

# CORPORATE SERVICES COMMITTEE MINUTES

for the meeting held  
on Monday 1 July 2019

in the Meeting Rooms CC2 and CC3  
72 Woodville Road, Woodville

**[Note: These minutes are unconfirmed until 5 August 2019]**

*Note – the Committee does not have the power to make final decisions, it considers reports and makes recommendations (which are included as the minutes of this meeting) to full Council. The power to make the final decision rests with Council. Council may alter a recommendation made by the committee as part of this process. These minutes will be considered by the Council at its meeting on 8 July 2019.*

**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING****HELD ON MONDAY, 1 JULY 2019**

**MEMBERS:**           **Present:**                   Presiding Member – Councillor Campbell  
Deputy Presiding Member – Councillor Mitchell  
Councillors Ghent, Nguyen, Turelli and  
T Wasylenko,  
Her Worship the Mayor, Angela Evans  
(ex officio)  
Councillor Ferrao from 6.05pm

**STAFF:**               **Present:**                   Chief Executive Officer – P Sutton  
Acting General Manager Corporate Services –  
D Dunbar  
General Manager City Services – B Williams  
General Manager Asset Management Services  
– J Cornish  
Manager Governance & Operational Support  
– K Jackson  
Manager Information Services – K Mahoney  
Coordinator Information Technology  
– S Devereaux  
Senior GIS Officer – S Robinson  
EA to GM Corporate Services – B Julian

**MEMBERS:**           **Apologies:**               Cr Hibeljic

**MEMBERS:**           **Leave of Absence:**       Nil

**COMMITTEE OPENING**

The meeting commenced at 6.01pm.

**1.       CONFIRMATION OF MINUTES**

**That the minutes of the previous meeting held on Monday, 3 June 2019 be taken as read and confirmed.**

Moved Councillor Turelli, Seconded Councillor Mitchell

**Carried Unanimously**

**[Note: These minutes are unconfirmed until 5 August 2019]**

**2. DEPUTATIONS**

Nil

**3. BUSINESS**

**3.30 NEW POLICY - OPEN DATA POLICY (B8527) 1**

**Brief**

To seek endorsement from the Committee on a new policy – Open Data Policy to drive innovation and economic opportunities within the City of Charles Sturt. Shane Deveraux – Coordinator Information Technology and Scott Robinson – Senior GIS Officer will provide a presentation to the Committee on the objectives of the policy.

**Motion**

At 6.05pm Councillor Ferrao took his seat.

At 6.41 pm Councillor Ferrao left the meeting.

At 6.42 pm Councillor Ferrao resumed his seat.

- 1. That the Committee endorse the Open Data Policy as detailed in Appendix A to this report.**
- 2. That a report on the Open Data Policy be brought back to the Corporate Services Committee 12 months after operation.**

Moved Mayor Evans, Seconded Councillor Mitchell **Carried Unanimously**

**Material Declaration of Interest**

Councillor Ferrao declared a material conflict of interest pursuant to section 73 of the Local Government Act for Item 3.30. The nature of Councillor Ferrao's material conflict is that he is Freeman of the City (suspended) and left the meeting at time 7.01pm.

**Suspension of Proceedings - 7.02pm**

**That the Committee suspend the operation of Division 2 of the Local Government (Procedures at Meetings) Regulations 2013 to facilitate informal discussions for a period of up to 30 minutes.**

Moved Mayor Evans, Seconded Councillor Nguyen **Carried Unanimously**

**Extension of Time - 7.31pm**

**That an extension of time for up to 10 minutes be granted to enable the completion of the informal discussion on Item 3.31.**

Moved Mayor Evans, Seconded Councillor Nguyen **Carried Unanimously**



**[Note: These minutes are unconfirmed until 5 August 2019]**

**CIVIC RECOGNITION AND EVENTS POLICY** Item 3.31

**APPENDIX A**



## Civic Recognition and Events Policy

Reference Number:	
Type:	Council
Category:	Corporate Governance & Finance
Relevant Community Plan Outcome:	<ul style="list-style-type: none"> <li>Provide accessible social infrastructure and services that engage our diverse community</li> </ul>
Responsible Officer(s):	Executive Assistant to the Mayor
First Issued/Approved:	June 2019
Minutes Reference:	CoS 1/07/2019, Item 3.31
Last Reviewed:	June 2019
Next Review Due:	June 2021
Applicable Legislation:	Local Government Act 1999 Australian Citizenship Act 2007
Related Policies:	Caretaker Policy
Related Procedures:	Civic Awards & Civic Events Procedure Woodville Oval Entertainment Facilities Procedure Event Protocols City of Charles Sturt

### 1. Purpose

This Policy has been developed to outline the City of Charles Sturt's commitment to recognising the importance of significant contributions of members of our community, council members and community organisations, whose endeavours and achievements have contributed to the fabric, cohesion and good will of the City of Charles Sturt.

