

REGIONAL COUNCIL OF GOYDER

 GOYDER South Australia's Heartland	<h2>Committees</h2>	Section:	C
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Section 41 Committees – Register of Interests

That the provisions of Section 72 (1) of the Local Government Act 1999 relating to Register of Interests, do not extend to members of Council Section 41 Committees.

Committees – Local Government Act

Audit Committee

Terms of Reference

1. Membership

- 1.1. Members of the committee are appointed by the Council. The committee shall consist of two independent members and three members from the Elected Members of Council – consistent with any Regulations. The minimum size of the committee shall be five members.
- 1.2. Independent members of the committee shall have recent and relevant financial, risk management, and internal audit experience.
- 1.3. Only members of the committee are entitled to vote in committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the committee for decision. However other individuals such as the Chief Executive Officer or Finance Manager may attend any meeting as observers or be responsible for preparing papers for the committee.
- 1.4. In accordance with the principles of open, transparent and informed decision making, committee meetings must be conducted in a place open to the public. The agenda and minutes of the committee meetings, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained as confidential under Section 91 of the Act, are also required to be made available to the public.
- 1.5. Council's external auditors may be invited to attend meetings of the committee.
- 1.6. Appointments to the committee shall be until the end of the term of the Council. Appointees may be reappointed by Council.
- 1.7. The Council shall appoint the Presiding Member of the committee.

2. Secretarial Resources

- 2.1. The Chief Executive Officer shall provide sufficient administrative resources to the committee to enable it to adequately carry out its functions.

3. Quorum

- 3.1. The quorum necessary for the transaction of business shall be three committee members, which includes at least one community member. A duly convened meeting of the committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the committee.

4. Frequency of Meetings

- 4.1. The committee shall meet at least four times a year at appropriate times in the reporting and audit cycle and otherwise as required.

5. Notice of Meetings

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- 5.1. Ordinary meetings of the committee will be held at times and places determined by Council or, subject to a decision of Council, the committee. A special meeting of the committee may be called in accordance with the Act.
- 5.2. Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee, no later than 3 clear days before the date of the meeting. Supporting papers shall be sent to committee members (and to other attendees as appropriate) at the same time.

6. Minutes of Meetings

- 6.1. The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the committee, are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedure at Meetings) Regulations 2013.
- 6.2. Minutes of committee meetings shall be circulated within five days after a meeting to all members of the committee and to all members of the Council and will (as appropriate) be available to the public.

7. Role of the Committee

7.1. Financial Reporting:

7.1.1. The committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain.

7.1.2. The committee shall review and challenge where necessary:

- The consistency of, and/or any changes to, accounting policies;
- The methods used to account for significant or unusual transactions where different approaches are possible;
- whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor}
- the clarity of disclosure in the Council's financial reports and the context in which statements are made; and
- all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

7.2. Internal Controls and Risk Management Systems

7.2.1. The committee shall:

- keep under review the effectiveness of the Council's internal controls and risk management systems;
- review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis; and
- review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

Note: that it is important that the audit committee understand the business of the Council to appreciate the risks it manages on a daily basis, and to ensure that there are appropriate management plans to manage and mitigate this business risk. This will include insurance matters, financial reporting, legal and regulatory compliance, business continuity, and statutory compliance. This can be facilitated by discussions with the internal and external auditors and by presentations by management on how business risks are identified and managed.

7.3. Whistle Blowing

7.3.1. The committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other

matters. The committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

7.4. External Audit

7.4.1. The committee shall:

- develop and implement a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor. The committee shall oversee the selection process for new auditors and if an auditor resigns the committee shall investigate the issues leading to this and decide whether any action is required;
- oversee Council's relationship with the external auditor including, but not limited to:
 - recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
 - assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
 - satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
 - monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
 - assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the audit committee's own internal quality procedures);
- meet as needed with the external auditor. The committee shall meet the external auditor at least once a year, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
 - a discussion of any major issues which arose during the external audit;
 - any accounting and audit judgements; and
 - levels of errors identified during the external audit.
- review the effectiveness of the external audit.
- review any representation letter(s) requested by the external auditor before they are signed by management; [Note that these representation letters are a standard practice of any audit and provide the auditor confirmation from management, (in particular the Chief Financial Officer) that, amongst other matters, accounting standards have been consistently applied, that all matters that need to be disclosed have been so disclosed and that the valuation of assets has been consistently applied;
- review the management letter and management's response to the external auditor's findings and recommendations.

