

12.3. ELECTOR REPRESENTATION REVIEW

REPORT PURPOSE

The purpose of this report is for Council to appoint a qualified person to assist Council with the Representation Review process and the preparation of the Representation Report and to consider a budget allocation in the 2024/2025 annual budget for the cost associated with conducting the review.

ATTACHMENT ITEM

No

RECOMMENDATION

That Council, being satisfied that CL Rowe & Associates Pty Ltd are qualified to address the representation and governance issues that may arise with respect to the matters under review:

1. Engage CL Rowe & Associates Pty Ltd to assist Council with the Representation Review; and
2. Consider the inclusion of a budget allowance of \$16,500 for Project Number **10164.702 Electoral Review** in the 2024/2025 operational budget to meet the costs conducting the Elector Representation Review to be completed by April 2025, as gazetted by the Minister for Local Government, in accordance with Section 12 of the Local Government Act 1999.

12.4. RISK MANAGEMENT POLICY

REPORT PURPOSE

The purpose of this report is for Council to revoke the current Risk Management Policy 18.63.5 and adopt the Draft Risk Management Policy 18.63.5, as presented as an attachment to this report, as a policy of Council.

ATTACHMENT ITEM

Yes Attachment 5 16291 Draft Risk Management Policy 18.63.5 – tracked changes
16291 Draft Risk Management Policy 18.63.5 – clean version

RECOMMENDATION

That Council, having considered the reviewed Draft Risk Management Policy 18.63.5 as presented in the attachments to this report and the recommendation from the Audit and Risk Committee:

1. Revoke the current Risk Management Policy 18.63.5; and
2. Draft Risk Management Policy 18.63.5 as presented in the attachments to this report, as a policy of Council

12.3 ELECTOR REPRESENTATION REVIEW

REPORT INFORMATION									
Report Title		Elector Representation Review							
Document ID		16707							
Organisational Unit		Executive, Growth & Innovation							
Responsible Officer		Chief Executive Officer - Eric Brown							
Report Attachment/s		No							
REPORT PURPOSE									
The purpose of this report is for Council to appoint a qualified person to assist Council with the Representation Review process and the preparation of the Representation Report and to consider a budget allocation in the 2024/2025 annual budget for the cost associated with conducting the review.									
REPORT DECISION MAKING CONSIDERATIONS									
Council Role		Regulate - Specific role in response to legislation and compliance - direct, specific or general in nature (such as duty of care)							
Strategic Alignment		SDP GOAL: Not Applicable SDP ACTION: Not Applicable							
Annual Business Plan 2023/24		ABP INITIATIVE: Not Applicable ABP PROJECT: Not Applicable							
Legislation		Local Government Act 1999							
Policy		Not Applicable							
Budget Implications		Not applicable for the 2023/24 budget but will need to be included in the 2024/25 budget <table border="1"><thead><tr><th>DESCRIPTION</th><th>2024/25 BUDGET AMOUNT \$</th><th>YTD \$</th></tr></thead><tbody><tr><td>10164.702 - Elector Representation Review</td><td>\$16,500</td><td>\$0.00</td></tr></tbody></table> Budget assessment comments: This a mandatory legislative process and will need to be included in the budget considerations for 2024/2025		DESCRIPTION	2024/25 BUDGET AMOUNT \$	YTD \$	10164.702 - Elector Representation Review	\$16,500	\$0.00
DESCRIPTION	2024/25 BUDGET AMOUNT \$	YTD \$							
10164.702 - Elector Representation Review	\$16,500	\$0.00							
Risk Implications		Low Risk							
Resource Implications		This is a planned resource allocation							
Public Consultation		Yes - Mandatory							
IAP2 Commitment		CONSULT - We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public feedback input has influenced the decision.							

OFFICER'S RECOMMENDATION

That Council, being satisfied that CL Rowe & Associates Pty Ltd are qualified to address the representation and governance issues that may arise with respect to the matters under review:

- 1. Engage CL Rowe & Associates Pty Ltd to assist Council with the Representation Review; and**
- 2. Consider the inclusion of a budget allowance of \$16,500 for Project Number 10164.702 Electoral Review in the 2024/2025 operational budget to meet the costs conducting the Elector Representation Review to be completed by April 2025, as gazetted by the Minister for Local Government, in accordance with Section 12 of the Local Government Act 1999.**

REPORT DETAIL

Pursuant to section 12(4) of the *Local Government Act 1999*, the Minister for Local Government gazetted a Notice of Determination of Relevant Period for the next review of council compositions and wards in the 1 August 2019 SA Government Gazette. The determined relevant period for City of Port Lincoln to undertake a Representation Review (the Review) is April 2024 – April 2025.

The Review may relate to a specific aspect of the composition of the council, the wards of the council (if applicable), or those matters generally, but a council must ensure that all aspects of the composition of the council, and the issue of the division, or potential division, of the area of the council into wards, are comprehensively reviewed.

In order to commence the Review, Council must initiate the preparation of a Representation Report by a person who, in the opinion of the council, is qualified to address the representation and governance issues that may arise with respect to the matters under review.

To meet the Review requirements a 'select' requests for tenders from two providers was undertaken in line with clause 4.9.2 of Council's Procurement Policy, as the potential providers that can meet the 'suitably qualified persons' requirements to assist Council with the Review is limited. CL Rowe and Associates Pty Ltd have conducted Elector Representation Reviews in both South Australia and the Northern Territory, having assisted with 149 reviews to date, including the City of Port Lincoln. The principal consultant, Craig Rowe, has extensive relevant professional experience and expertise in the conduct of representation reviews over 33 years as well as 10 years of service in Local Government, and has established a reputation within the sector as being an authority in the conduct of elector representation reviews. The company has experience in all aspects of the Review process including research, preparation of the 'Representation Report', public consultation and preparation of the final report to present to the Electoral Commissioner. It is our recommendation that CL Rowe & Associates Pty Ltd be appointed to assist Council with the Review.

The process is expected to take up to 38 weeks and will commence in May 2024 with a workshop for Council Members. Council Members will also be required to participate in further workshops throughout the Review process, and the schedule of dates will be advised once confirmed. Representation Reviews are a prescribed process that require specialist expertise, mandatory consultation, and public notice obligations. To meet its legislative obligations for the Representation Review, Council will need to allow for a budget of \$16,500 for consultant fees and sundry expenses in the 2024/2025 operational budget.