

Item No: 19.3

Date: 17 April 2023

Attachments: A, B, C, D, E

Meeting: Walkerville Community Committee

Title: Walkerville Community Committee Community Member EOI Appointment and Minutes 27 March 2023

Responsible Manager: Group Manager Public Relations & Community Services, Sarah Spencer

Author: Group Manager Public Relations & Community Services, Sarah Spencer

Type of Report: **Decision Required**

Recommendation (Public)

Pursuant to section 90(3)(b)

Pursuant to section 90(2) of the *Local Government Act 1999* (the **Act**), Council orders that all members of the public, except the Acting Chief Executive Officer Scott Reardon, Group Manager Asset & Infrastructure James Kelly, Group Manager Corporate Services Vikki Purtle, Group Manager Public Relations & Community Services Sarah Spencer, and Council Secretariat Danielle Edwards, be excluded from attendance at the meeting for Agenda Item 19.3 *Walkerville Community Committee Community Member EOI Appointment and Minutes 27 March 2023*.

The Walkerville Community Committee is satisfied that pursuant to sections 90(3) of the Act, the information to be received, discussed and considered in relation to this Agenda Item is information relating to the personal affairs of living person.

Recommendation (Confidential)

1. That Council receive and note the 'Walkerville Community Committee Community Member EOI Appointment and Minutes 27 March 2023' report.
2. That, in accordance with sections 5.1 and 5.4 of the WCC Terms of Reference, Council appoint the following Community Members to the Committee for a period of two (2) years, commencing at 9.01am 18 April 2023:
 - Jenna Dennison
 - Rupinder 'Rupa' Jandu
 - John Rolls

Recommendation (Public)

Pursuant to section 91(7)

That having considered Agenda Item 6.1 in confidence under section 90(2), 90(3)(b) of the Act, the Walkerville Community Committee, pursuant to section 91(7) of that Act orders that the report, Attachments A and E and minutes relevant to this Agenda Item be retained in confidence until such time that recipients have been notified, and that Attachments B, C and D be retained in confidence for a period of 5 years, and that pursuant to section 91(9)(c) of the Act the Council delegates to the Acting Chief Executive Officer the review and power to revoke this Order; and

That Council resolves to end its confidential deliberations pursuant to section 90(2) of the Act and re-admit the public.

Summary

For Council to make a determination on the appointment of the three (3) Walkerville Community Committee (WCC) Community Members based on recommendations by the committee. There were three (3) applications received as part of the Walkerville Community Committee Expressions of Interest (EOI) process, undertaken between 9:01am 27 February 2023 and 5:00pm Monday 20 March 2023 (inclusive)

Background

At their Ordinary Meeting of Council on 16 December 2023, Council resolved:

CNC151/22-23

Moved: Cr Trotter

Seconded: Cr Allanson

1. *That Mayor Melissa Jones, Deputy Mayor Liz Trotter and Councillor Aman Kaur be appointed as Members of the Women of Walkerville Committee from 9:01am Tuesday 20 December 2022 for the remainder of the Council term.*
2. *That Council resolves to amend section 5.2 of the Women of Walkerville's Terms of Reference to read:*

"Elected Members shall be appointed to the Committee by resolution of Council and will hold office until the conclusion of the 2026 Local Government General Elections".
3. *That Council resolves to make the following further amendments to the Women of Walkerville's Terms of Reference:*
 - *That members of the committee may be female or male*
4. *That Administration be authorised to make any necessary changes to the Women of Walkerville's Terms of Reference of a minor technical or formatting nature.*
5. *That on the basis that the existing appointment terms of the current Community Members formally expired in 2021, pursuant to section 5.6 of the Women of Walkerville's Terms of Reference Council directs Administration to undertake an Expressions of Interest process to identify members of the community who have an interest in serving on the Committee.*
6. *Following the conclusion of the Expressions of Interest process any/all applications received will be submitted to the Women of Walkerville Committee for consideration, prior to providing recommendations to Council as to the Community Membership appointment.*

At their Ordinary Meeting of Council on 20 February 2023, Council resolved:

