

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Meeting to be held in the Committee Room, Level Four of Civic Centre, 10 Watson Terrace,
Mount Gambier, on Monday, 23rd February 2015 at 5.30pm

AGENDA

PRESENT:
Cr Lovett
Cr Persello
Cr Richardson
Caroline Hill
Rob Foggo
Emma Hay
John Amoroso

COUNCIL OFFICERS:
Chief Executive Officer, Mark McShane
Manager Community Services & Development, Barbara Cernovskis
Library Manager, Vicki Hutchinson
Community Development Officer, Alison Brash

COUNCIL MEMBERS
AS OBSERVERS:

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

The Chief Executive Officer took the Chair for the following business:

1. **GOVERNANCE - Committees - Election of Community Engagement & Social Inclusion Sub-Committee Presiding Member - Ref. AF13/486**

Goal: Governance
Strategic Objective: (i) Demonstrate innovative and responsible organisational governance

The Chief Executive Officer reported:

- (a) Council, at its meeting of Tuesday, 19th August 2014 adopted the Community Engagement & Social Inclusion Sub-Committee Terms of Reference (Attachment 1: Terms of Reference);
- (b) Terms of Reference 5.4 states "The Sub-Committee will appoint a Presiding Member". It is suggested that the Committee appoint the Presiding Member using the same process recently adopted by Council for its two (2) Standing Committees and as set out in the following parts;
- (c) the term of office for the position of the Community Engagement & Social Inclusion Sub-Committee Presiding Member be one (1) year commencing 23rd February 2015;
- (d) the Community Engagement & Social Inclusion Sub-Committee determines that the method of choosing a Presiding Member be by an election process undertaken by secret ballot;
- (e) the successful candidate will be the candidate with the highest number of votes;

Community Engagement & Social Inclusion Sub-Committee Agenda, 23rd February 2015 cont'd...

- (f) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer;
- (g) the Chief Executive Officer be appointed the Returning Officer for the election;
- (h) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of the Community Engagement & Social Inclusion Sub-Committee Presiding Member;
- (i) upon declaration of the Returning Officer the candidate be appointed to the position of the Community Engagement & Social Inclusion Sub-Committee Presiding Member for the term of office determined by this resolution.

moved it be recommended:

- (a) the report be received;
- (b) the above process to appoint the Presiding Member for the Community Engagement & Social Inclusion Sub-Committee be adopted.

seconded

2. GOVERNANCE - Committees – Community Engagement & Social Inclusion Sub-Committee - Call for Nominations - Ref. AF13/486

Goal: Governance
Strategic Objective: (i) Demonstrate innovative and responsible organisational governance

- (a) The Chief Executive Officer called for nominations for the position of Presiding Member for the Community Engagement & Social Inclusion Sub-Committee;
- (b) The following nominations were received:
 - 1. Cr _____ nominated Cr _____ to be the Community Engagement & Social Inclusion Sub-Committee Presiding Member.
 - 2. Cr _____ nominated Cr _____ to be the Community Engagement & Social Inclusion Sub-Committee Presiding Member.

The Returning Officer declared Cr _____ be elected to the position of Presiding Member for the Community Engagement & Social Inclusion Sub-Committee.

moved it be recommended the report be received.

- (a) the report be received;
- (b) Cr _____ be appointed to the position of Presiding Member of Community Engagement & Social Inclusion Sub-Committee.

seconded

Cr _____ took the Chair for the following business:

Community Engagement & Social Inclusion Sub-Committee Agenda, 23rd February 2015 cont'd...

APOLOGIES: moved the apology received from
be accepted.

seconded

QUESTIONS: (a) With Notice - nil submitted.
(b) Without Notice -

3. GOVERNANCE – Committees – Scheduling of the Community Engagement & Social Inclusion Sub-Committee Meetings - Ref. AF13/486

Goal: Governance
Strategic Objective: (i) Establish measures for Council's performance and continually compare against community expectations
(ii) Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service deliver and performance

The Manager Community Services & Development reported:

(a) The Sub-Committee is requested to consider the time and schedule of meetings.

moved it be recommended:

(a) *To be determined at the meeting.*

seconded

4. GOVERNANCE - Committees – Sub-Committee Terms of Reference and Purpose – Community Engagement & Social Inclusion Sub Committee Report No 1/2015, Ref.15/78

moved it be recommended:

(a) Community Engagement & Social Inclusion Sub Committee Report No. 1/2015 be received and key achievements noted;

