



AGENDA

FOR RESOURCES AND GOVERNANCE COMMITTEE MEETING TO BE HELD ON

**21 NOVEMBER 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

An apology has been received from Cr D Bryant.

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 17 October 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**

17 OCTOBER 2016

MEMBERS PRESENT

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

STAFF

General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Manager Governance, Ms T Norman

The meeting commenced at 7:07 pm.

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Mayor G Aldridge
Seconded Cr L Caruso

The Minutes of the Resources and Governance Committee Meeting held
on 19 September 2016, be taken and read as confirmed.

CARRIED

REPORTS

Administration

3.0.1 Future Reports for the Resources and Governance Committee

Moved Cr L Caruso

Seconded Mayor G Aldridge

1. The information be received.

CARRIED

Development Control Administration

3.2.1 Appointment of Elected Members to the Development Assessment Panel

Cr L Caruso declared a conflict of interest due to being nominated for a position on the Development Assessment Panel. Cr L Caruso left the meeting at 07:09 pm.

Moved Cr D Pilkington

Seconded Cr D Balaza

1. That Cr Linda Caruso, Cr Steve White and Cr Graham Reynolds, be appointed as the Elected Member appointments of the Development Assessment Panel for term 30 November 2016 to 30 November 2018.
2. That public notice of the Development Assessment Panel appointment be made in accordance with the provisions of the Development Act 1993.

CARRIED

Cr L Caruso returned to the meeting at 07:10 pm.

Corporate Governance

3.6.1 Review of Building Inspection Policy

Moved Cr R Cook

Seconded Mayor G Aldridge

1. That the Building and Swimming Pool Inspection Policy 2016, forming Attachment 1 to this report (Item No. 3.6.1, Resources and Governance Committee, 17/10/2016), be endorsed.

CARRIED

Cr D Pilkington moved that meeting procedures be suspended to enable discussion on the proposed guidance to be provided to the LGA GM Voting Delegation.

Seconded Cr R Cook

Formal meeting procedures were suspended at 7:13pm.

Cr D Bryant moved that meeting procedures be resumed.

Seconded Cr R Cook

Formal meeting procedures were resumed at 8.25pm .

3.6.2 **Voting Advice to Council Delegate for the Local Government Association Annual General Meeting - 21 October 2016**

Cr S Bedford declared a perceived conflict of interest in relation to Item 8.2.5 due to his employment and dealt with the matter by remaining in the meeting.

Cr S Bedford declared a perceived conflict of interest in relation to Item 8.6 due to being a member of the Australian Labor Party (SA Branch) and dealt with the matter by remaining in the meeting.

Cr L Caruso declared a conflict of interest in relation to Item 8.2.5 due to holding the liquor licence for Salisbury Country Golf Links. Cr L Caruso left the meeting at 08:26 pm.

Cr B Vermeer declared a perceived conflict of interest in relation to Item 6.5 due to the Member of Parliament he is employed to assist being a White Ribbon Ambassador and dealt with the matter by remaining in the meeting and voting in the best interest of the residents of the City of Salisbury.

Cr B Vermeer declared a perceived conflict of interest in relation to Item 8.6 due to being a member of the Liberal Party of Australia (SA Division) and dealt with the matter by remaining in the meeting and voting in the best interest of the residents of the City of Salisbury.

Cr D Pilkington declared a perceived conflict of interest in relation to Item 8.6 due to being a member of the Liberal Party of Australia (SA Division) and dealt with the matter by remaining in the meeting and voting in the best interest of the community.

Cr D Bryant declared a perceived conflict of interest in relation to Item 8.6 due to being a member of the Liberal Party of Australia (SA Division) and dealt with the matter by voting in the best interest of the community.

Moved Cr D Pilkington

Seconded Cr D Proleta

1. Council direct its voting delegate in relation to the following Notices of Motion:

1.1.1 **AGM211016/6.3 LGA Governance Review (LGA Board)**

That the Annual General meeting:

1. *notes the report; and*
2. *supports the further development of the LGA governance structures outlined in this report, together with associated changes to the Constitution for adoption at the April 2017 Ordinary General Meeting. – IN FAVOUR*

1.1.2 **AGM211016/6.5 Domestic Violence – Recommendations for Local Government (LGA Board)**

- i) That the voting delegate be authorised to seek a variation to part a) of the motion to remove reference to “violence against women” in recognition of the fact that not only women are victims of domestic violence and replace with:

“...Local government commits to being part of the solution in the prevention of domestic violence in South Australia. ...”

and in the event that the variation can't be negotiated directly, then the voting delegate be authorised to move an amendment to the motion to achieve the change; and

- ii) *That the Annual General Meeting:*

1. *notes the report; and*
2. *supports the following actions whereby local government in South Australia can provide better support for members of their communities impacted by domestic violence:*
 - a) *Local government commits to being part of the solution in the prevention of violence against women in South Australia. As the level of government closest to our communities, we recognise the damaging impact domestic and family violence has on individuals and our communities.*

- b) *Recognising local government's role to create and maintain healthy, vibrant, inclusive and safe communities, councils in South Australia will seek opportunities to work in partnership with each other and collaborate with specialist non-government organisations and agencies from other levels of government to raise awareness, facilitate, advocate and provide information to support victims of domestic violence.*
- c) *Councils in South Australia will demonstrate leadership by supporting employees through training and HR arrangements where appropriate.*
- d) *Councils will investigate the possibility of taking steps to become a White Ribbon Accredited Workplace.*
- e) *The LGA will help to build the capacity of member councils and promote councils working together by facilitating a workshop and sharing examples of best practice. – IN FAVOUR*

1.1.3 **AGM211016/8.1 LGA Subscription Capping (Wattle Range)**

That the Annual General Meeting requests the LGA consider the following:

“This Council is concerned that the LGA has proposed to introduce a 5% cap on the rise of membership subscriptions; and any rise should be on a justified needs basis.” – AGAINST

1.1.4 **AGM211016/8.2 E-Voting (Adelaide)**

That the Annual General Meeting requests the LGA in conjunction with The Local Government Research and Development Scheme partner with the South Australian Electoral Commissioner and Federal Electoral Commissioner to adopt a best practice, secure software, supported by the appropriate procedures, auditing and legislative changes to enable electronic 'remote' voting at the 2018 Local Government elections in South Australia. – AGAINST

1.1.5 **AGM211016/8.3 Video Conferencing for Meetings (Adelaide)**

That the Annual General Meeting requests the LGA to work with the South Australian Government to make the necessary legislative changes to permit elected members to fully participate (with voting rights) at Ordinary meetings and Special Meetings of Council via the use of secure video conference technology from remote locations. – AGAINST

1.1.6 **AGM211016/8.5 Amendment of Local Government (Accountability and Governance) Amendment Act 2015 and Local Government Act 1999 (West Torrens)**

That the Annual General Meeting requests the Local Government Association to actively seek the repeal of sections 14 and 17 of the Local Government (Accountability and Governance) Amendment Act 2015 amending sections 73, 74, 75 and 90 of the Local Government Act 1999, related to the new conflict of interest provisions and informal gatherings on the basis that they are impracticable and unworkable. – IN FAVOUR

1.1.7 **AGM211016/8.6 Action of Non Amendment of Local Government (Accountability and Governance) Amendment Act 2015 (West Torrens)**

That the Annual General Meeting requests the Local Government Association to, if sections 14 and 17 of the Local Government (Accountability and Governance) Amendment Act 2015 are not repealed, seek the application of the same provisions to parliamentarians. – IN FAVOUR

1.1.8 **AGM211016/8.21 Election Signage Agreement (West Torrens)**

That the Annual General Meeting requests the Local Government Association to seek an end to the tripartite agreement between SA Power Networks (formerly ETSA) and Department of Planning, Transport and Infrastructure (formerly the Department of Highways) which currently enables election signs to be placed on power poles, light poles and similar disallowed infrastructure. – IN FAVOUR

1.1.9 **AGM211016/8.22 Planning Policy (Norwood, Payneham & St Peters)**

That the Annual General Meeting requests the LGA to advise the Premier of South Australia and the Minister for Planning of its disappointment and concern at the ongoing loss of local development and planning powers of South Australian Councils and calls on the Premier and Minister for Planning to ensure that:

1. Local Government retains control of Planning Policy relevant to their local communities; and

2. the rights of local residents to be consulted in respect to development matters are supported as part of the new Development Assessment processes.

– IN FAVOUR

1.1.10 **AGM211016/8.25 Deregulate Small Bar Venues Licensing (Prospect)**

That the Annual General Meeting requests the LGA liaise with the State Government to deregulate small bar venues licensing as they have recently done with food trucks regulations. – AGAINST

2. Council direct its voting delegate (Mayor Gillian Aldridge or Deputy Mayor David Balaza as proxy) to vote for the Local Government Association Annual General Meeting recommendations as set out in the attachment to this report (Resources and Governance, 17 October 2016, Item 3.6.2), with the exception of:

8.11. Regulation of Trail Bike Riding (Adelaide Plains Council (formerly Mallala)) – **AGAINST**

8.17. High Visibility Identification (West Torrens) – **AGAINST**

8.19. Signage for Bicycle Lanes (West Torrens) – **AGAINST**

8.20. Change to Legislation to Enable Expiations to be Issued in Relation to Election Signs (Mount Barker) – **AGAINST**

8.23. Live Music Policy (Norwood Payneham & St Peters) – **AGAINST**

8.28. Renewable Energy Sourcing (Gawler) – **AGAINST**

8.31. Establishing Local Treaties (Prospect) - **AGAINST**

CARRIED

The majority of members present voted IN FAVOUR of the motion.

Cr S Bedford voted IN FAVOUR of the motion.

Cr B Vermeer voted IN FAVOUR of the motion.

Cr D Pilkington voted IN FAVOUR of the motion.

Cr D Bryant voted IN FAVOUR of the motion.

Cr L Caruso returned to the meeting at 08:35 pm.

3.6.3 Elector Representation Review

Mayor G Aldridge left the meeting at 08:36 pm.

Mayor G Aldridge returned to the meeting at 08:40 pm.

Moved Cr R Cook

Seconded Cr S Bedford

1. The information be received.
2. The Elector Representation Review report (Item No. 3.6.3, Resources and Governance Committee, 16/05/2016, Attachment 1) be endorsed to release for community consultation.
3. That, on conclusion of the consultation period, staff provide a further report to Council to consider submissions in the context of the Report and to make its final determination on the Review.

CARRIED

OTHER BUSINESS

Nil.

The meeting closed at 8:41 pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Future Reports for the Resources and Governance Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
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: Deferred to: Reason:	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 July 2017 The Dog and Cat Management Act amendments were only passed in Parliament in July 2016 and not likely to be implemented until July 2017.	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:	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. December 2016	Charles Mansueto
27/06/2016 3.6.2 Due:	Mobile Food Van Policy 3. Once the State Government position in relation to Food Trucks has been finalised a report be prepared setting out a Mobile Food Van Policy for endorsement. January 2017	Tim Starr
26/09/2016 OB2 Due:	Council Spokesperson Policy 1. That staff bring back a report and that Council review the media policy with consideration given to how Councillors interact with the media. December 2016	Craig Treloar
24/10/2016 NOM11 Due:	Review of the Procurement Policy to incorporate use of Australian Made steel for Council construction projects 1. A review of the Procurement Policy be conducted to investigate the implications of adopting an obligation for Council to use only Australian made steel, where there is an existing Australian made source, in all construction projects. January 2016	Charles Mansueto

24/10/2016	Elector Representation Review	Joy Rowett
3.6.3	3. That, on conclusion of the consultation period, staff provide a further report to Council to consider submissions in the context of the Report and to make its final determination on the Review.	
Due:	December 2016	

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 MG
Date: 14/11/2016 9/11/16

ITEM	3.3.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Proposed Dog and Cat Management Regulations 2016
AUTHOR	John Darzanos, Manager Environmental Health & Safety, City Development
CITY PLAN LINKS	4.2 Develop strong capability and commitment to continually improve Council's performance. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report provides an overview of the proposed Dog and Cat Management Regulations 2016 (the Regulations). The Regulations include detailed provisions for the operation of the Act which have been developed based on feedback from a public consultation process. The main changes relate to introducing a requirement for all dogs and cats to be microchipped and desexed by a proposed age and date and a requirement for breeder registration and provision of information to buyers. The Regulations also increase the maximum registration fee for a non-standard dog to \$100 and increase penalties for provisions under the Regulations. The report provides an overview of the major changes and recommends that Council support the Regulations.

RECOMMENDATION

1. The information be received, and the Local Government Association be advised that Council supports the proposed Dog and Cat Regulations 2016.

ATTACHMENTS

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

1. Summary of Provisions - Dog and Cat Management Regulations 2016 under the Dog and Cat Management Act 1995

1. BACKGROUND

- 1.1 The South Australian Government has made changes to the Dog and Cat Management Act 1995 (the Act) to deliver on its commitment to improve the management of dogs and cats in the community.
- 1.2 The Dog and Cat Management (Miscellaneous) Amendment Bill 2015 was introduced into Parliament in November 2015 and was passed in July 2016.

- 1.3 A report on the legislative changes to the Act was presented to Council in Item 3.3.2 Resources and Governance Committee in June 2015.
- 1.4 The Dog and Cat Management Regulations 2016 (the Regulations) outlining detailed provisions for the operation of the Act have been developed based on feedback from the public consultation process and discussions with key stakeholders including the RSPCA, Animal Welfare League of South Australia, the Local Government Association's Authorised Persons' Association, the Australian Veterinary Association, Dogs SA, the Governing Council of the Cat Fancy of SA and the Feline Association of SA.
- 1.5 The Regulations are open for public consultation until Monday the 7th of November and feedback will be considered and incorporated as appropriate in the final Regulations, which will then be presented to Parliament. Councils are requested to provide feedback via the Local Government Association by the 25th November. The amendments to the Act and the Regulations relating to these amendments will be made operational from a future date, envisaged to be during 2017 and 2018.

2. CONSULTATION / COMMUNICATION

- 2.1 Staff have undertaken a review of the legislative amendments and participated in workshops held by the Local Government Association, legal firms and the Dog and Cat Management Board.
- 2.2 The Regulations are also available for community consultation and general public feedback on the Government's YourSay website at www.yoursay.sa.gov.au.

3. REPORT

- 3.1 The Regulations provide detailed provisions for the operation of the Dog and Cat Management Act and the main changes relate to:
 - 3.1.1 Microchipping – introducing a requirement for all dogs and cats to be microchipped by the age of three months from 1 July 2018.
 - 3.1.2 Desexing – introducing a requirement to desex all dogs and cats born after the proposed date of 1 July 2018 and by the age of six months.
 - 3.1.3 Breeders – introducing a requirement that a person must not sell a dog or cat they have bred unless they are registered as a breeder with the Dog and Cat Management Board.
 - 3.1.4 Sellers – introducing a requirement for certain information to be provided to the buyer.
 - 3.1.5 Assistance Dogs – changing who can accredit animals.
 - 3.1.6 Council powers – providing councils, which are responsible for dog and cat management in their local areas, with greater powers to administer and enforce the Act including changes to registration rates and classes and increased penalties for provisions under the Regulations.
- 3.2 Attached (attachment 1) is a summary of the Regulations and staff notations on support for the various provisions of the Regulations.

