

AGENDA

**FOR GOVERNANCE AND COMPLIANCE COMMITTEE MEETING TO BE HELD
ON**

**21 JULY 2025 AT THE CONCLUSION OF THE COMMUNITY WELLBEING
AND SPORT COMMITTEE**

**IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB, 34
CHURCH STREET, SALISBURY**

MEMBERS

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

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
General Manager Community Development, Ms B O'Brien
A/Manager Governance, Ms S Kinsella
Team Leader Council Governance and Information Assets, Ms
H Prasad

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Governance and Compliance Committee Meeting held on 16 June 2025.

REPORTS

Administration

3.0.1	Future Reports for the Governance and Compliance Committee	7
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For Decision

3.1.1	2025 Local Government Association Annual General Meeting - Proposed Items of Business	9
3.1.2	Draft Community Engagement Charter Submission	25

QUESTIONS ON NOTICE

There were no Questions on Notice.

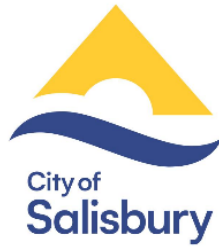
MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

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

CLOSE



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

16 JUNE 2025

MEMBERS PRESENT

Cr P Jensen (Chairman)
Cr L Brug
Cr J Chewparsad
Cr D Hood (Deputy Chairman)
Cr S McKell

OBSERVERS

Nil

STAFF

Deputy Chief Executive Officer, Mr C Mansueto
Manager Urban, Recreation & Natural Resources, Mr J Foong
Minute Taker, Ms H Prasad

The meeting commenced at 6.40pm.

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

APOLOGIES

Apologies have been received from Mayor G Aldridge and Cr K Grenfell.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr D Hood
Seconded Cr S McKell

The Minutes of the Governance and Compliance Committee
Meeting held on 19 May 2025, be taken as read and confirmed.

CARRIED

REPORTS

Administration

3.0.1 Future Reports for the Governance and Compliance Committee

Moved Cr L Brug
Seconded Cr J Chewparsad

That Council:

1. Notes the report.

CARRIED

For Decision

3.1.1 Club Leasing Policy Review-Club Fee Policy

Moved Cr D Hood
Seconded Cr S McKell

That Council:

1. Adopts the revised and updated Club Fee Policy as set out in Attachment 3 (Item 3.1.1, Governance and Compliance Committee, 16 June 2025).

CARRIED

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 was no other business.

The meeting closed at 6.41pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.1
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	21 July 2025
HEADING	Future Reports for the Governance and Compliance Committee
AUTHOR	Monika Prasad, Governance Support Officer, CEO and Governance
CITY PLAN LINKS	4.3 Our council is recognised for delivering exceptional community experiences and quality outcomes
SUMMARY	This item details reports to be presented to the Governance and Compliance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

That Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 A list of resolutions requiring a future report to Council are presented to each committee for noting.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 No external consultation was required in the development of this report.

3. REPORT

- 3.1 The following table outlines the reports to be presented to the Governance and Compliance Committee as a result of a Council resolution:

26/08/2024	Dog and Cat Management (Cat Management) Amendment Bill 2024	John Darzanos
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- | | |
|-------|--|
| 3.1.2 | 4. Requests the Administration present a report on the potential merits of a Cat By-Law, should the deficiencies as identified in Council's submission relating to cat management and managing cat nuisances not be rectified through amendments to the Dog and Cat Management (Cat Management) Amendment Bill 2024. |
|-------|--|

Due:	September 2025
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4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Governance and Compliance Committee have been reviewed and are presented for noting.

ITEM	3.1.1
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	21 July 2025
HEADING	2025 Local Government Association Annual General Meeting - Proposed Items of Business
AUTHOR	Michelle Woods, Governance Officer, CEO and Governance
CITY PLAN LINKS	4.3 Our council is recognised for delivering exceptional community experiences and quality outcomes
SUMMARY	This report presents information with respect to the Annual General Meeting (AGM) of the Local Government Association (LGA) to be held on Thursday 20 November 2025 and to consider proposed items of business for the meeting.