CNC197/22-23

Moved: Cr Kaur

Seconded: Cr Allanson

1. *That Council receives and notes the minutes of the Women of Walkerville Committee Special Meeting held on Thursday 16 February 2023, appearing as Attachment A to this report.*
2. *That Council supports the below recommendations from the Committee:*
 - a) *Council endorse the renaming of the 'Women of Walkerville Committee' to the 'Walkerville Community Committee'.*
3. *That Council endorse and adopt the revised Committee Terms of Reference, appearing as Attachment B to this report.*
 - b) *That Council rescind point 3 of Council Resolution CNC151/22-23 of 19 December 2022, which reads:*

That Council resolves to make the following further amendments to the Women of Walkerville's Terms of Reference:

 - *That members of the committee may be female or male*
4. *That Council authorises Administration to make minor amendments of a formatting or technical nature to the Committee Terms of Reference, as required.*

At their Ordinary Meeting of Council on 20 February 2023, Council resolved:

CNC195/22-23

Moved: Cr Allanson

Seconded: Cr Rypp

That Council appoints Cr Liz Trotter as Presiding Member of the Women of Walkerville Committee from 9:01am Tuesday 21 February 2023 for a term of two (2) years.

At their Ordinary Meeting of Council on 20 February 2023, Council resolved:

CNC227/22-23

Moved: Cr Rypp

Seconded: Cr Kaur

That Cr Zeppel be appointed as the fourth Council Member to the Walkerville Community Committee from 9:01am Tuesday 21 March 2023 for the remainder of the Council term.

At their Special Meeting of the Walkerville Community Committee on 27 March 2023, the Committee resolved:

WCC03/22-23

Resolution (Confidential)

1. That the Walkerville Community Committee receive and note the 'WCC Community Member EOI Applications' report.
2. That, in accordance with sections 5.1 and 5.4 of the WCC Terms of Reference, the Walkerville Community Committee recommends to Council that Council appoint the following Community Members to the Committee for a period of two (2) years, commencing at 9.01am 18 April 2023:
 - Jenna Dennison
 - Rupinder 'Rupa' Jandu
 - John Rolls

Key Issues For Consideration

Pursuant to its revised Terms of Reference (**ToR**), as endorsed by Council on 20 February 2023 (**CNC197/22-23**), the Walkerville Community Committee shall consist of the Mayor (as standing member), three (3) Elected Members and three (3) Community Members.

Following the 20 March 2023 Council meeting, all four (4) Council Members have now been appointed to the WCC – Mayor Melissa Jones, Deputy Mayor Liz Trotter (Presiding Member), Councillor Aman Kaur and Councillor John Zeppel.

The Committee has made a recommendation to Council the three (3) Community Members to be appointed to the WCC.

The EOI process for applications was open from 9:00am 27 February 2023 to 5:00pm Monday 20 March 2023. Upon closing, three (3) applications were received and all candidates are suitable under the ToR.

The below provides a summary of the candidate profiles and the full applications can be viewed in Attachments B, C and D.

Jenna Dennison

- Walkerville resident and ratepayer
- Owns and lives in the cottage at 84 Walkerville Terrace, which was the subject of the May 2022 Women of Walkerville event program
- Involved in developing dementia centres across Australia
- Background in law and corporate governance
- Seeks to ensure the Township thrives for both residents and visitors
- Wishes to be involved more heavily in planning local activities and initiatives

Rupinder 'Rupa' Jandu

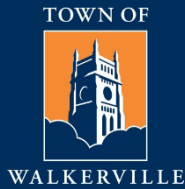
- Walkerville resident (family of four, including two teenage boys)
- Born in 1975 in Kenya, Africa
- Moved to Australia in 2017 and has since lived in Walkerville
- Accountant by profession and licensed home baker
- Interested in being involved in the Committee for a greater sense of purpose and to support the beautiful local suburbs
- Seeks to promote local business and create better neighbourhood connections – such as group exercise opportunities and book reading sessions

