



Code Number:	1.4
Code Name:	Code of Practice for Working Groups
Classification:	Public – Council Code of Practice
Adopted:	12 July 2016 (Corporate and Community Services Committee)
Frequency of Review:	Biennial and after each General Election of Council
Last Review:	July 2016
Next Review Due:	July 2018
Responsible Officer(s):	Governance Officer and Chief Executive Officer
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR16/32068
Legislation Authority:	N/A
Related Policies and Codes:	Code of Practice for Council Meeting Procedures Code of Practice for Committee Meeting Procedures Informal Gatherings Policy
Related Procedures:	N/A

1. BACKGROUND

1.1 This Code applies to Working Groups that operate within the Council area. A Working Group is a group established by the Council for the purposes of facilitating communication between the community and the Council in relation to specific matters that are relevant to the functions of the Council and to otherwise bring local matters to the Council's attention. Any group (howsoever named) which satisfies the above definition and which is not a Committee, Subsidiary, Incorporated Association or other recognised legal group or entity is a Working Group for the purposes of this Code of Practice.

1.1.1 For the meeting procedures of the Council, the Corporate and Community Services Committee, the Infrastructure and Environmental Services Committee, and other Committees to which the Council has resolved to apply Part 2 of the Regulations, see the Code of Practice for Council Meeting Procedures.

1.1.2 For the meeting procedures of other Committees, see the Code of Practice for Committee Meeting Procedures.

- 1.1.3 For procedures applicable to informal gatherings, please see the Informal Gatherings Policy
- 1.2 Working Groups will not be established to consider matters that would more appropriately be considered in a Committee, Subsidiary or other statutorily regulated forum.
- 1.3 Working Groups do not have any delegated decision making powers from the Council.
- 1.4 Working Groups are established at the discretion of the Council.

2. PRINCIPLES

- 2.1 Working Groups provide an opportunity for members of the public to meet, including with Council Members, to discuss various community issues, the outcomes of which discussions may subsequently be communicated to the Council or to a Council Committee by a Council officer or a Council Member for the purpose of Council decision-making.
- 2.2 The Council considers that the Working Groups constitute a valuable link between Council and the community.
- 2.3 A Working Group may only deal with matters relevant to its purpose as determined by the Council. The Council will describe the purpose and Terms of Reference of a Working Group by resolution.
- 2.4 This Code:
 - 2.4.1 assists the Council in acting as a representative, informed, transparent and responsible decision maker in the interests of the community; and
 - 2.4.2 assists Council Members in fulfilling their role under section 59(1)(b) of the *Local Government Act 1999* to represent the interests of residents and ratepayers, to provide community leadership and to facilitate communication between the community and the Council.

3. OPERATING MATTERS

- 3.1 Membership of Working Groups is to comprise residents and/or ratepayers of the Council area, or persons with an identified interest with Gawler, and Council Members and Council officers as follows, subject to an absolute discretion of the Council to determine the membership of any Working Group:
 - 3.1.1 Council will request nominations from the public from persons who wish to be members of a Working Group. This will occur by way of notice in local newspapers and on the Council's website. Only persons who fulfil the relevant selection criteria determined by the Council may nominate.
 - 3.1.2 In the event 5 or less nominations are received, each of the persons nominated who satisfy the selection criteria will become a member of the Working Group.

- 3.1.3 In the event more than 5 nominations are received, the Council will appoint a least five (5) of those persons who best fulfil the relevant selection criteria to be members of the Working Group and will inform them accordingly.
- 3.1.4 Each Working Group will be assigned up to two (2) Council Members. The Council Members may attend and participate in meetings of the Working Group at their discretion.
- 3.1.5 Each Working Group will be assigned a Council Officer who will attend meetings of the Working Group on an as needs basis.
- 3.2 All members of a Working Group hold membership by appointment by Council. No reasons are required for the removal of any member.
- 3.3 At the first meeting of each Working Group a Chairperson must be appointed from amongst the Working Group's members. The Chairperson will chair meetings of the Working Group and is the person with whom Council staff will directly liaise.
- 3.4 The role of the Chairperson includes:
 - 3.4.1 Overseeing and facilitating the conduct of meetings of the Working Group in a timely and efficient manner.
 - 3.4.2 Ensuring that the business discussed at Working Group meetings is limited to the matters listed for discussion at that meeting.
 - 3.4.3 Ensuring all persons present have an opportunity to participate in discussions.
 - 3.4.4 Determining the time and place of the next meeting of the Working Group in consultation with the members and the Council Officer.
- 3.5 Items for discussion at meetings of Working Groups will be finalised as follows:
 - 3.5.1 Members of the Working Group may request, in writing, that the Chairperson include a matter on the list of items for discussion.
 - 3.5.2 The Chairperson is responsible for compiling the list of items for discussion which should include all matters contained in requests by members and may include any other matters the Chairperson considers fit and providing it to the Council Officer for comment and finalisation.
 - 3.5.3 The Chairperson, in conjunction with the Council Officer, is responsible for finalising the list of items for discussion at the Working Group meetings.
 - 3.5.4 The proforma for the meeting format and list of items is shown at **Appendix 1**.

