



NOTICE

of

POLICY REVIEW COMMITTEE MEETING

Pursuant to the provisions of Section 88(1) of the Local Government Act 1999

TO BE HELD IN

**COMMITTEE ROOM
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

MONDAY, 1 JUNE 2026 AT 5:30 PM

A handwritten signature in blue ink, appearing to read "S Green".

**SAM GREEN
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 28 May 2026

MEMBERSHIP

MAYOR GLENN DOCHERTY – PRESIDING MEMBER

Mr Sam Green

Ms Janey Mitson

Cr Misty Norris

Cr Jane Onuzans

Cr Tanya Smiljanic

**City of Playford
Policy Review Committee Meeting**

AGENDA

MONDAY, 1 JUNE 2026 AT 5:30 PM

1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Policy Review Committee Meeting held 12 May 2026 be confirmed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS

Matters to be considered by the Committee and referred to Council

Matters which cannot be delegated to a Committee or Staff

- 5.1 Caretaker Policy (Attachments).....6
- 5.2 Code of Practice for Council and Committee Meetings (Attachments)22
- 5.3 Circus Policy Review (Attachments)..... 110
- 5.4 Community Engagement Policy Review (Attachments)..... 119

6 INFORMAL DISCUSSION

Nil

7 INFORMAL ACTIONS

8 CONFIDENTIAL MATTERS

Nil

9 CLOSURE

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

***Matters which cannot be
delegated to a Committee or Staff***

5.1 CARETAKER POLICY

Responsible Executive Manager : Sam Green

Report Author : Sarah Schutz

Delegated Authority : Matters which cannot be delegated to a Committee or Staff

Attachments :

- 1. Proposed Caretaker Policy
- 2. Caretaker Policy - Tracked Changes

PURPOSE

The purpose of this report is for Council to endorse the proposed Caretaker Policy (Attachment 1) and determine whether to conduct a public meeting of candidates for the 2026 periodic election.

STAFF RECOMMENDATION

The Council:

1. Endorse the proposed Caretaker Policy (Attachment 1).
2. Authorise the Chief Executive Officer to make further minor amendments to the proposed Caretaker Policy (Attachment 1) that do not alter the intent of the document.
3. Note the requirements of Section 91B of the *Local Government (Elections) Act 1999* in relation to the holding of at least one (1) public meeting during the election period for the 2026 periodic election.
4. Determines to hold at least one public meeting during the election period for the 2026 periodic election.
5. Authorise the Chief Executive Officer to determine and implement all necessary administrative arrangements for the public meeting, including a format that ensures equitable participation for all candidates having regard to the anticipated candidate numbers for the 2026 periodic election.

EXECUTIVE SUMMARY

The proposed Caretaker Policy (Attachment 1) is presented to Council for endorsement ahead of the 2026 periodic election, in accordance with the four-year review cycle established to maintain compliance with the *Local Government (Elections) Act 1999*.

The Caretaker Policy was last reviewed in August 2022 (Resolution 5106) following legislative amendments and in preparation for the 2022 periodic election. The proposed amendments include grammatical, formatting and articulation changes to improve readability, clarity and consistency with Council's broader policy suite.

Legislative amendments have also resulted in changes as part of this review. Amendments to the *Local Government (Elections) Act 1999* (the Act) has resulted in the removal of references to the Caretaker Policy forming part of the code of conduct for employees and Council Members, and the introduction of Section 91B of the Act, which establishes a requirement for Councils to hold a public meeting of candidates in connection with each periodic election.

Section 91B of the Act provides that a public meeting of candidates must occur after the close of nominations and before polling day and must provide an opportunity for candidates to engage with members of the public on issues relevant to the community and to inform electors of their policies and views.

The Act provides that Councils may determine not to hold a public meeting if the Caretaker Policy expressly states this position and includes a statement of reasons certified by the Principal Member (the Mayor).

Should Council determine to hold a public meeting, no certified statement is required within the proposed Caretaker Policy (Attachment 1).

1. BACKGROUND

The Act requires Councils to adopt and maintain a Caretaker Policy governing conduct during an election period.

Council first adopted the Caretaker Policy in 2010 following amendments to the Act mandating the introduction of such a policy. The Policy operates on a four-year review cycle aligned with the periodic local government election cycle to ensure ongoing legislative compliance and to provide an opportunity to review the legislative environment prior to each election period.

The Caretaker Policy was most recently reviewed in August 2022 (Resolution 5106) in preparation for the 2022 periodic election.

The proposed Caretaker Policy (Attachment 1) includes grammatical, formatting and articulation amendments to improve readability, clarity and consistency with Council's broader policy suite. Amendments have also been made to reflect legislative changes, including the removal of references to the Policy forming part of the Worker Code of Conduct, following the removal of the relevant legislative provision.

Section 91B of the Act, introduced by the *Statutes Amendment (Local Government Review) Act 2021*, requires Councils to hold at least one (1) public meeting of candidates in connection with each periodic election.

The purpose of the meeting is to provide an opportunity for candidates to engage with members of the public on issues relevant to the community and to inform electors of their policies and views.

The Act requires that the meeting:

- occur after the close of nominations and before polling day
- involve candidates who wish to participate
- include members of the public; and
- relate to community issues relevant to the periodic election and the policies and views of candidates.

The meeting may be conducted in person, remotely using audio visual technology, or by any other means of communication determined by Council to be appropriate.

The Act does not prescribe minimum requirements regarding the format, structure or agenda of the meeting. Councils are therefore responsible for determining appropriate arrangements, having regard to equity, fairness and convenience.

Section 91B(4) of the Act further provides that the requirement to hold a public meeting does not apply if Council's Caretaker Policy states that a meeting will not be held and includes a statement of reasons certified by the Principal Member (the Mayor).

2. RELEVANCE TO STRATEGIC PLAN

Decision-making filter: We will ensure we meet our legislative requirements and legal obligations.

Pursuant to Section 91A of the Act, Council is required to have a policy governing conduct during an election period which must, at a minimum, prohibit the making of a designated decision and the use of Council resources for the advantage of a candidate, or a group of candidates.

Section 91B of the Act further requires Council to determine whether a public meeting of candidates will be conducted in connection with the 2026 periodic election. Where Council determines not to hold a public meeting, the Caretaker Policy must include a statement of reasons certified by the Principal Member in accordance with the Act.

Endorsing the proposed Caretaker Policy (Attachment 1) and determining Council's position regarding a public meeting of candidates ensures Council continues to meet its legislative obligations under the Act.

3. PUBLIC CONSULTATION

There is no requirement to undertake public consultation on the Caretaker Policy.

4. DISCUSSION

- 4.1 The Caretaker Policy was first introduced in 2010 when amendments were introduced to the Act, mandating the introduction of a policy governing Council's conduct during an election period.
- 4.2 The Caretaker Policy operates on a 4-year review cycle, aligning scheduled reviews with the periodic election cycle. This ensures the Policy is reconsidered before each election period, supporting ongoing legislative compliance and providing an opportunity to review the current legislative environment.
- 4.3 Proposed amendments to the Caretaker Policy include grammatical, formatting and articulation changes to improve readability, clarity and consistency with Council's broader policy suite.
- 4.4 In accordance with amendments to the Act, references to the Caretaker Policy forming part of the Worker Code of Conduct have been removed following the removal of the relevant provision from the Act.

- 4.5 Section 91B of the Act requires Council to hold at least one (1) public meeting of candidates in connection with each periodic election. The purpose of the meeting is to provide an opportunity for candidates to engage with members of the public on issues relevant to the community and to inform electors of candidates' policies and views.

The meeting must:

- occur after the close of nominations and before polling day
 - involve candidates who wish to participate
 - include members of the public; and
 - relate to issues in the community relevant to the periodic election and informing members of the public of the policies and views of candidates.
- 4.6 The Act provides that a public meeting may be conducted in person, remotely using audio visual technology, or by any other communication method determined by Council to be appropriate. Candidates and members of the public are not required to be physically present at the meeting.

The Act does not prescribe minimum requirements relating to format, agenda or structure. Council is therefore responsible for determining arrangements having regard to equity, fairness and convenience, ensuring all members of the public are able to access the meeting.

- 4.7 The default position under the Act is that a public meeting of candidates is to be held for each periodic election. Where Council intends to hold a public meeting, there is no requirement for this to be specifically referenced within the Caretaker Policy.

If Council determines that a public meeting will not be held, Section 91B(4) of the Act requires the Caretaker Policy to include a statement, certified by the Principal Member, setting out Council's reasons for not holding the meeting.

The Act does not prescribe specific grounds for such a decision, it is a matter for Council determination.

- 4.8 The Local Government Association Caretaker Guidelines note that, whilst the Act does not prescribe specific grounds for determining not to hold a public meeting of candidates, possible reasons may include, but are not limited to:

- where an equivalent candidate forum is arranged by another person or organisation within the Council area
- where the cost of arranging and holding a public meeting outweighs the benefits
- where other statutory mechanisms are considered sufficient to inform electors of candidate policies and community issues relevant to the periodic election; and/or
- where communication of candidate views is considered best undertaken directly by candidates.

- 4.9 Council is required to determine whether to hold a public meeting of candidates for the 2026 periodic election. The meeting must occur after the close of nominations and before polling day. Sufficient time will need to be allocated for planning, notification and candidate participation. If authorised by Council, the Chief Executive Officer will determine the operational arrangements for the meeting, including format, timing and logistics.
- 4.10 All candidates in the periodic election must be provided an opportunity to participate in any public meeting conducted by Council. Attendance by candidates is not mandatory. A public meeting must be presided over by the Chief Executive Officer or a person appointed by the Chief Executive Officer who is not a candidate in the periodic election. The presiding person is responsible for ensuring the orderly conduct of the meeting and may exercise powers under Section 18A of the *Summary of Offences Act 1953* in relation to disorderly conduct.
- 4.11 At the 2022 periodic election, 52 candidates nominated across the Mayoral contest and Wards 1 to 5. Following the recent representation review, the ward structure will reduce from five wards to four wards for the 2026 periodic election. Whilst this reduces the number of wards, it is not anticipated to materially reduce the overall number of candidates. A comparable field should therefore be expected for planning purposes.
- 4.12 The anticipated scale of the candidate field has implications for the structure and management of any public meeting. A single meeting involving all candidates may reduce individual speaking opportunities and limit the effectiveness of the meeting for electors.
- A ward-based format, comprising concurrent ward sessions (with a separate Mayoral session held before or after the ward sessions), would provide a more equitable and manageable structure and allow candidates equal speaking opportunity within their respective contests.
- 4.13 Should Council determine to proceed with a public meeting of candidates, a certified statement within the Caretaker Policy is not required.

5. OPTIONS

Recommendation

The Council:

1. Endorse the proposed Caretaker Policy (Attachment 1).
2. Authorise the Chief Executive Officer to make further minor amendments to the proposed Caretaker Policy (Attachment 1) that do not alter the intent of the document.
3. Note the requirements of Section 91B of the *Local Government (Elections) Act 1999* in relation to the holding of at least one (1) public meeting during the election period for the 2026 periodic election.
4. Determines to hold at least one public meeting during the election period for the 2026 periodic election.
5. Authorise the Chief Executive Officer to determine and implement all necessary administrative arrangements for the public meeting, including a format that ensures equitable participation for all candidates having regard to the anticipated candidate numbers for the 2026 periodic election.

Option 2

The Council:

1. Has determined that a public meeting of candidates will not be held in respect of the upcoming 2026 periodic election for the following reason/s.
 - _____
 - _____
 - _____
2. Endorse the proposed Caretaker Policy (Attachment 1), including the addition of the statement outlining the Council's reasons for not holding a public meeting of candidates.
3. The statement in the Caretaker Policy will be certified and signed by the Mayor as the Principal Member.
4. Council authorise the CEO to make further minor amendments to the proposed Caretaker Policy (Attachment 1) that do not alter the intent of the document.

Option 3

The Council:

1. Endorse the proposed Caretaker Policy (Attachment 1) with the following amendments:
 - _____
 - _____
 - _____
2. Authorise the CEO to make further minor amendments to the proposed Caretaker Policy (Attachment 1) that do not alter the intent of the document.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Endorsing the proposed Caretaker Policy (Attachment 1) ensures Council adopts a compliant and up-to-date policy in preparation for the upcoming caretaker period associated with the 2026 periodic election. This maintains legislative compliance, promotes clarity for Council operations during the election period, and ensures consistency with Council's broader policy suite.

Risk Appetite

Regulatory Compliance

Council has a zero tolerance for non-compliance with applicable legislation including but not limited to: Local Government Act (LGA) 1999; Independent Commissioner Against Corruption (ICAC) Act 2012; Work Health & Safety (WHS) Act 2012; Environment Protection Act (EPA) 1993; Development Act 1993; Equal Employment Opportunity legislation; and Public Consultation legislation.

This decision ensures that Council remains compliant with Sections 91A and 91B of the *Local Government (Elections) Act 1999*, which require Council to maintain a policy governing conduct during a periodic election period, prohibit the making of designated decisions during the caretaker period, and determine whether to hold a public meeting of candidates.

6.1.2 Financial Implications

There are no financial or resource implications associated with this recommendation.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Council may determine that a public meeting of candidates will not be held in respect of the upcoming periodic election. This decision will result in the proposed Caretaker Policy being updated to include a statement outlining the Council's reasons for not holding a meeting, which will be certified and signed by the Mayor as the Principal Member. This approach ensures compliance with Section 91B of the Act.

6.2.2 Financial Implications

There are no significant additional costs associated with this decision. Existing resources will be required to insert the reasons statement and obtain the required certification.

6.3 Option 3 Analysis

6.3.1 Analysis & Implications of Option 3

Council may, when reviewing the proposed Caretaker Policy, choose to make amendments. Any proposed changes will be assessed to ensure compliance with relevant legislation. This ensures the Policy remains current, clear, and consistent with Council's broader policy suite.

6.3.2 Financial Implications

Existing resources will be required to incorporate any amendments into the proposed Caretaker Policy and verify legislative compliance. Additional financial implications arising from the endorsement of the amended Policy will depend on the nature and scope of the amendments made.

Caretaker Policy



Policy Author	General Manager Corporate Services
Date of next review	TBC

1. Statement of Intent

Council is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity, and transparency. The intent of this Policy is to:

- implement the statutory caretaker period requirements under Section 91A of the *Local Government (Elections) Act 1999* (the Act)
- build and maintain community trust in decision making
- remove bias in decision making
- ensure that no candidate or group of candidates are provided with an advantage over other candidates.

1.1 Prohibition on designated decisions

The Council is prohibited from making a designated decision during an election period.

A designated decision is defined by the Act as a decision:

- (a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and wilful misconduct;
- (b) to terminate the appointment of the Chief Executive Officer;
- (c) to enter into a contract, arrangement or understanding (other than a contract for road construction, road maintenance or drainage works) the total value of which exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates in the preceding financial year, except if the decision:
 - i. relates to the carrying out of works in response to an emergency or disaster within the meaning of the *Emergency Management Act 2004*, or under Section 298 of the *Local Government Act 1999*;
 - ii. is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;
 - iii. relates to the employment of a particular Council employee (other than the Chief Executive Officer);
 - iv. is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or

- v. relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council;

A decision of the Council includes a decision of a committee of Council or a delegate of Council (including Council staff and contractors working on behalf of Council).

A designated decision made by Council during an election period is invalid, except where an exemption has been granted by the Minister.

Any person who suffers any loss or damage as a result of acting in good faith on a designated decision made by Council in contravention of this Policy is entitled to compensation from the Council for that loss or damage.

1.2 Prohibition on the use of council resources

Council Members and workers are prohibited from using Council resources for the advantage of a particular candidate or group of candidates during the election period. During the election period, Council resources will be used for normal Council business only and will not be used in connection with any electioneering or campaign activity.

Council resources include but are not limited to: funds, employees, facilities, hospitality services, equipment, communications channels, events, media services, stationery, logos, letterhead and photographs.

For clarity, neither the *Local Government (Elections) Act 1999* nor this Caretaker Policy prohibits the Council from allowing the equal use of Council resources by all candidates for election.

2. Scope

This Policy applies to the Council, and Council employees throughout the election period for a general election.

3. Legislation and References

This Caretaker Policy should be read in conjunction with:

- *Emergency Management Act 2004*
- *Local Government Act 1999*
- *Local Government (Elections) Act 1999*
- *Local Government (Elections) Regulations 2025*
- City of Playford Global Glossary

This Policy should not be considered as the only document that may relate to conduct during an election period, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Chief Executive Officer	Ensure, as far as practicable, that all Council members and employees are informed of the application of this Policy prior to the commencement of the election period.
Manager Governance	Responsible for providing support to Council members and employees in the application of this policy during an election period.

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation.

This Policy ensures that decisions are made and resources are used in line with the legislated requirements during an election period and do not cause reputational damage.

Regulatory Compliance

The City of Playford has **ZERO TOLERANCE** for non-compliance with applicable legislation.

This Policy is a requirement of the *Local Government (Elections) Act 1999* and has been developed to meet the requirements of this Act.

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	4247143
Version no.	5
Procedure link	N/A
Policy author	General Manager Corporate Services
Endorsed by	Council
Resolution no.	TBC
Legal requirement	<i>Local Government (Elections) Act 1999</i>
Review schedule	4 years
Date of current version	TBC
Date of next review	TBC

Version history

Version no.	Approval date	Approval by	Change
1	9 March 2010	Ordinary Council – Resolution No. 1530	New Policy
2	31 January 2012	Ordinary Council – Resolution No. 623	
3	26 November 2019	Ordinary Council – Resolution No. 3838	Transferred to corporate policy template. Discretionary sections including major policy decisions, caretaker decisions, community engagement and information request requirements removed.
4	23 August 2022	Ordinary Council – Resolution No. 5106	Transferred to new policy template. Separated use of resources from designated decisions as it is now its own section under the legislation.
5	TBC	Ordinary Council Resolution No. TBC	Scheduled review.

Caretaker Policy



Policy Author	General Manager Strategy & Corporate Services
Date of next review	July 2026 TBC

1. Statement of Intent

1.

Council is committed to acting in the best interest of the community and to upholding [the](#) principles of honesty, integrity, and transparency. The intent of this [p](#)Policy is to:

- implement the statutory caretaker period requirements under [S](#)section 91A of the *Local Government (Elections) Act 1999* [\(the Act\)](#);
- build and maintain community trust in decision making
- remove bias in decision making
- ~~ensure that no candidate or group of candidates are provided with an advantage over other candidates.~~
-

4.1 Prohibition on ~~D~~designated ~~d~~Decisions

4.21.1

The Council is prohibited from making a designated decision during an election period.

~~For the purposes of this Policy a~~ designated decision ~~means a decision~~ [is defined by the Act as a decision](#):

- (a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer ~~or to suspend the Chief Executive Officer for serious and wilful misconduct~~;
- (b) to terminate the appointment of the Chief Executive Officer;
- (c) to enter into a contract, arrangement or understanding (other than a contract for road construction, road maintenance or drainage works) the total value of which exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates in the preceding financial year, except if the decision:
 - i. relates to the carrying out of works in response to an emergency or disaster within the meaning of the *Emergency Management Act 2004* ~~(SA)~~, or under ~~s~~Section 298 of the *Local Government Act 1999* ~~(SA)~~;
 - ii. is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State

Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

- iii. relates to the employment of a particular Council employee (other than the Chief Executive Officer);
- iv. is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or
- v. relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council;

f.

A decision of the Council includes a decision of a committee of Council or a delegate of Council (including Council staff and contractors working on behalf of Council).

A designated decision made by Council during an election period is invalid, except where an exemption has been granted by the Minister.

Any person who suffers any loss or damage as a result of acting in good faith on a designated decision made by ~~the~~ Council in contravention of this pPolicy is entitled to compensation from the Council for that loss or damage.

4.31.2 Prohibition on the Use of Council Resources

~~The Council is~~ Council Members and workers are prohibited from using Council resources for the advantage of a particular candidate or group of candidates during the election period. During the election period, Council resources will be used for normal Council business only and will not be used in connection with any electioneering or campaign activity.

Council resources, ~~includes~~ but is are not limited to: funds, employees, facilities, hospitality services, equipment, communications channels, events, media services, stationery, logos, letterhead and photographs.

For clarity, neither the *Local Government (Elections) Act 1999* nor this Caretaker Policy prohibits the Council from allowing the equal use of Council resources by all candidates for election.

2. Scope

3.2.

This pPolicy applies to the Council, and Council employees throughout the election period for a general election. ~~The Caretaker Policy will be taken to form part of each code of conduct in relation to Council Members and employees.~~

4.3. Legislation and References

This Caretaker Policy should be read in conjunction with ~~the~~:

- ~~City of Playford Global Glossary; and~~
- [Emergency Management Act 2004](#)
- [Local Government Act 1999](#)
- ~~Local Government (Elections) Act 1999 s91A~~
- ~~_____~~
- [Local Government \(Elections\) Regulations 2025](#)
- ~~City of Playford Global Glossary; and~~

This Policy should not be considered as the only document that may relate to conduct during an election period, other tiers of government, agencies or organisations may have legislation or policies that also apply.

5.4. Application

Chief Executive Officer	Will e Ensure, as far as possible <u>practicable</u> , that all Council M members and employees are informed of the application of this p Policy prior to the commencement of the election period.
Manager Governance	The Governance Team is R esponsible for providing support to Council m Members and Council employees in the application of this policy during an election period.

6.5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation.

This ~~p~~Policy ensures that decisions are made, and resources are used in line with the legislated requirements during an election period and do not cause reputational damage.

Regulatory Compliance

The City of Playford has **ZERO TOLERANCE** for non-compliance with applicable legislation.

This Policy is a requirement of the *Local Government (Elections) Act 1999* and has been developed to meet the requirements of that Act.

