



AGENDA

FOR RESOURCES AND GOVERNANCE COMMITTEE MEETING TO BE HELD ON

**15 FEBRUARY 2016 AT CONCLUSION OF BUDGET AND FINANCE COMMITTEE
IN COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY**

MEMBERS

Cr B Vermeer (Chairman)
Mayor G Aldridge (ex officio)
Cr D Balaza
Cr S Bedford
Cr D Bryant
Cr L Caruso
Cr R Cook (Deputy Chairman)
Cr D Pilkington
Cr D Proleta

REQUIRED STAFF

General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Manager Governance, Ms T Norman
Manager Communications and Customer Relations, Mr M Bennington

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 18 January 2016.

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OTHER BUSINESS

CLOSE



**MINUTES OF RESOURCES AND GOVERNANCE COMMITTEE MEETING HELD IN
COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY ON**

18 JANUARY 2016

MEMBERS PRESENT

Cr B Vermeer (Chairman)
Mayor G Aldridge (ex officio)
Cr D Balaza
Cr D Bryant
Cr L Caruso
Cr R Cook (Deputy Chairman)
Cr D Pilkington

STAFF

General Manager City Development, Mr T Sutcliffe
Acting General Manager Business Excellence, Ms L Rattigan
Manager Governance, Ms T Norman
Manager Environmental Health and Safety, Mr J Darzanos

The meeting commenced at 8.25pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Apologies have been received from Cr S Bedford and Cr D Proleta.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Mayor G Aldridge
Seconded Cr R Cook

The Minutes of the Resources and Governance Committee Meeting held on 07 December 2015, be taken and read as confirmed.

CARRIED

REPORTS

Administration

3.0.1 Future Reports for the Resources and Governance Committee

Moved Cr D Balaza
Seconded Cr D Pilkington

1. The information be received.

CARRIED

Health, Animal Management and By-laws

3.3.1 Wood Burning Heaters

Moved Cr D Pilkington
Seconded Cr L Caruso

1. The information be received.

CARRIED

3.3.2 Local Nuisance and Litter Control Bill - Status Report

Moved Cr D Pilkington
Seconded Mayor G Aldridge

1. That the report be received, and a copy of the report be provided to the Local Government Association reflecting Council's commentary on the Local Nuisance and Litter Control Bill 2015.

CARRIED

Corporate Governance

3.6.1 Annual Review of Delegations

Moved Cr D Pilkington

Seconded Mayor G Aldridge

1. The information be received.
2. That, having conducted its annual review of its Delegations Register in accordance with Section 44(6) of the Local Government Act 1999, the Council:

Revocations

- a. Hereby revokes its previous delegations to the Chief Executive Officer, effective from 18th day of February 2016, of those powers and functions under the following:
 - i. Community Titles Act 1996
 - ii. Development Act 1993 and Development Regulations 1993/2008
 - iii. Dog and Cat Management Act 1995
 - iv. Environment Protection Act 1993 and Environment Protection (Waste management) Policy 1994 OR Environment Protection (Waste to Resources) Policy 2010
 - v. Expiation of Offences Act 1996
 - vi. Fences Act 1975
 - vii. Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005
 - viii. Food Act 2001
 - ix. Freedom of Information Act 1991
 - x. Housing Improvement Act 1940
 - xi. Land and Business (Sale and Conveyancing) Act 1994
 - xii. Liquor Licensing Act 1997
 - xiii. Local Government Act 1934
 - xiv. Local Government Act 1999
 - xv. Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions – Levies) Regulations 2005
 - xvi. Public and Environmental Health Act 1987 and Public and Environmental Health (Waste Control) Regulations 2010 and Public and Environmental Health (Legionella) Regulations 2008

- xvii. Roads (Opening and Closing) Act 1991
- xviii. Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999
- xix. South Australian Public Health Act 2011 along with the South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013
- xx. Supported Residential Facilities Act 1992
- xxi. Unclaimed Goods Act 1987
- xxii. Work Health and Safety Act 2012
- xxiii. Safe Drinking Water Act 2011
- xxiv. Water Industry Act 2012 and Water Industry Regulations 2012
- xxv. Real Property Act 1886
- xxvi. Strata Titles Act 1988
- xxvii. Heavy Vehicle National Law (South Australia) Act 2013
- xxviii. Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014
- b. Hereby revokes its previous delegations to its Development Assessment Panel under the Development Act 1993 and Development Regulations 2008.

Delegations made under Local Government Act 1999

- 3. In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the Delegations Register are hereby delegated from the 19th day of February 2016 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified within the Delegations Register:
 - i. Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014
 - ii. Community Titles Act 1996
 - iii. Dog & Cat Management Act 1995
 - iv. Environment Protection Act 1993
 - v. Expiation of Offences Act 1996
 - vi. Fences Act 1975
 - vii. Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005

- viii. Freedom of Information Act 1991
 - ix. Heavy Vehicle National Law (South Australia) Act 2013
 - x. Housing Improvement Act 1940
 - xi. Land & Business (Sale & Conveyancing) Act 1994
 - xii. Liquor Licensing Act 1997
 - xiii. Local Government Act 1934
 - xiv. Local Government Act 1999
 - xv. Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions – Levies) Regulations 2005
 - xvi. Real Property Act 1886
 - xvii. Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999
 - xviii. Roads (Opening and Closing) Act 1991
 - xix. Safe Drinking Water Act 2011
 - xx. South Australian Public Health Act 2011 along with the South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013
 - xxi. Strata Titles Act 1988
 - xxii. Unclaimed Goods Act 1987
 - xxiii. Water Industry Act 2012 and Water Industry Regulations 2012
 - xxiv. Work Health and Safety Act 2012
4. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 and the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

Delegations made under Development Act 1993

5. In exercise of the powers contained in Sections 20 and 34(23) of the Development Act 1993, the powers and functions under the Development Act 1993 and the Development Regulations 2008 contained in the Delegations Register (Delegations Register, pages 32 – 141) are hereby delegated this 19th day of February 2016 to the person occupying the office of Chief Executive Officer, subject to the conditions and or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.
6. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.
7. In exercise of the powers contained in Sections 20 and 34(23) of the Development Act 1993 the powers and functions under the Development Act 1993 and the Development Regulations 2008 contained in the Delegations Register (Delegations Register, pages 1 - 3) are hereby delegated to the Council's Development Assessment Panel, subject to any conditions specified herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

Delegations Made under Food Act 2001

8. In exercise of the powers contained in Section 91 of the Food Act 2001, the powers and functions under the Food Act 2001 contained in the Delegations Register (Delegations Register, pages 376 – 382) are hereby delegated from the 19th day of February 2016 to the person occupying the office of Chief Executive Officer ("the head of the enforcement agency" for the purposes of the Food Act 2001), subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Food Act 2001.
9. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Food Act 2001.

Delegations under Supported Residential Facilities Act 1992

10. In exercise of the power contained in Section 9 of the Supported Residential Facilities Act 1992, the powers and functions under the Supported Facilities Act 1992 and Supported Residential Facilities Regulations 2009 contained in the Delegations Register (Delegations Register, pages 434 – 446) are hereby delegated this 19th day of February 2016 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.
11. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

Authorisations and Sub-delegation under the Road Traffic Act 1961

12. In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for transport and Infrastructure (the ‘instrument’) the Council authorises the following persons pursuant to Clause A.7 of the Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such persons shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements.
 - i. Patrick Trimboli, Senior Traffic Engineer
 - ii. Dameon Roy, Manager Technical Services
 - iii. Tony Calandro, Senior Traffic Engineer
13. In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following persons are experienced traffic engineering practitioners for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument:
 - i. Patrick Trimboli, Senior Traffic Engineer
 - ii. Dameon Roy, Manager Technical Services
 - iii. Tony Calandro, Senior Traffic Engineer

14. In exercise of the power contained in, and in accordance with, Clause G.1 of the Instrument, the power contained in Section 33(1) of the Road Traffic Act 1961 and delegated to the Council pursuant to Clause G of the Instrument and contained in the Delegations Register (Delegations Register, page 478) is hereby sub-delegated this 19th day of February 2016 to the person occupying the office of Chief Executive Officer of the Council subject to:
 - a. The conditions contained in the Instrument; and
 - b. Any conditions contained in this Resolution or in the Instrument of Sub-delegation; and
 - c. The creation of a separate instrument in writing reflecting such sub-delegation under the Instrument and this Resolution.
15. In accordance with Clause E.2 of the Instrument, the Council is of the opinion that the following persons have an appropriate level of knowledge and expertise in the preparation of traffic management plans:
 - i. Patrick Trimboli, Senior Traffic Engineer
 - ii. Dameon Roy, Manager, Technical Services
 - iii. Tony Calandro, Senior Traffic Engineer

Delegations under Safe Drinking Water Act 2011 (of enforcement agency)

16. In exercise of the power contained in Section 43 of the Safe Drinking Water Act 2011 the powers and functions of the Council as a relevant authority under the Safe Drinking Water Act 2011 contained in the Delegations Register (Delegations Register, pages 394 – 399) are hereby delegated this 19th day of February 2016 to the person occupying the office of Chief Executive officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of delegation under the Safe Drinking Water Act 2011.
17. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of delegation under the Safe Drinking Water Act 2011.