Microchipping

- 3.3 Microchipping is the most effective way to reunite a lost dog or cat with its owner.
- 3.4 The new provisions include a requirement for all dogs and cats to be microchipped by the proposed age of three months. Owners will also be required to keep the microchip details up to date. The new provisions are intended to commence from 1 July 2018.
- 3.5 In relation to the current dog population in the City of Salisbury this equates to approximately 9700 dogs (39% of the 2015/16 registered dog population) that will require microchipping after the new laws begin in 2018.
- 3.6 Microchipping will eventually be part of the requirement for all new dogs and cats purchased. However for existing dog and cat owners the costs to have a pet microchipped can vary from \$10 to \$50. The last Microchip blitz that was held state wide charged \$10 and all sessions were fully booked. Council supported microchip days were able to provide microchips for \$25. Local vets can also provide microchipping as part of their services.
- 3.7 The regulations also specify who can implant microchips and this provides an extensive list that will ensure there are sufficient implanters to increase competition and help cater for the demand. Implanters include:
- 3.7.1 registered veterinary surgeon; or
 - 3.7.2 a person working under the direction or supervision of a registered veterinary surgeon; or
 - 3.7.3 a person who holds a qualification, or who has undertaken training, approved by the Board; or
 - 3.7.4 a person authorised by the Board to implant microchips for the purposes of the Act.
- 3.8 All of the animals adopted from the RSPCA and Animal Welfare League are already microchipped and desexed, which is incorporated into the purchase price.
- 3.9 Dog and cat owners may apply for an exemption based on medical grounds, providing this is supported by a veterinarian. Exemptions will also apply to animal welfare organisations and councils.
- 3.10 For dogs, and cats in council areas that require cats to be registered, the requirement to microchip by the proposed age of three months will be enforced as part of the annual registration process.
- 3.11 Where cats are not required to be registered, such as in Salisbury, the requirement to microchip will be enforced when cats are trapped and checked as part of community or Council trapping programs for nuisance cats wandering at large. Council's current impounding agency, the Animal Welfare League, will notify Council of all impounded cats released to owners who are residents in Salisbury in the event that the cat is not microchipped, and Council staff can enforce the requirement to microchip.
- 3.12 The regulations also include penalties for failing to register the microchip number to an approved registry, updating information on the registry and providing the information to Councils.

Desexing

- 3.13 Dog and cat owners will be required to desex all new generations of dogs and cats born after the proposed date of 1 July 2018 and by the proposed age of six months. Owners will not be required to desex dogs or cats born before the prescribed date (unless it is a dog under a control order or similar).
- 3.14 Working livestock dogs and breeders registered under new section 68 of the Act are exempt from this requirement. On application to the Dog and Cat Management Board limited exemptions may be granted where supported by a veterinarian.
- 3.15 Enforcement of this provision will be undertaken at registration time for all new dogs born after 1 July 2018 and when impounded and released.
- 3.16 For cats enforcement will be undertaken when cats are trapped and checked as part of community or Council trapping programs. The Animal Welfare League will notify Council of all cats released to residents in Salisbury and staff can enforce the requirement to desex if the cat is considered to be born after 1 July 2018.
- 3.17 The National Desexing Network is a nationwide referral system for discounted desexing which offers reduced cost desexing for those in genuine financial need. The costs of desexing can vary but is dependent on the Veterinary surgery rates and the type of animal, including gender, age and size.
- 3.18 The new law only applies to generations of dogs and cats born after the proposed date of 1 July 2018. However in terms of current dog population in the City of Salisbury there are approximately 8300 dogs (34% of the 2015/16 registered dog population) that are not desexed.

Dog and Cat Breeder Registration

- 3.19 Anyone who breeds a dog or cat for sale will be required to register with the Dog and Cat Management Board or be registered interstate.
- 3.20 The new legislation will require a breeder to include their registration number in any relevant advertisement, including sales online.
- 3.21 If dogs or cats that were not required to be desexed breed, and the puppies or kittens are given away (not sold by definition), the owners are not required to be registered as breeders.
- 3.22 Breeder registration will be managed by the Dog and Cat Management Board and there will be a fee to register as a breeder.

Sale of Dogs and Cats

- 3.23 The new provisions will require sellers to give a new owner a written notice setting out the identity of the seller, the identity of the breeder, details of vaccinations and other treatments, information relating to the microchip, desexing, any other relevant medical information and in the case of a dog subject to control orders, details of the order.

Assistance Dogs

- 3.24 Under the Dog and Cat Management Act the term 'Assistance Dog' will replace the terms 'Disability Dog', 'Guide Dog' and 'Hearing Dog'. The term will also include dogs that are in training for such roles. The term 'Assistance Dog' is commonly used by other states and the Commonwealth Government.
- 3.25 The term assistance dogs will provide the same access rights to dogs currently approved as disability dogs under the current Act, and they will have public access rights that will allow them access into restaurants, shops, hospitals, public transport and other places where dogs are not usually allowed.
- 3.26 Assistance dogs will be classified and accredited by the Dog and Cat Management Board and carry with them a Board issued Identify card that grants them full public access rights for public transport.
- 3.27 Companion dogs for people with mental health disorders or autism are currently not captured, however this is being looked at nationally and the Board is reviewing its policy on this matter as there have been increased requests. It is envisaged that dogs used for these purposes will be subject to the same training and public access tests in order to be classified as Assistance Dogs.
- 3.28 The Regulations also provides disability service organisations with the means to accredit Assistance Dogs if they have graduated from, or are in training to graduate from, that organisation's program of training. This amendment recognises the expertise and community respect for these organisations. Currently, only the Dog and Cat Management Board can accredit Assistance Dogs.

Registration Categories and Fees

- 3.29 The new legislation will simplify the basis for rebates on dog registration fees. Currently, there is on average across Councils a minimum of eight registration categories and Salisbury has twelve categories plus pension and concession discounts. The new legislation will reduce these mandatory categories to only two, a 'standard dog' (that has been both microchipped and desexed including applicable exemptions) and a 'non-standard dog'.
- 3.30 The Regulations propose a maximum registration fee for a 'non-standard dog' of \$100. This is an increase above the current fee cap of \$85 and fees will no longer be required to be approved by the Minister. Whilst it has yet to be determined by the Dog and Cat Management Board it is thought that a mandatory rebate of 50% will be applicable for a 'standard dog' (that has been both microchipped and desexed). This is equal to the current rebate of 50% which is offered by the City of Salisbury for a microchipped and desexed dog.
- 3.31 Councils will still have the power to determine the maximum fee (up to \$100 for a non-standard dog) and any other rebates as considered applicable including additional concessions as currently offered.

4. COMMUNITY EDUCATION AND COMMUNICATION

- 4.1 Communicating the changes to the Dog and Cat Management Act and Regulations and educating the community will be an essential part of the legislative reforms.

- 4.2 To support the roll-out of the new legislation the Dog and Cat Management Board will undertake a wide scale social media campaign focusing on the mandatory elements of microchipping, desexing and breeder registration. The Board will also produce a range of public awareness materials including posters, information sheets and flyers that will be available to Councils, Vets and other industry bodies to display and provide to their customers. The Board will also provide information through events and through local and regional print media.
- 4.3 Council staff will support the above campaign and include cross promotional activities and online presence along with opportunities to provide posters and other information at our facilities including the dog friendly parks, and an information flyer within the next year's dog registration notices.

5. CONCLUSION / PROPOSAL

- 5.1 The Dog and Cat Management Act 1995 aims to encourage responsible dog and cat ownership and to promote the effective management of dogs and cats in the community. The Act was revised to address contemporary issues and make changes that will improve the way dogs and cats are managed in the community.
- 5.2 The Regulations were developed to support the implementation of the Act and identify administrative requirements for the application of key sections in the Act, in particular:
- Mandatory microchipping
 - Mandatory desexing
 - Breeder registration and requirements for sellers
 - Streamlining of the categories for dog registration
- 5.3 The Regulations are predominately associated with clarifying the requirements and administrative functions of the Act which has been passed and enacted. It is recommended that the Regulations be supported by Council.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 14/11/16

Summary of Provisions - Dog and Cat Management Regulations 2016 under the Dog and Cat Management Act 1995

Regulation	Comments
1 Short title	Noted
2 Commencement	Noted – supported <u>Members Information Only:</u> This section stipulates that the regulations 9,11 and 17 will come into operation on dates to be specified by the Act. It is understood that the provisions are intended to commence on the 1 July 2018. Regulation 9 Requirements relating to microchipping dogs and cats—section 42A of Act Regulation 11 Requirements relating to desexing dogs and cats—section 42E of Act Regulation 17 Requirement that dog or cat be microchipped and desexed before sale—section 70 of Act
3 Interpretation	Noted – supported
4 Identified and unidentified cats	Noted – supported
5 Prescribed accreditation bodies	Noted – supported
6 Percentage of dog registration fees to be paid into Fund	Noted - supported <u>Members Information Only:</u> The prescribed amount has remained unchanged at 20%. It should be noted that this percentage amount could change if the proposed centralised animal register, Dog and Cats Online (DACO) is supported and proceeds.
7 Dogs held in custody of certain persons and bodies not required to be registered	Noted - supported <u>Members Information Only:</u> This regulation specifies persons who can hold dogs or cats and are not required to register
8 Notifications to Registrar	Noted - supported <u>Members Information Only:</u> This regulation specifies the circumstances as required under the provisions of Section 37(2)(c) of the Act. 37(2) The owner or operator of a business registered under this Part must inform the Registrar of the area in which the business is registered as soon as practicable after any of the following occurs: (c) any other circumstances of a kind specified in the regulations. Registrar must be notified when <ul style="list-style-type: none"> the number of dogs exceeds the maximum number of such dogs specified in the application for registration of the business; a dog from the business is involved in an attack on a person or animal.
9—Requirements relating to microchipping dogs and	Noted - supported <u>Members Information Only:</u>

3.3.1 Summary of Provisions - Dog and Cat Management Regulations 2016 under the Dog and Cat Management Act 1995

cats—section 42A of Act	<p>This regulation specifies:</p> <ul style="list-style-type: none"> a dog or cat must be microchipped before it is 12 weeks of age or within 28 days after owner takes possession the specifications of the microchip who can implant microchips the Board can exempt persons, body or dogs or cats from this provision owners must update their details onto a microchip registry and provide new owners with the details of the microchip owners must update any change to their information on the registry within 14 days owners must provide the microchip number to the Registrar of the area
10 Identification of dogs and cats	<p>Noted - supported</p> <p><u>Members Information Only:</u></p> <p>This regulation specifies that certain dogs and cats are exempted from identification provisions when being trained for, or participating in, an organised activity being a race, trial, class or show or in retrieving, hunting or other sporting exercise.</p>
11 Requirements relating to desexing dogs and cats—section 42E of Act	<p>Noted - supported</p> <p><u>Members Information Only:</u></p> <p>This regulation specifies:</p> <ul style="list-style-type: none"> a dog or cat must be desexed before it is 6 months of age or within 28 days after owner takes possession desexing must be done by a registered veterinary surgeon greyhound that is registered with the controlling body in accordance with the rules of Greyhound Racing SA are exempt from this provision as are any other persons, body or class of dogs or cats as declared by the Board
12 Exemption from sections 42A, 42E and 70 of Act	<p>Noted – supported</p> <p><u>Members Information Only:</u></p> <p>This regulation specifies that a registered veterinary surgeon may exempt a dog or cat from the provisions of Sections 42A, 42E and 70 for health risks and adversely affect growth an, development or well-being.</p> <p>42A—Dogs and cats to be microchipped 42E—Certain dogs and cats to be desexed 70—Offences relating to sale of certain dogs and cats</p>
13 Board may grant extension of certain time periods	<p>Noted – supported</p> <p><u>Members Information Only:</u></p> <p>This regulation specifies that the Board can extend the period of time to microchip or desex a dog or cat.</p>
14 Power to destroy cats	<p>Noted – supported</p> <p><u>Members Information Only:</u></p> <p>This regulation specifies that the Board can approve persons or body to destroy cats.</p>
15 Power to seize and detain cats	<p>Noted – supported</p> <p><u>Members Information Only:</u></p>

	This regulation specifies that the Board can approve persons or body to receive seized and detained cats.
16 Breeding of dogs and cats	Noted – supported <u>Members Information Only:</u> This regulation defines breeding for the purposes of Section 69 of the Act.
17 Requirement that dog or cat be microchipped and desexed before sale— section 70 of Act	Noted – supported <u>Members Information Only:</u> This regulation defines the requirements for microchipping and desexing for the purposes of selling a dog or cat and also provides for exemptions.
18 Information to be given to buyers	Noted – supported <u>Members Information Only:</u> This regulation defines the required information to be given to new owners by the seller of a dog or cat.
19 Guard dogs	Noted – supported <u>Members Information Only:</u> Regulation remains unchanged, however penalties increased. Maximum penalty: \$2 500 and Expiation fee \$170, they were \$250 and \$80
20 Fees and charges	Noted – supported <u>Members Information Only:</u> This regulation defines that the maximum registration fee for a non-standard dog is \$100. This is an increase above the current fee cap of \$85 and fees will no longer be required to be approved by the Minister. Whilst it has yet to be determined by the Dog and Cat Management Board it is thought that a mandatory rebate of 50% will be applicable for a 'standard dog' (that has been both microchipped and desexed). This is equal to the current rebate of 50% which is offered by the City of Salisbury for a microchipped and desexed dog. Councils will still have the power to determine the maximum fee (up to \$100 for a non-standard dog) and any other rebates as considered applicable including additional concessions as currently offered. All other fees can also be set by Council unless prescribed by the Board.

ITEM	3.4.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
PREV REFS	
HEADING	Election of Metropolitan Representatives to the Local Government Association Board
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>In September this year Council resolved to nominate Mayor Aldridge as a member of the Local Government Association (LGA) Board representing the Metropolitan Local Government Group.</p> <p>12 nominations have been received for the eight member and four deputy member positions. As such an election will be conducted to determine which candidates will hold member and deputy member positions.</p>
RECOMMENDATION	<p>1. Candidates for election of Metropolitan Representatives to the Local Government Association Board be placed in the following order on the ballot paper:</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____

ATTACHMENTS

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

1. Candidate Profiles for LGA Board Members

1. BACKGROUND

- 1.1 In September this year Council resolved to nominate Mayor Aldridge as a member of the Local Government Association (LGA) Board representing the Metropolitan Local Government Group.
- 1.2 Advice has been received that 12 nominations were submitted for the 12 positions available on the LGA Board (comprising eight members and four deputy members).
- 1.3 In order to determine which candidates will fill the eight Board Member positions and which will fill the four Deputy Board Member positions, an election will be conducted by the LGA.

