

CONFIDENTIAL ITEMS 2003 – 2 JUNE 2015

#	Date	Item Title	Confidential Order Details	Item being kept confidential - Agenda/ Attachment/ Minutes	Reason regarding retention or recommend-action to release	Resolution Regarding Action	Last Review Date	Next Review Date	Date Released
85	20 Jan 2014	<u>Independent Members for the Strategic Planning &amp; Development Policy Committee</u>	<p>Section 90 (3) (a) Order</p> <p>1.Pursuant to Section 90(3)(a)</p> <p>Pursuant to Section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except the three General Managers and Acting General Manager Council Services, and the minute secretary be excluded from attendance at the meeting for the Agenda Item 16.1 titled Independent Members for the Strategic Planning and Development Policy Committee (SPDPC).</p> <p>The Council is satisfied that pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this agenda item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of applicants in that their identity and details of their credentials will be discussed.</p> <p>The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of the undertaking to</p>	Attachment 2 (and the attachments to it)	<p>The Council is satisfied that pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this agenda item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of applicants in that their identity and details of their credentials will be discussed.</p> <p>The Council is satisfied that</p>	<p>That having considered the Agenda Item titled Independent Members for the Strategic Planning and Development policy Committee in confidence under 90(2) and 3(a) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act orders that the Selection Panel report (attachment 2) be retained in confidence until 20 January 2015 however the Agenda Item including Attachment 1 but excluding Attachment 2 (and the attachments to it) would be publicly available following this Council meeting..</p>	1 Sept 14	20 Jan 15	<p>Minute, Report &amp; Att 1 on web 22/1/14</p> <p>Attachment 2 on web 2/6/15 (expired 20/1/15)</p>

**CONFIDENTIAL ITEMS 2003 – 2 JUNE 2015**

#	Date	Item Title	Confidential Order Details	Item being kept confidential - Agenda/ Attachment/ Minutes	Reason regarding retention or recommend-action to release	Resolution Regarding Action	Last Review Date	Next Review Date	Date Released
			<p>applicants that the process would be confidential.</p> <p>Section 91(7) Order</p> <p>3.Pursuant to Section 91(7)</p> <p>That having considered the Agenda Item titled Independent Members for the Strategic Planning and Development policy Committee in confidence under 90(2) and 3(a) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act orders that the Selection Panel report (attachment 2) be retained in confidence until 20 January 2015 however the Agenda Item including Attachment 1 but excluding Attachment 2 (and the attachments to it) would be publicly available following this Council meeting.</p>		<p>the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of the undertaking to applicants that the process would be confidential.</p>				

**16. CONFIDENTIAL REPORTS**

**16.1. REPORT TITLE: CONFIDENTIAL ITEM – INDEPENDENT MEMBERS FOR THE STRATEGIC PLANNING AND DEVELOPMENT POLICY COMMITTEE**

**DATE OF MEETING: 20 JANUARY 2014**

**FILE NUMBER: 32/085/015**

**Strategic Plan 2012-2017 Ref:**

Governance and Leadership

Key Objective 14.2 Review effectiveness of Council decision making processes and structures

**Purpose:**

To consider the recommendations of the selection panel for the recruitment of independent members to the Strategic Planning and Development Policy Committee (SPDPC).

**Summary – Key Issues:**

- The report of the selection panel for the recruitment of independent members to the SPDPC is attached.
- The selection panel has completed its task and made recommendations; and
- A targeted approach to persons with the desired expertise is now proposed.

**Recommendation:****Section 90 (3) (a) Order****1. Pursuant to Section 90(3)(a)**

Pursuant to Section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except the three General Managers and Acting General Manager Council Services, and the minute secretary be excluded from attendance at the meeting for the Agenda Item 16.1 titled Independent Members for the Strategic Planning and Development Policy Committee (SPDPC).

The Council is satisfied that pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this agenda item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal

affairs of applicants in that their identity and details of their credentials will be discussed.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of the undertaking to applicants that the process would be confidential.

