayor from November 2014 until November 2015.
November 2014	Cr Balaza appointed as Deputy Mayor from December 2015 until November 2016.
August 2016	Cr Proleta appointed as Deputy Mayor from November 2016 until November 2017.
August 2016	Cr L Caruso appointed as Deputy Mayor from November 2017 until November 2018.

2. REPORT

Process for Selecting a Mayor

- 2.1 In order to determine an appointment for the position of Deputy Mayor it is necessary to seek nominations for the position.
- 2.2 It is suggested that the Mayor call for nominations for the position. Any nominations made can be recorded on a whiteboard that will be situated in the Council Chamber for this purpose.
- 2.3 If there is more than one nomination made, Council will then need to determine the method of identifying the preferred candidate. There are a number of options available to Council including, show of hands and ballot (simple, preferential and/or secret).
- 2.4 Once the preferred candidate has been identified, a formal motion to appoint that Elected Member as Deputy Mayor will be required.

3. CONCLUSION / PROPOSAL

- 3.1 Council is asked to determine if it wishes to appoint a Deputy Mayor.

6.5

Council and Committee Structure

AUTHOR

Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance

CITY PLAN LINKS

4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY

This report provides information and advice about the current Council/Committee structure and provides details of areas of responsibility for each Committee to enable Council to make a decision about its decision making framework during the 2018/2022 Council term of office.

RECOMMENDATION

That:

1. The Council/Committee structure adopted during the 2014/2018 term of office continue to be used as the decision making process for the first 12 months of the 2018/2022 Council term of office, comprising the following Committees:
 - Policy and Planning Committee
 - Budget and Finance Committee
 - Works and Services Committee
 - Resource and Governance Committee
 - Sport, Recreation and Grants Committee
 - Audit Committee (in accordance with section 125 of the *Local Government Act 1999*)
 - CEO Review Committee.
2. The structure be reviewed after the first eight months of the term of office, seeking Elected Member feedback, and a report be provided to the Resource and Governance Committee at its November 2019 meeting recommending to Council for its consideration any changes to the Council governance structure to be adopted for the remainder of the 2018/2022 term.
3. The terms of reference for Council's Standing Committees and Sub-Committees continue, as provided in Attachment 2 to this report, pending the outcome of the review in 2019.
4. In relation to the Policy and Planning Committee:
 - a. Membership of the Policy and Planning Committee comprise all members of Council.
 - b. Cr _____ be appointed as Chairman of the Policy and Planning Committee for a one year term.
 - c. The Policy and Planning Committee appoint a Deputy Chairman for a one year term at its first meeting.

5. In relation to the Budget and Finance Committee:

- a. Membership of the Budget and Finance Committee comprise all members of Council.
- b. Cr _____ be appointed as Chairman of the Budget and Finance Committee for a one year term.
- c. The Budget and Finance Committee appoint a Deputy Chairman for a one year term at its first meeting.

6. In relation to the Works and Services Committee:

- a. Membership of the Works and Services Committee comprise:
 - Cr _____ (Central Ward)
 - Cr _____ (East Ward)
 - Cr _____ (Hills Ward)
 - Cr _____ (North Ward)
 - Cr _____ (Para Ward)
 - Cr _____ (South Ward)
 - Cr _____ (West Ward)
- b. The Mayor be appointed an ex officio member of the Works and Services Committee.
- c. Cr _____ be appointed as Chairman of the Works and Services Committee for a one year term.
- d. The Works and Services Committee appoint a Deputy Chairman for a one year term at its first meeting.

7. In relation to the Resource and Governance Committee:

- a. Membership of the Resource and Governance Committee comprise:
 - Cr _____ (Central Ward)
 - Cr _____ (East Ward)
 - Cr _____ (Hills Ward)
 - Cr _____ (North Ward)
 - Cr _____ (Para Ward)
 - Cr _____ (South Ward)
 - Cr _____ (West Ward)
- b. The Mayor be appointed an ex officio member of the Resource and Governance Committee.
- c. Cr _____ be appointed as Chairman of the Resource and Governance Committee for a one year term.
- d. The Resource and Governance Committee appoint a Deputy Chairman for a one year term at its first meeting.

8. In relation to the Sport, Recreation and Grants Committee:

a. Membership of the Sport, Recreation and Grants Committee comprise:

- Cr _____ (Central Ward)
- Cr _____ (East Ward)
- Cr _____ (Hills Ward)
- Cr _____ (North Ward)
- Cr _____ (Para Ward)
- Cr _____ (South Ward)
- Cr _____ (West Ward)

b. The Mayor be appointed an ex officio member of the Sport, Recreation and Grants Committee.

c. Cr _____ be appointed as Chairman of the Sport, Recreation and Grants Committee for a one year term.

d. The Sport, Recreation and Grants Committee appoint a Deputy Chairman for a one year term at its first meeting.

9. In relation to the Audit Committee

a. Two elected members be appointed to the Audit Committee of Council:

Cr _____
Cr _____

b. Cr _____ be appointed Chair of the Audit Committee for a term of two years.

10. In relation to the Chief Executive Officer Review Committee, consistent with the Terms of Reference, membership comprise the Mayor and Deputy Mayor as Chair and Deputy Chair respectively, and the Chairs of the following Standing Committees:

- Policy and Planning Committee;
- Budget and Finance Committee;
- Works and Services Committee;
- Resource and Governance Committee;
- Sport, Recreation and Grants Committee;

11. Council adopt the draft meeting schedule for Council, Committees and Sub-Committees as provided in attachment 3 to this report for the first 12 months of the 2018/2022 Council term of office,

12. Council set a time of 10.30 pm for the conclusion of deliberations of Council and its Committees and Sub-Committees; with remaining matters to be deferred to a reconvened meeting subject to advice of the CEO, or referred to the next Council meeting, depending on the will of the meeting.

13. The following Sub-Committees, and the Committee they report as shown below, be established in accordance with the Terms of Reference, as follows:

- Innovation and Business Development Sub-Committee (Budget and Finance Committee);
- Strategic Property Development Sub-Committee (Works and Services Committee);
- Youth Council Sub-Committee (Policy and Planning Committee);
- Strategic and International Partnerships Sub-Committee (Policy and Planning Committee);
- Tourism and Visitor Sub-Committee (Policy and Planning Committee).

-
14. The appointment of a Chairperson and Deputy Chairperson for each of the Sub-Committees, as well as membership, be delegated to the Committee that the Sub-Committee reports to, for recommendation to Council.

6. ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Report to Resource and Governance Committee - Council/Committee Structure
2. Terms of Reference - All Committees and Sub-Committees - November 2018
3. Council/Committee meetings - proposed 2019 schedule

1. BACKGROUND

- 1.1. Prior to the 2014 Local Government Election the outgoing Council considered its Council and Committee decision making structure that had served it during the 2010 to 2014 term of office, with a view to making recommendations to the incoming Council about an appropriate structure for the 2014/18 term of office.
- 1.2. The recommendation of the outgoing Council, along with a number of alternative options, was put to the new Council at its first meeting following the declaration of the election results.
- 1.3. The new Council was sworn in at its first meeting on 24 November 2014. It was also at this meeting that the Deputy Mayor was appointed, the new Council adopted the structure currently in place, Committee Membership was determined and Representative and Community appointments were made.
- 1.4. The Committee Structure adopted was consistent with the structure applied for the preceding term of Council, albeit with some minor changes.
- 1.5. In a repeat of that process, a report was prepared for consideration by the Resource and Governance Committee (and subsequently its recommendation was considered by Council) examining the Council and Committee structure, at its 15 October 2018 meeting. A number of options were presented to the Committee. The report is shown as attachment 1.
- 1.6. Council, at its meeting on 22 October 2018, made the following decision:

“That the Council leaves the existing meeting structure for the new Council to review.”
- 1.7. In addition, a further motion was considered and adopted by Council, namely:

“That the new Council reviews the current agenda and reporting format.”

2 REPORT

- 2.1 The current Council and Committee structure has provided a sufficiently robust decision making structure for facilitating the implementation of Council’s agenda during the 2014/18 term of office. The framework has provided EMs the opportunity to consider and debate significant issues on the way to making necessary decisions for providing important local community services and infrastructure, and facilitating economic growth within its boundaries and the broader northern Adelaide region.

-
- 2.2. The period at the conclusion of Council's term of office and the beginning of the new term of office presents an opportunity to review whether a different structure can better respond and deliver on the community's (and Council's) future priorities.
- 2.3. Factors for consideration when deciding Council's structure are discussed in the report that was submitted to the Resources and Governance Committee and Council at the October 2018 meetings (Attachment 1).
- 2.4. Council's Standing Committees are as follows:
- Policy and Planning Committee
 - Budget and Finance Committee
 - Works and Services Committee
 - Resource and Governance Committee
 - Sport, Recreation and Grants Committee
 - Audit Committee (in accordance with section 125 of the *Local Government Act 1999*)
 - Council Assessment Panel (already established in accordance with the *Development Act 1993*)
 - CEO Review Committee.
- 2.5. The terms of reference for each of the Standing Committees are provided in attachment 2.
- 2.6. It should be noted that for the Policy and Planning Committee, and the Budget and Finance Committee, membership consist of the full Council. In relation to the CEO Review Committee, membership consists of the Mayor and Deputy Mayor, and the Chairs of the Policy and Planning Committee, Budget and Finance Committee, Works and Services Committee, Resource and Governance Committee, and the Sport, Recreation and Grants Committee, respectively. The recommendation to this report reflects the need to appoint membership to the Committees.
- 2.7. In relation to the Audit Committee, there are two vacant positions for elected members to be appointed, and, because Cr Reynolds was also Chair of the Audit Committee prior to his membership of the Committee expiring at the end of the term, Council also has to Appoint a Chair to the Committee and specify the length of the term. This I included as a recommendation to this report.
- 2.8. It is important to note the following:
- The *Local Government Act 1999* requires Council to have an Audit Committee.
 - The *Development Act 1993* requires the establishment of a strategic planning and development policy committee (noting that the Policy and Planning Committee has served this function during this term of Council).

2.9. Sub-Committees

- 2.9.1. At the conclusion of the previous term of Council, there were five Sub-Committees, each subservient or reporting to one of the Standing Committees.
- 2.9.2. They were established to provide specific support or focus to aspects of the terms of reference of the Standing Committee they report to. They each have their own terms of reference (see attachment 2).

2.9.3. The Sub-Committees and the Committee they report to are as follows:

- Innovation and Business Development Sub-Committee (Budget and Finance Committee)
- Strategic Property Development Sub-Committee (Works and Services Committee)
- Youth Council Sub-Committee (Policy and Planning Committee)
- Strategic and International Partnerships Sub-Committee (Policy and Planning Committee)
- Tourism and Visitor Sub-Committee (Policy and Planning Committee).

2.9.4 The Sub-Committees were established by way of a recommendation to Council from the respective Standing Committee and Council subsequently adopting the recommendation.

2.9.5 Should Council accept the principal recommendation to this report that the Council/Committee structure as adopted for the previous term of Council, continue for the first 12 months of the current Council term, it should also resolve to establish the Sub-Committees also. However, it is recommended that the Committees be delegated to appoint members (including Chairs and Deputy Chairs) to the Sub-Committee, which will come to Council for ratification.

- 3.1. The beginning of a new term of Council provides an opportunity for Elected Members to determine the decision making structure that supports Council to make informed and considered decisions.
- 3.2. Subject to legislation that requires at least monthly meetings of Council, and mandates the establishment of an Audit Committee, a Council Assessment Panel and a strategic planning and development policy committee, Council can determine the frequency of its meetings, as well as decide to establish committees that are responsible for advising the Council on broad policy areas.
- 3.3. This report recommends that the newly elected Council first experience the existing Council and Committee decision making structure, and then undertake a review before considering any changes to the structure, in November 2019.
- 3.4. The table below sets out the four weekly meeting cycle for the current Council/Committee structure, noting that (with the exception of Youth Council) all meetings commence at 6.30 pm. Attachment 3 to this report provides the meeting schedule from January through to December 2019.

	Week 1	Week 2	Week 3	Week 4
Mon	Informal Strategy	sub committees, CEO Review Committee	Standing Committees	Council
Tues	other workshops if/as required	sub committees, Audit Committee		CAP

7. CO-ORDINATION

Officer:

Date:

ITEM 3.6.1

RESOURCES AND GOVERNANCE COMMITTEE

DATE 15 October 2018

HEADING Council Committee Structure - Recommendation for Incoming Council

AUTHOR Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance

CITY PLAN LINKS 4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY This report summarises the current Council Committee structure and provides details of areas of responsibility for each Committee to enable a recommendation to be made to the incoming Council (post November 2018 elections) regarding an appropriate Committee structure to be applied for the next term of Council.

RECOMMENDATION

1. That a recommendation regarding an appropriate Council Committee decision making structure be made to the incoming Council as follows:

“That a Council/Committee Governance structure be adopted for the 2018/2022 Council term, consistent with Option 3 as set out in the report to item no. 3.6.1 on the agenda for the meeting of the Resource and Governance Committee on 15 October 2018, comprising:

(a) Fortnightly Council Meetings.

(b) A Standing Committee structure consisting of:

- *Policy and Strategy Committee (or equivalent)*
- *Budget and Finance Committee (or equivalent)*
- *Community and Urban Services Committee (or equivalent)*
- *Audit Committee (in accordance with section 125 of the Local Government Act 1999)*
- *Council Assessment Panel (in accordance with the Development Act 1993)*
- *CEO Review Committee.*

(c) In accordance with the legislative requirement under the Section 101A of the Development Act 1993, for Councils to establish a strategic planning and development policy committee, the purposes of the committee be incorporated into the terms of reference of the proposed Policy and Strategy Committee in 2(b) of this recommendation.

(d) The following sub-committees be established be limited to the:

- *Innovation and Business Development Sub-Committee*
- *Strategic Property Development Sub-Committee*
- *Youth Council.*

2. A draft Meeting Schedule be prepared to accompany the Committee Structure recommendation presented at the November 2018 Council Meeting, which is to include a set time of 10.30 pm for the conclusion of deliberations of Council and its committees and sub-committees, for remaining matters to be deferred or referred to the next Council meeting, depending on the will of the meeting.
3. Revised Terms of Reference for the proposed Standing Committees be presented with the Committee Structure recommendation at the November 2018 Council Meeting.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Options for Council Committee structure 2018-2022

1. BACKGROUND

- 1.1. Prior to the 2014 Local Government Election the outgoing Council considered its Council and Committee decision making structure that had served it during the 2010 to 2014 term of office, with a view to making recommendations to the incoming Council about an appropriate structure for the 2014/18 term of office.
- 1.2. The recommendation of the outgoing Council, along with a number of alternative options, was put to the new Council at its first meeting following the declaration of the election results.
- 1.3. The new Council was sworn in at its first meeting on 24 November 2014. It was also at this meeting that the Deputy Mayor was appointed, the new Council adopted the structure currently in place, Committee Membership was determined and Representative and Community appointments were made.
- 1.4. The Committee Structure adopted was consistent with the structure applied for the preceding term of Council, albeit with some minor changes.

Current Structure

- 1.5. The current Committee structure has been in place since that time and has facilitated the decision making processes of Council effectively. The current model of the Committee structure comprises seven Standing Committees:
 - Policy and Planning Committee;
 - Budget and Finance Committee;
 - Resources and Governance Committee;
 - Works and Services Committee;
 - Sport, Recreation and Grants Committee;
 - Audit Committee; and
 - CEO Review Committee..
- 1.6. This list does not include the Council Assessment Panel (CAP), which is established in accordance with *section 56A(2) of the Development Act 1993* to :

- “a) act as a delegate of the council in accordance with the requirements of this Act; and*
- b) as it thinks fit, to provide advice and reports to the council on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of applications under this Act; and*
- c) to perform other functions (other than functions involving the formulation of policy) assigned to the panel by the council)”.*

- 1.7. The current Committee structure (excluding the Council Assessment Panel) is shown in attachment A (titled Option 1).
- 1.8. Five Sub-Committees were also established within the terms of reference of three of the Standing Committees to provide further advice and assistance with decision making processes of those Committees. Membership of sub-committees in some cases comprised non-elected community members, in addition to Elected Members. The sub-committees are as follows:
- Strategic and International Partnerships Sub-Committee
 - Tourism and Visitor Sub-Committee
 - Youth Council
 - Strategic Property Development Sub-Committee
 - Innovation and Business Development Sub-Committee (evolved from the former Program Review Sub-Committee).
- 1.9. Standing Committees are established to oversee the development of strategic policies and procedures affecting the future development of the City, as well as to provide input and make recommendations to Council about strategic projects and initiatives. The current seven standing committees provide advice in specified areas of responsibility, as defined by their terms of reference.

1.10. Policy and Planning Committee

- 1.10.1. The Policy and Planning Committee (membership comprising whole of Council) advises Council on:
- Corporate Plans
 - Strategic Asset Management
 - Community Development
 - Economic Development
 - Urban Development
 - Environmental Sustainability
 - Subsidiaries
 - Nominations to External Boards.
- 1.10.2. Section 101A of the *Development Act 1993* also requires Councils to establish a strategic planning and development policy committee, the functions of which are:
- a) To provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the*

Planning Strategy; and

- b) To assist the council in undertaking strategic planning and monitoring directed at achieving –*
 - (i) Orderly and efficient development within the area of the council; and*
 - (ii) High levels of integration of transport and land-use planning; and*
 - (iii) Relevant targets set out in the Planning Strategy within the area of the council; and*
 - (iiia) the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and*
 - (iv) Other outcomes of a prescribed kind (if any) and*
- c) To provide advice to the council (or to act as its delegate) in relation to strategic planning and development policy issues when the council is preparing –*
 - (i) A Strategic Directions report; or*
 - (ii) A Development Plan Amendment proposal; and*
- d) Other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.*

1.10.3. These functions are currently fulfilled by the Policy and Planning Committee.

1.10.4. During 2017/18 (1 July to 30 June) the Policy and Planning Committee met on 13 occasions and spent 957 minutes deliberating on matters put before it. This includes one public hearing on a planning matter that lasted 41 minutes.

1.10.5. The Policy and Planning Committee had the following Sub-Committees reporting to it during the term:

- Strategic and International Partnerships Sub-Committee.
- Tourism and Visitor Sub-Committee.
- Youth Council.

