



# Coordinator General's Office

## Meeting Procedures



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# Meeting Procedures

## Background

The Coordinator General's Office (CGO) operates as a statutory authority governed by a board under the *State Development Coordination and Facilitation Act 2025* (the Act). Under section 12(1) of the Act, the procedures of CGO (including its quorum) will be determined (from time to time) by the principal member (known as the Coordinator General) acting on the advice of other members of CGO.

## Meetings

### 1. Agendas

- 1.1. Meetings of CGO will be scheduled as determined by the Coordinator General, in consultation with other CGO members (if required).
- 1.2. Meeting agendas will be prepared in a form determined by the Coordinator General.
- 1.3. Where possible, meeting agendas and any associated papers will be distributed to CGO members at least five working days prior to the meeting.
- 1.4. For urgent or high-priority matters, meeting agendas and associated papers may be distributed at any time prior to the meeting or tabled at the meeting.
- 1.5. Items may be added to a meeting agenda with agreement from the Coordinator General, either prior to or during a meeting.

### 2. Procedures

- 2.1. CGO may conduct meetings online or by telephone or audio-visual equipment provided all members have prior notice of the arrangements.
- 2.2. A quorum of CGO will be 2 members, which must include the Coordinator General (as required under section 12(2)(b) of the Act).
- 2.3. No business may be transacted at a meeting of CGO unless a quorum is present.
- 2.4. Each member has one vote, and the Coordinator General has a casting vote, if required to address an even vote.
- 2.5. A meeting may be postponed or cancelled by the Coordinator General:
  - 2.5.1. if the number of apologies in advance of the date of the meeting indicates that a quorum will not be present; or
  - 2.5.2. at the Coordinator General's discretion provided no less than 1 day's notice is given to CGO members.

### 3. Minutes

- 3.1. Minutes of meetings will be prepared and kept in a form determined by the Coordinator General.
- 3.2. The minutes of meetings will accurately record all:
  - 3.2.1. names of CGO members present;
  - 3.2.2. apologies received from CGO members;
  - 3.2.3. names of all other people in attendance;

- 3.2.4. decisions of the CGO in relation to matters before it; and
- 3.2.5. disclosure of interests made by any member or other person present, and (where relevant) any actions taken in response to such disclosures.
- 3.3. Where CGO considers it necessary, the minutes of meetings may also record reasons for decisions of CGO.
- 3.4. Any member of CGO who is not present when a decision of CGO is made at a meeting is to be informed of the decision as soon as is reasonably practicable after it is made, through distribution of the minutes of the meeting.
- 3.5. A decision register of all decisions made by CGO will be maintained as required under section 12(3) of the Act.

#### **4. Confidential Matters**

- 4.1. Where the Coordinator General determines the nature of a matter requires the matter to remain confidential, the matter will be marked 'Confidential' in agendas, reports and other papers prior to distribution to CGO members.
- 4.2. For confidential matters:
  - 4.2.1. meeting papers will be maintained as confidential;
  - 4.2.2. the Coordinator General may exclude anyone not entitled to participate in the meeting;
  - 4.2.3. deliberations and decisions of CGO will be maintained as confidential and will not be discussed with other persons outside of the meeting; and
  - 4.2.4. the requirements of section 13(2) and (3) of the Act will apply with respect to a meeting attended by a representative of the Minister.

#### **5. Attendance at Meetings**

- 5.1. A person authorised in writing by the Minister may attend (but not participate in) any meeting of CGO and may have access to relevant meeting papers.
- 5.2. Federal, State or local government agency or authority representatives may attend CGO meetings to provide technical or policy advice (but not participate in decision-making).
- 5.3. Other specialist advice may be sought by CGO or the Coordinator General and those individuals may also be invited to attend a CGO meeting to provide specialist advice (but not participate in decision-making).

#### **6. Out-of-Session Decisions**

- 6.1. Where the Coordinator General determines the urgency or priority of a matter warrants it, a decision of CGO may be made via electronic communication outside of a scheduled meeting (out-of-session).
- 6.2. For all out-of-session decisions:
  - 6.2.1. A recommended decision (and associated papers as required) will be circulated to all CGO members in writing (which may be via electronic communication);
  - 6.2.2. CGO members will respond to the communication indicating their vote for (approval) or against the recommended decision.
  - 6.2.3. The voting, quorum and conflict of interest requirements will apply to an out-of-session decision as they would at a scheduled meeting.

- 6.2.4. If approved, the out-of-session decision will be recorded in the CGO decision register, as required under section 12(3) of the Act.

## Responsibilities

### 7. Deputy Members

- 7.1. Under section 6(7) of the Act, the Governor may appoint a suitable person to be a deputy of a member of CGO, who will act as a member of CGO during any period of absence of the designated member.
- 7.2. A deputy cannot be appointed for the Coordinator General under the Act.
- 7.3. Where possible CGO members will provide advanced notice (at least 5 business days) of the Member's inability to attend a meeting, so the member's deputy can be advised (if relevant).
- 7.4. Minutes and CGO's decision register will record occasions where deputies attend a meeting and participate in decision-making.

### 8. Conflicts of Interest

- 8.1. CGO Members must, within 20 business days of their initial appointment, submit to the Minister a return disclosing all relevant interests.
- 8.2. CGO members must, within 20 business days after 31 March and 30 September each year, submit to the Minister a further return disclosing all relevant interests.
- 8.3. A register of interests is maintained by CGO on behalf of the Minister and is available electronically for inspection by members of the public. Requests for inspection of the register of interests can be made to [cgo@sa.gov.au](mailto:cgo@sa.gov.au).
- 8.4. Conflicts or potential conflicts of interest should be identified as soon as practicable prior to or during a meeting of CGO.
- 8.5. Any actual or perceived conflicts of duty or interest must be declared and managed by CGO members in an appropriate manner.

## Review of Procedures

### 9. Timing of Review

- 9.1. These meeting procedures will be reviewed by the Coordinator General at least every two years, or on the appointment of a new Coordinator General (whichever occurs first).