

FILE: CO.197

Date: 29 April 2016

Location: Encounter Room – Civic Centre – 1 Bay Road, Victor Harbor
Meeting opened at 10.12am

1. ATTENDANCE

Present:

David Cooke (Chairperson)

Alison Kimber

Councillor Pat Chigwidden

Councillor Grant Gartrell (Deputy Elected Member Representative Acting for Cr Walker)

In attendance:

Mayor Graham Philp (Deputy Elected Member Representative)

Kate Jessep (Acting Executive Officer)

Victoria MacKirdy (General Manager – Organisation & Culture Alexandrina Council)

Lisa Manhire (Minute Secretary)

2. APOLOGIES

John Coombe OAM

Councillor Madeleine Walker

The Chairperson welcomed the Authority and members of the gallery to the inaugural meeting. The Chairperson then asked Ms Kate Jessep, Acting Executive Officer to provide a brief update on FRAC's recent success as an Award Winner at the Local Government Professionals Award night, taking out the Community Partnerships and Regional Collaboration award. The National Finals are being held next week in the Gold Coast with FRAC hopefully winning the National Award category.

3. MINUTES OF THE PREVIOUS MEETING

Nil – inaugural meeting

4. BUSINESS ARISING

4.1 Resolutions Report and Work Program

Action:

The Fleurieu Regional Aquatic Centre Authority noted the Work Program as at 29 April 2016 and accepted that at future board meetings a Resolutions Report will also be presented.

5. PRESENTATIONS

5.1 Nil

6. REPORTS

6.1 Appointment of Deputy Chairperson

Moved: Councillor Pat Chigwidden

Seconded: Alison Kimber

FRACA00001 That the matter be adjourned to the next ordinary board meeting to enable all Board Members to consider nominating themselves for the Deputy Chair role either verbally or via a brief written application to the Acting Executive Officer or consideration by the board at the next meeting, Friday, 29 July.

CARRIED

6.2 Date, Time and Place of Meetings

Moved: Councillor Grant Gartrell

Seconded: Councillor Pat Chigwidden

FRACA00002 That the Fleurieu Regional Aquatic Centre Authority conduct board meetings commencing at 10am on the dates and at the venues as listed in the report tabled 29 April 2016.

CARRIED

6.3 Code of Conduct – Board Members

The Chairperson highlighted all Board members were provided adequate training on 1 April at the FRAC Board Induction regarding this matter.

Moved: Alison Kimber

Seconded: Councillor Grant Gartrell

FRACA00003 That the Fleurieu Regional Aquatic Centre Authority recommend the Code of Conduct as tabled at the meeting of the board on 29 April 2016 be endorsed by the constituent councils, as required by clause 3.10.5 of the Charter.

CARRIED

6.4 Code of Practice - Meeting Procedures

Moved: Councillor Pat Chigwidden

Seconded: Alison Kimber

FRACA00004 That the Fleurieu Regional Aquatic Centre Authority endorse the Code of Practice – Meeting Procedures as tabled at the meeting of the board on 29 April 2016 with the following amendment:

- page 25 of 80, under heading *Commencement of meetings* the dot point relating to the adjournment of a meeting to another day, be amended from 'council' to 'authority' and read as such:

'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 authority'.

CARRIED

6.5 **Authority Policy**

Moved: Councillor Grant Gartrell

Seconded: Councillor Pat Chigwidden

FRACA00005 That the Board endorse the following policies as presented in the agenda :-

- Communication Policy
- Informal Gathering Policy
- Procurement Policy
- Records Management Policy
- Allowances & Reimbursement of Expenses Policy
- Risk Management Policy

CARRIED

6.6 **Study Tour Program**

Moved: Councillor Pat Chigwidden

Seconded: Alison Kimber

FRACA00006 That the Fleurieu Regional Aquatic Centre Authority Board participate in a Study Tour day on Thursday 9 June 2016 (to be confirmed pending availability of maximum number of Board members) to visit three facilities and provide the opportunity for major pool operators to share knowledge on aquatic centre operating models.