7.6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	4247143
Version no.	54
Procedure link	N/A
Policy author	General Manager Corporate Services Strategy & Corporate
Endorsed by	Council
Resolution no.	5406TBC
Legal requirement	<i>Local Government (Elections) Act 1999</i>
Review schedule	4 years
Date of current version	23 August 2022TBC
Date of next review	July 2026TBC

Version history

Version no.	Approval date	Approval by	Change
1	9 March 2010	Ordinary Council – Resolution No. 1530	New Policy
2	31 January 2012	<u>Ordinary</u> Council – Resolution No. 623	
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4	23 August 2022	<u>Ordinary</u> Council – Resolution No. 5106	Transferred to new policy template. Separated use of resources from designated decisions as it is now its own section under the legislation.
<u>5</u>	<u>TBC</u>	<u>Ordinary Council</u> <u>Resolution No. TBC</u>	<u>Scheduled review.</u>

5.2 CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETINGS

Responsible Executive Manager : Sam Green

Report Author : Sarah Schutz

Delegated Authority : Matters which cannot be delegated to a Committee or Staff

Attachments :
1. Proposed Code of Practice for Council and Committee Meetings
2. Code of Practice for Council and Committee Meetings - Tracked Changes

PURPOSE

The purpose of this report is for Council to endorse the proposed Code of Practice for Council and Committee Meetings (Attachment 1).

STAFF RECOMMENDATION

1. Council endorse the proposed Code of Practice for Council and Committee Meetings (Attachment 1).
2. Council authorise the Chief Executive Officer to make further minor amendments to the Code of Practice for Council and Committee Meetings (Attachment 1) that do not alter the intent of the document.

EXECUTIVE SUMMARY

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) recommend that a Code of Practice for Council and Committee Meetings (the Code) be reviewed at least once every financial year.

The Code (Attachment 1) has undergone a scheduled review and is now presented to Council for endorsement.

The Code was reviewed by Council in June 2025; however, the resolution was lost, with the most recent Council endorsement being May 2024 (Resolution 5869).

The Code received grammatical and formatting amendments to improve readability and clarity of content, minor amendments to align content to the Regulations that were not identified during previous reviews and changes to discretionary meeting procedures to better reflect current practices.

1. BACKGROUND

The Code was last endorsed by Council in May 2024 (Resolution 5869) and was reviewed in June 2025 as part of the recommended annual review cycle; however, no new resolution was passed.

2. RELEVANCE TO STRATEGIC PLAN

Decision-making filter: We will ensure we meet our legislative requirements and legal obligations.

Reviewing the Code ensures we are meeting the requirements of the Regulations which recommend that the Code be reviewed at least once every financial year.

Community Theme 3: Fostering collaboration and connection to each other.

The Code outlines how Council and Committee meetings are conducted and guides community members using available avenues, such as deputations and petitions, to engage with Council. It therefore promotes public transparency and actively encourages community participation in Council activities.

3. PUBLIC CONSULTATION

There is no requirement to undertake public consultation on the Code of Practice for Council and Committee Meetings.

4. DISCUSSION

- 4.1 The Code was endorsed by Council on 28 May 2024 (Resolution 5869) and has since been reviewed and updated for Council's consideration.
- 4.2 The *Local Government Act 1999* and the Regulations provide the legislative framework for conducting Council and Committee meetings. The Code outlines these prescribed procedures while also allowing Council to establish its own meeting procedures where legislation does not provide specific direction.
- 4.3 During the review, the Code (Attachment 1) received grammatical and formatting updates. Provisions introduced under Section 302B of the *Local Government Act 1999* during the declared public health emergency (which allowed for variations or suspensions of certain legislative requirements) have been removed. These provisions became obsolete following the revocation of the public health emergency declaration in 2022 and were not previously identified. Their removal ensures the Code aligns with current legislative requirements. Proposed amendments are provided in the Code of Practice for Council and Committee Meetings – Tracked Changes (Attachment 2).
- 4.4 Following the removal of Regulation 6(5), a discretionary procedure has been added to advise that a copy of the Code is available for viewing (free of charge) at the Playford Civic Centre, ensuring continued community access.
- 4.5 Taking into consideration feedback received from the Policy Review Committee in June 2025 (Recommendation 6293), amendments were made to the wording of discretionary procedures relating to Questions without Notice as well as consideration of the placement of 5.18, 5.19 and 5.20.
- 4.6 In accordance with Section 6(2) of the Regulations, endorsement of the Code requires a resolution supported by at least two-thirds of Council Members.

5. OPTIONS

Recommendation

1. Council endorse the proposed Code of Practice for Council and Committee Meetings (Attachment 1).
2. Council authorise the Chief Executive Officer to make further minor amendments to the Code of Practice for Council and Committee Meetings (Attachment 1) that do not alter the intent of the document.

Option 2

That Council:

1. Retains the current Code of Practice for Council and Committee Meetings, as endorsed on 28 May 2024 (Resolution 5869); and
2. Approves minor amendments to the Code to remove obsolete provisions and update legislative references, including the insertion of any necessary text to ensure alignment with the current requirements of the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*; and
3. Notes that no other substantive changes (including formatting, grammatical or procedural amendments) will be made to the current Code of Practice for Council and Committee Meetings as part of this update.

Option 3

1. Council endorse the proposed Code of Practice for Council and Committee Meetings (Attachment 1) subject to the following amendments:
 - _____
 - _____
 - _____
2. Council authorise the Chief Executive Officer to make further minor amendments to the Code of Practice for Council and Committee Meetings (Attachment 1) that do not alter the intent of the document.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The recommendation will result in Council adopting the proposed Code of Practice for Council and Committee Meetings (Attachment 1), ensuring Council and Committee meetings are conducted in accordance with the relevant legislative requirements.

Risk Appetite

Regulatory Compliance

Council has a zero tolerance for non-compliance with applicable legislation including but not limited to: Local Government Act (LGA) 1999; Independent Commissioner Against Corruption (ICAC) Act 2012; Work Health & Safety (WHS) Act 2012; Environment Protection Act (EPA) 1993; Development Act 1993; Equal Employment Opportunity legislation; and Public Consultation legislation.

This decision will ensure the Council its requirements under the *Local Government (Procedures at Meetings) Regulations 2013* which recommends that a Code established under this legislation is reviewed once every financial year.

6.1.2 Financial Implications

There are no financial or resource implications associated with this decision.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

This option will result in Council retaining its current Code of Practice for Council and Committee Meetings, with minor amendments to remove obsolete provisions and update legislative references, ensuring continued alignment with relevant legislative requirements.

6.2.2 Financial Implications

There are no financial or resource implications associated with this decision.

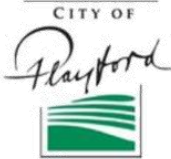
6.3 Option 3 Analysis

6.3.1 Analysis & Implications of Option 3

Council may choose to make amendments to the proposed Code of Practice for Council and Committee Meetings. Any amendments will be assessed to ensure compliance with relevant legislation and guidelines.

6.3.2 Financial Implications


There are no financial or resource implications associated with this decision.



Code of Practice for Council and Committee Meetings

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Procedure Author	General Manager Corporate Services
Date of next review	TBA 2027

1. Purpose

This Code of Practice seeks to provide a consistent framework for the meeting processes and meeting structure of Council and Council Committees in accordance with Regulation 6 of the *Local Government (Procedure at Meetings) Regulations 2013* (the Regulations).

The Code of Practice does not apply to the Council Assessment Panel (CAP) which has its own CAP Operating Procedure.

2. Scope

The rules and procedures for all meetings of Council and its Committees are outlined in the *Local Government Act 1999* (the Act) and *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations). This Code of Practice has been developed in accordance with the relevant legislation.

This Code of Practice outlines the meeting procedures set out in the Regulations with annotations. In addition, where the Council has varied a procedure set out in the Regulations (being a procedure that is capable of variation) or has adopted a procedure in circumstances where the Act or Regulations do not prescribe a procedure, this Code of Practice sets out those varied or additional procedures (as the case may be) in highlighted text boxes.

3. References and Supporting Documentation

The Code of Practice for Council and Committee Meetings should be read in conjunction with the Code of Practice for Public Access to Meetings and Meeting Documents.

Related documents include:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Declaration of Interest Forms
- Deputation Request Form
- Petition Template
- Ordinary Council Meeting Agenda Format – Appendix A
- Committee Meeting Agenda Format – Appendix B

- Ordinary Council Meeting Minute Format – Appendix C
- Committee Meeting Minute Format – Appendix D
- City of Playford Global Glossary

This Code should not be considered as the only document that may relate to Council and Committee meetings, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Elected Members	Maintain a thorough and complete understanding of the Code and act in accordance with the prescribed instructions.
Chief Executive Officer	Ensure that the Code is implemented appropriately and subject to periodic evaluation and review.
Manager Governance	Ensure Council and Committee meetings are conducted in accordance with the relevant legislative requirements.

5. Procedure

Part 1 – Preliminary

5.1 Short Title

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

5.2 Commencement

These regulations will come into operation on 1 January 2014.

5.3 Interpretation

1. In these regulations, unless the contrary intention appears—

Act means the *Local Government Act 1999*;

clear days—see subregulations (2) and (3);

deputation means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

formal motion means a motion—

- that the meeting proceed to the next business; or
- that the question be put; or
- that the question lie on the table; or
- that the question be adjourned; or
- that the meeting be adjourned¹;

Guiding Principles—see regulation 4;

member means a member of the council or council committee (as the case may be);

point of order means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

presiding member means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

written notice includes a notice given in a manner or form determined by the council.

2. In the calculation of **clear days** in relation to the giving of notice before a meeting—
 - (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
3. For the purposes of the calculation of **clear days** under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
4. For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).

Note —

¹See regulation 12 for specific provisions about formal motions

5.4 Guiding Principles

The following principles (the **Guiding Principles**) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee:

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2 – Meetings of Councils and Key Committees

5.5 Application of Part

The provisions of this Part apply to or in relation to—

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

5.6 Discretionary Procedures

1. Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
2. A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
3. A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
4. A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
7. Regulation 12(4) does not apply to a motion under subregulation (3).
8. This regulation does not limit or derogate from the operation of regulation 20¹.

Note—

¹Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be—

- (a) as determined by the council; or
- (b) in the case of a council committee where a determination has not been made by the council—as determined by the committee.

(See Sections 86(8) and 89(1) of the Act.)

Access to the Code

A copy of the Code of Practice for Council and Committee Meetings is available for inspection (without charge) at the Playford Civic Centre during ordinary office hours.

5.7 Commencement of Meetings and Quorums (Regulation 7)

1. A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
2. 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.
3. If at the expiration of 30 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 a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.

4. If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
5. If a meeting is adjourned to another day, the chief executive officer must—
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) 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.

Special Council

Special Council meetings may be called in accordance with Section 82 of the *Local Government Act 1999*.

At a special Council meeting, only the items listed on the agenda provided to the Chief Executive Officer in the request for the meeting may be considered.

Agenda Structure

The agenda structure for Ordinary Council Meetings will be as per Appendix A. The agenda structure for Committee meetings will be as per Appendix B.

Streaming and Recording

Council is committed to connecting with our community and providing greater accessibility to Council and Committee meetings through delayed streaming.

Recordings will be made of all Council and Strategy and Services Committee meetings (excluding confidential items) and will be published to Council's YouTube Channel after the meeting.

Streaming will take effect 15 minutes after the beginning of a meeting.

While every effort will be made to ensure the stream is available, City of Playford takes no responsibility or liability for the stream if YouTube is temporarily unavailable, or as a result of any other technical issues beyond its control.

Quorums

A quorum of the Council is calculated by dividing the total number of Council members for the time being in office by two, ignoring any fraction and adding one.

Pursuant to Section 41(6) of the Act, the Council appoints the Mayor as an 'ex-officio' member of all Committees except where the Mayor is a member of the Committee.

Where the Mayor is an ex-officio member of a Committee, the Mayor will only be included in the membership of the Committee if present at the meeting.

Speaking

Clarification: A member may ask a question in relation to the item at any time during the debate. A member who has already spoken to the motion can speak to an amendment.

A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.

Confidential Items

This Code should be read in conjunction with the Code of Practice for Public Access to Meetings and Meeting Documents.

Confidential items will be listed as a separate item and will, as far as practicable, be the final item on the agenda for the meeting. This will ensure that members of the public in the gallery can observe as much of the open meeting as possible.

Before the Council or Committee is to debate an item that the Chief Executive Officer has recommended or indicated may be discussed in confidence, the Presiding Member will announce and verbally state Regulation 20(3)(a), specifying the reasons for moving into confidence and advise the public that they may remain in the gallery until the meeting has made a decision as to whether the matter will be dealt with in confidence.

After the Council or Committee have resolved to exclude the public, the Presiding Member will announce that the public must leave the meeting. The names of all staff members or other person(s) who are required to assist the Council or Committee in its decision making and are permitted to remain in the meeting during the confidential matter will be recorded in the minutes.

The Report will be divided into three (3) parts:

- A) Procedural Decision** – Council/Committee moves a motion to go into confidence.
- B) Business Decision** – The matter.
- C) Procedural Decision** – Council is to decide what is to remain confidential after the meeting and for how long the item is to be kept confidential.

Mayor

For Ordinary Council meetings, all present in the meeting will stand as the Chief Executive Officer announces the Mayor and the Mayor takes their position in the chamber. This represents a sign of respect for the position of the Mayor and applies to Ordinary Council meetings only.

Clarification: The Mayoral robes are to be worn at ceremonial occasions only.

Speaking During a Meeting

The Chief Executive Officer and other staff will respond to questions from the floor at the invitation of the Presiding Member and, in doing so, will acknowledge the Presiding Member in their response.

At a Council meeting, the Presiding Member will be addressed as 'Mayor'.

At a Committee meeting, the Presiding Member will be addressed as 'Presiding Member'.

The Chief Executive Officer may request other staff to speak at a meeting on a matter.

Members shall await acknowledgement from the Presiding Member before speaking.

Where possible, members speaking during a Council meeting are to stand when speaking as a sign of respect and utilise their microphone to ensure amplification within the chamber.

Except to move a Point of Order, members should only speak with the acknowledgement of the Presiding Member.

Mobile Devices

Any mobile devices brought into Council or Committee meetings are to be switched to silent or off.

Recording and Photography at Meetings

Audio, video or photographic recording devices are not permitted to be used during any Information Sessions, Ordinary Council, Special Council or Committee meetings unless express permission has been granted by the Council.

5.8 Minutes (Regulation 8)

1. The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
2. No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
3. On the confirmation of the minutes, the presiding member will—
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place their signature and the date of confirmation at the foot of the last page of the minutes.
4. The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (ab) the name of any member who is not present because the member is suspended or taken to have been granted leave of absence from the office of member of the council; and
 - (b) in relation to each member present—
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (iii) if, during the meeting, the member is excluded under Section 86(6b) of the Act, a statement that the member was excluded and the period for which the member was excluded; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any variation, alteration or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member; and
 - (g) an account of any personal explanation given by a member; and

- (h) details of the making of an order under subsection (2) of Section 90 of the Act (see subsection (7) of that Section); and
- (i) a note of the making of an order under subsection (7) of Section 91 of the Act in accordance with the requirements of subsection (9) of that Section; and
- (j) details of any adjournment of business; and
- (k) a record of any request for documents to be tabled at the meeting; and
- (l) a record of any documents tabled at the meeting; and
- (m) a description of any oral briefing given to the meeting on a matter of council business; and
- (n) any other matter required to be included in the minutes by or under the Act or any regulation.

Minutes

The minute structure for Ordinary Council meetings will be as per Appendix C.

The minute structure for Committee meetings will be as per Appendix D.

The minutes of a meeting will include points of order including the name of the member drawing the Presiding Member's attention to the alleged point of order and the ruling of the Presiding Member on the point of order.

All staff in attendance at a Council or Committee meeting in an official capacity (staff required to address the meeting or have a report on the agenda) will be recorded in the minutes.

The minutes will not include staff leaving and entering the meeting except where a staff member identifies at the meeting a conflict of interest in a matter, or the meeting has moved into confidence.

Declarations of Interest

Council Members who intend to declare a conflict of interest in a matter to be considered at a meeting must complete the applicable Declaration of Interest Form to assist them in disclosing the conflict of interest at the meeting.

Mayor's Report

At an Ordinary Council meeting, the Mayor may provide a report on any activities of the Mayor for the previous month. A summary of the Mayor's Report will be included in the minutes.

Clarification: The Mayor may also draw to the attention of the members any matter or issue they believe is necessary for the members to be aware of.

Leave of Absence

A Council Member may request leave of the Council to be absent from one or more meetings of the Council.

The request for leave must be made in writing and provided to the Mayor and Chief Executive Officer who will arrange for the request of leave to be considered by the Council as soon as possible.

A Council Member must advise of the specific dates of the Council meetings that they will be absent.

Apologies

If a Council Member becomes aware of a situation or circumstance that will prevent that member's attendance at a Council or Committee meeting, they should provide an apology either in person, by phone or by email to one of the following:

- Chief Executive Officer; or
- Governance

Apologies will be noted in the minutes provided the meeting is made aware of the apology.

If an apology is not recorded and notified to the meeting, the member's non-attendance will be recorded as 'Not Present'.

Clarification: If a Council Member is incapacitated due to serious illness or injury, an apology on their behalf can be made by a family member or close associate.

Change in Order of Discussing Agenda Items

The Presiding Member of the Council or a Committee, at their discretion, is able to change the order of discussion of agenda items during the meeting to bring agenda items forward to an earlier time or defer an agenda item to a later time in the meeting.

The following justifications (not limited to this list) may be utilised for re-ordering of agenda items:

- The attendance of an external presenter at a meeting.
- Community attendance at the meeting for a particular item.
- If external parties present a deputation on a specific agenda item, that item may be brought forward to immediately follow the deputation.

Reports of Representatives of Council on Other Organisations

Council Members who have been appointed or nominated by Council to an external organisation should provide a brief verbal report on matters affecting that organisation, which they believe, should be brought to the attention of Council as far as this is possible.

These reports by Council Members will be noted in the minutes and will include the name of the Council Member providing the report, the name of the external organisation and a summary of the matter that they are reporting on. Detailed accounts of the report from Council Members will not be included in the meeting minutes.

Reports of representatives of Council on other organisations will only be made at Ordinary Council meetings.

Reports by Council Members

Council Members may, at or prior to, an Ordinary Council meeting, provide a written list of events attended by that Council Member relevant to their role since the last Ordinary Council meeting which will be included in the minutes of that meeting.

A Council Member may speak to the written list of events for a maximum of five (5) minutes.

Reports of Representatives – Conference and Training Programs

Council Member attendance at Information Sessions will be recorded and published within this item in accordance with Council Resolution 5663.

Where a Council Member has attended any training and development paid for by the Council, the Council Member shall provide a verbal report to Council preferably at the next Ordinary Council meeting following the training or conference and a written report to administration in accordance with the Council Member Training and Development Procedure.

5.9 Questions (Regulation 9)

1. A member may ask a question on notice by giving the chief executive officer written notice of the question at least 7 clear days before the date of the meeting at which the question is to be asked.
2. If notice of a question is given under subregulation (1)—
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
3. A member may ask a question without notice at a meeting.
4. The presiding member may allow the reply to a question without notice to be given at the next meeting.
5. A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
6. The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

Questions (without Notice or on Notice)

If responding to a question requires preparation, investigation, consultation or research by staff, a resolution of Council should be carried supporting the utilisation of Council resources for that purpose.

Questions on Notice

No debate is permitted regarding Questions on Notice or their replies.

The Chief Executive Officer or their delegate shall include both the question and the reply in the agenda and minutes of the meeting.

Submission: Questions on Notice must be submitted in writing to the Chief Executive Officer at least seven (7) clear days before the meeting.

Questions without Notice

Questions without Notice should be provided in writing to the Presiding Member and Minute Taker prior to the commencement of the meeting.

If a question cannot be answered at the meeting, a reply will be provided at the next Ordinary Council meeting and recorded as a Question on Notice in the agenda and minutes.

Council Members are encouraged to use the Question on Notice process wherever possible.

Clarification: Where possible, Questions without Notice should first be posed to Council administration outside of the meeting. Questions without Notice should be closely related to agenda items or matters of urgency.

5.10 Petitions (Regulation 10)

1. A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
2. If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
3. Subregulation (2) may be varied at the discretion of the council pursuant to Regulation 6.

Petitions

A petition will only be placed on the agenda for an Ordinary Council meeting if submitted in writing to the Chief Executive Officer at least seven (7) clear days prior to the meeting.

Petitions received less than seven (7) clear days prior to the meeting will be scheduled for the next Ordinary Council meeting, to be held the following month. Petitions will not be placed on Committee agendas.

The Chief Executive Officer may refuse to place a petition on the agenda where the petition is deemed defamatory and will advise the Council of any such decision.

Petition submitters will be informed that their petition becomes a public document upon submission to Council.

When a petition is included in an agenda, Council will formally receive it and, if necessary, resolve any further action.

A petition template and guidelines are available on Council's website. This template is the preferred format for community submissions.

Petitions submitted using the City of Playford template will include all petitioners personal details in the report, as the template informs them that the petition is a public document.

Petitions not using the City of Playford template may have personal phone numbers of the petitioners redacted, but addresses will be included in the Council agenda.

Clarification: Petitions allow the public to raise matters they believe require Council action.

Petitions concerning Development Applications will be referred to the Council Assessment Panel via the representation process (if applicable).

The Chief Executive Officer will determine whether a submission constitutes a petition, general correspondence or a customer action request and will advise the submitter accordingly, including any actions Council will take.

5.11 Deputations (Regulation 11)

1. A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
2. The chief executive officer must transmit a request received under subregulation (1) to the presiding member.
3. The presiding member may refuse to allow the deputation to appear at a meeting.
4. The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
5. If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
6. The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
7. A council may refer the hearing of a deputation to a council committee.