2. That Council:

- a) Note the recommendations of the selection panel for the recruitment of independent members to the SPDPC as contained in the attached report and consistent with the panel's recommendations, authorises the General Manager, Planning and Development in liaison with the Chief Executive Officer to proceed with a targeted approach to persons with the desired expertise and to make recommendations for consideration at a future Council meeting;
- b) Re-appoint the following Council Members to be members of the SPDPC until 7 November 2014
  - Mayor Ann Ferguson
  - Cr Jeff Bettcher
  - Cr Lindsay Campbell
  - Cr Ian Grosser
  - Cr Susan Hamilton
  - Cr Robert Heath
  - Cr Lyn Stokes
  - Cr Simon Westwood
- d) Appoint Mayor Ann Ferguson to be Chairperson of the SPDPC until 7 November 2014.

**Section 91(7) Order**

3. **Pursuant to Section 91(7)**

That having considered the Agenda Item titled Independent Members for the Strategic Planning and Development policy Committee in confidence under 90(2) and 3(a) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act orders that the Selection Panel report (attachment 2) be retained in confidence until 20 January 2015 however the Agenda Item including Attachment 1 but excluding Attachment 2 (and the attachments to it) would be publicly available following this Council meeting.

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**Background:**

1. At the Council meeting on 15 July 2013 an item on the membership of the SPDPC was considered and it was resolved as per attachment 1.
2. The composition of the Selection Panel for the recruitment of independent members to the SPDPC was:
  - Mr Brian Clancey, Non-voting Chairperson;
  - Cr Simon Westwood;
  - Ms Anne Pett, Manager People & Culture; and
  - Mr Stephen Hains (independent).

**Discussion:**

3. The selection panel undertook a process and has provided recommendations that are contained within the attached report (attachment 2).
4. As applicants were given an undertaking that confidentiality would apply, it is proposed that the selection panel report remain confidential for 12 months.
5. If any Council Member would like to view some or all of the actual applications received this can be arranged on a confidential basis.
6. The unanimous recommendations of the selection panel are:
  - *The concept of independent members of the SPDPC is considered to have considerable merit and should be pursued;*
  - *None of the 17 applicants are recommended for appointment to the SPDPC; and*
  - *A new recruitment strategy be pursued in which specific fields of expertise are determined as being desirable and then a targeted approach is made to selected individuals considered to possess the desired expertise that would add value to the SPDPC.*
7. As the position of General Manager, Planning and Development has been filled by Mr Greg Waller, it is recommended that he now be authorised to proceed with a targeted approach to persons with the desired expertise and that this occur in liaison with the CEO.
8. Likely areas of expertise would be persons with considerable experience in fields like place making/community building, housing, economic development/retail, partnering with the private sector etc.

9. It is proposed that approaches be made based on similar remuneration as to what was included in the Information Package i.e. \$400 per meeting attended.
10. It is proposed that the term of appointment be 12 months which would provide a little continuity of SPDPC membership post the November 2014 Council elections.
11. It is envisaged that up to three independent members could be appointed (subject to the suitability of persons proposed).
12. Recommendations from Mr Waller would be considered at a future Council meeting. Any appointments of independent members to the SPDPC would require a Council meeting resolution.
13. The term of appointment of the Council Members on the SPDPC expired on 15 December 2013 and it is recommended that re-appointment occur until the end of the current term of office in November 2014.
14. Similarly it is proposed that Mayor Ann Ferguson be re-appointed as Chairperson of the SPDPC.

**Community Engagement:**

Informing only	The intent of Council is publicly known via advertisements inviting applications and this item, less the selection panel report, is proposed to be publicly available following the Council meeting.
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**Policy:**

Not applicable.

**Budget:**

Costs incurred were modest being the placement of notices in The Advertiser and The Courier and the direct hours of Mr Hains.

The recommended recruitment process would not involve direct financial cost.

**Statutory/Legal:**

Appointment of the SPDPC is a requirement of Council pursuant to the Development Act.

**Staff Resource Requirements:**

Minimal, some of the time of Mr Waller essentially.

**Environmental:**

Not applicable.

**Social:**

Not applicable.

**Risk Assessment:**

Not having independent members on the SPDPC would mean an opportunity to have different expertise available to add to the discussion of issues would be lost.