CARRIED

6.7 **Draft Budget 16/17**

Moved: Councillor Grant Gartrell

Seconded: Councillor Pat Chigwidden

FRACA00007 That the Fleurieu Regional Aquatic Centre Authority Board recommends the draft 16/17 budget to the constituent councils as detailed in the report tabled at the meeting of the Authority on 29 April 2016.

CARRIED

6.8 **Banking Report**

Moved: Alison Kimber

Seconded: Councillor Grant Gartrell

FRACA00008 That the Fleurieu Regional Aquatic Centre Authority Board establishes a bank account with the ANZ bank operated with a minimum of two signatories required.

That the Chairperson, Executive Officer, Manager Finance, City of Victor Harbor and Manager Finance, Alexandrina Council be authorised signatories for the operation of the Authorities' ANZ Bank Account.

That the Executive Officer apply for and operate a credit card of \$10,000 per calendar month for use in accordance with the Procurement Policy.

A cash reserve account is to be established with the Local Government Finance Authority and surplus funds greater than \$10,000 are to be transferred to this account when not required for payment of invoices. A depreciation reserve account is to be established with the Local Government Finance Authority with monies transferred on a quarterly basis in line with estimated annual depreciation for the purposes of funding future capital renewal.

That the Executive Officer, Manager Finance, City of Victor Harbor and Manager Finance, Alexandrina Council be authorised signatories for the operation of the Local Government Finance Authority accounts and delegated to transfer Authority funds to and from the LGFA account.

CARRIED

7.1 URGENT BUSINESS WITHOUT NOTICE

Nil

8.1 CONFIDENTIAL REPORTS

8.2 Tender Process for Recruitment of Part-time Executive Officer Contract

Moved: Alison Kimber

Seconded: Councillor Pat Chigwidden

FRACA00009 That pursuant to Sections 90(2) and (3) (b) of the Local Government Act 1999, the Board orders that the public be excluded from the meeting with the exception of the Acting Executive Officer, General Manager Organisation & Culture and the Minute Taker, on the basis that the Board considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider information by way of a report and associated documents in relation to agenda item 7.1 Process for Recruitment of Part-time Executive Officer Contract and the Board is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation contains/involves: (b) information the disclosure of which:

- (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- (ii) would, on balance, be contrary to the public interest;

Substantiation:

Details with regard to the proposed selection criteria, position requirements and tender documentation will be considered as part of this report item. These matters are deemed to not be in the public interest as it may jeopardise the effectiveness of the expression of interest process if all members of the public do not receive the same information at the same time. Once the expression of interest is called the report, minute and any subsequent supporting documentation will be released as public documents.

CARRIED

Moved: Councillor Pat Chigwidden

Seconded: Alison Kimber

FRACA00013 That pursuant to Sections 91(7) and (9) of the Local Government Act 1999 (SA) (Act), the Board orders that the report, minutes, attachments and associated documents of the Board meeting held on 29 April 2016 in relation to confidential item number 7.1 and titled Process for Recruitment of Part-time Executive Officer Contract having been considered and dealt with by the Board on a confidential basis under Part 3 of the Act, are to be kept confidential and not available to the public for a period of twelve months from the date of this confidentiality order, or until the public call for expressions of interest commences, whichever occurs first on the basis that they contain the following information or matter:

Pursuant to section 90 (7) and (9) (b) information the disclosure of which:

- (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- (ii) would, on balance, be contrary to the public interest;

That pursuant to section 91(9)(c) of the Act the Council delegates to the Acting Executive Officer the power to revoke this order (FRACA000013) at any time.

CARRIED

9 NEXT MEETING

29 July – Alexandrina Council meeting at Goolwa.

Apologies noted from Councillor Pat Chigwidden and Alison Kimber.

10 CLOSURE

Meeting closed at 11.25am