Deputations/Representations

Guiding Principles:

Deputations provide an opportunity for the community or interested persons to bring matters to the attention of Council, typically relating to policy, strategic matters or items currently before the Council. Operational matters should be referred to Council's Customer Contact team.

The Presiding Member may allow or refuse a deputation on a case-by-case basis. When considering a deputation request, the Presiding Member will take the following into account:

- a. the subject matter of the proposed deputation
- b. whether the matter falls within the powers of Council
- c. relevance to the Council agenda for that meeting
- d. whether there is a more appropriate method for expressing the viewpoint or if the Council has consulted, or intends to consult, with the community
- e. the history of deputations by the person or organisation, including prior behaviour, relevance of information, presentation style and repetitive nature of deputations on the same topic.

Guidelines for submitting a deputation request:

- Requests must be submitted to Council before 9:00 am on the Monday morning prior to the meeting using the application for deputation form available on the Council website.
- Any handouts or presentations must be included with the application for approval.
- Each deputation is limited to a total of five (5) minutes, regardless of the number of speakers, unless an extension is granted by the meeting.

Process for the deputation within the meeting:

- Minutes will only record the names of the deputation presenters and the topic or agenda item referenced; the content of the deputation will not be included.
- Council Members may ask questions of the deputation at the discretion of the Presiding Member. This questioning time does not count toward the five (5) minutes speaking limit. Questions associated with the deputation can only be answered by the persons appearing as a deputation..

All participants must maintain appropriate behaviour and be considerate of differing points of view. Sarcasm, criticism, defamatory comments, and other inappropriate behaviour or conduct are not permitted.

The Presiding Member has the authority to terminate any deputation or public forum without warning if these protocols are not observed or if a reasonable request is ignored.

Recordings of Council or Committee meetings may be edited to remove content that breaches these protocols .

5.12 Motions (Regulation 12)

1. A member may bring forward any business in the form of a written notice of motion.
2. The notice of motion must be given to the chief executive officer at least seven (7) clear days before the date of the meeting at which the motion is to be moved.
3. A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
4. If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought—
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.
5. Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
6. The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, they consider the motion should be dealt with by way of a written notice of motion.
7. The presiding member may refuse to accept a motion if the subject matter is, in their opinion, beyond the power of the council or council committee (as the case may be).
8. A motion will lapse if it is not seconded at the appropriate time.
9. A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
10. A member may only speak once to a motion except—
 - (a) to provide an explanation in regard to a material part of their speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
11. A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
12. A member who has not spoken in the debate on a question may move a formal motion.
13. A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
14. If the formal motion is—
 - (a) that ***the meeting proceed to the next business***, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the

- case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
- (b) that ***the question be put***, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that ***the question lie on the table***, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that ***the question be adjourned***, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that ***the meeting be adjourned***, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
15. If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
16. A formal motion does not constitute an amendment to a substantive motion.
17. If a formal motion is lost—
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
18. A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
19. Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.
20. The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
21. Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

Motions on Notice

A motion on notice submitted to the Chief Executive Officer at least seven (7) clear days before the meeting will be included in the meeting agenda.

Clarification: Motions on Notice may be submitted for matters not otherwise included on the agenda or the revocation or amendment of a previous Council decision.

Motions on Notice have the same status as other motions and must be moved and seconded. They may be amended during the debate in accordance with meeting procedures.

Motions without Notice

To support open, transparent and informed decision making in accordance with Regulation 4 and the Guiding Principles, Motions without Notice should be limited to matters closely related to items on the agenda, housekeeping matters or matters of urgency.

Where practicable, Motions without Notice should be discussed with Governance and provided in writing to the Presiding Member and the Minute Taker prior to the commencement of the meeting.

Clarification: Council Members are encouraged to use Motions on Notice for matters that are not closely related to agenda items or are not urgent, to support transparency and informed decision making.

5.13 Amendments to Motions (Regulation 13)

1. A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
2. An amendment will lapse if it is not seconded at the appropriate time.
3. A person who moves or seconds an amendment (and, if they choose to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
4. If an amendment is lost, only 1 further amendment may be moved to the original motion.
5. If an amendment is carried, only 1 further amendment may be moved to the original motion.
6. Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

Clarification Regarding Amendments

The purpose of an amendment is to alter or modify the wording of a motion before the meeting, without substantially changing its intent.

Amendments may be used to insert, delete or substitute words, or to add to or remove from the substantive purpose of the motion.

Clarification: An amendment must not introduce a new motion or contradict or negate the intent of the original motion before the meeting.

5.14 Variations, etc. (Regulation 14)

1. The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
2. The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

5.15 Addresses by Members, etc. (Regulation 15)

1. A member must not speak for longer than 5 minutes at any one time without leave of the meeting.
2. A member may, with leave of the meeting, raise a matter of urgency.
3. A member may, with leave of the meeting, make a personal explanation.
4. The subject matter of a personal explanation may not be debated.
5. The contribution of a member must be relevant to the subject matter of the debate.
6. Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

Variation to Regulation 15(1)

Each member shall speak for no more than five (5) minutes unless the Presiding Member rules otherwise or leave of the meeting is obtained.

5.16 Voting (Regulation 16)

1. The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
2. The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable them to determine the result of the voting), and will then declare the outcome.
3. A person who is not in their seat is not permitted to vote.
4. Subregulation (3)—
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of Section 89 of the Act.

Tied Vote

The Presiding Member of the Council does not have a deliberative vote but has a casting vote in the event of a tied vote.

The Presiding Member of a Committee does not have a casting vote at a Committee meeting. In the event of a tied vote, the matter will be referred to Council for decision.

Election of Office Bearers and Representatives

This section applies to the election of positions including:

- the Deputy Mayor,
- a Presiding Member of a Committee,
- Council representatives on external bodies or organisations

- Council representatives to LGA, ALGA meetings or conferences.

Preliminary requirements

1. The Council or Committee must, by resolution, determine the term of office for the relevant position(s) prior to calling for nominations.
2. The Council or Committee must, by resolution, set out the method of election (e.g. private ballot) and confirm that the outcome of that process will determine the appointment.

The resolution will include the following wording:

The method of appointing [insert details] will be as follows:

If the number of nominations is equal to or less than the number of positions available, the Presiding Member is authorised to declare those members elected to the position(s).

If the number of nominations exceeds the number of positions available, the election will be conducted in accordance with the private ballot process outlined in Section 5.16 of the Code of Practice for Council and Committee Meetings, with the results of the ballot determining the appointment of the Council Member(s) to [insert details].

3. The election will be conducted in public unless the matter is considered in confidence in accordance with Section 90(2) of the *Local Government Act 1999*.

Nominations

The Presiding Member will call for expressions of interest from members wishing to be considered for the position(s).

- Members may nominate themselves or be nominated by another member.
- Members not in attendance may be nominated if they have provided written notice to the Presiding Member or Chief Executive Officer confirming their willingness to accept or decline the position.
- Each nominee is given the opportunity to accept or decline the nomination.
- Nominations may be withdrawn at any time prior to the commencement of voting.

There is no requirement to have a seconder for each nomination.

Names of the candidates are then called out by the Presiding Member.

Conflict of Interest

Appointments of Office Bearers and Representatives made by a motion and resolution, or the confirmation of the outcome of an election process (e.g. private ballot), attract the conflict of interest provisions in accordance with the *Local Government Act 1999*.

Determining voting method

If the number of nominations is equal to or less than the number of positions available, the Presiding Member is authorised to declare those members elected to the position(s).

If the number of nominations exceeds the number of positions available, then a private ballot may be conducted with the person(s) gaining the majority of votes elected to the position(s).

Private ballot process

1. The Chief Executive Officer, or the next most senior staff member present, will act as Returning Officer for the private ballot. The Returning Officer is responsible for the conduct, counting and integrity of the ballot. Governance staff may assist as required.
2. Each member present, including the Mayor and Presiding Member is entitled to one (1) vote.

Please note: No absentee votes are permitted, only members participating in the meeting may vote.

3. Voting will be conducted by private ballot, with the person(s) receiving the highest number of votes elected to the position(s).

Please note: Only votes cast for nominated candidates will be counted, invalid votes will be excluded.

Tied result in a private ballot

1. If the first private ballot results in a tie between two (2) or more candidates, a second and final ballot will be conducted including only those candidates who received equal votes.

Clarification: Any candidate who received the highest number of votes in the first ballot is elected immediately and does not participate in the second ballot. Only two ballots will be held for each position, with the second ballot used solely to resolve ties.

2. If after the second private ballot the tie remains, the outcome will be determined by drawing lots, with the first candidate drawn being excluded.
3. The Returning Officer will announce the results of the private ballot, including the number of votes for each candidate, and the outcome will be recorded in the minutes.

5.17 Divisions (Regulation 17)

1. A division will be taken at the request of a member.
2. If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
3. The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats;
 - (c) the presiding member will count the number of votes and then declare the outcome.

4. The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
5. Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6.

Divisions

Clarification: A Council Member may call for a division for the purpose of recording how individual members vote on a motion.

When a division is called, the decision is set aside by the Presiding Member and another vote is taken on the motion.

All members must show whether they are voting 'For' or 'Against' the motion.

Those members voting 'For' the motion will stand until the Presiding Member and Minute Taker have noted their names, whilst those voting 'Against' the motion remain seated.

The Presiding Member will then declare the result of the vote, which will be recorded in the minutes.

5.18 Tabling of Information (Regulation 18)

1. A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that that they are unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
2. The chief executive officer may, in tabling a document, indicate that in their opinion, consideration should be given to dealing with the document on a confidential basis under Section 90 or 91 of the Act.

5.19 Adjourned Business (Regulation 19)

1. If a formal motion for a substantive motion to be adjourned is carried—
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
2. If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
3. Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
4. The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

5.20 Short Term Suspension of Proceedings (Regulation 20)

1. If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
2. The Guiding Principles must be taken into account when considering whether to act under subregulation (1).
3. If a suspension occurs under subregulation (1)—
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—
 - (i) the provisions of the Act must continue to be observed¹; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if—
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

Note—

¹See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

5.21 Chief Executive Officer May Submit Report Recommending Revocation or Amendment of Council Decision (Regulation 21)

1. The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
2. The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
3. The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

Part 3 – Meetings of Other Committees

5.22 Application of Part

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

5.23 Notice of Meetings for Members (Regulation 23)

Pursuant to Section 87(15) of the Act, Section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that Section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

5.24 Public Notice of Committee Meetings (Regulation 24)

Pursuant to Section 88(7) of the Act, Section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2) and (3) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

5.25 Minutes (Regulation 25)

1. The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member; and
 - (d) details of the making of an order under subsection (2) of Section 90 of the Act (see subsection (7) of that Section); and
 - (e) a note of the making of an order under subsection (7) of Section 91 of the Act in accordance with the requirements of subsection (9) of that Section.
2. The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

Part 4 – Miscellaneous

5.26 Quorum for Committees (Regulation 26)

1. The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
2. For the purposes of this regulation, the **prescribed number** of members of a council committee is—
 - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the council.

Note—

See also Section 41(6) of the Act.

5.27 Voting at Committee Meetings (Regulation 27)

1. Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
2. Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
3. The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

5.28 Points of Order (Regulation 28)

1. The presiding member may call to order a member who is in breach of the Act or these regulations.
2. A member may draw to the attention of the presiding member a breach of the Act, or these regulations, and must state briefly the nature of the alleged breach.
3. A point of order takes precedence over all other business until determined.
4. The presiding member will rule on a point of order.
5. If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
6. The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.
7. A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with—
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.

5.28A Exclusion of Member from Meeting by Presiding Member (Regulation 28A)

1. For the purposes of Section 86(6b) of the Act, before giving a direction under that subsection, the presiding member must allow the member to make a personal explanation.
2. If a member is excluded from a meeting for a contravention of Section 86(6a) of the Act, action cannot be taken under Regulation 20 in respect of the contravention.
3. A member will not be taken to contravene Section 86(6a) of the Act merely because the member is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
4. For the purposes of Section 86(6e) of the Act if a member the subject of a direction excluding them from a meeting under Section 86(6b) of the Act refuses to comply with the direction or enters the meeting in contravention of the direction, the remaining members at the meeting may, by resolution—
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.

5.29 Interruption of Meetings by Members (Regulation 29)

1. A member of a council or council committee must not, while at a meeting—
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
2. Subregulation (1)(b) does not apply to a member who is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
3. If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
4. Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
5. If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution—
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
6. A member who—
 - (a) refuses to leave a meeting in contravention of subregulation (4); or
 - (b) enters a meeting in contravention of a suspension under subregulation (5),

is guilty of an offence.

Maximum penalty: \$1 250.

5.30 Interruption of Meetings by Others (Regulation 30)

1. A member of the public who is present at a meeting of a council or council committee must not—
 - (a) behave in a disorderly manner; or
 - (b) cause an interruption.

Maximum penalty: \$500.

6. Feedback


Your feedback on this Code is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

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1	23 August 2013	Council Resolution Number.1248	Scheduled review.



2	25 Feb 2014	Council Resolution Number. 1678	Scheduled review and legislated change to the Regulations.
3	16 December 2014	Council Resolution No. 2010	Alignment to Council Elections 2014, change to common format and other minor amendments to align with practices/
4	23 August 2016	Council Resolution Number. 2659	Scheduled review.
5	27 November 2018	Council Resolution Number. 3651	Scheduled review for new Council.
5.1	7 April 2020	Council Resolution Number. 3983	Addition of Appendix F <i>Electronic</i> . <i>Participation in Council Meetings Notice (No.1) 2020.</i> Amendments as per <i>Electronic Participation in Council Meetings Notice (No.1) 2020.</i>
6	29 November 2022	Council Resolution Number. 5203	Scheduled review for new Council. Removal of Electronic Participation in Council Meetings Notice (No.1) 2020. Removal of Declarations of Interest Forms.
7	28 May 2024	Council Resolution Number. 5869	Scheduled review. New corporate template, addition of Regulation 28A, amendments to Regulation 8 and change to deputation submissions.
8	TBA	Council Resolution Number.	Scheduled review. Removal of repealed legislative provisions.



Appendix A – Ordinary Council Meeting Agenda Format



NOTICE

of

ORDINARY COUNCIL MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

THIS MEETING WILL ALSO BE VIEWABLE AT
<https://www.youtube.com/user/CityOfPlayford>

CHIEF EXECUTIVE OFFICER

Issue Date: Day, Date

MEMBERSHIP

PRESIDING MEMBER – MAYOR

Cr

Cr

**City of
Playford
Ordinary Council
Meeting**

AGENDA

**DAY, DATE MONTH YEAR AT
TIME**

- 1 ATTENDANCE RECORD**
 - 1.1 Present
 - 1.2 Apologies
 - 1.3 Not Present
- 2 CONFIRMATION OF MINUTES**
- 3 DECLARATIONS OF INTEREST**
- 4 MAYOR'S REPORT**
- 5 REPORTS OF REPRESENTATIVES OF COUNCIL ON OTHER ORGANISATIONS**
- 6 REPORTS BY COUNCILLORS**
 - 6.1 Information Session Record of Attendance
- 7 REPORTS OF REPRESENTATIVES (CONFERENCES & TRAINING PROGRAMS)**
- 8 QUESTIONS ON NOTICE**
- 9 QUESTIONS WITHOUT NOTICE**
- 10 PETITIONS**
- 11 DEPUTATION/REPRESENTATIONS**
- 12 MOTIONS ON NOTICE**

13 MOTIONS WITHOUT NOTICE

14 COMMITTEE REPORTS

Chief Executive Officer Review Committee {Date of meeting}

Corporate Governance Committee {Date of meeting}

Policy Review Committee {Date of meeting}

Strategy and Services Committee {Date of meeting}

15 STAFF REPORTS

16 INFORMAL DISCUSSION

17 CONFIDENTIAL MATTERS

18 CLOSURE



Appendix B – Committee Meeting Agenda Format



NOTICE

Of

COMMITTEE MEETING

*Pursuant to the provisions of Section 88(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

CHIEF EXECUTIVE OFFICER

Issue Date: Day, Date

MEMBERSHIP

PRESIDING MEMBER – CR

Mayor

Cr

**City of Playford
Committee Meeting**

AGENDA

DAY, DATE MONTH YEAR AT TIME

- 1 ATTENDANCE RECORD**
 - 1.1 Present
 - 1.2 Apologies
 - 1.3 Not Present
- 2 CONFIRMATION OF MINUTES**
- 3 DECLARATIONS OF INTEREST**
- 4 DEPUTATION / REPRESENTATIONS**
- 5 STAFF REPORTS**
- 6 INFORMAL DISCUSSION**
- 7 CONFIDENTIAL MATTERS**
- 8 CLOSURE**

Appendix C – Ordinary Council Meeting Minute Format



MINUTES

of

ORDINARY COUNCIL MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

The meeting commenced at .

1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present


2 CONFIRMATION OF MINUTES

3 DECLARATIONS OF INTEREST

4 MAYOR'S REPORT

5 REPORTS OF REPRESENTATIVES OF COUNCIL ON OTHER ORGANISATIONS

6 REPORTS BY COUNCILLORS

- 
- 7 REPORTS OF REPRESENTATIVES (CONFERENCES & TRAINING PROGRAMS)
 - 8 QUESTIONS ON NOTICE
 - 9 QUESTIONS WITHOUT NOTICE
 - 10 PETITIONS
 - 11 DEPUTATION/REPRESENTATIONS
 - 12 MOTIONS ON NOTICE
 - 13 MOTIONS WITHOUT NOTICE
 - 14 COMMITTEE REPORTS
- Chief Executive Officer Review Committee
- Corporate Governance Committee
- Policy Review Committee
- Strategy and Services Committee
- 15 STAFF REPORTS
 - 16 INFORMAL DISCUSSION
 - 17 CONFIDENTIAL MATTERS
 - 18 CLOSURE

Appendix D – Committee Meeting Minute Format



MINUTES

of

COMMITTEE MEETING

*Pursuant to the provisions of Section 88(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

The meeting commenced at .

1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

2 CONFIRMATION OF MINUTES

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

5 STAFF REPORTS

6 INFORMAL DISCUSSION

7 CONFIDENTIAL MATTERS

8 CLOSURE



Code of Practice for Council and Committee Meetings

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Procedure Author	General Manager Corporate Services
Date of next review	May 2025 TBA 2027

1. Purpose

This Code of Practice seeks to provide a consistent framework for the meeting processes and meeting structure of all Council and Council Committees in accordance with Regulation 6 of the *Local Government (Procedure at Meetings) Regulations 2013* (the Regulations).

The Code of Practice does not apply to the Council Assessment Panel (CAP) which has its own CAP Operating Procedure.

2. Scope

The rules and procedures for all meetings of Council and its Committees are outlined in the *Local Government Act 1999* (the Act) and [Local Government \(Procedures at Meetings\) Regulations 2013](#) (the Regulations). This Code of Practice has been developed in accordance with the relevant legislation.

This Code of Practice outlines the meeting procedures set out in the Regulations with annotations. In addition, where the Council has varied a procedure set out in the Regulations (being a procedure that is capable of variation) or has adopted a procedure in circumstances where the Act or Regulations do not prescribe a procedure, this Code of Practice sets out those varied or additional procedures (as the case may be) in highlighted text boxes.

3. References and Supporting Documentation

The Code of Practice for Council and Committee Meetings should be read in conjunction with the Code of Practice for Public Access to Meetings and Meeting Documents.

Related documents include:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Declaration of Interest Forms
- Deputation Request Form
- Petition Template
- ~~Motion on Notice Form~~
- Ordinary Council Meeting Agenda Format – Appendix A

- Committee Meeting Agenda Format – Appendix B
- Ordinary Council Meeting Minute Format – Appendix C
- Committee Meeting Minute Format – Appendix D
- City of Playford Global Glossary

This **Code** should not be considered as the only document that may relate to Council and Committee meetings, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Elected Members	Maintain a thorough and complete understanding of the Code and act in accordance with the prescribed instructions.
Chief Executive Officer	Ensure that the Code is implemented appropriately and subject to periodic evaluation and review.
Manager Governance	Ensure Council and Committee meetings are conducted in accordance with the relevant legislative requirements.

5. Procedure

Part 1 – Preliminary

5.1 Short Title

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

5.2 Commencement

These regulations will come into operation on 1 January 2014.

5.3 Interpretation

1. In these regulations, unless the contrary intention appears—

Act means the *Local Government Act 1999*;

clear days—see subregulations (2) and (3);

deputation means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

formal motion means a motion—

- that the meeting proceed to the next business; or
- that the question be put; or
- that the question lie on the table; or
- that the question be adjourned; or
- that the meeting be adjourned¹;

Guiding Principles—see regulation 4;

member means a member of the council or council committee (as the case may be);

point of order means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

presiding member means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

written notice includes a notice given in a manner or form determined by the council.

2. In the calculation of **clear days** in relation to the giving of notice before a meeting—
 - (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
3. For the purposes of the calculation of **clear days** under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
4. For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).

Note —

¹See regulation 12 for specific provisions about formal motions

5.4 Guiding Principles

The following principles (the **Guiding Principles**) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee:

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2 – Meetings of Councils and Key Committees

5.5 Application of Part

The provisions of this Part apply to or in relation to—

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.



5.6 Discretionary Procedures

1. Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
2. A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
3. A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- ~~3a. Without limiting subregulation (3), a council may at any time, by resolution supported by the prescribed number of members of the council entitled to vote on the resolution, alter a code of practice to facilitate participation by council members in council meetings by electronic means.~~
- ~~3b. For the purposes of subregulation (3a), the prescribed number of members of a council is a number ascertained by dividing the total number of members of the council for the time being in office by 2, ignoring any fraction resulting from the division, and adding one.~~
4. A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- ~~5. A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.~~
- ~~6. A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.~~
7. Regulation 12(4) does not apply to a motion under subregulation (3) ~~or subregulation (3a).~~
8. This regulation does not limit or derogate from the operation of regulation 20¹.

