

21st July, 2017

**MAYOR
COUNCILLORS
CITY OF MOUNT GAMBIER**

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

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

Tuesday, 25th July, 2017 at 5:30 pm

An agenda for the meeting is enclosed.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

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**AGENDA OF COMMUNITY ENGAGEMENT & SOCIAL INCLUSION
SUB-COMMITTEE MEETING**

Meeting to be held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on
Tuesday, 25 July 2017 at 5:30 p.m.

PRESENT

Mayor Andrew Lee

Cr Hanna Persello (Presiding Member)
Cr Penny Richardson
Cr Mark Lovett

COUNCIL OFFICERS

General Manager Community Wellbeing

- Ms B Cernovskis

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.

1. APOLOGY(IES)

Apology(ies) received from Cr

That the apology from Cr _____ be received.

Moved:

Seconded:

2. CONFIRMATION OF COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE MINUTES

Meeting held on 26 September, 2016

That the minutes of the Community Engagement & Social Inclusion Sub-Committee meeting held on 26 September 2016 be confirmed as an accurate record of the proceedings of that meeting.

Moved:

Seconded:

3. QUESTIONS

3.1. With Notice

Nil submitted.

3.2. Without Notice

4. DEPUTATIONS

Nil

5. COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE REPORTS

Community Engagement & Social Inclusion Sub-Committee Reports commence on the following page.



5.1. Review of Community Engagement and Social Inclusion Sub-Committee Terms of Reference - Report No. AR17/28518

COMMITTEE	Community Engagement & Social Inclusion Sub-Committee
MEETING DATE:	25 July 2017
REPORT NO.	AR17/28518
RM8 REFERENCE	AF16/386
AUTHOR	Barbara Cernovskis
SUMMARY	Council requires the Community Engagement and Social Inclusion Sub-Committee to review its Terms of Reference. An updated Terms of Reference is attached to this report for discussion.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION
<p>(a) That Community Engagement & Social Inclusion Sub-Committee Report No. AR17/28518 titled '<i>Review of Community Engagement and Social Inclusion Sub-Committee Terms of Reference</i>' as presented to the Community Engagement & Social Inclusion Sub-Committee on 25 July 2017 be noted.</p> <p>(b) That Council adopt the updated Community Engagement and Social Inclusion Sub-Committee Terms of Reference.</p> <p>(c) That the Community Engagement and Social Inclusion Sub-Committee recommend an agreed meeting frequency.</p>

Moved:

Seconded:



Background

At the 20 June 2017 Council Meeting Council passed the following resolution:

- (b) That the existing Sub-Committees comprising:
 - a. Community Engagement and Social Inclusion, and
 - b. Environmental Sustainabilitybe affirmed as part of Council's Decision Making Structure reporting to Council through the Operational Standing Committee.
- (c) That the Sub-Committees affirmed at resolution (b) shall have no delegation to act with all recommendations being considered and presented through the Operational Standing Committee to Council for final decision and resolution.
- (d) That the Sub-Committees affirmed at resolution (b) review their Terms of Reference for presentation through the Operational Standing Committee to Council for consideration.
- (e) That ordinary and/or special meetings of the Sub-Committees affirmed at resolution (b) be scheduled taking into account the availability and convenience of Members of the Sub-Committees.
- (f) That the Councillor Membership of the Sub-Committees affirmed at resolution (b) shall remain as they are currently.
- (g) That the Community Membership of the Sub-Committees affirmed at resolution (b) be reviewed by the Sub-Committees for the presentation of recommendations to the Operational Standing Committee and Council to address the filling of vacant positions.

As such, the Community Engagement and Social Inclusion (CESI) Terms of Reference (TOR) will be reviewed for presentation through the Strategic Standing Committee to Council for consideration.

Discussion

The CESI TOR were last reviewed and adopted in October 2015. These TOR are being used as a basis for the current review. Only minor changes are being recommended, namely including references to the Community Plan and Council's new decision making structure.

In terms of timing and frequency of meetings, in accordance with the TOR the CESI Sub-Committee shall hold at least 4 meetings per calendar year.

