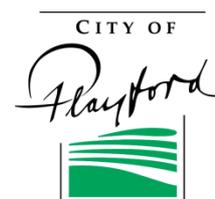


# CIVIC EVENTS COMMITTEE CHARTER



## 1 Role

The Committee's role is to provide advice, recommendation and support to Council on strategic matters relating to the planning and delivery of Council's Civic Events.

## 2 Terms of Reference

**2.1** The Committee's terms of reference are to consider all matters relating to:

2.1.1 Planning and delivery of Council's annual Civic Events program and calendar.

2.1.2 Consider major new events as they arise in consultation with Council.

2.1.3 Provide recommendations to Council for continuous improvement of the annual Civic Events program.

## 3 Definitions

**Act** for the purpose of this policy means the *Local Government Act 1999*.

**Chief Executive Officer (CEO)** means the Chief Executive Officer of a council and includes a deputy or other person acting in the office of Chief Executive Officer.

**Committee** includes Section 41 Committees, other Committees and Panels established by Council.

**Elected Member** means the principal member or a councillor of the Council.

**Executive Officer** is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

**Independent Members** are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

**Mayor** is the person elected as the Principal Member of the Council to represent the local government area as a whole.

**Staff** includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

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## **4 Delegations**

### **4.1** The Committee has delegation for the following:

4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.

4.1.2 Develop and approve the Committee's work plan.

4.1.3 The Committee has the power pursuant to Section 87 (1) of the Act to determine the months of the year that the Committee meets.

4.1.4 Enact decisions in relation to Council's Civic Events.

4.1.5 Determine how budgeted funds will be spent on Council's Civic Events.

### **4.2** Any other business referred to the Committee in accordance with its Role and Terms of Reference, or where the Committee does not hold the delegated authority, this business may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.

### **4.3** The Executive Officer in consultation with the Presiding Member may approve a deputation request for business that falls in-line with the Committee's Role and Terms of Reference. The Committee may resolve to seek further information on the business of a deputation, although no further resolution may be passed for the business of a deputation at the meeting the deputation was provided.

### **4.4** The Committee does not have delegation for the following:

4.4.1 Petitions are not delegated to the Committee and are only to be presented to Council.

4.4.2 Appoint a Presiding Member.

4.4.3 Expend funds beyond the Council approved budgets for events.

4.4.4 Establish an overall concept of Civic Events, as this is determined by Council.

## **5 Meetings**

### **5.1** The Committee Meeting will be held on the 1st Wednesday of the month, starting at 4:00pm, with the months of the year to be determined and reviewed by the Committee.

### **5.2** The Committee Meeting will be held in the Committee Room at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Committee prior to the meeting.

### **5.3** Committee Meetings may be called, amended or cancelled by the Committee's Executive Officer, in consultation with the Presiding Member.

### **5.4** The agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting, with the preference being to distribute electronically.

**5.5** Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999. Notice of a Special Committee Meeting may be at a minimum of four (4) hours notice, due to the urgency of the matters on the agenda.

## **6 Membership**

### **6.1 Term Rules:**

- 6.1.1 The term of the Committee Members' appointment will be for a period not exceeding the next General Election. Membership may carry on until Council has reviewed the membership.
- 6.1.2 Three (3) Elected Members to be appointed by Council for a period not exceeding (2) years.
- 6.1.3 The Presiding Member must be a Elected Member and will be determined by Council for a two (2) year term, after which they may stand for re-election.
- 6.1.4 The Mayor is an Ex-officio of the Committee and not permitted to be appointed as the Presiding Member.
- 6.1.5 Representative from the Youth Advisory Committee will be appointed as members of the Committee for a period not exceeding one (1) year.
- 6.1.6 Representatives will hold office while they continue to be authorised by that governing body of organisation or agency represented.
- 6.1.7 Representatives are required to have appropriate delegations from their governing body to make decisions on behalf the organisation.
- 6.1.8 The Committee from time to time may co-opt other persons or organisations onto the Committee to assist with the execution of Events.
- 6.1.9 A person invited to assist the Committee (not co-opted as a member) does not have a right to vote.