Note—

¹Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be—

- (a) as determined by the council; or
- (b) in the case of a council committee where a determination has not been made by the council—as determined by the committee.

(See Sections 86(8) and 89(1) of the Act.)

[Access to the Code](#)

A copy of the Code of Practice for Council and Committee Meetings is available for inspection (without charge) at the Playford Civic Centre during ordinary office hours.

5.7 Commencement of Meetings and Quorums (Regulation 7)

1. A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
2. 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.
3. If at the expiration of 30 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 a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
4. If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
5. If a meeting is adjourned to another day, the chief executive officer must—
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) 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 published-placed on a website display at the principal office of the council-determined by the chief executive officer.

Special Council

Special Council meetings may be called in accordance with ~~the requirements detailed under~~

Section 82 of the *Local Government Act 1999*.

~~The Council may only consider a~~ A ~~at a special Council meeting, only the these items as appearing listed on the agenda provided to the Chief Executive Officer in the request for the meeting may be considered. requesting a Special Meeting.~~

Agenda Structure

The agenda structure for Ordinary Council Meetings will be as per Appendix A. The agenda structure for Committee meetings will be as per Appendix B.

Streaming and Recording

Council is committed to connecting with our community and providing greater accessibility to Council and Committee meetings through delayed streaming.

Recordings will be made of all Council and Strategy and Services Committee meetings (excluding confidential items) and will be published to Council's YouTube Channel after the meeting.

Streaming will take effect 15 minutes after the beginning of a meeting.

While every effort will be made to ensure the stream is available, City of Playford takes no responsibility or liability for the stream if YouTube is temporarily unavailable, or as a result of any other technical issues beyond its control.

Quorums

A quorum of the Council is calculated by dividing the total number of Council members for the time being in office by two, ignoring any fraction and adding one.

Pursuant to Section 41(6) of the Act, the Council appoints the Mayor as an 'ex-officio' member of all Committees except where the Mayor is a member of the Committee.

Where the Mayor is an ex-officio member of a Committee, the Mayor will only be included in the membership of the Committee if present at the meeting.

Speaking

Clarification: A member may ask a question in relation to the item at any time during the debate. A member who has already spoken to the motion can speak to an amendment.

A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.

Confidential Items

This Code should be read in conjunction with the Code of Practice for Public Access to Meetings and Meeting Documents.

Confidential items will be listed as a separate item and will, as far as practicable, be the final item on the agenda for the meeting. This will ensure that members of the public in the gallery can observe as much of the open meeting as possible.

Before the Council or Committee is to debate an item that the Chief Executive Officer has recommended or indicated may be discussed in confidence, the Presiding Member will announce and verbally state Regulation 20(3)(a), specifying the reasons for moving into confidence and advise the public that they may remain in the gallery until the meeting has made a decision as to whether the matter will be dealt with in confidence.

After the Council or Committee have resolved to exclude the public, the Presiding Member will announce that the public must leave the meeting. The names of all staff members or other person(s) who are required to assist the Council or Committee in its decision making and are permitted to remain in the meeting during the confidential matter will be recorded in the minutes.

The Report will be divided into three (3) parts:

A) Procedural Decision – Council/Committee moves a motion to go into confidence.

B) Business Decision – The matter.

C) Procedural Decision – Council is to decide what is to remain confidential after the meeting and for how long the item is to be kept confidential.

Mayor

For Ordinary Council meetings, all present in the meeting will stand as the Chief Executive Officer announces the Mayor and the Mayor takes their position in the chamber. This

represents a sign of respect for the position of the Mayor and applies to Ordinary Council meetings only.

Clarification: The Mayoral robes are to be worn at ceremonial occasions only.

Speaking During a Meeting

The Chief Executive Officer and other staff will respond to questions from the floor at the invitation of the Presiding Member and, in doing so, will acknowledge the Presiding Member in their response.

At a Council meeting, the Presiding Member will be addressed as 'Mayor'.

At a Committee meeting, the Presiding Member will be addressed as 'Presiding Member'.

The Chief Executive Officer may request other staff to speak at a meeting on a matter.

Members shall await acknowledgement from the Presiding Member before speaking.

Where possible, members speaking during a Council meeting are to stand when speaking as a sign of respect and utilise their microphone to ensure amplification within the chamber.

Except to move a Point of Order, members should only speak with the acknowledgement of the Presiding Member.

Mobile Devices

Any mobile devices brought into Council or Committee meetings are to be switched to silent or off.

Recording and Photography at Meetings

Audio, video or photographic recording devices are not permitted to be used during any Information Sessions, Ordinary Council, Special Council or Committee meetings unless express permission has been granted by the Council.

5.8 Minutes (Regulation 8)

1. The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
2. No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
3. On the confirmation of the minutes, the presiding member will—
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place their signature and the date of confirmation at the foot of the last page of the minutes.
4. The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and

- (ab) the name ~~if of~~ any member who is not present because the member is suspended or taken to have been granted leave of absence from the office of member of the council; and
- (b) in relation to each member present—
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (iii) if, during the meeting, the member is excluded under Section 86(6b) of the Act, a statement that the member was excluded and the period for which the member was excluded; and
- (c) each motion or amendment, and the names of the mover and seconder; and
- (d) any variation, alteration or withdrawal of a motion or amendment; and
- (e) whether a motion or amendment is carried or lost; and
- (f) any disclosure of interest made by a member; and
- (g) an account of any personal explanation given by a member; and
- (h) details of the making of an order under subsection (2) of Section 90 of the Act (see subsection (7) of that Section); and
- (i) a note of the making of an order under subsection (7) of Section 91 of the Act in accordance with the requirements of subsection (9) of that Section; and
- (j) details of any adjournment of business; and
- (k) a record of any request for documents to be tabled at the meeting; and
- (l) a record of any documents tabled at the meeting; and
- (m) a description of any oral briefing given to the meeting on a matter of council business; and
- (n) any other matter required to be included in the minutes by or under the Act or any regulation.

Minutes

The minute structure for Ordinary Council meetings will be as per Appendix C.

The minute structure for Committee meetings will be as per Appendix D.

The minutes of a meeting will include points of order including the name of the member drawing the Presiding Member's attention to the alleged point of order and the ruling of the Presiding Member on the point of order.

All staff in attendance at a Council or Committee meeting in an official capacity (staff required to address the meeting or have a report on the agenda) will be recorded in the minutes.

The minutes will not include staff leaving and entering the meeting except where a staff member identifies at the meeting a conflict of interest in a matter, or the meeting has moved into confidence.

Declarations of Interest

Council Members who intend to declare a conflict of interest in a matter to be considered at a meeting must complete the applicable Declaration of Interest Form to assist them in disclosing the conflict of interest at the meeting.

Mayor's Report

At an Ordinary Council meeting, the Mayor may provide a report on any activities of the Mayor for the previous month. A summary of the Mayor's Report will be included in the minutes.

Clarification: The Mayor may also draw to the attention of the members any matter or issue they believe is necessary for the members to be aware of.

Leave of Absence

A Council Member may request leave of the Council to be absent from one or more meetings of the Council.

The request for leave must be made in writing and provided to the Mayor and Chief Executive Officer who will arrange for the request of leave to be considered by the Council as soon as possible.

A Council Member must advise of the specific dates of the Council meetings that they will be absent.

Apologies

If a Council Member becomes aware of a situation or circumstance that will prevent that member's attendance at a Council or Committee meeting, they should provide an apology either in person, by phone or by email to one of the following:

- [Chief Executive Officer](#); or
- Governance

Apologies will be noted in the minutes provided the meeting is made aware of the apology.

If an apology is not recorded and notified to the meeting, the member's non-attendance will be recorded as 'Not Present'.

Clarification: If a Council Member is incapacitated due to serious illness or injury, an apology on their behalf can be made by a family member or close associate.

Change in Order of Discussing Agenda Items

The Presiding Member of the Council or a Committee, at their discretion, is able to change the order of discussion of agenda items during the meeting to bring agenda items forward to an earlier time or defer an agenda item to a later time in the meeting.

The following justifications (not limited to this list) may be utilised for re-ordering of agenda items:

- The attendance of an external presenter at a meeting.
- Community attendance at the meeting for a particular item.
- If external parties present a deputation on a specific agenda item, that item may be brought forward to immediately follow the deputation.

Reports of Representatives of Council on Other Organisations

Council Members who have been appointed or nominated by Council to an external organisation should provide a brief verbal report on matters affecting that organisation, which they believe, should be brought to the attention of Council as far as this is possible.

These reports by Council Members will be noted in the minutes and will include the name of the Council Member providing the report, the name of the external organisation and a summary of the matter that they are reporting on. Detailed accounts of the report from Council Members will not be included in the meeting minutes.

Reports of representatives of Council on other organisations will only be made at Ordinary Council meetings.

Reports by Council Members

Council Members may, at or prior to, an Ordinary Council meeting, provide a written list of events attended by that Council Member relevant to their role since the last Ordinary Council meeting which will be included in the minutes of that meeting.

A Council Member may speak to the written list of events for a maximum of five (5) minutes.

Reports of Representatives – Conference and Training Programs

Council Member attendance at Information Sessions will be recorded and published within this item in accordance with Council Resolution 5663.

Where a Council Member has attended any training and development paid for by the Council, the Council Member shall provide a verbal report to Council preferably at the next Ordinary Council meeting following the training or conference and a written report to administration ~~as soon as possible~~ in accordance with the Council Member Training and Development Procedure.

5.9 Questions (Regulation 9)

1. A member may ask a question on notice by giving the chief executive officer written notice of the question at least 7 clear days before the date of the meeting at which the question is to be asked.
2. If notice of a question is given under subregulation (1)—

- (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
3. A member may ask a question without notice at a meeting.
 4. The presiding member may allow the reply to a question without notice to be given at the next meeting.
 5. A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
 6. The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

Questions (without Notice or on Notice)

Clarification: A question has an answer that can be provided immediately and does not require research, investigation or lengthy preparation of a response. If a response to a question requires preparation, investigation, consultation and/or research by staff, a resolution of Council should be carried supporting the utilisation of Council resources for that purpose.

Questions on Notice

No debate is permitted in relation to regarding Questions on Notice and/or their replies to Questions on Notice.

The Chief Executive Officer or their delegate shall include both the question and the reply to the question on notice in the Agenda and the Minutes of the meeting.

Clarification Submission: A Questions on Notice must be submitted in writing to the Chief Executive Officer at least seven (7) clear days before the date of the meeting.

Questions ~~Without~~ without Notice

Questions ~~Without~~ without Notice should be put provided in writing ~~and provided~~ to the Presiding Member and Minute Taker prior to the commencement of the meeting, ~~at which the question is to be asked.~~

If ~~the a~~ question ~~could not~~ cannot be answered at the meeting ~~at which it was asked~~, a reply will be provided at the next Ordinary Council Meeting meeting and ~~will be~~ treated recorded as a Question on Notice ~~for the purpose of inclusion~~ in the agenda and minutes.

Council Members are encouraged to, ~~where possible, utilise~~ use the Question on Notice process ~~wherever possible.~~

Clarification: Where possible, a question Questions without notice-Notice should ~~be first~~ be posed to Council administration outside of the meeting. Questions without Notice ~~can~~ should be asked closely related to on any matter whether on the meeting's agenda items or matters of urgency or a separate unrelated topic. Questions on Notice

~~No debate is permitted in relation to Questions on Notice and replies to Questions on Notice.~~

~~The CEO or their delegate shall include the question and reply to the question on notice in the Agenda and the Minutes of the meeting.~~

~~Clarification: A Question on Notice must be submitted in writing to the CEO at least seven (7) clear days before the date of the meeting.~~

5.10 Petitions (Regulation 10)

1. A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the ~~council by means determined by the chief executive officer~~principal office of the council.
2. If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
3. Subregulation (2) may be varied at the discretion of the council pursuant to Regulation 6.

Petitions

A petition will only be placed on the agenda for an Ordinary Council ~~Meeting~~meeting, ~~only if the petition is submitted~~ in writing to the Chief Executive Officer at least seven (7) clear days prior to the meeting.

~~to the Chief Executive Officer. If the p~~Petitions ~~is~~ received less than seven (7) clear days prior to the meeting, ~~it will be placed on the agenda for the next scheduled~~ for the next Ordinary Council meeting, to be held the following month. Petitions will not be placed on Committee agendas.

~~The Chief Executive Officer. A petition will not be placed~~may refuse to place a petition on the agenda where the petition for a Council meeting if, in the opinion of the Chief Executive Officer, it is deemed defamatory and will advise the Council of any such decision.

~~Petition submitters. When the petition is submitted to Council, the person submitting the petition will be informed that their~~ ir petition ~~will become~~ s a public document upon submission to Council.

When Council considers a petition submitted and is included in an agenda, Council will formally receive the petition and, if necessary, resolve any further action regarding the petition.

It should be noted that a template petition template and guidelines document has been designed and uploaded to the are available on Council's website along with the relevant guidelines. This petition template is the preferred format for the Council to receive petitions from the community submissions.

If a petition has been submitted via using the City of Playford petition template, will include all petitioners personal details of the petitioners will be included in the report, as the template informs petitioners them that the petition will be a public document.

Petitions not utilising using the City of Playford template do not generally inform petitioners that the petition will become a public document. As such, may have personal phone numbers of the petitioners will be redacted from these petitions, however but addresses will be included when the petition is included in the Council agenda.

Clarification: Petitions enable allow the public to bring to the attention of raise matters they believe require Council any matters they believe require action.

If a Petition is received regarding a concerning Development Applications, it shall will be referred to the Council Assessment Panel via the representation process (if applicable).

The Chief Executive Officer will determine what is considered a petition and what is whether a submission constitutes a petition, considered general correspondence or a customer action request and will advise the applicant/head petitioners submitter accordingly, including the any actions Council will undertake on the matter take.

5.11 Deputations (Regulation 11)

1. A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council by means determined by the chief executive officer) a written request to the council.
2. The chief executive officer must transmit a request received under subregulation (1) to the presiding member.
3. The presiding member may refuse to allow the deputation to appear at a meeting.
4. The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
5. If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
6. The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
7. A council may refer the hearing of a deputation to a council committee.

Deputations/Representations

Guiding Principles:

Deputations provide an opportunity for the community or interested persons to bring a matters to the attention of the Council, ~~which should typically relate~~ relating to policy, strategic ~~type~~ matters or items ~~that are~~ currently before the Council. Operational matters should be referred to Council's Customer Contact team ~~in the first instance~~.

~~The Presiding Member may allow or refuse. Whether or not a deputation may be allowed or refused will be determined~~ on a case-by-case basis. ~~The Presiding Member, w~~When considering a deputation request, the Presiding Member will take the following into account:

- a. the subject matter of the proposed deputation
- b. whether the ~~subject matter is falls~~ within the powers of Council
- c. relevance to the Council agenda for that meeting
- d. whether there is ~~another a method of expressing a viewpoint that is more appropriate~~ method for expressing the viewpoint or if the Council has consulted, or intends to consult, with ~~its the~~ community
- e. the history of deputations ~~for by~~ the person, ~~i.e., the way the person or organisation, including prior has approached deputations previously, the behaviour displayed, the relevance of information presented, presentation style and the way information has been presented or the repetitive nature of~~ deputations on the same topic.

Guidelines for submitting a deputation request:

- ~~Requests~~ Persons requesting to appear as a deputation at a meeting must be submitted ~~submit a request to the~~ Council before 9:00 am on the Monday morning prior to the meeting using the. ~~The application for deputation form is available on the Council website.~~
- Any Handouts or presentations ~~may be provided as part of the deputation but~~ must be included in with the application for approval.
- ~~Persons appearing as a~~ Each deputation ~~can is limited~~ speak for no more than to a total of five (5) minutes, regardless of the number of speakers, unless an extension is granted by the meeting.

Process for the deputation within the meeting:

- ~~The content of deputations will not be included in the m~~ Minutes will. ~~Only record the names of these persons appearing as a the~~ deputation presenters at the meeting will be recorded along with and the topic or agenda item reference; ~~the content of the deputation will not be included. to the relevant agenda item.~~
- Council Members may ask questions of the deputation at the discretion of the Presiding Member. This ~~time does will not be part of~~ questioning time does not count toward the allocated five (5) minutes per deputation speaking limit. Questions associated with the deputation can only be answered by the persons

~~appearing as a deputation. Questions seeking clarification in relation to the deputation can be answered by staff members.~~

~~At a~~All participants must ~~times, maintain~~ appropriate behaviour ~~shall be maintained by the deputation and the Council Members, with all persons being~~ and be considerate of other people's ~~differing~~ points of view. Sarcasm, criticism, ~~potential~~ defamatory ~~information comments,~~ and other inappropriate behaviour or conduct are not ~~appropriate~~ and ~~will not be tolerated~~ permitted.

The Presiding Member has the authority to terminate ~~any deputation or public forum,~~ without warning, ~~any public forum or deputation at any time where it fails to conform to~~ if these protocols ~~are not observed~~ or ~~if~~ a reasonable request ~~of the Presiding Member is~~ ignored.

~~In addition to the power to terminate any public forum or deputation where these protocols are not conformed to, the r~~Recordings of any Council or Committee meetings ~~stream~~ may be edited to remove ~~such~~ content ~~that breaches these protocols~~ .

5.12 Motions (Regulation 12)

1. A member may bring forward any business in the form of a written notice of motion.
2. The notice of motion must be given to the chief executive officer at least seven (7) clear days before the date of the meeting at which the motion is to be moved.
3. A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
4. If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought—
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.
5. Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
6. The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, they consider the motion should be dealt with by way of a written notice of motion.
7. The presiding member may refuse to accept a motion if the subject matter is, in their opinion, beyond the power of the council or council committee (as the case may be).
8. A motion will lapse if it is not seconded at the appropriate time.
9. A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
10. A member may only speak once to a motion except—
 - (a) to provide an explanation in regard to a material part of their speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
11. A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
12. A member who has not spoken in the debate on a question may move a formal motion.
13. A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
14. If the formal motion is—
 - (a) that ***the meeting proceed to the next business***, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the

- case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
- (b) that ***the question be put***, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that ***the question lie on the table***, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that ***the question be adjourned***, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that ***the meeting be adjourned***, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
15. If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
 16. A formal motion does not constitute an amendment to a substantive motion.
 17. If a formal motion is lost—
 - (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
 18. A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
 19. Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.
 20. The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
 21. Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

Motions on Notice

A motion on notice submitted to the CEO/Chief Executive Officer at least seven (7) clear days before the meeting at which it is to be moved will be included in the meeting agenda.

~~Clarification: Motions on Notice Council Members may be submitted motions on notice for consideration of any matters not otherwise included on the agenda or alternatively, to the revoke or amendment of a previous Council decision.~~

~~Motions on Notice have the same status as any other motions and will must be moved and seconded. They by any Member and can may be amended during the debate in accordance with meeting procedures.~~

Motions Without without Notice

~~In order to assist Council in maintaining~~ To support open, transparent and informed decision making in accordance with Regulation 4, and the Guiding Principles, motions without notice-Notice should be restricted-limited to matters closely related to Agenda-items on the agenda, house-keeping issues-matters or matters of extreme urgency.

Where possible-practicable, motions-Motions without notice-Notice should be discussed with Governance and shall be provided in writing to the Presiding Member and the Minute Taker prior to the commencement of the meeting.

~~Clarification: Council Members are encouraged to use Motions on Notice, where the for matters is that are not closely related to Agenda-agenda items or are not extreme urgency, in order to support transparency and informed decision making.~~ **Motions on**

Notice

~~A motion on notice submitted to the CEO at least seven (7) clear days before the meeting at which it is to be moved will be included in the meeting agenda.~~

~~Clarification: Council Members may submit motions on notice for consideration of any matter not included on the agenda or alternatively, to revoke or amend a previous Council decision.~~

~~Motions on Notice have the same status as any other motion and will be moved and seconded by any Member and can be amended during the debate.~~

5.13 Amendments to Motions (Regulation 13)

1. A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
2. An amendment will lapse if it is not seconded at the appropriate time.
3. A person who moves or seconds an amendment (and, if they choose to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
4. If an amendment is lost, only 1 further amendment may be moved to the original motion.
5. If an amendment is carried, only 1 further amendment may be moved to the original motion.
6. Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

Clarification Regarding Amendments

The purpose of an amendment is to alter or modify the wording of a motion before the meeting, without substantially changing its intent.

Amendments may be used to insert, delete or substitute words, or to add to or remove from the substantive purpose of the motion.

Clarification: An amendment must not introduce a new motion or contradict or negate the intent of the original motion before the meeting.

5.14 Variations, etc. (Regulation 14)

1. The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
2. The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

~~Clarification Regarding Amendments~~

~~The purpose of an amendment is to alter or modify the wording of a motion before the meeting, not to substantially change the intention of the motion.~~

~~Amendments may be used to insert, delete or substitute words in the motion or to add to or detract from the substantive purpose of the motion.~~

~~Clarification: Amendments are not to be used to put up a completely new motion which contradicts the motion before the meeting.~~

5.15 Addresses by Members, etc. (Regulation 15)

1. A member must not speak for longer than 5 minutes at any one time without leave of the meeting.
2. A member may, with leave of the meeting, raise a matter of urgency.
3. A member may, with leave of the meeting, make a personal explanation.
4. The subject matter of a personal explanation may not be debated.
5. The contribution of a member must be relevant to the subject matter of the debate.
6. Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

Variation to Regulation 15(1)

Each member shall speak for no more than five (5) minutes unless the Presiding Member rules otherwise or leave of the meeting is obtained.

5.16 Voting (Regulation 16)

1. The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.

2. The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable ~~him or her~~ them to determine the result of the voting), and will then declare the outcome.
3. A person who is not in their seat is not permitted to vote.
4. Subregulation (3)—
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of Section 89 of the Act.