RECOMMENDATION

That Council:

1. Notes the information relating to the Local Government Association Annual General Meeting being held Thursday 20 November 2025 as detailed in the report (Item 3.1.1, Governance and Compliance Committee, 21 July 2025).

ATTACHMENTS

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

1. Considering Proposed Items of Business for LGA General Meetings - Guidelines
2. Items of Business for LGA General Meetings - Frequently Asked Questions

1. BACKGROUND

- 1.1 The LGA holds two General Meetings each year for member councils to consider items of strategic importance to local government and the Local Government Association (LGA):
 - 1.1.1 Ordinary General Meeting (OGM), generally held April/May each year
 - 1.1.2 Annual General Meeting (AGM), generally held November each year.
- 1.2 The LGA AGM will be held on Thursday, 20 November 2025.
- 1.3 When a draft program for this event is released, it will be made available to all Elected Members to review and determine if they wish to attend.
- 1.4 Council has the opportunity to submit proposed items of business for the meeting.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 No external consultation was required in the preparation of this report.

3. DISCUSSION

Process for Submission of Proposed Items of Business

- 3.1 As outlined in the attached Guidelines, proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues, and influence the advocacy agenda for local government in matters affecting councils and their communities.
- 3.2 Member councils may, at any time throughout the year propose an item of business for a General Meeting to SAROC (South Australian Region Organisation of Councils), GAROC (Greater Adelaide Region Organisation of Councils) or the LGA Board of Directors.
- 3.3 The City of Salisbury is a member of GAROC.
- 3.4 Proposals should be accompanied by sufficient supporting information to assist SAROC, GAROC and the Board of Directors to make informed decisions and recommendations. Councils are encouraged to discuss proposed items of business with the LGA Secretariat prior to being submitted.
- 3.5 It is at the discretion of councils whether to refer an item to their relevant Regional Organisation of Councils (SAROC or GAROC) or the Board of Directors.
- 3.6 Guidelines and Frequently Asked Questions on how proposed items of business are submitted and considered are attached for reference. All items of business should comply with these guidelines.
- 3.7 In order for items of business to be considered for the 20 November 2025 AGM, proposals must be received by the LGA no later than Monday, 18 August 2025.
- 3.8 Proposals received after this date will not be considered for the 2025 AGM, but will be held for the LGA Ordinary General Meeting (OGM) in early 2026.
- 3.9 All proposed items will be considered by either SAROC, GAROC or the Board of Directors and must be approved by them for inclusion in the agenda for the AGM.
- 3.10 If there are issues Council considers appropriate to be submitted as an item of business for the LGA AGM, a formal Council resolution is required.

Voting Delegates

- 3.11 Council has resolved Deputy Mayor, Cr Chad Buchanan be appointed as voting delegate for the LGA with Cr Peter Jensen and Mayor Gillian Aldridge as deputy voting delegates.
- 3.12 Under the LGA Constitution the AGM agenda is due to be distributed at least 30 days prior to the meeting.

- 3.13 A summary of the matters being considered at LGA General Meetings (Annual and Ordinary) are presented to Council for information and to provide an opportunity to put forward a position on any item as it sees fit.
- 3.14 The Chief Executive Officer (CEO) then provides a recommended voting position where relevant.
- 3.15 A report will be presented to the October Governance and Compliance Committee, which will include advice from the CEO in relation to each item of business, allowing Members to provide direction to the voting delegate if deemed relevant.

4. FINANCIAL OVERVIEW

- 4.1 Nil.

5. CONCLUSION

- 5.1 Council is asked to consider items of business they would like to submit for the LGA AGM to be held on 20 November 2025.
- 5.2 A further report providing the items of business to be considered at the November AGM will be presented to allow Council the opportunity to provide direction to the voting delegate.

