



**MINUTES OF GOVERNANCE AND COMPLIANCE COMMITTEE MEETING HELD IN  
WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY ON**

**15 NOVEMBER 2021**

**MEMBERS PRESENT**

Cr J Woodman (Chairman)  
Mayor G Aldridge (ex officio)  
Cr B Brug (*via Teams VC*)  
Cr A Duncan  
Cr K Grenfell  
Cr D Proleta  
Cr G Reynolds

**OBSERVERS**

Nil

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Manager Governance, Mr R Deco  
Team Leader Corporate Governance, Mr B Kahland

The meeting commenced at 6:55pm

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

**APOLOGIES**

Apologies were received from Cr S Reardon

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Cr K Grenfell  
Seconded Mayor G Aldridge

The Minutes of the Governance and Compliance Committee Meeting held on 18 October 2021, be taken as read and confirmed.

**CARRIED**

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## REPORTS

### *Administration*

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

Moved Cr K Grenfell  
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

**CARRIED**

### *For Decision*

#### **3.1.1 Formal Meeting Schedule for 2022**

Moved Cr A Duncan  
Seconded Cr K Grenfell

That Council:

1. Adopts the Formal Meeting Schedule as set out in Attachment 1 to this report (Item 3.1.1, Governance and Compliance Committee, 15 November 2021).
2. Authorises the Chief Executive Officer to amend the attached Formal Meeting Schedule should the need arise.

With leave of the meeting and consent of the seconder, Cr A Duncan VARIED the MOTION as follows:

That Council:

1. Adopts the Formal Meeting Schedule as set out in Attachment 1 to this report (Item 3.1.1, Governance and Compliance Committee, 15 November 2021).
2. Authorises the Chief Executive Officer to amend the attached Formal Meeting Schedule should the need arise.
3. Approves the switch of the Community Wellbeing and Sport Committee (to be first) with the Innovation and Business Development Committee (to be second).

**CARRIED**

#### **3.1.2 By- Laws Review 2022**

Moved Cr D Proleta  
Seconded Cr A Duncan

That Council:

1. Approves that this item be deferred to a CEO Briefing or Workshop Session to discuss in more detail with Elected Members and staff.

**CARRIED**

### 3.1.3 Temporary Road Closures Policy Review

Moved Mayor G Aldridge  
Seconded Cr A Duncan

That Council:

1. Adopts the newly formatted Temporary Road Closure Policy as found in Attachment 1 to this report (Governance and Compliance 15/11/2021, Item No. 3.1.3), noting that there are no changes to the policy content.

**CARRIED**

### 3.1.4 Audit Committee In-Camera Session with the Auditor and Local Government Reform

Moved Cr A Duncan  
Seconded Mayor G Aldridge

That Council:

1. Notes that the Local Government Association is currently seeking feedback on the proposed draft wording of new Regulation 17B of the *Local Government (Financial Management) Regulations 2011* on the requirement of the Council's Audit and Risk Committee to liaise with the Council Auditor in confidence on at least one occasion each year.
2. Approves to submit Council's feedback on the draft proposed wording of new Regulation 17B of the *Local Government (Financial Management) Regulations 2011* to the Local Government Association as included in Attachment 1 to this report (Governance and Compliance Committee 15/11/2021, Item 3.1.4).
3. Notes that the LGA advised that the intended application of proposed Regulation 17B of the *Local Government (Financial Management) Regulations 2011* is limited to the external auditor for the purposes of section 128 of the *Local Government Act 1999*.
4. Approves the Terms of Reference of the Audit Committee to be updated to include in-camera sessions with the external auditor, with no staff to be present, specifically noting the intent of the regulation that the in-camera session is not applicable to internal audit.
5. Approves that the minuting during in-camera sessions with the external auditor will be undertaken by the Chairman of the Audit Committee and that those minutes are to be issued to the Manager Governance or delegate after the meeting, for compliance with Regulation 25 of the *Local Government (Procedures at Meetings) Regulations 2013*.

6. Notes that pursuant to section 129 (4) and (5a) of the *Local Government Act 1999*, the Auditor will provide advice on particular matters arising from an audit to the principal member of the Council who will ensure that copies are provided to the Chief Executive Officer (CEO), which allows the CEO to take relevant action if required.
7. Notes that a further report will be presented to the Governance and Compliance Committee with further proposed amendments to the Audit Committee Terms of Reference, in context of the Local Government Reform.
8. Notes a further report be considered by Council on the 22 November 2021 which will enable the inclusion of material from the review group to be considered by Council at its meeting.

**CARRIED**

*Due to technical issues with the videoconferencing equipment, Cr B Brug left the meeting at 7:09pm.*

### **3.1.5 Review of Elected Member Allowances, Facilities and Support Policy**

Moved Mayor G Aldridge  
Seconded Cr D Proleta

That Council:

1. Adopts the reviewed Elected Member Allowances, Facilities and Support Policy as contained in Attachment 2 to this report (Governance and Compliance, 15/11/2021, Item No. 3.1.5), with the following amendment to Schedule 3:  
  
allocation of 1,000 Business Cards for all Elected Members.

**CARRIED**

### **3.1.6 Review of Code of Practice for Meeting Procedures**

Moved Cr D Proleta  
Seconded Cr A Duncan

That Council:

1. Adopts the reviewed City of Salisbury Code of Practice for Meeting Procedures as contained in Attachment 1 to this report (Governance and Compliance 15/11/2021, Item No. 3.1.6)

**CARRIED**

**3.1.7 Review of Code of Practice for Access to Meetings and Associated Documents**

Moved Cr A Duncan  
Seconded Cr D Proleta

That Council:

1. Adopts the Reviewed Code of Practice for Access to Meetings and Associated Documents as contained in Attachment 1 to this report (Governance and Compliance 15/11/2021, Item No. 3.1.7).

**CARRIED**

**3.1.8 Nominations Sought for the Dog and Cat Management Board**

Moved Cr A Duncan  
Seconded Cr D Proleta

That Council:

1. Approves the nomination of Mayor G Aldridge as a Local Government Member on the Dog and Cat Management Board.

*Mayor G Aldridge declared a material conflict of interest on the basis of being nominated for the position. Mayor Aldridge left the meeting at 7:19 pm.*

**CARRIED**

*Mayor G Aldridge returned to the meeting at 7:20 pm.*

**OTHER BUSINESS**

Nil

The meeting closed at 7:21pm.

CHAIRMAN.....

DATE.....