

South Australian Coastal Councils Alliance (SACCA)

Terms of Reference

Name

1. The South Australian Coastal Councils Alliance known as the 'SACCA'.

Aims and Objectives

a. Aims

The aim of the SACCA is to provide strong leadership, support and advocacy for the benefit of all South Australian coastal Councils and their communities.

b. Objectives

Based on the mounting challenges facing coastal Councils and strong demand from the sector for a more collective approach, the 'South Australia Coastal Councils Alliance' was formally launched in October 2019 with the initial objectives of providing;

1. An informed, coordinated advocacy voice: and,
2. a forum for information sharing and networking on coastal management issues facing Councils across SA.

The activities of SACCA are guided by a Strategic Objectives and Business Plan that is developed every second year following election of the SACCA Executive Committee. The Executive Committee undertakes an annual review of the Plan for 'relevance' and at the same time as the annual budget review process.

SACCAs four key Strategic Objectives are identified below;

1. Coordination
 - Support coastal Councils by coordinating state-wide strategic coastal activities.
 - Act as a central point of contact for key stakeholders to engage with SA coastal Councils.
2. Collaboration
 - Partner with other key stakeholders to advance the interests of SA coastal Councils.
 - Support member Councils in partnering with other stakeholders to advance the interests of SA coastal Councils.
3. Capacity building
 - Develop and deliver information, services or projects to build expertise and knowledge within the SA coastal Councils community.
 - Build the capacity of the SACCA to deliver its strategic objectives.
4. Advocacy
 - Represent the interests of SA coastal Councils to key stakeholders, including research institutions, industry bodies and State and Commonwealth Governments.
 - Work with key stakeholders to deliver strategic objectives established by the SACCA.

Membership and Voting

1. Membership of SACCA

1. A Council shall be eligible for membership of the SACCA if the Council has coastal management responsibilities or interests. This includes all 34 coastal Councils across the State of SA.
2. The Member Councils will be represented by delegates appointed by the Boards of Regional Local Government Associations being elected members.
3. SACCA is aligned in both its governance and funding arrangements with Regional LGAs.

2. Appointment of Delegates

1. The SA Coastal Councils Alliance is governed by an Executive Committee.
2. Committee members and proxy members are nominated by their respective Regional Local Government Associations from the coastal Council Board members
3. SACCA Committee members are responsible for engagement & collaboration with Regional LGA members and identifying those coastal issues of regional and/or state significance.
4. To maintain a linkage between the LGA Board of Directors and the SACCA Committee the LGA President is invited as an ex-officio member to participate in SACCA meetings. If the LGA President is unable to attend the meetings and no other LGA Board of Directors member currently holds a SACCA Committee position, then the LGA President may nominate a proxy elected member from the LGA Board of Directors to attend (preference is given for an elected member from a member coastal Council).

Limestone Coast LGA	Southern and Hills LGA	Northern and Yorke LGA	Upper Spencer Gulf LGA	Eyre Peninsula LGA	Adelaide Coastal Councils Network
4 Councils 1 Member 1 Proxy	4 Councils 1 Member 1 Proxy +1 proxy from Coorong	6 Councils 1 Member 1 Proxy	3 Councils 1 Member 1 Proxy	8 Councils 2 Members 2 Proxy	8 Councils 2 Members 2 Proxies
Grant, Wattle Range, Robe, Kingston	Alexandrina, Victor Harbor, Kangaroo Island, Yankalilla Coorong (is a member of the S&HLGA only for SACCA membership)	Adelaide Plains, Wakefield, Yorke Peninsula, Copper Coast, Barunga West, Mount Remarkable	Port Pirie, Port Augusta, Whyalla	Franklin Harbor, Cleve, Tumby Bay, Port Lincoln, Lower Eyre, Elliston, Streaky Bay, Ceduna	Onkaparinga, Marion, Holdfast Bay, West Torrens, Charles Sturt, Port Adelaide Enfield, Salisbury, Playford

* The President of the LGA shall be an ex-officio member of the SA Coastal Councils Alliance.