CARRIED

3.6.2 Review of Representation of the City of Salisbury by Elected Members Policy

Moved Cr D Bryant

Seconded Mayor G Aldridge

1. The Information be received.
2. The Representation of the City of Salisbury by Elected Members Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.2, 16/11/2015), be endorsed.

With leave of the meeting and consent of the seconder Cr D Bryant
VARIED the MOTION as follows:

1. The Information be received.
2. The Representation of the City of Salisbury by Elected Members Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.2, 16/11/2015), subject to the following amendment:
 3. *In the circumstances where **the event occurs outside of the City of Salisbury**, or there is limited time available to confirm an alternative attendee, every effort will be made to contact members in accordance with the order of precedence. Where it is not possible to confirm an attendee from the order of precedence, guidance will be sought from the Mayor or Deputy Mayor as to who should be asked to attend the event/function.*

be endorsed.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 8.55pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	15 February 2016
HEADING	Future Reports for the Resources and Governance Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This item details reports to be presented to the Resources and Governance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.
RECOMMENDATION	
	1. The information be received.
ATTACHMENTS	
	There are no attachments to this report.
1. BACKGROUND	
	1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.
2. CONSULTATION / COMMUNICATION	
	2.1 Internal
	2.1.1 Report authors and General Managers.
	2.2 External
	2.2.1 Nil.

3. REPORT

3.1 The following table outlines the reports to be presented to the Resources and Governance Committee as a result of a Council resolution:

Meeting Item	- Heading and Resolution	Officer
22/06/2015 3.3.2 Due:	Amendments to the Dog and Cat Management Act 3. Council note that staff will review the need for a cat by-law 12 months after the implementation of the proposed Bill and provide a further report to Council. December 2016	John Darzanos
28/09/2015 3.6.1 Due:	Review of Provision of Elected Member IT Equipment 2. A revised Elected Member Allowances, Facilities and Support Policy be brought back to Council in July 2018. July 2018	Joy Rowett
23/11/2015 NOM2 Due: Deferred to: Reason:	Local Government Association of SA Governance Review and City of Salisbury Membership status 2. That the City of Salisbury write to the President and Chief Executive of the LGA: <ul style="list-style-type: none"> • Reaffirming its commitment to working with the LGA as the peak representative group for Local Government • Seeking confirmation that concerns raised by the City of Salisbury in relation to regional representation on the LGA Board will be incorporated within the Governance Review scope; • seeking the opportunity to actively participate in the Governance Review to provide a northern region perspective to the process; • requesting the attendance of the LGA President and CEO at an informal gathering to provide Elected Members with details on the scope, committee structure and timeframes for the Governance Review. with a further report to be presented to Council setting out the information provided in response to the above dot points. February 2016 March 2016 Letter sent. Awaiting confirmation of date of appointment for the LGA President and CEO to attend informal gathering.	Charles Mansueto

23/11/2015 NOM2	Local Government Association of SA Governance Review and City of Salisbury Membership status 3. That following release of the adopted recommendations of the LGA Governance Review, the City of Salisbury will consider the role it plays within the Local Government Association, including consultation with other Northern Region Councils on strategies to ensure appropriate representation of the region. Due: March 2016 Deferred to: July 2016 Reason: Based on understood timing of the conduct of the review by the LGA	Charles Mansueto
23/11/2015 NOM5	Rescission of Council Decision 0710/2015 - Little Para Par 3 Golf Course 1. In accordance with Council's procurement process an appropriate market approach, including Not For Profit entities, be made for the operation of the Little Para Par 3 Golf Course with a report recommending the preferred operator and operating model to return to Council prior to April 2016. Due: April 2016	Thuyen Vi-Alternetti
14/12/2015 OB4	Civic Chain and Robes 1. Staff report back on the costs associated with: a. The design and production of a simple civic chain, bearing the City of Salisbury Crest, to be worn by the Deputy Mayor when representing the Mayor at formal ceremonies such as Citizenship Ceremonies; b. The modification of existing Elected Member robes to allow for some sort of fastening to be fitted to the front to assist with the way robes hang when worn. Due: March 2016	Joy Rowett

4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Resources and Governance Committee have been reviewed and are presented to Council for noting.

CO-ORDINATION

Officer: Executive Group
Date: 09/02/2016

ITEM	3.3.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	15 February 2016
HEADING	Dog Registration Fees 2016 - 2017
AUTHOR	John Darzanos, Manager Environmental Health & Safety, City Development
CITY PLAN LINKS	<p>4.3 To deliver sustainable, creative and innovative solutions that enable excellent operations and service delivery</p> <p>4.4 To ensure informed and transparent decision-making that is accountable and legally compliant</p> <p>4.5 To apply business and resource management that enables excellent service delivery and financial sustainability</p>
SUMMARY	<p>Under the provisions of the Dog and Cat Management Act (DCM Act), Councils, with the approval of the Minister for Sustainability, Environment and Conservation, are able to set dog registration fees up to the maximum approved fee. In 2014 the Minister approved a rise in the fee cap from \$60 to \$85. The maximum fees for 2015/16 were set with a CPI increase from \$60 to \$61. This report presents models for consideration by Council in setting the 2016-2017 dog registration fees.</p>

RECOMMENDATION

1. The information be received
2. Council endorse a maximum dog registration fee of \$65 for 2016-2017, with the eligible rebates as per the Dog Registration Fee Schedule Proforma.
3. Approval of the Minister for Sustainability, Environment and Conservation be sought for the endorsed maximum dog registration fee of \$65 for 2016-2017, with the eligible rebates as per the Dog Registration Fee Schedule Proforma.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Income and expenditure estimates
2. Dogs Registration Fees Modelling 2016-2017

1. BACKGROUND

- 1.1 As a result of a previous analysis of registration fees currently charged by Councils, the Minister approved a maximum registration fee of \$85.00 per annum in 2014. Councils may charge a fee up to this amount and the mandatory rebates required under the Dog and Cat Management Act 1995 (DCM Act) will apply. The rebates are for trained, de-sexed and or micro-chipped dogs. In addition Council has also established a 50% rebate for pensioners and eligible concession card holders.

2. REPORT

- 2.1 The DCM Act requires that all fees generated under the Act be utilised by Council in the provision of dog management services.
- 2.2 The services currently provided by Council include those delivered by the Inspectorate Division in the enforcement and administration of the Act. However it also includes significant support services in delivering these functions as well as the provision and maintenance of numerous council facilities provided for dog owners and for dog management. These services include:
- 2.2.1 Inspectorate Services
- Dog attack investigations
 - Dogs wandering at large
 - Dog noise and nuisance complaints
 - Dog leashing laws
 - Guard dog register
 - Provide information and educational material, and participate in events such as micro-chipping day, and dogs day out.
 - Dog Registrations
- 2.2.2 City Infrastructure and Support Services
- Organisational overheads
 - Customer Centre staff resources
 - City Development Administration staff
 - Provision and maintenance of nine dog friendly parks
 - Provision and maintenance of dog litter bags and dispensers
 - Installation and maintenance of signage associated with dog laws and dog friendly parks
 - The maintenance of the dog pound
 - Asset depreciation costs for the pound, parks and signage
- 2.2.3 Dog and Cat Management Plan
- The endorsed Dog and Cat Management Plan identifies a range of actions, strategies and additional dog management initiatives which can have financial implications for the organisation.