(b) The purpose of the Community Engagement & Social Inclusion Sub-Committee and future focus areas be reviewed;

seconded

OTHER MATTERS

MOTIONS WITHOUT NOTICE

The meeting closed at _____ p.m.
BJC

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE REPORT NO. 1/2015

SUBJECT: COMMUNITY ENGAGEMENT & SOCIAL INCLUSION - KEY ACHIEVEMENTS

REF: AF15/78

- Goal: Building Communities*
Strategic Objective:
- (ii) Encourage the empowerment of the community to lead and self manage their respective desires and aspirations.*
 - (vi) Develop an improved means of communication and engagement between Council and the community (including vulnerable communities) in the building of community capacity.*
 - (vii) Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation, and in kind support.*
- Goal: Diversity*
Strategic Objective:
- (iii) Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall well-being.*
 - (vi) Facilitate the community's active involvement in meeting the varied aspirations, diverse needs and special services that are required (including those for marginalised and vulnerable groups).*
 - (vii) Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.*
- Goal: Community Well-being*
Strategic Objective:
- (v) Advocate for support programs which increase the level of community engagement in healthy lifestyle activities and which encourage our community to make quality health decisions.*

INTRODUCTION

The purpose of this report is to provide new Members of Council with some background information on the key achievements of the Community Engagement & Social Inclusion Sub-Committee.

BACKGROUND

Engaging effectively with constituents is not a new challenge but it is one that Council is making efforts to do better. In July, 2012 Council introduced an online engagement platform "Have Your Say" on our website that has enhanced the way it goes about engaging with the community, in an effort to make it easier and more convenient for people to tell Council what their views are on a range of topics.

Communicating effectively with our community is one of the most important tasks of Council and individual Councillors. Often when we ask our community to share their thoughts and provide feedback on issues the level of response is very low. So low in fact that it makes it very difficult for the council to gauge a broad, collective view on issues that the council needs to make a decision on. When Council goes to the community on an issue and low numbers of people respond it is easy for a small 'interest group' to influence the outcome of a decision in a way that does not reflect the broad public feeling.

Community Engagement & Social Inclusion Sub-Committee Report No. 1/2015 cont'd...

Using web-based methods in an effort to get around many barriers that our residents site as preventing them from taking part in traditional consultation processes. By strengthening our online presence we have broken down some of the barriers that presently existed and in doing so hear from a broader range of demographic groups; Online community engagement allows individuals the flexibility of choosing when, where, for how long and how often they would like to engage with Council; overcoming barriers such as lack of time, location, work commitments and a range of other tasks, that get in the way of people physically attending a meeting or information session. It is a method that will continues to grow in use and remains an important tool for Council.

On 19th March 2013 Council adopted the City of Mount Gambier Social Inclusion Charter developed by the Community Engagement & Social Inclusion sub committee that pledges:

The City of Mount Gambier is committed to social inclusion to building a community that is socially, culturally, politically and economically cohesive; where all citizens feel valued and their differences respected, and where everyone has the opportunity to participate fully in the life of the City.

The sub committee have worked to alter the terms of reference to include ongoing representation from our Aboriginal and Torres Strait Islander community, the successful nomination was accepted from Ms Emma Hay in 2013. In addition, a special meeting of Council was held to mark the auspicious occasion of placing the Aboriginal and Torres Strait Islander Flags for permanent display in the Council Chamber.

Other work has seen Council adopt a new Community Consultation and Engagement Policy (P195) and develop a working handbook.

DISCUSSION

It was moved at the meeting of Council on Tuesday, 16th September 2014 that the Community Engagement & Social Inclusion Sub-Committee:

4. RECONCILIATION ACTION PLAN

- (a) the report be received;
- (b) Reconciliation Action Plan be initiated (as a matter of priority) within the next 12 months using a Cultural Governance model.

Whilst this action still remains, within the Terms of Reference, the purpose of the Community Engagement & Social Inclusion Sub-Committee has been to:

- review Council's current community engagement and social inclusion practices and policies
- investigate relevant practices in other Councils
- develop a community engagement and social inclusion strategy
- reflect community needs, strengths and aspirations
- embed engagement and social inclusion practices in Council's operations

RECOMMENDATION

- (a) Community Engagement & Social Inclusion Sub-Committee Report No. 1/2015 be received and key achievements noted;

Community Engagement & Social Inclusion Sub-Committee Report No. 1/2015 cont'd...

- (b) The purpose of the Community Engagement & Social Inclusion Sub-Committee and future focus areas be reviewed;

A handwritten signature in black ink, appearing to read 'Cernovskis', written in a cursive style.