1.11. Budget and Finance Committee

1.11.1. The Budget and Finance Committee (membership comprising whole of Council) advises Council on:

- Finance
- Financial Sustainability
- Long Term Financial Plan
- Annual Plan and Budget
- Budget Review
- Rating Matters

- Business Units.
- 1.11.2. During 2017/18 the Budget and Finance Planning Committee met on 14 occasions and spent 607 minutes deliberating on matters put before it. This includes one meeting that did not proceed for lack of a quorum, however, members and staff that did attend at the appointed time had to wait for the mandatory 30 minutes in case a quorum was reached and the meeting could proceed.
- 1.11.3. The Budget and Finance Committee has the following Sub-Committee reporting to it:
- Innovation and Business Development Sub-Committee (evolved from the former Program Review Sub-Committee).

1.12. Works and Services Committee

- 1.12.1. Works and Services Committee (membership comprising half of Council – one Elected member from each ward) advises Council on:
- Public Works
 - Traffic Management
 - Waste Management
 - Landscaping
 - Community Centres and Youth
 - Libraries
 - Healthy Ageing and Access
- 1.12.2. During 2017/18 the Works and Services Committee met on 12 occasions and spent 610 minutes deliberating on matters put before it.
- 1.12.3. The Works and Services Committee does not have a Sub-Committee reporting to it.

1.13. Resources and Governance Committee

- 1.13.1. The Resources and Governance Committee (membership comprising half of Council – one Elected Member from each ward) advises Council on:
- Property
 - Development Control Administration
 - Health, Animal Management and By-Laws
 - External Relations
 - Corporate Management
 - Corporate Governance
- 1.13.2. During 2017/18 the Resources and Governance Committee met on 12 occasions and spent 202 minutes deliberating on matters put before it.

- 1.13.3. The Governance Committee has the following Sub-Committee reporting to it as follows:

- Strategic Property Development Sub-Committee.

1.14. Sport, Recreation and Grants Committee

- 1.14.1. The Sport, Recreation and Grants Committee (membership comprised of nine Elected Members plus the Mayor as, ex-officio, a member of this Committee) advises Council on:

- Sport and Recreation
- Community Grants
- Community Events Sponsorship Grants

- 1.14.2. The During 2017/18 the Sport, Recreation and Grants Committee met on 12 occasions and spent 209 minutes deliberating on matters put before it.

- 1.14.3. The Sport, Recreation and Grants Committee does not have a Sub-Committee reporting to it.

1.15. Audit Committee

- 1.15.1. In accordance with section 125 of the *Local Government Act 1999*, the Audit Committee, with the adoption of a strategic risk outlook, undertakes the following:

- Satisfies itself that appropriate policies, practices and procedures of internal control are implemented and maintained;
- Ensures that these controls are appropriate for achieving the council's goals and objectives, safeguarding the council's assets and as far as possible maintaining the accuracy and reliability of council records.
- Satisfies itself that the organisation is meeting its fiduciary and legislative responsibilities.

- 1.15.2. The Audit Committee is mandated under section 126 of the *Local Government Act 1999* and exists for the term of the Council. Council has no discretion regarding the re-establishment of the Audit Committee following the November 2014 elections.

- 1.15.3. During 2017/18 the Audit Committee met on six (6) occasions and spent 644 minutes deliberating on matters put before it.

- 1.16. **The Chief Executive Officer (CEO) Review Committee** is established in accordance with requirements of the CEO's employment contract and reports directly to Council. Its membership consists the Chairs of all the standing Committees and the Mayor. Council has delegated the following responsibilities to the committee:

- By agreement with the CEO, appointing an independent advisor to assist in the performance appraisal process as required by the Contract of Employment;

- Developing a Performance Plan for the CEO;
 - Monitoring the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
 - Facilitating the conduct of the annual performance and remuneration reviews;
 - Receiving reports from the CEO regarding the performance of the organisation;
 - Determining, any amendments to employment arrangements and incentive payments as provided in the contract of employment.
- 2.1. The current Council and Committee structure has proved useful for facilitating the implementation of Council's agenda during the 2014/18 term of office. It has provided a strong framework for ensuring EMs have appropriate opportunity to consider and debate significant issues on the way to making necessary decisions for providing important local community services and infrastructure, and facilitating economic growth within its boundaries and the broader northern Adelaide region.
- 2.2. However, the conclusion of the current term of office provides an opportunity to look at whether a different structure can better respond and deliver on the community's (and Council's) future priorities. In considering how Council's decision making structure assists it to shape and implement its agenda most productively a number of factors are relevant in deciding what we want Council's structure to provide, such as:
- 2.2.1. Facilitation of informed and transparent decision making by Council, noting the increased scrutiny of the Local Government sector following the introduction of the *Independent Commissioner Against Corruption Act 2012*.
- 2.2.2. The opportunity for Council to consider matters at an appropriate level of detail, and to debate matters in an appropriate policy context.
- 2.2.3. Decision making timeframes to facilitate effective business processes. The current governance structure provides one Council meeting per month which can affect timing of decision making and subsequent action in some instances. Would two Council meetings per month provide greater flexibility for Council?
- 2.2.4. Terms of reference of Committees;
- As illustrated above, in 2017/2018 the Policy and Planning Committee had the heaviest work load when simply looking at duration of meeting times. The Policy and Planning Committee also had the most sub-committees reporting to it. In contrast, the Sport, Recreation and Grants Committee had one fewer meeting but concluded its business in 20% of the time.
 - However, what is important to consider is whether the terms of reference and the areas of responsibility of the committees are appropriate to Council's needs.
- 2.2.5. Legislative requirements

The Local Government Act 1999 requires Council to have an Audit Committee.

The Development Act also requires the establishment of the Council Assessment Panel (CAP) and a strategic planning and development policy committee (noting that the Policy and Planning Committee has served this function during this term of Council).

- 2.2.6. Strategic business needs of the Council that may require a changed emphasis in the way information and advice is provided to Council, for example better alignment between our strategic priorities, our budget and financial considerations, and the City's urban growth and infrastructure needs.
- 2.3. It is worth noting that several similar sized Councils (Adelaide, Port Adelaide Enfield, Onkaparinga) have, during the current term, only established those committees required by legislation (Audit Committee, CAP and Strategic Planning and Development Policy Committee) and a CEO Review Committee.
- 2.4. Conversely, The cities of Charles Sturt and Playford have a Committee Structure that is not dissimilar to that of the City of Salisbury, albeit, the meeting schedules vary.
- 2.5. Other considerations for deciding on a suitable Council/Committee structure include efficiency and consistency in our approach to decision making. During the current term it has not been unusual for a matter to be considered and debated three times over three weeks, through the sub-committee, Committee and Council process. A different approach and structure can make our decision making more efficient.
- 2.6. Similarly, review of Council's committee structure provides an opportunity to address work, health, safety and welfare issues associated with late nights, as a consequence of multiple meetings convened on one night, and in the absence of a policy for when meeting nights of Council must conclude. Should Council consider mandating a formal time for the conclusion of meetings? Outstanding committee matters can be deferred to another time or referred to Council, a solution that may be more practical if Council meets more than once a month.
- 2.7. For instance, the Council meeting once a month has to deal with the deliberations of committees and sub-committees held during the preceding three weeks, plus, due to the lapse of time, and sometimes because membership of a Committee is less than the full list of elected members, the debate at the committee level is repeated at Council. This is in addition to the consideration of motions on and without notice, along with hearing deputations and occasionally questions from members of the public. It is not unusual for meetings to run to midnight, and occasionally past midnight. During 2017/18, Council or Committees continued past 11.00 pm on ## occasions, and past midnight on ## occasions.
- 2.8. Fatigue can adversely affect safety at any workplace, reducing alertness which may lead to errors, and incidents and injuries, particularly when undertaking critical tasks that require a high level of concentration or driving vehicles. Both, EMs and Council officers leave Council and Committee meeting nights, often at a very late hour, and

have to attend work the following morning for the commencement of a normal working day. In this context it is also worth taking into account the requirement of the *Local Government Act 1999* for Council and Committee meetings to be accessible to the public.

- 2.9. Very late conclusion of meetings poses a risk for both, EMs and Council staff in the decision making process late into the night, driving home and returning to work the following morning without sufficient time to rest and sleep.
- 2.10. Deputations - Council may wish to consider that more deputations are heard at the committee level, when reports from the administration on matters of public interest are first being considered. Such a measure might obviate the need to revisit debate because public views will have been heard by the Committee as and when they consider the written reports. This does not need to be formalised but can be considered on an “as appropriate” basis and determined by the Chair of the Committee.
- 2.11. Full committee membership - Another aspect worthy of consideration is membership of committees. The Committee environment provides a context for debate, based on the terms of reference and its process is often considered less formal than Council; full elected membership on standing committees often leads to all members having an opportunity to debate or voice their view on a matter, often avoiding the need for debate to be revisited at the Council meeting.
- 2.12. These considerations are not exhaustive but illustrative for Council’s consideration about what sort of a structure it might recommend for the new term.

Future options

- 2.13. For the purposes of consideration of a Council Committee structure for the forthcoming term of Council the following options assume the existence of the Audit Committee, the Council Assessment Panel, and the CEO Review Committee because the Council does not have discretion about their establishment due to legislative requirement and in the case of the latter, a contractual obligation.
- 2.14. The Council Assessment Panel meets generally on a monthly basis, while the Audit Committee and CEO Review Committee meet quarterly.
- 2.15. There are four options provided below for Council to consider:
 - 2.15.1. ***Option 1 - No change*** - retain the current Standing Committee structure and four weekly meeting cycle. Attachment A contains a diagram of this option, along with the meeting cycle that may apply.
 - 2.15.2. ***Option 1A – Similar structure, refined Standing Committees*** - Council may also wish to consider retaining the current approach, with a refinement to the number of Standing Committees established, for example, the activity of the Sports, Recreation and Grants Committee could be incorporated in others Committees to reduce the overall number of Standing Committees. Attachment A contains a diagram of this option, along with the meeting cycle that may apply.

Implications:

- no change to current process/practice,
- familiar to the organisation and processes well established to support the approach,
- robust process that has facilitated effective decision making in the past,
- provides opportunity for those Elected Members not present when matter initially considered to participate in the decision making process,
- provides for monthly Council meetings – can effect timing of decision making/subsequent action in some instances,
- business considered by variable mix of elected members, but ultimately considered by all at Council,
- increased costs associated with additional allowances approved by Remuneration Tribunal for chairman of committees other than Standing Committees,
- Increased cost due to printing costs and payment of overtime over the three week (sub-committee, standing committee, Council cycle).

- 2.15.3. ***Option 2 - No Committees, with the exception of those already required (Audit Committee, Strategic Planning Committee, CAP and CEO Review), no sub-committees*** - Fortnightly Council meetings, monthly DAP meetings, quarterly Audit Committee meetings, other meetings as required. Attachment B contains a diagram of this option, along with the meeting cycle that may apply.

Implications:

- Streamlined decision making process (potentially reduced opportunity for in depth debate and consideration): provides for two Council meetings per month (increased frequency of formal decision forum),
- all business considered by all Council members,
- reduced business paper process/administrative support required (less paper, multiple colours not required, multiple meeting minutes not required),
- reduction in costs associated with payment of Chairman allowance,
- reduced number of formal meetings,
- Decisions made following single consideration of matter, with the exception of matters considered by the Strategic Planning Committee.

- 2.15.4. ***Option 3 - Reduced number of Standing Committees with Standing Committee Meetings and Council meetings occurring on alternate fortnight***

Attachment C contains a diagram of this option, along with the meeting cycle that may apply.

Recommended for this approach would be the establishment of three (3) Standing Committees (in addition to the Audit Committee, CEO Review Committee and CAP) as follows:

- **Policy and Strategy Committee;** with current scope of activity of the current Policy and Planning Committee being altered by
 - transfer of planning and project based activity to the new Community and Urban Services Committee,
 - incorporation of the current Resources and Governance Committee terms of reference, with membership comprised of all elected members and to meet monthly on the second Monday of each month,
- **Budget and Finance Committee;** with current scope of activity, plus
 - incorporation of the Sports, Recreation and Grants Committee terms of reference,
 - membership comprised of all elected members,
 - meeting monthly, immediately following the Policy and Strategy Committee, and
 - the continuation of the Innovation and Business Development Sub-Committee.
- **Community and Urban Services Committee;** with scope of activity of the current Works and Services Committee plus
 - incorporation of the project based activity included from the current Planning and Policy Committee
 - membership comprised of all elected members
 - meeting monthly, on the fourth Monday of the month, and
 - the continuation of the Strategic Property Development Sub-Committee and Youth Council.
- **Council** (to meet fortnightly on the second and fourth Monday of each month, following the Policy and Strategy, and Budget and Finance Committee meetings on the second Monday, and the Planning and Urban Services Committee meeting on the fourth Monday. Council, among other matters it might consider, such as motions on and without notice, will have put before it for adoption, the recommendations of the Committee meetings that have preceded it on the night).

Implications:

- Refocussed decision making process through reduced number of, and changed terms of reference for Standing Committees, provides for two Council meetings per month (increased frequency of formal decision forum). The changed terms of reference aimed to better focus and delineate between policy and strategy development, budgetary and financial management, and project and service delivery.
- Allows for specific focus on business of each committee, while increasing the frequency of Council meetings/formal decision making.
- Assists with managing meeting duration through Council ratification of Committee recommendations made on the same night and likely to avoid

duplication of debate on matters.

- Fewer committees overall, potentially addresses workplace health and safety issues associated with extended meeting duration.
- Can provide the opportunity for deputations to be heard at the committee level where historically the most in-depth debate has occurred on specific matters, and the matter can be resolved on the same night at the Council meeting that will follow, thus increasing transparency and efficient decision making for the public.
- Improved cost efficiency due to meeting nights requiring administrative staff support reduced from three to two per month.

2.9.5 ***Option 4 - Reduced number of Standing Committees with Sub-Committee meetings, Standing Committee Meetings and Council meetings occurring on consecutive Mondays; sequence commencing in the second week of each month***

- Not dissimilar to Option 3 above but with the current structure's sequence of meetings, this option proposes that during the first week of the month no meetings are convened, the second Monday and Tuesday of each month are reserved for Informal Strategy sessions, subcommittees, and the smaller Standing Committees (Audit – 5x per year and CEO Review – 4x per year).
- The following (third) Monday is reserved for the remaining Standing Committees (Policy and Strategy, Budget and Finance, and Community and Urban Services), and the Tuesday reserved for CAP.
- The following (fourth) Monday is reserved for Council.

Implications:

- Provides for one Council meetings per month.
- Allows for specific focus on business of each committee.
- Fewer committees overall, potentially addresses workplace health and safety issues associated with extended meeting duration.

2.16. Sub-Committees

- 2.16.1. Irrespective of which model is preferred, there is merit in keeping the number of sub-committees to a minimum. In the past, there have been a number that have effectively fulfilled the requirements of their terms of reference and do not warrant re-establishment.
- 2.16.2. In most cases, the work being facilitated by sub-committees is now well established, has resulted in the development of good relationships with representative groups and is considered 'business as usual'. Existing consultation processes are also well established which means there is ample opportunity for the Administration to continue to seek input from relevant parties, without the added administrative processes associated with the continuation of sub-committees.

2.16.3. It is ultimately the decision of Standing Committees to determine whether specific support is required to manage the scope of activity set out in their terms of reference, and, subject to Council endorsement, sub-committees can be created to focus on particular aspects of a standing committee's terms of reference. However, two existing sub-committees are considered to have "run their course", having been established based on past priorities, and in the context of Council's future priorities as articulated in the current City Plan, it is recommended that they are discontinued:

- Strategic and International Partnerships Sub-Committee
- Tourism and Visitor Sub-Committee.

2.16.4. The following sub-committees have been identified as ones that the new Council should consider re-establishing (based on current work programs/activity):

- Innovation and Business Development Sub-Committee
- Youth Council Sub-Committee
- Strategic Property Development Sub-Committee

2.17. Committee Terms of Reference

2.17.1. At the time the recommended Committee structure is presented to the incoming Council draft Terms of Reference for the proposed Committees would also be presented. Staff will undertake a review of any existing Terms of Reference prior to presentation and ensure that the scope of activity of the recommended committees appropriately facilitates the decision making of council and incorporates any legislative obligations.

2.17.2. It should be noted that, as a house-keeping measure it is proposed that matters such as confirmation of minutes of sub-committees and committees, and the receipt of information reports by sub-committees and committees will not be escalated through to Council for adoption.

2.18. Remuneration Tribunal Determination of Allowances for Members of Local Government Councils

2.18.1. City of Salisbury is classified as a Group 1A Council in the Remuneration Tribunal Determination of Allowances for Members of Local Government Councils. This determination provides that members who are a presiding member of a prescribed committee (a Standing Committee falls within the definition of prescribed committee) will receive an annual allowance of \$29,187 (compared with \$23,350).

2.18.2. The Determination also provides:

"3.3.2 An additional allowance in the form of a sitting fee is payable to a councillor (other than the principal member or deputy principal member, chairperson or deputy chairperson or a presiding member of a prescribed committee) who is the presiding member of a committee, that is not a prescribed committee, at the following rates:

ITEM 3.6.1

a. Where the councillor is a member of a council in Group 1A or Group 1B; an allowance of \$230 per meeting limited to an aggregate amount of allowance of \$1,380 per annum;"

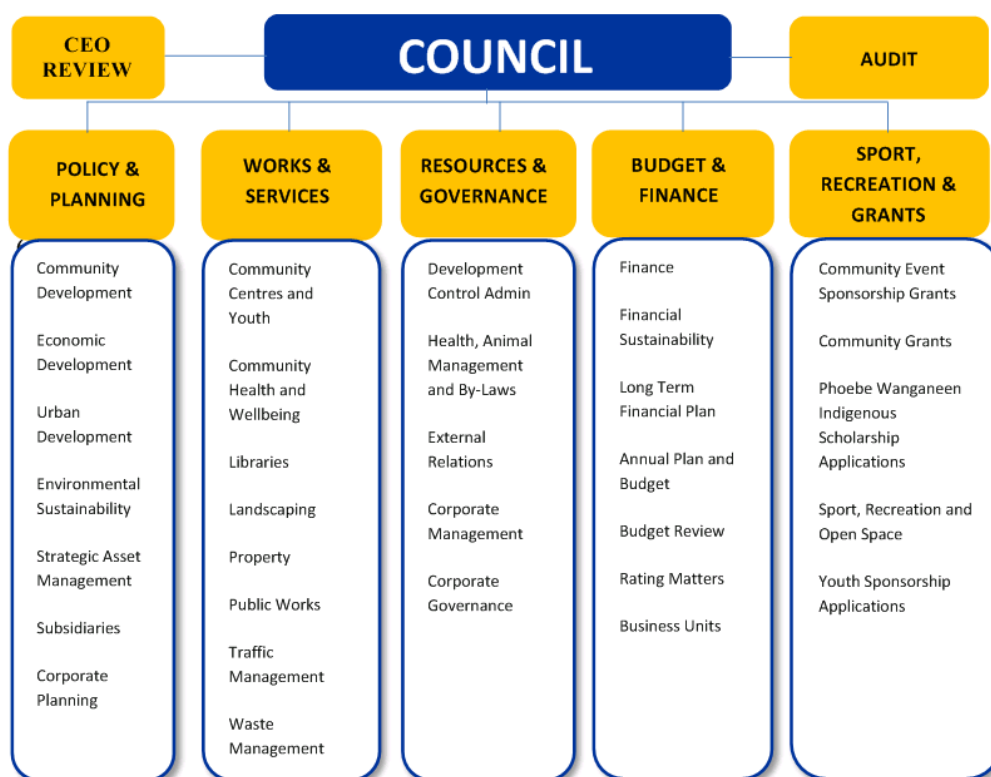
which, under the current Committee structure, would see the Chairman of sub-committees (where they are also an Elected Member) receiving an additional payment for sub-committee meetings up to the annual cap.