- 2.3 Direct costs and the additional services and operational expenditures exceed the income generated through the Inspectorate operating budget through registration fees, expiations, fines and impounding fees, as outlined in Attachment 1.
- 2.4 The balance of income generated by fees and charges under the Dog and Cat Management Act are utilised to cover the other costs associated with the dog management services and capital works and other operational activities consistent with the requirements of the DCM Act. Attachment 1 provides an indication of income and expenditure estimates based on varying registration fees.
- 2.5 The increase of the fee cap by the Minister was as a result of extensive modelling undertaken by the LGA to determine a fee that offered Councils an opportunity to cover costs associated with dog management through registration fees.
- 2.6 The cap has been increased by the Minister to \$85 in 2014/15, noting that Council did not alter the fees in that year, and increased fees by CPI in 2015/16. The history of increases in fee caps is provided in the table below:

Year	Fee	Fee increase	Percentage change	Notes
2003/2004	\$20	0		Prior to 2004 registration fee is capped at \$20
2004/2005	\$30	\$10	50%	Minister increases fee cap from \$20 to \$30. This is as a result of amendments to the Dog and Cat Management Act. Council endorse fee increase.
2005/2006	\$35	\$5	16.7%	Minister increases fee cap from \$30 to \$35. Council endorse fee increase.
2006/2007	\$40	\$5	14%	Minister increases fee cap from \$35 to \$45. Council endorse fee increased by \$5 each year until cap is reached
2007/2008	\$45	\$5	12.5%	Fee is capped at \$45 due to no change by Minister
2008/2009	\$45	\$0	0%	Fee is capped at \$45 due to no change by Minister
2009/2010	\$45	\$0	0%	Fee is capped at \$45 due to no change by Minister
2010/2011	\$50	\$5	11%	Minister increases fee cap from \$45 to \$60. Council endorse fee increased by \$5 each year until cap is reached
2011/2012	\$55	\$5	10%	Fee is capped at \$60 due to no change by Minister
2012/2013	\$60	\$5	9%	Fee is capped at \$60 due to no change by Minister
2013/2014	\$60	\$0	0%	Fee is capped at \$60 due to no change by Minister
2014/2015	\$60	\$0	0%	Minister increases fee cap from \$60 to \$85. Council resolves not to change the fee
2015/2016	\$61	\$1	1.7%	Fees increased by CPI 1.7%. Maximum fee set at \$61
2016/2017	TBD			Fees to be determined - CPI 2.4%

- 2.7 The proposed fee structure has been modelled on the number of registered dogs in 2014/15 periods which has seen a decline in the number of registered dogs since 2013/14 (567 less registered dogs), and also an increase in the number of dogs registered subject to rebates. In particular “desexed and microchipped” dogs which offer a 50% rebate on fees. This combined result has seen a decline in registration income.

- 2.8 Dog registration fee modelling is attached to this report as Attachment 2. The modelling provides examples for increasing the fees by CPI, which is 2.4%, equating to a maximum fee of \$62.50, and alternate models at \$63 (rounding up the CPI figure), \$65 (representing 6.5%) and \$68 (representing 11.5%).
- 2.9 The following table presents the estimated revenue based on the alternative Maximum fees:

FEE	PERCENTAGE INCREASE FROM \$61	ESTIMATED INCOME*
\$62.50	2.4%	\$845,388
\$63.00	3.3%	\$852,151
\$65.00	6.5%	\$879,203
\$68.00	11.5%	\$919,782
\$85.00	39%	\$1,149,727

*Income estimated on 2014/15 registration numbers

- 2.10 An increase in registration fees will ensure that the services provided for dog management are funded as much as possible from the registration fees and other associated income such as expiations, and that limited impact is placed on rate revenue.
- 2.11 A fee increase of \$65 is recommended in order to:
- better balance costs with income (noting that a \$65 fee is estimated to still result in a deficit of \$277,247)
 - address two years of nil increases to fees during which costs increased for our standard services and operational program, and during which there was additional capital expenditure to provide facilities for dog owners.
- 2.12 Registration fees can be reduced if residents take advantage of the rebates offered. These include 50% rebate for pensioner and other eligible concessions, as well as rebates for trained, de-sexed and or micro-chipped dogs. The rebates are cumulative so if residents are eligible for more than one rebate they can add up. An example is an 80% rebate for a Pensioner with a de-sexed, micro-chipped and trained dog.
- 2.13 The availability of the rebates will also have an impact on the level of fees generated from registrations. The increase in dog owners claiming eligible rebates has seen a decrease in income from registration fees combined with the decrease in registered dog numbers. The overall community benefits of owners de-sexing, training and identifying their dogs are reflected in the rebates offered.
- 2.14 In considering the net impact from the increases it should be noted that the average fee payable as result of rebates on the current \$61 fee is \$25. Approximately 12.6% (3171) of all registered dogs are standard dogs with a \$61 fee, this is down from 14.5% (3710) in 2013/14. There has also been a 7% increase in desexed and microchipped dogs, increasing from 39% (10084) to 46% (11582). Accordingly an increase in the maximum fee has limited impact upon the majority of dog owners due to the extensive concessions and rebates available.

- 2.15 In determining the fee structure and future of registration fees consideration needs to be given to the risks associated with fee increases.
- 2.16 No increase in fees has the potential for greater demand on rate revenue to fund the gap to deliver the required services, or alternatively some projects and services could not be delivered.
- 2.17 However there is a risk that increases in registration fees could discourage residents from owning a dog, could result in dogs being surrendered or not replaced due to costs, and it could also discourage residents from being responsible and registering their dog. This could potentially have a negative impact on revenue generated, noting however that due to concessions and rebates the impact of increased fees is diminished.

Fees beyond 2016/17

- 2.18 It should be noted that proposed changes to the Dog and Cat Management Act may have implications on dog registration fees with a “standard dog” in future being a desexed and microchipped dog. Currently a desexed and microchipped dog receives a 50% discount on the full registration. Changes to the legislation will allow Council to set their fees with a maximum set by regulations and Council will still be required to offer a discount for a standard dog that is both microchipped and desexed.
- 2.19 A further report will be presented to Council in relation to establishing new registration classes, fee structure and discounts when the Act is progressed and regulations have been established setting maximum fees under regulations.

3. CONCLUSION / PROPOSAL

- 3.1 The services provided by Council in the area of dog and cat management are diverse, resource intensive and involve a significant budget provision. The increase in the fee cap is a recognition by the Minister and the LGA that the costs for dog management services are high and registration fees need to increase to ensure that dog owners continue to contribute significantly to the provision of these services, on the ‘user pays’ principle.
- 3.2 The discount structure allows responsible dog owners and persons eligible for concessions to minimise their registration fees through a variety of discount structures ranging from 10% to 80%, with some owners being eligible for a full rebate.
- 3.3 The increase in registration fees will ensure that the services provided for dog management are funded as much as possible from registration fees, and the impact on general revenue is limited.
- 3.4 A gradual annual increase to the registration fees will minimise the impact on residents and ensure that fees are contributing to the administration and enforcement of the Dog and Cat Management Act and to the provision community services and facilities to support dog owners.

- 3.5 The report outlines options to increase registration fees over the next year only as legislative changes will see changes to registration classes, fee structures and a review of rebates offered, with a standard dog becoming one that is both microchipped and desexed.

CO-ORDINATION

Officer: Executive Group
Date: 09/02/2016

Attachment 1 Income and Expenditure Estimates

Budget Estimates	2015/16 \$61 fee	Revenue as % of Total Expenditure	Estimates with \$62.50 fee (2.4% CPI)	Revenue as % of Total Expenditure	Estimates with \$63 fee	Revenue as % of Total Expenditure	Estimates with \$65 fee	Revenue as % of Total Expenditure	Estimates with \$68 fee	Revenue as % of Total Expenditure
Operating Revenue - Registration Fees	(\$829,900)	56	(\$845,388)	60	(\$852,151)	61	(\$879,203)	62	(\$919,782)	65
Operating Revenue - Other	(\$251,800)	17	(\$251,800)	18	(\$251,800)	18	(\$251,800)	18	(\$251,800)	18
Total Operating Revenue	(\$1,081,700)	73	(\$1,097,188)	78	(\$1,103,951)	79	(\$1,131,003)	80	(\$1,171,582)	83
Operating Expenditure	\$1,200,811		\$1,253,550		\$1,253,550		\$1,253,550		\$1,253,550	
Capital Expenditure	\$129,000		\$0		\$0		\$0		\$0	
Estimated Other Items Expenditure** (Other items to be formally quantified)	\$148,293		\$154,700		\$154,700		\$154,700		\$154,700	
Total Expenditure	\$1,478,104		\$1,408,250		\$1,408,250		\$1,408,250		\$1,408,250	
Net Deficit / (Surplus)	\$396,404		\$311,062		\$304,299		\$277,247		\$236,668	

** Estimated Expenditure, includes following;

- Organisational overheads (IT, HR, Administration, Accommodation costs)
- Customer Centre staff resources to provide animal management services, (customer requests, registrations)
- Regular maintenance of 9 dog friendly parks
- Provision and maintenance of dog signs (approximately 700 signs throughout the City)
- Provision and maintenance of dog litter bags and dispensers
- Maintenance of the dog pound
- Asset depreciation costs for the pound, parks and signage, 9 dog parks built @ \$60K to \$90K each and \$250000 spent over the last 2 years for upgrades.
- The endorsed Dog and Cat Management Plan identifies a range of actions, strategies and additional dog management initiatives which can have financial implications for the organisation.
 - Additional dog friendly parks to be considered
 - By Law reviews and potential cat controls
 - Pound renewal and or pound services review

Attachment 2 – Dog Registration Fee Modelling - Registration fees (CPI \$62.50, \$63, \$65, \$68)