2. CONSULTATION / COMMUNICATION

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

3. REPORT

- 3.1 Each metropolitan Council is entitled to cast a vote in this election by 5.00pm on Friday 9 December 2016.
- 3.2 The 12 candidates are (in the order as they appear on the ballot paper):

Robert Bria	Mayor, City of Norwood, Payneham & St Peters
Bill Spragg	Mayor, Adelaide Hills Council
Karen Redman	Mayor, Town of Gawler
David Parkin	Mayor, City of Burnside
David O'Loughlin	Mayor, City of Prospect
Gillian Aldridge	Mayor, City of Salisbury
Arthur Mangos	Councillor, City of West Torrens
Rosalina (Mikki) Bouchee	Councillor, City of Holdfast Bay
Glenn Spear	Mayor, City of Mitcham
Angela Evans	Mayor, City of Charles Sturt
Susan Clearihan	Councillor, Adelaide City Council
Kevin Knight	Mayor, City of Tea Tree Gully
- 3.3 A copy of all candidate profiles are attached for reference.
- 3.4 In accordance with the rules of the LGA Constitution, the casting of the vote must be conducted as follows:
 - 3.4.1 The voting must be on the ballot paper which has the candidates listed in the order as drawn by lot.

- 3.4.2 Council must determine (by resolution) its order of preferences for the candidates listed.
- 3.4.3 The ballot paper must then be marked by placing the number 1 in the square opposite the name of the first candidate of the Council's choice and must continue (using consecutive numbers) until a vote has been indicated for 12 candidates in the order of the Council's preference.
- 3.4.4 In order to cast a valid vote, the ballot paper must be accompanied by:
- a copy of the minutes of the meeting held by the Council in relation to the election duly certified by the chief executive officer of the Council or a person acting in the position of chief executive officer; or
 - a certified copy of a decision of a delegate*,
- in either case clearly indicating the order of preference of the candidates for whom the Council is voting.
- * Council's delegate is the person appointed to vote at LGA general meetings (or in his/her absence, a councillor authorised by the Council). This is currently Mayor Aldridge and Deputy Mayor Balaza.
- 3.5 To be included in the count, all votes must be received by the Returning Officer by 5:00pm on Friday 9 December 2016.
- 3.6 Under Rule 66 of the LGA Constitution, the counting of votes shall occur in accordance with the method set out in Section 48 of the Local Government (Elections) Act 1999 (ie the same method utilised for Council elections, being proportional representation).
- 3.7 The counting of votes will take place at Local Government House on Monday 12 December 2016, commencing at 9:00am. The Electoral Commission will be in attendance to assist with the count.
- 3.8 Each candidate and another person nominated as the candidate's scrutineer may be present at the counting of the votes.
- 3.9 The eight candidates with the highest number of votes will be elected as Board Members and the four candidates with the next highest number of votes will be elected as Deputy Board Members.
- 3.10 The provisional declaration of the election result will be made as soon as practicable after completion of counting and will be confirmed by the making of the final declaration after 24 hours of the provisional declaration (subject to any recount of the votes cast).

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to determine the order of the candidates in which to vote for in the election of Metropolitan Representatives to the Local Government Association Board.

CO-ORDINATION

Officer:	Executive Group	MG
Date:	14/11/2016	27/10/16



LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- ☐ LGA President or
☒ **Board Member Representative of Metropolitan Local Government Group**

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: Robert Bria
Council: City of Norwood Payneham & St Peters
Current council position(s): Mayor

Local Government Experience / Knowledge

I have 19 years experience as an Elected Member for the City of Norwood Payneham & St Peters, having been a Councillor representing Torrens Ward from 1997 – 2005, and serving as Mayor since 2005. During my time as Mayor, I have held a number of senior positions in Local Government, including:

- Chair of the Metropolitan Local Government Group (2008);
- Chair of the Eastern Region Alliance (ERA) of councils (2010); and
- Member of the Local Government Association of SA Board (2009-2010) and (2013-Present).

Current Committee membership includes:

- Business and Economic Development Committee (Chair) (2006 to present);
- St Peters Child Care Centre Committee (Chair) (2011 to present);
- Norwood Parade Precinct Committee (2012 to present); and
- Audit Committee (past Chair).

I also served as my Council's Board Member on the East Waste Management Authority (2006-2009).

Local Government Policy Views & Interests

As Chair of the Norwood Payneham & St Peters Business & Economic Development Committee and Norwood Parade Precinct Committee, I have a very strong interest and understanding of the role that Local Government can play in economic development at a regional and state level. I have a particular passion for mainstreets and the working relationship between Council, traders and property owners to create new opportunities and attract investment.

My work in this area has been recognised at the national level by Economic Development Australia (EDA), where I was a finalist for the 2015 EDA Excellence in Economic Development Award (Elected Member category).

I have long supported regional collaboration amongst Councils and believe this is an area where more work can be done to encourage Councils to undertake projects, share resources, skills and develop other opportunities to support and service communities.

I am also committed to ensuring that children and young people are meaningfully engaged in consultation processes on issues that affect them (eg Council strategic plans, playground design, etc), to build their capacity as active young citizens in our communities and Local Government leaders of tomorrow.



Local Government Association
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More recently I have championed reforms to Council rates. In September 2015, I presented before State Parliament's Economic and Finance Committee to argue against rate capping. I have won the support of my Council to urge the LGA to introduce a formal benchmarking framework for Councils and a standardised methodology for reporting information about rates. I believe the LGA should pursue an agenda of systematic reform with regard to Council rates.

I believe that with nearly two decades of experience as an Elected Member, of which the last 11 years have been as Mayor, I have the credibility, skills and knowledge to add value, strength and guidance to the Board in its deliberations on behalf of the Local Government sector in South Australia.

Other Information

- Graduate Certificate in Public Sector Management, Flinders University.
- Bachelor of Arts (Honours), Flinders University.
- Board Member - St Joseph's Memorial School, Norwood (2012 to present).
- Honorary Member of Norwood Rotary Club (since 2010).
- Number One Ticket Holder, Norwood Football Club (since 2012).
- Married to Pina with three children.

This information is to accompany a nomination form and must be received by the Returning Officer of the Region by 5.00pm on 6 October 2016

LGA Board Member**Candidate Information****Position Sought**☐ LGA President☒ Board Member Representation of Metropolitan Local Government Group*Word limit 1,000 words (pursuant to clause 64.2 of the Constitution)***Name:** Bill Spragg**Council:** Adelaide Hills Council**Current Council Positions:**

- Mayor
- LGA Deputy Board member
- SHLGA Board member
- MLGG Executive

Local Government Experience/Knowledge

- Mayor, November 2010 to present
- Ward Councillor, March 2000 to November 2010
- Member of the Strategic Planning and Development Policy Committee, 2004 – (Presiding Member 2010 – 2014)
- Member Council's DAP, May 2000 – February 2007, February 2008 – 2010 (Presiding Member, July 2003 – December 2005)
- Member of Audit Committee, 2008 – 2010
- Member of CEO Performance Review Committee (Presiding member 2010 – 2014)
- Chair of the Townships committee, 2001 – 2002
- Member of Adelaide Watershed Water Quality Improvement Steering Committee
- Hills Face Zone review reference group, 2003 – 2005
- LGA Board member (2012 -) as both a Deputy and Full member

After 16 years on council I have an excellent understanding of the *Local Government Act 1999 & Regulations*, the *Development Act 1993* and regulations and a number of other pieces of legislation impacting on the operations of council. I am actively involved in local government activities at local, state and national levels and frequently engage with Mayors of metropolitan and regional councils.

Local Government Policy Views and interests

I have a keen interest in ensuring the voice of local government is heard in the preparation of any legislation which impacts on local government operations. I believe State Government should ensure that Councils are adequately funded to deliver services that the State Government mandates as local government responsibility through legislation. I strongly support the continued presence of Councillors on development assessment panels. I believe the State Government should take responsibility for collecting the NRM levy and start spending the hard waste levy on initiatives to reduce waste landfill.

Other information

I am a life-long learner and am continually looking to challenge and improve myself. I have a number of tertiary qualifications: Bachelor of Science; a Graduate Diploma in Education; a Graduate Diploma in Computer and Information Science and a Graduate Certificate in Business Administration.



Local Government Association
of South Australia

LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- ☐ LGA President or
☒ Board Member Representative of Metropolitan Local Government Group

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: **Mayor Karen Redman**
 Council: **Town of Gawler**
 Current council position(s) **Mayor of the Town of Gawler.**

Local Government Experience / Knowledge

As an Elected Member for the Town of Gawler since 2010 and subsequently in 2014 elected as Mayor, I believe I have the experience and knowledge needed to be an effective Board Member of the Local Government Association. Despite the economic climate and slower than anticipated growth in South Australia, Gawler continues to be one of the fastest growing areas in the State with the town earmarked for growth in the State Government's 30 year plan. Significant work has occurred during my time on Council and as such I have contributed to the development of important strategic policy relating to growth and been involved in key Council decisions including:

- Development plan amendments as it relates to growth
- Town character DPA
- Urban design centre studies
- Community Plan reviews
- CEO selection and interview panel process- selection panel
- Membership of committees (past and present) including:
 - CDAP, Audit, Infrastructure and Environmental, Corporate and Community, Youth, External funds.
- Current Member of the MLGG executive committee- champion for efficiency and effectiveness annual priority

Local Government Policy Views & Interests

It is most important to have a range of views on the Board and representation from different areas of Greater Adelaide as well as the regions. At present, there are no Board members representing Northern Adelaide Councils, and as Mayor of the most Northern Council in the metropolitan local government group I hope to address this imbalance.

My interests are broad although as the champion of the MLGG efficiency and effectiveness (an annual priority project) initiative I believe this represents a great opportunity for local government to demonstrate its commitment to excellence but also its willingness to improve and potentially make the big decisions when required.

Councils have a critical role in Economic development, with northern Adelaide under pressure in this regard. To this end I have advocated and led the discussion in my community, actively participated in the local government China strategy, with a key outcome being an exciting business relationship emerging with the city of Penglai. Local government has been a strong player in this space and demonstrated that an integrated, coordinated team approach delivers important outcomes to our respective communities. The LGA mission of providing leadership that benefits all of SA fits well with this program.

In closing, my strong communication skills and background in health have held me in good stead when working with Council Members, CEO and staff, different community groups and individuals and the wider community so I ask for your support in my nomination for the Board.

Other Information

This information is to accompany a nomination form and must be received by the Returning Officer of the Region by 5.00pm on 6 October 2016



LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- LGA President or**
☒ **Board Member Representative of Metropolitan Local Government Group**

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: David Parkin
Council: City of Burnside
Current council position(s) Mayor

Local Government Experience / Knowledge

Mayor 2010 to present

LGA Board 2013 to present

MLGG Executive 2013 to present

Eastern Regional Alliance 2010 to present

Local Government Policy Views & Interests

A corporate background at a senior level has given me a depth of experience and interest in matters of procedure, governance, finance and organisational management. I approach Local Government issues from a perspective which I believe has made an effective contribution to the LGA Board. I initiated the current governance review of the LGA and I am the board representative on the inaugural LGA Audit Committee. I have an interest in encouraging volunteering throughout the community and promoting a healthy lifestyle through the provision of facilities that encourage active community participation.

Other Information

My professional background includes Directorships of four public companies and Chairmanship of numerous private companies and community committees. I am honoured that the Elected Members of Burnside have again nominated my for the LGA Board. I offer Local Government in South Australia rigour, accountability and a valuable perspective on this important representative role.

This information is to accompany a nomination form and must be received by the Returning Officer of the Region by 5.00pm on 6 October 2016



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LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

☒ Board Member Representative of Metropolitan Local Government Group

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: David O'Loughlin
Council: City of Prospect
Current council position(s) Mayor City of Prospect, 2006-current

City of Prospect CEO Performance Development Review Committee 2006-current
 City of Prospect Audit Committee, 2007-current
 City of Prospect Gallery Advisory Group, 2003-current

Local Government Experience / Knowledge

Extensive experience across many roles from local ward councillor through to LGA Board representative and LGA President. I have been happy to assist in many areas of need ranging from local issues to statewide reforms such as developing a better boundary reform process and now actively involved in developing and lobbying for a better planning process and a heritage listing process that is more locally driven, less onerous to operate, more accessible and transparent for all involved.

Previous roles include:

LGA SA: Immediate Past President, 2015-current; President, 2013-2015; State Executive Committee, 2006-current
 ALGA: Board Member, 2013-current
 Metropolitan Local Government Group Executive Committee, 2007-2014
 Chair LGA Development Plan Reform Committee, 2012-2014
 Chair of Metropolitan Local Government Group 2009, 2010, 2011
 Founding Member, Eastern Region Alliance
 Member, Capital City Committee 2011-2012
 Ward Councillor, 2003-2006, including membership of several Section 41 committees
 Presiding Member Development Assessment Panel 2005-2006
 Chair Local Government Procurement Board
 Commissioner Development Assessment Commission

Local Government Policy Views & Interests

Local communities are the very foundation of our nation and local government forms the heart of them. The LGA has a pivotal role in representing the concerns and aspirations of local government and advocating for improvements across the sector, state and nation.

By working collaboratively across council boundaries we present a stronger voice when negotiating with industry and other levels of Government. I am a strong advocate for us being the masters of our own destiny because we are the experts in our field - provided that we can see and grasp the opportunities in front of us.

I have always been motivated by the influential role Councils have in stimulating community growth, e.g. community arts and events, local economic development, changes in community behaviour such as waste recycling and energy sustainability measures. The LGA encourages Councils to look beyond their borders, share ideas and learn from each other for the benefit of our local communities - it is the primary reason I joined the Board and with to continue serving.

Other Information

30 years of community service in Adelaide and Whyalla including Kiwanis, Young Christian Workers movement (Branch President, Diocesan President, Youth Worker, Chaplain), Knights of the Southern Cross, Lions, parish council, Blackfriars Priory School Board Chair, university organisations Art Deco and Modernism Society (Convenor), Diocesan Finance Council, Reconciliation SA and the UniSA Architecture Museum.
Executive roles in the private and public construction industry for over 30 years.

This information is to accompany a nomination form and must be received by the Returning Officer of the Region by 5.00pm on 6 October 2016



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LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- ☐ LGA President or
☒ Board Member Representative of Metropolitan Local Government Group

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: Mayor Gillian Aldridge
Council: City of Salisbury
Current council position(s) Mayor
Local Government Experience / Knowledge

28 years at the City of Salisbury in the following roles:

October 1988 - March 2008	Councillor
1997-2007	Deputy Mayor
March 2008 - Current	Mayor

Local Government Policy Views & Interests

Local Government at its' best can make a real and positive difference to people's lives, and we have an obligation as a sphere of Government to develop a united and coherent approach in the interests of our communities.