- 3.1. There is an opportunity to refine the number and composition of committees established with a view to delivering a more effective decision making structure that reflects Council's evolved strategic priorities and focus, while still retaining access to an ethical, inclusive and effective process for decision making.
- 3.2. To facilitate the establishment of Committees following the November 2018 elections a report will be prepared and submitted to the first meeting of Council providing a recommendation from the current Council for a Committee structure.
- 3.3. Both, Option 3 and Option 4 are considered to offer an improved decision making structure for ensuring advice from Administration is appropriately focussed to enable proper consideration and debate by EMs of strategic and priority matters.
- 3.4. However, it is considered that Option 3 provides for greater flexibility and transparency of decision making and has been recommended for Council's recommendation for the 2018/2022 term of office.

1

CO-ORDINATION

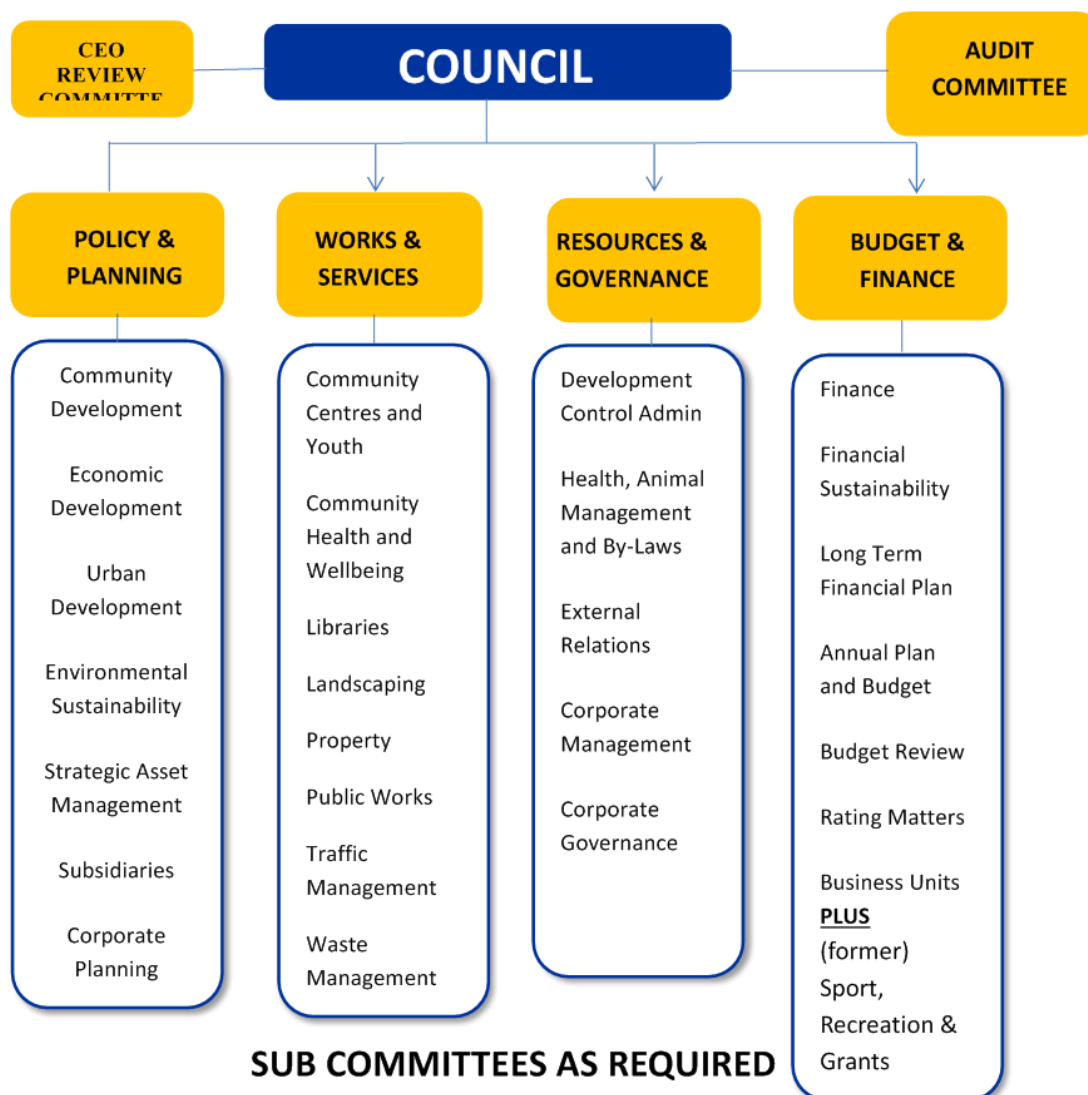
Officer: MG
Date: 5 October 2018

Option 1 – No Change**1. SUB COMMITTEES AS REQUIRED**

The table below sets out the four weekly meeting cycle for this approach:

	Week 1	Week 2	Week 3	Week 4
Mon	Informal Strategy	sub committees, CEO Review Committee	Standing Committees	Council
Tues	other workshops if/as required	sub committees, Audit Committee		DAP

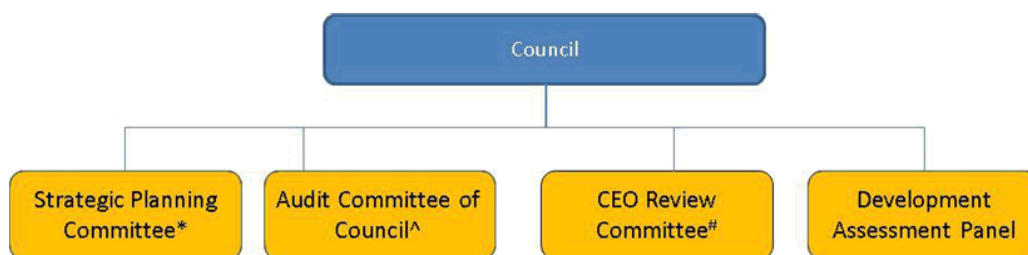
2.

Option 1A – Similar structure, refined Standing Committees

The table below sets out the four weekly meeting cycle for this approach:

	Week 1	Week 2	Week 3	Week 4
Mon	Informal Strategy	sub committees, CEO Review Committee	Standing Committees	Council
Tues	other workshops if/as required	sub committees, Audit Committee		DAP

Option 2 - No Committees, with the exception of those legislatively required (Audit Committee, Strategic Planning Committee, DAP and CEO Review), no sub-committees



* Established as per requirements of section 101A of Development Act. Membership as determined by Council. Established= whole of Council

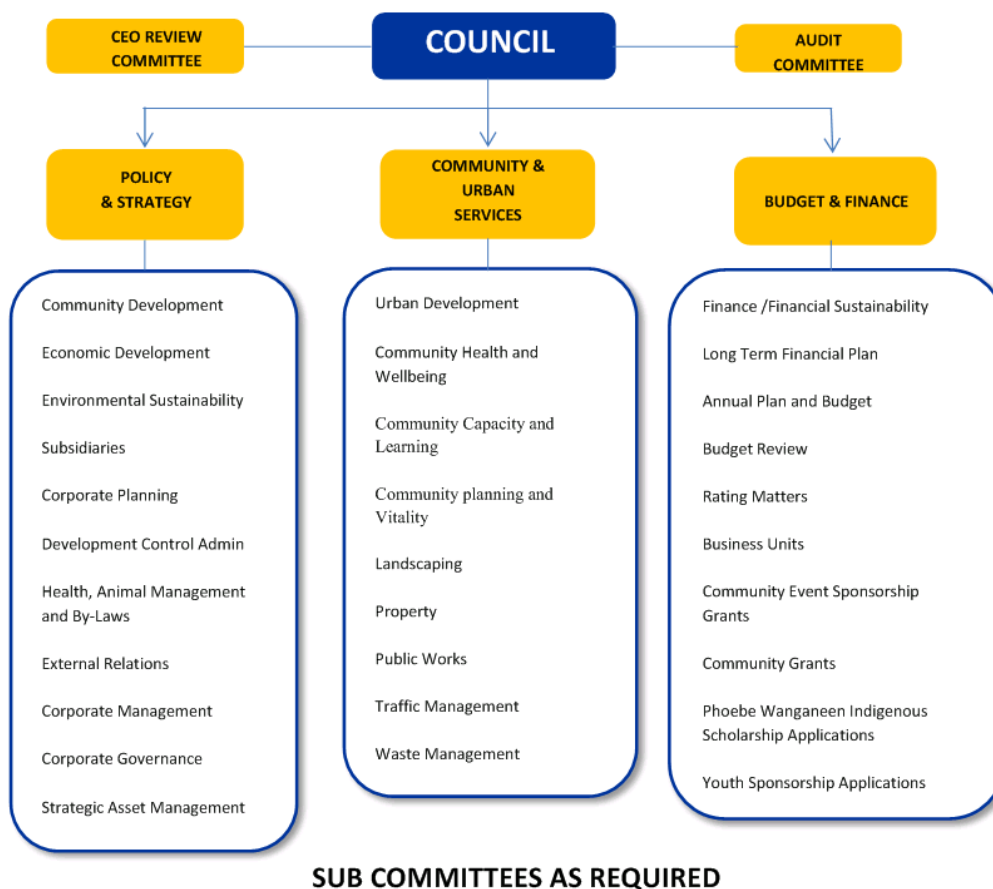
^ Established as per requirements of section 126 of the Local Government Act.

Established as per requirements of CEO Employment Contract

The table below sets out the meeting cycle that would apply for this approach:

	Week 1	Week 2	Week 3	Week 4
Mon	Informal Strategy	Council	Audit/CEO Review/Strategic Planning Committee	Council
Tues	other workshops if/as required		other workshops if/as required	DAP

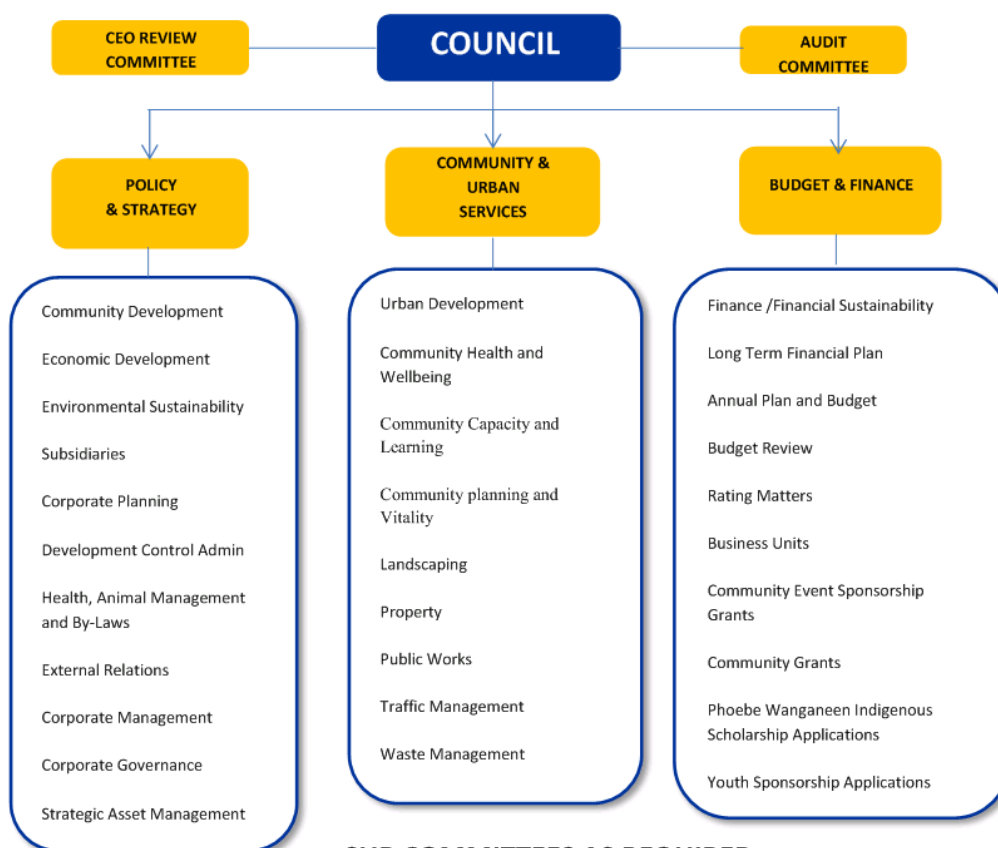
Option 3 - Reduced number of Standing Committees with Standing Committee Meetings and Council meetings occurring on alternate fortnight



The table below sets out the monthly meeting cycle that would apply for this approach:

	Week 1	Week 2	Week 3	Week 4
Mon	Sub Committees if required	1. Urban Planning & Services Committee 2. Council		1. Policy & Strategy Committee 2. Budget and Finance Committee 3. Council
Tues	Informal Strategy Audit Committee/CEO Review			CAP

Option 4 - Reduced number of Standing Committees with Sub-Committee meetings, Standing Committee Meetings and Council meetings occurring on consecutive Mondays; sequence commencing in the second week of each month



2. SUB COMMITTEES AS REQUIRED

The table below sets out the monthly meeting cycle that would apply for this approach:

	Week 1	Week 2	Week 3	Week 4
Mon		Sub Committees - if required Audit Committee/CEO Review	1. Policy & Strategy Committee 2. Budget and Finance Committee 3. Urban Planning & Services Committee	Council
Tues		Informal Strategy Audit Committee/CEO Review	CAP	

1.



Policy and Planning Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

1. Purpose

- 1.1 The Policy and Planning Committee ('the Committee') is a standing committee of Council and forms part of the decision making structure of Council. The Committee has been established in accordance with Section 101A of the *Development Act 1993*.
- 1.2 The Committee oversees the development of strategic policies and procedures affecting the future development of the City by advising Council on:
 - Community Development
 - Economic Development
 - Urban Development
 - Environmental Sustainability
 - Strategic Asset Management
 - Subsidiaries
 - Corporate Plans
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.
- 1.4 In accordance with section 101A(2) of the *Development Act 1993*, the Committee will:
 - provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy; and
 - assist the Council in undertaking strategic planning and monitoring directed at achieving—
 - (i) orderly and efficient development within the area of the Council; and
 - (ii) high levels of integration of transport and land-use planning; and
 - (iii) relevant targets set out in the Planning Strategy within the area of the Council; and



Policy and Planning Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- (iv) other outcomes of a prescribed kind (if any); and
- provide advice to the Council (or to act as its delegate) in relation to strategic planning and development policy issues when the Council is preparing—
 - (i) a Strategic Directions Report; or
 - (ii) a Development Plan Amendment proposal.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Committee meets on the 3rd Monday of each month at 6.30pm.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Council Chamber, City of Salisbury, 12 James Street Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act 1999*.



Policy and Planning Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

4. Membership

- 4.1 The membership of the Committee comprises the whole of Council.
- 4.2 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Council, after which time the Committee will make a further appointment.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of



Policy and Planning Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

Salisbury Code of Practice for Access to Meetings and Documents.

- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 15 members, the quorum is 8 (that is, 15 divided by 2 = 7.5 (ignoring any fractions) + 1).

9. Reporting Requirements

- 9.1 This Committee reports directly to Council.
- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



Budget and Finance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

1. Purpose

- 1.1 The Budget and Finance Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Budget and Finance Committee oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:
 - Finance
 - Financial Sustainability
 - Long Term Financial Plan
 - Annual Plan and Budget
 - Budget Review
 - Rating Matters
 - Business Units
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Committee meets as required on the third Monday of the month (following the conclusion of the Policy and Planning Committee).
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.



Budget and Finance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 3.3 Meetings of the Committee will be held in the Council Chamber, City of Salisbury, 12 James Street Salisbury
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act 1999*.

4. Membership

- 4.1 The membership of the Committee comprises the whole of Council.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Council.



Budget and Finance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 15 members, the quorum is 8 (that is, 15 divided by 2 = 7.5 (ignoring any fractions) + 1).

9. Reporting Requirements

- 9.1 This Committee reports directly to Council.



Budget and Finance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



Works and Services Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

1. Purpose

- 1.1 The Works and Services Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Works and Services Committee oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:
 - Community Centres and Youth
 - Community Health and Wellbeing
 - Libraries
 - Landscaping
 - Property
 - Public Works
 - Traffic Management
 - Waste Management
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.



Works and Services Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

3. Meeting Details

- 3.1 The Committee meets on the 3rd Monday of each month, at the conclusion of the Policy and Planning Committee meeting. This Committee meets concurrently with the Resources and Governance Committee.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Works and Services Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.



Works and Services Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

4. Membership

- 4.1 The membership of the Works and Services Committee comprises half of the Council, with one representative from each ward. The current membership consists of:

Central Ward Councillor
East Ward Councillor
South Ward Councillor
Hills Ward Councillor
Para Ward Councillor
North Ward Councillor
West Ward Councillor
- 4.2 The Mayor is, ex officio, a member of this Committee.
- 4.3 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.
- 4.4 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act 1999*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a period as determined by Council.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.



Works and Services Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).
- 8.2 When the Mayor (as an ex officio member) is in attendance at a Works and Services Committee meeting, the quorum requirement is 5 (that is 8 divided by 2 = 4 +1).

9. Reporting Requirements

- 9.1 This Committee reports directly to Council.



Works and Services Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



Resources and Governance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

1. Purpose

- 1.1 The Resources and Governance Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Resources and Governance Committee oversees the development of strategic policies and procedures affecting the future development of the City by advising Council on:
 - Development Control Administration
 - Health, Animal Management and By-Laws
 - External Relations
 - Corporate Management
 - Corporate Governance
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Committee meets on the 3rd Monday of each month, at the conclusion of the Policy and Planning Committee meeting. This Committee meets concurrently with the Works and Services Committee.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.