8. Reporting Responsibilities

- 8.1 Pursuant to Section 41(8) of the Local Government Act 1999, the Committee is responsible to and reports directly to Council
- 8.2 The committee shall make whatever recommendations to the Council it deems appropriate on any area within its terms of reference where in its view action or improvement is needed.
- 8.3 The Committee shall inform Council of its activities on a regular basis. This is by way of specific reports and recommendations documented as minutes of the Committee meetings
- 8.4 The Committee shall inform Council and the Local Government Association of SA Mutual Liability Scheme (LGAMLS) of any potential civil liability claim or the development of any "special risk" in accordance with LGAMLS rules.
- 8.5 Council may require additional reporting requirements from time to time.

9. Other Matters

- 9.1 The committee shall:
 - examine, and provide comment on, the review of Council's Strategic Management Plans, including the Long Term Financial Plan and Infrastructure & Asset Management Plans, and Council's Annual Business Plan and Budget prior to community consultation;
 - have access to reasonable resources in order to carry out its duties; [Note that this is subject to any budget allocation being approved by Council];
 - be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
 - give due consideration to laws and regulations of the Local Government Act, 1999; and 2011 amendments.
 - make recommendations on co-ordination of the internal and external auditors
 - oversee any investigation of activities which are within its terms of reference;
 - oversee action to follow up on matters raised by the external auditors;
 - at least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.
 - Identify areas where the Council's financial governance policies and practices can be improved (Audit committees have a role in ensuring that the Council's strategic management and annual business plan development, management and reporting processes take account of, and support, the Council's future financial sustainability).
 - follow Council Event Risk Management Guidelines when conducting or allowing events to operate under the Committee's care and control

Performance Management Panel (CEO)

Terms of Reference

1. That the Performance Management Panel (CEO) comprise four Elected Members as nominated by Council.
2. **Role and Function**
 - That the Performance Management Panel (CEO) review the Chief Executive Officers performance in accordance with the Employment Agreement between Council and the Chief Executive Officer
3. **Reporting Requirements/Accountability**

The Performance Management Panel (CEO) shall report to Council with recommendations.
4. **Meeting Requirements**

The Performance Management Panel (CEO) shall meet at least annually and as required to undertake their role and function.

Executive Committee

Terms of Reference

1. That the Executive Committee comprise the Council Mayor, Council Deputy Mayor with the Chief Executive Officer Ex-Officio.
 - 1.1 Role and Function
 - To consider items of an urgent nature and report to Council.
 - To consider various matters referred by Council.
 - To consider matters to be referred to Council.
 - 1.2 Reporting Requirements/Accountability
 - Report to Council with recommendations or with reasons why action was taken.
 - 1.3 Terms of Reference
 - To meet as required.

Goyder Fire Prevention Advisory Committee

Terms of Reference

The Goyder Fire Prevention Advisory Committee is formed pursuant to Section 41 of the Local Government Act 1999.

1. Purpose and Functions of the Committee

- To assist the Council Fire Prevention Officer in the preparation of the Bushfire Prevention Plan for the Council area pursuant to Section 73A of the Fire and Emergency Services Act, 2005.
- To assist the Council Fire Prevention Officer in updating the Bushfire Prevention Plan three months prior to the commencement of each Fire Danger Season.
- To assist the Council Fire Prevention Officer in undertaking a complete review of the Bushfire Prevention Plan at least every four (4) years.
- To assist the Council Fire Prevention Officer in formulating guidelines for the issue of permits within the Council area.
- To provide recommendations to Council on the appointment of Authorised Officers to issue permits.
- To carry out any other relevant functions assigned to the Committee by Council.
- To recommend to the Works Manager the designated fire break roads to be graded at a time when an effective fire break can be created.