### 2. Scope

This Policy relates to Council Members, Community Members and Organisations within the City of Charles Sturt whose contribution has been significant and covers the process for the recognition of this contribution and the Civic Events to be hosted by the Mayor of the City of Charles Sturt

It excludes all promotional events that are coordinated by the City of Charles Sturt and not endorsed by Council.

**[Note: These minutes are unconfirmed until 5 August 2019]**

**CIVIC RECOGNITION AND EVENTS POLICY Item 3.31**

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3. **Policy Statement**

**CIVIC RECOGNITION**

Council acknowledges contributions made by individuals, clubs, associations and organisations in the community whose endeavours and achievements have contributed to the fabric and cohesion and good will of Charles Sturt. Acknowledgements can be granted ~~at the discretion of the Mayor or~~ by Council resolution.

~~Guiding Criteria will be: The Mayor has the discretion to recognise the following:~~

- Community acknowledgement – for exceptional voluntary service by groups and/or individuals.
- Recognition for community services or outstanding achievements in special circumstances.
- Commemorative – for individuals or groups that have an impact on the community or recognising a community group's significant achievements.
- Celebratory – for exceptional achievements in sports, the arts and fund-raising.

~~A preliminary assessment will be made by Applications will be assessed by the Mayor's Office and a report will be presented to Council for the final decision. on an individual basis and if accepted the achievement will be presented in the form of a framed Council certificate. Application are to be made by the Request for Certificate form to the Executive Assistant to the Mayor with no less the 3 weeks' notice.~~

Where possible ~~the a~~ certificate will be presented by the Mayor (or nominated representative) at a function hosted by the Club/Association recognising the individual's achievements.

Requests for other support, monetary donations or awards/trophies should be made via individual Ward Councillors who will advise of the best avenue ie, via Discretionary Ward Allowance, Community Benefit Donation Scheme etc.

Recognition of the following categories will be made by Council resolution:

**Freeman of the City**

Honorary Freeman of the City is an honour that is bestowed upon an individual who has served the City of Charles Sturt, its community and beyond with outstanding and dedicated service over many years and often beyond the normal call of duty. This eminent service is of such a special quality and rendered to the community by a person of distinction over a period of years, that it may warrant consideration of an honour by the Council.

If Council grants the recognition of a Freeman, a certificate of granting of the Honorary Freeman of the City is to be prepared and presented ~~prior to a scheduled Council Meeting -at a Civic Ceremony~~, which includes the taking of an appropriate oath and acceptance of the badge of office by the recipient. ~~This Civic Ceremony will generally take the form of a Special Meeting of Council followed by a Civic Reception in honour of the recipient.~~

Recognition of Honorary Freeman of the City is not to be given lightly and a high standard for the award must be maintained at all times. The names of all recipients of the Honorary Freeman of the City are to be kept in an official register known as the Recognition of Service Roll and shall be listed by year of appointment on Council's website.

Honorary Freeman of the City and their partners are to be supplied appropriate City of Charles Sturt name badges and will be invited by the Mayor to the Mayors Christmas Dinner.

If a Freeman is elected to Council, the Freemanship shall be suspended for the period of office.

**[Note: These minutes are unconfirmed until 5 August 2019]**

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**~~Keys to the City~~**

~~Awarding Keys to the City is an honour that is bestowed upon an individual or an organisation who has served the City of Charles Sturt, its community and beyond with outstanding and dedicated service over many years and often beyond the normal call of duty.~~

~~If Council grants the recognition of the Keys to the City, a symbolic Key acknowledging the grant of the Keys to the City is to be prepared and presented at a Civic Ceremony, which includes the taking of an appropriate oath and acceptance of the badge of office by the recipient. This Civic Ceremony will generally take the form of a Special Meeting of Council followed by a Civic Reception in honour of the recipient.~~

~~The name of all recipient organisations or individuals that receive a Key to the City will be kept in the official register known as the Recognition of Service Roll and shall be listed by year of appointment on Council's website.~~

**Required qualifications for the above awards**

The person or organisation shall have either made a significant contribution to the development of the local community and/or its voluntary service and support networks as a Citizen/Citizen's Group, or served the City of Charles Sturt, the former Town of Hindmarsh, the Cities of Woodville, Hindmarsh Woodville or Henley & Grange as a Member of Council, over many years and well beyond the normal call of duty. Such period of service is expected to be at least 20 years, either continuous or cumulative, befitting the high standard of the award.