- 3.6 The 'Items for Discussion' for Working Group meetings are as determined by the Working Group.
- 3.7 Each Working Group is responsible for ensuring a record of its meeting is kept. At a minimum such record must contain:
 - 3.7.1 The persons present at the meeting.
 - 3.7.2 A brief summary of matters discussed.
 - 3.7.3 Any agreements or conclusions reached and any recommendations which the Working Group has requested be taken to the Council or a Committee meeting by a Council Member or a Council officer.
- 3.8 The Working Group must ensure a copy of the record of each meeting is provided to the Council Officer within 7 days of the meeting.
- 3.9 The level of support provided to a Working Group is at the discretion of the Council.
- 3.10 The above provisions are subject to the specific Terms of Reference of a Working Group, and to any other resolution of the Council.

4. CONDUCT AND INTEGRITY

- 4.1 Working Groups are established to facilitate exploration and discussion of issues and ideas relevant to the Town of Gawler, its residents, ratepayers, and the community at large. A meeting of a Working Group is a forum consisting of differing, and sometimes conflicting, views.
- 4.2 Constructive debate in Working Group meetings is encouraged. However, all members of Working Groups must at all times treat each other with respect, and not engage in conduct directed towards disparaging other members, or which is not relevant to the proceedings of the Working Group, or which is obstructive to the proceedings of the Working Group.
- 4.3 No member of a Working Group may within that Working Group discuss an issue in which they have an interest. An interest may be monetary or non-monetary, may be direct or indirect, and may constitute either a benefit to the member, a relative, a business associate or an organisation, or a detriment to a person or organisation (other than an interest that would be enjoyed or suffered in common with all or a substantial proportion of the ratepayers, electors or residents of the area or a ward or some other substantial class of persons).
- 4.4 If an issue in which a member has an interest arises for discussion at a Working Group meeting, the member must disclose their interest and leave the meeting. The member must not return to the meeting until the conclusion of the discussion of the issue.

5. COMMUNICATION TO COUNCIL

- 5.1 Working Group meetings are a means of gathering information to inform report writing and Council decision making.
- 5.2 Operational matters identified by the Working Group are to be raised with the Chief Executive Officer in the first instance, and may form the basis of a report to Council by the Council officer assigned to the Working Group or any other Council officer requested by the Chief Executive Officer to write the report.
- 5.3 Separately, if a Council Member attends a meeting of a Working Group, he/she may individually seek to bring to the Council's or a Council Committee's attention any matters discussed at the Working Group meeting by way of a motion with or without notice.

6. REVIEW AND EVALUATION

The effectiveness of this Code will be reviewed on a biennial basis.

The Chief Executive Officer will report to council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Code.

The Code will not be altered or substituted so as to affect a process already commenced.

The Code will be reviewed after each general election of Council.

7. FURTHER INFORMATION

Further information about this Code can be obtained by:-

Telephone: 8522 9211
Fax: 8522 9212
Email: council@gawler.sa.gov.au
Appointment: Town Hall, 89 – 91 Murray Street, Gawler
Letter: PO Box 130, Gawler SA 5118

8. AVAILABILITY OF CODE

The Code is available for inspection during ordinary business hours at the Council principal office, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler or is available for the Council website at www.gawler.sa.gov.au.

A copy of this Code will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.

APPENDIX 1



Town of Gawler

.....(group title).....

WORKING GROUP MEETING
ITEMS FOR DISCUSSION

Meeting Date

1. MEETING OPENED

2. PRESENT

3. APOLOGIES

4. ITEMS FOR DISCUSSION
 - 4.1
 - 4.2

5. NEXT MEETING
Time/date/venue

6. MEETING CLOSED