John Rolls

- Vale Park resident
- Town of Walkerville resident since 1993
- Committee member within the voluntary environmental sector for more than 50 years
- Former State Government policy advisor in relation to climate change and energy policy
- Has three years of experience of planting and maintaining – with Council support – a revegetation project at the entrance to the Linear Park at the end of Lansdowne Terrace
- Seeks to expand the extent to which the Council and community respond to climate change, as well as improve visual amenity and vegetation cover within the Council district

Attachments

Attachment A	Walkerville Community Committee Terms of Reference
Attachment B	Expressions of Interest Submission – Jenna Dennison
Attachment C	Expressions of Interest Submission – Rupinder Jandu
Attachment D	Expressions of Interest Submission – John Rolls
Attachment E	Walkerville Community Committee Special Meeting Minutes 27 March 2023



Walkerville Community Committee

Terms of Reference

Approval Date	20/03/2023
Classification	Terms of Reference
Responsible Officer	Group Manager Public Relations & Community Services
Relevant Legislation	<i>Local Government Act 1999</i>
Record Number	TOR202356647
Last Reviewed 1/10/2020	Next Review 30/06/2025

1. Establishment

The Corporation of the Town of Walkerville Community Committee (the **Committee**) is established pursuant to section 41 of the *Local Government Act 1999* (the **Act**).

2. Functions

The overarching function of the Committee is to:

- 2.1 Organise fundraising initiatives to provide events, activities and services that benefit the Town of Walkerville community;
- 2.2 Donate surplus funds to registered charities identified by the Committee, subject to Council approval;
- 2.3 Ensure its activities broadly reflect the aspirations and intentions of Council's Strategic Plan.

3. Role of the Committee

The Committee's role is to:

- 3.1 Identify opportunities for the enhancement and benefit of the community.
- 3.2 Initiate and deliver fundraising activities that support a range of social (non-political) endeavours that directly benefit people in the community.
- 3.3 Ensure that all fundraising activities are self-funded (all costs must be covered).
- 3.4 Apply for grants as and where appropriate.
- 3.5 Seek corporate and private sponsorships to support the Committee's activities.

Terms of Reference

3.6 Liaise and engage with members of the broader community, local schools and organisations, which have an interest in community wellbeing and engaging collaboratively with the Committee on its fundraising activities.

Donate funds and/or establish relationships with charitable groups that reflect the overarching purpose of the Committee.

4. Authority

4.1 The Committee has no authority to act independently of Council. The Committee is authorised by Council to undertake work to efficiently and effectively meet the objectives described by its role and Terms of Reference.

4.2 The Committee is authorised to expend funds from those monies raised by the Committee for the purpose of delivering upon the functions and role of the Committee. Approval for any expenditure outside of this must be obtained from Council.

4.3 Details about all monies raised and expended must be reported to Council on a quarterly basis.

4.4 Pursuant to s 41(7) of the Act, the Committee may seek to establish a sub-committee for a specific purpose. In doing so, the Committee must determine and recommend a sub-committee Terms of Reference to Council for consideration and endorsement at the time of sub-committee's establishment.

5. Membership

5.1 The Town of Walkerville Community Committee shall consist of the Mayor (as standing member), three (3) Elected Members and three (3) Community Members.

5.2 Community Members of the Committee must be residents or ratepayers of the Town of Walkerville.

5.3 Elected Members shall be appointed to the Committee by way of Council resolution and will hold office until the conclusion of the 2026 Local Government Elections.

5.4 Community Members will be appointed to the Committee, by Council resolution following recommendation from the Committee, for a maximum of two (2) years. They will be eligible for reappointment to the Committee at the conclusion of their term.

5.5 If an appointment is made within 18 months of a General Election, the Committee Member must be appointed to hold office until the conclusion of the Council term.

5.6 At the time of a vacancy of a Community Member on the Committee the Executive Officer of the Committee will undertake an "expression of interest" process to determine community members who have an interest in serving on the Committee.

5.7 All applications received will be submitted to the Committee, which will then review and provide a recommendation to Council as to the appointment to the Committee for endorsement.