The eminent service is to be of a special quality and rendered to the community for the benefit, enjoyment and welfare primarily of the citizens of Charles Sturt, but also of the wider community.

The recipient is to have had a predominant residency within the City of Charles Sturt or in the case of an organisation shall be predominantly based or operating within Charles Sturt.

The Freeman of the City ~~and Keys to the City~~ awards are not to be granted to sitting Members or to salaried officers of the Council.

Generally, there is to be no limit on the number of awards that a Council may grant, although there should be a demonstration of exceptional circumstances and as such the rarity of the award reflects this value.

**Nomination Standards**

Nominations of suitable persons or organisations, nominated by a Member of Council and supported by at least one other Member, must be in writing and forwarded to the Chief Executive Officer. Nominations must include a detailed profile (prepared by the nominator) of the person or organisation and their relevant activities and achievements together with reasons for the nomination.

The nomination and details are to be presented by the Chief Executive Officer (or his/her nominee) with a report and recommendation placed before the Council for consideration.

The nomination and all details are to be considered publicly by the Council unless there is a specific reason that invokes Section 90 (confidentiality provisions) of the Local Government Act.

Nominations which are not successful in gaining initial endorsement may be resubmitted for consideration after a minimum period of 12 months.

**[Note: These minutes are unconfirmed until 5 August 2019]**

**CIVIC RECOGNITION AND EVENTS POLICY Item 3.31**

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**SERVICE RECOGNITION OF COUNCIL MEMBERS**

The LGA currently recognises Council Members service to the community for 10, 15, 20, 25 and 30 years of service. The formal recognition of service from the LGA is initiated by Council.

In addition to the recognition acknowledged by the LGA the City of Charles Sturt will recognise long serving Council members on the following occasions:

1. After 10 years of accumulated service.  
Council members will be presented with a framed certificate of service ~~and a presented gift between the value of \$100-\$150 chosen by the Mayor or in their absence the Deputy Mayor.~~
2. After 20 years of accumulated service.  
Council members will be presented with a framed certificate of service and an engraved plaque presented by the Mayor or in their absence the Deputy Mayor.  
~~and a gift between the value of \$450-\$500 chosen by the Mayor or in their absence the Deputy Mayor.~~
3. ~~After 25 years of accumulated service,  
Council members will be presented with a framed certificate of service and a gift between the value of \$550-\$600 chosen by the Mayor or in their absence the Deputy Mayor and a 25 year service lapel pin.~~

All presentations will be made by the Mayor at a normal meeting of Council.

~~Where appropriate, each gift.~~ The plaque will be identified with the words:

*[Councillors Name]*

*"In grateful recognition of xx years of service to the City of Charles Sturt"*

*[Date]*

In addition, all retiring Council members will be invited to attend the Mayor's Christmas Dinner following the conclusion of their term of service. During the dinner the Mayor will acknowledge the retiring members' service and present individual members with a City of Charles Sturt ~~plaque~~ framed certificate. The ~~plaque will certificate will have the words: be engraved with the words:~~

*Presented to [Councillors Name] on [Date]*

*In grateful recognition of xx years' service as a Council member of the City of Charles Sturt*

*Presented by Her Worship the Mayor*

*[Mayor's Name]*

**Bereavement**

In recognition of current and past Council Members who have passed away the Mayor and CEO have the authority to:

- Send a condolence card to the immediate family signed by the Mayor and CEO on behalf of Council and staff;
- Publish a condolence notice in the state-based newspaper;
- Send a formal tribute to the value of \$50 or a donation to a charity if this has been nominated by the immediate family.



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**CIVIC EVENTS**

To fulfil its civic objectives the City of Charles Sturt will conduct various civic functions and receptions as listed below, as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

~~1. Civic Functions and Receptions – General~~ It is the role of the Mayor as the principal member of Council to undertake civic and ceremonial duties in accordance with Section 58 of the Local Government Act 1999.

~~i. Outside of Council's resolution, the Mayor, in conjunction with the CEO has the discretion to determine whether a civic reception or function is to be held for any purpose including community services, significant achievements or an event for individuals or groups.~~

A civic reception or event initiated by ~~the Mayor~~ Council resolution may be held (but not limited to) the following reasons:

- i. Community acknowledgment – for exceptional services by groups and/or individuals to the community of the City of Charles Sturt.
- ii. Recognition – for community services throughout the year or outstanding achievements/ efforts in a special circumstance.
- iii. Commemorative – for individuals or groups that have an impact on the community or recognising a community group's significant anniversary/occasion.
- iv. Celebratory – for exceptional achievements in sports, the arts, fund-raising, or signing of significant accords with State and Federal Government, etc.
- v. Official delegations – for interstate delegations or international relations.
- vi. Elected Members relations – to build relationships between elected members and with staff of the City of Charles Sturt.