2. Meetings

The Committee shall meet not less than twice per year (nominally September and April) and otherwise as and when determined.

3. Quorum

The quorum for meetings will be three (3).

4. Membership

The Goyder Fire Prevention Advisory Committee shall have the following membership:

- Regional Council of Goyder – 2 Elected Members
- Regional Council of Goyder – Fire Prevention Officer (ex officio)
- Hallett CFS Group Officer (or Deputy Group Officer as proxy for the Group Officer)
- Burra CFS Group Officer (or Deputy Group Officer as proxy for the Group Officer)
- Gilbert CFS Group Officer (or Deputy Group Officer as proxy for the Group Officer)

Any other organisation representative as may be recommended by the Committee and approved by Council.

5. Chairperson

The Council will elect the Chairperson.

6. Deputy Chairperson

The Deputy Chairperson shall be elected by a simple majority vote taken from members present at the first meeting of the Committee.

7. Executive Support

The Council Fire Prevention Officer will provide the necessary executive support to the Committee.

8. Delegated Authority

The Goyder Fire Prevention Advisory Committee has no delegated authority.

Goyder Youth Advisory Committee

1. BACKGROUND

That pursuant to Section 41 of the Local Government Act 1999, a Goyder Youth Advisory Committee be formed for the Goyder Region as an advisory committee of Council.

2. PURPOSE

The Goyder YAC provides young people of the region a means of communicating with the Regional Council of Goyder, providing an opportunity for genuine youth participation in the planning, implementation and evaluation of the Regional Council of Goyder's youth programs and services.

The key role of the committee is to:

- a. Provide a communication link between young people in the Goyder region and Council
- b. Provide comment and strategic input on relevant Council policies and strategies, and key issues for young people;
- c. Ensure the Goyder Youth Strategy remains relevant and implemented;
- d. Share information and experience on local services and programs for young people;
- e. Support initiatives that raise the positive profile of young people and encourage the positive development of youth.

1. MEMBERSHIP

The committee has a core membership that consists of:

- a. One Councillor
- b. Youth representatives, aged between 12-25 years, selected through a public Expressions of Interest process
- c. Relevant Council staff

2. TERM OF OFFICE

Committee members are selected through an Expression of Interest process, and must either live, work, study, or have a strong connection to the Regional Council of Goyder.

Membership will be ratified by the Chief Executive Officer.

Councillor representatives are appointed by the Council on an annual basis.

3. MANAGEMENT OF THE COMMITTEE

- a. The Chairperson: The Chairperson shall be rotated on a monthly basis
- b. Meetings: Meetings will be held bi-monthly at a time agreed upon by the Committee;
- c. Venue: Meetings will be held at Council venues across the Regional Council of Goyder;
- d. Voting: A quorum comprises 3 members;
- e. Committee Support: The Goyder YAC will be resourced by the Community Engagement Officer, who will be responsible for meeting agendas, minutes, reports, and other administrative functions;
- f. Budget: Budget submissions are due in February to Council staff for inclusion in the draft budget.

4. DELEGATED AUTHORITY

The Goyder YAC has the following delegated authority:

- a. The expenditure of the annual Goyder YAC Fund in accordance with the Goyder Youth Strategy

5. PUBLIC STATEMENTS

Ordinary members of the Committee cannot make public statements on behalf of the Goyder YAC without prior approval of the Community Engagement Officer.

6. REVIEW

The Terms of Reference will be reviewed every two years.

Robertstown Deeds of Trust Committee

Terms of Reference

That pursuant to section 41 of the Local Government Act 1999 a Committee be formed for the purpose of controlling and managing the Robertstown Peace Hall and, the War Memorial Community Centre on behalf of, and making recommendations to, Council concerning the Deeds of Trust.

1. Name

The Committee will be called the Robertstown Deeds of Trust Committee.

2. Purpose

The Robertstown Deeds of Trust Committee will be charged with the responsibility for managing the properties in accordance with the two Deeds of Trust.

3. Meetings

The Deeds of Trust Committee will meet at least twice a financial year, advertising the agenda of the meeting at least three (3) days prior to the meeting date, and making minutes available to Council within five (5) days of holding the meeting.