Terms of Reference

- 5.8 Members of the Committee may be removed by Council resolution at any time.
- 5.9 Members of the Committee may resign their position at any time by giving notice of their intention, in writing, to the Presiding Member and Executive Officer.
- 5.10 Any Councillor who is not a member of the Committee can be called upon by the Chief Executive Officer (or nominee) to act as proxy as and when required.

6. Presiding Member

- 6.1 The Presiding Member will be appointed by vote of the Committee and formally endorsed by resolution of Council.
- 6.2 The Presiding Member will hold office for a term of two (2) years. They may be reappointed at the conclusion of their term.
- 6.3 The Presiding Member may nominate a Committee Member as Acting Presiding Member (Chair), should they not be able to attend a meeting.
- 6.4 The role of the Presiding Member is to:
 - 6.4.1 Oversee the conduct of meetings;
 - 6.4.2 Ensure that all Committee Members have an opportunity to participate in discussions in an open and responsible manner; and
 - 6.4.3 Call the meeting to order and move the debate towards finalisation when a matter has been debated to a point that a recommendation can be made.

7. Meetings

- 7.1 The Committee will meet at least four (4) times per annum.
- 7.2 Committee meetings will be conducted in accordance with the Local Government (Procedures at Meetings) Regulations 2013 and the Town of Walkerville *Code of Practice – Access to Council Meeting, Council Committees & Council Documents*.
- 7.3 Meetings will be held at the Civic and Community Centre or such other location as determined by the Executive Officer.
- 7.4 The Presiding Member will consult with the Executive Officer prior to the scheduling any Special Meetings to ensure that the costs of administering the Committee are monitored and contained.
- 7.5 Access to agendas, minutes and other documents associated with the Committee will be provided in accordance with the Town of Walkerville's Code of Practice – Access to Meetings and Documents.
- 7.6 The Executive Officer is the delegated authority to vary the meeting date, time and place of meetings, in consultation with the Presiding Member.

Terms of Reference

- 7.7 The Executive Officer will allocate appropriate administrative support to ensure that reports, agendas, notice of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements.

8. Voting

- 8.1 Each member of the Committee at a meeting will have one vote per matter considered.
- 8.2 In accordance with regulation 27 of the Local Government (Procedures at Meetings) Regulations 2013, the Presiding Member will have a deliberative vote but does not, in the event of an equality of votes, have a casting vote.
- 8.3 In the event of a tied vote, the matter will be referred to the Council for deliberation.
- 8.4 Any staff attending Committee meetings will not have voting rights.

9. Quorum

- 9.1 A quorum for the Committee will be ascertained by dividing the total number of members of the Committee by two (2), ignoring any fraction resulting from the division and adding one.
- 9.2 A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- 9.3 If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- 9.4 If at the expiration of 15 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Presiding Member or, in the absence of the Presiding Member, the Deputy Mayor or, in the absence of the Deputy Mayor, the Committee Executive Officer, will adjourn the meeting to a specified day and time.
- 9.5 If the meeting is adjourned for want of a quorum, the Committee Executive Officer will record in the minutes the reason for the adjournment, the names of any Members present and the date and time to which the meeting is adjourned.
- 9.6 If the meeting is adjourned to another day, the Chief Executive Officer must:
- 9.6.1 give notice of the adjourned meeting to each Member setting out the date, time and place of the meeting; and
- 9.6.2 give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the Council.

Terms of Reference

10. Review

- 10.1 The Committee shall review its Terms of Reference within the first 12 months of a General Election to ensure that it is operating at maximum effectiveness.
- 10.2 The Council may at any time vary these Terms of Reference, or the Committee may recommend variations to the Terms of Reference to Council.

11. Sitting Fees

- 11.1 Where an Elected Member, who is not the Mayor or Deputy Mayor, has been appointed as the Presiding Member of the Committee they shall be paid a sitting fee in accordance with Section 6.6 and 6.7 of the Town of Walkerville's Elected Member Allowances & Benefits Policy.
- 11.2 Members of the Community and other Elected Members sitting on the Committee shall not be paid a sitting fee.

12. Liabilities of Members

No civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the Member's or Committees powers, functions or duties, Such a liability is attached instead to the Council.