South Australian and Northern Adelaide is positioned for change and together as Local Government we can influence and shape that change to ensure South Australia continues to prosper. To that end Councils of the north are committed to working together with other councils, governments, businesses and the entire community to make sure South Australia reaches its full potential.

First and foremost we must have a focus on jobs for all South Australians – jobs for people coming out of the automotive sector, jobs for school leavers, jobs for our unemployed and jobs for people seeking to re-enter the workforce.

We must invest and lobby for infrastructure. Infrastructure that links our businesses to interstate and global markets.

We must also support small business within our state, small business support our economy and we need to increase the range of programs to help them survive and grow.

We need to build a positive image for Local Government, one that gives our community confidence in the future and one that positions ourselves as an attractive industry for growth and opportunities.

At the last LGA Board elections there were no appointments to the Board from northern Adelaide metro councils. When voting I urge Councils to consider the impact not only for their council but the state as a whole ensuring that the north can be represented on the LGA.

The City of Salisbury and Northern Adelaide has long been a supporter of the LGA and we look forward to continuing to support and grow our State together

Other Information

- Voting Representative, Local Government Association
- Local Government Association Metropolitan Mayors' Group
- Northern Economic Leaders Champions Group
- Mawson Lakes Community Trust Fund Committee

Candidate Information

Position Sought Board Member Representative of Metropolitan Local Government Group

Name: Arthur Con Mangos
Council: City of West Torrens
Current Council Position: Councillor

Local Government Experience / Knowledge

Board/Committee Experience:

- Chairperson of CWT Audit and Risk Committee (Current)
- St Martins Aged Care Facility Advisory Board Member and Chairperson (1997 - 2014) - Non Current
- Treasurer of Athletics SA board (2009 - 2013)
- Vice President of Region 7 Murray Darling Association (2000 - current)
- South Australian Australia Day Committee Member (2012 - 2016)
- Treasurer of South Australian Australia Day Committee - 2016
- Chairperson of Climate Change Adaptation Committee Western Region (3 councils)
- Technical Official Commonwealth Games (Melbourne) 2006
- Technical Official at National and Junior Athletics Meetings (Local and National) - Current (15 years' experience)
- Patrolling Member at West Beach Surf Lifesaving Club (Current)
- Honourary Life Member at Camden Athletics Club

Key Expertise:

- [Refer to linkedin](#)
- Strategic Planning
- Liaise with relevant Council Health Officers regarding local public health issues such as immunisation and food quality

Local Government Policy View and Interests

As a Councillor for the City of West Torrens, Arthur has been a tireless worker for the Plympton Ward since his election in 1989. He has special interest in the infrastructure of our City particularly ensuring Adelaide Airport meets its safety obligations to the community and complies with Commonwealth Government regulations. He is also the vice president of the Murray Darling Association Region 7 Committee and takes a keen interest in ensuring this valuable waterway remains viable for the people of South Australia.

Other Information

- Justice of the Peace for 25 years



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LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- ☐ LGA President or
☐ Board Member Representative of Metropolitan Local Government Group

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: _____ Rosalina (Mikki) Bouchee
Council: _____ City of Holdfast Bay
Current council position(s) _____ Councillor and Deputy Mayor
Local Government Experience / Knowledge _____

Over 20 years experience as an Alderman and Councillor.
Various decision making roles re: policy and strategic planning in waste management/planning/community services/aged care/marketing/events/
environment and finance.

Board Member- Western Region Waste Management Authority (2001 - present)
Audit Committee - Western Region Waste Management Authority (2012 - present)
Board Member - Southern Region Waste Management Authority (2006 - 2010)
Board Member - Meals on Wheels South Australia (2010 -2012)
Board Member - NRM (2008 -2010)
Member - DAP City of Holdfast Bay (2014 - 2015)
Member - Executive Committee City of Holdfast Bay (2015 - present)
Member - Mainstreet Committee (2015 - present)

Local Government Policy Views & Interests

Lobby for more control/input on planning issues as this has major impact on amenities/infrastructure and financial viability of Councils
Continue to facilitate discussions with State Government in relation to the ever changing swathe of regulations which inundate Councils creating
staffing stressors and increased financial burdens.
Continue the pressure on Federal Government to formally recognise Local Government as the third tier of Government.
If State Government initiate more regulations...eg... Dog/Cat Management /Hoarding.....more control and power must be delegated to
Local Government to manage compliance so as to ensure that it does not create an added impost financially.
I do not support Council collecting NRM Levy.
Totally support the LGA's position on the Waste Levy.....most monies collected (since the demise of Zero Waste) are not put into the EPA
but into general revenue.

Other Information

I believe my broad experience within the ever changing environment of Local Government and other Board/Committee positions could be of great
value to the dynamic of the decision making process of this Board.

**This information is to accompany a nomination form and must be received by the Returning Officer
of the Region by 5.00pm on 6 October 2016**



Local Government Association
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LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- ☐ LGA President or
☒ Board Member Representative of Metropolitan Local Government Group

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: Glenn William Spear
Council: City of Mitcham
Current council position(s) Mayor

Local Government Experience / Knowledge

- Elected Mayor of the City of Mitcham in November 2014
- Deputy Board Member representing the Metropolitan Local Government Group from November 2014 to April 2015
- Currently a serving Local Government Association Board Member
- Have had a long term interest in local government issues and community affairs especially in regards to education, sporting facilities and active participation and communication with the community
- Strong business background and strong financial skills
- Centennial Park Cemetery Authority Board Member

Local Government Policy Views & Interests

- Open lines of communication between all levels of government
- Effectiveness and efficiencies in local government
- Commercial common sense
- Effective, equitable and transparent planning system
- Economic and Environmental Sustainability

Other Information

- I am a current Justice of the Peace
- I serve as Patron to a Hills Choral Society, Mitcham Hawks Football Club and Unley Jets Football Club
- Extensive experience in the chairing of committees of both professional and voluntary organisations
- Chairman of Central Audio Visual employing 40 people with an annual turnover of \$5million
- A commercial pilot and qualified to act as a chief pilot for over 20 years
- A company director for 32 years

This information is to accompany a nomination form and must be received by the Returning Officer of the Region by 5.00pm on 6 October 2016



Local Government Association
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LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- ☐ **LGA President or**
☒ **Board Member Representative of Metropolitan Local Government Group**

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: Mayor Angela Evans
Council: City of Charles Sturt
Current council position(s) Mayor

Local Government Experience / Knowledge

Mayor of the City of Charles Sturt (from 2014 Elections)
 Deputy Mayor of the City of Charles Sturt (2010/11, 2013/14)
 8 years as Councillor for West Woodville Ward City of Charles Sturt (2006-2014)
 Committees:

- City Services Committee (2006-2014) - Chair (2011-2013)
- Audit Committee
- Strategic Development Committee (2006-2014) - Deputy Chair (2010-2014)
- Policy & Delegation Committee - Deputy Chair (2010-2014)
- Gender Matters Panel/Committee (2010-2014) - Chair (2012- 2014)
- SALGWA (2006-2013)

Local Government Policy Views & Interests

I believe the following represents my keys areas of interest and commitment to local Government. In my term as Mayor I plan to:

- Build strong relationships between Councillors
- Develop an effective Governance framework for Council
- Implement long term Financial sustainability for Council
- Facilitate Local Economic Development
- Focus Council more directly on Infrastructure Planning and Asset Management
- Contribute to Planning Reform so that Council still plays a primary role in developing planning policy and decision making.
- Give greater recognition to Community Engagement as an effective tool for assist good decision making
- Create partnerships with other levels of Government, the community and the private sector to better serve the local area.

In the current economic and political climate Councils need to work together and where possible hold a common voice on things that affect our sector. After 10 years on Council and LGA Board Member I believe I have the experience to contribute more broadly to advancing the Local Government agenda. The 'chance to again represent my peers on the Board of the LGA will allow me to provide new ideas, policy rigour and a collaborative approach all designed to ultimately improve the quality of life of communities we represent as Councillors.

This information is to accompany a nomination form and must be received by the Returning Officer of the Region by 5.00pm on 6 October 2016

Other Information

Apart from Local Government interests I have experience as a small business operator and have extensive experience working within the Community Service sector. I am well connected within the community including patron of various sporting clubs and community organisations.



The voice of local government.

LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- ☐ LGA President or
☒ Board Member Representative of Metropolitan Local Government Group

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: Councillor Susan Clearihan
Council: Adelaide City Council
Current council position(s) City Councillor – North Ward
Local Government Experience / Knowledge

Susan has 19 years of Local Government experience and an extensive track record in community affairs. A former teacher and coordinator of the Local Crime Prevention and Community Safety Program, at the City of Charles Sturt (1995-2004) she was elected to Adelaide City Council in 2003.

Susan has served as the Deputy Lord Mayor (2007-2008) and the Presiding Member of various Council committees, including Council's Community Services, Events & Facilities Committee; the Finance and Business Services Committee; the Adelaide Park Lands Committee and the Main Street / Precinct Reference Group. She has been a member of Council's Development Assessment Committee, the Capital City Development Assessment Commission (CCDAC) and is a representative on Council's Community Emergency Risk Management Committee (CERM).

Susan also represents the Adelaide City Council on various external Boards and Committees, including the Adelaide Festival Centre Trust and Education / Study Adelaide. She is the Adelaide City Council's voting representative for both the LGA of SA's AGM and ALGA's National General Assembly in Canberra.

In 2015, Susan was elected to the Board of the LGA as a Representative of the Metropolitan Local Government Group. She is also the LGA's representative on the Adelaide Cemeteries Authority, which oversees the West Terrace, Cheltenham, Enfield and Smithfield Cemeteries and is the Chair of the Authority's Heritage and Monument Committee. Until last month, Susan was the LGA's representative on the State Mitigation Advisory Group in Emergency Management.

Local Government Policy Views & Interests

As a new member of the LGA Board, Susan has been working with the LGA President, fellow Board Members, the new CEO, Matt Pinnegar and our LGA Officers to develop and implement a new Strategic Plan, establish an Audit Committee, undertake a Governance Review and importantly, an external and thorough review of our LGA Mutual Schemes.

Many matters raised by members of late will be picked up in this Governance Review. Other matters being addressed include: How do we bring everyone together to develop clear policy while also acknowledging and representing the different communities of interest? What structure will serve our Association best? Who should represent our Members? How will the LGA engage with and respond to the needs of our diverse membership?

This extensive planning, review and restructure exercise is being undertaken in conjunction with the busy day to day business of the LGA. This year, there have been many wins for Local Government including the defeat of the Rate Capping Bill and the extensive Local Government's participation in the China/Shandong business mission. We can now look forward to a refreshed and more effective organisation, better able to provide the leadership and advocacy our LGA members deserve and expect.

Many issues are still on the table for our local government family, at the Local, State and National levels, and these will require our ongoing attention and timely response.

Some of these issues include:

What will be the impacts of the reduced participation of Local Government and local communities in local planning matters?

What are the unspecified cost impacts for Local Government on the implementation of the new Planning, Development and Infrastructure Act?

How can we improve State Government relations to bring about improved and earlier engagement with Local Government on proposed legislative matters? eg The Heritage Review Paper, as well as address the issue of State Government using Councils to raise and collect revenue eg the NRM levy, the increased waste levies and rubble royalties? ?

How do we progress the ALGWA agenda and encourage more women to participate in Local Government elections and senior administration?

How can we address the financial relationship between different levels of Government and the Vertical Fiscal Imbalance resulting in Local Government expected to pick up more with less, eg Climate Change and Emergency management?

What are the continuing impacts for Local Government on the loss of indexation on Financial Assistance Grants from the Federal Government's three year freeze?

When can we push forward on the recognition of Local Government in the Australian Constitution?

If re-elected to the LGA Board, I will continue to work collaboratively with fellow Board members, the LGA Administration and our LGA Members to create a 21st Century Association we can all be proud of and ultimately ensure our communities continue to be prosperous and resilient.



LGA Board Member

Candidate Information

Position Sought (tick whichever position applicable):

- LGA President or
- ✓ **Board Member Representative of Metropolitan Local Government Group**

Word limit is strictly 1,000 words (pursuant to clause 64.2 of the Constitution)

Name: Mayor Kevin Knight
Council: City of Tea Tree Gully
Current council position(s) Mayor
Local Government Experience / Knowledge

Mayor Knight's service to local government in the City of Tea Tree Gully has spanned over 19 years. He was first elected to position of Councillor in 1993. Served on Council continuously until 2006.

Re-elected as a councillor in 2010 after 4 years off. Elected as Mayor in 2014, Mayor Knight is the current full-time Mayor at the City of Tea Tree Gully. Mayor Knight has been a member of numerous boards and committees both locally (including Audit Committee and Traffic Management subcommittee) and at a State level. Importantly, he has shown clear leadership, knowledge and expertise in his previous roles as Deputy Mayor and chairman of the City of Tea Tree Gully, Council Development Assessment Panel.

Local Government Policy Views & Interests

Prudent financial management has been a priority, and planning has always been one of his major interests. Good governance policies have also been a strong interest as well as Traffic management and open space.

Mayor Knight has a strong vision to make local government more meaningful to the everyday person in the street. He is a keen supporter of reducing unnecessary red tape and making it simpler for businesses to engage in meaningful outcomes with local government. He is passionate about supporting appropriate development and local government's role in assisting development.

He is a strong believer in the word "Local", it is what separates us from the other tiers of government. If elected, Mayor Knight is committed to representing the interests of metropolitan and regional councils of South Australia in accordance with their needs and the LGA's vision and strategic directions. He came to his new role as Mayor with an enormous amount of energy and enthusiasm in representing his local community and the local government community more generally within this state.

Other Information

Prior to retirement Mayor Knight held the position of State Manager for Simplex International in Adelaide and State manager for Micropay. He has an IT background along with Sales and management responsibility. He took a package at a reasonably young age and is now a self funded retiree.

This information is to accompany a nomination form and must be received by the Returning Officer of the Region by 5.00pm on 6 October 2016

ITEM	3.6.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Formal Meeting Schedule for 2017
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report provides information with respect to the proposed formal meeting schedule for 2017 and seeks Council's endorsement.

RECOMMENDATION

1. The 2017 Formal Meeting Schedule as set out in Attachment 1 to this report (Item 3.6.1, Resources and Governance Committee, 21/11/2016) be endorsed.
2. The Chief Executive Officer be delegated authority to amend the 2017 Formal Meeting Schedule should the need arise.