**Asset Management:**

Not applicable.

**Conclusion:**

Implementation of the recommendations of the selection panel would enable the decision of Council to recruit independent members for the SPDPC to be fulfilled.

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**Key Contact**

Brian Clancey  
General Manager  
Infrastructure & Projects

**Sponsor of Project**

Andrew Stuart, Chief Executive Officer

**Attachments**

1. Council Meeting resolutions of 15 July 2013
2. Selection Panel Report

## ATTACHMENT 1

**12.3 REPORT TITLE: STRATEGIC PLANNING AND DEVELOPMENT  
POLICY COMMITTEE – PROPOSED CHANGES**  
**DATE OF MEETING: 15 JULY 2013**  
**FILE NUMBER: 32/085/015**

Councillor Westwood was nominated to be appointed to the Selection Panel for the appointment of independent members to the Strategic Planning and Development Policy Committee.

Moved Councillor Corbell that Councillor Westwood be appointed to the Selection Panel for the appointment of independent members to the Strategic Planning and Development Policy Committee.

Seconded Cr Hamilton

**CARRIED**  
*OM20130715.06*

Moved Councillor Irvine that Council:

1. Adopt the revised terms of reference for the Strategic Planning and Development Policy Committee (attachment 2);
2. Appoint the following Council Members to be members of the Strategic Planning and Development Policy Committee until 15 December 2013.
  - Mayor Ann Ferguson
  - Cr Jeff Bettcher
  - Cr Lindsay Campbell
  - Cr Ian Grosser
  - Cr Susan Hamilton
  - Cr Robert Heath
  - Cr Lyn Stokes
  - Cr Simon Westwood
3. Appoint Mayor Ann Ferguson to be Chairperson of the Strategic Planning and Development Policy Committee until 15 December 2013;
4. Authorise the process in attachment 3 to enable the subsequent selection and appointment at a Council meeting of some independent members to the Strategic Planning and Development Policy Committee, and that Councillor Westwood be appointed to the Selection Panel; and
5. Note that a further report will be prepared for consideration at a Council meeting later this year regarding the appointment of the membership of the Strategic Planning and Development Policy Committee.

Seconded Councillor Hamilton

**CARRIED**  
*OM20130715.07*



District Council of Mount Barker

## **Confidential Report from the Council Appointed Selection Panel**

# **Recruitment of Independent Members – Strategic Planning and Development Policy Committee**

17 December 2013

## BACKGROUND

At the Council meeting on 15 July 2013 it was resolved to authorise a process and selection panel for the recruitment of independent members of the Strategic Planning and Development Policy Committee (SPDPC) as per attachment 1.

The three appointed selection panel members met and agreed the following criteria/influencing factors for the purposes of targeting a person to be the independent member of the selection panel.

- Industry knowledge (Planning and Local Government);
- Not conflicted;
- Have credibility from the perspective of potential candidates; and
- Skills would be complementary to those of the other panel members rather than see duplication.

The selection panel members agreed that Mr Stephen Hains be approached by the Panel Chairperson given he met the above criteria very well and as a bonus has knowledge of the Council's circumstances given the assistance he has previously provided regarding economic development.

Subsequently the selection panel determined that Mr Hains be made the fourth member of the selection panel.

### Selection Panel composition

- Mr Brian Clancey, Non-voting Chairperson;
- Cr Simon Westwood;
- Ms Anne Pett, Manager People & Culture; and
- Mr Stephen Hains.

## CONFLICT OF INTEREST

No member of the selection panel declared any conflict of interest for the purposes of this process.

## RECRUITMENT PROCESS

The selection panel agreed on a recruitment process which included a notice that was published in the print media, both *The Advertiser* and *The Courier* (see attachment 2) and a supporting Information Package (attachment 3).

All of this information was also made available from the Council's website.

Following the close of applications the selection panel was provided with the 17 applications received (see attachment 4).

Subsequently the selection panel assessed all of the applications against the selection criteria in the Information Package.

As a result the following four people were selected for interview (in no particular order).