Resources and Governance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 3.3 Meetings of the Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act 1999*.

4. Membership

- 4.1 The membership of the Resources and Governance Committee comprises half of the Council, with one representative from each ward. The current membership consists of:
 - Central Ward Councillor
 - East Ward Councillor
 - South Ward Councillor
 - Hills Ward Councillor
 - Para Ward Councillor
 - North Ward Councillor
 - West Ward Councillor
- 4.2 The Mayor is, ex officio, a member of this Committee.
- 4.3 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.



Resources and Governance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 4.4 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a period of 12 months, after which time the Committee will make a new 12 month appointment.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.



Resources and Governance Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).
- 8.2 When the Mayor (as an ex officio member) is in attendance at a Resources and Governance Committee meeting, the quorum requirement is 5 (that is 8 divided by 2 = 4 + 1).

9. Reporting Requirements

- 9.1 This Committee reports directly to Council.
- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

1. Purpose

- 1.1 The Sport, Recreation and Grants Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Sport, Recreation and Grants Committee oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:
 - Sport and Recreation
 - monitor delivery of the Implementation Strategy for the Game Plan;
 - consider the development of recreation infrastructure within Salisbury as it relates to the Game Plan;
 - make recommendations to Council regarding future amendments to the Game Plan;
 - consider means for provision of financial assistance to community groups that lease facilities from the City of Salisbury who are seeking to undertake club improvement projects in/on council assets;
 - allocate the Minor Capital Works funding on an annual basis and provide a report of these allocations to Council for information;
 - report and make recommendations to Council on the eligibility criteria for the Minor Capital Works funding program;
 - assess and determine all applications for the Youth Sponsorship program applying the Team Funding Allocation Scale;
 - Community Grants Program
 - Advise Council on policies, procedures and eligibility for the allocation of Community Grants;
 - assess and determine all applications submitted for Community Grants (Projects and Events) and allocate those funds to successful applicants;
 - Assess and determine specific request for occasional and ongoing funding (donations) within the allocated budget;



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- Phoebe Wanganeen Indigenous Scholarship applications
- Youth Sponsorship Applications

- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Committee meets as required on the second Monday of the month at 6.30pm.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act 1999*.



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

4. Membership

- 4.1 The membership of the Committee is comprised of Elected Members. The current membership consists of:
- Central Ward Councillor
 - East Ward Councillor
 - South Ward Councillor
 - Hills Ward Councillor
 - Para Ward Councillor
 - North Ward Councillor
 - West Ward Councillor
- 4.2 The Mayor is, ex officio, a member of this Committee.
- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.4 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term to be determined by the Committee. At the end of that term, if less than the full term of Council, the Committee will make a new appointment.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, $7 \div 2 = 3.5$ (ignoring any fractions) + 1).
- 8.2 When the Mayor is in attendance at a Committee meeting, the quorum requirement is 5 (that is $8 \div 2 = 4+1$).

9. Delegations

- 9.1 This committee has delegated authority to allocate the funds available within the annual Minor Capital Works Program budget.
- 9.2 This committee has delegated authority to allocate funds available within the annual Community Grants budget.



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 9.3 Youth Sponsorship Applications be assessed by the Chairman of the Sport, Recreation and Grants Committee and one other Committee Member.
- 9.4 Council give the Sport, recreation and Grants Committee delegated authority to award Phoebe Wanganeen Indigenous Scholarships.

10. Reporting Requirements

- 10.1 This Committee reports directly to Council.
- 10.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 10.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 22 February 2016 / clause 5.2
amended 24/07/2017

Review Date: November 2018

1. Purpose

- 1.1 In line with section 125 of the *Local Government Act 1999* (the Act) the committee will, with the adoption of a strategic risk outlook:
- Satisfy itself that appropriate policies, practices and procedures of internal control are implemented and maintained.
 - Ensure that these controls are appropriate for achieving the council's goals and objectives, safeguarding the council's assets and as far as possible maintaining the accuracy and reliability of council records.
 - Satisfy itself that the organisation is meeting its fiduciary and legislative responsibilities.

2. Status and Term of the Committee

- 2.1 The Committee is mandated under section 126 of the Act.
- 2.2 This Committee will exist for the term of the Council.

3. Authority

- 3.1 The Audit Committee can request the conduct of investigations into any matters within the scope of its responsibility. It is empowered to:
- Recommend to Council the appointment and oversee the work of any external auditor appointed by the City of Salisbury.
 - Resolve any disagreements between management and the external auditor regarding financial reporting.
 - Pre-approve all auditing and non-audit services.
 - Request through the Chief Executive Officer (CEO) the right to retain independent counsel, accountants or others to advise the committee or assist in the conduct of an investigation.
 - Seek any information it requires from anyone employed by City of Salisbury, all of whom are directed to cooperate with the committee's requests or those of external parties acting on behalf of the committee.
 - Meet with City of Salisbury employees or the appointed external auditors as necessary.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 22 February 2016 / clause 5.2
amended 24/07/2017

Review Date: November 2018

4. Meeting Details

- 4.1 The committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- 4.2 Meetings will be scheduled on a day of the week convenient to the committee members, but will commence no earlier than 5pm on the day of the meeting.
- 4.3 Meetings of the committee will be held in the Council Offices at 12 James Street, Salisbury, under normal circumstances.
- 4.4 In accordance with Section 87 of the Act, a minimum of three clear days notice of an ordinary meeting, together with an agenda and supporting papers will be provided to members of the committee.
- 4.5 The attendance of the following City of Salisbury staff will be required at each committee meeting, together with any staff member deemed appropriate by the committee:
 - CEO
 - General Manager Business Excellence
 - Manager Governance
 - Internal Auditor
- 4.6 Administrative support for the committee will be resourced by City of Salisbury.
- 4.7 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website.
- 4.8 A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street, Salisbury.
- 4.9 Members of the public are able to attend all meetings of the committee, unless prohibited by resolution of the committee under the confidentiality provisions of section 90 of the Act.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 22 February 2016 / clause 5.2
amended 24/07/2017

Review Date: November 2018

5. Membership

- 5.1 Section 126(2) of the Act and s.17(1) of the Local Government (Financial Management) Regulations 2011, (the Regulations), state that the membership of the Audit Committee;
- May include persons who are not members of the council.
 - May not include an employee of the council (although an employee may attend if appropriate).
 - May include or be comprised of Audit Committee members from another council.
 - Must be between three and five members.
 - Must include at least one person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of the audit committee.
 - Must not include, as a member, the council's external auditor.
- 5.2 In line with the requirements of the Act and the Regulations, the Audit Committee of Council;
- Will consist of five members, three of whom will be independent of the council and City of Salisbury and will have the necessary skills, knowledge and experience (including recent, relevant financial experience), to ensure the effective discharge of the responsibilities of the committee.
 - The other members of the committee will come from the elected members of the council, they will be selected by the council and will possess the necessary understanding of the role of the committee and such skills, knowledge and experience to enable them to function effectively as a member of the committee.
 - Two Elected Members will be appointed to the Audit Committee for the term of council. Independent Members will be appointed for a four year term (or part thereof) concluding two years after a general election. Independent Members may, at the discretion of the council, be appointed for subsequent terms.
 - Independent members of the Audit Committee will be paid suitable remuneration for the provision of their services; this will be set by council and reviewed by council at the time of establishment of each new committee term.
 - All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 22 February 2016 / clause 5.2
amended 24/07/2017

Review Date: November 2018

- Members of the committee must comply with the conduct and conflict of interest provisions of the Local Government Act. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.
- The appointment of the Chairman will be made by the Council for a term determined by the Council.
- The Deputy Chairman will be appointed by the Council for a term determined by the Council following a recommendation from the Audit Committee made at the April Committee meeting in the year following a General Election, or as required.

6. Responsibilities

6.1 Section 126(4) of the Act articulates the role of the Audit Committee, which includes:

- Reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and
- Proposing and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
- Proposing and reviewing the exercise of powers under section 130A of the Act; and
- If the council has exempted a subsidiary from the requirement to have an audit committee, undertake the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee; and
- Liaising with the council's external auditor; and
- Reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of council on a regular basis.

6.2 City of Salisbury also considers the following to be critical components of the role of the Audit Committee:

- Reviewing significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, significant changes in accounting policies or their application, recent professional and regulatory pronouncements and their corresponding impact on the financial statements.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 22 February 2016 / clause 5.2
amended 24/07/2017

Review Date: November 2018

- Reviewing all reports on the council's operations from the external auditor and monitoring management responsiveness to the external auditor's findings and recommendations.
- Reviewing the annual financial statements and considering whether they are complete and consistent with information known to committee members and that they reflect appropriate accounting principles.
- Reviewing other sections of the annual report and related regulatory filings before approval and considering the accuracy and completeness of the information.
- Understanding how management develops interim financial information and the nature and extent of internal and external audit involvement in this process.
- Reviewing council arrangements for dealing with public information provided under the whistle-blower legislation; and
- Considering and making recommendations on the program of internal audits; and
- Reviewing the operation and effectiveness of the internal audit function and all reports on the council's operations from the Internal Auditor, including the monitoring of management responses to the Internal Auditor's findings and recommendations; and
- Providing guidance and overseeing the supply of non-audit services by the external auditor; and
- Reviewing the appropriateness and effectiveness of the council's internal controls and risk management frameworks.
- Instituting and overseeing special investigations as and when necessary.

6.3 The committee will also:

- Review the statements to be included in the annual report concerning internal audit and risk management.
- Review the internal audit plan and all significant changes to the plan.
- Monitor the external auditor's rotation of audit partners.
- Meet with the external auditor, in camera, once per year.
- Meet with the Internal Auditor, in camera, when necessary to



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 22 February 2016 / clause 5.2
amended 24/07/2017

Review Date: November 2018

discuss confidential issues.

- Have access to reasonable resources in order to carry out its duties.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.

7. Voting Rights

- 7.1 All members have equal voting rights.
- 7.2 A question arising for a decision will be decided by a majority of votes cast by all members present.
- 7.3 Each member must vote on a question arising for a decision.
- 7.4 The Chairman has a deliberative vote, but does not have a casting vote in the event of an equality of votes.
- 7.5 In the event of an equality of votes, the matter must be referred to council for decision.

8. Meeting Procedures, Minutes and Documents

- 8.1 All meetings of the committee will be held in accordance with the Act (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 8.2 Minutes will be kept of the proceedings at each committee meeting.
- 8.3 Members of council will be provided with a copy of all minutes of the proceedings of this committee within five days after a meeting.
- 8.4 Members of the public have access to all documents relating to the committee and committee meetings unless prohibited by resolution of the committee under the confidentiality provisions of section 91 of the Act.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 22 February 2016 / clause 5.2
amended 24/07/2017

Review Date: November 2018

9. Quorum

- 9.1 A quorum shall consist of three members, at least two of whom will be independent members.
- 9.2 Meetings are to be rescheduled where there is no quorum.

10. Reporting Requirements

- 10.1 The Audit Committee reports directly to council and shall make whatever recommendations to the council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 10.2 Recommendations made by the committee will be referred to the next council meeting, through the presentation of minutes, for final resolution.
- 10.3 The Audit Committee will provide to council an annual report on its activities, performance and achievements, as well as any other reports it deems necessary.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: 27 February 2017

Review Date: November 2018

1. Purpose

- 1.1 The Chief Executive Officer (CEO) Review Committee has been established to manage the performance review process for the CEO.
- 1.2 The CEO's performance will be reviewed (at least) annually by the CEO Review Committee.
- 1.3 The Review Committee will:
 - By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
 - Develop a Performance Plan for the CEO;
 - Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
 - Facilitate the conduct of the CEO's annual performance and remuneration reviews;
 - Receive reports from the CEO regarding the performance of the organisation;
 - Determine, under delegated authority from Council, any amendments to the CEOs employment arrangements and incentive payments to the CEO as provided in the contract of employment.
- 1.4 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed in the Purpose of the Committee above.
- 2.2 This Committee will exist for the term of the Council.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: 27 February 2017

Review Date: November 2018

3. Meeting Details

- 3.1 Meetings to occur at a minimum twice a year or as required, ordinarily in the second week of the month.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the CEO Review Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and CEO Review Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the CEO Review Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the CEO Review Committee comprises Elected Members holding the following positions:
 - Mayor (Chairman)
 - Deputy Mayor (Deputy Chairman)
 - Chairman, Policy and Planning Committee
 - Chairman, Budget and Finance Committee
 - Chairman, Works and Services Committee
 - Chairman, Resources and Governance Committee
 - Chairman, Sport, Recreation and Grants CommitteeElected Members holding the position of Deputy Chairman of the above Committees are appointed as proxy members to the CEO Review Committee and in the absence of the appointed member will act as a full member of the Committee.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: 27 February 2017

Review Date: November 2018

- 4.3 Members of the CEO Review Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75B (conflict of interest) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The Mayor will hold the position of Chairman of the CEO Review Committee.
- 5.2 The Deputy Mayor will hold the position of Deputy Chairman of the CEO Review Committee.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the CEO Review Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each CEO Review Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the CEO Review Committee unless prohibited by resolution of the Committee/Council under the confidentiality provisions of section 91 of the *Local Government Act 1999*.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: 23 February 2015

Review Date: November 2018

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).

9. Delegations

- 9.1 Council has formally delegated to the CEO Review Committee the power to:
- by agreement with the CEO, appoint an independent advisor to assist with the CEO performance appraisal process; and
 - determine any amendments to the CEO's employment arrangements and incentive payments as provided for within the contract of employment.

10. Reporting Requirements

- 10.1 The CEO Review Committee reports to Council.
- 10.2 The CEO Review Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where, in its view, action or improvement is needed.
- 10.3 Recommendations made by the CEO Review Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.
- 10.4 Where the CEO Review Committee has exercised a delegated power, this will be reported to the next Council meeting.



Innovation and Business Development Sub Committee

- Terms of Reference -

Endorsed by Council: 26 February 2018

Review Date: November 2018

1. Purpose

- 1.1 The Innovation and Business Development Sub Committee has been established to provide advice to the Budget and Finance Committee in relation to the strategic opportunities that can be achieved to continually improve the services provided to the community. To achieve this goal, the Innovation and Business Development Sub Committee will:
 - Report on the progress of the previous Program Review initiative.
 - Review the outcomes of the bi-annual Customer Survey to discuss and consider:
 - Service levels
 - Performance against the Service Levels
 - Opportunities to improve services
 - Reporting on the progress of the Continuous Improvement Framework.
 - Consider strategic initiatives that support and improve the delivery of Council services.
 - Make recommendations to the Budget and Finance Committee on matters considered by the sub committee.
 - To review programs and services delivered by Council.
- 1.2 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Budget and Finance Committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.
- 2.2 This Sub Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Sub Committee meets as required during the second week of the month.



Innovation and Business Development Sub Committee

- Terms of Reference -

Endorsed by Council: 26 February 2018

Review Date: November 2018

- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury or as otherwise determined by the Committee.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Sub Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee is as determined by Council.
 - Mayor
 - Central Ward Councillor
 - East Ward Councillor
 - South Ward Councillor
 - Hills Ward Councillor
 - Para Ward Councillor
 - North Ward Councillor
 - West Ward Councillor
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 The alternate Ward Councillor is appointed as a Deputy Member to the Innovation and Business Development Sub Committee, and in the absence of the appointed member will act as a full member of the Innovation and Business Development Sub Committee.



Innovation and Business Development Sub Committee

- Terms of Reference -

Endorsed by Council: 26 February 2018

Review Date: November 2018

- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Committee.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the Budget and Finance Committee for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.



Innovation and Business Development Sub Committee

- Terms of Reference -

Endorsed by Council: 26 February 2018

Review Date: November 2018

8. *Quorum*

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 8 members, the quorum is 5 (that is, $8 \div 2 = 4$ (ignoring any fractions) $= 4 + 1$).

9. *Reporting Requirements*

- 9.1 This Sub Committee reports to the Budget and Finance Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next Budget and Finance Committee meeting, through presentation of minutes, for final resolution.



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: 27 January 2015 / July 2015 *(addition of clause 4.3 + amendment of clause 4.4)*

Review Date: November 2016

1. Purpose

- 1.1 To examine and make decisions on strategic property development projects:
 - To consider property development proposals in terms of their overall commercial and community benefit.
 - To assess and consider Council's risk exposure related to the projects.
- 1.2 The Sub-Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Sub-Committee

- 2.1 The Sub-Committee is formed under Section 41 of the *Local Government Act 1999* as an advisory sub-committee to the Works and Services Committee for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub-Committee will exist for the term of Council.

3. Meeting Details

- 3.1 The Sub-Committee meets every three months or as required on the second Monday of the month.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub-Committee will be held in the Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub-Committee.



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: 27 January 2015 / July 2015 *(addition of clause 4.3 + amendment of clause 4.4)*

Review Date: November 2016

- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street, Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Strategic Property Development Sub Committee comprise Elected Members as nominated by Council.
- 4.2 The alternate Ward Councillor is appointed as a deputy member to the Strategic Property Development Sub Committee and in the absence of the appointed member will act as a full member of the Sub Committee.
- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting. Where possible advice of an apology should be provided direct to the alternate Ward Councillor to facilitate their attendance in place of the appointed member. Ward Councillors are invited to attend for projects in their ward but are not voting members.
- 4.4 Members of the Sub-Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: 27 January 2015 / July 2015 *(addition of clause 4.3 + amendment of clause 4.4)*

Review Date: November 2016

- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Sub-Committee.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the parent committee for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Sub-Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub-Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub-Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the sub-committee by two (ignoring any fractions) and adding one. For a sub-committee comprising 8 members, the quorum is 5 (that is, 8 divided by 2 = 4 + 1).



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: 27 January 2015 / July 2015 *(addition of clause 4.3 + amendment of clause 4.4)*

Review Date: November 2016

9. Reporting Requirements

- 9.1 This Sub-Committee reports to the Works and Services Committee.
- 9.2 The Sub-Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub-Committee will be referred to the next meeting of the parent committee, through presentation of minutes, for recommendation to Council for final resolution.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

1. Purpose

- 1.1 The Youth Council provides an opportunity for the voices of young people to be heard within Council. It offers a range of benefits to both young people in the City of Salisbury and Council. In addition to formal meetings, the Youth Council will address issues of interest through Project Teams.
- 1.2 The Youth Council enables Council to consult with, and benefit from the expertise of, young people on matters relating to policy development, service provision and issues relevant to young people. This enables young people to become involved in the planning, development and delivery of relevant youth services and projects for the City.
- 1.3 The Youth Council is an approach to fulfilling the following objectives:
 - to consult with young people to contribute to more effective Council decision-making and achieve improved outcomes across Council;
 - to develop young people's skills in civic participation in fulfilling the democratic right of young people to participate in decisions that affect their lives; and
 - to enhance young people's roles as active community members in achieving outcomes towards a more inclusive community.
- 1.4 The aims of Youth Council are to:
 - act as an advocate and provide expertise to Council on issues important to young people in the City of Salisbury;
 - make recommendations to Council on issues affecting young people in the City of Salisbury;
 - address issues of concern to young people;
 - monitor and evaluate Council's youth services and Youth Action Plan;
 - monitor and evaluate Council's policy and strategic directions in other areas of interest to young people;
 - raise community awareness of issues important to young people;
 - foster better working relationships between young people and local government;



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- undertake consultations with other young people to inform Council's policies and program development; and
- provide advice to Council on the implementation of Council strategy by undertaking projects.