ATTACHMENTS

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

1. Proposed 2017 Formal Meeting Schedule
2. Variations to Formal Meeting Schedule Delegations

1. BACKGROUND

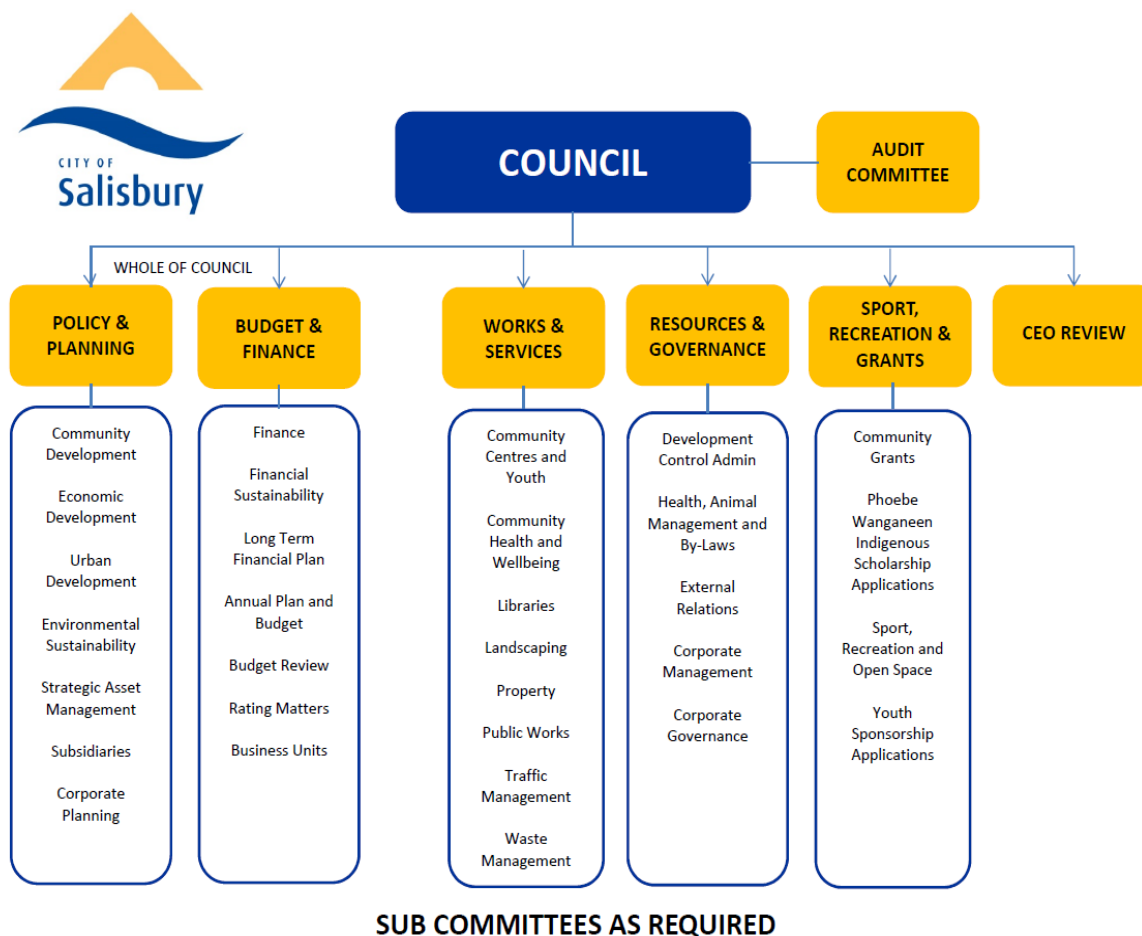
- 1.1 A requirement of the *Local Government Act 1999* ('the Act') is that Council must determine the time and place of ordinary meetings of Council.
- 1.2 Section 81(1) & (2) of the Act provides that ordinary meetings of Council shall be held at times and places appointed by the Council, but there must be at least one in each month.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 This report has been prepared in consultation with the Manager Governance.
- 2.2 External
 - 2.2.1 Nil.

3. REPORT

3.1 The following committee structure currently exists:



3.2 There are no changes proposed to the meeting cycle that has taken place for 2016. The table below sets out the cycle based on the above committee structure:

	Week 1	Week 2	Week 3	Week 4
Mon	<ul style="list-style-type: none"> Informal Strategy 	<ul style="list-style-type: none"> Sports, Recreation & Grants Committee Sub Committees as required 	<ul style="list-style-type: none"> Standing Committees 	<ul style="list-style-type: none"> Council
Tues	<ul style="list-style-type: none"> Other workshops if/as required 	<ul style="list-style-type: none"> Sub Committees as required Audit Committee (every 3 months) 		<ul style="list-style-type: none"> DAP

3.3 In the event that a scheduled meeting falls on a public holiday, the meeting will be held on the following day.

- 3.4 Sub Committees may determine their own meeting location and times. This must be done in consultation with Governance to ensure all legislative meeting notification requirements are met and to allow consideration of the endorsed meeting schedule, meeting room availability and other resource requirements when determining meeting times.
- 3.5 A separate schedule has been prepared for informal meetings and workshops. This schedule includes Informal Strategy and Budget Workshops and has been prepared based on feedback provided. This will be communicated to Elected Members separately.
- 3.6 It should be noted that, historically, meetings in December are held one week earlier to accommodate Christmas and one week later in January to accommodate the New Year.
- 3.7 The Chief Executive Officer has been delegated authority to amend the meeting schedule should the need arise (refer Attachment 2).

4. CONCLUSION / PROPOSAL

- 4.1 A proposed meeting schedule for 2017, based on the meeting structure outlined above is provided in Attachment 1 to this report for consideration.

CO-ORDINATION

Officer:	Exec Group	MG
Date:	14/11/2016	25/10/16



2017 Formal Meeting Schedule

Month	Meetings	Date	Time
JANUARY	Sport, Recreation & Grants Committee	Mon 16	6.30pm
	Sub-Committees as required	Mon 16	At concl of SR&G
	Sub-Committees as required	Tues 17	6.30pm
	Policy & Planning Committee	Mon 23	6.30pm
	Budget & Finance Committee	Mon 23	At concl of P&P
	Works & Services	Mon 23	At concl of B&F
	Resources & Governance Committee	Mon 23	At concl of B&F
	Development Assessment Panel	Tues 24	6.00pm
	Council	Mon 30	6:30pm
FEBRUARY	Sport, Recreation & Grants Committee	Mon 13	6.30pm
	Sub-Committees as required	Mon 13	At concl of SR&G
	Audit Committee	Tues 14	6.30pm
	Sub-Committees as required	Tues 14	6.30pm
	Policy & Planning Committee	Mon 20	6.30pm
	Budget & Finance Committee	Mon 20	At concl of P&P
	Works & Services	Mon 20	At concl of B&F
	Resources & Governance Committee	Mon 20	At concl of B&F
	Council	Mon 27	6.30pm
	Development Assessment Panel	Tues 28	6.00pm
MARCH	Sport, Recreation & Grants Committee	Tues 14	6.30pm
	Sub-Committees as required	Tues 14	At concl of SR&G
	Sub-Committees as required	Wed 15	6.30pm
	Policy & Planning Committee	Mon 20	6.30pm
	Budget & Finance Committee	Mon 20	At concl of P&P
	Works & Services	Mon 20	At concl of B&F
	Resources & Governance Committee	Mon 20	At concl of B&F
	Council	Mon 27	6.30pm
	Development Assessment Panel	Tues 28	6.00pm
APRIL	Sport, Recreation & Grants Committee	Mon 10	6.30pm
	Sub-Committees as required	Mon 10	At concl of SR&G
	Audit Committee	Tues 11	6.30pm
	Sub-Committees as required	Tues 11	6.30pm
	Policy & Planning Committee	Tues 18	6.30pm
	Budget & Finance Committee	Tues 18	At concl of P&P
	Works & Services	Tues 18	At concl of B&F
	Resources & Governance Committee	Tues 18	At concl of B&F
	Council	Mon 24	6:30pm
	Development Assessment Panel	Wed 26	6.00pm



2017 Formal Meeting Schedule

Month	Meetings	Date	Time
MAY	Sport, Recreation & Grants Committee	Mon 8	6.30pm
	Sub-Committees as required	Mon 8	At concl of SR&G
	Sub-Committees as required	Tues 9	6.30pm
	Policy & Planning Committee	Mon 15	6.30pm
	Budget & Finance Committee	Mon 15	At concl of P&P
	Works & Services	Mon 15	At concl of B&F
	Resources & Governance Committee	Mon 15	At concl of B&F
	Council	Mon 22	6.30pm
	Development Assessment Panel	Tues 23	6.00pm
JUNE	Budget & Finance Committee	Mon 5	7.00pm
	Sport, Recreation & Grants Committee	Tues 13	6.30pm
	Sub-Committees as required	Tues 13	At concl of SR&G
	Sub-Committees as required	Wed 14	6.30pm
	Policy & Planning Committee	Mon 19	6.30pm
	Works & Services	Mon 19	At concl of B&F
	Resources & Governance Committee	Mon 19	At concl of B&F
	Council	Mon 26	6.30pm
	Development Assessment Panel	Tues 27	6.00pm
JULY	Sport, Recreation & Grants Committee	Mon 10	6.30pm
	Sub-Committees as required	Mon 10	At concl of SR&G
	Audit Committee	Tues 11	6.30pm
	Sub-Committees as required	Tues 11	6.30pm
	Policy & Planning Committee	Mon 17	6.30pm
	Budget & Finance Committee	Mon 17	At concl of P&P
	Works & Services	Mon 17	At concl of B&F
	Resources & Governance Committee	Mon 17	At concl of B&F
	Council	Mon 24	6.30pm
	Development Assessment Panel	Tues 25	6.00pm
AUGUST	Sport, Recreation & Grants Committee	Mon 14	6.30pm
	Sub-Committees as required	Mon 14	At concl of SR&G
	Sub-Committees as required	Tues 15	6.30pm
	Policy & Planning Committee	Mon 21	6.30pm
	Budget & Finance Committee	Mon 21	At concl of P&P
	Works & Services	Mon 21	At concl of B&F
	Resources & Governance Committee	Mon 21	At concl of B&F
	Council	Mon 28	6.30pm
	Development Assessment Panel	Tues 29	6.00pm



2017 Formal Meeting Schedule

Month	Meetings	Date	Time
SEPTEMBER	Sport, Recreation & Grants Committee	Mon 11	6.30pm
	Sub-Committees as required	Mon 11	At concl of SR&G
	Sub-Committees as required	Tues 12	6.30pm
	Policy & Planning Committee	Mon 18	6.30pm
	Budget & Finance Committee	Mon 18	At concl of P&P
	Works & Services	Mon 18	At concl of B&F
	Resources & Governance Committee	Mon 18	At concl of B&F
	Council	Mon 25	6.30pm
	Development Assessment Panel	Tues 26	6.00pm
OCTOBER	Sport, Recreation & Grants Committee	Mon 9	6.30pm
	Sub-Committees as required	Mon 9	At concl of SR&G
	Audit Committee	Tues 10	6.30pm
	Sub-Committees as required	Tues 10	6.30pm
	Policy & Planning Committee	Mon 16	6.30pm
	Budget & Finance Committee	Mon 16	At concl of P&P
	Works & Services	Mon 16	At concl of B&F
	Resources & Governance Committee	Mon 16	At concl of B&F
	Council	Mon 23	6.30pm
	Development Assessment Panel	Tues 24	6.00pm
NOVEMBER	Sport, Recreation & Grants Committee	Mon 13	6.30pm
	Sub-Committees as required	Mon 13	At concl of SR&G
	Audit Committee	Tues 14	6.30pm
	Sub-Committees as required	Tues 14	6.30pm
	Policy & Planning Committee	Mon 20	6.30pm
	Budget & Finance Committee	Mon 20	At concl of P&P
	Works & Services	Mon 20	At concl of B&F
	Resources & Governance Committee	Mon 20	At concl of B&F
	Council	Mon 27	6.30pm
	Development Assessment Panel	Tues 28	6.00pm
DECEMBER	Sport, Recreation & Grants Committee	Mon 4	6.30pm
	Sub-Committees as required	Mon 4	At concl of SR&G
	Sub-Committees as required	Tues 5	6.30pm
	Policy & Planning Committee	Mon 11	6.30pm
	Budget & Finance Committee	Mon 11	At concl of P&P
	Works & Services	Mon 11	At concl of B&F
	Resources & Governance Committee	Mon 11	At concl of B&F
	Council	Mon 18	6.30pm
	Development Assessment Panel	Tues 19	6.00pm

1. Delegation of Authority**D. COUNCIL****COUNCIL POLICY****Variations to Formal Meeting Schedule**

6474	The Chief Executive Officer be delegated authority to amend the 2016 Formal Meeting Schedule should the need arise.	● 000174 Chief Executive Officer -
6476	A condition on the exercise of this delegation be that advice be given to elected members as soon as practicable when a need for change is determined and no later than three clear business days before the relevant meeting(s).	● 000174 Chief Executive Officer - not to be sub delegated -
6475	In the event that changes to the Formal Meeting Schedule are made, the Chief Executive Officer ensure that appropriate advice of any changes is provided to Elected Members and public notification of changed meeting details is made via the Notice of Meetings.	● 000174 Chief Executive Officer - not to be sub delegated -

ITEM	3.6.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Variations to Delegations
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>The Local Government Association (LGA) periodically distributes information relating to delegations that require changes to be actioned by Council. These changes are usually as a result of legislative amendment or to correct errors that have been identified.</p> <p>Norman Waterhouse has updated the delegations templates to reflect changes to legislation as contained within LGA Circulars 31.5, 32.4 and 38.9 dated 2 August, 10 August and 22 September 2016 respectively.</p>

RECOMMENDATION

1. Having conducted a review of Delegations in accordance with Section 44(6) of the *Local Government Act 1999*, the Council hereby revokes its previous delegations to the Chief Executive Officer, effective from 19 December 2016 of those powers and functions under the following:
 - 1.1 *Local Government Act 1999*
 - Section 243(2)(b)(i)
 - 1.2 *Real Property Act*
 - Sections 39, 44, 78, 120, 121, 128(1), 129A(1), 143(1), 169(1), 169(6), 173(a), 191,
2. Council makes the following delegations under the Local Government Act 1999:
 - 2.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and Regulations and specified in the proposed 'Instruments of Delegation', are hereby delegated from 20 December 2016 to the person occupying the office of Chief Executive Officer, subject to the conditions and or limitations specified within the Delegations Register.
 - 2.1.1 *Local Government Act 1999*
 - Sections 24(1)(e), 24(1)(f), 24(1)(g), 24(1)(h), 24(1)(i), 24(1)(j), 24(1)(k), 243(2)(b)(i), Clauses 13, 17(1), 20(5), 20(6), 24(1), 24(2)(b), 25, 25(2), 25(3)(b) and 26(3) of Schedule 1A

2.1.2 *Real Property Act 1886*

- Sections 39, 44, 56(5), 56(6)(a), 56(6)(b), 78, 120, 121, 128(1), 128(2), 128(4), 128B(1), 129A(1), 143(1), 153A(1), 154B(2)(va), 169(1), 169(6), 173(a), 191, 221(1a), and 223D(1)

2.1.3 *Road Traffic Act 1961, Road Traffic (Miscellaneous_ Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*

- Section 86

2.2 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Act and specified in the proposed 'Instrument of Delegation', are hereby delegated from 22 November 2016 to the person occupying the office of Chief Executive Officer, subject to the conditions and or limitations specified within the Delegations Register.