Considering Proposed Items of Business for LGA General Meetings

Guidelines

February 2019

Version 1

Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year for member councils to consider items of strategic importance to local government and the LGA. Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

These guidelines have been prepared to assist the LGA Board of Directors (Board), South Australian Region Organisation of Councils (SAROC) and Greater Adelaide Region Organisation of Council (GAROC) to consider the items of business to be placed upon an agenda for an LGA Ordinary or Annual General Meeting. They also provide guidance to member councils to develop and prioritise proposals to submit for consideration.

The *Considering Proposed Items of Business for LGA General Meetings* Guidelines may be reviewed and amended by the LGA Board of Directors from time to time.

LGA Constitution

Section 16 of the LGA Constitution provides guidance about the matters to be discussed at a General Meeting, and the process by which items of business may be proposed for inclusion on the agenda. The requirements of Section 16 are outlined below.

16. Business of General Meetings

- 16.1 *The business of a General Meeting will be to consider items of strategic importance to local government and the LGA as recommended by SAROC, GAROC or the Board of Directors and matters which must be determined under this Constitution at a General Meeting.*
- 16.2 *Any Member may propose an item of business for an Annual General Meeting or an Ordinary General Meeting to SAROC, GAROC or the Board of Directors.*
- 16.3 *No business shall be brought before a General Meeting of the LGA unless:*
 - 16.3.1 *it has been placed on the agenda of an Annual General Meeting or an Ordinary General Meeting by SAROC, GAROC or the Board of Directors taking into account the purpose of a General Meeting set out in clause 16.1; or*
 - 16.3.2 *the business is as stated in the notice of a Special General Meeting, given in accordance with clause 10.*

In summary, the Constitution provides all member councils with the opportunity to submit a proposed item of business to the Board, SAROC or GAROC for approval to be placed on the agenda of a General Meeting. No item of business will be placed upon the agenda for a General Meeting unless it has been approved by one of the relevant bodies, which must consider whether a matter is of 'strategic importance' to local government and the LGA'.

Relevant bodies

As outlined in the Constitution, a member council may propose an item of business to SAROC, GAROC or the Board of Directors. This opportunity is also enshrined within the LGA Membership Proposition, which outlines the rights of members to participate in the development of LGA policy and strategy.

While the Constitution refers to members being able to refer items directly to the Board, the Membership Proposition specifically provides for members referring matters relating to policy and strategy development to either SAROC or GAROC (as relevant).

To provide greater clarity to members about the best pathway for submitting an item of business, the following guidance is provided.

LGA Board of Directors

Items should be referred to the Board if related to:

- the LGA Constitution or Ancillary Documents
- a subsidiary of the LGA
- a commercial service provided (or proposed to be provided) by the LGA
- an activity requiring the allocation of significant resources by the LGA
- any LGA operational matter

SAROC or GAROC

Items should be referred to the relevant ROC if related to:

- the development of LGA policy and strategy
- LGA advocacy activities
- an amendment or addition to the LGA Policy Manual
- an operational matter related to SAROC or GAROC

The Board, SAROC and GAROC may choose to refer items submitted by member councils to each other for advice or consideration. Such referrals will be at the discretion of the Board, SAROC and GAROC.

Guiding principles

The following guiding principles have been developed to provide clarity and consistency to the Board, SAROC, GAROC and member councils about the relevant matters that will be considered in determining whether an item of business will be placed on the agenda of a General Meeting.

1. Strategic importance

The matters discussed at General Meetings should be of strategic importance to local government and the LGA. The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.

In determining whether a matter is of strategic importance to local government and the LGA, the Board, SAROC and GAROC will consider:

- whether the item has relevance to and will benefit a particular group (eg regional or metro councils) or the sector as a whole;
- alignment with the strategic plans and business plans of the LGA, SAROC and GAROC;
- the level of urgency required to deal with the issue;
- relevance to the role of local government and the potential positive and negative impacts of the issue on councils and communities;

- whether there are other bodies or industry groups that are better placed to address the issue or undertake the proposed activity; and
- the resources required to execute the policies or activities.