Registration Class	Number registered in each class	2016-2017 \$62.50 fee	Estimated Income \$62.50 fee	2016-2017 \$63 fee	Estimated Income \$63 fee	2016-2017 \$65 fee	Estimated Income \$65 fee	2016-2017 \$68 fee	Estimated Income \$68 fee
Business Registration	43	\$62.50	\$2,688	\$63.00	\$2,709	\$65.00	\$2,795	\$68.00	\$2,924
Companion Dog	20	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0
Greyhound Reg'd with SAGRCB	39	\$15.63	\$609	\$15.75	\$614	\$16.25	\$634	\$17.00	\$663
Greyhound Reg'd with SAGRCB - Desexed	2	\$15.63	\$31	\$15.75	\$32	\$16.25	\$33	\$17.00	\$34
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	6	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0
Guide Dog/Therapeutic Dog/Disability Dog	24	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	7	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0
Guide Dog/Therapeutic Dog/Disability Dog - Microch	11	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0
Other Concession	2,329	\$31.25	\$72,781	\$31.50	\$73,364	\$32.50	\$75,693	\$34.00	\$79,186
Other Concession - Desexed Trained - Dog	8	\$15.63	\$125	\$15.75	\$126	\$16.25	\$130	\$17.00	\$136
Other Concession - Desexed - Dog	1,079	\$18.75	\$20,231	\$18.90	\$20,393	\$19.50	\$21,041	\$20.40	\$22,012
Other Concession - Desexed - Puppy	0	\$18.75	\$0	\$18.90	\$0	\$19.50	\$0	\$20.40	\$0
Other Concession - Desexed Microchipped Trained - Dog	86	\$12.50	\$1,075	\$12.60	\$1,084	\$13.00	\$1,118	\$13.60	\$1,170
Other Concession - Desexed Microchipped - Puppy	9	\$15.63	\$141	\$15.75	\$142	\$16.25	\$146	\$17.00	\$153
Other Concession - Desexed Microchipped - Dog	2,288	\$15.63	\$35,760	\$15.75	\$36,036	\$16.25	\$37,180	\$17.00	\$38,896
Other Concession - Microchipped	508	\$28.13	\$14,288	\$28.35	\$14,402	\$29.25	\$14,859	\$30.60	\$15,545
Other Concession - Microchipped - Puppy	22	\$28.13	\$619	\$28.35	\$624	\$29.25	\$644	\$30.60	\$673
Other Concession - Microchipped Trained	16	\$25.00	\$400	\$25.20	\$403	\$26.00	\$416	\$27.20	\$435
Other Concession - Puppy	40	\$31.25	\$1,250	\$31.50	\$1,260	\$32.50	\$1,300	\$34.00	\$1,360
Other Concession - Trained - Dog	2	\$28.13	\$56	\$28.35	\$57	\$29.25	\$59	\$30.60	\$61
Pensioner	722	\$31.25	\$22,583	\$31.50	\$22,743	\$32.50	\$23,465	\$34.00	\$24,548
Pensioner - Desexed - Dog	683	\$18.75	\$12,806	\$18.90	\$12,909	\$19.50	\$13,319	\$20.40	\$13,933
Pensioner - Desexed - Puppy	3	\$18.75	\$56	\$18.90	\$57	\$19.50	\$59	\$20.40	\$61
Pensioner - Desexed Microchipped - Dog	1,466	\$15.63	\$22,906	\$15.75	\$23,090	\$16.25	\$23,823	\$17.00	\$24,922
Pensioner - Desexed Microchipped - Puppy	5	\$15.63	\$78	\$15.75	\$79	\$16.25	\$81	\$17.00	\$85
Pensioner - Desexed Microchipped Trained - Dog	51	\$12.50	\$638	\$12.60	\$643	\$13.00	\$663	\$13.60	\$694
Pensioner - Desexed Trained - Dog	10	\$15.63	\$156	\$15.75	\$158	\$16.25	\$163	\$17.00	\$170
Pensioner - Microchipped	160	\$28.13	\$4,500	\$28.35	\$4,536	\$29.25	\$4,680	\$30.60	\$4,896
Pensioner - Microchipped Puppy	6	\$28.13	\$169	\$28.35	\$170	\$29.25	\$176	\$30.60	\$184
Pensioner - Microchipped Trained	5	\$25.00	\$125	\$25.20	\$126	\$26.00	\$130	\$27.20	\$136
Pensioner - Puppy	18	\$31.25	\$563	\$31.50	\$567	\$32.50	\$585	\$34.00	\$612
Pensioner - Trained	1	\$28.13	\$28	\$28.35	\$28	\$29.25	\$29	\$30.60	\$31
Standard Fee	3,171	\$62.50	\$198,188	\$63.00	\$199,773	\$65.00	\$206,115	\$68.00	\$215,628
Standard Fee - Desexed - Dog	2,319	\$37.50	\$86,963	\$37.80	\$87,658	\$39.00	\$90,441	\$40.80	\$94,615
Standard Fee - Desexed Microchipped Trained - Dog	473	\$25.00	\$11,825	\$25.20	\$11,920	\$26.00	\$12,298	\$27.20	\$12,866
Standard Fee - Desexed - Puppy	0	\$37.50	\$0	\$37.80	\$0	\$39.00	\$0	\$40.80	\$0
Standard Fee - Desexed Microchipped - Dog	7,828	\$31.25	\$244,625	\$31.50	\$246,582	\$32.50	\$254,410	\$34.00	\$266,152
Standard Fee - Desexed Microchipped - Puppy	40	\$31.25	\$1,250	\$31.50	\$1,260	\$32.50	\$1,300	\$34.00	\$1,360
Standard Fee - Desexed Trained - Dog	30	\$31.25	\$938	\$31.50	\$945	\$32.50	\$976	\$34.00	\$1,020
Standard Fee - Microchipped	1,288	\$56.25	\$72,450	\$56.70	\$73,030	\$58.50	\$75,348	\$61.20	\$78,826
Standard Fee - Microchipped - Puppy	107	\$56.25	\$6,019	\$56.70	\$6,067	\$58.50	\$6,260	\$61.20	\$6,548
Standard Fee - Microchipped Trained	40	\$50.00	\$2,000	\$50.40	\$2,016	\$52.00	\$2,080	\$54.40	\$2,176
Standard Fee - Puppy	94	\$62.50	\$5,875	\$63.00	\$5,922	\$65.00	\$6,110	\$68.00	\$6,392
Standard Fee - Trained	10	\$56.25	\$563	\$56.70	\$567	\$58.50	\$585	\$61.20	\$612
Working Dog	3	\$15.63	\$47	\$15.75	\$47	\$16.25	\$49	\$17.00	\$51
Working Dog - Desexed	1	\$15.63	\$16	\$15.75	\$16	\$16.25	\$16	\$17.00	\$17
	25073	Average Fee \$26.09	\$845,388	Average Fee \$26.30	\$852,151	Average Fee \$27.13	\$879,203	Average Fee \$28.38	\$919,782

Other Fees		2015/16	2016/17
Transfer of Registration		\$10.00	\$10.00
Replacement Disc Fee		\$10.00	\$10.00
Late Registration Penalty (applies 3 clear business days from last day to pay annual registration)	25%	Varies (25% of fee)	Varies (25% of fee)
Percentage Rebate after Jan 1 st and until end of current period for puppies 12 weeks old	50%	Varies (50% of fee)	Varies (50% of fee)
Percentage Rebate after April 1 st and until end of current period for new dogs not previously registered in the area	50%	Varies (50% of fee)	Varies (50% of fee)
Fees Unrelated to Registrations			
Seizure Fee (Dog Wandering at large)		\$72.00	\$74.00
Fees for Keeping Dog at Pound daily (or part thereof)		\$42.00	\$43.00
Certified Extract from register (per page)		\$10.00	\$10.00
<i>* Note: Cash payments are subject to rounding. Credit card or EFTPOS payments are charged the exact amounts.</i>			

ITEM	3.4.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	15 February 2016
PREV REFS	
HEADING	Nominations Sought for the Dog and Cat Management Board
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	The Minister for Sustainability, Environment and Conservation, Hon Ian Hunter MLC, has written to the Local Government Association (LGA) requesting nominations for one Local Government Member on the Dog and Cat Management Board for a term of up to three years commencing in July 2016. Nominations must be forwarded to the LGA by COB Friday 4 March 2016.

RECOMMENDATION

1. _____ be nominated as a Local Government Member on the Dog and Cat Management Board.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. LGA Circular 2.2 Dated 11 January 2016
2. Dog and Cat Management Board - Part A - Selection Criteria

1. BACKGROUND

1.1 The Minister for Sustainability, Environment and Conservation, Hon Ian Hunter MLC, has written to the Local Government Association (LGA) requesting nominations for one Local Government Member on the Dog and Cat Management Board for a term of up to three years commencing in July 2016.

