



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

**34 CHURCH STREET, SALISBURY ON**

**19 FEBRUARY 2024**

**MEMBERS PRESENT**

Cr P Jensen (Chairman)  
Mayor G Aldridge (ex officio)  
Cr J Chewparsad  
Cr K Grenfell  
Cr D Hood (Deputy Chairman)

**STAFF**

Deputy Chief Executive Officer, Mr C Mansueto  
Assessment Manager, Mr C Zafiropoulos  
A/Team Leader Council Governance, Mrs M Woods  
Governance Trainee, Ms M Prasad

The meeting commenced at 6.49pm.

The Chairman welcomed the Elected Members, Members of the public and Staff to the meeting.

**APOLOGIES**

Apologies were received from Cr L Brug and Cr S McKell.

**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 11 December 2023, be taken as read and confirmed.

**CARRIED**  
UNANIMOUSLY

## REPORTS

### *Administration*

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

Moved Cr K Grenfell  
Seconded Cr J Chewparsad

##### That Council:

1. Notes the report.

**CARRIED**  
UNANIMOUSLY

### *For Decision*

#### **3.1.1 Building Fire Safety Committee Appointments**

Moved Cr D Hood  
Seconded Cr K Grenfell

##### That Council:

1. Adopts the City of Salisbury *Building Fire Safety Committee Terms of Reference* contained in Attachment 1 to this report, noting no changes are suggested (Item No 3.1.1 Governance and Compliance Committee, 19 February 2024).
2. Appoints the following persons to the City of Salisbury Building Fire Safety Committee for a period of three (3) years:
  - Mr Jeff Shillabeer (City of Salisbury staff), Presiding Member being a person appointed by the Council and who holds prescribed qualifications in building surveying.
  - Mr Paul Peters (City of Salisbury staff), Member being a person appointed by the Council and who holds prescribed qualifications in building surveying.
  - Mr James Sunjaya, Director J Squared Engineering Pty Ltd - independent member with expertise in the area of fire safety.

**CARRIED**  
UNANIMOUSLY

---

**3.1.2 Committee and Sub Committee Terms of Reference Review:  
Quorum Provision**

Moved Mayor G Aldridge  
Seconded Cr J Chewparsad

That Council:

1. Adopts the new Quorum Provision within the Terms of Reference for the Committees and Sub Committees aligned with paragraph 3.6 to this report (Item No. 3.1.2 Governance and Compliance Committee, 19 February 2024), which allows the Mayor if in an ex officio membership position to be excluded from the total number of Members but included in the count towards achieving the required quorum number if present at the meeting.

**CARRIED**  
UNANIMOUSLY

**QUESTIONS ON NOTICE**

There were no Questions on Notice.

**MOTIONS ON NOTICE**

There were no Motions on Notice.

**OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Update)*

There were no Motions on Notice.

The meeting closed at 6.52pm.

CHAIRMAN.....

DATE.....