Tied Vote

~~Clarification: In the event that a tied vote on a matter at a Council meeting occurs, the Presiding Member of the Council does not have a deliberative vote but has a casting vote in the event of a tied vote. must advise the meeting that they are exercising their right to use a casting vote.~~

~~The Presiding Member of a Committee does not have a casting vote. In the event that a tied vote on a matter at a Committee meeting, in the event of a tied vote occurs, the Presiding Member does not have a casting vote and therefore the matter will be referred to Council for decision.~~

Election of Office Bearers and, Representatives ~~to Committee/External Bodies or Industry Meetings/Conferences.~~

~~This section applies to the election of positions including~~ When electing office bearers or representatives, such as:

- the Deputy Mayor,
- a Presiding Member of a Committee,
- ~~Council representatives. Members to represent Council~~ on external bodies or organisations, ~~or~~
- ~~Council representatives attendees~~ to LGA, ALGA meetings or conferences.

Preliminary requirements

1. The Council or Committee must, by resolution, determine the term of office for the relevant position(s) prior to calling for nominations.
2. The Council or Committee must, by resolution, set out the method of election (e.g. private ballot) and confirm that the outcome of that process will determine the appointment.

The resolution will include the following wording:

The method of appointing [insert details] will be as follows:

If the number of nominations is equal to or less than the number of positions available, the Presiding Member is authorised to declare those members elected to the position(s).

If the number of nominations exceeds the number of positions available, the election will be conducted in accordance with the private ballot process outlined in Section 5.16 of the Code of Practice for Council and Committee Meetings, with the results of the ballot determining the appointment of the Council Member(s) to [insert details].

3. The election will be conducted in public unless the matter is considered in confidence in accordance with Section 90(2) of the *Local Government Act 1999*.

Nominations

The Presiding Member will call for expressions of interest from members wishing to be considered for the position(s).

- Members may nominate themselves or be nominated by another member.
- Members not in attendance may be nominated if they have provided written notice to the Presiding Member or Chief Executive Officer confirming their willingness to accept or decline the position.
- Each nominee is given the opportunity to accept or decline the nomination.
- Nominations may be withdrawn at any time prior to the commencement of voting.

There is no requirement to have a seconder for each nomination.

Names of the candidates are then called out by the Presiding Member.

Conflict of Interest

Appointments of Office Bearers and Representatives made by a motion and resolution, or the confirmation of the outcome of an election process (e.g. private ballot), attract the conflict of interest provisions in accordance with the *Local Government Act 1999*.

Determining voting method

If the number of nominations is equal to or less than the number of positions available, the Presiding Member is authorised to declare those members elected to the position(s).

If the number of nominations exceeds the number of positions available, then a private ballot may be conducted with the person(s) gaining the majority of votes elected to the position(s), the election process determined by Council will be by a private ballot.

It should be noted that before any voting process is undertaken, the term of office for the relevant position(s) must be determined.

If the election process determined by Council (e.g. private ballot) is to be used, a motion must be moved setting out the procedure for the election process. The election will be conducted in public unless the matter is being dealt with in confidence under Section 90(2) of the Act.

Clarification: A private ballot involves each member (including the Presiding Member) to vote on the matter through a confidential voting process via a written vote at the meeting location. This method maintains the privacy of the way each member voted and the need for members who have been nominated the need to declare an interest.

Process to Undertake a Private Ballot

1. The Chief Executive Officer, or the next most senior staff member present, will act as Returning Officer for the private ballot. The Returning Officer is responsible for the conduct, counting and integrity of the ballot. Governance staff may assist as required.
1. If this process is undertaken to appoint a person(s) to a position, prior to undertaking the nomination process, it is important for the Council or Committee to resolve the term of office for the position and that the result of the private ballot process will be the election of the person to the position.
2. Each member present, including the Mayor and Presiding Member is entitled to one (1) vote.
Please note: No absentee votes are permitted, only members participating in the meeting may vote.
3. The resolution for a private ballot will include the following wording: Voting will be conducted by private ballot, with the person(s) receiving the highest number of votes elected to the position(s).
Please note: Only votes cast for nominated candidates will be counted, invalid votes will be excluded.

Tied result in a private ballot

1. If the first private ballot results in a tie between two (2) or more candidates, a second and final ballot will be conducted included only those candidates who received equal votes.
Clarification: Any candidate who received the highest number of votes in the first ballot is elected immediately and does not participate in the second ballot. Only two ballots will be held for each position, with the second ballot used solely to resolve ties.
2. If after the second private ballot the tie remains, the outcome will be determined by drawing lots, with the first candidate drawn being excluded.
- 1.3. The Returning Officer will announce the results of the private ballot, including the number of votes for each candidate, and the outcome will be recorded in the minutes. If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings — Section 16 will be utilised to elect the Council Member(s) to the [insert details], with the results of the ballot determining the outco

5.17 Divisions (Regulation 17)

1. A division will be taken at the request of a member.
2. If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
3. The division will be taken as follows:
 - (a) ~~(a) subject to subregulation (3a)~~, the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) ~~(b) subject to subregulation (3a)~~, the members voting in the negative will, until the vote is recorded, sit in their seats;

- (c) the presiding member will count the number of votes and then declare the outcome.
4. The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
5. Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6.

Divisions

Clarification: A Council Member may call for a division for the purpose of recording how ~~the~~ individual members vote on ~~the a~~ motion.

When a division is called, the decision is set aside by the Presiding Member and another vote is taken on the motion.

All members must show whether they are voting 'For' or 'Against' the motion.

Those members voting 'For' the motion will stand until the Presiding Member and Minute Taker have noted their names, whilst ~~the those~~ voting 'Against' the motion remain seated.


The Presiding Member will then declare the result of the vote, which will be recorded in the minutes.

5.18 Tabling of Information (Regulation 18)

1. A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that that they are unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
2. The chief executive officer may, in tabling a document, indicate that in their opinion, consideration should be given to dealing with the document on a confidential basis under Section 90 or 91 of the Act.

5.19 Adjourned Business (Regulation 19)

1. If a formal motion for a substantive motion to be adjourned is carried—
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
2. If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
3. Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

- 
4. The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

5.20 Short Term Suspension of Proceedings (Regulation 20)

1. If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
2. The Guiding Principles must be taken into account when considering whether to act under subregulation (1).
3. If a suspension occurs under subregulation (1)—
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—
 - (i) the provisions of the Act must continue to be observed¹; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if—
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

Note—

¹See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

5.21 Chief Executive Officer May Submit Report Recommending Revocation or Amendment of Council Decision (Regulation 21)

1. The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
2. The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
3. The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

Part 3 – Meetings of Other Committees

5.22 Application of Part

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

5.23 Notice of Meetings for Members (Regulation 23)

Pursuant to Section 87(15) of the Act, Section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that Section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

5.24 Public Notice of Committee Meetings (Regulation 24)

Pursuant to Section 88(7) of the Act, Section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2) ~~and~~ (3) ~~and (4)~~ provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

5.25 Minutes (Regulation 25)

1. The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member; and
 - (d) details of the making of an order under subsection (2) of Section 90 of the Act (see subsection (7) of that Section); and
 - (e) a note of the making of an order under subsection (7) of Section 91 of the Act in accordance with the requirements of subsection (9) of that Section.
2. The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

Part 4 – Miscellaneous

5.26 Quorum for Committees (Regulation 26)

1. The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
2. For the purposes of this regulation, the **prescribed number** of members of a council committee is—
 - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the council.

Note—

See also Section 41(6) of the Act.

5.27 Voting at Committee Meetings (Regulation 27)

1. Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
2. Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
3. The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

5.28 Points of Order (Regulation 28)

1. The presiding member may call to order a member who is in breach of the Act or these regulations.
2. A member may draw to the attention of the presiding member a breach of the Act, or these regulations, and must state briefly the nature of the alleged breach.
3. A point of order takes precedence over all other business until determined.
4. The presiding member will rule on a point of order.
5. If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
6. The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.
7. A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with—
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.

5.28A Exclusion of Member from Meeting by Presiding Member (Regulation 28A)

1. For the purposes of Section 86(6b) of the Act, before giving a direction under that subsection, the presiding member must allow the member to make a personal explanation.
2. If a member is excluded from a meeting for a contravention of Section 86(~~6A6a~~) of the Act, action cannot be taken under Regulation 20 in respect of the contravention.
3. A member will not be taken to contravene Section 86(~~6e6a~~) of the Act merely because the member is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
4. For the purposes of Section 86(6e) of the Act if a member the subject of a direction excluding the m; from a meeting under Section 86(6b) of the Act refuses to comply with the direction or enters the meeting in contravention of the direction, the remaining members at the meeting may, by resolution—
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.

5.29 Interruption of Meetings by Members (Regulation 29)

1. A member of a council or council committee must not, while at a meeting—
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
2. Subregulation (1)(b) does not apply to a member who is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
3. If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
4. Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
5. If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution—
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
6. A member who—
 - (a) refuses to leave a meeting in contravention of subregulation (4); or
 - (b) enters a meeting in contravention of a suspension under subregulation (5),

is guilty of an offence.

Maximum penalty: \$1 250.

5.30 Interruption of Meetings by Others (Regulation 30)

1. A member of the public who is present at a meeting of a council or council committee must not—
 - (a) behave in a disorderly manner; or
 - (b) cause an interruption.

Maximum penalty: \$500.

6. Feedback

Your feedback on this [policy Code](#) is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3541424
Version no.	78
Procedure link	N/A
Policy author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	5869 TBA
Legal requirement	N/A
Review schedule	Annual
Date of current version	May-2024 TBA
Date of next review	May-2025 TBA

Version history

Version no.	Approval date	Approval by	Change
1	23 August 2013	Council Resolution Number.1248	Scheduled review.



2	25 Feb 2014	Council Resolution Number. 1678	Scheduled review and legislated change to the Regulations.
3	16 December 2014	Council Resolution No. 2010	Alignment to Council Elections 2014, change to common format and other minor amendments to align with practices/
4	23 August 2016	Council Resolution Number. 2659	Scheduled review.
5	27 November 2018	Council Resolution Number. 3651	Scheduled review for new Council.
5.1	7 April 2020	Council Resolution Number. 3983	Addition of Appendix F <i>Electronic Participation in Council Meetings Notice (No.1) 2020.</i> Amendments as per <i>Electronic Participation in Council Meetings Notice (No.1) 2020.</i>
6	29 November 2022	Council Resolution Number. 5203	Scheduled review for new Council. Removal of Electronic Participation in Council Meetings Notice (No.1) 2020. Removal of Declarations of Interest Forms.
7	28 May 2024	Council Resolution Number. 5869	Scheduled review. New corporate template, addition of Regulation 28A, amendments to Regulation 8 and change to deputation submissions.
8	TBA	Council Resolution Number.	Scheduled review. Removal of repealed legislative provisions.

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Appendix A – Ordinary Council Meeting Agenda Format



NOTICE

of

ORDINARY COUNCIL MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

[THIS MEETING WILL ALSO BE VIEWABLE AT
https://www.youtube.com/user/CityOfPlayford](https://www.youtube.com/user/CityOfPlayford)

CHIEF EXECUTIVE OFFICER

Issue Date: Day, Date

MEMBERSHIP

PRESIDING MEMBER – MAYOR

Cr

Cr

**City of
Playford
Ordinary Council
Meeting**

AGENDA

**DAY, DATE MONTH YEAR AT
TIME**

- 1 ATTENDANCE RECORD**
 - 1.1 Present
 - 1.2 Apologies
 - 1.3 Not Present
- 2 CONFIRMATION OF MINUTES**
- 3 DECLARATIONS OF INTEREST**
- 4 MAYOR'S REPORT**
- 5 REPORTS OF REPRESENTATIVES OF COUNCIL ON OTHER ORGANISATIONS**
- 6 REPORTS BY COUNCILLORS**
 - 6.1 Information Session Record of Attendance
- 7 REPORTS OF REPRESENTATIVES (CONFERENCES & TRAINING PROGRAMS)**
- 8 QUESTIONS ON NOTICE**
- 9 QUESTIONS WITHOUT NOTICE**
- 10 PETITIONS**
- 11 DEPUTATION/REPRESENTATIONS**
- 12 MOTIONS ON NOTICE**

13 MOTIONS WITHOUT NOTICE

14 COMMITTEE REPORTS

Chief Executive Officer Review Committee {Date of meeting}

Corporate Governance Committee {Date of meeting}

Policy Review Committee {Date of meeting}

Strategy and Services Committee {Date of meeting}

15 STAFF REPORTS

16 INFORMAL DISCUSSION

17 CONFIDENTIAL MATTERS

18 CLOSURE



Appendix B – Committee Meeting Agenda Format



NOTICE

Of

COMMITTEE MEETING

*Pursuant to the provisions of Section 88(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

CHIEF EXECUTIVE OFFICER

Issue Date: Day, Date

MEMBERSHIP

PRESIDING MEMBER – CR

Mayor

Cr



**City of Playford
Committee Meeting**

AGENDA

DAY, DATE MONTH YEAR AT TIME

- 1 ATTENDANCE RECORD**
 - 1.1 Present
 - 1.2 Apologies
 - 1.3 Not Present
- 2 CONFIRMATION OF MINUTES**
- 3 DECLARATIONS OF INTEREST**
- 4 DEPUTATION / REPRESENTATIONS**
- 5 STAFF REPORTS**
- 6 INFORMAL DISCUSSION**
- 7 CONFIDENTIAL MATTERS**
- 8 CLOSURE**

Appendix C – Ordinary Council Meeting Minute Format



MINUTES

of

ORDINARY COUNCIL MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN


**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

The meeting commenced at .

- 1 ATTENDANCE RECORD**
 - 1.1 Present
 - 1.2 Apologies
 - 1.3 Not Present
- 2 CONFIRMATION OF MINUTES**
- 3 DECLARATIONS OF INTEREST**
- 4 MAYOR'S REPORT**
- 5 REPORTS OF REPRESENTATIVES OF COUNCIL ON OTHER ORGANISATIONS**
- 6 REPORTS BY COUNCILLORS**

- 
- 7 REPORTS OF REPRESENTATIVES (CONFERENCES & TRAINING PROGRAMS)
 - 8 QUESTIONS ON NOTICE
 - 9 QUESTIONS WITHOUT NOTICE
 - 10 PETITIONS
 - 11 DEPUTATION/REPRESENTATIONS
 - 12 MOTIONS ON NOTICE
 - 13 MOTIONS WITHOUT NOTICE
 - 14 COMMITTEE REPORTS
- Chief Executive Officer Review Committee
- Corporate Governance Committee
- Policy Review Committee
- Strategy and Services Committee
- 15 STAFF REPORTS
 - 16 INFORMAL DISCUSSION
 - 17 CONFIDENTIAL MATTERS
 - 18 CLOSURE

Appendix D – Committee Meeting Minute Format



MINUTES

of

COMMITTEE MEETING

*Pursuant to the provisions of Section 88(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

DAY, DATE MONTH YEAR AT TIME

The meeting commenced at .

- 1 ATTENDANCE RECORD**
 - 1.1 Present
 - 1.2 Apologies
 - 1.3 Not Present
- 2 CONFIRMATION OF MINUTES**
- 3 DECLARATIONS OF INTEREST**
- 4 DEPUTATION / REPRESENTATIONS**
- 5 STAFF REPORTS**
- 6 INFORMAL DISCUSSION**
- 7 CONFIDENTIAL MATTERS**
- 8 CLOSURE**

5.3 CIRCUS POLICY REVIEW

Responsible Executive Manager : Dale Welsh

Report Author : Jessica Keenan

Delegated Authority : Matters which cannot be delegated to a Committee or Staff

Attachments :

- 1. Proposed Circus Policy
- 2. Circus Policy - Tracked Changes

PURPOSE

The purpose of this report is for Council to endorse the proposed Circus Policy (Attachment 1).

STAFF RECOMMENDATION

The Council:

1. Endorse the proposed Circus Policy (Attachment 1).
2. Authorise the Chief Executive Officer to make further minor amendments to the Circus Policy (Attachment 1) that do not alter the intent of the document.

EXECUTIVE SUMMARY

The Circus Policy provides a framework to guide Council and staff in identifying types of circus events held on Council land, in particular opposing the use of exotic animals. The use of domestic animals and human acts are allowed.

Following its scheduled review, the proposed Circus Policy (Attachment 1) is presented to Council for endorsement.

The proposed Circus Policy contains the following amendments:

- Grammatical corrections, formatting updates, and position title amendments where required, to ensure consistency with the policy suite.
- Update to Legislation and References 'City of Playford By-Law No. 3 - Local Government Land 2015' updated to 'City of Playford By-Law No. 3 - Local Government Land 2022'.

These amendments serve to improve readability and clarity of content.

1. BACKGROUND

The Circus Policy provides a clear framework to guide Council and staff in assessing and approving circus-related events held on Council land.

Its primary purpose is to articulate Council's position on the use of animals in circus performances, specifically prohibiting circuses that feature exotic animals, while continuing to permit circuses that use domestic animals and human-only acts. This position reflects long-standing community expectations around animal welfare and the responsible use of public land.

Prior to amalgamation, both the former Munno Para Council and Elizabeth Council held established positions regarding the booking of circuses on their respective lands. Following the creation of the City of Playford, the newly formed Council adopted a unified Circus Policy in 1998 (Resolution 237F) that continued this stance, formally prohibiting circuses that used exotic animals from operating on Council land.

Importantly, there is no legislative requirement for councils to maintain a policy of this nature. Its purpose was to formally document the position of Council at the time, ensuring consistency and transparency in decision-making relating to circus bookings and the use of animals in entertainment.

The Circus Policy was formally adopted by Ordinary Council in February 1998. However, without a renewal or review date, the Policy remained unchanged for more than two decades. During this period, community expectations, animal welfare standards, and the broader regulatory environment evolved significantly.

In April 2021, the Circus Policy underwent a comprehensive review. This review focused on aligning the Policy with contemporary governance standards, enhancing transparency, and meeting the expectations of both the community and oversight bodies. Council subsequently endorsed the updated Policy (Resolution 4534), reaffirming its long-standing position on exotic animals in circuses.

The Circus Policy is now due for its scheduled review, consistent with Council's policy management framework. The proposed version is being presented to Council for endorsement, ensuring the Policy remains current, reflects contemporary community values, and continues to provide clear guidance to staff when assessing circus-related bookings on Council land.

2. RELEVANCE TO STRATEGIC PLAN

Community Theme 3: Fostering collaboration and connection to each other.

The Circus Policy supports this theme by connecting with our community and listening to their views in regarding the type of events held on Council land, particularly the use of exotic animals in circuses, ensuring the framework meets community expectations.

3. PUBLIC CONSULTATION

There is no legislative requirement for Council to seek public consultation for this Policy.

4. DISCUSSION

- 4.1 The community has an expectation that Council will take into consideration the care and welfare of animals used in events and circuses held on Council land.
- 4.2 Council first approved the Circus Policy in February 1998.

- 4.3 The review of the Circus Policy in 2021 highlighted the need to continue to keep this Policy to provide continued support of this position, despite the use of exotic animals being less prevalent in circuses, reflecting broader public expectations around animal welfare.
- 4.4 While circuses in Australia have largely moved away from the use of exotic animals (such as lions and monkeys), the Circus Policy sends a clear message that the City of Playford does not support circuses that continue to use these types of animals. Without this protection, Council would be at risk of being required to issue a permit for a circus featuring exotic animals, with the associated reputational risk to Council.
- 4.5 Other references, for example, the South Australian Code of Practice for the Welfare of Animals in Circuses. The Code of Practice for the Welfare of Animals in Circuses sets welfare and care standards but does not prohibit the use of exotic animals. It is a regulatory welfare document, not a ban. A Council endorsed policy is the only method to use if the Council wishes to prohibit the use of exotic animals.
- 4.6 The Circus Policy (Attachment 1) received minimal changes during this review. Proposed amendments include:
- Grammatical corrections, formatting updates and updates to position titles where required, to ensure consistency with the policy suite.
 - Update to Legislation and References 'City of Playford By-Law No. 3 – Local Government Land 2015' to be updated to 'City of Playford By-Law No. 3 – Local Government Land 2022'.
- 4.7 There are currently no associated procedures for this Policy. A link to this Policy will be published on Council's website as part of the event application process to clearly identify the types of animals permitted at events held on Council land.

5. OPTIONS

Recommendation

The Council:

1. Endorse the proposed Circus Policy (Attachment 1).
2. Authorise the Chief Executive Officer to make further minor amendments to the Circus Policy (Attachment 1) that do not alter the intent of the document.

Option 2

The Council:

1. Endorse the proposed Circus Policy (Attachment 1) with the following amendments:
 - _____
 - _____
 - _____

2. Authorise the Chief Executive Officer to make further minor amendments to the proposed Circus Policy (Attachment 1) that do not alter the intent of the document.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The Circus Policy establishes Council's commitment to ensuring that circuses and other events involving animals comply with all relevant legislation, regulations and best practice to protect animal health and safety and minimise the risk of improper care. The use or display of exotic animals in circuses or other events on Council land will not be permitted. Exotic animals include, but are not limited to, monkeys, tigers, lions and elephants.

While the likelihood of a circus with exotic animals seeking to operate in the City of Playford is considered extremely low, the reputational implications of approving such an event could be significant. Community expectations regarding animal welfare have evolved, and there is now strong public sentiment against using exotic animals for entertainment.

Endorsing the proposed Circus Policy provides clarity, consistency, and protection for Council by ensuring its position is transparent, contemporary, and aligned with current community expectations, even though the operational risk of receiving such an application remains extremely low.

Risk Appetite

Reputation

Council has a low appetite for negative perceptions that compromise its credibility and reputation, achievement of its long-term vision (Playford Community Vision 2043) and strategic objectives, or ability to maintain its status as a progressive and major growth Council.

This decision will ensure that all processes related to Circuses under Council's care and control are conducted with careful consideration, aligning with the Policy and community expectations to uphold the Council's credibility and reputation.

