



TLAP (Targeted Lead Abatement Program) CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

TLAP (Targeted Lead Abatement Program) CONSULTATIVE COMMITTEE

Adopted	25 October 2023
Minutes Reference	OM439/23
Amended	28 August 2024
Minutes Reference	OM300/24
Next Review Date	The need for the Committee shall be reviewed at the conclusion of the next occurring periodic election (2026), unless required earlier.

CONTENTS

1. Establishment
2. Objectives
3. Delegations
4. Membership
5. Presiding Member
6. Operational Matters
7. Public Access to Meetings
8. Meeting Procedures

1. ESTABLISHMENT

- 1.1 The Council has established the **TLAP (Targeted Lead Abatement Program) Consultative Committee** (referred to in these Terms of Reference as "the Committee") pursuant to Section 41 of the *Local Government Act 1999* ("the Act").
- 1.2 The Committee will be known as the **TLAP (Targeted Lead Abatement Program) Consultative Committee**.
- 1.3 The Committee is not considered a Standing Committee of Council.
- 1.4 The Committee may be wound up at any time by resolution of the Council.
- 1.5 These Terms of Reference were adopted by Council on 25 October 2023 and amended on 28 August 2024.

2. OBJECTIVES

- 2.1 The Committee is established to fulfil the following functions:
 - 2.1.1 Act as a communication channel between TLAP and Council.
 - 2.1.2 Consider options for greater collaboration for consideration of TLAP and Council.
 - 2.1.3 Receive information reports regarding the lead abatement program and specific projects run by the State Government and TLAP.
 - 2.1.4 Provide a forum for the discussion of views and insights that may assist the TLAP program.
 - 2.1.5 Provide a forum for the discussion of views and insights for further consideration of the Council and TLAP to promote greater community ownership of TLAP's program as well as providing feedback into TLAP communications and engagement strategies.

3. DELEGATIONS

The Council has not delegated any of its powers to the Committee. All decisions of the Committee constitute recommendations to the Council, save and except that Council has delegated authority for the specific purpose that at the first meeting of the Committee, it be required to determine the date and time of its Ordinary Meetings to fulfill the requirements of clause 6.3 of this Terms of Reference.

4. MEMBERSHIP

- 4.1 The Committee will comprise **five (5) members** as follows:

Mayor Leon Stephens (Presiding Member)
Cr Kendall Jackson
Cr Alan Zubrinich
Cr Grant Petagna
Cr Joby Connor

- 4.2 The Principal Member of Council is appointed as ex-officio member unless the Principal Member is appointed by Council as a member pursuant to clause 4.1.
- 4.3 Subject to clause 1.4 of these Terms of Reference, membership of the Committee is for the current term of the Council *unless* a member resigns or is otherwise incapable of continuing as a member or is removed from office by the Council.
- 4.4 The Committee may, by a vote supported by at least three members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.
- 4.5 Members of the Committee are eligible for re-appointment at the expiration of their term of office.
- 4.6 The Committee may be re-established by the Council after each Council periodic election.

5. PRESIDING MEMBER

- 5.1 The Council will appoint the Presiding Member (to be known as the Chairperson) of the Committee, unless the Council authorises the Committee to appoint the Presiding Member from within its members.
- 5.2 The Council authorises the Committee to determine if there will be a Deputy Presiding Member (to be known as the Deputy Chairperson) of the Committee and, if so, authorises, the Committee to make the appointment to that position for a term determined by the Committee.
- 5.3 If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.
- 5.4 The role of the Presiding Member includes:
 - 5.4.1 Overseeing and facilitating the conduct of meetings in accordance with the *Local Government Act* and the *Local Government (Procedures at Meetings) Regulations* 2013.
 - 5.4.2 Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner.
 - 5.4.3 Where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

6. OPERATIONAL MATTERS

- 6.1 The Council has not delegated any of its powers to the Committee. Accordingly, all decisions of the Committee constitute recommendations to the Council.
- 6.2 For the purposes of s41(8) of the Act, the Council's reporting and other accountability requirements are satisfied by the delivery of a copy of the minutes of each meeting of the Committee to each Elected Member of the Council and the inclusion of those minutes in the agenda papers for the next Ordinary meeting of the Council.
- 6.3 The Committee shall meet at least quarterly on such dates and at such times as the Committee determines.
- 6.4 The administration of the Committee is the responsibility of the Chief Executive Officer (or his delegate).
- 6.5 The Presiding Member in consultation with the Chief Executive Officer (or his delegate) is authorised to invite non-voting guests to attend meetings of the Committee, where in the opinion of the Presiding Member that guest can inform the Committee on a matter for consideration at a meeting of the Committee.
- 6.6 The Executive Officer of the TLAP Board will receive a standing invitation to attend all meetings of the Committee in a non-voting capacity, unless determined by the Committee by resolution that he not attend for all or a portion of a meeting.
- 6.7 The current members of the TLAP Community Reference Group will receive a standing invitation to attend meetings of the Committee as non-voting observers, unless determined by the Committee by resolution that they not attend for all or a portion of a meeting.
- 6.8 The meeting agenda will include a specific section to provide opportunity for comment by, and discussion with, the members of the TLAP Community Reference Group.
- 6.9 All matters that are listed on the agenda of the TLAP Consultative Committee will be supported by a written report (where reasonably possible) published in the agenda to provide background and sufficient prior opportunity for the TLAP Community Reference Group to be appraised and be in a position to raise questions and provide comment.

7. PUBLIC ACCESS TO MEETINGS

- 7.1 The Committee shall meet at the Offices of the Council located at 115 Ellen Street, Port Pirie.
- 7.2 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the Act.

8. MEETING PROCEDURES

- 8.1 The meeting procedures will be in accordance with the *Local Government Act 1999*, *Local Government (Procedures at Meetings) Regulations 2013*, Council's Code of Practice for Meeting Procedures and Code of Practice for Access to Council & Committee Meetings & Documents. Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.
- 8.2 The format of the agenda for all meetings of the Committee shall be as determined by the Council from time to time.