2.2.1 *Electronic Conveyancing National Law (South Australia) Act 2013*

- Sections 10(1)

3. 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 in the conditions and/or limitations specified in the Delegations Register.

ATTACHMENTS

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

1. LGA Circular 31.5 - Delegations Updates – 30 June 2016
2. LGA Circular 38.9 - Delegations Update - Amended Template for the Local Government Act
3. LGA Circular 32.4 - Delegations Updates – Electronic Conveyancing National Law (SA) Act – 1 August 2016
4. Table of Updates - to 30 June 2016
5. Amended Table of Updates - Stormwater provisions- Sept 16
6. Table of Updates - Electronic Conveyancing - 1 August 16
7. Instrument of Delegation Under the Local Government Act 1999
8. Instrument of Delegation under the Real Property Act 1886
9. Instrument of Delegations under the Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary And Miscellaneous Provisions) Regulations 2014
10. Instrument of Delegation under the Electronic Conveyancing National Law (South Australia) Act 2013

1. BACKGROUND

1.1 The LGA regularly advises Council of amendments to delegations due to changes in legislation as well as corrections to templates provided for recording the delegations.

- 1.2 This report deals with variations to the delegations as a result of the following LGA Circulars:
 - 1.2.1 LGA Circulars 31.5 and 38.9 dated 2 August and 22 September 2016 which set out amendments to the *Local Government Act 1999*, *Real Property Act 1886* and *Road Traffic Act 1961*, *Road Traffic (Miscellaneous_ Regulations 2014* and *Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*.
 - 1.2.2 LGA Circular 32.4 Dated 10 August 2016 which provides for a new Instrument of Delegation under the *Electronic Conveyancing National Law (South Australia) Act 2013*.

2. REPORT

- 2.1 Section 44 of the *Local Government Act 1999* (the Act) provides Council may delegate a power or function vested or conferred upon by this or another Act. Such powers and functions may be further delegated by the person occupying the office of Chief Executive Officer in accordance with Sections 44 and 101 of the Act as the Chief Executive Officer sees fit. A delegation made pursuant to Section 44 of the Act is revocable at will and does not prevent the Council from acting in a matter.
- 2.2 Some legislative amendments will mean that some clauses are redundant and have been deleted from the relevant Act. Powers or duties automatically lapse when sections or clauses of the Act are deleted, and so it is not necessary for Council to revoke any related delegations.

- 2.3 This report deals with variations to the Delegations as a consequence of:

2.3.1 **Review of Delegations Templates by Norman Waterhouse in LGA Circulars 31.5 and 38.9 Dated 2 August and 22 September 2016**

Due to legislative amendments, Norman Waterhouse conducted a review of relevant legislation which necessitated amendments to the Delegations Templates for the following Acts:

Local Government Act 1999

The *Local Government Act 1999* (the Act) has been amended at Schedule 1A Implementation of Stormwater Management Agreement. The changes are mostly minor changes of wording and clause numbering.

There are two “new” delegations at clause 13, Use of facilities, and clause 26(3), Vesting of infrastructure. That is, these clauses have been part of Schedule 1A for some years but are included for the first time as a power which may be sub-delegated.

Schedule 1A, Clauses 17(1), 20(5), 20(6), 24(1), 24(2)(b), 25(2) and 25(3)(b) have been previously delegated to the CEO and sub-delegated to other staff under the former clause numbers. The minor wording changes will have no impact on the operational nature of these clauses. For example, the word “duty” has been changed to “power” in clauses 25(2) and 25(3)(b) which in the context of stormwater management better reflects the operational need to act in an emergency. The powers under clause 26(3) include making submissions to the Stormwater Management Authority re vesting of infrastructure.

The power to acquire an easement or interest over relevant land at clauses 24(2)(b) and 25 (Paragraph 154.2) have previously been delegated as a duty to the CEO.

The new provisions and amendments to those existing are as per the shaded areas in the Instrument of Delegation contained within Attachment 7. Deleted provisions have been deleted from the Instrument.

Real Property Act 1886

The *Real Property Act 1886*, and other legislation dealt with in 2.3.2 below, has been amended to match the introduction of electronic conveyancing, which is being phased in by the Lands Titles Office over the next few months with the aim of simplifying and speeding up the land settlement process. In the future the Lands Titles Office will hold digital records of title and hard copy certificates of title will no longer be routinely issued.

The new provisions and amendments to those existing are as per the shaded areas in the Instrument of Delegation contained within Attachment 8. Deleted provisions have been deleted from the Instrument.

Road Traffic Act 1961, Road Traffic (Miscellaneous Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014

The *Road Traffic Act 1961* has been amended at Section 86, adding a new provision that Council may require a person to obtain a ticket for parking even when no fee is to be charged. The relevant delegations have been drafted under Section 86. While Council has not to date installed parking ticket machines, including those where no fee applies, this power needs to be included in the Delegations Register should Council determine in the future that it will do so. However, such a power should remain with Council (i.e. should not be delegated) as the *Local Government Act 1999*, Sections 44(3)(j) and 188(1)(g) specifies that the power to fix a fee of this type is not to be delegated:

Section 44(3); However, a council may not delegate –

(j) power to fix vary or revoke a fee under section 188(1)(d) – (h)

Section 188(1); A council may impose fees and charges –

(g) in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable.

This new provision is contained within the shaded area in the Instrument of Delegation contained within Attachment 9.

2.3.2 **Review of Delegations Templates by Norman Waterhouse in LGA Circular 32.4 Dated 10 August 2016**

Electronic Conveyancing National Law (South Australia) Act 2013

As a result of the commencement of the *Real Property (Electronic Conveyancing) Amendment Act 2016* on 4 July 2016, the Land Titles Office is moving to electronic property transaction recording. The *Real Property Act 1886* and delegations have been amended to match and is dealt with in 2.3.1 above.

Norman Waterhouse has conducted a review of the relevant legislation and prepared a new Instrument of Delegation contained within Attachment 10 under the *Electronic Conveyancing National Law (South Australia) Act 2013* which deals with the signing of a Client Authorisation Form by a delegate on the Council's behalf.

2.4 Process to be followed

- 2.4.1 In order for the statements contained in the Instruments of Delegations to come into effect, Council must first resolve to revoke the existing delegations that have been added or amended. Council then resolves to adopt the amended and new delegations contained in the highlighted sections of the Instruments of Delegations attached to this report.
- 2.4.2 Any sub-delegations that have been made in relation to the existing delegations become void as soon as the head delegation is revoked. In order to ensure that Council Officers have necessary powers to continue their duties, the resolution is worded so that the revocation of the existing delegations occurs on Monday 19 December 2016 and new delegations come into force from Tuesday 20 December 2016, to provide time for the new sub-delegations to be assigned and approved by the Chief Executive Officer. The new delegations will take effect immediately prior to the Chief Executive Officer's approval of the sub-delegations.
- 2.4.3 The exercise of powers and functions delegated by Council shall be undertaken in accordance with existing Council Policies. Even though Council may delegate its powers, functions and duties, this does not prevent Council from acting in the same matters at any time should the need arise.

3. CONCLUSION / PROPOSAL

- 3.1 A review of Council Delegations has been conducted following amendments to the *Local Government Act 1999*, *Real Property Act 1886* and *Road Traffic Act 1961*, *Road Traffic (Miscellaneous_ Regulations 2014* and *Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014* and the commencement of the provisions of the *Electronic Conveyancing National Law (South Australia) Act 2013* and is presented to Council for endorsement.

CO-ORDINATION

Officer: Executive Group MG
Date: 14/11/2016



Circulars

Delegations Updates – 30 June 2016 - Circular 31.5

To	Chief Executive Officer Governance Officers	Date	2 August 2016
Contact	Andrea Malone Email: andrea.malone@lga.sa.gov.au		
Response Required	No		
Summary	The delegations updates are available for the quarter ending 30 June 2016		

The delegations updates are available for the quarter ending 30 June 2016.

The updates do not include the new template required for the Real Property (Electronic Conveyancing) Amendment Act. This will be provided in a separate circular shortly.

The [Table of Updates](#) is available [here](#).

[Access to the delegations templates](#) is available [here](#).

For further information please contact Andrea Malone (andrea.malone@lga.sa.gov.au)



Circulars

Delegations Update – Amended Template for the Local Government Act - Circular 38.9

To	Chief Executive Officer Governance Officers	Date	22 September 2016
Contact	Andrea Malone Email: andrea.malone@lga.sa.gov.au		
Response Required	No		
Summary	An amended delegations template is available for the Local Government Act, amended to include clauses in Schedule 1A to the Local Government Act.		

In the recent delegations update (circular 31.3, August 2016) for the *Local Government Act*, Norman Waterhouse inadvertently omitted some delegations under the stormwater management provisions in Schedule 1A. These omissions have now been rectified.

The table of updates is available here. Please note that where the table of updates refers to 'section numbers', the numbers actually relate to clause numbers in Schedule 1A to the Local Government Act. The paragraph numbers in the template are correct.

The amended template is available here under the link to the Local Government Act 1999.

For further information please contact Andrea Malone (andrea.malone@lga.sa.gov.au)



Circulars

Delegations Updates – Electronic Conveyancing National Law (SA) Act – 1 August 2016 - Circular 32.4

To **Chief Executive Officer
Governance Officers** Date **10 August 2016**

Contact **Andrea Malone**
Email: andrea.malone@lga.sa.gov.au

Response Required No

Summary **A new delegations template is available under the Electronic Conveyancing National Law (SA) Act.**

This is a new delegations template under the Electronic Conveyancing National Law (SA) Act. Only one delegation is required under this Act.

The [Table of Updates](#) is available [here](#).

A new instrument of delegation under the Electronic Conveyancing National Law (South Australia) Act 2013 has been prepared dealing with the signing of a Client Authorisation Form by a delegate on the Council's behalf.

[Access to the delegations template](#) is available [here](#) under Real Property Act at 17.1.

The amendments to the template instrument of delegation under the Real Property Act 1886 (the RP Act) have been made as a result of the Real Property (Electronic Conveyancing) Amendment Act 2016 (the Amendment Act) which came into effect on 4 July 2016. The amendments to the RP Act made by the Amendment Act are to support the introduction of electronic conveyancing in South Australia.

The main changes of importance for the delegations templates relates to client authorisations. Clients will no longer execute Lands Titles Office instruments (e.g. Memorandum of Transfer, Memorandum of Lease, etc). Instead, a Client Authorisation Form will need to be completed, authorising a legal practitioner or registered conveyancer to execute a specific form (or forms) on the client's behalf. There is a new, prescribed, authorisation that has been introduced under which the client authorises their conveyancer or solicitor to execute certain RP Act documents on their behalf. When a conveyancer or solicitor executes a document on their client's behalf, they are certifying that they have complied with all relevant legislation, complied with the requirements for VOI and established their client's right to deal, that they will retain all necessary documents for the prescribed period and that they have complied with any other requirements prescribed by legislation. This authorisation is mandatory and is in addition to any other authority to act that you may be required to sign by your conveyancer or solicitor. The effect of this authorisation is that councils will no longer sign (ie affix common seal or sign by delegate)

the RP Act documents, this will be done on their behalf by their conveyancer or solicitor. There are other changes including transactions being completed through an electronic platform, as opposed to the current paper process and physical attendance at the Lands Titles Office.

There is a four month transition period from the commencement of the changes to allow parties to align their procedures with the new system and documents. Once the transition period comes to an end, the Registrar-General will have discretion to accept transactions in the "old" form (which may be the case for any longstanding transactions not completed during the transition period).

For further information please contact Andrea Malone (andrea.malone@lga.sa.gov.au)

LOCAL GOVERNMENT ASSOCIATION
UPDATES OF DELEGATION TEMPLATES ON WEBSITE

(Note: Paragraph references below refer to updated version – As at 30 June 2016)

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Local Government Act 1999	122.2.2.1	243(2)(b)(i)	Amendment	Legislative Amendment	30 June 2016 (note amendment to 243(2)(b)(i) made on 4 July 2016)	Use updated instrument at next review or if intended delegate to exercise powers as soon as possible adopt amended instrument as soon as possible
	148A	Clause 13, Schedule 1A	Addition	Legislative Amendment		
	149	Clause 13(4), Schedule 1A	Deletion	Legislative Amendment		
	150	Clause 14, Schedule 1A	Deletion	Legislative Amendment		
	151.1	Clause 16(4), Schedule 1A	Deletion	Legislative Amendment		
	151.2	Clause 16(5), Schedule 1A	Deletion	Legislative Amendment		
	151.3	Clause 16(6), Schedule 1A	Deletion	Legislative Amendment		
	151A.1	Clause 17(1), Schedule 1A	Addition	Legislative Amendment		
	151B.1	Clause 20(5), Schedule 1A	Addition	Legislative Amendment		

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Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
	151B.2	Clause 20(6), Schedule 1A	Addition	Legislative Amendment		
	152.1	Clause 21(1), Schedule 1A	Deletion	Legislative Amendment		
	152.2	Clause 21(2), Schedule 1A	Deletion	Legislative Amendment		
	153.1	Clause 22(2), Schedule 1A	Deletion	Legislative Amendment		
	153.2	Clause 22(3), Schedule 1A	Deletion	Legislative Amendment		
	153.3	Clause 22(4), Schedule 1A	Deletion	Legislative Amendment		
	154.1	Clause 24(1), Schedule 1A	Addition	Legislative Amendment		
	154.2	Clauses 24(2)(b) and 25, Schedule 1A	Addition	Legislative Amendment		
	155.1	Clause 25(2) , Schedule 1A	Addition	Legislative Amendment		
	155.2	Clause 25(3)(b), Schedule 1A	Addition	Legislative Amendment		
	156	Clause 26(3), Schedule 1A	Addition	Legislative Amendment		