4. Membership

The Deeds of Trust Committee shall have the following membership;

- The Mayor
- The Elected Council Member for the Robertstown Ward
- The Chief Executive Officer or nominee

5. Quorum

Two (2) members including the Chairperson will constitute a quorum.

6. Chairperson

The Chairperson will be the Elected Council Member for the Robertstown Ward. The Chairperson, or person acting as the Chairperson, will have a deliberative and, a casting vote if required on division.

7. Delegated Authority

The Trustee Committee has the delegated authority to contract with an Association on Council's behalf, for the;

- Robertstown Peace Hall and Grounds care and maintenance
- Robertstown War Memorial Community Centre and Grounds care and maintenance
- Cleaning and upkeep of the facility
- Drafting of, the maintenance of, and compliance with, the Peace Hall Hiring Policy
- Peace Hall bookings including the sighting of written evidence of the groups' or hirers' current public liability insurance coverage prior to commencement of their function, with the proviso that, that Association is required to maintain audited financial books of account and provide the Trustee Committee with half yearly financial statements of its activities with regard to the Robertstown Peace Hall.

8. Budget and Expenditure

The Deeds of Trust Committee will submit its income and expenditure budgetary requests annually in April of each year to Council, including recommendations for all fees and charges associated with the Peace Hall.

Council will allocate appropriate budgetary provision within its annual budget. All income and expenditure by the Trustee Committee will be in accordance with Council's accounting procedures and instructions.

9. Sub-Committees

The Deeds of Trust Committee is not authorised to form sub-committees for any specific purpose.

10. Life of the Deeds of Trust Committee

The Trustee Committee will be dissolved; following a Council election, at the time the Regional Council of Goyder is sworn into Office or, on the resolution of Council if earlier.

Committees – Other Acts

Council Assessment Panel

1. BACKGROUND

- 1.1 The Regional Council of Goyder Council Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the Regional Council of Goyder (**the Council**) on 21 November 2017.
- 1.2 The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.

2. MEMBERSHIP OF CAP

Appointment of Members

- 2.1 The CAP will be constituted of four Members (**CAP Members**), to be appointed by the Council, comprising:
 - 2.1.1 one Member of the Council (**Council Member**); and
 - 2.1.2 three Independent Members (**Independent Members**), not being Members of the Council or State Parliament.
- 2.2 The Council may determine that the CAP will be constituted by a different number of members for different classes of development, in which case the relevant details will be specified by the Council.
- 2.3 When appointing CAP Members, the Council may have regard to the following:
 - 2.3.1 the candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the Development Act;
 - 2.3.2 in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;
 - 2.3.3 in relation to the Council Member, the candidate's experience in local government;
 - 2.3.4 that a balance of qualifications and experience among CAP Members is desirable;
 - 2.3.5 that gender diversity among CAP Members is desirable; and
 - 2.3.6 such other matters as the Council considers relevant.

Appointment of Deputy Members

- 2.4 The Council must appoint at least one Deputy Member to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.5 Subject to clause 2.6, a Deputy Member must not be a Member of the Council or State Parliament.
- 2.6 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.7 Where more than one Deputy Member is appointed, the Council must specify the circumstances in which each Deputy Members (or any one or more of them) will be invited to attend a CAP meeting.
- 2.8 In appointing a Deputy Member, the Council may have regard to the matters in clause 2.3, as well as to the qualifications and experience of the CAP Member or CAP Members to whom the candidate will be a deputy.
- 2.9 Unless the context otherwise requires, a reference to a CAP Member in this document includes a Deputy Member.

Expression of Interest

- 2.10 The Council will call for expressions of interest for appointment of CAP Members.

Presiding Member and Acting Presiding Member

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- 2.11 The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.12 The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.13 In the event that the Presiding Member is not present at a meeting (or part thereof) an Acting Presiding Member will be appointed by those CAP Members who are present at the meeting.
- 2.14 A Presiding Member is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as Presiding Member.
- 2.15 In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Member for such term and on such conditions as determined by the Council.