6.1.2 Financial Implications

There are no financial or resource implications associated with the recommendation.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Option 2 allows for Council to make amendments to the proposed Circus Policy.

6.2.2 Financial Implications

Existing resources would be diverted to ensure the Circus Policy is redrafted to meet Council's expectations.

Circus Policy



Policy Author	General Manager – City Assets
Date of next review	TBC

1. Statement of Intent

The Council is committed to ensuring that circuses and other events involving animals comply with all relevant legislation, regulations and best practices to protect animal health and safety and minimise the risk of improper care.

Council will consider approval of applications from circuses and other organisations to hold events or displays involving domestic animals, including but not limited to dogs, horses, pigs and alpacas.

The use or display of exotic animals in circuses or other events on Council land is not permitted. Exotic animals include, but are not limited to, monkeys, tigers, lions and elephants.

Council considers circuses or organisations involving domesticated animals, where animals are kept in accordance with the relevant legislation and codes of practice, to be appropriate forms of public entertainment.

2. Scope

This Policy applies to circuses and other organisations wishing to hold events or displays which involve animals on Council owned or controlled land.

3. Legislation and References

Related documents include:

- South Australian Code of Practice for the Welfare of Animals in Circuses
- *Animal Welfare Act 1985* – Part 3 Animal welfare offences
- *Animal Welfare Regulations 2012*
- City of Playford By-Law No. 3 – Local Government Land 2022
- City of Playford Global Glossary

This Policy should not be considered as the only document that may relate to circuses, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Chief Executive Officer	Ensure appropriate delegations are in place to achieve compliance with this Policy.
Senior Manager City Property	Monitor compliance with this Policy.
Manager Sport and Property	Communicate, implement and monitor compliance with this Policy.

Authorised and Delegated Officers	Adhere to the principles of this Policy and follow relevant guidelines in the approval of any event applications received.
-----------------------------------	--

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation in relation to allowing exotic animals to be displayed or perform in a circus or other event held on Council owned or controlled land.

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact team on 8256 0333.

Administration use only

ECM document set no.	3948435
Version no.	3
Procedure link	N/A
Policy author	General Manager – City Assets
Endorsed by	Council
Resolution no.	TBC
Legal requirement	
Review schedule	4 years – per Council term
Date of current version	TBC
Date of next review	TBC

Version history

Version no.	Approval date	Approval by	Change
1	24 February 1998	Ordinary Council Resolution No. 237	New Policy
2	27 April 2021	Ordinary Council Resolution No. 4534	Policy revised using new template
3	TBC	Ordinary Council Resolution No. TBC	Scheduled review.

Circus Policy



Policy Author	General Manager – City Assets
Date of next review	TBC

1. Statement of Intent

The Council is committed to ensuring ~~that~~ circuses and other events involving ~~the use of animals~~ comply with all relevant legislation, regulations and best practices ~~to safeguard~~~~protect~~ ~~animal~~ the health and safety ~~of the animals~~, and minimise the risk of improper care.

Council will consider approval of applications ~~submitted~~ from circuses and other organisations to hold events or displays ~~involving that incorporate the use of~~ domestic animals, including but not limited to dogs, horses, pigs and alpacas.

The use or display of exotic animals in circuses or other events on Council land ~~will not be~~~~is not~~ permitted. Exotic animals include, but ~~are~~ not limited to, monkeys, tigers, lions and elephants.

Council considers ~~s~~ circuses or organisations ~~that use~~~~involving~~ domesticated animals, ~~that where~~ ~~animals~~ are kept in accordance with the ~~appropriate-relevant~~ legislation and codes of practice, ~~as to~~ ~~be~~ appropriate forms of public entertainment.

2. Scope

3.2.

This ~~P~~policy applies to circuses and other organisations wishing to hold events or displays, which ~~use~~~~involve~~ animals on Council owned or controlled land.

4.3. Legislation and References

Related documents include:

- South Australian Code of Practice for the Welfare of Animals in Circuses
- *Animal Welfare Act 1985* (South Australia) – Part 3 Animal ~~Welfare~~~~welfare~~ ~~Offences~~~~offences~~
- *Animal Welfare Regulations 2012* (South Australia)
- City of Playford By-Law No. 3 – Local Government Land 20~~22~~~~15~~
- City of Playford Global Glossary

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This Policy should not be considered as the only document that may relate to circuses, other tiers of government, agencies or organisations may have legislation or policies that also apply.

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5.4. Application

Chief Executive Officer	Ensure Appropriate delegations of the Circus policy are in place to ensure achieve compliance to with this p Policy.
Senior Manager City Property	The Senior Manager City Property will m onitor compliance with this Policy.
Manager Sport and Property	The Manager Sport and Property will c ommunicate, implement and monitor compliance with this Policy.
Authorised and Delegated Officers	Authorised and delegated officers are to a ddhere to the principles of this P olicy and follow relevant guidelines in the approval of any event applications received.

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6.5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation in ~~regards~~ ~~relation~~ to allowing exotic animals to be displayed or perform in a circus or other event held on Council owned or controlled land.

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7.6. Feedback

Your feedback on this ~~policy~~ ~~Policy~~ is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact ~~Team~~ ~~team~~ on 8256 0333.

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Administration use only

ECM document set no. 3948435

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Version no.	3
Procedure link	N/A
Policy author	General Manager – City Assets
Endorsed by	Council
Resolution no.	TBC
Legal requirement	
Review schedule	4 years – per Council Term
Date of current version	TBC
Date of next review	TBC

Version history

Version no.	Approval date	Approval by	Change
1	24 February 1998	Ordinary Council (Resolution No. 237)	New Policy
2	27/04/ April 2021	Ordinary Council (Resolution NumberNo. 4534)	Policy revised using new template
3	TBC	Ordinary Council Resolution NumberNo. XXXXTBC	Scheduled review.

5.4 COMMUNITY ENGAGEMENT POLICY REVIEW

Responsible Executive Manager : Luke Culhane

Report Author : Roxanne Withers

Delegated Authority : Matters which cannot be delegated to a Committee or Staff

Attachments :

1. Proposed Community Engagement Policy
2. Proposed Community Engagement Procedure
3. Proposed Community Engagement Policy - Tracked Changes
4. Proposed Community Engagement Procedure - Tracked Changes
5. Local Government Act 1999 - Section 50 Community Engagement Charter

PURPOSE

For Council to endorse the proposed Community Engagement Policy (Attachment 1) and Community Engagement Procedure (Attachment 2) to proceed to public consultation as per Council's legislative requirements under the *Local Government Act (1999)*

STAFF RECOMMENDATION

1. Council endorse the proposed Community Engagement Policy (Attachment 1) and Community Engagement Procedure (Attachment 2) to proceed to public consultation and to consider final adoption of the Community Engagement Policy and Procedure at the next available Ordinary Council meeting following the consultation.
2. Council authorise the CEO to make further minor amendments to the Community Engagement Policy (Attachment 1) and Community Engagement Procedure (Attachment 2) that do not alter the intent of the document.

EXECUTIVE SUMMARY

The Community Engagement Policy and Community Engagement Procedure are being reviewed to align with the new Community Engagement Charter (the Charter), established under Section 50 of the *Local Government Act 1999*, which came into effect on 11 December 2025 (Attachment 5). All councils are required to adopt a Community Engagement Policy aligned with the Charter by 11 September 2026.

The proposed updates are primarily administrative and focus on aligning terminology, governance requirements, and legislative references with the Charter. Key changes include replacing 'public consultation' with 'community engagement', clarifying the relationship between the Charter and the International Association of Public Participation (IAP2) Spectrum, strengthening accountability for meeting mandatory legislative requirements, and updating roles and responsibilities associated with legislative engagement.

Council's existing approach to community engagement is already broadly aligned with the principles of the Charter. As such, the review is not intended to alter the underlying intent of the Policy. The quality and purpose of Council's community engagement approach will remain unchanged, ensuring community members and Elected Members continue to experience well-structured, proportionate, and effective opportunities to participate in

decision-making. The proposed Community Engagement Policy and Procedure will require public consultation prior to final adoption.

1. BACKGROUND

On 24 June 2025, the Community Engagement Policy and Community Engagement Procedure were endorsed by Council (Resolution 6309) following public consultation.

A new Charter, established under Section 50 of the *Local Government Act 1999*, came into effect on 11 December 2025 and establishes minimum requirements for community engagement under the Act through a category-based framework (Attachment 5). The Charter establishes five (5) categories based on the significance and impact of a decision:

- **Significant - Annual Business Plan and Rating Policy:**
Decisions related to a Council's adoption of its Annual Business Plan or proposed changes to the basis of its Council rates.
- **Significant:**
Decisions that a Council makes that have a significant impact on most or all ratepayers and residents, or the wider community area.
- **Standard:**
Decisions that a Council makes that benefit from community input across the Council area.
- **Local:**
Decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
- **Inform:**
Matters where Councils provide information to a community impacted by a decision.

The proposed introduction of the Charter had previously been identified through the Local Government Association and the Office for Local Government reform process in 2021. However, at the time Council's Community Engagement Policy and Community Engagement Procedure were adopted in 2024, no confirmed commencement timeframe had been provided for the Charter.

Changes introduced through the *Statutes Amendment (Local Government Review) Act 2021* included a replacement Section 50 (Community Engagement Charter), a new Section 50A (Community Engagement Policy), and amended public consultation provisions throughout the *Local Government Act 1999*. Because of this, all councils are required to adopt a Community Engagement Policy aligned with the Charter by 11 September 2026. Transitional provisions allow councils to continue operating under their existing policies until the earlier of three (3) months after adoption of a revised Policy, or 10 December 2026.

2. RELEVANCE TO STRATEGIC PLAN

The community have told us they want opportunities to connect with Council to share their views about matters that impact them, have them understood and considered in a transparent way. The Community Engagement Policy and Procedure outline what meaningful community engagement looks like for Council, to support staff when planning and making decisions relating to engagement.

3. PUBLIC CONSULTATION

Under the transitional provisions associated with the Charter in the *Local Government Act 1999* councils may continue to apply their existing community engagement policy during the transition period, as if the former provisions of the Act remained in operation.

Accordingly, there remains a legislative requirement to consult with the community when altering the Policy, pursuant to former Section 50(6) of the Act:

The council must—

- (c) prepare a document that sets out its proposal in relation to the matter; and*
- (d) publish in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and*
- (e) consider any submissions made in response to an invitation under paragraph (d).*

4. DISCUSSION

- 4.1 The current Community Engagement Policy and Procedure were endorsed by Council (Resolution 6309) on 24 June 2025.
- 4.2 A new Charter established under Section 50 of the *Local Government Act 1999* came into effect on 11 December 2025.
- 4.3 Councils were formally notified by the Local Government Association 12 January 2026.
- 4.4 Councils are required to adopt a Community Engagement Policy that aligns with the Charter by 11 September 2026.
- 4.5 The Charter introduces a category-based approach to legislatively-required community engagement, establishing five (5) categories based on community impact: Significant – Annual Business Plan and Rating Policy, Significant, Standard, Local and Inform, with minimum mandatory engagement tactics required for each category.
- 4.6 Council's existing approach to community engagement is already broadly aligned with the principles of the Charter, including ensuring the community has reasonable, timely, and meaningful opportunities to engage, and that engagement is communicated in plain language and is readily accessible. Council also recently undertook community engagement on its Community Engagement Policy and Procedure in 2025. As a result, the quality and purpose of Council's engagement approach remain unchanged, ensuring that community members and Elected Members continue to experience well-structured, proportionate, and effective opportunities to participate in decision-making.
- 4.7 Key proposed changes to the Policy include:
 - (1) The 'Statement of Intent' has been updated to align with legislative requirements, including:
 - (a) A new principle introduced under 'Community Engagement for the Council means we': 'Know our legislative requirements'. This principle outlines the Charter categories and reinforces that compliance with legislative obligations is a primary, non-negotiable component of engagement planning and delivery.

- (b) A new principle, 'Undertake non-legislative community engagement where appropriate', has been introduced, with existing content repositioned under this principle to improve flow and clarity between legislative and non-legislative engagement activities.
- (c) 'Determine the level of engagement' – minor wording amendments have been made to clarify how the IAP2 Spectrum is used to determine the level of engagement across legislative and non-legislative engagement activities.
- (d) Close the loop – repositioned as the final principle for consistency with the Procedure.
- (e) Wording updated throughout to improve clarity and align with Charter principles and terminology:
 - (i) Inclusion of 'Spectrum', when referring to the IAP2 Spectrum
 - (ii) Replacing 'feedback and discussion' with 'community participation'
 - (iii) Replacing 'easy to understand language' with 'plain language'
 - (iv) Replacing 'involvement' with 'community engagement'
 - (v) Replacing 'public consultation' with 'community engagement' to reflect the intent of the Charter.
- (2) Scope updated to reference the Charter, its relationship under the Local Government Act 1999 and Council's obligations in community engagement.
- (3) Legislation and References updated to remove the previous list of legislative matters presented in legislative order. The revised section includes the Charter as a key reference and outlines legislative matters requiring community engagement under each Charter category, allowing for clearer application. This approach has been adapted from the Local Government Association Model Policy for Councils.
 - (a) Removed reference to the Community Engagement Framework as it is an internal resource only.
- (4) Application updated to clarify roles and functions associated with legislative requirements under the Charter, including:
 - (a) Council Member application wording updated to align with the Charter and relevant legislation, which prescribe engagement requirements for these matters.
 - (b) Added the word 'oversight' to General Manager application to reinforce the strategic governance role of General Managers throughout the community engagement process.
 - (c) Introducing a requirement for Senior Managers to reference the Charter, identify the relevant Charter category, and confirm that minimum requirements are met ahead of engagement implementation.

- (d) Within the Application (workers), wording updated to replace 'what meaningful engagement looks like' with 'this Policy' for consistency and alignment.

4.8 Key proposed changes to the Procedure include:

- (1) References and supporting documentation – addition of the Local Government Act 1999 – Community Engagement Charter.
 - (2) Proposed changes to the application section for the relevant roles and functions in the Policy have been updated in the Procedure for consistency.
 - (a) Amended Community Engagement & Experience application to include the wording 'relevant Charter category'.
 - (3) 4.1.1 Clarified the decision-making responsibilities between Senior Manager and General Manager. The Procedure now states 'The relevant General Manager will decide whether community engagement will proceed with regard to internal and external factors that may impact the engagement approach or outcomes.' An additional reference to legislative requirements has also been included as a consideration item in the list of dot points.
 - (4) 4.2.2 Added Charter definitions and clarified the role of Community Insights: 'Where a matter is listed in the Charter, the Community Insights team will provide advice and support on the applicable Charter category and the mandatory minimum requirements that apply.'
 - (5) 4.2.5 Added provision that, for matters categorised as 'Inform' in the Charter or identified as 'Inform' in the IAP2 Spectrum, an Issues and Stakeholder Analysis and Community Engagement Plan may not be required. This provides flexibility for low-impact matters, where there is limited opportunity for community influence, and a communications approach may be more appropriate.
 - (6) 4.3.4 Updated to align with the Charter, which sets minimum actions that vary by category, including public notice requirements, while also recognising applicable legislative obligations. The Procedure retains Council's endorsed 28-day minimum engagement period, noting the Charter specifies a 21-day minimum for Significant categories, while 14-day minimum periods for Standard and Local categories are suggested in the Local Government Association's Model Community Engagement Policy.
 - (7) 4.4.3 Clarified that Council Members will be notified by memo of community engagement activities, as the previous Procedure did not specify how Council Members would be notified. References to 'public consultation' terminology have also been removed to align with the Charter.
- 4.9 Following the consultation process (28 days) the proposed Community Engagement Policy and Procedure will be put to the next available meeting of Ordinary Council for final adoption, which will replace the existing Community Engagement Policy and Procedure.
- 4.10 This Community Engagement Policy will meet the new legislative requirements following the public consultation required under Section 50A of the Local Government Act 1999 and final adoption.

5. OPTIONS

Recommendation

1. Council endorse the proposed Community Engagement Policy (Attachment 1) and Community Engagement Procedure (Attachment 2) to proceed to public consultation and to consider final adoption of the Community Engagement Policy and Procedure at the next available Ordinary Council meeting following the consultation.
2. Council authorise the CEO to make further minor amendments to the Community Engagement Policy (Attachment 1) and Community Engagement Procedure (Attachment 2) that do not alter the intent of the document.

Option 2

1. Council endorse the proposed Community Engagement Policy (Attachment 1) and Procedure (Attachment 2) to proceed to public consultation and to consider final adoption of the Policy and Procedure at an Ordinary Council meeting following the consultation subject to the following amendment/s:
 - _____
 - _____
 - _____
2. Council authorise the CEO to make further minor amendments to the Community Engagement Policy (Attachment 1) and Community Engagement Procedure (Attachment 2) that do not alter the intent of the document.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Endorsing the proposed Community Engagement Policy and Community Engagement Procedure for public consultation will ensure alignment with the legislative requirements established under the *Local Government Act 1999*, while continuing Council's consistent and effective approach to community engagement

Risk Appetite

Regulatory Compliance

Council has a zero tolerance for non-compliance with applicable legislation including but not limited to: Local Government Act (LGA) 1999; Independent Commissioner Against Corruption (ICAC) Act 2012; Work Health & Safety (WHS) Act 2012; Environment Protection Act (EPA) 1993; Development Act 1993; Equal Employment Opportunity legislation; and Public Consultation legislation.

This decision will ensure Council meets its legislative requirements to adopt a Community Engagement Policy under Section 50 of the *Local Government Act 1999*.

6.1.2 Financial Implications

There are no financial or resource implications associated with this decision.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Should Council not endorse the proposed Community Engagement Policy and Community Engagement Procedure for public consultation, the existing policy and procedure would remain in place and would not align with the Charter established under the *Local Government Act 1999*. A further review would be required, significantly reducing the available timeframe prior to 11 September 2026 for Council to complete consultation, adoption, and implementation requirements under the Charter transitional provisions.

6.2.2 Financial Implications

There are no financial or resource implications associated with this decision.

Community Engagement Policy



Policy Author	General Manager – Corporate Services
Date of next review	TBC

1. Statement of Intent

Our community has clearly told us they want more opportunities to connect with the Council and each other, and have their ideas and experiences understood and listened to.

The Council recognises the role of community engagement in helping to shape and test ideas and support decision-making, leading to stronger outcomes (services, infrastructure, planning and programs) for the community. Its aim is to build effective relationships with the community and foster a sense of shared decision ownership in decision-making.

The Council values and encourages the involvement and contribution of the community in engagement processes, acknowledging that the quality of community engagement outcomes relies on mutual effort and meaningful participation of community and stakeholders.

Community engagement for the Council means we:

- **Know our legislative requirements.** This means we comply with relevant legislation and Section 50 of the *Local Government Act 1999* (the Act) Community Engagement Charter (the Charter). The Charter outlines five categories of community engagement for legislative matters which set the minimum requirements Council must meet:
 - Significant – Annual Business Plan and Rating Policy
 - Significant
 - Standard
 - Local; and
 - Inform.
- **Undertake non-legislative community engagement where appropriate.** While the Charter clearly identifies matters that Council must engage on and how we go about it, there will be other projects and decisions where engaging with the community may be appropriate. Council understands the need to seek input into projects and decisions that are likely to be of significant community interest, have economic, social, environmental, or cultural importance, involve significant expenditure on large scale projects, where there is influence available for the community, and decision-making is likely to be enhanced through community engagement.
- **Determine the level of engagement.** The International Association for Public Participation (IAP2) Spectrum guides how community engagement is undertaken across all engagement

activities, legislative or otherwise. While the Charter outlines the minimum engagement requirements for legislative matters, the IAP2 Spectrum assists Council in determining the appropriate level of engagement based on the level of influence the community can reasonably have. The IAP2 Spectrum identifies four levels of engagement.

Council may:

- **Inform** the community of a decision that has been made as this is also a part of a community engagement process
 - **Consult** the community to seek feedback on specific options or ideas (this level is often referred to as public consultation and may relate to matters that are triggered by legislation)
 - **Involve** the community so they can help balance views and help shape ideas; and/or
 - **Collaborate** with the community to develop joint solutions to a problem, even though Council may still be the final decision-maker.
- **Communicate a clear engagement objective.** This means people are clear on why they're involved and what we're seeking to understand, what can and cannot be influenced, and how feedback and information will be used to assist in decision-making.
 - **Understand who our stakeholders are.** This means we consider who is impacted or has a stake in the matter we are engaging on, and further consider their gender, age, diversity, ability, location, and interest.
 - **Are flexible in our approach and use a range of engagement techniques** to reach people and encourage community participation. This means we consider the various stakeholders we need to engage and the techniques that may be most effective for the identified level of engagement, including but not limited to digital/online, face to face, on project site, direct mail, printed collateral, and existing community groups.
 - **Strive to be accessible and inclusive.** This means we use plain language, try our best to make it easy for people to get involved, use accessible venues and formats, and consider other barriers to ensure people can meaningfully participate.
 - **Consider the resources, capacity, and expertise we have** available to support any engagement activity. This means that before we commit, we understand and confirm we have the resources we need to be able to deliver a meaningful community engagement process.
 - **Close the loop.** This means we inform the community of the outcome as soon as we can and, for longer projects, keep them informed of the progress. We explain how their feedback was used to inform decisions.

Council strives to ensure that the community engagement undertaken is meaningful. This will mean that at times, Council will not undertake community engagement or be restricted in the level of engagement it can take. This may be due to things like the limited ability to influence Council's direction, resourcing constraints, timing or that we have existing community insights to draw on already.

2. Scope

This Policy applies to all workers who undertake any community engagement activity for, or on behalf of, the Council.

The adoption of this Policy meets Council's obligations under Section 50A of the *Local Government Act 1999* (the Act), which states that councils must prepare and adopt a community engagement

policy, and Section 50 – *Community Engagement Charter* (the Charter) that outlines the steps Council must follow when undertaking community engagement in accordance with the Act.