The date and time shall be determined by the Mayor, in conjunction with the CEO.

Council will avoid hosting any Civic Events during the caretaker period other than those routinely scheduled and adherence with Council's Caretaker Policy is required.

The Mayor will host all Civic Events on behalf of the City of Charles Sturt. In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting any Civic Events. If the Deputy Mayor is unavailable the Mayor will nominate a Councillor.

Information regarding specific annual Civic Events that the City of Charles Sturt host including (but not limited to) Citizenship Ceremonies, the Australia Day Awards and Citizenship Ceremony are included in the Civic Recognition & Civic Events Procedure.

Funding for Civic Events is accessible via the Civic Awards & Civic Events recurrent budget. As the budget is limited, the organisation of such events is to be approved by the CEO on each individual occasion.

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4. Definitions

Key Term – Acronym	Definition
Civic Event	Events and ceremonies hosted by the Mayor or an Elected Member for celebratory, ritual or commemorative purposes. Examples include but are not limited to; Freeman of the City Induction Ceremonies, Recognition of Service Civic Receptions etc.
LGA	Local Government Association of South Australia
CEO	Chief Executive Officer
Freeman of the City	The Freeman of the City is an honour bestowed by a municipality upon a valued member of the community, or upon a visiting celebrity or dignitary. It arises from the medieval practice of granting respected citizens 'freedom from <a href="#">serfdom</a> ', the tradition still lives on in countries such as the United Kingdom, Republic of Ireland, Australia, and Canada – although today the title of "freeman" confers no special privileges. The City of Charles Sturt affords the title in the context of this Policy.
Keys to the City	Presenting a key to the city is a tradition which dates back to medieval times, when many cities were enclosed by walled fortifications. An ornamental key is presented to the recipient that the Council wishes to honour for service to the community.
Oath	<del>You do swear to be true to our Sovereign Lady, Queen Elizabeth the Second, Her Heirs and Successors according to law. You shall be obedient to the Mayor of this City for the time being, and obey the Warrants, Precepts and Commands. And you shall, as such as lies in your power contribute and do every act and thing for the good government and safety of the rights and privileges of this City and inhabitants thereof.</del> <u>You swear to behave as an ambassador of the City, acting with humility and pride, advocating the values and aspirations of the City.</u>

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**3.32 POLICIES FOR REVIEW - MINOR CHANGES ONLY (B632) 13**

**Brief**

To consider policies which remain largely unchanged or have minor changes only at the time of their 2 yearly reviews.

**Motion**

**That the revised policies, as shown;**

- **Building Inspection Policy in Appendix A**
- **Plant, Equipment & Fleet Management Policy in Appendix B**
- **Telecommunications and Electricity Infrastructure on Council Land Policy in Appendix C**
- **Unreasonable Requests for Service Information and Complaints Policy in Appendix D**

**be adopted.**

Moved Councillor Nguyen, Seconded Councillor Wasylenko **Carried Unanimously**

**3.33 AMENDMENT TO FEES AND CHARGES REGISTER - COMMONWEALTH HOME SUPPORT PROGRAMME (B890, B238, B576, B6700) 21**

**Brief**

The report is to request a change to the recently approved Fees and Charges Register in relation to the Commonwealth Home Support Programme. Residents aged 65 years and over contribute a small fee to have services delivered to them in their homes to assist them to remain independent. The remainder cost of the service delivery is supported through the Commonwealth Funding that Charles Sturt receives.

**Motion**

1. **That the report be received and noted.**
2. **That the half hourly cost for General Maintenance Safety and Security and Volunteer Gardening Assistance be approved to be amended to \$6 ensuring equity across programs fees delivered by the Commonwealth Home Support Programme.**

Moved Councillor Turelli, Seconded Councillor Nguyen **Caried Unanimously**

**4. MOTIONS ON NOTICE**

Nil

**[Note: These minutes are unconfirmed until 5 August 2019]**

**5. QUESTIONS ON NOTICE**

Nil

**6. MOTIONS WITHOUT NOTICE**

Nil

**7. QUESTIONS WITHOUT NOTICE**

**8. BUSINESS – PART II – CONFIDENTIAL ITEMS**

Nil

**9. MEETING CLOSURE**

The meeting concluded at 8.17pm.

The foregoing Minutes are to be taken as read and confirmed at the meeting of the Committee on Monday, 5 August 2019.

**A CAMPBELL, PRESIDING MEMBER .....**

**DATED     /     /**