Term of Appointment

- 2.16 Subject to clause 5, Independent Members will be appointed for a term of up to one year and on such other conditions as determined by the Council.
- 2.17 Subject to clause 5, the Council Member will be appointed for a term of up to one] year and on such other conditions as determined by the Council.
- 2.18 Deputy Members will be appointed for a term of up to one year and on such other conditions as determined by the Council.
- 2.19 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term.
- 2.20 A CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.

3. VACANCY IN MEMBERSHIP

- 3.1 In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.
- 3.2 The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.
- 3.3 In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.2 or 2.8 as the case requires.
- 3.4 A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

4. CONDITIONS OF APPOINTMENT

- 4.1 At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.
- 4.2 CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings.
- 4.3 Different levels of remuneration may be fixed by the Council for Independent Members, the Council Member, the Presiding Member and Deputy Members.
- 4.4 Upon the commencement of Section 83(1)(c) of the Act:
 - 4.4.1 CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act; and
 - 4.4.2 CAP Members who are Members or former Members of the Council must have sufficient experience in local government to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

5. REMOVAL FROM OFFICE

- 5.1 A CAP Member will automatically lose office where:
 - 5.1.1 the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;

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- 5.1.2 the CAP Member has been convicted of an indictable offence punishable by imprisonment;
- 5.1.3 in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2 Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
 - 5.2.1 a breach of a condition of his or her appointment as a CAP Member;
 - 5.2.2 misconduct;
 - 5.2.3 a breach of any legislative obligation or duty of a CAP Member;
 - 5.2.4 neglect of duty in attending to role and responsibilities as a CAP Member;
 - 5.2.5 a failure to carry out satisfactorily the duties of his or her office;
 - 5.2.6 a breach of fiduciary duty that arises by virtue of his or her office;
 - 5.2.7 inability to carry out satisfactorily the duties of his or her office.
 - 5.2.8 except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member; or
 - 5.2.9 in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so; or
 - 5.2.10 for any other reason the Council considers appropriate.
- 5.3 The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 5.4 Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:
 - 5.4.1 give written notice to the CAP Member of:
 - 5.4.1.1 its intention to remove the CAP Member from office pursuant to clause 5.2; and
 - 5.4.1.2 the alleged behaviour of the CAP Member falling within clause 5.2.1 or reason the Council considers it appropriate to remove the CAP Member, not less than 7 days before the meeting of the Council at which the matter is to be considered;
 - 5.4.2 give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and
 - 5.4.3 have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

Goyder Building Fire Safety Committee

Pursuant to Section 71(19) of the Development Act 1993 the Council establish a body to be known as the Regional Council of Goyder Building Fire Safety Committee ("Building Fire Safety Committee") for the purpose of acting as the "appropriate authority" (as the term is defined in the Development Act, 1993) in respect of all fire safety matters.

1. Membership

Membership of the Building Fire Safety Committee shall comprise:

- Council Representative
- Independent Building Surveyor
- SA Country Fire Service Representatives

2. Term of Appointment

All members of the Building Fire Safety Committee are appointed for a term of three years.

The office of a member of the Building Fire Safety Committee will become vacant if the Member:

- dies or
- completes a term of office and is not reappointed; or
- resigns by written notice addressed to the Council; or
- is removed from office by the Council for any reasonable cause.

3. Role and Function

The Building Fire Safety Committee is charged with the responsibility for all matters arising under Section 71 of the Development Act 1993 which are of a building fire safety nature.

4. Terms of Reference

- A quorum for a meeting of the Building Fire Safety Committee shall be two members and one of those members shall be the person nominated by the Chief Officer of the SA Country Fire Service.
- All decisions of the Building Fire Safety Committee shall be made on the basis of a majority decision of the members present.

5. Notice of Meeting

The Building Fire Safety Committee shall meet at the Council's offices at 1 Market Square, Burra or at such other places as the Building Fire Safety Committee may from time to time determine.

The Building Fire Safety Committee shall meet on a day and at a time nominated by the Presiding Member with a minimum of one ordinary meeting each calendar year.