3. Legislation and References

This Policy is to be read in conjunction with the Community Engagement Procedure.

Related documents include:

- Community Engagement Charter (gazetted 11 December 2025, established under Section 50 of the *Local Government Act 1999*)

The Charter establishes different categories for legislative matters, as follows:

- Significant – Annual business plan and rating policy
 - Adopting an Annual Business Plan – section 123(3)(b)
 - Changes to basis of rating, declaring differential rates, imposing a separate rate, service rate or service charge, or changing the basis on which land is valued for the purpose of rating – section 151(5)(e)
- Significant
 - Representation reviews – section 12(7)
 - Development and review of Strategic Management Plans – section 122(6)
 - Changes to use of differential rating – section 156(14a)(b)
 - Revocation of classification of land as community land – sections 194(2)(b)
 - Community Land Management Plans – adoption – section 197(1)
 - Community Land Management Plans – significant amendments – section 198(3)
 - Alienation of community land by lease or license – section 202(2)
- Standard
 - Opening hours and place of principal office – substantial changes – section 45(3)
 - Community Engagement Policy – section 50A(6)(b)
 - Council behavioural support policies – section 75F(6)
 - Access to meetings and documents – section 92(5)
 - Power to make orders – section 259(2)(b)
- Local
 - Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for more than 48 hours (with a detour in place) or where no detour will be available – section 223(1)

- Proposed planting of vegetation on a road – significant impact – section 232(b)
- Inform
 - Opening hours and place of principal office – minor changes – section 45(3)
 - Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for less than 48 hours and the Council ensures that a detour is in place – section 223(1)
 - Election information – section 13A(2) of the *Local Government (Elections) Act 1999*
- *Planning, Development and Infrastructure Act 2016*
- International Association Public Participation (IAP2) – Spectrum of Participation
- City of Playford Global Glossary

This Policy should not be considered as the only document that may relate to community engagement. Other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Chief Executive Officer	Champion and embed a foundation of best practice in community engagement within the organisation.
Council Members	May endorse community engagement for matters considered as high risk or high impact. Consider views, ideas and feedback received from the community and other relevant information to inform their decision-making process.
General Managers	Provide strategic direction and oversight to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.
Senior Managers	Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager. Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply. Ensure that all outcomes align and meet legislative and policy requirements.
Workers	Workers with community engagement responsibilities are to adhere to the principles of this Policy and ensure any procedures, guidelines and processes are followed.

Community Insights team	Ensure this Policy is made available for community engagement following correct community engagement procedures. Provide advice and support in relation to the application of this Policy and ensure guidelines and templates for community engagement are prepared.
Customer Contact team	Ensure this Policy is made available on request for viewing at Council's principal office.

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation. This Policy will be supported by procedures, guidelines, and a tool kit to support employees to deliver good community engagement that is well planned and accessible with clear objectives, flexible approaches, and appropriate resources.

Regulatory Compliance

Council has **ZERO TOLERANCE** for non-compliance with statutory requirements. This Policy sets out minimum standards for public consultation as required under the Act.

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3960954
Version no.	5
Procedure link	Community Engagement Procedure
Policy author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	TBC
Legal requirement	<i>Local Government Act 1999 – Section 50</i>
Review schedule	2 Years
Date of current version	TBC
Date of next review	TBC

Version history

Version no.	Approval date	Approval by	Change
1	October 2011	Ordinary Council Resolution No. 493	New Policy
2	December 2013	City Strategy and Enterprises Committee (no record of Ordinary Council resolution)	
3	25 May 2021	Ordinary Council Resolution No. 4628	<p>Policy title change from Public Consultation Policy in line with Statutes Amendment (Local Government Review) Bill 2020 language.</p> <p>Clear identification of what good community engagement looks like for City of Playford.</p> <p>Removal of procedural matters and incorporated into the Community Engagement Procedure.</p>
4	24 June 2025	Ordinary Council Resolution No. 6309	<p>Clarity provided on difference between community engagement and public consultation.</p> <p>Additional information included to clarify IAP2 and the different outcomes of each level.</p> <p>Legislation and References updated.</p> <p>Application updated to reflect the role of Council General Managers and Senior Managers.</p>
5	TBC	Ordinary Council Resolution No. TBC	Policy reviewed and amended to align with recent legislative changes.



Community Engagement Procedure

Procedure Author	General Manager – Corporate Services
Date of next review	June 2027

1. Purpose

This Procedure outlines the processes to be followed when planning and delivering community engagement activities on behalf of Council.

2. References and Supporting Documentation

This Procedure should be read in conjunction with the Community Engagement Policy.

Related documents include:

- Community Engagement Charter (gazetted 11 December 2025, established under Section 50 of the *Local Government Act 1999*)
- Issues and Stakeholder Analysis Template
- Community Engagement Plan Template

3. Application

Council Members	<p>May endorse community engagement for matters considered as high risk or high impact.</p> <p>Consider views, ideas and feedback received from the community and other relevant information to form their decision-making process.</p>
General Managers	<p>Provide strategic direction and oversight to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.</p>
Senior Managers	<p>Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager.</p> <p>Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply.</p> <p>Ensure that all outcomes align and meet legislative and policy requirements.</p>
Workers with community engagement responsibilities	<p>Plan, prepare and deliver community engagement activities.</p>

Community Engagement and Experience team	<p>Review documentation, provide advice and support to determine the relevant Charter category, level of engagement, and prepare and plan for engagement activities.</p> <p>Coordinate community engagement information on Council's online engagement platform.</p> <p>Ensure the community is appropriately informed about community engagement opportunities.</p>
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4. Procedure

4.1 Determining the need for undertaking community engagement

- 4.1.1 Senior Managers will assess and determine, in consultation with the Community Insights team whether community engagement is recommended as part of a project or decision-making process.

The relevant General Manager will decide whether community engagement will proceed with regard to internal and external factors that may impact the engagement approach or outcomes.

Consideration will be given to:

- whether the engagement is legislatively required, including identification of the applicable Charter category and application of minimum legislative requirements
- the scale and impact of the project or decision
- whether there is likely to be significant community interest
- the economic, social, environmental, or cultural importance of the matter
- the scale of expenditure on a large-scale project; and
- whether input from the community may meaningfully shape or influence the matter.

4.2 Determining the Charter category and level of engagement required

- 4.2.1 Relevant workers will complete the Issues and Stakeholder Analysis Template with support from the Community Insights team to determine the relevant considerations required for both legislative and other proposed community engagement. The analysis considers the nature of the issue, degree of community impact, community expectations, competing values, scale of interest, degree of influence and availability of resources. This will provide an indication of the level of impact/risk.

- 4.2.2 Where a matter is listed in the Community Engagement Charter (the Charter), the Community Insights team will provide advice and support on the applicable Charter category and the mandatory minimum requirements that apply.

The Charter establishes five categories:

- **Significant – Annual Business Plan and Rating Policy:** decisions related to a Council's adoption of its Annual Business Plan or proposed changes to the basis of its Council rates.
- **Significant:** decisions that a Council makes that have a significant impact on most or all ratepayers and residents, or the wider community area.
- **Standard:** decisions that a Council makes that benefit from community input across the Council area.

- **Local:** decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
- **Inform:** matters where Council's provide information to a community impacted by a decision.

4.2.3 The Community Insights team will also advise if the community engagement required is most appropriately achieved through either the Inform, Consult, Involve or Collaborate levels of the IAP2 Spectrum as prescribed in the Community Engagement Policy.

4.2.4 The Senior Manager, in consultation with the relevant General Manager, will decide on the required community engagement level having regard to any analysis, Charter requirements, and Community Insights team advice. The Senior Manager will also ensure legislative requirements are met under the Charter.

4.2.5 For matters categorised as *Inform* in the Charter or identified as *Inform* in the IAP2 Spectrum, an Issues and Stakeholder Analysis and Community Engagement Plan may not be required.

4.3 Planning and preparing for community engagement

4.3.1 Relevant workers will develop a Community Engagement Plan that clearly identifies the objectives and level of engagement, Charter category and minimum requirements (where applicable), who the stakeholders are, proposed engagement techniques, access and inclusion checks, methods to close the loop, relevant timeframes, and any resources required.

4.3.2 For matters that are identified as high risk/impact or above, the Community Engagement Plan will go to the Community Insights team and relevant Senior Manager for input and review.

4.3.3 Any matter that is identified as being high risk/impact or more may require Council resolution of the engagement approach. This will require a Council decision report that includes an overview of the Community Engagement Plan.

4.3.4 For community engagement categorised in the Charter as Significant – Annual Business Plan and Rating Policy, Significant, Standard and Local the minimum engagement period will be 28 days. Public notice and other minimum requirements will be applied in accordance with the Charter and any applicable legislation.

4.3.5 Where community engagement is not legislatively required and is undertaken at the discretion of Council, the minimum period for Consult, Involve or Collaborate levels of engagement as defined by the IAP2 Spectrum will be 21 days from the date of notice.

4.3.6 Submissions received will be considered as part of the decision-making process and will also have regard to any relevant legislation.

4.4 Communication and coordination

4.4.1 The Community Engagement and Experience team will be advised in advance of any community engagement activity.

4.4.2 All current community engagement will be viewable on Council's online engagement platform and/or Council website.

4.4.3 Council Members will be advised via memo of any community engagement activities outlined in an Community Engagement Plan prior to those activities commencing.

4.5 Close the loop

- 4.5.1 A What We Heard Report will be developed at the end of the community engagement to inform Council and the community of the outcome. The report will summarise feedback and explain how it will be used to inform Council decision-making.

5. Feedback


Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3961007
Version no.	3
Policy link	Community Engagement Policy
Procedure author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	TBC
Legal requirement	<i>Local Government Act 1999 – Section 50</i>
Review schedule	2 Years
Date of current version	TBC
Date of next review	TBC

Version history

Version no.	Approval date	Approval by	Change
1	25 May 2021	Ordinary Council Resolution No. 4628	New Procedure
2	24 June 2025	Ordinary Council Resolution No. 6309	'Close the loop' added as an additional step and align to Community Engagement Policy. Application updated to provide role clarity of Council Members, General Managers, Senior Manager and Community Insights team Team title changed from 'Engagement and Insights' to



3	TBC	Ordinary Council Resolution No. TBC	'Community Insights' and policy author department name changed from 'Strategy & Corporate' to 'Corporate Services'. Procedure reviewed and amended to align with recent legislative changes.
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Policy Author	General Manager – Corporate Services
Date of next review	June-2027TBC

1. Statement of Intent

Our community has clearly told us they want more opportunities to connect with the Council and each other, and have their ideas and experiences understood and listened to.

The Council recognises the role of community engagement in helping to shape and test ideas and support ~~decision-making~~ decision-making, leading to stronger outcomes (services, infrastructure, planning and programs) for the community. Its aim is to build effective relationships with the community and foster a sense of shared decision ownership in ~~decision-making~~ decision-making.

The Council values and encourages the involvement and contribution of the community in engagement ~~and consultation~~ processes, acknowledging that the quality of community engagement outcomes relies on mutual effort and meaningful participation of community and stakeholders.

Community engagement for the Council means we:

- Know our mandatory legislative requirements: This means we comply with relevant legislation and Section 50 of the Local Government Act 1999 (the Act) Community Engagement Charter (the Charter). The Charter outlines five categories of community engagement for legislative matters which set the minimum requirements Council must meet:
 - Significant – Annual Business Plan and Rating Policy
 - Significant
 - Standard
 - Local; and
 - Inform.
- Undertake non-legislative community engagement where appropriate. While the Charter clearly identifies matters that Council must engage on and how we go about it, there will be other projects and decisions where engaging with the community may be appropriate. Council understands the need to seek input into projects and decisions that are likely to be of significant community interest, have economic, social, environmental, or cultural importance, involve significant expenditure on large scale projects, where there is influence available for the community, and decision-making is likely to be enhanced through community engagement.
- Determine the level of engagement. The International Association for Public Participation (IAP2) Spectrum guides how community engagement is undertaken across all engagement

Commented [JE1]: 'Public consultation' has been removed and replaced with 'community engagement' across both draft Policy and draft Procedure to reflect the intent of the Community Engagement Charter.

Commented [JE2]: New principle introduced to reinforce compliance with legislative obligations is a primary, non-negotiable component of engagement planning and delivery process. New Charter categories included for practicality and awareness.

Commented [JE3]: New principle title introduced, with existing wording from Policy repositioned here to improve flow and clarity between legislative and non-legislative engagement activities. Language updated to align to Charter terminology.

Commented [JE4]: Minor wording adjustments made to improve clarity regarding the application of the IAP2 Spectrum, with no change to intent.

~~activities, legislative or otherwise. While the Charter outlines the minimum engagement requirements for legislative matters, the IAP2 Spectrum assists Council in determining the appropriate level of engagement based on the level of influence the community can reasonably have. The IAP2 Spectrum identifies four levels of engagement.~~

Council may:

- ~~○ Inform the community of a decision that has been made as this is also a part of a community engagement process~~
- ~~○ Consult the community to seek feedback on specific options or ideas (this level is often referred to as public consultation and may relate to matters that are triggered by legislation)~~
- ~~○ Involve the community so they can help balance views and help shape ideas; and/or~~
- ~~○ Collaborate with the community to develop joint solutions to a problem, even though Council may still be the final decision-maker.~~

- **Communicate a clear engagement objective.** This means people are clear on why they're involved and what we're seeking to understand, what can and cannot be influenced, and how feedback and information will be used to assist in ~~decision~~ ~~decision~~-making.
- **Understand who our stakeholders are.** This means we consider who is impacted or has a stake in the matter we are engaging on, and further consider their gender, age, diversity, ability, location, and interest.
- ~~**Determine the level of engagement.** Community engagement has several levels, which the International Association for Public Participation (IAP2) Spectrum defines as Inform, Consult, Involve, or Collaborate. The determination of this level is dependent upon the scope, complexity, impact and competing values or interests in the Council project or decision being made and timeframes may apply.~~
 - ~~• Council may:~~
 - ~~○ Inform the community of a decision that has been made as this is also a part of a community engagement process.~~
 - ~~○ Consult the community to seek feedback on specific options or ideas (this level is often referred to as public consultation and may relate to matters that are triggered by legislation).~~
 - ~~○ Involve the community so they can help balance views and help shape ideas; and/or~~
 - ~~○ Collaborate with the community to develop joint solutions to a problem, even though Council may still be the final decision ~~decision~~-maker.~~
- **Are flexible in our approach and use a range of engagement techniques** to reach people and encourage ~~feedback and discussion~~ ~~community participation~~. This means we consider the various stakeholders we need to engage and the techniques that may be most effective for the identified level of engagement, including but not limited to digital/online, face to face, on project site, direct mail, printed collateral, and existing community groups.
- **Strive to be accessible and inclusive.** This means we use ~~easy to understand language~~ ~~plain language~~, try our best to make it easy for people to get involved, use accessible venues and formats, and consider other barriers to ensure people can meaningfully participate.
- ~~**Close the loop.** This means we inform the community of the outcome as soon as we can and,~~

Commented [JE5]: Moved to third principle for better flow and wording adjusted.

Commented [RW6]: Removed 'feedback and discussion' and changed to 'community participation to align to Charter language.

Commented [RW7]: Changed wording from 'easy to understand language' to 'plain language to align to Charter wording.

~~for longer projects, keep them informed of the progress. We explain how their feedback was used to inform decisions.~~

- **Consider the resources, capacity, and expertise we have** available to support any engagement activity. This means that before we commit, we understand and confirm we have the resources we need to be able to deliver a meaningful community engagement process.
- **Close the loop.** This means we inform the community of the outcome as soon as we can and, ~~for longer projects, keep them informed of the progress. We explain how their feedback was used to inform decisions.~~

~~While the Local Government Act 1999 identifies matters that Council must consult on, there will be other projects and decisions where engaging with the community may be appropriate. Council understands the need to seek input into projects and decisions that are likely to be of significant community interest, have economic, social, environmental, or cultural importance, involve significant expenditure on large scale projects, where there is influence available for the community, and decision making is likely to be enhanced through the involvement of the community.~~

Council strives to ensure that the community engagement undertaken is meaningful. This will mean ~~that~~ at times, ~~that~~ Council will not undertake community engagement or be restricted in the level of engagement it can take. This may be due to things like the limited ability to influence Council's direction, resourcing constraints, timing or that we have existing community insights to draw on already.

2. Scope

This Policy applies to all workers who undertake any community engagement ~~and public consultation~~ activity for, or on behalf of, the Council.

~~The adoption of this Policy meets Council's obligations under Section 50A of the Local Government Act 1999 (the Act), which states that councils must prepare and adopt a public consultation community engagement policy, and Section 50 – Community Engagement Charter (the Charter) that sets out the steps Council will must follow in when undertaking public consultation community engagement in accordance with as required by the Act.~~

3. Legislation and References

This Policy is to be read in conjunction with the Community Engagement Procedure.

Related documents include:

- ~~City of Playford Global Glossary~~
- ~~International Association Public Participation (IAP2) – Spectrum of Participation~~
- ~~City of Playford Community Engagement Framework~~
- ~~Community Engagement Charter (gazetted 11 December 2025, established under Section 50 of the Local Government Act 1999)~~

~~The Charter establishes different categories for legislative matters, as follows:~~

- ~~Significant – Annual business plan and rating policy.~~
 - ~~Adopting an Annual Business Plan – section 123(3)(b).~~
 - ~~Changes to basis of rating, declaring differential rates, imposing a separate rate, service rate or service charge, or changing the basis on which land is valued for the~~

Commented [JE8]: Moved to bottom principle to align with steps in procedure.

Commented [JE9]: Moved to new principle "Undertake non-legislative community engagement where appropriate"

Commented [JE10]: Removal of reference to 'public consultation'.

Commented [RW11]: Updated paragraph to reference the Charter, its relationship under the Act and Council's obligations in community engagement.

Commented [JE12]: Moved to bottom of section.

Commented [JE13]: Removal of Community Engagement Framework as it is an internal resource only.

Commented [RW14]: Section updated to remove the previous list of legislative matters, (presented in legislative order). The updated version now includes the Charter as a key reference and outlines the legislative matters requiring community engagement under each Charter category, enabling simpler application and clearer awareness for staff. This has been adapted from the LGA's Model Policy for Councils



purpose of rating – section 151(5)(e)

o Significant

- Representation reviews – section 12(7)
- Development and review of Strategic Management Plans – section 122(6)
- Changes to use of differential rating – section 156(14a)(b)
- Revocation of classification of land as community land – sections 194(2)(b)
- Community Land Management Plans – adoption – section 197(1)
- Community Land Management Plans – significant amendments – section 198(3)
- Alienation of community land by lease or license – section 202(2)

o Standard

- Opening hours and place of principal office – substantial changes – section 45(3)
- Community Engagement Policy – section 50A(6)(b)
- Council behavioural support policies – section 75F(6)
- Access to meetings and documents – section 92(5)
- Power to make orders – section 259(2)(b)

o Local

- Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for more than 48 hours (with a detour in place) or where no detour will be available – section 223(1)
- Proposed planting of vegetation on a road – significant impact – section 232(b)

o Inform

- Opening hours and place of principal office – minor changes – section 45(3)
- Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for less than 48 hours and the Council ensures that a detour is in place – section 223(1)
- Election information – section 13A-(2) of the Local Government (Elections) Act 1999

• ~~Local Government Act 1999 – Section 50~~

o ~~Legislative matters requiring public consultation:~~

• ~~Section 12(7): Representation Report~~

• ~~Section 13(2): Status of a Council/Change of Name~~

- ~~Section 50(6): Public Consultation Policy~~
- ~~Section 75F(6): Behavioural Support Policies~~
- ~~Section 92(5): Code of Practice for Public Access to Meetings and Meeting Documents~~
- ~~Section 122(6): Strategic Management Plans~~
- ~~Section 249(1): Passing By-Laws~~
- ~~Section 259(2): Policies on Orders~~
- ~~Legislative matters requiring public consultation in accordance with Council's public consultation policy:~~
- ~~Section 45(3): Principal Office — Opening hours~~
- ~~Section 123(3) and (4): Annual Business Plan~~
- ~~Section 151(5), (7) and (8): Changes to Basis of Rating~~
- ~~Section 156(14a): Rating Differential Rates~~
- ~~Section 194(2)(b): Community Land — Revocation of Classification~~
- ~~Section 197(1): Community Land — Adoption of a Management Plans~~
- ~~Section 198(2): Community Land Amendment or Revocation of a Management Plan~~
- ~~Section 202(2): Alienation of Community Land by Lease or License~~
- ~~Section 223: Roads | Permits that would result in any part of a road being fenced, enclosed or partitioned so as to impede the passage of traffic to a material degree or in relation to a use or activity requiring public consultation under the regulations.~~
- ~~Section 232: Planting of vegetation if the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area~~
- ~~Planning, Development and Infrastructure Act 2016~~
- [International Association Public Participation \(IAP2\) – Spectrum of Participation](#)
- [City of Playford Global Glossary](#)

This Policy should not be considered as the only document that may relate to community engagement. Other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Chief Executive Officer	Champion and embed a foundation of best practice in community engagement within the organisation.
Council Members	Endorse community engagement approaches where public consultation is required by legislation and May endorse

Commented [JE15]: Council Member application wording updated to align with the Charter and relevant legislation, which prescribe engagement requirements for these matters.

	community engagement for matters considered as high risk or high impact. Consider views, ideas and feedback received from the community and other relevant information to inform their decision-making process.
General Managers	Provide strategic direction and <u>oversight</u> to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.
Senior Managers	Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager. <u>Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply.</u> Ensure that all outcomes align and meet legislative and policy requirements.
Workers	Workers with community engagement responsibilities are to adhere to the principles of <u>what meaningful community engagement looks like this Policy</u> and ensure any procedures, guidelines and processes are followed.
Community Insights team	Ensure this Policy is made available for <u>public consultation community engagement</u> following correct community engagement procedures. Provide advice and support in relation to the application of this Policy and ensure guidelines and templates for community engagement are prepared.
Customer Contact team	Ensure this Policy is made available on request for viewing at Council's principal office.