- Cherie O'Neill
- Noel McArdle
- Robert Pride
- Carol Vincent

All of the four selection panel members were present for the interviews which were held at the Council offices on 11 December 2013.

An outline to the approach to each of the interviews is included as attachment 5.

At the conclusion of the interview each interviewee was given a District Council of Mount Barker folder containing the most recent edition of *District Matters*, DCMB Strategic Plan 2012 – 2017, DCMB 2014 Calendar and DCMB pen.

#### **APPLICANT COMMUNICATION**

Each application received was acknowledged.

Following the completion of interviews the 13 applicants not selected for interview were advised by the selection panel that their application was not successful.

The four applicants who were interviewed by the selection panel have been given a courtesy telephone call by the panel Chairperson just prior to Christmas to advise them that:

- the selection panel has completed its confidential report;
- the report is expected to be considered in confidence at the Council meeting on 20 January 2014; and
- following this Council meeting they will be advised of the outcome.

#### **SELECTION PANEL RECOMMENDATIONS**

Following the completion of the interviews and discussion, the selection panel unanimously determined to recommend to Council as follows.

1. The concept of independent members of the SPDPC is considered to have considerable merit and should be pursued;
2. None of the 17 applicants are recommended for appointment to the SPDPC; and

3. A new recruitment strategy be pursued in which specific fields of expertise are determined as being desirable and then a targeted approach is made to selected individuals considered to possess the desired expertise that would add value to the SPDPC.

**Brian Clancey**  
Chairperson

**Anne Pett**

**Cr Simon Westwood**

**Stephen Hains**

**Attachments**

1. Council meeting resolutions of 15 July 2013
2. Print media notice
3. Information Package
4. List of Applicants
5. Outline of Interview Approach

## ATTACHMENT 1

DISTRICT COUNCIL OF MOUNT BARKER  
MINUTES OF THE COUNCIL MEETING HELD ON MONDAY 15 JULY 2013.

5

**12.3 REPORT TITLE: STRATEGIC PLANNING AND DEVELOPMENT POLICY COMMITTEE – PROPOSED CHANGES**  
**DATE OF MEETING: 15 JULY 2013**  
**FILE NUMBER: 32/085/015**

*Councillor Westwood was nominated to be appointed to the Selection Panel for the appointment of independent members to the Strategic Planning and Development Policy Committee.*

*Moved Councillor Corbell that Councillor Westwood be appointed to the Selection Panel for the appointment of independent members to the Strategic Planning and Development Policy Committee.*

*Seconded Cr Hamilton*

**CARRIED**  
**OM20130715.06**

*Moved Councillor Irvine that Council:*

- 1. Adopt the revised terms of reference for the Strategic Planning and Development Policy Committee (attachment 2);*
- 2. Appoint the following Council Members to be members of the Strategic Planning and Development Policy Committee until 15 December 2013.*
  - Mayor Ann Ferguson*
  - Cr Jeff Bettcher*
  - Cr Lindsay Campbell*
  - Cr Ian Grosser*
  - Cr Susan Hamilton*
  - Cr Robert Heath*
  - Cr Lyn Stokes*
  - Cr Simon Westwood*
- 3. Appoint Mayor Ann Ferguson to be Chairperson of the Strategic Planning and Development Policy Committee until 15 December 2013;*
- 4. Authorise the process in attachment 3 to enable the subsequent selection and appointment at a Council meeting of some independent members to the Strategic Planning and Development Policy Committee, and that Councillor Westwood be appointed to the Selection Panel; and*
- 5. Note that a further report will be prepared for consideration at a Council meeting later this year regarding the appointment of the membership of the Strategic Planning and Development Policy Committee.*

*Seconded Councillor Hamilton*

**CARRIED**  
**OM20130715.07**

## ATTACHMENT 2



The District Council of  
Mount Barker

## Seeking Independent Members Strategic Planning and Development Policy Committee

Council is seeking to appoint independent members to the Strategic Planning and Development Policy Committee.

Established pursuant to the Development Act 1993, the role of the Committee is to provide expert advice to the Council in relation to strategic planning matters. Particular emphasis is placed on community needs and opportunities arising from major residential and commercial growth, and the development of the town of Mount Barker as the designated Regional Centre for the Adelaide Hills.

