Confidential Item

CAMPBELLTOWN CITY COUNCIL

Confidential Item

For Council meeting to be held on

Tuesday 16 April 2024 at 7.00 pm

Refer Item 11.17

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Confidential Item

11.17 Representation Review 2024

Manager Governance, Lyn Barton's Report

Purpose of Report

To engage a consultant to support Staff with the preparation of Council's Representation Review 2024.

Strategic Plan Link

Focus Area 5.3.3 Provide corporate and financial governance that meets the needs of our Community and legislative requirements

Previous Council/Committee Resolution

At its meeting on 17 January 2023, Council resolved:

> 'That Council allocate $20,000 (exc GST) in the draft 2023/2024 Annual Business Plan and Budget as a New Initiative for the 'Representation Review 2024'.'

Background

Section 12(4) of the *Local Government Act 1999* (the Act) requires Councils to conduct Representation Reviews (that is a review of the composition of the Council, and the issue of the division, or potential division, of the area of the Council into wards) at least once in each relevant period as gazetted by the State Government.

On 1 August 2019, the Minister for Transport, Infrastructure and Local Government gazetted the current round of representation review relevant periods. The Councils were separated into four tranches as below; Council is in Tranche three.

- Tranche one: June 2020–June 2021
- Tranche two: October 2020–October 2021
- Tranche three: April 2024–April 2025
- Tranche four: October 2024–October 2025.

Section 12(5) of the Act states that:

> A Council must, in order to commence a review, initiate the preparation of a report (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.

Discussion
In accordance with Council's Procurement Policy, Staff invited three reputable companies to quote for the Representation Review consultancy to support with the preparation of tasks for the Representation Review project (except community engagement requirements). Two companies responded, Holmes Dyer and C L Rowe & Associates.

The General Manager Corporate Services and Manager Governance assessed submissions against the following criteria and C L Rowe & Associates Pty Ltd were identified as the preferred consultant:

- Previous relevant experience
- Track record of consultant
- Knowledge, experience and capability of the nominated key personnel
- Technical and management skills of the project team
- Proposed Methodology
- Consultancy management (eg insurances, WHS, organisational arrangements)
- Time Performance
- Price.

Whilst both consultancies demonstrated capacity to undertake the role, the preferred consultancy was particularly preferred in relation to their track record, key personnel knowledge and experience, proposed methodology and price.

CL Rowe & Associates Pty Ltd, led by Mr Craig Rowe has substantial experience in this field having conducted 132 Representation Reviews in South Australia, including Reviews for Campbelltown City Council in 2009 and 2016. The consultants have worked in this field for 35 years and offer a full Representation Review service:

- Conducting electoral roll research
- Preparing reports and supporting documentation
- Creating ward maps (if required), and
- Managing the certification process with Electoral Commission of South Australia (ECSA).

Council Staff will manage the community consultation process with guidance from the consultants (as proposed in the request for quote brief).

Staff recommend this consultancy as 'qualified to address the representation and governance issues that may arise with respect to the matters under review'.

Social Implications

Appointment of a qualified consultancy to undertake the Representation Review will enable a transparent and unbiased approach to this project, supporting electors to participate in a Review that enables their feedback on the composition and structure of Council, including whether the area should be divided into Wards.

Environmental / Climate Change Implications

There are no environmental / climate change implications in relation to this report.

Asset Management Implications

There are no asset management implications in relation to this report.

Governance / Risk Management

Consideration of this matter by Council will facilitate obligations under Section 12(5) of the *Local Government Act 1999*.

Community Engagement

There are no Community engagement implications in relation to this report.

Regional Implications

There are no regional implications in relation to this report.

Economic Development Implications

There are no economic development implications in relation to this report.

Financial Implications

The consultancy proposes to charge $16,500 (exc GST) for their standard Representation Review (excluding costs incurred with public notices, which was less than other consultants tender price, community consultation and preparation of technical descriptions and ward maps if wards are altered). This can be accommodated by the existing budget available for the project.

Council may wish to note that this fee is the same as the consultancy fee for the 2009 review (and lower than the 2016 review).

Recommendation

That Council:

1. **agrees to commence its Representation Review project (as scheduled by Government Gazette on 1 August 2019), and**

2. **appoints C L Rowe & Associates Pty Ltd, led by Mr Craig Rowe, in accordance with Section 12(5) of the Local Government Act 1999, to prepare a Representation Report on its behalf, noting Mr Rowe as a qualified person to address the representation and governance issues that may arise with respect to the matters under review.**