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Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Real Property Act	3	39	Amendment	Legislative Amendment	4 July 2016	Use updated instrument at next review or if intended delegate to exercise powers as soon as possible adopt amended instrument as soon as possible
	5	44	Amendment	Legislative Amendment		
	6.1	56(2)	Deletion	Legislative Amendment		
	6.2	56(3)(b)	Deletion	Legislative Amendment		
	6A.1	56(5)	Addition	Legislative Amendment		
	6A.2	56(6)(a)	Addition	Legislative Amendment		
	6A.3	56(6)(b)	Addition	Legislative Amendment		
	7	78	Amendment	Legislative Amendment		
	8	79(1)	Deletion	Legislative Amendment		
	15.1	96	Amendment	Legislative Amendment		
	15.2	96	Deletion	Legislative Amendment		
	17	96A	Deletion	Legislative Amendment		
	18	100	Deletion	Legislative Amendment		
	24	120	Amendment	Legislative Amendment		
	25	121	Amendment	Legislative Amendment		

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Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
	28.1	128(1)	Amendment	Legislative Amendment		
	28.1.1	128(1)	Deletion	Legislative Amendment		
	28.1.2	128(1)	Deletion	Legislative Amendment		
	28.2	128(2)	Addition	Legislative Amendment		
	28.3	128(4)	Addition	Legislative Amendment		
	28A	128B(1)	Addition	Legislative Amendment		
	29	129A(1)	Amendment	Legislative Amendment		
	36	143(1)	Amendment	Legislative Amendment		
	38	149	Deletion	Legislative Amendment		
	40AA	153A(1)	Addition	Legislative Amendment		
	40B.3	154B(2)(va)	Addition	Legislative Amendment		
	41.1	169(1)	Amendment	Legislative Amendment		
	41.3	169(6)	Amendment	Legislative Amendment		
	42.1	173(a)	Amendment	Legislative Amendment		
	46.1	191	Amendment	Legislative Amendment		

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Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
	48A.1A	221(1a)	Addition	Legislative Amendment		
	50	223D(1)	Amendment	Legislative Amendment		
Instrument of Delegation under the Roads (Opening & Closing) Act						
Instrument of Delegation under the Road Traffic Act 1961, Road Traffic (Miscellaneous_ Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014	3A	86	Addition	Legislative Amendment	30 June 2016	Use updated instrument at next review or if intended delegate to exercise powers as soon as possible adopt amended instrument as soon as possible

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LOCAL GOVERNMENT ASSOCIATION
UPDATES OF DELEGATION TEMPLATES ON WEBSITE

(Note: Paragraph references below refer to updated version – As at 25 August 2016)

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Local Government Act 1999	154.1(e)	24(1)(e)	Addition	Legislative amendment – inadvertently omitted from previous template	25 August 2016	Use updated instrument at next review or earlier if wish to exercise power earlier
	154.1(f)	24(1)(f)	Addition			
	154.1(g)	24(1)(g)	Addition			
	154.1(h)	24(1)(h)	Addition			
	154.1(i)	24(1)(i)	Addition			
	154.1(j)	24(1)(j)	Addition			
	154.1(k)	24(1)(k)	Addition			

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LOCAL GOVERNMENT ASSOCIATION
UPDATES OF DELEGATION TEMPLATES ON WEBSITE

(Note: Paragraph references below refer to updated version – As at 1 August 2016)

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Electronic Conveyancing National Law (South Australia) Act 2013	1.1	10(1)	Addition	New legislation	1 August 2016	Adopt new instrument as soon as possible

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APPENDIX []

[Instructions for Use: insert appendix number for the purposes of identifying this appendix for the relevant report and resolution. The number should match the number specified in the relevant Council resolution by which this delegation is made – DELETE this note once number has been entered]

**INSTRUMENT OF DELEGATION UNDER THE
LOCAL GOVERNMENT ACT 1999**

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Composition and Wards	
1.1	The power pursuant to Section 12(1) of the Local Government Act 1999 ('the Act') to, by notice in the Gazette, after complying with the requirements of Section 12 of the Act,
1.1.1	alter the composition of the Council;
1.1.2	divide, or redivide, the area of the Council into wards, alter the division of the area of the Council into wards, or abolish the division of the area of the Council into wards.
1.2	The power pursuant to Section 12(2) of the Act, also by notice under Section 12 of the Act, to
1.2.1	change the Council from a municipal council to a district council, or change the Council from a district council to a municipal council;
1.2.2	alter the name of:
1.2.2.1	the Council;
1.2.2.2	the area of the Council;
1.2.3	give a name to, or alter the name of, a ward,

INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

(without the need to comply with Section 13 of the Act).	
1.3	The duty pursuant to Section 12(3) of the Act to, before publishing a notice, conduct and complete a review under Section 12 of the Act for the purpose of determining whether the Council's community would benefit from an alteration to the Council's composition or ward structure.
1.4	The power pursuant to Section 12(4) of the Act to review a specific aspect of the composition of the Council, or of the wards of the Council, or of those matters generally and the duty to ensure that all aspects of the composition of the Council, and the issue of the division, or potential division, of the area of the Council into wards, are comprehensively reviewed at least once in each relevant period that is prescribed by the regulations.
1.5	Deliberately left blank.
1.6	Deliberately left blank.
1.7	The duty pursuant to Section 12(5) of the Act to initiate the preparation of a representation options paper by a person who, in the opinion of the Delegate, is qualified to address the representation and governance issues that may arise with respect to the matters under review.
1.8	The duty pursuant to Section 12(7) of the Act to give public notice of the preparation of a representation options paper and notice in a newspaper circulating within the Council's area, and to ensure that the notice contains an invitation to interested persons to make written submissions to the Council or the Delegate on the subject of the review within a period specified by the Council or the Delegate, being a period of at least six weeks.
1.9	The duty pursuant to Section 12(8) of the Act to make copies of the representation options paper available for public inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council during the period that applies under Section 7(a)(ii).
1.10	At the conclusion of public consultation under Section 12(7)(a), the duty pursuant to Section 12(8a) of the Act to prepare a report that:
1.10.1	provides information on the public consultation process undertaken by the Council and the Council's or the Delegate's response to the issues arising from the submissions made as part of that process; and
1.10.2	sets out:

INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

1.10.2.1	any proposals that the Council or the Delegate considers should be carried into effect under Section 12 of the Act; and
1.10.2.2	in respect of any such proposal - an analysis of how the proposal relates to the principles under Section 26(1)(c) of the Act and the matters referred to in Section 33 of the Act (to the extent that may be relevant); and
1.10.3	sets out the reasons for the Council's or the Delegate's decision insofar as a decision of the Council or the Delegate is not to adopt any change under consideration as part of the representation options paper or the public consultation process.
1.11	The duty pursuant to Section 12(9) of the Act to make copies of the report available for public inspection at the principal office of the Council and to give public notice, by way of a notice in a newspaper circulating in its area, informing the public of its preparation of the report and its availability and inviting interested persons to make written submissions on the report to the Council or the Delegate within a period specified by the Council or the Delegate, being not less than three weeks.
1.12	The duty pursuant to Section 12(10) of the Act to give any person who makes written submissions in response to an invitation under Section 12(9), an opportunity to appear personally or by representative before the Council or a Council committee or the Delegate and to be heard on those submissions.
1.13	The duty pursuant to Section 12(11) of the Act to finalise the report including recommendations with respect to such related or ancillary matters as it sees fit.
1.14	With respect to a proposal within the ambit of Section 12(11a), the power pursuant to Section 12(11b) of the Act:
1.14.1	insofar as may be relevant in the particular circumstances, to separate a proposal (and any related proposal), from any other proposal contained in the report; and
1.14.2	to determine to conduct the relevant poll in conjunction with the next general election for the Council or at some other time.
1.15	Where a poll is required under Section 12(11a) of the Act the duty pursuant to Section 12(11c)(b) of the Act to:
1.15.1	prepare a summary of issues surrounding the proposal to assist persons who may vote at the poll; and

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INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

1.15.2	obtain a certificate from the Electoral Commissioner that he or she is satisfied that the Council or the Delegate has taken reasonable steps to ensure the summary is a fair and comprehensive overview of the arguments for and against the proposal; and
1.15.3	after obtaining the certificate of the Electoral Commissioner, ensure that copies of the summary are made available for public inspection at the principle office of the Council, and on the internet and distributed in any other manner as may be directed by the Electoral Commissioner.
1.16	The duty pursuant Section 12(12) of the Act having then taken into account the operation of Section 12(11d) of the Act to refer the report to the Electoral Commissioner.
1.17	The duty pursuant to Section 12(12a) of the Act to send with the report copies of any written submissions received by the Council or the Delegate under Section 12(9) of the Act that relate to the subject matter of the proposal.
1.18	The power pursuant to Section 12(15)(b) of the Act to provide by notice in the <i>Gazette</i> , for the operation of any proposal that is recommended in the report, where a certificate is given by the Electoral Commissioner.
1.19	The power and duty pursuant to Section 12(16) of the Act to take such action as is appropriate in circumstances (including the power, as the Delegate thinks fit, to alter the report) where the matter is referred back to the Council by the Electoral Commissioner and the power to then refer the report back to the Electoral Commissioner.
1.20	Where the Council or the Delegate makes an alteration to the report under Section 12(16)(a) of the Act, the duty pursuant to Section 12(17) of the Act to comply with the requirements of Sections 12(9) and (10) of the Act as if the report, as altered, constituted a new report, unless the Council or the Delegate determines the alteration is of a minor nature only.
1.21	The duty pursuant to Section 12(24) of the Act to undertake a review of ward representation within a period specified by the Electoral Commissioner, where the Electoral Commissioner notifies the Council in writing that the number of electors represented by a councillor for a ward varies from the ward quota by more than 20%.
2. Status of a Council or Change of Various Names	
2.1	The power pursuant to Section 13(1) of the Act, to, by notice in the

INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

Gazette, after complying with the requirements of Section 13 of the Act:	
2.1.1	change the Council from a municipal council to a district council, or change the Council from a district council to a municipal council;
2.1.2	alter the name of:
2.1.2.1	the Council;
2.1.2.2	the area of the Council;
2.1.3	alter the name of a ward.
2.2	The duty, pursuant to Section 13(2) of the Act, to, before publishing a notice, comply with the following requirements:
2.2.1	to give public notice of the proposal and invite any interested persons to make written submissions on the matter within a specified period, being no less than six weeks;
2.2.2	publish the notice in a newspaper circulating within the area; and
2.2.3	give any person who makes written submissions in response to the invitation an opportunity to appear personally or by representative before the Council, Council committee or the Delegate and be heard on those submissions.
3.	Deliberately left blank
Deliberately left blank	
4.	Deliberately left blank
Deliberately left blank	
5.	Council Initiated Proposal
5.1	Deliberately left blank
5.2	Deliberately left blank
5.2.1	Deliberately left blank
5.2.2	Deliberately left blank
5.2.3	Deliberately left blank
5.2.4	Deliberately left blank

INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

5.3	The power pursuant to section 27(7) of the Act, to, in relation to the proposal submitted by the Council, request or consent to the Minister:
5.3.1	amending the proposal;
5.3.1	substituting an alternative proposal.
6.	Public Initiated Submissions
6.1	The power pursuant to Section 28(6) of the Act, on the receipt of a submission under Section 28(2) of the Act, to consider the issues determined by the Council or the Delegate to be relevant to the matter and to then decide whether or not it is willing to:
6.1.1	conduct a review in relation to the matter under Division 2 of Part 1 of the Act; or
6.1.2	formulate (or participate in the formulation of) a proposal in relation to the matter under Division 4 of Part 2 of the Act.
6.2	Where the Council is affected by a public initiated proposal under Chapter 3 of the Act, the duty to ensure that copies of the summary prepared by the Minister are made available for public inspection at the principal office of the Council and distributed to electors in accordance with the directions of the Minister, pursuant to Section 28(23)(f) and (g).
7.	General Powers and Capacities
7.1	The power pursuant to Section 36(1)(a)(i) of the Act to enter into any kind of contract or arrangement where the common seal of the Council is not required.
7.2	The power pursuant to Section 36(1)(c) of the Act to do anything necessary, expedient or incidental but within any policy or budgetary constraints set by the Council to perform or discharge the Council's functions or duties or to achieve the Council's objectives.
7.3	The power pursuant to Section 36(2) of the Act to act outside the Council's area:
7.3.1	to the extent considered by the Delegate to be necessary or expedient to the performance of the Council's functions; or
7.3.2	in order to provide services to an unincorporated area of the State.
7.4	The duty pursuant to Section 36(3) of the Act to take reasonable steps to separate the Council's regulatory activities from its other activities in the arrangement of its affairs.

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INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

8. Provision Relating to Contract and Transactions	
8.1	The power pursuant to Section 37(b) of the Act to authorise another officer, employee or agent of the Council to enter into a contract, on behalf of the Council, where the common seal of the Council is not required.
9. Committees	
9.1	The power pursuant to Section 41(1) and (2) of the Act to establish committees.
9.2	The power pursuant to Section 41(3) of the Act to determine the membership of a committee.
9.3	The power pursuant to Section 41(4) of the Act to appoint a person as a presiding member of a committee, or to make provision for the appointment of a presiding member.
9.4	The power pursuant to Section 41(6) of the Act to appoint the principal member of the Council as an ex officio member of a committee.
9.5	The power and duty pursuant to Section 41(8) of the Act, to, when establishing a committee, determine the reporting and other accountability requirements that are to apply in relation to the committee.
10. Delegations	
10.1	The duty pursuant to Section 44(6) of the Act to cause a separate record to be kept of all delegations under the Act.
10.2	The duty pursuant to Section 44(7) of the Act to make available the record of delegations for inspection (without charge) by the public at the principal office of the Council during ordinary office hours.
11. Principal Office	
11.1	The duty pursuant to Section 45(1) of the Act to nominate a place as the principal office of the Council for the purposes of the Act.
11.2	The power and duty pursuant to Section 45(2) of the Act to determine the hours the principal office of the Council will be open to the public for the transaction of business and the duty to keep the principal office of Council open to the public for the transaction of business during hours determined by the Delegate or the Council.
11.3	The power pursuant to Section 45(3) of the Act to consult with the local community in accordance with Council's public consultation policy

INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

	about the manner, places and times at which the Council's offices will be open to the public for the transaction of business and about any significant changes to those arrangements.
12. Commercial Activities	
12.1	Subject to the Act, the power pursuant to Section 46(1) of the Act to, in the performance of the Council's functions, engage in a commercial activity or enterprise ('a commercial project').
12.2	The power pursuant to Section 46 (2) of the Act, to, in connection with a commercial project:
12.2.1	establish a business;
12.2.2	participate in a joint venture, trust, partnership or other similar body.
13. Interests in Companies	
13.1	The power pursuant to Section 47(2)(b) of the Act to participate in the formation of, or to become a member of a company limited by guarantee established as a national association to promote and advance the interests of an industry in which local government has an interest.
14. Prudential Requirements for Certain Activities	
14.00	The power and duty pursuant to Section 48(aa1) of the Act and in accordance with Section 48(a1) of the Act, to develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council -
14.00.1	acts with due care, diligence and foresight; and
14.00.2	identifies and manages risks associated with a project; and
14.00.3	makes informed decisions; and
14.00.4	is accountable for the use of Council and other public resources.
14.0	The duty pursuant to Section 48(a1) of the Act to ensure the prudential management policies, practices and procedures developed by the Council for the purposes of Section 48(aa1) of the Act, are consistent with any regulations made for the purposes of Section 48(a1) of the Act.
14.1	Without limiting Section 48(aa1) of the Act, the power and duty pursuant to Section 48(1) of the Act to obtain and consider a report,