**6.2** Table providing a summary of current Committee Membership and Term of Office details:

<b>Term of Office</b>		
<b>Appointed Members</b>	<b>Representative</b>	<b>End of Term</b>
<b>Council Membership</b>		
Elected Member (Presiding Member)	Cr Gay Smallwood-Smith	24 Nov 2020
Elected Member	Cr Shirley Halls	24 Nov 2020
Elected Member	Cr Cathy-Jo Tame	24 Nov 2020
Mayor Ex-officio	Mayor Glenn Docherty	
<b>Community Organisations – by Election Term</b>		
<i>Persons are individually appointed from the below organisations. It is recommended that each community organisation reviews representation on an annual basis and advise if individual representation is amended.</i>		
Elizabeth Playford Lions Club		
Ridley District Scouts		
Playford District Girl Guides		
Rotary Club of Elizabeth		
Australian Navy Cadets		
St Johns Ambulance		
Youth Advisory Committee		

## **7 Role of Presiding Member**

- 7.1** Oversee the conduct of Committee Meetings in accordance with the Local Government Act 1999 and Code of Practice for Council, Special and Committee Meetings.
- 7.2** Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3** Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

## **8 Role of Committee Members**

- 8.1** Actively participate in debate and discussion in a professional manner at all times.
- 8.2** Ensure the Member is prepared and informed of meeting matters prior to the meeting.
- 8.3** Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

**8.4** Each Committee Member should have interest, experience and skills in activities, which will be community related. The Community Organisation Representative is expected to feed information both into the Committee as well as back to the Organisation. Availability to attend meetings regularly is essential. Committee Members shall participate on a voluntary basis.

## **9 Role of the Executive Officer and Administration**

**9.1** The Executive Officer is appointed by the CEO to support the administration and operation of the Committee.

**9.2** The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.

**9.3** The Committee is appointed a Minute Taker.

## **10 Reporting and Review of the Committee**

**10.1** Council will assess the on-going role, effectiveness and Membership of the Committee as part of the Committee Review following a General Election or as required by Council.

**10.2** As determined by the Committee, it may communicate with Elected Members and staff on issues of importance to the Council. This communication may be delivered by the Presiding Member or Executive Officer in the form of a presentation to Elected Members, a communiqué, a written memo or report.

## **11 Supporting Documentation**

- [Local Government Act 1999](#)
- [Code of Practice for Council and Committee Meetings](#)
- [Code of Practice for Public Access to Meetings and Associated Meeting Documents](#)
- [Code of Conduct for Council Members](#)

## 12 Approval and Change History

Approval Date	Approval by	Change
23 Aug 2011	Council Resolution	Scheduled review.
22 Oct 2013	Council Resolution No. 1466	Scheduled review.
25 Nov 2014	Council Resolution No. 1998	Alignment to Council Elections 2014, change to common format and other minor amendments.
16 Dec 2014	Council Resolution No. 2007	Committee Meeting Date, Time and Place of meeting updated. Membership updated to remove City of Playford Staff Member.
28 Apr 2015	Council Resolution No. 2130	Council delegates the selection of two individual community members to the Civic Events Committee Selection Panel, consisting of Mayor Glenn Docherty, Cr Gay Smallwood-Smith and Cr Marilyn Baker who currently hold membership on this Committee.
28 Jun 2016	Council Resolution No. 2604	Template & Committee Structure Review
25 Oct 2016	Council Resolution No. 2728	Councillor Membership Appointments Updated
18 Dec 2018	Council Resolution No. 3363	Terminology changed – Council Member replaced with Elected Member Definition of Elected Member updated Third Elected Member position added Committee now delegated to determine meeting schedule
18 Dec 2018	Council Resolution No. 3364	Appointment of Presiding Member