- 1.5 The Youth Council will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Youth Council is formed under section 41 of the Local Government Act 1999 as an advisory committee to the **Policy and Planning Committee** for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 The Youth Council will exist for the term of Council.

3. Meeting Details

- 3.1 The Youth Council shall be structured to ensure maximum participation and inclusion of young people. The Youth Council will meet six times per annum (February, April, June, August, October and December).
- 3.2 Meetings of the Youth Council will be held in the John Harvey Gallery or Council's Committee Rooms in the second week of the month (except for the December meeting which will be held in the first week of the month).
- 3.3 In accordance with Section 87 of the Local Government Act, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through display of the Notice of Meetings. The Youth Council Agenda will also be published on the City of Salisbury website and available for inspection prior to each meeting at 12 James Street Salisbury.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 3.5 Members of the public are able to attend all meetings of the Youth Council, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the Local Government Act.

4. Membership

- 4.1 The membership of the Youth Council comprises:
- 18 young people (aged 14-25 years);
 - 6 mentors;
 - up to 3 elected members; and
 - the Mayor (ex-officio).
- 4.2 Membership of Youth Council shall aim to include a broad range of young people from a range of ages and backgrounds.
- 4.3 Youth Council representatives must live, work, study or volunteer in the City of Salisbury.
- 4.4 **Youth Members**
- Applicants for youth membership must demonstrate the following attributes:
- an interest in youth issues;
 - an interest in community involvement;
 - a commitment to being part of a project team; and
 - an ability to attend all Youth Council meetings.
- 4.5 **Youth Members Membership Term**
- Membership for Youth Members of Youth Council shall apply for a two (2) year term.
 - A minimum of 1 x 2 year term and maximum of 2 consecutive terms (a maximum of four (4) years) are available to each Youth Member).
 - Youth members who wish to sit a second term on Youth Council must reapply using the member's application form.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- Applications for membership may be submitted when the applicant is 13 years of age, so long as they will have turned 14 by the time their position on Youth Council is to commence.
- Irrespective of the above, a Youth Members' term will end at the time of their 26th birthday.

4.6 Elected Members

Council will appoint a maximum of three (3) elected members to Youth Council for the term of Council.

4.7 Mentors

Applicants for mentor membership will be available to community members aged 18 years or over.

Mentors may apply for individual or organisational membership of the Youth Council.

All mentors should either represent a youth organisation, school, community group, business or organisation in the City of Salisbury, or as individual members, be active in the support of youth/youth initiatives.

Applications for Mentor positions must provide evidence of skills/experience in working with young people, supporting youth initiatives and encouraging youth participation.

Exiting Youth Members who have completed two terms on Youth Council may apply for Mentor positions. Where an exiting Youth Member does not meet the minimum age requirement for a Mentor position, this requirement will be waived.

4.8 Mentor Membership Term

- Membership for Mentor Members of Youth Council shall apply for a two (2) year term.
- Mentors may reapply for membership at the conclusion of each term. There is no limitation on the number of terms a Mentor may be appointed for.
- Organisations that hold Mentor positions will nominate a primary



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

representative to attend Youth Council activities. Organisations may nominate a proxy to attend activities when the primary representative is not available.

4.9 Membership Selection

- Appointments will be held annually for vacant committee positions, or as required to fill a casual vacancy that arises during a term of appointment, for the balance of the remaining term.
- Membership will be determined via a selection process, which requires the completion and submission of the Youth Council membership application form.
- A selection committee will be convened and made up of two Youth Council members and an appropriate City of Salisbury staff member.
- Selection will be based upon assessment of the applications against the relevant criteria. Alternative opportunities for young people not selected will be available through the project teams and other youth programs.

4.10 Meeting Attendance

- All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- Members who miss one (1) Youth Council meeting without lodging a formal apology will be contacted by the appropriate Council staff member to clarify their obligations to the Youth Council.
- Members who miss two (2) consecutive meetings without an apology will be contacted by the Council staff member at which time they will be advised that their membership status on Youth Council is under review.
- Members who provide two (2) formal apologies in a row will also have their position reviewed.
- A report will then be submitted to Youth Council to discuss the member's ongoing membership of the Youth Council. If the Youth Council determines the membership should be revoked, then a casual vacancy is created and a suitable candidate will be recruited to fill this casual vacancy. A letter will be forwarded to the Youth Council member, whose membership has been revoked, outlining the decision.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 4.11 Members of the Youth Council must comply with the conduct and conflict of interest provisions of the Local Government Act. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairperson and Deputy Chairperson

- 5.1 The Youth Council will elect a Chairperson for a one year term at the February meeting in each year. The Chairperson must be a youth member and have at least one year experience on Youth Council.
- 5.2 The Chairperson's role is to chair the Youth Council meetings and carry out their duties as outlined in the job description for that position. Training and support is provided to the Chairperson.
- 5.3 The Youth Council will elect a Deputy Chairperson for a one year term at the February meeting in each year. The Deputy Chairperson must be a youth member. The Deputy Chairperson role is to carry out their duties as outlined in the job description for that position. Training and support is provided to the Deputy Chairperson.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairperson has a deliberative vote, but does not, in the event of an equality of votes, have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the parent committee, in this instance the Policy and Planning Committee, for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Youth Council will be held in accordance with the Local Government Act 1999 (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 7.2 Minutes will be kept of the proceedings at each Youth Council meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Youth Council unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the Local Government Act.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of youth members of the committee by two (2) and adding one. For a committee comprising 18 youth members, the quorum is 10.

9. Reporting Requirements

- 9.1 The Youth Council reports to **Policy and Planning Committee**.
- 9.2 The Youth Council shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Youth Council will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.

10. Project Teams

- 10.1 Youth Council may establish at least one and up to three project teams each year to focus on a particular issue of importance to young people. Project teams will be established at the first Youth Council sitting for the year.
- 10.2 Project teams will report directly to the Youth Council.
- 10.3 Project teams will be comprised of at least six (6) youth members (14-25 years) and a minimum of one (1) mentor. Project teams are youth-led and comprise members of the Youth Council and other relevant young people. Mentors will offer support to the project teams and attend meetings.
- 10.4 Youth members must participate in at least one project team. There is no limit to the number of Project Teams a Youth Council member may join.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 10.5 Commitment to a Project Team requires regular attendance at project team meetings. In the event that a Project Team member does not attend project team meetings on a regular basis (with or without submitting an apology) the member may be removed from the project team.
- 10.6 The purpose of the Project Teams is to:
- develop and implement a project each year focused on a current youth issue or topic;
 - provide relevant update reports to Youth Council during the year;
 - submit a final report at the completion of the project;
 - invite other young people, community members, guest speakers and support people to attend meetings;
 - keep a record of the meetings; and
 - manage a project budget.
- 10.7 A project team leader will be appointed by the project team. They will:
- be a youth member;
 - have at least one year experience on Youth Council;
 - engage in regular communication with the project team;
 - ensure relevant reports are provided to Youth Council;
 - liaise with staff in relation to team progress; and
 - facilitate team meetings.
- 10.8 Elected members have the opportunity to attend and participate in project teams if they choose.
- 10.9 Support of project teams will be provided by relevant members of staff. Project team meetings will occur at times and locations convenient to the young people involved.



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 October 2015 (Res 0662/2015)

Review Date: November 2018

1. Purpose

- 1.1 In 2002 the City of Salisbury entered into a Sister City relationship with the City of Mobarra, Japan. The intention of the relationship being to:
- provide opportunities for a 'global education' to the youth of both cities;
 - expand the understanding of both cities in relation to culture;
 - make the citizens of both aware and accepting of the culture of our Sister City, therefore contributing to world peace and understanding; and
 - promote the City of Salisbury and the potential for increasing tourism and trade.

Since 2002 Council has been approached from other international communities requesting the development of formalised relationships. In 2009 the City of Salisbury signed a letter of intent to form a Friendship City relationship with Linyi City, China.

In December 2014 the Council established the Strategic and International Partnerships Sub Committee. The aim of the Sub Committee being to develop, co-ordinate and enhance the City of Salisbury's relationships with international communities for the social, economic, educational and cultural benefit of Salisbury and its community members.

The specific objectives of the Sub Committee being to:

- review international relations opportunities;
- advise Council relating to international relation's policy, strategy, current issues or trends;
- develop and maintain relationships with international communities;
- enhance Salisbury's economy through improved business, trade and tourism links;
- promote and facilitate the Salisbury community enjoying direct associations with international communities;
- develop activities such as student exchange, teacher exchange, citizen exchange, cultural and sporting exchange, community involvement;
- raise awareness of the city's international relationships;
- promote the City of Salisbury and the potential for increasing tourism and trade; and
- support Council in hosting international delegations where appropriate.



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 October 2015 (Res 0662/2015)

Review Date: November 2018

- 1.2 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Strategic and International Partnerships Sub Committee (formerly the Sister Cities Sub Committee) is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Standing Committee for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub Committee will exist for the term of Council.

3. Meeting Details

- 3.1 The Sub Committee meetings will be held when required.
- 3.2 Meetings of the Sub Committee will be held at Council Offices, 12 James Street, Salisbury.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 October 2015 (Res 0662/2015)

Review Date: November 2018

4. Membership

- 4.1 The membership of the Sub Committee comprises:

Voting Members

- four (4) Elected Members
- a member of the Northern Economic Leaders actively engaged in international trade and investment;
- the University of South Australia's Pro-Vice-Chancellor (International) or that person's nominee;
- the Principal of a Salisbury-based school with an active international program;
- two representatives from local Service Clubs; and
- one representative of a local sporting club.

Non-voting Members

- a senior staff member/administrative representative of the South Australian Government; and
- a senior staff member/administrative representative of the City of Playford.

The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.

- 4.2 The Mayor is, ex officio, a member of this Committee.
- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.4 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The Chairman is appointed by the Policy and Planning Committee for a period of 12 months.
- 5.2 Deputy Chairman will be appointed at the first meeting of the Committee for a period of 12 months, after which time the Committee will make a new 12 month appointment.



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 October 2015 (Res 0662/2015)

Review Date: November 2018

6. Voting Rights

- 6.1 All Voting Members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each Voting Member must vote on a question arising for a decision.
- 6.3 Non-Voting Members do not participate in the voting processes of the Sub Committee.
- 6.4 The Chairman has a deliberative vote, but does not; in the event of an equality of votes have a casting vote.
- 6.5 In the event of an equality of votes, the matter must be referred to the parent committee for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of Voting Members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 10 members, the quorum is 6 (that is, 10 divided by 2 = 5 + 1).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 6 (that is 11 divided by 2 = 5.5 (ignoring any fractions) = 5 +1).



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 October 2015 (Res 0662/2015)

Review Date: November 2018

- 8.3 Non-Voting Members are not counted in the calculation of the quorum.

9. Reporting Requirements

- 9.1 This Sub Committee reports to Policy and Planning Standing Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 29 March 2016

Review Date: November 2018

1. Purpose

- 1.1 The Tourism and Visitor Sub Committee has been established to:
- Promote and facilitate tourism and visitor opportunities for the City of Salisbury.
 - Identify and advise Council on tourism opportunities
 - Develop and maintain professional relationships that support the implementation of Councils Tourism and Visitor Strategy.
 - Identify linkages and opportunities to leverage benefit between the Tourism and Visitor Strategy and other state and local government plans and strategies.
- 1.3 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.
- 2.2 This Sub Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Sub Committee meets as required, but no less than 3 times per year.
- 3.2 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days' notice of an ordinary meeting will be provided to members of the Sub Committee.



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 29 March 2016

Review Date: November 2018

- 3.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Sub Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee comprises:
- One Representative from the local commercial tourism industry.
 - One Representative from a local history club.
 - One Kurna Representative.
 - Two Representatives from the business community connected with the City of Salisbury.
 - A representative of the South Australian Government nominated by the Minister for Tourism.
 - Four Elected Members
 - The Mayor (ex-officio).

The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.

- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The Chairman is appointed by the Policy and Planning Committee for a period of 12 months.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Sub Committee for a period of 12 months, after which time the Sub Committee will make a new 12 month appointment.



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 29 March 2016

Review Date: November 2018

6. Voting Rights

- 6.1 All voting members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each voting member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the Policy and Planning Committee for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of voting members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 voting members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) = 3 + 1).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 5 (that is, 8 divided by 2 = 4 (ignoring any fractions) = 4 + 1).



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 29 March 2016

Review Date: November 2018

9. Reporting Requirements

- 9.1 This Sub Committee reports to the Policy and Planning Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next Policy and Planning Committee meeting, through presentation of minutes, for final resolution.

Formal Meeting Schedule 2019

Current Format

January	Week 1	Mon 7	6.30 pm	Informal Strategy
	Week 2	Mon 14	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
	Week 3	Mon 21	Tues 15	6.30 pm
				Sub Committee as required
				6.30 pm
				Policy & Planning Committee
	Week 4	Mon 28	Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
February	Week 4	Mon 28	Public Holiday	
		Tues 29	6.30 pm	Council
		Wed 30	6.00 pm	Council Assessment Panel

February	Week 1	Mon 4	6.30 pm	Informal Strategy
	Week 2	Mon 11	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
		Tues 12	6.30 pm	Audit Committee of Council
	Week 3	Mon 18		Concl of Audit
				Sub Committees as required
			6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
	Week 4	Mon 25	Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
			6.30 pm	Council
March	Week 4	Tues 26	6.00 pm	Council Assessment Panel

March	Week 1	Mon 4	6.30 pm	Informal Strategy
	Week 2	Mon 11	Public Holiday	
		Tues 12	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Committee
			Concl of IBDSC	Sub Committees as required
	Wed 13	6.30 pm	Sub Committees as required	
	Week 3	Mon 18	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 4	Mon 25	6.30 pm	Council
Tues 26		6.00 pm	Council Assessment Panel	

Formal Meeting Schedule 2019

Current Format

April	Week 1	Mon 1	6.30 pm	Informal Strategy
	Week 2	Mon 8	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
		Tues 9	6.30 pm	Audit Committee of Council
			Concl of Audit	Sub Committees as required
	Week 3	Mon 15	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 4	Mon 22	Public Holiday	
		Tues 23	6.30 pm	Council
		Wed 24	6.00 pm	Council Assessment Panel
	Week 5	Mon 29	No meetings scheduled	

May	Week 1	Mon 6	6.30 pm	Informal Strategy
	Week 2	Mon 13	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
		Tues 14	6.30 pm	Sub Committees as required
	Week 3	Mon 20	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 4	Mon 27	6.30 pm	Council
		Tues 28	6.00 pm	Council Assessment Panel

June	Week 1	Mon 3	6.30 pm	Budget & Finance Committee
	Week 2	Mon 10	Public Holiday	
		Tues 11	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
		Wed 12	6.30 pm	Sub Committees as required
	Week 3	Mon 17	6.30 pm	Policy & Planning Committee
			Concl of P&P	Works & Services Committee
			Concl of P&P	Resources & Governance Committee
	Week 4	Mon 24	6.30 pm	Council
		Tues 25	6.00 pm	Council Assessment Panel

Formal Meeting Schedule 2019

Current Format

July	Week 1	Mon 1	6.30 pm	Informal Strategy
	Week 2	Mon 8	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
		Tues 9	Concl of IBDSC	Sub Committees as required
			6.30 pm	Audit Committee of Council
	Week 3	Mon 15	Concl of Audit	Sub Committees as required
			6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
	Week 4	Mon 22	6.30 pm	Council
		Tues 23	6.00 pm	Council Assessment Panel
	Week 5	Mon 29	No meetings scheduled	

August	Week 1	Mon 5	6.30 pm	Informal Strategy
	Week 2	Mon 12	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
		Tues 13	Concl of IBDSC	Sub Committees as required
			6.30 pm	Sub Committees as required
	Week 3	Mon 19	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 4	Mon 26	6.30 pm	Council
		Tues 27	6.00 pm	Council Assessment Panel

September	Week 1	Mon 2	6.30 pm	Informal Strategy
	Week 2	Mon 9	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Committee
		Tues 10	Concl of IBDSC	Sub Committees as required
			6.30 pm	Sub Committees as required
	Week 3	Mon 16	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 4	Mon 23	6.30 pm	Council
		Tues 24	6.00 pm	Council Assessment Panel
	Week 5	Mon 30	No meetings scheduled	

Formal Meeting Schedule 2019

Current Format

October	Week 1	Mon 7	Public Holiday	
		Tues 8	6.30 pm	Informal Strategy
	Week 2	Mon 14	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
		Tues 15	6.30 pm	Sub Committees as required
	Week 3	Mon 21	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 4	Mon 28	6.30 pm	Council
		Tues 29	6.00 pm	Council Assessment Panel

November	Week 1	Mon 4	6.30 pm	Informal Strategy
	Week 2	Mon 11	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
		Tues 12	6.30 pm	Audit Committee of Council
			Concl of Audit	Sub Committees as required
	Week 3	Mon 18	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 4	Mon 25	6.30 pm	Council
		Tues 26	6.00 pm	Council Assessment Panel

December	Week 1	Mon 2	6.30 pm	Sport, Recreation & Grants Committee
			Concl of SRG	Innovation & Business Development Sub Committee
			Concl of IBDSC	Sub Committees as required
		Tues 3	6.30 pm	Sub Committees as required
	Week 2	Mon 9	6.30 pm	Policy & Planning Committee
			Concl of P&P	Budget & Finance Committee
			Concl of B&F	Works & Services Committee
			Concl of B&F	Resources & Governance Committee
	Week 3	Mon 16	6.30 pm	Council
		Tues 17	6.00 pm	Council Assessment Panel
	Week 4	Mon 23	No meetings scheduled	

6.6	Appointment of an Elected Member to the Council Assessment Panel
AUTHOR	Chris Zafiropoulos, Manager Development Services, City Development
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report provides information for Council to appoint an Elected Member to the Council Assessment Panel.

RECOMMENDATION

1. That _____ be appointed as the Elected Member appointment to the Council Assessment Panel for the term 1 December 2018 to 30 November 2020.

8. ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Council Assessment Panel General Operating Procedures
2. Assessment Panel Members - Code of Conduct

1. BACKGROUND

- 1.1 Council is required to establish a Council Assessment Panel (CAP) to act as a delegate of Council for the assessment and determination of development applications under the Planning, Development and Infrastructure Act 2016 (or during the transition to the PDI Act, the Development Act 1993).
- 1.2 The CAP is comprised of five members and only one of the members may be a member of the Council. Council can choose not to appoint an Elected Member on the Panel. This will however require appointment of a fifth independent member.
- 1.3 Council is able to determine the conditions of appointment for members on the CAP. This includes the term of office, remuneration and grounds for the removal of a member.
- 1.4 The CAP determines its own Operating Procedures - a copy of the current Operating Procedures is attached for information.

2. REPORT

- 2.1 The CAP is currently comprised of four independent members in addition to an Elected Member. The term of appointment of the current independent members concludes on 31 May 2019, prior to which Council will be required to make a decision on the independent members for the next term of membership. The independent members are:
 - Mr Doug Wallace – Presiding Member
 - Mr Ross Bateup
 - Ms Stephanie Johnston
 - Mr John Watson

-
- 2.2 The PDI Act requires that Council be satisfied that the Elected Member that is appointed to the CAP is appropriately qualified to act as a member of the assessment panel on account of the person's experience in local government. The Elected Member will be required to complete a financial disclosure statement that is prescribed in Schedule 1 of the PDI Act.
 - 2.3 The Elected Member on the CAP is appointed to make decisions in accordance with the legislative framework under the PDI Act. The member is generally unable to advocate for community members on planning considerations that are considered by the CAP. The member is bound by the following:
 - 2.3.1 Code of conduct adopted by the Minister for Planning.
 - 2.3.2 Objects, Planning Principles and General Responsibilities under the Planning, Development and Infrastructure Act 2016.
 - 2.3.3 Operating Procedures established by the Panel.
 - 2.4 A training session will be provided for the Elected Member that is appointed to the CAP.
 - 2.5 The CAP meetings are ordinarily held every fourth Tuesday of the month, commencing at 6.00pm in the civic centre. The Panel may also convene a special meeting to deal with urgent matters. The next meeting of the CAP will be Tuesday 4 December 2018 (rescheduled from the last Tuesday of the month to take into account the Council election and need for Council to make appointments to committees and the CAP at its meeting on 26 November).
 - 2.6 Council has previously resolved fixed term appointments to the CAP to coincide with the local government elections and the usual committee appointment cycle.
 - 2.7 The remuneration for the Elected Member on CAP is \$220 per meeting. It is proposed that the remuneration be reviewed for appointments in the next term of the independent members of the CAP. The current independent members appointments conclude on 31 May 2019.
 - 2.8 The PDI Act provides for the establishment of Deputy Members for the CAP. This effectively provides a proxy for members. While this capability is provided, Council is not required to appoint Deputy Members. Attendance at CAP meetings has historically been very high, 97% in the last 12 months, suggesting that Deputy Members are not critical.
 - 2.9 Council previously resolved to appoint a Deputy Elected Member, following the legislative requirement to reduce the number of Elected Members from three to one on the Panel. The Deputy Elected Member was not however required to attend a meeting in last 12 months and it is not considered essential that a Deputy Elected Member is appointed.

3. CONCLUSION / PROPOSAL

- 3.1 It is recommended that Council determine the Elected Member and, if considered necessary, a Deputy Elected Member for the Council Assessment Panel.

9. CO-ORDINATION

Officer: GMCID
Date: 25.10.18



COUNCIL ASSESSMENT PANEL

General Operating Procedures

Adopted on 28 November 2017.

Table of Contents

1	Purpose	3
2	Timing & Notice of Meetings.....	3
3	Commencement of Meetings & Quorum	4
4	Appointment of Deputy Elected Member.....	6
5	Appointment of Additional Members.....	6
6	Decision Making	6
7	Minutes and Reporting.....	9
8	CAP Procedures & Support.....	11
	Appendix A	12

These Meeting Procedures are to be read in conjunction with the meeting procedures contained within the Planning, Development and Infrastructure (General) (Assessment Panels) Variation Regulations 2017. (Refer Appendix A).

1 Purpose

- 1.1. The purpose of the Council Assessment Panel (CAP) is to determine development applications made under the Planning Development and Infrastructure Act 2016 (or, during the transition to the PDI Act, the Development Act 1993) that are delegated from Council. The Panel may also provide advice to Council on trends, issues and other matters relating to planning or development matters.
- 1.2. The Panel acknowledges that in performing its statutory function, it is bound by the:
 - 1.2.1 Code of conduct adopted by the Minister for Planning.
 - 1.2.2 Objects, Planning Principles and General Responsibilities under the Planning, Development and Infrastructure Act 2016.
 - 1.2.3 Operating Procedures established by the Panel.

2 Timing & Notice of Meetings

Meeting time and place

- 2.1. CAP meetings will be scheduled by the CAP on the fourth Tuesday of the month, or another date as determined by the Presiding Member, subject to there being business to consider.
- 2.2. The CAP will meet in the Council Civic Centre at 12 James Street Salisbury or at such other place as the Presiding Member may determine.

Notice of meeting

- 2.3. The Assessment Manager pursuant to the Planning Development and Infrastructure Act 2016 must provide written notice detailing the date, time and place of a meeting to all CAP members at least three working days before the meeting. The notice shall include the Agenda for the meeting.
- 2.4. Notice of CAP meetings may be given to CAP members by email, to an email address nominated by a CAP Member, or by personal delivery or post to the usual residence of a CAP Member, or via such other means as authorised by a CAP Member.

Viewing agenda

- 2.5. A copy of the Agenda for every ordinary meeting of the CAP shall be available for viewing by the public at the Council's offices and on the Council's web site at least three working days before the meeting of the CAP. The three working days notice shall not apply to a special meeting of the CAP under clause 2.6, or to an item included by the Assessment Manager under clause 2.8, in which cases the agenda will be made available for viewing by the public as soon as practicable.

Special meeting

- 2.6. A special meeting of the CAP may be convened by the Presiding Member, at any time, to consider urgent business by giving not less than two working days written notice to all CAP Members.
- 2.7. Notice of a special meeting of the CAP must be accompanied by an Agenda stating the item(s) of business for which the meeting has been convened. A special meeting must only deal with the business for which the meeting has been convened.

Late items

- 2.8. The Assessment Manager may, with leave or at the request of the Presiding Member, include in the agenda an item to be considered at the meeting to which the agenda relates after notice of the meeting has been given to CAP Members. In such instance, the Assessment Manager shall provide an updated agenda and any documents and/or reports relating to that item to be considered at the meeting to Members as soon as practicable. The Assessment Manager will also make an updated agenda available to the public in accordance with clause 2.5.

3 Commencement of Meetings & Quorum

- 3.1. CAP Meetings will be conducted in accordance with the requirements of the Planning, Development and Infrastructure Act 2016 ('the PDI Act'), Development Act 1993 ('the Act') and these Operating Procedures.
- 3.2. Meetings will commence on time, or as soon as a quorum is present. If a quorum is not present within thirty minutes of the time for commencement, the Presiding Member may adjourn the meeting to the next scheduled meeting time and date, or to another time and date.
- 3.3. A quorum for a meeting of the CAP is three (3) CAP Members.
- 3.4. If the number of apologies received by the Assessment Manager in advance of a meeting indicate that a quorum will not be present at a meeting, the Presiding Member may, by notice from the Assessment Manager, provide to all CAP Members in advance of the meeting, a notice adjourning the meeting to a future time and date as specified in the notice (a copy of this notice will be displayed at the Council Offices and on the Council's website).

- 3.5. If a meeting is required to be adjourned by the Presiding Member, the reason for the adjournment, and the date and time to which the meeting is adjourned will be recorded in the Minutes.

Deputy Presiding Member

- 3.6. A Deputy Presiding Member of the CAP must be appointed by resolution of the CAP, and will preside at any meeting, or part thereof, when the Presiding Member is not present. [Ms L Caruso was appointed by the Panel on 24 October 2017 for the Term to 31 May 2019]
- 3.7. If both the Presiding Member and Deputy Presiding Member are absent from a CAP meeting (or part thereof), a CAP Member will be appointed from those present by means of resolution, and will preside at the meeting. That member will have all of the powers and duties of the Presiding Member.

Meeting behavior

- 3.8. Subject to the PDI Act and these Operating Procedures, the Presiding Member will facilitate the meeting in a manner which promotes relevant, orderly, constructive, respectful and expeditious discussion, but not repetitious discussion, with the intent of ensuring well-informed decisions and debate leading to a determination of any matters before the Panel.
- 3.9. The Presiding Member may adjourn a meeting in the event of a disruption or disturbance by a CAP Member, an applicant, a representor, or any other person present at the CAP meeting, until such time as the disruption or disturbance ceases.
- 3.10. The Presiding Member may ask a member of the public who is present at a meeting of a CAP to leave the meeting if this person is:
- 3.10.1 behaving in a disorderly manner; or
- 3.10.2 causing an interruption.

4 Appointment of Deputy Elected Member

- 4.1. A Deputy Elected Member has been appointed to the CAP in the event the Elected Member on the CAP is not available for a meeting or part meeting.
- 4.2. The Deputy Elected Member will attend when:
 - 4.2.1 The Elected Member notifies the Presiding Member of their unavailability before the meeting; and
 - 4.2.2 The Deputy Elected Member receiving the Agenda for the meeting three days prior to the meeting.
- 4.3. Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes a Deputy Elected Member.

5 Appointment of Additional Members

- 5.1. The CAP may appoint up to two Additional Members in accordance with Section 85 of the PDI Act.
- 5.2. Where the CAP has appointed Additional Member(s), the Presiding Member, in consultation with the Assessment Manager, may invite one or both Additional Members to attend any meeting (or part thereof) where he or she considers the Additional Member(s) will, by virtue of their qualifications, expertise or experience, assist the CAP in dealing with a matter that it must assess under the PDI Act (or, during the transition to the PDI Act, the Development Act 1993).
- 5.3. A request that an Additional Member attend a meeting must be made in writing and be accompanied by the notice for the meeting in accordance with clause 2.6, highlighting the item(s) the Additional Member is required to consider.
- 5.4. Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes an Additional Member, save that an Additional Member is not able to vote on any matter arising for determination by the CAP.

6 Decision Making

- 6.1. The CAP will conduct its meetings, and undertake all considerations, in accordance with the PDI Act (or, during the transition to the PDI Act, the Development Act).

Public meetings

- 6.2. Subject to circumstances where it excludes the public from attendance at a meeting or part thereof pursuant to Part 13 of the Development, Infrastructure (General) (Assessment Panels) Variation Regulations 2017, the Panel will generally discuss and determine applications for Development Plan Consent in public.

Member participation

- 6.3. The Presiding Member will invite all Panel members to speak on any matter before the Panel prior to calling for a motion.
- 6.4. Subject to a CAP Member not having a direct or indirect personal or pecuniary interest in a matter before the CAP (other than an indirect interest that exists in common with a substantial class of persons), each CAP Member present at a meeting of the CAP must vote on a question arising for decision.

Decisions by consensus

- 6.5. Decisions of the Panel will be where possible by consensus determined through debate and discussion of the agenda item, and where a consensus is reached the Presiding Member shall then call for a mover and confirm the consensus by a show of hands.

Decisions by vote

- 6.6. Where it is evident through debate and discussion that a consensus will not be reached by the Panel, the Presiding Member shall call for a mover and put the matter to a formal vote to determine.
- 6.7. Each CAP Member present at a meeting is entitled to one vote on any matter arising for decision and, if the votes are equal, the Member Presiding at the meeting is entitled to a second or casting vote.
- 6.8. All decisions of the CAP shall be made on the basis of a majority decision of the Members present and the Minutes shall record that decision only (Votes for/against will not be recorded, and are not relevant once the majority is determined).

CAP considerations

- 6.9. The CAP must use the Development Plan or Planning and Design Code (as may be relevant to the particular application under consideration), referred to hereafter as the Planning Rules, as the basis for its decisions, having had regard to any relevant written and verbal representations made in accordance with the provisions of the Act, or any other relevant legislation.

Seriously at variance

- 6.10. The CAP will, for each and every application, determine whether the proposal is seriously at variance with the Planning Rules, and expressly record its determination on this matter in the Minutes. If the CAP determines that the proposal is seriously at variance with the Planning Rules, the CAP must provide reasons for its determination, and must expressly record those reasons in the Minutes.
- 6.11. A development application that is assessed by the CAP as being seriously at variance with the Planning Rules will be refused.

Reasons for decision

- 6.12. The CAP must, for each and every application, provide reasons for granting or refusing Planning Rules Consent, and for the imposition of any conditions, and express or record those reasons in the Minutes.

Representations

- 6.13. Subject to the Act, a person who has lodged a valid representation in relation to a Category 2 or 3 development application, and has indicated their desire to be heard on their representation, is entitled to appear before the CAP and be heard in support of their representation, in person or by an agent.

- 6.14. The Presiding Member may in his or her discretion exclude:

- 6.14.1 a representation or response to representation(s) which is received out of time; or
- 6.14.2 a representation or response to representation(s) which is otherwise invalid.

Speaking time

- 6.15. Applicants and Representors will be allowed five minutes to address the CAP, unless a longer time is allowed by the Presiding Member. Where a person is nominated in a representation or by notice of the representors as representing three or more representors (including themselves) the Presiding Member may allow a longer time to address the Panel. Where an applicant is responding to a significant number of representations or a significant number of issues raised in representations, the Presiding Member may allow a longer time to address the Panel.

Hearing applicants

- 6.16. Should there be no Representor wishing to be heard for a non-complying development application, Category 2 or Category 3 development application, and the recommendation is for a refusal, the Applicant will be entitled to appear before the CAP and be heard in support of the application. Applicants will be allowed five minutes to address the CAP, unless a longer time is allowed by the Presiding Member.
- 6.17. Should there be no Representor wishing to be heard for a non-complying development application, Category 2 or Category 3 development application, and the recommendation is for approval, the Presiding Member may allow the Applicant to address the Panel to seek clarification and/or further information that may be required by the Panel in order to determine the application.

Additional material

- 6.18. At the discretion of the Presiding Member, any new or additional material to be submitted to the CAP by a person who has made a development application or a valid representation in relation to a matter may be accepted and considered by the CAP. A copy of any additional material accepted shall be provided to the applicant or representors by the party presenting the additional material.

Member's participation

- 6.19. A CAP Member may ask questions of any person appearing before the CAP. Subject to the Presiding Member's determination, all questions shall be relevant to the subject of the development application before the panel.

7 Minutes and Reporting

- 7.1. The Assessment Manager is responsible for ensuring that accurate Minutes are kept of Panel meetings and that they are confirmed by the Panel and signed by the Presiding Member.
- 7.2. The Minutes of the proceedings of a CAP meeting will record:
- 7.2.1 the names of the CAP Members present;
 - 7.2.2 the names of all CAP Members from whom apologies have been received;
 - 7.2.3 the name and time that a CAP Member enters or leaves the meeting;
 - 7.2.4 the name of a person who has made a representation to the CAP at the meeting;
 - 7.2.5 the decision of the CAP, including the express opinion of the CAP on whether the proposed development is seriously at variance with the Planning Rules (including reasons as appropriate);
 - 7.2.6 reasons for granting or refusing Planning Rules Consent, and for the imposition of any conditions on a Planning Rules Consent;
 - 7.2.7 in the absence of a decision, the deferral of the application including the reasons for the deferral;
 - 7.2.8 any disclosure of a conflict of interest made by a Member pursuant to the Code of Conduct adopted by the Minister under Clause 1(1)(c) of Schedule 3 of the Act (Code of Conduct), and the nature of the Interest;

7.2.9 a decision to exclude public attendance; and

7.2.10 a notation, describing the confidential nature of the information and matter, in the event a matter has been excluded from the Minutes.

- 7.3. Minutes shall be read and adopted by the CAP at the end of the meeting.
- 7.4. On the adoption of the Minutes, the Assessment Manager will forward the Minutes to the Presiding Member who will confirm the Minutes by electronic communication.
- 7.5. The Minutes of a CAP meeting must be forwarded to the Council and must be publicly available within two business days after their confirmation by the CAP.

Annual report

- 7.6. The Panel shall prepare and consider an Annual Report for presentation to the Council via the appropriate Standing Committee. The Annual Report may be presented by the Presiding Member and may contain (but not be limited to) statistical information in relation to the number of items considered, the outcomes of decisions on those items, and matters identified by the Panel in the course of its assessment of development applications that warrant referral to Council for consideration of Planning Rules policy, legislative, or procedural change.
- 7.7. The Annual Report shall be presented to Council on or around the anniversary date of the appointment of the Panel, subject to Council meeting timing.

8 CAP Procedures & Support

Additional procedures

- 8.1. Insofar as the Act and these Operating Procedures do not prescribe the procedure to be followed at a CAP meeting, the CAP may determine the procedure at the time. Any such determination may be added to these Operating Procedures.

Staff Participation

- 8.2. The CAP will permit and encourage the active participation of Council staff in attendance at a meeting in providing advice to the CAP.

Assistance

- 8.3. The CAP may call for and consider such professional assistance from Council staff and other professional advisors as it deems necessary and appropriate.

Electronic communication

- 8.4. For the purpose of facilitating constructive debate on a development application under consideration by CAP, electronic communication or other telecommunication devices may be acceptable delivery method, at the discretion of the Presiding Member, for the purpose of conducting the meeting and hearing verbal representation from a person, or their representative, in support of their representation concerning a development application, and providing the applicant, or their representative, the opportunity to verbally respond to any relevant matter. Should electronic communication or other telecommunication devices be utilised they should ensure fair and equitable communication to all attendees to the CAP meeting.
- 8.5. Should electronic communication or other telecommunication devices be utilised for the conduct of a CAP meeting, all voting shall be conducted on the voices, with the Presiding Member verbally acknowledging each individual vote before declaring the outcome of the vote, and noted in the minutes of the meeting, consistent with *Part 6: Decision Making* of the Operating Procedures.
- 8.6. Should electronic communication or other telecommunication devices be utilised for the conduct of a CAP meeting, the Presiding Member and the Assessment Manager shall be present at the meeting place as nominated in the CAP Agenda for that meeting.