Conclusion

It is recommended that Council adopt the updated CESI TOR, and also adopt an agreed frequency of meetings for the CESI Sub-Committee.

Attachments

Attachment 1: Community Engagement and Social Inclusion Terms of Reference - AR12/17140 [V4]





Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING



Mark McSHANE
CHIEF EXECUTIVE OFFICER

20 July 2017
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5.2. Membership Community Engagement and Social Inclusion Sub-Committee - Report No. AR17/28519

COMMITTEE	Community Engagement and Social Inclusion Sub-Committee
MEETING DATE:	25 July 2017
REPORT NO.	AR17/28519
RM8 REFERENCE	AF16/386
AUTHOR	Barbara Cernovskis
SUMMARY	Community Engagement and Social Inclusion Sub-Committee commence nomination process for Community Membership.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION
<p>(a) That Community Engagement and Social Inclusion Sub-Committee Report No. AR17/28519 titled '<i>Membership Community Engagement and Social Inclusion Sub-Committee</i>' as presented to the Community Engagement and Social Inclusion Sub-Committee on 25 July 2017 be noted.</p> <p>(b) That Council adopt the nomination process and role/person specification to guide the selection process for Community Membership of the Community Engagement and Social Inclusion Sub-Committee.</p>

Moved:

Seconded:



Background

The Community Engagement & Social Inclusion Sub-Committee Terms of Reference as they currently stand provide that a Community Members appointment is for a four (4) year term commencing mid way through the Council term. Community Members have been stood down (with a right to re-nominate) to enable effective succession.

In accordance with the terms of reference all community member appointments expired in November 2016 (noting that two resignations had been received).

Discussion

Council Policy [C410 – Conduct of Meetings](#) prescribes a process for Community Member appointments to Council Committees.

Should Council seek community/public nominations to fill the Community Engagement & Social Inclusion vacancy, it may determine to follow one of the policy options of:

- a public notice (in The Border Watch) seeking nominations from interested persons (not a requirement in this instance); or,
- through a targeted process to identify suitable nominees.

Consideration might also be given to the preparation of a role/person specification, against which any nominee might be assessed to ensure that Council's preferred nominee/appointee is appropriately qualified, experienced, skilled or otherwise suited to the position.

It should be noted that community/public nominees might have conflicts of interest arising from their competing interests/roles or previously stated positions.

Conclusion

The Community Engagement and Social Inclusion Sub-Committee determine a nomination process and prepare a role/person specification to guide the selection process for Community Members and present said items to the Strategic Standing Committee for consideration.

Attachments

Nil

A handwritten signature in black ink, appearing to read 'Barbar Cernovskis', written on a light grey background.

Barbara Cernovskis
GENERAL MANAGER COMMUNITY WELLBEING





Mark McSHANE
CHIEF EXECUTIVE OFFICER

20 July 2017
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6. MOTION(S)

6.1. With Notice

Nil Submitted

6.2. Without Notice

Meeting closed at p.m.

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7. REPORT ATTACHMENTS





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 20th October, 2015.

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~~ practices:

- identify and report to the relevant Standing Committee and Council on community needs, strengths and aspirations aligned with the Community Plan and Regional Health Plan
- review biennially Council's current community engagement and social inclusion practices, policies and strategies in the first and third years of the Council term

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

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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 by the Standing 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” means the Sub-Committee member appointed to that position pursuant to Clause 6.5.
- 2.1.7 “Standing Committee” means either the ~~Corporate and Community Services Strategic Standing~~ Committee or the Operational Standing Committee that established the Sub-Committee and to which the Sub-Committee reports.

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.

A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

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

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~~ and Social Inclusion practices.

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~~ practices:

- identify and report to the relevant Standing Committee and Council on community needs, strengths and aspirations aligned with the Community Plan and Regional Health Plan
- review biennially Council's current community engagement and social inclusion practices, policies and strategies in the first and third years of the Council term

5 ANNUAL WORK PLAN

5.1 The Sub-Committee shall prepare and submit for the approval of Council an Annual Work Plan to guide its activities within the scope of the Objectives at Clause 4

5.2 The Sub-Committee shall operate strictly within the activities contained within the approved Annual Work Plan unless otherwise approved by the Standing Committee and Council.