Commented [JE16]: "Oversight" included to reinforce the strategic governance role of General Managers throughout the community engagement process.

Commented [RW17]: New inclusion requiring reference to the Charter, identification of the relevant Charter category, and confirmation that minimum requirements are met.

Commented [RW18]: Removal of 'what meaningful engagement looks like' and replaced with 'this Policy' for alignment

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation. This Policy will be supported by procedures, guidelines, and a tool kit to support employees to deliver good community engagement that is well planned and accessible with clear objectives, flexible approaches, and appropriate resources.

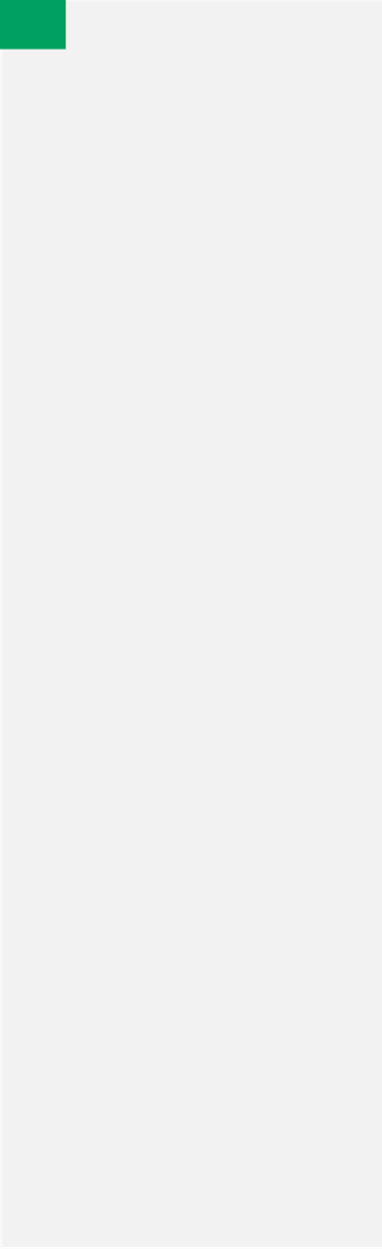

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6. Feedback

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Version no.	45
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Policy author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	6309TBC
Legal requirement	<i>Local Government Act 1999</i> – Section 50
Review schedule	2 Years
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1	October 2011	Ordinary Council Resolution No. 493	New Policy
2	December 2013	City Strategy and Enterprises Committee (no record of Ordinary Council resolution)	
3	25 May 2021	Ordinary Council Resolution No. 4628	<p>Policy title change from Public Consultation Policy in line with Statutes Amendment (Local Government Review) Bill 2020 language.</p> <p>Clear identification of what good community engagement looks like for City of Playford.</p> <p>Removal of procedural matters and incorporated into the Community Engagement Procedure.</p>
4	24 June 2025	Ordinary Council Resolution No. 6309	<p>Clarity provided on difference between community engagement and public consultation.</p> <p>Additional information included to clarify IAP2 and the different outcomes of each level.</p> <p>Legislation and References updated.</p> <p>Application updated to reflect the role of Council General Managers and Senior Managers.</p>
5	TBC	Ordinary Council Resolution No. TBC	Policy reviewed and amended to align with recent legislative changes.



Procedure Author	General Manager – Corporate Services
Date of next review	June 2027

1. Purpose

This Procedure outlines the processes to be followed when planning and delivering community engagement activities on behalf of Council.

2. References and Supporting Documentation

This Procedure should be read in conjunction with the Community Engagement Policy.

Related documents include:

- [Community Engagement Charter \(gazetted 11 December 2025, established under Section 50 of the Local Government Act \(1999\)\) – Community Engagement Charter](#)
- Issues and Stakeholder Analysis Template
- Community Engagement Plan Template

Commented [RW1]: Addition of Local Government Act (1999) – Community Engagement Charter

3. Application

Council Members	<p>Endorse community engagement approach where public consultation is required by legislation and May endorse community engagement for matters considered as high risk or high impact.</p> <p>Consider views, ideas and feedback received from the community engagement processes as part of and other relevant information to form their decision-making process.</p>
General Managers	<p>Provide strategic direction and oversight to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.</p>
Senior Managers	<p>Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager. Ensure that all outcomes meet legislative and policy requirements.</p> <p>Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply.</p> <p>Ensure that all outcomes align and meet legislative and policy requirements.</p>

Commented [JE2]: Updated - engagement requirements for these matters are prescribed within the Charter and relevant legislation.

Commented [JE3]: "Oversight" included to reinforce the strategic governance role of General Managers throughout the community engagement process.

Commented [RW4]: Addition to reference the Community Engagement Charter and confirm responsibilities

Workers with community engagement responsibilities	Plan, prepare and deliver community engagement activities.
Community Engagement and Experience team	Review documentation, provide advice and support to determine the relevant Charter category , level of engagement, and prepare and plan for engagement activities. Coordinate community engagement information on Council's online engagement platform. Maintain a community engagement framework to support consistent and effective community engagement. Ensure the community is appropriately informed about community engagement opportunities.

Commented [RW5]: Reference to 'the Charter'

Commented [JE6]: Removed as Framework is internal use and not a public document.

4. Procedure

4.1 Determining the need for undertaking community engagement ~~or consultation~~

Commented [RW7]: Updated to reflect charter terminology

4.1.1 Senior Managers will assess and determine, in consultation with the Community Insights team whether community engagement is recommended as part of a project or decision-making process.

~~The relevant General Manager will decide whether community engagement will proceed with regard to internal and external factors that may impact the engagement approach or outcomes.~~

Commented [JE8]: Recommend an additional step within the Procedure to provide greater clarity regarding decision-making responsibilities between Senior Manager and General Manager.

Consideration will be given to:

- ~~Whether the engagement is legislatively required, including identification of the applicable Charter category and application of minimum legislative requirements;~~
- the scale and impact of the project or decision;
- whether there is likely to be significant community interest;
- the economic, social, environmental, or cultural importance of the matter;
- the scale of expenditure on a large-scale project; and
- whether input from the community may meaningfully shape or influence the matter.

Commented [RW9]: Ensures consideration of Charter in early assessment

~~4.1.2 Relevant Senior Managers will ensure that any matter that has legislative requirements for consultation engagement is delivered, and any legislative requirements are met.~~

Commented [RW10]: Updated to reflect charter terminology

4.2 Determining the **Charter category** and level of engagement required

Commented [JE11]: Removed this point as it is covered in 4.1.1 and reinforced in 4.2.4.

4.2.1 Relevant workers will complete the Issues and Stakeholder Analysis Template with support from the Community Insights team to determine the relevant considerations required for both legislative and other proposed community engagement. The analysis considers the nature of the issue, degree of community impact, community expectations, competing values, scale of interest, degree of influence and availability of resources. This will provide an indication of the level of impact/risk.

Commented [JE12]: Inclusion of Charter in step.

~~4.2.1.2.2 Where a matter is listed in the Community Engagement Charter (the Charter), the Community Insights team will provide advice and support advise on the applicable Charter category and the mandatory minimum requirements that apply.~~

Commented [JE13]: Added new step to reference Charter definitions and clarified the role of Community Insights team.

~~The Charter establishes five categories:~~

- **Significant – Annual Business Plan and Rating Policy:** decisions related to a Council's adoption of its Annual Business Plan or proposed changes to the basis of its Council rates.
- **Significant:** decisions that a Council makes that have a significant impact on most or all ratepayers and residents, or the wider community area.
- **Standard:** decisions that a Council makes that benefit from community input across the Council area.
- **Local:** decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
- **Inform:** matters where Council's provide information to a community impacted by a decision.

4.2.24.2.3 The Community Insights team will also advise if the community engagement required is most appropriately achieved through either the Inform, Consult, Involve or Collaborate levels of the IAP2 Spectrum as prescribed in the Community Engagement Policy.

4.2.4 4.2-3 The Senior Manager, in consultation with the relevant General Manager, will decide on the required community engagement level having regard to any analysis, Charter requirements, and Community Insights team advice. The Senior Manager will also ensure legislative confirm that the proposed engagement approach meets any mandatory requirements are met, under the Charter.

4.2.34.2.5 For matters categorised as Inform in the Charter or identified as Inform in the IAP2 Spectrum, an Issues and Stakeholder Analysis and Community Engagement Plan may not be required.

4.3 Planning and preparing for community engagement

4.3.1 Relevant workers will develop a Community Engagement Plan that clearly identifies the objectives and level of engagement, Charter category and minimum requirements (where applicable), who the stakeholders are, proposed engagement techniques, access and inclusion checks, methods to close the loop, relevant timeframes, and any resources required.

4.3.2 For matters that are identified as high risk/impact or above, the Community Engagement Plan will go to the Community Insights team and relevant Senior Manager for input and review.

4.3.3 Any matter that is identified as being high risk/impact or more may require Council resolution of the engagement approach. This will require a Council decision report that includes an overview of the Community Engagement Plan.

4.4 Public consultation process

4.4.14.3.4 At a minimum, and subject to the Issues and Stakeholder Analysis referred to in 4.2.1, where the Local Government Act 1999 (the Act) states that public consultation must take place, Council will publish a notice in a newspaper circulating the local area, describing the matter for which public consultation is required, and invite interested persons to make submissions to the Council. For community engagement categorised in the Charter as Significant – Annual Business Plan and Rating Policy, Significant, Standard and Local the minimum engagement period will be 28 days. Public notice and other minimum requirements will be applied in accordance with the Charter and any applicable legislation.

4.4.24.3.5 Where public consultation and community engagement is not legislatively required mandated by the Act and is undertaken at the discretion of Council, the

Commented [RW14]: Added reference to Charter requirements to align with Senior Manager application and ensure consistency across document

Commented [RW15]: New inclusion which provides flexibility where there is no opportunity for community influence, recognising that 'Inform' applies to minor matters where a communications plan may be more appropriate.

Commented [RW16]: Align with new charter requirements

Commented [JE17]: Title removed for better flow of steps.

Commented [JE18]: Amended to reflect Charter requirements.

minimum period for Consult, Involve or Collaborate ~~Levels of engagements as defined by the IAP2 Spectrum~~ will be 21 days from the date of notice.

~~4.4.3 All details of consultations will be placed on Council's website and/or online engagement platform.~~

~~4.4.4.3.6~~ Submissions received will be considered as part of the decision-making process and will also have regard to any relevant legislation.

4.5.4.4 Communication and coordination

~~4.5.14.4.1~~ The Community Engagement and Experience team will be advised in advance of any community engagement ~~or public consultation~~ activity.

~~4.5.24.4.2~~ All current community engagement ~~and public consultation~~ will be viewable on Council's online engagement platform and/or Council website.

~~4.5.34.4.3~~ Council Members will be advised ~~via memo~~ of any community engagement ~~or public consultation activities outlined in an Community Engagement Plan y via memo~~ prior to ~~any community engagement or public consultation those~~ activities commencing.

4.6.4.5 Close the loop

~~4.6.14.5.1~~ A What We Heard Report will be developed at the end of the community engagement ~~or public consultation~~ to inform Council and the community of the outcome. The report will summarise feedback and explain how it will be used to inform Council ~~decision~~ decision-making.

Commented [RW19]: Removed 'mandated by the Act' and replaced with 'legislative' to reflect Charter language and added reference to IAP2 spectrum for clarity

Commented [RW20]: Removed sentence as duplicated in 4.4.2

Commented [RW21]: Clarified that Council Members will be notified by 'memo' of community engagement activities, as the previous Procedure did not specify how Council Members would be notified. References to 'public consultation' terminology have also been removed to align with the Charter.

Commented [RW22]: Updated to align with charter language

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3961007
Version no.	23
Policy link	Community Engagement Policy
Procedure author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	6309TBC
Legal requirement	Local Government Act 1999 – Section 50
Review schedule	2 Years
Date of current version	June 2025TBC
Date of next review	June 2027TBC



Version history

Version no.	Approval date	Approval by	Change
1	25 May 2021	Ordinary Council Resolution No. 4628	New Procedure
2	24 June 2025	Ordinary Council Resolution No. 6309	'Close the loop' added as an additional step and align to Community Engagement Policy. Application updated to provide role clarity of Council Members, General Managers, Senior Manager and Community Insights team Team title changed from 'Engagement and Insights' to 'Community Insights' and policy author department name changed from 'Strategy & Corporate' to 'Corporate Services'. _____
3	TBC	Ordinary Council Resolution No. TBC	Procedure reviewed and amended to align with recent legislative changes.

LOCAL GOVERNMENT ACT 1999

Section 50 Community Engagement Charter

The Community Engagement Charter (the Charter) is established by the Minister for Local Government pursuant to Section 50 of the *Local Government Act 1999* (the Act) for the purposes of this Act.

Principles

This charter has been prepared taking into account the following principles contained in Section 50(2) of the *Local Government Act 1999*—

- (a) members of the community should have reasonable, timely, meaningful and ongoing opportunities to gain access to information about proposed decisions, activities and processes of councils and to participate in relevant processes;
- (b) information about issues should be in plain language, readily accessible and in a form that facilitates community participation;
- (c) participation methods should seek to foster and encourage constructive dialogue, discussion and debate in relation to proposed decisions, activities and processes of councils;
- (d) participation methods should be appropriate having regard to the significance and likely impact of proposed decisions, activities and processes;
- (e) insofar as is reasonable, communities should be provided with information about how community views have been taken into account and reasons for decisions or actions of councils.

Categories

In recognition of the fact that the matters included for community engagement in this Charter have differing levels of impact on councils' communities, this Charter establishes the following categories of engagement and requirements that are appropriate to each group—

- **Significant—annual business plan and rating policy:** decisions related to a council's adoption of its annual business plan or proposed changes to the basis of its council rates.
- **Significant:** decisions that a council makes that have a significant impact on most or all ratepayers and residents, or the wider community or area.
- **Standard:** decisions that a council makes that benefit from community input across the council area.
- **Local:** decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
- **Inform:** matters where councils provide information to a community impacted by a decision.

Mandatory Requirements Definitions

Where the Charter includes a mandatory requirement, the following table provides more information about actions that must be taken at a minimum to meet that requirement for community engagement.

While these actions are mandatory, councils should actively consider all activities that should be undertaken for each matter that it is consulting on to give community members the best chance to make their views known. In particular, councils should undertake additional engagement for matters that have greater significance, greater community interest or a greater impact on communities.

In this Charter 'community' means individuals, groups or stakeholders that are impacted by or interested in a particular council decision or action. Councils should seek broad, diverse and representative views across its community.

Whenever a council is preparing information to support engagement, it should be in plain language, readily accessible and in a form that facilitates community participation.

Categories

Mandatory Requirement	Mandatory Minimum Actions to Achieve the Mandatory Requirements	Mandatory Requirement that Applies to Matters Categorised as: (X indicates that the mandatory requirement applies)				
		Significant— Annual Business Plan and Rating Policy	Significant	Standard	Local	Inform
Website	Publish information about the matter that can be easily found on a council website.	X	X	X	X	X
News publication	Publish information about the matter in a local news publication (print where available, but otherwise digital) that circulates in the council area and is not produced by the council.	X	X			
Consult with the whole council area	Consider appropriate forms of notifications to the council area. Consider whether additional information or notification should be made available to the community to bring their attention to the matter and to support participation.	X	X	X		

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Mandatory Requirement	Mandatory Minimum Actions to Achieve the Mandatory Requirements	Mandatory Requirement that Applies to Matters Categorised as: (X indicates that the mandatory requirement applies)				
		Significant— Annual Business Plan and Rating Policy	Significant	Standard	Local	Inform
Invite submissions	Provide information about how the community can make a submission, including timeframe.	X	X			
Explain decision-making process	In material prepared explain what the council proposes to do, why it proposes to do it, and what it seeks to achieve. Explain how community feedback will inform the council's decision.	X	X			
Seek and consider feedback from the community—significant matters	Consider how best to invite feedback from the community. Provide a minimum community engagement period of 21 days to enable the community to provide feedback. Include a summary of community engagement feedback to the council ahead of the decision.	X	X			
Public meeting	Hold a public meeting where the community is invited to provide submissions (written or verbal) on the matter. The public meeting may be part of a council meeting or a separate event.	X				
Council meeting invitation	Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made.		X			
Seek and consider feedback from the community	Consider how best to invite feedback from the community Provide information about how community feedback will inform the council's decision. Ensure an appropriate period of time is provided to enable communities to provide feedback.			X	X	
Consult with local community	Consider appropriate forms of notifications to the area within the council affected by the council decision or action. Consider whether additional information or notification should be made available to the local community to bring their attention to the matter and to support participation.				X	
Information to the whole council area	Provide information to the whole of the council's community if it may be directly affected by the council decision or action.					X

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THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE

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Mandatory Requirement	Mandatory Minimum Actions to Achieve the Mandatory Requirements	Mandatory Requirement that Applies to Matters Categorised as: (X indicates that the mandatory requirement applies)				
		Significant— Annual Business Plan and Rating Policy	Significant	Standard	Local	Inform
Information to local community	Provide information to the local community that may be directly affected by the council decision or action.					X

Matters (in Legislative Order)

Category	Matter	Act Reference	Description
Significant	Representation reviews	Section 12(7) of the <i>Local Government Act 1999</i>	Consultation that a council undertakes when it is doing a review of its internal representation (including possible changes to its ward structure, number of council members, change of council or ward names).
Inform	Minor changes to opening hours and place of council offices	Section 45(3) of the <i>Local Government Act 1999</i>	A council's decision about the manner, places and times at which its offices will be open to the public, where the impact of the decision would be minor.
Standard	Substantial changes to the opening hours and place of council offices	Section 45(3) of the <i>Local Government Act 1999</i>	A council's decision about the manner, places and times at which its offices will be open to the public, where the impact of the decision would be substantial.
Standard	Community engagement policy	Section 50A(6)(b) of the <i>Local Government Act 1999</i>	Councils must consult before adopting its community engagement policy, which is the document that demonstrated how the council will consult in accordance with this charter and on other matters.
Standard	Council behavioural support policies	Section 75(F)(6) of the <i>Local Government Act 1999</i>	Consultation that a council undertakes when it is proposing to adopt behavioural support policies.
Standard	Access to meetings and documents	Section 92(5) of the <i>Local Government Act 1999</i>	How councils ensure that council documents are made available and accessible to community members.
Significant	Strategic Management Plans	Section 122(6) of the <i>Local Government Act 1999</i>	The development and review of a council's strategic management plan. Strategic management plans lay out the council's strategic directions for a future ten-year period, including council's long-term financial plan and infrastructure and asset management plan.
Significant— annual business plan and rating policy	Annual Business Plan	Section 123(3)(b) of the <i>Local Government Act 1999</i>	Adopting an annual business plan. Annual business plans set out the decisions a council makes each year on the rates and income they will receive and how they will spend these funds.
Significant— annual business plan and rating policy	Basis of rating	Section 151(5)(e) of the <i>Local Government Act 1999</i>	Consultation that a council takes when it is proposing changes to the basis of its council rates, including declaring differential rates; imposing a separate rate, service rate or service charge; changing the basis on which land is valued for the purposes of rating.
Significant	Differential rating and special adjustments	Section 156 (14a)(b) of the <i>Local Government Act 1999</i>	Consultation that a council takes when it is proposing changes to its use of differential rating.
Significant	Revocation of classification of land as community land—in all other cases	Section 194(2)(b) of the <i>Local Government Act 1999</i>	Consultation that councils must undertake before revoking the community land status of any land that is community land.

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Category	Matter	Act Reference	Description
Significant	Community Land Management Plans—adoption	Section 197(1) of the <i>Local Government Act 1999</i>	Before a council adopts a community land management plan, it must undertake consultation.
Significant	Community Land Management Plans—significant amendments	Section 198(3) of the <i>Local Government Act 1999</i>	If a council amends a community land management plan, and the amendment has a significant impact on the community, it must undertake consultation.
Significant	Alienation of community land by lease or licence	Section 202(2) of the <i>Local Government Act 1999</i>	Consultation that a council undertakes when it is proposing to lease or licence community land.
Inform	Council is proposing a permit or authorisation for alternation of a road or use of roads for business purposes	Section 223(1) of the <i>Local Government Act 1999</i>	Consultation that a council takes when there are works on a road that require the council's permit and authorisation, and where traffic will be impeded for less than 48 hours and the council ensures that a detour is in place.
Local	Council is proposing a permit or authorisation for alternation of a road or use of roads for business purposes	Section 223(1) of the <i>Local Government Act 1999</i>	Consultation that a council takes when there are works on a road that require the council's permit and authorisation, and where traffic will be impeded for more than 48 hours (with a detour in place) or where no detour will be available.
Local	Consultation on proposed planting of vegetation on a road	Section 232(b) of the <i>Local Government Act 1999</i>	Consultation that a council takes when it proposes or authorises or permits for planting street trees or other vegetation on council roads, if the planting may have a significant impact on residents, nearby business or advertisers in the area.
Standard	Power to make orders	Section 259(2)(b) of the <i>Local Government Act 1999</i>	Councils must have policies in place on how they make orders relating to hazards on land adjoining a public place and the inappropriate use of a caravan or vehicle as a place of habitation and must consult before they adopt these policies.
Inform	Election information	Section 13A(2) of the <i>Local Government (Elections) Act 1999</i>	Councils must provide information, education and publicity for local government elections.

Commencement

The Community Engagement Charter comes into operation on the day on which it is published in the Gazette.

Dated: 2 December 2025

HON JOE SZAKACS MP
Minister for Local Government