1.2 Nominations must be forwarded to the LGA by COB Thursday 2 April 2015.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Circular 2.2 dated 11 January 2016 from the LGA was circulated to Elected Members, the Executive Group, Manager Environmental Health and Safety and Governance Project Officer on 11 January 2016.

2.1.2 Cr Brad Vermeer has expressed an interest in being nominated.

2.2 External

2.2.1 Nil

3. REPORT

- 3.1 The Dog and Cat Management Board is established pursuant to Section 12 of the *Dog and Cat Management Act 1995*.
- 3.2 The Minister has asked the LGA to forward a panel of four nominations (two men and two women) for consideration for the position currently held by Cr Janet Loveday from Adelaide Hills Council, which expires on 30 June 2016 and for which Cr Loveday is eligible to renominate.
- 3.3 John Darzanos, Manager Environmental Safety, is a current Local Government representative on the Dog and Cat Management Board and his term will expire in June 2018.
- 3.4 LGA nominees together must meet the legislative criteria as set out below in order to be considered for nomination:
 - 3.4.1 Practical knowledge of and experience in Local Government, including Local Government processes, community consultation and the law as it applies to Local Government;
 - 3.4.2 Experience in the administration of legislation;
 - 3.4.3 Experience in financial management;
 - 3.4.4 Experience in education and training.
- 3.5 The priority attribute for this LGA nominee is experience in education and training.
- 3.6 The role of the Dog and Cat Management Board is:
 - a. to plan for, promote, and provide advice about, the effective management of dogs and cats throughout South Australia;
 - b. to oversee the administration and enforcement of the provisions of this Act relating to dogs, including:
 - i. monitoring the administration and enforcement of this Act by councils; and
 - ii. issuing guidelines and providing advice to councils about
 - A. planning for the effective management of dogs;
 - B. training or dog management officers;
 - C. the appropriate level of administration and enforcement in the circumstances prevailing in the area;
 - D. the issuing of orders or related directions under this Act;
 - E. the standard of facilities used for the detention of dogs under this Act;
 - F. the keeping of registers under this Act and the issuing of certificates of registration and registration discs;
 - G. any other matter related to the administration or enforcement of the provisions of this Act relating to dogs; and
 - iii. otherwise providing support and assistance to councils;

- c. to accredit dogs as disability dogs, guide dogs or hearing dogs;
 - d. to inquire into and consider all proposed by-laws referred to it under this Act, with a view to promoting the effective management of dogs and cats, and, to the extent that the Board considers it appropriate, the consistent application of by-laws throughout South Australia;
 - e. to advise the Minister or the LGA, either on its own initiative or at the request of the Minister or the LGA, on the operation of this Act or issues directly relating to dog or cat management in South Australia;
 - f. to undertake or facilitate research relating to dog or cat management;
 - g. to undertake or facilitate educational programs relating to dog or cat management;
 - h. to keep this Act under review and make recommendations to the Minister with respect to the Act and regulations made under the Act;
 - i. to carry out any other function assigned to the Board by the Minister or by or under this Act.
- 3.7 Appointments to the Dog and Cat Management Board are for a period not exceeding three (3) years.
- 3.8 The allowance for Board Members is currently \$177 per four hour session attended.
- 3.9 The Board generally meets on the last Wednesday of each month between 1.30pm and 5.30pm, regularly holding their meetings at metropolitan and regional councils. The meeting dates for 2016 from the commencement of this appointment are below:
- 27 July 2016
 - 31 August 2014
 - 28 September 2016
 - 26 October 2016
 - 30 November 2016
 - December – date to be confirmed.
- 3.10 Nominations addressing the Selection Criteria (Part A attached) for the Dog and Cat Management Board must be forwarded to the LGA by COB Friday 4 March 2016. The LGA Board will consider nominations received at its meeting on Thursday 17 March 2016.

4. CONCLUSION / PROPOSAL

- 4.1 Cr Brad Vermeer has registered an interest in being recommended for nomination to the Dog and Cat Management Board.
- 4.2 Council should note it is not obliged to make a nomination.

CO-ORDINATION

Officer: Executive Group
Date: 09/02/2016



Home > Nominations on Outside Bodies - Nominations sought for the Dog and Cat Management Board

Nominations on Outside Bodies - Nominations sought for the Dog and Cat Management Board - Circular 2.2

To	Chief Executive Officer Elected Members Policy and Strategic Planning Staff	Date	11 January 2016
Contact	Natasha Black Email: natasha.black@lga.sa.gov.au		
Response Required	Yes	Respond By	4 March 2016
Summary	The Minister for Sustainability, Environment and Conservation, Hon Ian Hunter MLC, has written to the LGA requesting local government nominations for one member position on the Dog and Cat Management Board for a term of up to 3 years, commencing in July 2016. Nominations must be forwarded to the LGA by COB 4 March 2016.		

The Dog and Cat Management Board is established pursuant to the *Dog and Cat Management Act 1995* - [click here](#) to view a copy of the Act.

The expiration of Cr Janet Loveday's (Adelaide Hills Council) membership of the Dog and Cat Management Board, is effective from 30 June 2016. The Minister has asked the LGA to forward a panel of four nominations (two male and two female) for consideration to fill the vacancy. Cr Loveday is also eligible for re-appointment. Appointments to the Dog and Cat Management Board are for a period of up to three years commencing on 1 July 2016.

Selection Criteria

Applicants must address their applications directly to the legislative criteria set out below, in order to be considered for nomination. Please use the form provided to outline how you meet these criteria:

- practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government;
- experience in the administration of legislation;
- experience in financial management; and
- experience in education and training.

The priority attribute for this LGA nominee is experience in education and training.

Board meetings

The Board generally meets on the last Wednesday of each month between 1.30pm and 5.30pm, regularly holding their meetings at metropolitan and regional councils. The meeting dates for 2016 from the commencement of this appointment are below:

27 July 2016
31 August 2016
28 September 2016
26 October 2016
30 November 2016
December – date to be confirmed

The sitting fee for Board Members is currently \$177 per 4 hour session attended.

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving council members or council staff. No more than two (2) nominees should be provided from each council.

Nominations addressing the selection criteria provided in [Part A](#) for the Dog and Cat Management Board must be forwarded to natasha.black@lga.sa.gov.au by a Council using the attached [Part B](#) by COB 4 March 2016.

The LGA Board will consider nominations received at its meeting on Thursday 17 March 2016.

Established in 1995 under [The Dog and Cat Management Act](#), the Dog and Cat Management Board (the Board) is the only statutory board of its kind in Australia and offers a unique perspective in reporting on the status of dog and cat management in South Australia.

The Board works closely with key partner organisations and state government to improve dog and cat management in South Australia. Using its research and expertise the Board has ensured that South Australia's regulatory and legislative framework has been reviewed and amended to improve the management of dogs and cats in South Australia.

Strategic Objectives

The Board's 2013-16 Strategic objectives are to:

- Establish a population of both sociable and safe dogs in our community.
- Improve the management and care of owned and unowned cats.
- Maximise the benefits from new and existing partnerships that foster and facilitate leadership and initiative in dog and cat management.
- Audit the administration of the *Dog and Cat Management Act, 1995* to ensure compliance.

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GPO Box 2693, Adelaide SA 5001 | Phone: 8224 2000 | Fax: 8232 6336 | Email: lgasa@lga.sa.gov.au

Nominations to Outside Bodies**PART A**

Name of Body	Dog and Cat Management Board
Legal Status of Body	Statutory Authority
Summary Statement	The Dog and Cat Management Board operates under the <i>Dog and Cat Management Act 1995</i> and its functions include monitoring the administration and enforcement of this Act by Councils.
<p align="center"><u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u></p> <p align="center">The following selection criteria must be addressed when completing Part B</p>	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	No formal qualifications required.
Industry Experience	Relevant knowledge of dog and cat management issues as they impact local government.
Board / Committee Experience	Relevant experience serving on high level intergovernmental boards, committees or funding allocation bodies is highly desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<p>Section 12(2) of the <i>Dog and Cat Management Act 1995</i> requires nominees, together, to have the following attributes:</p> <ul style="list-style-type: none"> (a) practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government; (b) experience in the administration of legislation; (c) experience in financial management; (d) experience in education and training. <p>The priority attribute for people nominating for this position is experience in education and training.</p>
<p align="center"><u>LIABILITY AND INDEMNITY COVER</u></p> <p align="center">The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)</p>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

ECM634284

ITEM	3.4.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	15 February 2016
PREV REFS	
HEADING	Nominations Sought for the Libraries Board of SA
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	Nominations are sought for a Local Government Member on the Libraries Board of South Australia for a three year term. Nominations must be forwarded to the Local Government Association by COB Tuesday 15 March 2016