Council is implementing innovative approaches to achieve community benefits and is seeking people who are strategic thinkers to join the Committee and contribute to advising Council on strategy, including private sector relationships.

An information package is available from Council's website; [www.dcmtbarker.sa.gov.au](http://www.dcmtbarker.sa.gov.au) or by contacting Brian Clancey, General Manager Infrastructure & Projects by phone 8391 7218 or email; [bclancey@dcmtbarker.sa.gov.au](mailto:bclancey@dcmtbarker.sa.gov.au)

*All enquiries and applications will be dealt with confidentially.*

[www.dcmtbarker.sa.gov.au](http://www.dcmtbarker.sa.gov.au)

## ATTACHMENT 3



**District Council of Mt Barker**  
**Independent Members for Council's Strategic  
Planning and Development Policy Committee**  
**Information Package**

Council

The District Council of Mount Barker has a current population of approximately 31,000 which is expected to reach around 60,000 by 2033.

The town of Mount Barker is the designated regional Centre of the Adelaide Hills.

Council has determined to recruit independent members for the Strategic Planning and Development Policy Committee (appointed pursuant to the Development Act) recognising the benefits to the community of having specialist expertise on this body.

Committee Terms of Reference

The terms of reference for the Strategic Planning and Development Policy Committee are attached.

In particular, please note the requirements of Item 15 Conduct and Disclosure of Interest.

Committee Composition

The Strategic Planning and Development Policy Committee membership currently consists of 8 of the 11 Council Members.

The 3 Council Members who are not members of the Committee are members of the Council's Development Assessment Panel.

The chairperson of the Strategic Planning and Development Policy Committee is Mayor Ann Ferguson and the Deputy Chairperson is Cr Simon Westwood.

There are no independent members of the Committee presently.

Selection Panel Composition

The Council has appointed the following to the selection panel.

- Cr Simon Westwood;
- Mr Stephen Hains;
- Ms Anne Pett – Manager, People and Culture
- Mr Brian Clancey – General Manager, Infrastructure & Projects (Non-Voting Chairperson)

The selection panel is to make recommendations for consideration at a Council meeting.

**Independent Members for Council's Strategic Planning and Development Policy Committee  
INFORMATION PACKAGE**

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**Selection Criteria**

Council is seeking expertise in a range of fields, including one or more of the following:

- Town Planning
- Retail
- Centres
- Urban Design
- Place Making
- Social Planning
- Economic Development
- Transport
- Recreation, Sport and Open Space Planning
- Environment & Conservation

Knowledge and understanding of the statutory planning process.

Experience in strategic and/or policy planning.

It is expected that applicants will have experience in a committee style context and will possess the personal attributes to present their views with confidence whilst respecting the view points of others.

**Conflict of Interest**

All applications must disclose if any conflict of interest would exist.

**Selection Process**

As a guide the intended process is that following the consideration of all applications received, the selection panel will establish a short list of applicants who will be invited to attend an interview.

Following the completion of interviews the selection panel will make its recommendations to the Council (in confidence).

The Council will then determine whom it seeks to appoint to the Committee, the term of the appointment and the remuneration to apply.

**Meetings**

Committee meetings are held on an as needs basis, as a guide around 6 – 9 times per year.

Normally meetings are held in the Council Chambers on the second Monday of the month, commencing at 4.30PM and concluding at around 6.00PM.



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**Independent Members for Council's Strategic Planning and Development Policy Committee  
INFORMATION PACKAGE**

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**Remuneration**

It is envisaged that independent Committee Members would be remunerated at \$400 per meeting attended.

**Confidentiality**

All applications and enquiries will be treated in confidence.

**How to Apply**

Applications are now invited and should be forwarded to:

Anne Pett  
Manager, People & Culture  
DC of Mt Barker  
PO Box 54  
Mt Barker SA 5251 or

Email to [jobs@dcmtbarker.sa.gov.au](mailto:jobs@dcmtbarker.sa.gov.au) quoting reference no 38/040/348

Applications should not exceed 4 pages (A4) in length.

