City of Mount Gambier

Reference: AF12/376 MJT

22nd July, 2014

TO: CR RICHARDSON (PRESIDING MEMBER)
CR PERSELLO
CR SHEARING
CHIEF EXECUTIVE OFFICER
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT
COMMUNITY DEVELOPMENT OFFICER
JOHN AMOROSO
ROB FOGGO
EMMA HAY
CAROLINE HILL

COPY: ALL MEMBERS

NOTICE is hereby given that the Community Engagement and Social Inclusion Sub-Committee will meet in the following Meeting Room on the day, date and time as follows:

Community Engagement and Social Inclusion Sub-Committee
(Committee Room - Level 4):

Monday, 28th July, 2014 at 5.30 p.m.

An agenda for the meeting is enclosed herewith.

Other Members not on the Sub-Committees are encouraged to attend the above meeting as your thoughts and contributions will be appreciated.

Barbara CERNOVSKIS
MANAGER – COMMUNITY SERVICES AND DEVELOPMENT

Civic Centre
10 Watson Terrace
Mount Gambier SA 5290

P 08 8721 2555
F 08 8724 9791
city@mountgambier.sa.gov.au
www.mountgambier.sa.gov.au

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Meeting to be held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on Monday, 28th July, 2014 at 5.30 p.m.

AGENDA

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

APOLOGIES: moved that the apology from be received.

seconded

NOT IN ATTENDANCE:

COUNCIL OFFICERS: Mark McShane, Chief Executive Officer
Barbara Cernovskis, Manager - Community Services and Development
Alison Brash, Community Development Officer

COUNCIL OFFICER APOLOGIES:

COUNCIL MEMBERS AS OBSERVERS:

OTHER GUESTS IN ATTENDANCE:

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.

MINUTES: moved that the minutes of the previous meeting held 30th June, 2014 be taken as read and confirmed.

seconded

1. ATSI FLAGS

The Presiding Member reported on two meetings which took place in July between Council and community stakeholders to further discuss the handing over of the Aboriginal and Torres Strait Islander Flags which will occur in the first week of September.

RECOMMENDATION NO. 1:

moved it be recommended:

(a) the report be received;

(b)

seconded

2. RECONCILIATION ACTION PLAN

The Presiding Member invited an update on research being conducted for the development of a Reconciliation Action Plan.

RECOMMENDATION NO. 2:

moved it be recommended:

(a) the report be received;

(b)

seconded

3. ADVOCACY

The Presiding Member reported on meetings scheduled to occur with State and Federal Members.

RECOMMENDATION NO. 3:

moved it be recommended:

(a) the report be received;

(b)

seconded

4. TERMS OF REFERENCE

The Presiding Member tabled the amended Terms of Reference for further discussion.

RECOMMENDATION NO. 4:

moved it be recommended:

(a) The Terms of Reference for the Community Engagement and Social Inclusion Sub-Committee be received;

(b)

seconded

5. STANDING ITEM: TERMS OF REFERENCE

Objective:	Project	Current Status
9.1		
Review Council's current community engagement and social inclusion practices and policies	Revised Policy P195 Community Engagement Process Audit	Revised Policy adopted 19th November 2013 Internal Audit in development
Investigate relevant practices in other Councils.		Achieved
Develop a community engagement and social inclusion strategy	Draft Strategy for Member Engagement Community Engagement Framework	In development In development
Reflect community needs		In development
Embed community engagement and social inclusion practices in Council's operations	Community Engagement Framework Community Engagement Process	In development
9.2		
Develop an organisational and operational framework to achieve Objective 4.1	As above	In development

RECOMMENDATION NO. 5:

moved it be recommended the standing item Terms of Reference table be amended as discussed.

seconded

6. MEETING SCHEDULE

The Presiding Member raised for discussion the coming 2014 Council Elections, approaching caretaker period and the new Council .

RECOMMENDATION NO. 6:

moved it be recommended:

(a) The final meeting of the Community Engagement and Social Inclusion Sub-Committee under the present Council will be 25th August, 2014.

seconded

7. NEXT MEETING: 25th August, 2014 at 5.30 p.m.

Meeting closed at p.m.

21st July, 2014
MJT

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 18th September, 2012.

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 ~~and~~ will:

- identify and respond to community needs, strengths and aspirations
- review Council's current community engagement and social inclusion practices and policies
- ~~investigate relevant practices in other Councils~~
- develop community engagement and social inclusion strategy/s
- ~~reflect community needs, strengths and aspirations~~
- 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 ~~and~~ will:

- identify and respond to community needs, strengths and aspirations
- review Council's current community engagement and social inclusion practices and policies
- ~~investigate relevant practices in other Councils~~
- develop community engagement and social inclusion strategy/s
- ~~reflect community needs, strengths and aspirations~~
- 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 Not withstanding 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.

30th May, 2014
Ref: AF11/2172
FM