2. Supporting evidence

Good public policy positions need to be supported by solid evidence that the issues are well understood and that the proposed course of action provides the most efficient and effective solution. A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.

The Board, SAROC and GAROC will consider whether there is sufficient evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.

In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action. The Board, SAROC and GAROC may propose an alternative course of action, in consultation with the submitting council.

3. Alignment with LGA policy

The LGA Policy Manual is a compendium of principles and policies that have been developed and endorsed by a majority vote of member councils at previous General Meetings. There are a wide range of policies addressing a number of priority issues for the sector.

The policies act as a guide for advocacy and best practice in the sector. In most cases, the LGA Policy Manual can provide councils with a broad direction on how an issue can be resolved and whether further development of a policy position is required.

The Board, SAROC and GAROC will consider the LGA Policy Manual in determining whether a new or amended policy position is required to be endorsed by members to enable the LGA to take the requested action. If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.

4. Resourcing

In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue.

Before determining to place an item on the agenda of a General Meeting; the Board, SAROC and GAROC will consider:

- whether resources are available within the LGA to achieve the desired outcome;
- other resources that may be available;
- potential impacts on the LGA budget and business plan; and
- the level of input that will be required by councils or other stakeholders to progress the item.

The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater priority for members.

Determinations by the Board, SAROC and GAROC

After considering a proposed item of business against these guiding principles and having regard to any other relevant factors, the Board, SAROC and GAROC may determine to:

- approve an item of business for inclusion on the agenda of a General Meeting;
- approve an amended item of business for inclusion on the agenda of a General Meeting (in consultation with the submitting councils);
- take no further action;
- request additional information from the submitting council;
- refer an item back to the submitting council or regional LGA for action if it relates to a local or regional issue;
- resolve that the matter be dealt with by the LGA, SAROC or GAROC without progressing to a General Meeting (such as matters requiring urgent attention or actions that can be progressed immediately due to alignment with existing policies and work plans); or
- defer the item to a future General Meeting

The submitting council will be advised in writing of the determination of their proposed item of business.

Items of business for LGA General Meetings

Frequently Asked Questions

June 2023

Items of business for LGA General Meetings

Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year:

- the Ordinary General Meeting (OGM) is held annually in April or May; and
- the Annual General Meeting (AGM) is held annually in October or November.

A key purpose of the AGM/OGM is to bring together member councils to consider 'items of business' that are of strategic importance to local government.

Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

This FAQ provides helpful guidance to councils about how to successfully participate in this process.

General overview of process

Items of business can be submitted by member councils to either SAROC, GAROC or the LGA Board of Directors for approval to be placed on the agenda of a General Meeting.

It is at the discretion of councils whether to refer an item to SAROC (regional councils), GAROC (metro councils) or the LGA Board of Directors. As a general guide, all policy and advocacy matters should be referred to SAROC or GAROC, and matters related to the operations of the LGA should be referred to the LGA Board.

Items of business can be submitted at any time during the year. Councils do not need to wait for the call for items from the LGA. However, to enable all items to be assessed by the relevant body and for reports to be prepared and included in the Agenda, a closing date is determined for each General Meeting. This closing date will typically be around 8-10 weeks prior to each General Meeting. If you miss the deadline, you can still submit your item, but it will be held until the following General Meeting.

Councils must submit their items by completing and submitting the LGA General Meeting - Proposed Item of Business form.

Proposals should be accompanied by enough supporting information to make informed decisions and recommendations. Councils are encouraged to discuss proposed items of business with the LGA Secretariat before they are submitted for advice on LGA policy, current activities and the type of supporting evidence or documentation that may be required.

SAROC, GAROC, or the LGA Board of Directors may decide to approve an item of business for inclusion on the agenda of a General Meeting. If appropriate, they may determine another course of action, including approving with amendments, requesting further information, referring the matter back to the council, or resolving that the matter be dealt with by the LGA/SAROC/GAROC without progressing to an OGM/AGM.