The following provisions apply to the call of meetings -

- in the case of an ordinary meeting of the Building Fire Safety Committee, the Presiding Member must give each member of the Building Fire Safety Committee notice of a meeting at least three (3) clear days before the date of the meeting;
- in the case of a special meeting of the Building Fire Safety Committee, the Presiding Member must give each member of the Building Fire Safety Committee notice of a meeting at least twelve (12) hours before the commencement of the meeting;
- notice may be given to a member of the Building Fire Safety Committee -
 - personally;
 - by posting it in an envelope addressed to the person at their usual or last known place of residence or business;
 - by facsimile transmission to a facsimile number known to be used by the person;
 - by email transmission to an email address known to be used by the person.

6. Procedural Requirements

A member of the Building Fire Safety Committee who has a personal interest or a direct or indirect pecuniary interest in any matter before the Building Fire Safety Committee (other than an indirect interest which exists in common with a substantial class of persons) must not take part in any deliberations or decisions of the Building Fire Safety Committee in relation to that matter.

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Each member of the Building Fire Safety Committee present at a meeting must, subject to that person having an interest in the matter, vote on a question arising for a decision at that meeting.

The Presiding Member of the Building Fire Safety Committee must keep, or arrange to be kept, minutes of every meeting of the Building Fire Safety Committee. The minutes of the proceedings and meetings of the Building Fire Safety Committee must include -

- the names of the members present;
- in relation to each member present, if the member was not present for the entire meeting, the time at which the person entered or left the meeting;
- its motions or amendments, and the names of the mover and seconder;
- whether a motion or amendment is carried or lost;
- any disclosure of interest made by a member.

The procedure to be observed at a meeting of the Building Fire Safety Committee insofar as the procedure is not prescribed by these terms of reference may be determined by the Committee.

7. Reporting Requirements/Accountability

To report to Council with recommendations.

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Section 101A Development Act Strategic Planning and Development Policy Committee

That Pursuant to Section 101A of the Development Act 1993 Council undertake the function of the Strategic Planning and Development Policy Committee in accordance with Section 101A (2) of the Development Act 1993 as follows:

1. to be informed of the extent to which the council's strategic planning and development policies accord with the Planning Strategy; and
2. to undertake strategic planning and monitoring directed at achieving –
 - orderly and efficient development within the area of the council; and
 - high levels of integration of transport and land-use planning; and
 - relevant targets set out in the Planning Strategy within the area of the council; and
 - the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - other outcomes of a prescribed kind (if any); and
3. to be informed on strategic planning and development policy issues when preparing –
 - a Strategic Directions Report; or
 - a Development Plan Amendment proposal; and
4. other functions (other than functions relating to development assessment or compliance) relevant to Section 101A of the Development Act 1993.

Document History	Version No:	Issue Date:	Description of Change:
	1.0	18/03/14	Audit Committee terms of reference.
	1.1	26/04/14	All terms of reference reviewed and revised.
	1.2	15/07/14	Tourism Promotions Committee added.
	1.3	21/10/14	CDAP Membership updated.
	1.4	18/11/14	Committee membership reviewed due to council elections.
	1.5	20/01/15	Audit Committee terms of reference revised. Refer NCOR-22015-298.
	1.6	23/06/15	YAC TOR amended. Refer NCOR-62015-2490
	1.7	20/10/15	CDAP Membership updated.
	1.8	19/04/16	Burra & Goyder Tourism Industry Development Board added. The following Committees were disbanded; Tourism Promotions Committee, Goyder Tourism Review Working Party, Lewis Board and Burra Passport Product Committee.
	1.9	14/06/16	Burra & Goyder Tourism Industry Development Board membership terms revised.
	1.10	20/09/16	Burra & Goyder Tourism Industry Development Board delegated authority added.
	1.10	15/11/16	CDAP Membership revised.
	1.11	20/12/16	Fire break section included in Fire Prevention Advisory Committee terms of reference.
	1.11	20/12/16	Burra & Goyder Tourism Industry Development Board disbanded.

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REGIONAL COUNCIL OF GOYDER

	2.0	18/12/2018	Review with changes refer 256/18
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