Barbara CERNOVSKIS
MANAGER – COMMUNITY SERVICES & DEVELOPMENT

Sighted:

A handwritten signature in black ink, appearing to read 'Mark McShane', written in a cursive style.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

16th February, 2015
BJC



COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

TERMS OF REFERENCE

A Sub-Committee of Council Established
pursuant to the provisions of Section 41
of the Local Government Act 1999.

Terms of Reference for the conduct of the business of the Council Sub-Committee were approved and adopted by the City of Mount Gambier at its meeting held on 19th August, 2014

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

The Community Engagement and Social Inclusion Sub-Committee has been established to support Council's current and future community engagement and social inclusion activities that will:

- identify and respond to community needs, strengths and aspirations
- review Council's current community engagement and social inclusion practices and policies
- develop community engagement and social inclusion strategy/s
- embed engagement and social inclusion practices in Council's operations

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

CONTENTS

1.	Name	1.
2.	Interpretation	1.
	Definition	1.
	Defined Terms	2.
	Local Government Act	2.
	Notices	2.
3.	Establishment	2.
4.	Objectives	2.
5.	Membership	2.
6.	Casual Vacancies and Replacement of Representatives	2.
7.	No Proxy	2.
8.	Resignation of Representatives	3.
9.	Quorum	3.
10.	Meeting of the Sub-Committee	3.
11.	Procedures at Meetings	3.
12.	Liability of the Sub-Committee	4.
13.	Minutes of the Sub-Committee	4.
14.	Amendments to these Terms of Reference	4.
15.	Interpretation of these Terms of Reference	5.
16.	Winding Up	5.

1. NAME

The name of the Council Sub-Committee shall be the Community Engagement and Social Inclusion Sub-Committee (in these Terms of Reference referred to as “the Sub-Committee”).

2. INTERPRETATION

For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

2.1 Definition

- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Sub-Committee” means the Sub-Committee of Council established pursuant to 3.0.
- 2.1.3 “Sub-Committee Member” means the person appointed by Council to the Sub-Committee.
- 2.1.4 “Commencement Date” means the date on which “the Sub-Committee” is established and becomes operative pursuant to 3.2.
- 2.1.5 “Council” means the City of Mount Gambier.
- 2.1.6 “Presiding Member of the Sub-Committee of Council” means the person appointed to that position pursuant to 5.4.
- 2.1.7 “Observers” means those persons attending any meeting of the Sub-Committee of Council, but do not have a vote on any matter to be determined by the Committee.
- 2.1.8 “Singular” includes a reference to the “plural”.

2.2 Defined Terms

Any words, phrases or terms used in these Terms of Reference which are defined in the Act shall have the same meaning as are given in the Act.

2.3 Local Government Act

These Terms of Reference shall be interpreted in line with the Provisions of the Act.

2.4 Notices

All notices to be given to the Sub-Committee shall be addressed to: -

Community Engagement and Social Inclusion Sub-Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. ESTABLISHMENT

- 3.1 The Sub-Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Sub-Committee will be established and become operative from the time a resolution of the Standing Committee is passed.
- 3.3 The Sub-Committee is established by the Standing Committee to assist in the co-ordination and administration of current and future Community Engagement activities.

4. OBJECTIVES

- 4.1 The Community Engagement and Social Inclusion Sub-Committee has been established to support Council's current and future community engagement and social inclusion activities that will:
 - identify and respond to community needs, strengths and aspirations
 - review Council's current community engagement and social inclusion practices and policies
 - develop community engagement and social inclusion strategy/s
 - embed engagement and social inclusion practices in Council's operations
- 4.2 Develop an organisational and operational framework to achieve Objective 4.1.
- 4.3 Ensure the affairs of the Sub-Committee are operated in a proper and business like manner.

5 MEMBERSHIP

- 5.1 Membership of the Sub-Committee will comprise three (3) City of Mount Gambier Elected Members and four (4) Community Members. The Mayor has Ex-Officio membership on this Sub-Committee.
- 5.2 Elected Members will serve on the Sub-Committee for the duration of the Council term (4 years). Community Members appointment will be for a four (4) year term commencing mid way through the Council term (with the right to re-nominate) mid way through the Council period equivalent to said term to enable effective succession.
- 5.3 The Corporate and Community Services Committee reserves the right from to remove any member of the Sub-Committee and appoint another Member in their stead. All members hold office at the pleasure of the Standing Committee.
- 5.4 The Sub-Committee will appoint a Presiding Member.
- 5.5 The Sub-Committee have the flexibility to co-opt Members in an advisory capacity to assist with project work. Term to be at the pleasure of the Sub-Committee. A co-opted Member will not have any voting rights.
- 5.6 The Sub-Committee to favourably consider a representative of Aboriginal and Torres Strait Islander descent.