Once an item of business has been recommended for inclusion on the agenda for a General Meeting, and subsequently carried by member councils by a majority vote, the LGA will use its best endeavors to achieve the outcomes sought by member councils based on available resources.

Before proposing an item of business, member councils are encouraged to carefully consider the following *Frequently Asked Questions* and to refer to the *Guidelines on Considering Proposed Items of Business for LGA General Meetings*¹.

Frequently Asked Questions

- Why should I consider an item of business for an LGA general meeting?
- What is a 'strategically important' issue?
- What supporting evidence does the LGA need to consider my item of business?
- When should I submit a proposed item of business to the LGA?
- I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?
- How do I submit a proposed item of business?
- Can I write a letter to the LGA President or CEO to submit a proposed item of business?
- Who makes the decision on my proposed item of business / where should I refer my item of business to?
- Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?
- Can I get help to prepare a proposed item of business?

Why should I consider an item of business for an LGA general meeting?

- Member councils should consider submitting a proposed item of business if they believe there is an opportunity for the LGA to take the lead on an issue that is strategically important to local government and will benefit the sector as a whole.
- There is significant value and impact in local government speaking with one voice through the LGA to influence State and Federal Government setting the policy, legislation and funding arrangements that support the delivery of council services and operations. Similarly, the LGA can bring councils together to assist with capacity building and knowledge sharing within local government.

What is a 'strategically important' issue?

- The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the Association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.
- Generally, an item may be deemed to strategically important if:
 - it has direct relevance to the role of local government, or council services and operations
 - it will benefit the local government sector as a whole
 - there is alignment with LGA/SAROC/GAROC strategic and business plans
 - there is alignment with the LGA Policy Manual.

¹ https://www.lga.sa.gov.au/_data/assets/pdf_file/0032/467744/ECM_670949_v6_Guidelines-Considering-Proposed-Items-of-Business-for-LGA-General-Meetings-2.pdf

What supporting evidence does the LGA need to consider my item of business?

- Good public policy positions need to be supported by solid evidence so that the issues are well understood and that the proposed course of action provides the most efficient and effective solution.
- A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.
- To support SAROC, GAROC and the LGA Board of Directors in determining whether an item of business should be recommended to an LGA General Meeting, all submissions should provide a summary of the issue, a clear definition of the problem and its impact on local government or council services and operations. Information should be provided on any relevant legislation, policy settings and relevant research reports and papers.
- If sufficient supporting evidence is not provided, SAROC, GAROC or the LGA Board of Directors may refer an item back to the submitting council with a request for further information.
- In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.

When should I submit a proposed item of business to the LGA?

- Items of business for LGA General Meetings can be submitted at any time throughout the year.
- A proposed item of business will be referred to SAROC, GAROC or the LGA Board of Directors at their next available meeting, along with a report with recommendations from the LGA Secretariat.
- The LGA will advise member councils of the final date for submitting proposed items of business for the next available General Meeting. This 'closing date' is required to ensure that the LGA Secretariat can engage with the submitting councils and make recommendations to SAROC, GAROC or the LGA Board of Directors at their meeting prior to preparation of the General Meeting Agenda.
- Generally, proposed items of business for the Annual General Meeting (October/November) need to be with the LGA in August and proposed items of business for the Ordinary General Meeting (April/May) need to be with the LGA in February.
- The 'closing date' for each General Meeting is communicated to councils via LGA Latest News, typically five months in advance.

I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?

- No. Once the Agenda has been finalised for a General Meeting, no further items of business will be accepted for that Meeting. The Agenda is provided to councils at least 30 days prior to a General Meeting to enable each council to discuss and determine a position on the items of business.
- Any items that are received after the closing date will be held until the following General Meeting.

- The LGA Board of Directors, SAROC and GAROC may decide to progress an issue that is strategically important to local government if there is a level of urgency required to deal with the issue outside of the scheduling for the LGA General Meetings.

How do I submit a proposed item of business?