RECOMMENDATION

1. _____ be nominated as a Local Government Member on the Libraries Board of South Australia.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Selection Criteria - Part A - Libraries Board of SA

1. BACKGROUND

1.1 Pursuant to the *Libraries Act 1982* the functions of the Board are as follows:

- (a) to formulate policies and guidelines for the provision of public library services;
- (b) to establish, maintain and expand collections of library materials and, in particular, collections of such materials that are of South Australian origin, or have a particular relevance to this State;
- (c) to administer the State Library;
- (d) to establish and maintain such other public libraries and public library services as may best conduce to the public interest;
- (e) to promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by Councils and others;
- (f) to collaborate with departments and instrumentalities of Government, and with other authorities and bodies, in the provision of library and information services;
- (g) to make recommendations to the Minister upon the allocation of funds that are available for the purposes of public libraries and public library services;
- (h) to receive and expend funds for the purposes of this Act;

- (i) to acquire, deal with and dispose of real and personal property, and to enter into contracts and arrangements, for the purposes of the Board;
- (j) to initiate and monitor research and experimental projects in relation to public libraries and public library services
- (k) to keep library services provided in the State under continuing evaluation and review; and;

1.2 Sitting fees of \$590.00 per meeting attended are payable to Members.

1.3 The Libraries Board of South Australia meets on the 3rd Monday of every month at the Morgan Thomas Boardroom at the State Library in the Institute Building, except September and December. Meetings commence at 12 noon and run for approximately 2 hours. Regional and metropolitan tours also occur.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Circular 6.6 dated 9 February 2016 from the LGA was placed on the Elected Member Portal and emailed to all Elected Members, the Executive Group and the Manager Libraries and Community Centres on 9 February 2016.

2.1.2 Cr Shiralee Reardon has registered an interested in being nominated.

2.2 External

2.2.1 Nil.

3. REPORT

3.1 Nominations are now invited for three Local Government Members on the Libraries Board of SA.

3.2 Appointments to the Libraries Board are for a period of three (3) years. However current appointments were previously appointed for one year due to the Board reform process underway at the time (2015). The LGA is currently represented by Ms Lynn Spurling, Ms Helen Nichols and Ms Jan-Clare Widom.

3.3 LGA Nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving Council Members or Council Staff.

3.4 Nominations addressing the Selection Criteria (attached) for the Libraries Board of South Australia must be forwarded to the LGA by COB Tuesday 15 March 2016.

3.5 The LGA Board will consider any nominations received at its meeting on Thursday 17 March 2016.

4. CONCLUSION / PROPOSAL

4.1 Council is asked to determine if a nomination be made for the Libraries Board of South Australia.

4.2 It should be noted that Council is not obliged to submit a nomination.

CO-ORDINATION

Officer: MG
Date: 10/02/2016

Nominations to Outside Bodies**PART A**

Name of Body	Libraries Board of SA
Legal Status of Body	Statutory Authority
Summary Statement	The Libraries Board of South Australia is a statutory authority created under the Libraries Act with responsibility for allocating grants to Councils for libraries, among other matters including policy framework.
<u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u> The following selection criteria must be addressed when completing Part B	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	A librarian employed in a public library; or a community information officer employed by a Council; or a Council Member (refer Section 9, (1) (a) of the Act).
Industry Experience	Experience in the operation of a Library or setting the policy framework for a Library and in intergovernmental relations is essential.
Board / Committee Experience	High level Board / Committee experience would be desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Experience in Libraries and intergovernmental relationships would be an advantage.
<u>LIABILITY AND INDEMNITY COVER</u> The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

ECM 635164

ITEM	3.6.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	15 February 2016
HEADING	Provisions for Remote Access to Committee Meetings by Elected Members
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	The report provides information with respect to opportunities to provide secure broadcasting of Sub-Committee and Committee Meetings to facilitate remote access to those meetings by Committee members unable to attend.

RECOMMENDATION

1. The information be received.
2. As part of the next review of the City of Salisbury Code of Practice for Meeting Procedures, the Code of Practice be amended to incorporate provisions for remote access to Committee and Sub-Committee meetings via remote access and be presented to Council for endorsement.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 At its meeting on 25 February 2013 Council resolved the following:

Staff report back on opportunities to provide secure broadcasting of Sub Committee and Committee Meetings to facilitate access to information by Committee Members unable to attend meetings. (Council 25/02/2013, OB2 Resolution No 2013/1523)

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 Consultation with the previous Manager, Information Services as to what the current 'video conferencing' (or other electronic communication) capacity is in Committee Rooms and the Council Chamber and whether there is the facility to allow members to remotely attend and/or participate in Council/Committee meetings.

2.2 External

- 2.2.1 Nil

3. REPORT

- 3.1 Section 90(7a) of the *Local Government Act 1999* provides for remote access by members as follows:

(7a) A council committee meeting will be taken to be conducted in a place open to the public for the purposes of this section even if 1 or more committee members participate in the meeting by telephone or other electronic means in accordance with any procedures prescribed by the regulations or determined by the council under section 89 (provided that members of the public can hear the discussion between all committee members and subject to the qualification that a council may direct a committee not to use telephone or other electronic means for the purposes of its meetings).

- 3.2 Consultation with the Local Government Association has confirmed that remote access provisions within the Local Government Act (as shown above) are only applicable to Committee meetings and remote access may not be used for participation in Council meetings.
- 3.3 Currently, there is a portable audio/video unit that provides for transmission of images and sound, which is used in both the Business Excellence meeting room (internal meeting room) and the John Harvey Gallery on the ground floor as required.
- 3.4 The portable unit would be able to be used in the Committee Room 1 or 3 as the equipment works using any computer network point and requires either an overhead projector or TV with HDMI input to transmit to.
- 3.5 Elected members accessing meetings via remote access would require either a laptop or tablet with a good internet connection. The required software would need to be loaded by Information Services prior to any use (and in advance of any meeting remote access was required for) or alternatively a web browser can be used.
- 3.6 Other factors that will impact the quality of any remote access to a Committee Meeting include:
- 3.6.1 Lighting - will impact the quality of the broadcast
 - 3.6.2 Speed of the internet connection
 - 3.6.3 Camera quality
- 3.7 Depending on how many people are to use the remote access at once, and if only sound is required, a conference phone may be an alternative.
- 3.8 Other Councils have implemented remote access arrangements and have included clauses of the following nature into the Terms of Reference for the relevant Committee(s) at which remote access may be required:
- 3.8.1 A Committee Member (including, subject to the operation of clause 11.2, the Presiding Member) may be considered as being present at a Committee Meeting despite not being physically present at the meeting, subject to the following conditions:

- Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committees Presiding Member and confirmed to the Chief Executive Officer not less than 3 working days prior to the scheduled commencement time for the meeting, and;
 - The Chief Executive Officer having confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the Committee Members participation in the meeting and compliance with the Act, and;
 - A Committee Member participating by such means being for the specified meeting only and not for 2 or more consecutive meetings of the Committee, and;
 - All Committee Members being able to hear each other Committee Member whilst a Committee Member is participating by telephone or other electronic means, and;
 - The Committee Member that is participating by telephone or other electronic means expressing their vote on each and every question in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means), and;
 - The Presiding Member (or Acting Presiding Member) being authorised to disconnect the Committee Member in the event that the technology causes any disruption or inconvenience to the Committee meeting, and;
 - Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member, and;
 - Whilst participating in a Committee Meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.
- 3.9 Given the need to ensure all relevant equipment is located within the meeting space of any committee or sub-committee, the advance notice of intention to participate via remote access is a key consideration. Equipment would need to be relocated, and tested, to enable the CEO to confirm the availability of necessary technologies.
- 3.10 In the event that Council wishes to provide remote access capability to Elected Members unable to attend committee or sub-committee meetings in person, the conditions of use as specified in 3.8.1 above should be incorporated into the Code of Practice for Meeting Procedures when it is next reviewed (the Code of Practice is currently due for review and will be presented to Council shortly).
- 3.11 It is noted that management of logistics for remote access capability will be critical to the success of application of the capability, particularly given the need to physically relocate some equipment. Council may wish to defer the activation of remote access capability on this basis and ensure that provision of suitable technology/facilities be incorporated into current planning for the new Council hub facility to enable remote access to Committee Meetings by Elected Members in a more streamlined and efficient manner.

4. CONCLUSION / PROPOSAL

- 4.1 Opportunities to secure broadcasting of Sub-Committee and Committee Meetings to facilitate access to information by Committee members unable to attend meetings has been investigated and are presented to Council for information.