6 MEMBERSHIP

6.1 Membership of the Sub-Committee will comprise three (3) City of Mount Gambier Elected Members, ~~one (1) District Council of Grant Elected Member~~ and three (3) Community Members. The Mayor has Ex-Officio membership on this Sub-Committee.

6.2 City of Mount Gambier Elected Members will serve on the Sub-Committee for a term determined at the pleasure of Council.

6.3 Community Members appointment will be for a four (4) year term commencing mid way through the Council term. Community Members will be required to perform in a manner consistent with the Elected Members Code of Conduct and Governance practices. Community Members will be stood down (with the right to re-nominate) mid way through the Council term to enable effective succession.

6.4 Notwithstanding clauses 6.1 and 6.3 all Sub-Committee Members hold office at the pleasure of the Council.

6.5 The Sub-Committee will appoint a Presiding Member.

6.6 The Sub-Committee to favourably consider a representative of Aboriginal and Torres Strait Islander descent.

6.7 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Standing Committee and Council then that Sub-Committee Members position shall be considered vacant.

6.8 The Standing Committee reserves the right not to appoint any nominee, to remove and replace any Sub-Committee Member, or to leave any Sub-Committee member position vacant.

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 Sub-Committee Members then formally appointed to the Sub-Committee ignoring any fraction and adding 1 (excluding the Mayor as ex-officio).

9.3 If the Sub-Committee fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Standing Committee for consideration.

10 MEETINGS OF THE SUB-COMMITTEE

10.1 The Sub-Committee shall hold at least 4 ordinary meetings per calendar year in accordance with a meeting schedule prepared in conjunction with the Presiding Member.

10.2 The CEO shall give notice to each Sub-Committee Member at least five clear days prior to any ordinary meeting scheduled in accordance with Clause 10.1.

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

10.4 The CEO shall send a copy of the Notice and Minutes of any meeting of the Sub-Committee to the Standing Committee.

10.5 Notices of all 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 Sub-Committee Members is present.

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

11 PROCEDURES AT MEETINGS

11.1 The procedure to be observed in relation to the conduct of meetings of the Sub-Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.

11.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, and insofar as a procedure is not determined by the Council or the Standing Committee, it shall be as determined by the Committee itself.

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 Sub-Committee Member for an honest act or omission by that Sub-Committee Member in the performance or discharge, or purported performance or discharge, of the Sub-Committee Member's functions or duties.

13 DELEGATION

13.1 The Sub-Committee has no delegation to act with all recommendations of the Sub-Committee to be referred to the Standing Committee and considered by full Council for final decision and resolution.

14 MINUTES OF THE SUB-COMMITTEE

14.1 Administration

14.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of each Sub-Committee meeting.

14.1.2 Minutes of the Sub-Committee meeting shall be available to all Sub-Committee Members, the Standing Committee, Council and the public.

14.1.3 The Minutes of the proceedings of a Sub-Committee meeting are to comply with the requirements of the Act.

14.1.4 Minutes and any recommendations of the Sub-Committee Meeting shall be submitted to the Standing Committee and Council and shall be of no effect until endorsed as a resolution of Council

14.1.5 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.

15 AMENDMENTS TO THESE TERMS OF REFERENCE

15.1 The Standing Committee may by a recommendation endorsed by resolution of Council revoke, vary or add to any of the provisions of these Terms of Reference.

15.2 Notwithstanding 15.1 hereof before the Standing Committee recommends to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Sub-Committee shall first be obtained.

16 DISPUTE/GRIEVANCE

16.1 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 Council shall determine the dispute and the decision of the Council shall be final and binding.

16.2 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.

16.3 The Standing Committee shall determine the grievance or recommendation and advise the author and the Sub-Committee of its decision.

17 WINDING UP

17.1 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.

23rd July, 2015
Ref: AF11/2172
MMcC