- To submit a proposal please complete the *LGA General Meeting - Proposed Item of Business* form. This form requires councils to identify:
 - Which body the proposed item of business is being referred to ie SAROC, GAROC or the LGA Board of Directors.
 - The subject of the proposed item of business - a short title is preferred.
 - The proposed motion for the General Meeting – a succinct and clear motion ie that the Annual / Ordinary General Meeting requests the LGA to....
 - Supporting information - attachments are permitted to ensure adequate supporting information is provided.
 - Alignment to the LGA Policy Manual - consider if this item requires a change to the LGA Policy Manual (new policy or amendment to existing policy)?
 - Alignment to LGA Strategic Plan reference - identify links to one key initiative and one strategy.
 - A Council Contact Officer responsible for submitting form - the LGA may wish to liaise with the proposing council to request additional information or consult on potential amendments to the motion.
 - Council Meeting minute reference and date of meeting - all proposed items of business must be appropriately considered by the submitting council before being sent to the LGA.

Can I write a letter to the LGA President or CEO to submit a proposed item of business?

- No. To ensure that all the required information is provided and that proposed items of business are handled correctly by the LGA Secretariat, please use the LGA General Meeting - Proposed Item of Business form and submit it to lgasa@lga.sa.gov.au

Who makes the decision on my proposed item of business / where should I refer my item of business to?

- It is at the discretion of councils whether to refer an item to SAROC, GAROC or the LGA Board of Directors.
- The Guidelines on Considering Proposed Items of Business for LGA General Meetings, suggests that items should be referred to SAROC (from regional member councils) or GAROC (from metropolitan member councils) if they relate to the development of LGA policy and strategy, advocacy issues, the LGA Policy Manual, and operational matters related to SAROC or GAROC.
- Otherwise items should be referred to the LGA Board of Directors if related to:
 - the LGA Constitution or Ancillary Documents
 - a subsidiary of the LGA

- a commercial service provided (or proposed to be provided) by the LGA
- an activity requiring the allocation of significant resources by the LGA
- any LGA operational matter

Regional councils may choose to refer their proposed items of business to their Regional LGA prior to submitting with the LGA. This is not required, but it often assists councils with refining the proposed actions and may help to inform and build support for the proposed item of business in their region.

Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?

An item may not be recommended for consideration at a General Meeting:

- If it is not considered to be 'strategically important' to local government; for example, it is not an issue that is within the scope of local government to address or influence.
- If progressing the item would impact negatively on the reputation of local government in South Australia.
- If an issue is only relevant to a particular group of councils it may be referred back to a council or Regional LGA, or resolved that the matter be dealt with by SAROC (for regional issues) or GAROC (for metropolitan issues) without progressing to a General Meeting.
- If there is insufficient supporting evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.
- In circumstances where the evidence needed to support a position might not be readily available, it would be appropriate for a proposed item of business to request that the LGA seeks further investigation and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.
- If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.
- If there are a lack of resources available to the LGA to progress the proposed item of business. In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue. The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater priority for members.
- The submitting council will be advised of the outcome and reasons if not referred to a General Meeting.

Can I get help to prepare a proposed item of business?

- Yes. All member councils are encouraged to contact the LGA Secretariat early in the process to discuss the development of their proposed items of business.

Please email: lgasa@lga.sa.gov.au or telephone: 08 8224 2000.

ITEM	3.1.2
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	21 July 2025
HEADING	Draft Community Engagement Charter Submission
AUTHOR	Chelsea Kroepsch, Manager Community Experience, Business Excellence
CITY PLAN LINKS	4.4 Our community is engaged and connected
SUMMARY	The Office for Local Government is seeking feedback on the Draft Community Engagement Charter. A submission has been prepared for Council to endorse.

RECOMMENDATION

That Council:

1. Notes a draft submission was sent to the Office for Local Government in relation to their Draft Community Charter subject to formal Council Approval via resolution.
2. Approves the draft submission response, as outlined in Attachment 1 of the report (Item 3.1.4, Governance and Compliance Committee, 21 July 2025), in relation to the Draft Community Engagement Charter and confirm Council's formal position with the Office for Local Government.