6 CASUAL VACANCIES AND REPLACEMENT REPRESENTATIVES

6.1 The Corporate and Community Services Committee may replace any representative on the Sub-Committee or fill any casual vacancies, by notifying the Sub-Committee the identity of the person proposed to replace the representative or fill the casual vacancy for the rest of the designated term.

7 NO PROXY

7.1 The appointment of a person as proxy for any Member on the Sub-Committee is not permissible.

8 RESIGNATION OF REPRESENTATIVES

8.1 Any Sub-Committee member may resign from the Sub-Committee, but such resignation shall not be effective until the Presiding Member has received written notice to that effect.

9 QUORUM

9.1 At all Meetings of the Sub-Committee a quorum must be present.

9.2 A quorum will be determined by dividing by 2 the number of members then formally appointed to the Sub-Committee ignoring any fraction and adding 1.

10 MEETINGS OF THE SUB-COMMITTEE

10.1 The Sub-Committee shall meet as and when determined by the Presiding Member.

10.2 The CEO shall give notice to each Sub-Committee representative at least five clear days prior to any meeting.

10.3 The CEO shall send a copy of the Notice of a meeting of the Sub-Committee to the Council and the minutes of its meetings.

10.4 The CEO must, at the request of the Presiding Member or three other representatives, call a special meeting of the Sub-Committee.

10.5 All notices of meetings shall be issued under the hand of the CEO.

10.6 No business shall be transacted at any meeting of the Sub-Committee unless a quorum of representatives is present at the time when the meeting proceeds to business.

10.7 Each member of the Sub-Committee including the Presiding Member present at any meeting of the Sub-Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.

10.8 Each member of the Sub-Committee including the Presiding Member present at any meeting of the Sub-Committee shall have one deliberate vote only.

11 PROCEDURES AT MEETINGS

The procedure to be observed in relation to the conduct of meetings of the Sub-Committee is in accordance with Local Government (Procedures at Meetings) Regulations 2000.

12 LIABILITY OF THE SUB-COMMITTEE

12.1 A liability incurred by the Sub-Committee rests against Council.

12.2 No liability attaches to a member of the Sub-Committee for an honest act or omission by that member of the Sub-Committee in the performance or discharge, or purported performance or discharge, of the member's or the Sub-Committee's functions or duties.

13 MINUTES OF THE SUB-COMMITTEE

13.1 Administration

13.1.1 The CEO must cause minutes to be kept of the proceedings of the Sub-Committee.

13.1.2 Minutes of the Sub-Committee shall be available to all members of the Sub-Committee, Standing Committee, Council and the public.

13.1.3 The Minutes of the proceedings of a meeting must include:

13.1.3.1 the names of the members present and the time at which they entered or left the meeting;

13.1.3.2 the names of observers or visitors to any meetings;

13.1.3.3 every motion or amendment and the names of the mover and seconder;

13.1.3.4 any disclosure of interest declared by a member;

13.1.3.5 whether the motion or amendment is carried, lost or lapsed;

13.1.3.6 Minutes of the Sub-Committee Meeting shall be distributed within 5 days of the meeting;

13.1.3.7 Minutes of the Sub-Committee Meeting shall be submitted for confirmation at the next or a subsequent meeting of the Sub-Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

14 AMENDMENTS TO THESE TERMS OF REFERENCE

- 14.1 It will be lawful for the Standing Committee by resolution of the Standing Committee to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion.
- 14.2 Notwithstanding 14.1 hereof before the Standing Committee resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Sub-Committee shall be obtained.

15 INTERPRETATION OF THESE TERMS OF REFERENCE

- 15.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the Standing Committee shall determine the dispute summarily and the decision of the Standing Committee shall be final and binding.
- 15.2 Any person or organisation having any grievance as to the management, operation, interpretation or definition of the Terms of Reference, or the Sub-Committee wishes to make recommendations as to the general operation of the Sub-Committee, shall communicate in writing any such grievance to the Standing Committee.
- 15.3 The Standing Committee shall determine the grievance or recommendation and advise the author and the Sub-Committee of its decision.

16 WINDING UP

- 16.1 The Standing Committee may cease the operation of the Sub-Committee and the Sub-Committee may make such recommendation to the Standing Committee on the completion of its function.