5. The Committee membership of a delegate shall become vacant if:
 - a. The delegate resigns by letter addressed to the Regional LGA which appointed them;
 - b. The delegate is replaced by the Regional LGA at any time;
 - c. The delegate ceases to remain an Elected Member (or staff member) of that Council; or
 - d. The delegate ceases to be a Board member of a Regional LGA.

- e. Where the office of a Committee member becomes vacant, the Regional LGA concerned will be invited to appoint another Representative.

3. Voting

- 1. Each Committee member will have one vote per delegate
- 2. A Proxy member shall vote when the member is absent; and
- 3. The Chair shall have a deliberative vote only.

Governance

1. Appointment of Chair

- 1. The delegates shall appoint a Chair and Deputy Chair from the delegates who are elected members to form an Executive Committee.
- 2. The Chair or in their absence, the Deputy Chair shall preside at all meetings of the SACCA.
- 3. The Chair and Deputy Chair shall hold office for a period of 2 years.
- 4. The Chair and Deputy Chair may be removed from office at any time by a resolution carried by two thirds of the SACCA Committee delegates.
- 5. If at any stage, the office of Chair or Deputy Chair becomes vacant, a replacement Chairperson may be appointed by the delegates of the SACCA.

2. Executive Committee

- 1. The Executive Committee will comprise the elected positions of Chair and Deputy Chair as well as Ordinary Members.
- 2. The term of office for an Executive Committee member is two years unless otherwise determined by the Committee, for example to align with Local Government elections.
- 3. The Executive Officer will administer the Executive Committee.
- 4. Council officers are not eligible to be appointed to the Executive Committee unless endorsed by resolution of the Executive Committee.
- 5. Regional LGA Board elected members are eligible to be appointed to the SACCA Committee
- 6. The Executive Committee will be responsible for signing off on the annual SACCA budget, Executive Officer's work plan, all public communications, determining meeting dates, maintaining alignment between the activities of SACCA and its Strategic Objectives and agreed priorities and making any important decisions as per the Terms of Reference.

Meetings

1. Meetings

- 1. Meetings of the SACCA shall be held on an as-needs basis intervals as determined by the Executive Officer in consultation with the Executive Committee.
- 2. Meetings of the SACCA will be held via Teams (on-line) or face to face as determined by the Committee.
- 3. 14 days' notice of a meeting will be given to the Committee members. The notice shall set out where and when the meeting will be held and provide an agenda.
- 4. The quorum of any meeting of the SACCA shall be the attendance of at least one delegate from a minimum of half of the Committee plus one.
- 5. If there are insufficient members or proxies present to constitute a quorum, the meeting shall take place, but no decisions will be made.
- 6. An ordinary resolution is a resolution passed by a simple majority at a meeting.

2. Minutes

1. Minutes of all proceedings of meetings of the SACCA shall be prepared by the Executive Officer and distributed to the Committee prior to the next meeting.
2. Meeting minutes must be confirmed by the Committee delegates at a subsequent meeting.

Resources

1. Executive support for the SA Coastal Councils Alliance and Executive Committee shall be provided by an Executive Officer.
2. Core funding for SACCA shall be sought from annual membership subscriptions from Councils via Regional Local Government Associations.
3. Additional project or specialist support shall be funded by stakeholder grants, Councils or other external assistance as relevant.
4. SACCA is provided with HR, accounting and financial management support by a 'volunteer' Regional LGA.
5. The SACCA budget is reviewed annually by the Executive Committee. The allocation of resources in the SACCA budget is informed by the Strategic Objectives and Business Plan

Delegated Authority

1. Nil – The SA Coastal Councils Alliance is an informal representative network of the States thirty-four coastal Councils. The Alliance Executive Committee is chaired by a Council elected member. The Alliance reports against its strategic objectives regularly to its members.

Amending the Terms of Reference

1. These Terms of Reference may be amended by a resolution of two thirds of the SACCA Committee.

Dissolution

1. The SACCA may be dissolved or wound up by resolution of two thirds of all member Councils. If after the winding up of the SACCA there remains 'surplus funds', these funds are to be distributed amongst the member Councils in an equal proportion.