ATTACHMENTS

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

1. City of Salisbury response to draft Community Engagement Charter

1. BACKGROUND

- 1.1 The Minister for Local Government released the Draft Community Engagement Charter in June 2025.
- 1.2 Once finalised, the Charter will enable the final elements of the *Statutes Amendment (Local Government Review) Act 2021* to commence.
- 1.3 Consultation was undertaken with Councils in 2021 regarding the new Charter.
- 1.4 Councils will be required to comply with the Charter and enact a new Community Consultation Policy to outline how the requirements in the Charter will be met locally.
- 1.5 The Charter sets principles for engagement and also lists minimum actions that councils must comply with to met these standards.
- 1.6 Changes will come into effect once the Charter is officially published.

- 1.7 Feedback was due on Sunday 29 June 2025. Although an extension was sought from the Office for Local Government, it was not granted, and so a draft submission was sent in, noting it had to be formally endorsed by Council in July and was subject to change.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Local Government Association.

3. DISCUSSION

- 3.1 Administration has reviewed the Charter and sought feedback from Elected Members and staff across the organisation.
- 3.2 The submission outlines concerns and recommendations to improve the Charter, including further clarification around mandatory requirements and the requirement to publish in a news publication.
- 3.3 The submission also encouraged consideration of the requirement to invite community members to make deputations in response to their submissions, which is a change from current practice and has the potential to make feedback disproportionate.

4. FINANCIAL OVERVIEW

- 4.1 Nil.

5. CONCLUSION

- 5.1 Should Council formally approve the draft submission response, confirmation will be sent to the Office for Local Government.
- 5.2 Administration will update Elected Members on the finalisation of the Charter.

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July 2025

Office for Local Government
Email: DIT.LocalGovernmentReform@sa.gov.au

RE: Draft Community Engagement Charter

The City of Salisbury welcomes the opportunity to provide feedback on the draft Community Engagement Charter.

This submission outlines our feedback on the draft Charter, but due to the short consultation period, we have been unable to attain a formal Council resolution on this submission. This draft will be presented to Council in July and may be subject to change as a result.

As a Council that regularly consults with our community and stakeholders, we anticipated a modern, flexible approach to genuine engagement in the draft Charter. However, in its current form, the Charter does not reflect contemporary engagement practices. Notably, the engagement categories are not aligned with the IAP2 Public Participation Spectrum, which is widely regarded internationally as best practice and essential for meaningful and effective engagement.

While we understand that the Charter is intended to be flexible and principles-based, we believe improvements are needed to ensure it provides clear, consistent and practical guidance for Councils to meet their obligations under the *Local Government Act 1999*.

Below are our specific concerns and recommendations:

- The draft Charter includes mandatory requirements, some of which only require activities to be "considered." While this approach offers flexibility, we would support the inclusion of more examples to ensure we met the requirements of the *Local Government Act 1999*.
- The requirement to publish notices in a news publication requires further clarification. Currently, Councils are expected to advertise certain engagements in a newspaper. With the cessation of the Messenger publications, the only remaining metropolitan newspaper is The Advertiser, which is costly and not necessarily effective in reaching our local community. The Charter should provide clarity on what qualifies as a news publication—for example, whether a Council magazine or digital newsletter would meet the requirement. Alternatively, if this is intended to be a newspaper, this requirement should be reconsidered, as traditional newspapers are no longer the most effective or inclusive engagement tool.

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- The requirement to invite community members to make deputations in response to their submissions for significant consultations represents a major shift from current practices. This approach is unlikely to be well-utilised in the City of Salisbury, where the community tends to favour other feedback mechanisms such as surveys or informal drop-in sessions. Additionally, allowing deputations may inadvertently give disproportionate weight to individuals who are willing and able to speak, rather than treating all submissions equitably.

The City of Salisbury appreciates the opportunity to provide this feedback. We trust that our comments will be considered in finalising the Community Engagement Charter.

Yours sincerely,

John Harry
CHIEF EXECUTIVE OFFICER