Appendix A

No 209 of 2017 published in *Gazette 1.8.2017 p 3051*

South Australia

Planning, Development and Infrastructure (General) (Assessment Panels) Variation Regulations 2017

under the *Planning, Development and Infrastructure Act 2016*

Contents

Part 1—Preliminary

- 1 Short title
- 2 Commencement
- 3 Variation provisions

Part 2—Variation of *Planning, Development and Infrastructure (General) Regulations 2017*

- 4 Substitution of heading to Part 2
- Part 2—Administration and structural matters
- 5 Variation of regulation 8—Disclosure of financial interests
- 6 Insertion of regulation 11
 - 11 Compliance with code of conduct—assessment panels
- 7 Insertion of Part 3
- Part 3—Assessment panels—procedures
 - 12 Application
 - 13 Public access to meetings
 - 14 Minutes and other documents
 - 15 Quorum
 - 16 Voting
 - 17 Validity of proceedings
 - 18 Other matters

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Planning, Development and Infrastructure (General) (Assessment Panels) Variation Regulations 2017*.

2—Commencement

These regulations will come into operation on 1 October 2017.

3—Variation provisions

In these regulations, a provision under a heading referring to the variation of specified regulations varies the regulations so specified.

Part 2—Variation of *Planning, Development and Infrastructure (General) Regulations 2017*

4—Substitution of heading to Part 2

Heading to Part 2—delete the heading and substitute:

Part 2—Administration and structural matters

5—Variation of regulation 8—Disclosure of financial interests

Regulation 8—after subregulation (12) insert:

- (13) For the purposes of paragraph (b) of the definition of *relevant official* in clause 1(1) of Schedule 1 of the Act in relation to an assessment panel appointed by a council, the chief executive officer of the council is prescribed as the relevant official.

6—Insertion of regulation 11

After regulation 10 insert:

11—Compliance with code of conduct—assessment panels

- (1) In this regulation—
code of conduct means the code of conduct to be observed by members of an assessment panel adopted by the Minister under clause 1(1)(c) of Schedule 3 of the Act.
- (2) A person may make a complaint to the Commission if the person believes that a member of an assessment panel has acted in contravention of the code of conduct.
- (3) A complaint must—
- (a) be in writing; and
 - (b) contain particulars of the allegation on which the complaint is based; and
 - (c) be verified by statutory declaration.
- (4) Except with the approval of the Commission, a complaint must not be lodged with the Commission more than 6 months after the day on which the complainant first had notice of the matters alleged in the complaint.
- (5) The Commission may require the complainant to give further particulars of the complaint (verified, if the Commission so requires, by statutory declaration).
- (6) The Commission may refuse to entertain a complaint or, having accepted a complaint for investigation, may refuse to continue to entertain a complaint, if it appears to the Commission—
- (a) that the complainant does not have a sufficient interest in the matter to which the complaint relates; or

- (b) that the matter raised by the complaint is trivial; or
 - (c) that the complaint is frivolous or vexatious or is not made in good faith; or
 - (d) that there is some other good reason not to proceed (or further proceed) with the matter under this regulation.
- (7) The Commission may, as the Commission's first step in dealing with a complaint, refer the matter to the member of the assessment panel to whom the complaint relates for a response.
- (8) The Commission may take such further action as the Commission thinks fit (including deciding not to proceed further with the matter).
- (9) The Commission may, whether or not the Commission has acted under subregulation (7), appoint a person to investigate a complaint.
- (10) If the Commission appoints an investigator—
 - (a) the Commission must inform the member of the assessment panel to whom the complaint relates of the appointment of an investigator and furnish formal notification of the nature of the complaint; and
 - (b) the investigator must conduct an investigation into the complaint as soon as practicable after the appointment has been made; and
 - (c) the investigator must give the member of the assessment panel to whom the complaint relates a reasonable opportunity to make representations to the investigator about the complaint; and
 - (d) the investigator may require—
 - (i) the complainant; and
 - (ii) the member of the assessment panel to whom the complaint relates,to provide to the investigator any document or other information relevant to the investigation of the complaint (verified, if the investigator so requires, by statutory declaration); and
 - (e) the investigator—
 - (i) must otherwise comply with the rules of natural justice; and
 - (ii) subject to subparagraph (i), may conduct the investigation in such a manner as the investigator thinks fit (including by undertaking such other consultations and undertaking such other inquiries as the investigator thinks fit).

- (11) If during an investigation the investigator is satisfied that there is a matter about which another complaint could have been made against the member of the assessment panel, the investigator may, after consultation with the Commission, deal with the matter as if a complaint had been made about the matter.
- (12) The investigator—
 - (a) may report to the Commission at any stage of the investigation; and
 - (b) must present a report to the Commission at the conclusion of the investigation.
- (13) The Commission must provide the person to whom the complaint relates with a copy of a report presented under subregulation (12)(b) (and the Commission may, if the Commission thinks fit, invite a response from the person).
- (14) The Commission may, on the receipt of a report under subregulation (12)(b), or at the conclusion of any process that the Commission has adopted in the alternative—
 - (a) decide to take no further action on the complaint; or
 - (b) undertake any consultation or further inquiry as the Commission thinks fit; or
 - (c) take action to have the member of the assessment panel to whom the complaint relates removed from office; or
 - (d) take such other action as the Commission thinks fit.
- (15) The Commission must inform the complainant of the outcome of a complaint under subregulation (14).
- (16) Without limiting a preceding subregulation, the Commission may, at any time, consult with or provide a report to—
 - (a) the Minister; and
 - (b) in the case of a complaint that relates to a member of an assessment panel appointed by a joint planning board or a council, the joint planning board or the council (as the case requires),about a complaint that has been made under this regulation.
- (17) Nothing in this regulation limits or restricts any action or proceedings that may be taken against or in relation to a member of an assessment panel on account of the member being an accredited professional under the Act.

7—Insertion of Part 3

After Part 2 insert:

Part 3—Assessment panels—procedures

12—Application

This Part applies to and in relation to the procedures of an assessment panel established under section 83 of the Act or clause 12 or 13 of Schedule 8 of the Act.

13—Public access to meetings

- (1) In connection with the conduct of the proceedings of an assessment panel, members of the public are entitled to attend a meeting of the panel other than as set out in subregulation (2).
- (2) An assessment panel may exclude the public from attendance at a meeting—
 - (a) during so much of the meeting as is necessary to receive, discuss or consider in confidence any of the following matters:
 - (i) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
 - (ii) information the disclosure of which—
 - (A) could unreasonably be expected to confer a commercial advantage on a person, or to prejudice the commercial position of a person; and
 - (B) would, on balance, be contrary to the public interest;
 - (iii) information the disclosure of which would reveal a trade secret;
 - (iv) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (A) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (B) would, on balance, be contrary to the public interest;
 - (v) matters affecting the safety or security of any person or property;

- (vi) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- (vii) matters that should be considered in confidence in order to ensure that the assessment panel, or any other entity, does not breach any law, or any order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- (viii) legal advice;
- (ix) information relating to actual litigation, or litigation that the assessment panel believes on reasonable grounds will take place;
- (x) information the disclosure of which—
 - (A) would divulge information provided on a confidential basis by or to a Minister of the Crown, the Commission, or another public authority or official; and
 - (B) would, on balance, be contrary to the public interest; and
- (b) during so much of the meeting that consists of its discussion or determination of any application or other matter that falls to be determined by the assessment panel.

14—Minutes and other documents

- (1) An assessment panel must ensure that accurate minutes are kept of its proceedings.
- (2) A disclosure by a member of an assessment panel of a direct or indirect pecuniary interest in any aspect of a development or any body associated with any aspect of a development required under the Act must be recorded in the minutes of the assessment panel.
- (3) Members of the public are entitled to reasonable access to—
 - (a) the agendas for meetings of an assessment panel; and
 - (b) the minutes of meetings of an assessment panel.
- (4) However, an assessment panel may, before it releases a copy of any minutes under subregulation (3), exclude from the minutes information about any matter dealt with on a confidential basis by the assessment panel.
- (5) Minutes must be available under subregulation (3) within 5 business days after their adoption by the members of the assessment panel.

15—Quorum

A quorum at a meeting of an assessment panel is a number obtained by dividing the total number of members of the assessment panel for the time being in office by 2, ignoring any fraction resulting from the division, and adding 1.

16—Voting

- (1) Each member of an assessment panel present at a meeting of the assessment panel is entitled to 1 vote on a matter arising for decision and, if the votes are equal, the member presiding at the meeting is entitled to a second or casting vote.
- (2) Subregulation (1) does not apply to a person who is taken to be a member of an assessment panel under section 85 of the Act.

17—Validity of proceedings

A proceeding of an assessment panel (and any decision made by an assessment panel) is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a member.

18—Other matters

Except insofar as a procedure is not prescribed by the Act or these regulations, the procedures of an assessment panel in relation to the conduct of its business will be as determined by the assessment panel (and an assessment panel is accordingly a specified body for the purposes of section 246(6)(d) of the Act).

Note—

As required by section 10AA(2) of the *Subordinate Legislation Act 1978*, the Minister has certified that, in the Minister's opinion, it is necessary or appropriate that these regulations come into operation as set out in these regulations.

Made by the Governor

with the advice and consent of the Executive Council
on 1 August 2017

No 209 of 2017

PLN0019/17CS



Assessment
Panel
Members

Assessment Panel Members – Code of Conduct

Introduction

Under Schedule 3 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) the Minister may adopt a code of conduct to be observed by members of an assessment panel established under the PDI Act. This code of conduct sets out standards of conduct and professionalism that are to be observed by all members of assessment panels under the PDI Act. This code of conduct must be read in conjunction with the Act.

For the purposes of the PDI Act, a key requirement is that all members of assessment panels must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of development assessment under the Act.

The code is the key tool to ensure that all members of assessment panels act honestly and ethically with a high degree of accountability. If a member of an assessment panel has any doubt in regard to any function they may perform under the Act they should seek the advice of the panel's assessment manager or some other appropriate person.

While some members of an assessment panel may also be bound by other codes of conduct or professional standards issued by their respective professional associations, they have no legal status under the Act. If there is a conflict between a requirement in this code of conduct and any other professional code or standard, this code prevails for the purposes of the Act.

Legislative framework

Under section 15 of the PDI Act, all members of assessment panels are subject to a statutory duty as described in the section as follows:

- (1) *It is expected that a person or body that—*
- (a) *seeks to obtain an authorisation under this Act; or*
 - (b) *performs, exercises or discharges a function, power or duty under this Act; or*
 - (c) *takes the benefit of this Act or is otherwise involved in a process provided by this Act, will—*
 - (d) *act in a cooperative and constructive way; and*
 - (e) *be honest and open in interacting with other entities under this Act; and*
 - (f) *be prepared to find reasonable solutions to issues that affect other interested parties or third parties.*

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Government of South Australia
Department of Planning,
Transport and Infrastructure

-
- (2) *Without limiting subsection (1), a person or body performing, exercising or discharging a function, power or duty under this Act must-*
- (a) *exercise professional care and diligence; and*
 - (b) *act honestly and in an impartial manner; and*
 - (c) *be responsible and accountable in its conduct; and*
 - (d) *comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.*
- (3) *The Minister may, after taking into account the advice of the Commission, establish and maintain service benchmarks for the purposes of this section.*
- (4) *The principles and benchmarks under this section— (a) do not give rise to substantive rights or liabilities; but (b) may lead to action being taken on account of a breach of a code of conduct or professional standard that applies in relation to a relevant person or body.*

Code of conduct requirements

In acting as a member of an assessment panel, a member must comply with the following requirements.

General duties

1. A member of an assessment panel must in performing, exercising or discharging a function, power or duty under the PDI Act, act in accordance with the general duties as set out in section 15 of the PDI Act.

Act in the public interest

2. A member of an assessment panel must act in a manner that promotes or protects the public interest.

Procedures

3. A member of an assessment panel must ensure that the procedures specified in the Act or prescribed in the *Planning Development and Infrastructure (General) Regulations 2017* are complied with.
4. A member of an assessment panel must comply with the panel procedures in relation to public comments and communication with the media

Regard for honesty

5. A member of an assessment panel must act with integrity, good faith and equity and must not discriminate toward any person in performing their duties.
6. A member of an assessment panel must advise the assessment manger and the Commission immediately if the member:
 - a. is the subject of a formal investigation into, or have been found to have, breached any other code of conduct, ethical standards or similar, either in another State or through a professional body of which they are a member; or
 - b. has been found guilty of a breach of any Act related to planning, building or a development related matter.

Conflict of interest

7. A member of an assessment panel who has a direct or indirect personal or pecuniary interest in a matter before the council development assessment panel (other than an indirect interest that exists in common with a substantial class of persons)—
 - a. must, as soon as he or she becomes aware of his or her interest, disclose the nature and extent of the interest to the panel; and
 - b. must not take part in any hearings conducted by the panel, or in any deliberations or decision of the panel, on the matter and must be absent from the meeting when any deliberations are taking place or decision is being made.
8. A member of an assessment panel will be taken to have an interest in a matter for the purposes of item 7 if an associate of the member (within the meaning of section 3 (7) of the PDI Act) has an interest in the matter.
9. If an interest has been declared by a member of an assessment panel the nature of the interest must be recorded in the minutes of the meeting.

Making decisions and taking action

10. A member of an assessment panel must take all reasonable steps to obtain all relevant facts and information when making a decision on a matter before the panel.
11. A member of an assessment panel must ensure that the member's decisions and actions are reasonable, fair and appropriate to the circumstances, based on consideration of all relevant facts obtained, and supported by adequate documentation.
12. A member of an assessment panel must not approach or discuss with an applicant or representor any application which is either before the panel or will come before the panel at some future time expect during the course of a panel meeting where the application forms part of the agenda and the applicant or representor has a right to be heard by the panel.
13. Except where required as part of the assessment of a particular decision such as a formal panel viewing of a site of a proposed development, you should not enter the site even if invited by the land owner or a neighbouring property owner or any other person.
14. A member of an assessment panel must not:
 - a. engage in consultation outside of the panel process with any party on a proposed development application that is likely to be heard by the panel;
 - b. give advice to an applicant or other third party on a development application after it has been lodged outside of a panel meeting;
 - c. speak at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a development application unless required by the Act;
 - d. express an opinion on a development application or a proposed development outside of a panel meeting; and
 - e. engage in any other act or omission which may give rise to a reasonable presumption that you have prejudged a development proposal or application.

Public comment

15. Only the presiding member or another person determined by the panel is permitted to speak publicly to the media and address the public on behalf of the panel. No other panel member may make comment to the media or the public in relation to any matter before the panel or any decision of the panel.

Protection and use of information

16. A member of an assessment panel must maintain the integrity and security of confidential information in their possession and must not use confidential information gained by virtue of the member's official position for the purpose of securing a private benefit for the member or any other person.
17. A member of an assessment panel must not disclose information acquired in the course of their professional work other than if consent of the relevant person has been granted or where there is a legal or professional duty to disclose such information.

Proper exercise of power

18. A member of an assessment panel must not take advantage of the member's position, power or duties for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for the member or any other person.

Gifts and benefits

19. A member of an assessment panel must not seek or accept a gift or benefit that is intended to, is likely to or could be perceived as likely to, cause them to act in an unfair or biased manner in the course of the member's duties.
20. A member of an assessment panel must take all reasonable steps to ensure that a person related to the member does not receive gifts or benefits that could appear to be an attempt to influence or secure or have the effect of influencing or securing a favour from the member of an assessment panel. A person is related to a member of an assessment panel for the purpose of this provision if the person is spouse, de facto partner, sibling, parent or child of the member of the assessment panel.

Bias

21. A member of an assessment panel should always have regard to any affiliation, disposition or any material, pecuniary or other interest that would lead to a reasonable apprehension that they may be biased in carrying out any aspect of their role under the Act.

6.7

Representative and Community Appointments

AUTHOR

Michelle Woods, Projects Officer Governance, CEO and Governance

CITY PLAN LINKS

4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY

This report provides information in relation to representative and community organisation appointments involving Elected Members and seeks Council endorsement of representatives from the newly elected body.

RECOMMENDATION

1. _____ be appointed to the Northern Adelaide Waste Management Authority Board, with _____ appointed as the deputy.
2. _____ be appointed to the Northern Adelaide Waste Management Authority Board, with _____ appointed as the deputy.
3. _____ be appointed to the Northern Adelaide Waste Management Authority Board, with _____ appointed as the deputy.
4. _____ be appointed as voting representative to the Local Government Association of SA, with _____ appointed as the deputy.
5. _____ be appointed as voting representative to the Local Government Finance Authority of SA, with _____ appointed as the deputy.
6. _____ be appointed to the Paralowie R-12 School Governing Council.
7. _____ be appointed to the Lake Windemere B-7 School Governing Council.
8. _____ be appointed to the Salisbury East High School Governing Council.
9. _____ be appointed to the Salisbury High School Governing Council.
10. _____ be appointed to the Valley View Secondary School Governing Council.
11. _____ be appointed to the Para Hills High School Governing Council.
12. _____ be appointed to the Salisbury and Districts Historical Society.

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13. _____ be appointed to the Salisbury Business Association with _____ appointed as the deputy.
 14. _____ be appointed to the Metropolitan Seaside Council's Committee as the Elected Member representative with _____ appointed as the deputy Elected Member representative.
 15. _____ be appointed to the Metropolitan Seaside Council's Committee as the staff member representative.
 16. _____ be appointed to the Parafield Airport Consultative Committee.
 17. Council appoint Mayor G Aldridge to the Reconciliation Action Plan Working Group as an ex-officio member.
 18. _____ be appointed to the Positive Ageing Service Advisory Committee (including the Jack Young Centre and Para Hills Centre).
 19. _____ and _____ be appointed to the Twelve25 Youth Advisory Group.
 20. _____ and _____ be appointed to the Salisbury Secret Garden Strategic Advisory Board.

10. ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. List of External and Internal Representation Required
2. Extract of Metropolitan Seaside Councils' Committee Charter

1. BACKGROUND

- 1.1 Council has representation on a number of community organisations, internal committees and boards. Appointments made since November 2014 have lapsed due to the recent local government elections, therefore it is necessary for Council to appoint representatives from the newly elected member body to fill the various roles.

2. REPORT

- 2.1 The attachment to this report sets out the required representation and appointment type for the various organisations, committees and boards. Council is asked to consider the requirements and determine an appointment for each of those bodies listed.
- 2.2 It is important to note that where an Elected Member holds a position on a community organisation they must act in the best interests of that community association (which may not necessarily be consistent with the best interests of Council) and not at the direction of Council.

3. CONCLUSION / PROPOSAL

- 3.1 Council is asked to consider and endorse its representative appointments as outlined in the attachment to this report.