CO-ORDINATION

Officer:	Executive Group	MG
Date:	09/02/2016	22/01/16

ITEM	3.6.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	15 February 2016
HEADING	Local Government Association Ordinary General Meeting 15/04/2016 - Call for Notices of Motion
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report presents information with respect to the Showcase and Ordinary General Meeting of the Local Government Association (LGA) to be held on Thursday 14 and Friday 15 April 2016 and seeks information concerning any Notices of Motion that Council wishes to submit and information on voting delegates.
RECOMMENDATION	
	1. The information be received.
ATTACHMENTS	
	There are no attachments to this report.
1. BACKGROUND	
	1.1 The LGA Showcase and Ordinary General Meeting will be held on Thursday 14 and Friday 15 April 2016 at the Adelaide Showgrounds. A draft program for this event will be available shortly, which all Elected Members will have an opportunity to review to determine if they wish to attend.
2. CONSULTATION / COMMUNICATION	
	2.1 Internal
	2.1.1 Chief Executive Officer.
	2.2 External
	2.2.1 Nil.
3. REPORT	
	Council Notices of Motion - Timeframe
	3.1 The 2016 LGA Ordinary General Meeting (OGM) will be held on the morning of Friday 15 April 2016. Pursuant to clause 25 of the LGA Constitution, all Council Notices of Motion for the LGA OGM must be received by the LGA no later than 42 days prior to the meeting, ie by 12.00 noon on Friday 4 March 2016.

Proposed Notices of Motion

3.2 At the 14/12/2015 Council Meeting the following was resolved:

'That the City of Salisbury submit a Notice of Motion to the next LGA General Meeting whereby it requests the LGA to lobby the State Government to include in its review of the Local Government Act a provision whereby when a disaster is declared in particular local government areas that the minister for Local Government be permitted to declare mandatory rate remissions for ratepayers adversely affected by issues such as property loss as a consequence of the declared disaster such as the Pinery bushfires.'

3.3 At the 25/01/2016 Council Meeting the following was resolved:

'Council submit a Notice of Motion to the next ordinary meeting of the Local Government Association requesting that the LGA lobby the Minister for Planning to amend the Development Regulations to address the issues relating to the designation of markets as shops by the ERD Court if a positive response is not received to the correspondence sent by the City of Salisbury.'

General Meeting - Voting Delegates

3.4 In February 2015, Council resolved Mayor Aldridge be appointed as Voting Delegate to the LGA for the remainder of this term of Council. At the same time, the Deputy Mayor (currently Cr David Balaza) was appointed as Proxy Voting Delegate for the remainder of this term of Council.

3.5 Council also resolved that it direct the City of Salisbury's voting delegate in relation to voting on Local Government Association (LGA) General Meeting (including Annual General Meetings) recommendations. To give effect to this resolution a report will be prepared prior to each LGA Annual and Ordinary General Meeting that provides a summary of the matters being considered and puts forward a recommended position for each matter, based on advice from the Chief Executive Officer.

3.6 In the event the motions are not available in time to enable Council to direct the voting delegate, the voting delegate has been authorised to vote in the best interests of the City of Salisbury.

4. CONCLUSION / PROPOSAL

4.1 Council is asked to determine if there are any further issues (in addition to those referred to in paragraph 3.2 and 3.3) which warrant submission to the LGA Ordinary General Meeting being held 15 April 2016 in the form of a Notice of Motion.

CO-ORDINATION

Officer:	EXEC GROUP	MG	CEO
Date:	09/02/2016	05/02/2016	05/02/2016

ITEM	3.6.3
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	15 February 2016
HEADING	Initiation of Representation Review
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report provides information with respect to the upcoming representation review and seeks Council's endorsement to initiate the review.

RECOMMENDATION

1. The information be received.
2. The Representation Review Process be commenced in accordance with section 12 of the *Local Government Act 1999*.
3. The "Representation review: Key Milestones" document (Item No. 3.6.3, Resources and Governance Committee, 15/02/2016, Attachment 2) be endorsed, noting the document is subject to change at any given time.
4. The Chief Executive Officer be delegated the power to appoint a qualified Independent Person to prepare the Representation Options Paper, following the conduct of a procurement process in accordance with Council's Procurement Policy.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. SA Electoral Commission - Request for confirmation of dates of Council's Representation Review
2. Representation Review - Key Milestones

1. BACKGROUND

- 1.1 Section 12(4) of the *Local Government Act 1999* requires each council to undertake a review of all aspects of its composition and the division (or potential division) of the council area into wards, as prescribed by the Minister from time to time by a notice published in the Government Gazette.
- 1.2 The City of Salisbury last completed an "elector representation review" in 2009.

- 1.3 Since that time, amendments to the *Local Government (General) Regulations 1999* in 2012 introduced a schedule, which specifies when the various councils in South Australia must undertake an elector representation review. This schedule, published in the Government Gazette on 31 May 2012, states that the City of Salisbury is scheduled to undertake a review during the period April 2016 – April 2017.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
- 2.1.1 Nil
- 2.2 External
- 2.2.1 Nil

3. REPORT

- 3.1 A representation review is held to determine whether a Council community would benefit from an alteration to its composition or ward structure.
- 3.2 A representation review must examine all aspects of the composition of the Council, including:
- 3.2.1 The number of Council Members;
- 3.2.2 The division of the area into wards and/or whether the division of the area into wards should be abolished; and
- 3.2.3 Ward quotas, including into the future.
- 3.3 Council has received correspondence from the Electoral Commission of SA (Attachment 1), seeking Council's confirmation that it will carry out a representation review as required.
- 3.4 The Electoral Commission of SA has been informed that Council will conduct its Representation Review as required by the Gazettal Notice dated 31 May 2012, that is from April 2016 – April 2017.
- 3.5 The key issues that need to be addressed during the review include:
- 3.5.1 The principal member of Council, that is, whether it should be an elected mayor or a chairperson selected by the elected members;
- 3.5.2 The need for area councillors in addition to ward councillors;
- 3.5.3 The division of the Council area into wards, or alternatively, the abolition of wards;
- 3.5.4 The number of elected members required to provide fair and adequate representation to the community;
- 3.5.5 The level of ward representation, that is, single and/or multi councillor wards, or combinations thereof); and
- 3.5.6 The name of the council area and/or any proposed future wards.

- 3.6 The *Local Government Act 1999* prescribes that the Representation Options Paper is to be written by a person who, in the opinion of the Council is qualified to:
- 3.6.1 Write a paper on the alternatives that could be considered for the Council composition and structure; and
 - 3.6.2 Address any representation and governance issues that may arise from the review.
- 3.7 The following list suggests the knowledge and skills required to undertake the task:
- 3.7.1 Knowledge of the Local Government Act 1999;
 - 3.7.2 Understanding and determining various options, and knowledge of advantages and disadvantages from all perspectives. For example: Council, key stakeholders, and the broader local and regional community;
 - 3.7.3 Knowledge of the role and functions of Local Government;
 - 3.7.4 Knowledge of the general implications for representation and governance and the various options for compositions and structure, and the skills to relate these to the specific characteristics of the Council and its community;
 - 3.7.5 Knowledge of the Council area;
 - 3.7.6 Calculating elector distribution ratios;
 - 3.7.7 Compiling and assessing relevance of demographic profile and population projections, and
 - 3.7.8 Report writing.
- 3.8 As the number of consultants undertaking this work is limited, a Project brief has been prepared and expressions of interest will be sought through a select tender process, with the Chief Executive Officer appointing the preferred tenderer.
- 3.9 A New Initiative Bid for the conduct of the Representation Review was submitted with a total of \$40,000 allocated across the 2015/16 (\$15,000) and 2016/17 (\$25,000) financial years.
- 3.10 A presentation on “What is a Representation Review?” is to be presented at Informal Strategy in March 2016 so that Elected Members are aware of the legislative steps of and requirements for a representation review.
- 3.11 Council endorsement will be required at several steps within the Review, including the following:
- 3.11.1 June 2016 - Endorsement of Representation Options Paper to release for public consultation #1.
 - 3.11.2 September 2016 - Endorsement of Draft Representation Report for public consultation #2 which reports on:
 - i. All options, issues and proposals Council has discussed and considered along the way;
 - ii. Consultation outcomes and Council’s response to these;

iii. Council analysis and rationale for not adopting a proposal arising out of the Representation Options Paper or public consultation process; and

iv. Any proposal the Council considers should be implemented.

3.11.3 February 2017 - Endorsement of the Final Representation Review Report

3.12 A Key Milestones document has been formulated setting out the steps of a Representation Review and is attached for information of the Council (Attachment 2).

4. CONCLUSION / PROPOSAL

4.1 City of Salisbury is scheduled to undertake a review during the period April 2016 – April 2017. The process must commence now, to enable preliminary tasks such as engagement of a suitably qualified person and presentation of Elected Members to occur.

4.2 Council's endorsement to initiate the Representation review is sought.

CO-ORDINATION

Officer:	Executive Group	MG
Date:	09/02/2016	22/01/16

In reply please quote: 453-5/2014



20 November 2015

Mr John Harry
City of Salisbury
PO Box 8
SALISBURY SA 5108

Dear Mr Harry,

Re: Elector Representation Review

Section 12 of the *Local Government Act 1999*, requires the Electoral Commissioner to certify that Councils comply with statutory requirements in the conduct of elector representation reviews.