Referees are not required to be provided with applications.

Applications are to be received by no later than the close of business on Wednesday 27 November 2013.

All applications received will be acknowledged.

**Further Information**

For further information on the Council and the Committee please visit the Council website where a range of documents including the Strategic Plan 2012 – 2017 are available.

For specific queries please contact Brian Clancey, telephone 8391 7218 or email [bclancey@dcmtbarker.sa.gov.au](mailto:bclancey@dcmtbarker.sa.gov.au) – any communication will be treated in confidence.

Independent Members for Council's Strategic Planning and Development Policy Committee  
INFORMATION PACKAGE

Attachment

## District Council of Mount Barker

## Strategic Planning and Development Policy Committee

## Terms of Reference

**TERMS OF REFERENCE****STRATEGIC PLANNING & DEVELOPMENT POLICY COMMITTEE**Endorsed by Council at its meeting on Monday, 18 July 2013  
TRIM Reference: 13/068379**1. ESTABLISHMENT OF COMMITTEE**

- 1.1 As required by Section 101A of the *Development Act (1993)* the Council establishes a Strategic Planning and Development Policy Committee ("the Committee") for the purposes of providing advice to the Council on strategic planning and development policy matters pursuant to the aforementioned section of legislation.

- 1.2.1 The Committee does not have executive powers or authority to implement actions or delegated financial responsibility.

**2. FUNCTIONS**

- 2.1 (a) to provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy; and
- (b) to assist the council in undertaking strategic planning and monitoring directed at achieving—
- (i) orderly and efficient development within the area of the council; and
  - (ii) high levels of integration of transport and land-use planning; and
  - (iii) relevant targets set out in the Planning Strategy within the area of the council; and
  - (iii.a) the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
  - (iv) other outcomes of a prescribed kind (if any); and
- (c) to provide advice to the council in relation to strategic planning and development policy issues when the council is preparing—
- (i) a Strategic Directions Report; or
  - (ii) a Development Plan Amendment proposal; and
- (d) other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.

**Independent Members for Council's Strategic Planning and Development Policy Committee  
INFORMATION PACKAGE**

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**3. MEETING FREQUENCY**

- 3.1 The Committee meets monthly on the second Monday of the month commencing at 4.30pm.
- 3.2 In the event of a public holiday the meeting shall be held on the next business day.
- 3.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Chairperson.
- 3.4 The Chief Executive Officer is delegated the authority to not call a meeting of the Committee within the meeting schedule should the Committee have no matter for consideration.
- 3.5 Special meetings of the Committee may be called in accordance with *the Local Government Act (1999)*.

**4. LOCATION OF MEETING**

- 4.1 The meetings are held at the Council Chambers unless otherwise indicated on the meeting's Agenda notice.

**5. NOTICE OF MEETING**

- 5.1 In accordance with Section 87 of the *Local Government Act (1999)*, a minimum of three (3) clear days notice of an ordinary meeting will be provided to members of the Committee.

**6. PUBLIC ACCESS TO MEETINGS**

- 6.1 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the *Local Government Act (1999)*.

**7. PUBLIC ACCESS TO DOCUMENTS**

- 7.1 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 91 of the *Local Government Act (1999)*.

**8. MINUTES OF MEETINGS**

- 8.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance, are minuted

**Independent Members for Council's Strategic Planning and Development Policy Committee  
INFORMATION PACKAGE**

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and that the minutes otherwise comply with the requirements of the *Local Government (Procedure at Meetings) Regulations 2000*.

- 8.2 Minutes of Committee meetings shall be circulated within five (5) clear days after a meeting to all members of the Committee and to all members of the Council.
- 8.3 Minutes of the Committee meeting will be placed on public display at the Customer Service Centre within five (5) clear days of the meeting and kept on display for one (1) month. The minutes will also be placed on Council's website.

**9 COMPOSITION**

- 9.1 The composition of the Committee shall be as determined by Council resolution.