MINUTES

of

WALKERVILLE COMMUNITY COMMITTEE ORDINARY MEETING

Pursuant to the provisions of section 87 of the *Local Government Act 1999*

held in the

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

on

MONDAY, 27 MARCH 2023 AT 3:30PM

MINUTES

27 MARCH 2023

The meeting was declared open at 3:31pm.

1. ATTENDANCE RECORD

1.1 Present

Deputy Mayor Liz Trotter (Presiding Member)
Mayor Melissa Jones
Cr Aman Kaur
Cr John Zeppel (arrived at 3:38pm)

In attendance

Group Manager Public Relations and Community Services, Sarah Spencer
Program and Events Coordinator, Adriane Dade
Council Secretariat, Danielle Edwards

1.2 Apologies

Nil.

1.3 Not Present / Leave of Absence**2. CONFIRMATION OF MINUTES**2.1 **WCC01/22-23**

Moved: Mayor Jones
Seconded: Cr Kaur

That the minutes of the *Women of Walkerville Committee* Special Meeting held on 16 February 2023 be confirmed as a true and accurate record of the proceedings, including the amendment of reference to '2022' being updated to '2023'.

CARRIED**3. DECLARATIONS OF INTEREST (material, actual, perceived)**

Nil.

4. REPORTS REQUIRING DECISION OF COMMITTEE

Nil.

5. REPORTS REQUIRING DISCUSSION AND / OR PRESENTED FOR INFORMATION

Nil.

6. CONFIDENTIAL REPORTS

6.1 WCC Community Member EOI Applications

WCC02/22-23**Moved:** Mayor Jones**Seconded:** Cr Kaur**Resolution (Public)**Pursuant to section 90(3)(b)

Pursuant to section 90(2) of the *Local Government Act 1999* (the **Act**), the Walkerville Community Committee orders that all members of the public, except the Group Manager Public Relations & Community Services Sarah Spencer, Program & Events Coordinator Adriane Dade and Council Secretariat Danielle Edwards be excluded from attendance at the meeting for Agenda Item 6.1.

The Walkerville Community Committee is satisfied that pursuant to sections 90(3) of the Act, the information to be received, discussed and considered in relation to this Agenda Item is information relating to the personal affairs of living person.

CARRIED

The time being 3:34pm the meeting moved into confidence.

The presiding member called to suspend standing orders of the meeting until 3:44pm.

*Majority supported***CARRIED**

The time being 3:38pm, Cr Zeppel entered the meeting.

WCC03/22-23**Moved:** Mayor Jones**Seconded:** Cr Kaur**Resolution (Confidential)**

1. That the Walkerville Community Committee receive and note the 'WCC Community Member EOI Applications' report.
2. That, in accordance with sections 5.1 and 5.4 of the WCC Terms of Reference, the Walkerville Community Committee recommends to Council that Council appoint the following Community Members to the Committee for a period of two (2) years, commencing at 9.01am 18 April 2023:
 - Jenna Dennison
 - Rupinder 'Rupa' Jandu
 - John Rolls

CARRIED

WCC04/22-23

Moved: Cr Zeppel
Seconded: Mayor Jones

Resolution (Public)

Pursuant to section 91(7)

That having considered Agenda Item 6.1 in confidence under section 90(2), 90(3)(b) of the Act, the Walkerville Community Committee, pursuant to section 91(7) of that Act orders that the report, , relevant to this Agenda Item be retained in confidence for a period of 12 months, that Attachments B, C and D be retained in confidence for a period of 5 years, and the minutes be retained in confidence until such time that Council has made a determination on the matter, and that pursuant to section 91(9)(c) of the Act the Audit Committee delegates to the Acting Chief Executive Officer the review and power to revoke this Order; and

That the Walkerville Community Committee resolves to end its confidential deliberations pursuant to section 90(2) of the Act and re-admit the public.

CARRIED

The time being 3:44pm the meeting moved out of confidence.

7. OTHER BUSINESS

7.1 Future Committee Event Ideas

7.1.1 A workshop will be scheduled with the full Committee once appointed at the April 2023 Council Meeting.

8. CLOSURE

The time being 3:52pm the meeting was declared closed.