On 31 May 2012, the Minister for Local Government gazetted a schedule of dates by which council were to commence and complete their next elector representation review. Your council is due to commence a review in April 2016, with the report to be completed and forwarded for certification by April 2017.

It would be appreciated if you could provide confirmation, by no later than 18 December 2015, of the proposed commencement date of Council's review.

It is anticipated that a new guide to assist councils undertaking Electoral Representation Reviews will be available at www.ecsa.sa.gov.au by early 2016.

If you have further concerns please do not hesitate to contact Fran Hurley on (08) 7424 7421 to discuss.

Yours sincerely

David Gully
Acting Electoral Commissioner

P 08 7424 7400
F 08 7424 7444
W www.ecsa.sa.gov.au

Electoral Commission of South Australia
Level 6 / 60 Light Square Adelaide SA 5000
Postal Address: GPO Box 546 Adelaide SA 5001
ABN 99 891 752 468

Representation Review: Key Milestones

Local Government Act 1999	Steps	Timeframes
	<p><i>Step 1: Initiate representation review project</i></p> <ul style="list-style-type: none"> • Pass resolution through Council to commence a representation review • Council to delegate to CEO approval of plan and “qualified person” <p><u>Actions:</u></p> <ul style="list-style-type: none"> - Prepare a report informing Council of the requirement for representation review, with a draft project plan - Council to delegate to the CEO to appoint a “qualified person” to prepare the Representation Options Paper - Advise of the date for a Council briefing/workshop - Indicate the stages Council endorsements will be required 	<p>March 2016 – Ordinary Council Meeting</p> <p><i>Note: Prior to review commencing, presentation on “What is a Representation Review?” to be presented at Informal Strategy on March 2016</i></p>
Section 33(2)	<p><i>Step 2: Council considers current arrangements and futures options</i></p> <p>An assessment of ward quotas (if relevant) is also required to ensure quotas do not vary by more than 10%</p> <ul style="list-style-type: none"> • Consideration of issues relevant to the review • Assess Ward Quotas <p><u>Actions:</u></p> <ul style="list-style-type: none"> - Briefing sessions to be scheduled to promote discussion and consideration of the following: - Rationale for current structure and current/future relevance - All representation options (ie. single/multi member wards or a combination, no wards, and ward/at large combinations) - The capacity for current Council Members to represent the community effectively - Appropriate number of Council members for the Council area to represent the community. Compare with other councils of a similar size and nature. - Should the number be reduced if more than 12? 	<p>Workshops for Elected members and Executive to be held April/May 2016</p>

3.6.3 Representation Review - Key Milestones

Local Government Act 1999	Steps	Timeframes
	<ul style="list-style-type: none"> - Update electoral roll to enable calculation of ward quotas for inclusion in the Representation Options paper (if relevant) 	
Section 12(5)	<p>Step 3: Prepare a Representation Options Paper</p> <ul style="list-style-type: none"> • Council endorsement to release for public consultation <p><u>Notes:</u></p> <ul style="list-style-type: none"> - The Representation Options Paper is a comprehensive report which requires: - Analysis of the current population distribution and future predictions/projections; - The advantages/disadvantages of electoral structures; - Other issues raised during Step 2; - Community benefits to be derived from proposals for the future; and - Outline of all indicative representation options. - The outcomes from Step 2 will form the basis for development of the draft paper. 	Ordinary Council Meeting – June 2016
Section 12(7)	<p>Step 4: Public Notice #1</p> <ul style="list-style-type: none"> • Invite public submissions on Representation Options Paper <p><u>Notes:</u></p> <ul style="list-style-type: none"> - Prepare and arrange publication of Public Notice #1 - SA Government Gazette - The Adelaide Advertiser - All newspapers circulating within the Council area 	<ul style="list-style-type: none"> • Gazette Notice to be published Early July 2016 • Newspaper adverts Early July 2016 • Public consultation period July/August 2016 <p>6 weeks</p>
Section 12 (8a)	<p>Step 5: Prepare a Representation Review Report</p> <p>Following careful consideration of all the options and issues, and any public submissions, Council is to prepare a report documenting its deliberations and endorsed proposal for future compositions and structure. The report must contain an analysis of how the proposal relates to the principals under s.26(1)(c) and s.33 of the Act. It should also include the reasons why Council has decided not to adopt other alternatives for change as indicated in the Options paper or suggested in the public submissions.</p>	<p>September 2016 – Ordinary Council Meeting</p> <p>Note: Council briefing session/workshop to present and discuss public consultation outcomes at Informal Gathering in</p>

Local Government Act 1999	Steps	Timeframes
	<ul style="list-style-type: none"> Consider all options and issues and any public submissions Report to document deliberations and proposal for future composition and structure Council endorsement of proposal and report to release for public comment 	September 2016
	<p>Step 5: Prepare a Representation Review Report cont.</p> <p>Draft Representation Review Report which reports on:</p> <ul style="list-style-type: none"> All options, issues and proposals Council has discussed and considered along the way; Consultation outcomes and Council's response to these; Council analysis and rationale for not adopting a proposal arising out of the Representation Options Paper or public consultation process; and Any proposal the Council considers should be implemented. <p>Option: Council briefing session/workshop to present and discuss public consultation outcomes</p> <p>Submit a report to Council for endorsement for public consultation (Notice #2)</p>	<p>September 2016 – Informal Gathering</p> <p>October 2016 – Ordinary Council Meeting</p>
Section 12(9)	<p>Step 6: Public Notice #2</p> <p>Give public notice of the availability of the Representation Review Report and invite public submissions allowing a period of at least three weeks.</p> <p>Invite public submissions on Representation Review Report</p> <p>Prepare and arrange publication of public notice #2</p> <ul style="list-style-type: none"> SA Government Gazette The Adelaide Advertiser All newspapers circulating within the Council area 	<ul style="list-style-type: none"> Gazette Notice to be published November 2016 Newspaper Adverts – November 2016 Public consultation period November/December 2016 <p>(3 weeks minimum for submissions)</p>
Section 12(10)	<p>Step 7: Hearing of Submissions by Council or Council Committee</p> <ul style="list-style-type: none"> Prepare a report of any submissions received on the Representation Review Report 	January 2017 – Hearing before Council or Council Committee – Policy and Planning

3.6.3 Representation Review - Key Milestones

Local Government Act 1999	Steps	Timeframes
	<ul style="list-style-type: none"> Invite those who made submissions or their representatives to be heard by Council or Council Committee 	Committee?
Section 12(11a-d)	<p>Step 8: Conduct a Poll (if required)</p> <p>If proposed to change the method of selection of the principal member (Chairperson to Mayor or Mayor to Chairperson)</p>	
	<p>Step 9: Finalise the Representation Review Report</p> <ul style="list-style-type: none"> Council considers and adopts final proposal for future composition and structure Council approval to submit Report to Electoral Commissioner Ensure that all of the prescribed requirements have been met, with respect to: <ul style="list-style-type: none"> Timely placement of public notices Preparation of Representation Options Paper and Council report An opportunity for hearings has been adhered to Consideration of representation principles and matters outlined in the Act (S.26, S.33) Submit final Representation Review Report to Council for approval 	Ordinary Council Meeting – February 2017
Section 12 (12-21)	<p>Step 10: Submit Representation Review Report to Electoral Commissioner for certification</p>	<p>Late February 2017 – Following Ordinary Council Meeting</p> <p><i>Note: Minimum 1 month for Electoral Commissioner to certify review</i></p>
	<p>Step 11: Technical description of boundaries</p> <ul style="list-style-type: none"> If there is an alteration to the boundaries <ul style="list-style-type: none"> contact Department of Planning, Transport and Infrastructure for a technical description to be prepared for inclusion in the gazettal notice. 	2 - 4 weeks
Section 15	<p>Step 12: Gazettal of the Representation review outcome after certificate of compliance issued by electoral Commissioner</p>	Dependent on timeline being met and EC certification

Local Government Act 1999	Steps	Timeframes
	Place a third notice to implement the review outcome in the SA Government Gazette following certification by the Electoral Commissioner	Post Certification by Electoral Commissioner <i>Notice to be placed in SA Government Gazette prior to 1 January preceding the year of periodic elections</i>
Section 18	<p><i>Step 13: Implement changes to the representative structure</i></p> <ul style="list-style-type: none"> • Electoral Commissioner modifies House of Assembly roll database before roll closure preceding the next periodic election. • Council modifies Council voters roll data base before roll closure preceding the next periodic election. • Inform community of changes to representation structure to come into effect as at next elections. 	Dependent on timeline being met and EC certification