**10 MEMBERSHIP**

- 10.1 Membership of the Committee shall be as determined by Council resolution and may include Independent members who shall have full voting rights.
- 10.2 A member of the Committee may resign from the Committee by giving written notice to that effect to the Chief Executive Officer.
- 10.3 A member of the Committee may be removed by Council resolution at any time.
- 10.4 A member of the Council Development Assessment Panel is ineligible for appointment to the Committee.

**11 QUORUM**

- 11.1 That a quorum of the Committee shall be a number ascertained by dividing the total number of members by 2, ignoring any fraction resulting from the division, and adding one.

**12 MEETING ATTENDANCE**

- 12.1 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.
- 12.2 The Chief Executive Officer, General Managers and other Staff may attend meetings as required or to provide information and support to the Committee.

**Independent Members for Council's Strategic Planning and Development Policy Committee  
INFORMATION PACKAGE**

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**13 MEETING PROCEDURE**

- 13.1 The Committee shall conduct meetings observing the provisions of Part 1 Preliminary, Part 2 – Meetings of Councils and Key Committees and Part 4 – Miscellaneous of the Local Government (Procedures at Meetings) Regulations 2000.

**14 CHAIR**

- 14.1 The appointment of the Chairperson will be made by the Council for the term of the Committee.
- 14.2 At the first meeting of the Committee a Deputy Chairperson will be appointed by the Committee for its term.
- 14.3 The Chairperson shall chair all meetings of the Committee at which they are present and in their absence the Deputy Chairperson shall chair. In the absence of both, a member of the Committee, elected by the Committee members present, shall chair that meeting.

**15 CONDUCT AND DISCLOSURE OF INTEREST**

- 15.1 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act (1999)*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

**16 TERMS OF COMMITTEE**

- 16.1 The term of the Committee shall be as determined by Council resolution.

**17 REVIEW PROCESS**

- 17.1 The Committee shall, before the end of its term, review its own performance, membership and Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

**18 REPORTING REQUIREMENTS AND RESPONSIBILITIES**

- 18.1 The Committee shall make recommendations to the Council it deems appropriate on any matter within its Terms of Reference..
- 18.2 The Chairperson shall report annually to the Committee and Council summarising the activities of the Committee during the previous financial year.

**Independent Members for Council's Strategic Planning and Development Policy Committee  
INFORMATION PACKAGE**

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**19 INFORMAL GATHERINGS**

- 19.1 The Committee may hold and participate in informal gatherings for planning sessions, workshops or professional development/training from time to time but no decision making can occur in such gatherings.

**20 OTHER**

- 20.1 The Committee shall have access to reasonable resources in order to carry out its duties including allocation of administrative support.

**21 ACCESS TO THE TERMS OF REFERENCE**

- 21.1 The Committee's Terms of Reference will be available for public inspection at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website [www.dcmrbarker.sa.gov.au](http://www.dcmrbarker.sa.gov.au).

**22 FURTHER INFORMATION**

- 22.1 For further information on this Terms of Reference or the operations of the Committee, please contact:

Title: Ms Ros McDougall, Risk and Governance Officer  
Address: PO Box 54, Mount Barker  
South Australia, SA, 5251  
Email: [rmcdougall@dcmrbarker.sa.gov.au](mailto:rmcdougall@dcmrbarker.sa.gov.au)

ATTACHMENT 4

List of Applicants

- Steven Mudge
- Rachael Siddall
- Ben Loveday
- Jaan Fox
- Don Donaldson
- Michael Hocking
- Cherie O'Neill
- Mike Penhall
- Truphena Mahindu
- Nathan Atterton
- Carol Vincent
- Noel McArdle
- Rod Ralph
- Robert Pride
- Sachin Goel
- Simon Singleton
- Donald Richardson

ATTACHEMENT 5

Outline of Interview Process

1. Welcome and Introduction of the Panel
2. Very Brief Overview of the Interview Process
3. What is your motivation for applying?
4. How do you think you can add value to the Committee?
5. What do you consider to be the key issues facing DCMB?
6. Check if any panel member wishes to ask anything further
7. Brief overview of the process post the interview
8. Do you have any questions of the panel
9. Thanks for coming