11. CO-ORDINATION

Officer: EXEC MG
Date: 22/11/2018

City of Salisbury 2018 – 2022 Representation on External and Internal Bodies

External Bodies

Organisation	Purpose of Body	Previous Representative	Required Representation + Position Held	Meeting Details
Northern Adelaide Waste Management Authority (NAWMA) Board	<p><u>Role of the Board:</u></p> <p>The Board is responsible for the administration of the affairs of NAWMA. The Board must ensure insofar as it is practicable, that NAWMA observes the objectives set out in its Charter, that information provided to the Constituent Councils is accurate and that Constituent Councils are kept informed of the solvency of NAWMA as well as any material developments which may affect the operating capacity and financial affairs of NAWMA.</p>	<p>Cr D Balaza – Member Cr J Woodman – Member Cr E Gill – Deputy Member Cr G Reynolds – Deputy Member</p> <p>Charles Mansueto, General Manager Business Excellence – Member General Manager City Infrastructure – Deputy Member</p>	<p><u>Extract of NAWMA Charter:</u></p> <p>Each of the Constituent Councils will appoint <u>three persons</u> to the Board.</p> <p>Each Constituent Council may also appoint a person who in the opinion of the Council has business skills and corporate governance experience attuned to the purposes of NAWMA.</p> <p>Constituent Councils shall appoint a deputy for each Council Board member.</p> <p>-----</p> <p>Appointed as Board members.</p>	There are six board meetings per year held at Edinburgh Parks, generally commencing at 5.30pm.
Local Government Association of SA (LGA)	To be the voting delegate at Ordinary General Meetings and Annual General Meetings of the LGA.	<p>Mayor G Aldridge – Voting Representative</p> <p>Deputy Mayor (Cr L Caruso) – Deputy Voting Representative</p>	<p>1 elected member + 1 deputy member.</p> <p>Appointed as voting representative.</p>	Ordinary General Meeting held in April each year and Annual General Meeting held in October each year.
Local Government Finance Authority of SA (LGFA)	To be the voting delegate at the Annual General Meeting of the LGFA.	<p>Cr S Bedford - Voting Representative</p> <p>Cr L Caruso – Deputy Voting Representative</p>	<p>1 elected member + 1 deputy member.</p> <p>Appointed as voting representative.</p>	Annual General Meeting held in October each year.

Organisation	Purpose of Body	Previous Representative	Required Representation + Position Held	Meeting Details
Paralowie R-12 School Governing Council		Cr G Reynolds	1 elected member. Member of Governing Council.	Held twice a term on a Tuesday at 4:30pm.
Lake Windemere B-7 School Governing Council		Cr L Caruso	The school is happy to leave this choice to Council. If an elected member wishes to be involved, the school is more than happy for this to happen.	Generally held on a Wednesday of week 3 and 8 each term at 7pm.
Salisbury East High School Governing Council		Cr G Caruso	1 elected member. Member of Governing Council.	Twice a term on a Tuesday evening commencing at 6:30pm.
Salisbury High School Governing Council		Cr G Reynolds	1 elected member. Member of Governing Council.	Twice a term on a Tuesday evening commencing at 6:00pm.
Valley View Secondary School Governing Council		Cr J Woodman	1 elected member. Member of Governing Council.	Twice a term on a Wednesday evening commencing at 7:00pm.
Para Hills High School Governing Council		Cr S Reardon	1 elected member. Member of Governing Council.	Generally twice a month during term on a Wednesday evening commencing at 7:00pm.

Organisation	Purpose of Body	Previous Representative	Required Representation + Position Held	Meeting Details
Salisbury Park Primary School Governing Council		Cr D Balaza	No longer required. School have advised they no longer require an Elected Member to be appointed to their Governing Council.	
Salisbury and Districts Historical Society	The Salisbury and District Historical Society was formed in 1981 to promote the discussion and the study of South Australian and Australian History; in particular the history of The District of Salisbury. It aims to promote the collection, reading and classification of works source material and artifacts of all kinds. It provides access to the collection by all sections of the community.	Cr S Reardon	1 elected member.	General Meetings are held at the Salisbury and District Historical Society Folk Museum, on the second Wednesday, each second month (Feb, April, June, August and October) at 7.00pm.
Salisbury Business Association	<p><u>Objectives:</u></p> <p>The objectives of the association shall be to:</p> <ol style="list-style-type: none"> 1. Improve the image of the Salisbury City Centre; 2. Formulate, and oversee the implementation of, a marketing strategy for the Salisbury City Centre. 3. Promote the Salisbury City Centre as a whole. 4. Attract more people to the Salisbury City Centre. 5. Encourage ethics and good business practice among the Association's Members. 6. Liaise and co-operate with the City of Salisbury and other authorities and bodies for better achieving the objects of the Association. 7. Generate funds to fulfil objectives 1 to 5 above. 	Cr D Balaza	<p>1 elected member + 1 deputy member.</p> <p>Not voting member of Association.</p>	3rd Wednesday of each month (except Sept and Dec – 2nd Wednesday of those months) 8.30am – 9.30am John Street.

Organisation	Purpose of Body	Previous Representative	Required Representation + Position Held	Meeting Details
Metropolitan Seaside Councils' Committee	Refer to attached extract from the Metropolitan Seaside Councils' Committee Constitution.	Cr C Buchanan – Member Cr D Proleta – Proxy Member Manager Civil & Waste (Lyal Thomas)	1 elected member. 1 proxy elected member. 1 officer.	Meetings of the MSCC occur on a quarterly basis and have been hosted by the City of Charles Sturt for the past four years (have been on a Thursday morning). City of Onkaparinga will be taking over this role from the new year.
Parafield Airport Consultative Committee	<p><u>Functions:</u></p> <ul style="list-style-type: none"> • Provide an advisory forum for the free exchange of views on airport matters between the Airport Operator, various sectors of the aviation industry and the local community; • Advise the Minister for Infrastructure and Transport and State and Local Governments with respect to the abatement of aircraft noise and related environmental issues at the Airport; • Monitor, discuss and recommend actions in regard to ground-based environmental issues and matters covered by the Airports Act 1996; • Monitor air space management around the Airport, including adherence to noise abatement procedures; • Monitor the operation of the noise abatement procedures currently in place; • Review the results of flight path, aircraft noise and the adequacy of monitoring arrangements and make recommendations to the decision makers in Airservices Australia and the Civil Aviation Safety Authority (CASA); • Examine patterns of complaints 	Cr Steve White Cr Betty Gill	<p>Ongoing Elected Member representation is envisaged</p> <p>Extract from terms of reference:</p> <p><i>'The committee shall comprise representatives from local elected Members of Federal, State and local governments, Airport Operator, Department of Infrastructure and Regional Development (DIRD), relevant State Government Departments (Planning, Transport and Infrastructure, Environment Protection Agency (EPA)), Noise Ombudsman's Office, representatives of local resident interest groups and associations, neighbouring Local Governments and Land Management Trusts, Airservices Australia, Airline Operators, General Aviation</i></p>	The committee meets on a quarterly basis for approx. 1 hour on a Thursday afternoon, generally at Parafield Airport.

Organisation	Purpose of Body	Previous Representative	Required Representation + Position Held	Meeting Details
	<p>about aircraft noise and if required, recommend to the Minister, action with respect to those complaints;</p> <ul style="list-style-type: none"> Consider reports on the noise and health impacts arising from the Airport's operations; Provide airport management with information of developments from other sectors may impact on the future operations of the airport; The Airport Operator's Management to provide and discuss with Committee Members details of proposed airport developments and changes to operations that could affect their respective sector of responsibility; and Take action to address any airport-related issues of concern to its members. 		<p><i>Representatives, relevant industry bodies, Concessionaires, State Tourism and Local Interests Groups as endorsed by Local Government.'</i></p>	

Internal Bodies

Organisation	Purpose of Body	Previous Representative	Required Representation + Position Held	Meeting Details
Reconciliation Action Plan Working Group	<p>The Reconciliation Action Plan (RAP) Working Group is responsible for the development, monitoring of implementation and evaluation of the City of Salisbury RAP.</p> <p>The RAP will set out the actions taken by the City of Salisbury to promote reconciliation between the local Aboriginal and wider Salisbury community.</p>	Mayor (Co-Chair)	Mayor to be appointed as ex-officio member.	Meets on a quarterly basis during the day.
Positive Ageing Service Advisory Committee (including Jack Young Centre and Para Hills Centre)	The Committee provides advice on issues which effect the members participation in the Centre and the ongoing growth of activities and services.	Cr E Gill	1 elected member. Advisory committee member.	Advisory meetings held on the last Thursday of each month at 9.30am.
Twelve 25 Youth Advisory Group	<p>To manage the strategic directions and program delivery at the Twelve25 Youth Enterprise Centre.</p> <p><u>Role</u></p> <ul style="list-style-type: none"> Review and endorse Twelve25 Business Action Plan and 4 E's Program Directions (Engagement, Education, Employment and Enterprise); Identify trends, local youth needs and potential opportunities; Monitor and evaluate performance and program delivery at the Centre; Collaborate with program planning and evaluation. 	Cr R Cook Cr E Gill Cr S White Cr R Zahra	Between two to four Elected Members	

Organisation	Purpose of Body	Previous Representative	Required Representation + Position Held	Meeting Details
Salisbury Secret Garden Strategic Advisory Board	To guide sponsorship and be comprised of representatives from the Council, Salisbury Business Association and industry.	Mayor Gillian Aldridge Cr Julie Woodman	Two elected members	



METROPOLITAN SEASIDE COUNCILS' COMMITTEE CONSTITUTION

METROPOLITAN SEASIDE COUNCILS COMMITTEE

1. **NAME:**

The name of the Committee is-**"Metropolitan Seaside Councils' Committee"**.

2. **INTERPRETATION:**

(a) In this Constitution, unless the context otherwise requires the following expressions shall have the meanings set out opposite the same:-

"The Committee"	The above mentioned Committee.
"The Members"	The Members for the time being of the Committee.
"The Constituents"	The Corporation of the City of Playford The Corporation of the City of Salisbury The City of Port Adelaide Enfield The City of Charles Sturt The City of Holdfast Bay The City of Marion The City of West Torrens Thebarton The City of Happy Valley, Noarlunga and Willunga constituted under the Local Government Act 1934 as amended The West Beach Recreation Reserve Trust constituted pursuant to the West Beach Trust Act, 1973
"Year"	Financial year, except where otherwise apparent from the context.
"Coast"	All land comprising the coast within the metropolitan planning area as defined within the Metropolitan Coast Protection District and as declared under the Coast Protection Act 1972, as amended, and any other area which may be determined from time to time by the Committee.
"The Coast Protection Board"	The Board appointed by the Government of South Australia under the Coast Protection Act 1972, as amended.
"Metropolitan Consultative Committee"	The Committee appointed under provision of the Coast Protection Act 1972, as amended.

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- (b) Any word denoting the singular shall include the plural and the plural the singular and any word denoting the masculine shall include the feminine and the feminine to masculine.
 - (c) The headings shall not affect the construction of this Constitution.

3. OBJECTS:

The objects of the Committee are:-

- (a) To encourage and do all things necessary to ensure the maintenance and improvement of the coastal area.
- (b) To ensure the co-operation and co-ordination of the Constituents and all other interested parties to prevent coast erosion and ensure the co-operation and co-ordination of all Constituents and all interested parties to re-establish and rehabilitate eroded coasts and to take all possible action to achieve the same object.
- (c) To ensure the co-operation and co-ordination of all the Constituents and all other interested parties to take any action necessary for the improvement and betterment of facilities, amenities and conveniences in order that the coast may be better fitted for the enjoyment and recreation to the full of the public.
- (d) To recommend any action which it considers will help serve these objectives and in particular recommend the taking of any surveys, investigations and experiments to determine present, past and future conditions of the coast, St. Vincent's Gulf and any other matter with the aim of determining the best method of preserving and improving the aforesaid foreshores and beaches.
- (e) To study the existing by-laws and legislations affecting the cleanliness, safety and law and order of the coastal area and of the parking of vehicles along the coast and of any other by-laws affecting the coastal area with the aim of recommending any changes thereto.
- (f) To form sub-committees to investigate any matter which in the Committees' opinion will further these objects or be of benefit to the better maintenance or improvement of the coast and to employ or seek advice from or obtain the services of any person having specialised knowledge or interest in any matter which will further these objects or to do any other thing or employ any other person which will help to further these objects.

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- (g) To make representations to the Coast Protection Board or any other body incorporated or any person for assistance, advice or aid of any nature for the repair of storm damage and for the preservation of the coast or for any other matter whatsoever.
 - (h) To extend, amend or otherwise change the objects of this Committee in any such manner or way as the members of this Committee shall see fit at any time.
 - (i) To establish, operate, conduct, maintain or assist such clubs, organisations and activities as may from time to time be desirable for the promotion, maintenance or improvement of the coast or to make representations to any other body to support such clubs, organisations and activities in any way as the Committee may deem desirable.
 - (j) To confer with, assist and advise any public authority or other body or persons with regard to all matters affecting the maintenance or improvement of the coast.
 - (k) To stimulate and maintain an active interest in all matters affecting the maintenance and improvement of the coast and to undertake any such promotional activity, including tourism, which the said Committee considers in its opinion will further these objects.
 - (l) To co-operate in all ways possible with all other organisations whose aims and objects are similarly designed to maintain and improve the coast.
 - (m) To do all other things as are incidental or conducive to the attainment of the above objects or any of them.
 - (n) Each of the objects specified herein shall be in no way limited or restricted by reference to or inference from the terms of any other object or objects as are, or may in the future be specified herein or from the name of the Committee and it is further declared that the meaning of any object of the Committee shall not be restricted by reference to any other object or by the position of two or more objects and in the event of any ambiguity this Clause and all other Clauses shall be construed in such a way as to widen and not restrict the powers of the Committee.

4. MEMBERSHIP:

- (a) Each of the financial constituents shall be represented by two members who shall comprise the Committee

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- (b) The members may appoint a proxy for a meeting and the member appointing a proxy shall advise the Secretary/Treasurer accordingly before the meeting.
 - (c) The members shall be one elected member and one officer of each of the constituents elected as representatives of the constituents in a manner decided by those constituents.
 - i) Delegates nominated by each member organisation for membership shall have equal voting rights
 - (d) The Secretary/Treasurer of the Committee shall keep a record of the names of all members, their addresses and telephone numbers and the date of their appointment and the constituents which they represent.

5. **THE FINANCIAL YEAR:**

- (a) The financial year of the Committee shall be from the 1st day of July to the 30th day of June in each year.

6. **GENERAL MEETING:**

- (a) The General Meeting of members and election of officers shall be held at the first regular meeting of the Committee following the Local Government elections at such place as shall be determined by the Committee from time to time.
- (b) The Committee shall cause notices of every General Meeting to be posted to each member at least 7 days prior to each such General Meeting.
- (c) At the General Meeting of the Committee the following shall be the business:-
 - i) To adopt the Minutes of the last preceding General Meeting.
 - ii) To receive and discuss the Chairman's report and balance sheet and statement of accounts and the auditors' report for the financial year to the 30th day of June immediately prior to the meeting.
 - iii) The election of such officers and members of the Committee as may be required to be elected in accordance with its rules.

6.8	Acting Chief Executive Officer - Appointment of Suitable Person
AUTHOR	John Harry, Chief Executive Officer, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	From time to time it is necessary for a person to be appointed to act in the office of Chief Executive Officer. Section 102 of the <i>Local Government Act 1999</i> allows the Chief Executive Officer to appoint a suitable person to act in the office after consultation with Council. This report seeks endorsement by Council of “suitable persons” to act in the role of Chief Executive Officer during periods of leave or other absences to facilitate the appointment process as required.

RECOMMENDATION

1. Council endorse:
 - General Manager Business Excellence, Charles Mansueto
 - General Manager City Infrastructure, John Devine
 - General Manager, City Development, Terry Sutcliffe
 - General Manager Community Development, Pippa Webb

as suitable persons to be appointed by the Chief Executive Officer to act in the office of Chief Executive Officer during periods of leave or absence.

12. ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 During periods of leave or other absence it is necessary to appoint an Acting Chief Executive Officer to ensure the day to day operations of the organization can continue, particularly in relation to the exercise of delegations held solely by the Chief Executive Officer.
- 1.2 With the commencement of the new Council term it is appropriate to confirm with Council arrangements for appointment of Acting Chief Executive Officer.
- 1.3 Section 102 of the *Local Government Act 1999* (Persons to act in absence of chief executive officer) provides:
In the absence of the chief executive officer, the following provisions apply:
 - (a) *If there is a deputy to the chief executive officer- the deputy must act in the office of the chief executive officer;*
 - (b) *If there is no deputy or the deputy is absent – a suitable person appointed by the chief executive officer after consultation with the council must act in the office;*
 - (c) *If a person is not appointed under paragraph (b) – a suitable person must be appointed by the principal member of the council to act in the office (after taking into account the organisational structure of the council);*
 - (d) *If a person is not appointed under paragraph (c)- a suitable person must be appointed by any three or more members of the council to act in the office (after taking into account the organisational structure of the council).*
- 1.4 The responsibility to appoint a Deputy CEO rests with the CEO, however, the CEO must obtain the concurrence of the council before making such an appointment. There is currently no deputy to the Chief Executive Officer appointed at the City of Salisbury.

2. REPORT

- 2.1 Historically the responsibility of acting as Chief Executive Officer has been shared across the four General Managers. This approach ensures that there is a pool of suitable persons available to make an appointment from and enables the management of ongoing operations of the organisation to continue with limited disruption. This approach also provides General Managers with development opportunities through performance at the chief executive officer level and contributes to their ongoing professional development.
- 2.2 The current practice of rotating acting Chief Executive Officer appointments has worked well and the intention is to retain this strategy. To facilitate this process, the following list of staff have been identified as suitable persons from which the Chief Executive Officer may make an acting Chief Executive Officer appointment during periods of leave or other absence:
 - General Manager Business Excellence, Charles Mansueto
 - General Manager City Infrastructure, John Devine
 - General Manager, City Development, Terry Sutcliffe
 - General Manager Community Development, Pippa Webb

2. The determination of which person to appoint in an acting capacity will be made by the Chief Executive Officer taking into account operational requirements of the organisation and key issues likely to require action during the period.

3. CONCLUSION / PROPOSAL

- 3.1 Suitable persons from which the Chief Executive Officer may make an acting Chief Executive Officer appointment during periods of leave or other absence have been identified and put forward for Council endorsement.

CO-ORDINATION

Officer: EXEC MG

Date:

ITEM 7: MOTIONS ON NOTICE

No Motions on Notice have been received.

ITEM 8: MAYOR'S DIARY

No Mayor's Diary report is required for November 2018

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS WITHOUT NOTICE

ITEM 11: QUESTIONS ON NOTICE

No Questions on Notice have been received.

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

There are no confidential items for discussion.