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INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

that addresses the prudential issues set out at Section 48(2) of the Act, before the Council:	
14.1.1	Deliberately left blank.
14.1.2	engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body) -
14.1.2.1	where the expected operating expenses calculated on an accrual basis of the Council over the ensuing five years is likely to exceed 20 per cent of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or
14.1.2.2	where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000.00 (indexed); or
14.1.2.3	where the Council or Delegate considers that it is necessary or appropriate.
14.2	Deliberately left blank.
14.3	The power and duty pursuant to Section 48(5) of the Act to make a report under Section 48(1) of the Act available for public inspection at the principal office of the Council once the Council has made a decision on the relevant project (and the power to make the report available at an earlier time unless the Council orders that the report be kept confidential until that time).
15. Contracts and Tenders Policies	
15.0	The power and duty pursuant to Section 49(a1) of the Act to develop and maintain procurement policies, practices and procedures directed towards:
15.0.1	obtaining value in the expenditure of public money; and
15.0.2	providing for ethical and fair treatment of participants; and
15.0.3	ensuring probity, accountability and transparency in procurement operations.
15.1	Without limiting Section 49(a1) of the Act, the power and duty pursuant to Section 49(1) of the Act to prepare and adopt policies on contracts and tenders including policies on the following:

INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

15.1.1	the contracting out of services; and
15.1.2	competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and
15.1.3	the use of local goods and services; and
15.1.4	the sale or disposal of land or other assets.
15.2	The power and duty pursuant to Section 49(2) of the Act to ensure that any policies on contracts and tenders:
15.2.1	identify circumstances where the Council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or the sale or disposal of land or other assets; and
15.2.2	provide a fair and transparent process for calling tenders and entering into contracts in those circumstances; and
15.2.3	provide for the recording of reasons for entering into contracts other than those resulting from the tender process; and
15.2.4	are consistent with any requirement prescribed by the regulations.
15.3	The power pursuant to Section 49(3) of the Act to, at any time, alter a policy under Section 49 of the Act, or substitute a new policy or policies (but not so as to affect any process that has already commenced).
15.4	The duty pursuant to Section 49(4) of the Act to make available for inspection (without charge) a policy adopted under this Section at the principal office of Council during office hours.
16. Public Consultation Policies	
16.1	The power and duty pursuant to Section 50(1) and (2) of the Act to prepare and adopt a public consultation policy which sets out the steps the Council will follow:
16.1.1	in cases where the Act requires the Council to follow its public consultation policy; and
16.1.2	in other cases involving Council decision making, if relevant.
16.2	The duty pursuant to Section 50(3) of the Act to include in the steps set out in the public consultation policy reasonable opportunities for interested persons to make submissions in cases where the Act requires the Council to follow its public consultation policy and to make other arrangements appropriate to other classes of decisions, within the

INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

	scope of the policy.
16.3	The duty pursuant to Section 50(4) of the Act to ensure that the public consultation policy, in cases where the Act requires the policy to be followed, provides for:
16.3.1	the publication of a notice:
16.3.1.1	in a newspaper circulating within the area of the Council; and
16.3.1.2	on a website determined by the Chief Executive Officer,
	describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and
16.3.2	the consideration of any submissions made in response to that invitation.
16.4	The power pursuant to Section 50(5) of the Act, to, from time to time, alter the Council's public consultation policy, or substitute a new policy.
16.5	Before the Council or the Delegate adopts a public consultation policy or alters, or substitutes a public consultation policy, the duty pursuant to Section 50(6) of the Act to:
16.5.1	prepare a document that sets out its proposal in relation to the matter; and
16.5.2	publish in a newspaper circulating within the area of the Council, a notice of the proposal inviting interested persons to make submissions on the proposal within a period stated in the notice, which must be at least one month;
16.5.3	consider any submissions made in response to an invitation made under Section 50(6)(d) of the Act.
16.6	The power pursuant to Section 50(7) of the Act to determine if the alteration of a public consultation policy is of minor significance that would attract little or no community interest.
16.7	The duty pursuant to Section 50(8) of the Act to ensure the public consultation policy is available for inspection (without charge) at the principal office of Council during ordinary office hours.

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18. Inspection of Register	
18.1	The duty pursuant to Section 70(1) of the Act to make available for inspection (without charge) the Register of Interests at the principal office of the Council during ordinary office hours.
19. Reimbursement of Expenses	
19.1	The power pursuant to Section 77(1)(b) of the Act to reimburse to members of the Council expenses of a kind prescribed for the purposes of Section 77(1)(b) of the Act and approved by the Council (either specifically or under a policy established by the Council for these purposes) incurred in performing or discharging official functions and duties.
19.2	The duty pursuant to Section 77(3) of the Act to make available for inspection (without charge) any policy of Council concerning these reimbursements at the principal office of the Council during ordinary office hours.
20. Register of Allowances and Benefits	
20.1	The duty pursuant to Section 79(3) of the Act to make available for inspection (without charge) the Register of Allowances and Benefits, at the principal office of the Council during ordinary office hours.
21. Insurance of members	
21.1	The duty pursuant to Section 80 of the Act to take out a policy of insurance insuring every member of the Council and a spouse, domestic partner or another person who may be accompanying a member of the Council, against risks associated with the performance or discharge of official functions and duties by members.

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22. Training and Development	
22.1	The power and duty pursuant to Section 80A(1) of the Act to prepare and adopt a training and development policy in accordance with Section 80A(2) of the Act for the Council's members.
22.2	The duty pursuant to Section 80A(2) of the Act to ensure that the Council's training and development policy is aimed at assisting the Council's members in the performance and discharge of their functions and duties.
22.3	The power pursuant to Section 80A(3) of the Act to, from time to time, alter the Council's training and development policy or substitute a new policy.
22.4	The duty pursuant to Section 80A(4) and (5) of the Act to make available the training and development policy for inspection (without charge) at the principal office of the Council during ordinary office hours and for purchase (on payment of a fee fixed by the Council).
23. Committee Meetings	
23.1	The power pursuant to Section 87(1) of the Act and in accordance with Section 87(2) of the Act to determine the times and places of ordinary meetings of Council committees.
23.2	The duty pursuant to Section 87(2) of the Act in appointing a time for the holding of an ordinary meeting of a Council committee to take into account:
23.2.1	the availability and convenience of members of the committee; and
23.2.2	the nature and purpose of the committee.
24. Meetings To Be Held in Public Except in Special Circumstances	
24.1	The duty pursuant to Section 90(7) of the Act to make a note in the minutes of the making of an order under Section 90(2) of the Act and the grounds on which it was made.
24.2	The power pursuant to Section 90(8a)(a) of the Act to adopt a policy on the holding of informal gatherings or discussions subject to Section 90(8b) of the Act.
24.3	The power pursuant to Section 90(8c) of the Act, to, from time to time, alter the Council's policy or substitute a new policy.

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25. Minutes and Release of Documents	
25.1	The duty pursuant to Section 91(3) to supply each member of the Council with a copy of all minutes of the proceedings of the Council or Council committee meeting, within 5 days after that meeting.
25.2	Subject to Section 91(7), the duty pursuant to Section 91(4) of the Act to place a copy of the minutes of a meeting of the Council on public display in the principal office of the Council within 5 days after the meeting and to keep those minutes on display for a period of 1 month.
25.3	Subject to Section 91(7) of the Act, the duty pursuant to Section 91(5) of the Act to make available for inspection, without payment of a fee, at the principal office of the Council:
25.3.1	minutes of the Council and Council committee meetings; and
25.3.2	reports to the Council or to a Council committee received at a meeting of the Council or Council committee; and
25.3.3	recommendations presented to the Council in writing and adopted by resolution of the Council; and
25.3.4	budgetary or other financial statements adopted by the Council.
26. Access to Meetings and Documents – Code of Practice	
26.1	The power and duty pursuant to Section 92(1) of the Act, and subject to Section 92(4) of the Act, to prepare and adopt a Code of Practice relating to the principles, policies, procedures and practices that the Council will apply for the purposes of the operation of Parts 3 and 4 of Chapter 6 of the Act.
26.2	The power and duty pursuant to Section 92(2) of the Act to review the operation of the Council's Code of Practice within 12 months after the conclusion of each periodic election.
26.3	The power pursuant to Section 92(3) of the Act, to, at any time, alter the Council's code of practice or substitute a new code of practice.
26.4	The duty pursuant to Section 92(5) of the Act to ensure that before the Council or the Delegate adopts, alters or substitutes a code of practice that:
26.4.1	copies of the proposed code, alterations or substitute code (as the case may be) are made available for inspection or purchase at the Council's principal office and available for inspection on a website determined by the Chief Executive Officer; and

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26.4.2	the relevant steps set out in the Council's Public Consultation Policy are followed.
26.5	The duty pursuant to Section 92(6) and (7) of the Act to ensure that the Code of Practice is available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of Council during ordinary office hours.
27. Meetings of Electors	
27.1	The power pursuant to Section 93(1) of the Act to convene a meeting of electors of the area or part of the area of the Council.
27.2	The duty pursuant to Section 93(11) of the Act to provide each member of the Council with a copy of the minutes of any meeting of electors within 5 days of that meeting.
27.3	The power pursuant to Section 93(14) of the Act to determine the procedure for the purposes of making a nomination under Sections 93(3)(a)(ii) or 93(3)(b)(ii).
28. Obstructing of Meetings	
28.1	The power pursuant to Section 95 of the Act to take proceedings under the Act against a person who intentionally obstructs or hinders proceedings at a meeting of the Council or a Council committee or at a meeting of electors.
29. Register of Remuneration Salaries and Benefits	
29.1	The duty pursuant to Section 105(3) of the Act to make available the Register of Salaries of employees of the Council for inspection by the public at the principal office of the Council during ordinary office hours.
30. Certain Periods Of Service To Be Regarded As Continuous	
30.1	The duty pursuant to Sections 106(2) and 106(2a) of the Act to ensure any other council receives within one month of the Council having received written notice requiring payment, the appropriate contribution to an employee's service benefits.
30.2	The duty pursuant to Section 106(4) of the Act to supply to any other council, at its request, details of the service of an employee or former employee of the Council.
30.3	The duty pursuant to Section 106(5) of the Act to hold and apply a payment or contribution received by the Council under Section 106 in accordance with the Regulations.

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31.6	Deliberately left blank
32. Application of Division	
32.1	The power pursuant to Section 111(b) of the Act to declare any other officer, or any other officer of a class, to be subject to the operation of Chapter 7, Part 4, Division 1 of the Act.
33. Certain Aspects of Strategic Management Plans	
33.1	The duty pursuant to Section 122(6) of the Act to develop a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the Council's development and review of its strategic management plans.
33.2	The duty pursuant to Section 122(7) of the Act to ensure that copies of the Council's strategic management plans are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.
34. Annual Business Plans and Budgets	
34.1	Before the Council adopts an annual business plan, the duty pursuant to Section 123(3) of the Act to, -
34.1.1	prepare a draft annual business plan; and
34.1.2	follow the relevant steps set out in the Council's public consultation policy, taking into account and complying with the requirements of Section 123(4) of the Act.
34.2	The duty pursuant to Section 123(5) of the Act to ensure that copies of the draft annual business plan are available at the meeting arranged pursuant to and in accordance with Section 123(4)(a)(i) and (4)(b) of the Act, and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council and on the website at least 21 days before the date of that meeting.

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34.3	The duty pursuant to Section 123(5a) of the Act to ensure that provision is made for:
34.3.1	a facility for asking and answering questions; and
34.3.2	the receipt of submissions,
	on the Council's website during the public consultation period.
34.4	After the Council has adopted an annual business plan and a budget, the duty, pursuant to Section 123(9) of the Act, to:
34.4.1	ensure:
34.4.1.1	that a summary of the annual business plan is prepared in accordance with the requirements set out at Sections 123(10), (11) and (12) of the Act, so as to assist in promoting public awareness of the nature of the Council's services and the Council's rating and financial management policies, taking into account its objectives and activities for the ensuing financial year; and
34.4.1.2	that a copy of the summary of the annual business plan accompanies the first rates notice sent to ratepayers after the declaration of the Council's rates for the financial year; and
34.4.2	ensure:
34.4.2.1	that copies of the annual business plan and the budget (as adopted) are available for inspection (without charge) or purchase (on payment of a fee fixed by the Council); and
34.4.2.2	that copies of the summary of the annual business plan are available for inspection and to take (without charge),
	at the principal office of the Council; and
34.4.3	ensure that electronic copies of the annual business plan and the budget (as adopted) are published on a website determined by the Chief Executive Officer.
35. Accounting Records to be Kept	
35.1	The duty pursuant to Section 124(1) of the Act to:
35.1.1	keep such accounting records as correctly and adequately

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	record and explain the revenues, expenses, assets and liabilities of the Council;
35.1.2	keep the Councils accounting records in such manner as will enable:
35.1.2.1	the preparation and provision of statements that fairly present financial and other information; and
35.1.2.2	the financial statements of the Council to be conveniently and properly audited.
35.2	The power pursuant to Section 124(2) to determine the form or forms and the place or places (within the state) to keep the accounting records of the Council.
36. Internal Control Policies	
36.1	The duty pursuant to Section 125 of the Act to ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner, to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.
37. Audit Committee	
37.1	The power and duty pursuant to Section 126(1) of the Act to appoint an audit committee in accordance with Section 126(2) of the Act.
37.2	If an audit committee is appointed by the Delegate or the Council, the power to determine the membership of any audit committee in accordance with Section 126(2) of the Act.
38. Financial Statements	
38.1	The duty pursuant to Section 127(1) of the Act to prepare for each financial year:
38.1.1	financial statements and notes in accordance with standards prescribed by the regulations; and
38.1.2	other statements and documentation referring to the financial affairs of the Council required by the Regulations.
38.2	The duty pursuant to Section 127(2) of the Act to ensure that the financial statements prepared for the Council pursuant to Section 127(1) of the Act:

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38.2.1	are prepared as soon as is reasonably practicable after the end of the relevant financial year and in any event before the day prescribed by the Regulations; and
38.2.2	comply with standards and principles prescribed by the Regulations; and
38.2.3	include the information required by the Regulations.
38.3	The duty pursuant to Section 127(3) of the Act to submit for auditing by the Council's auditor the statements prepared for each financial year.
38.4	The duty pursuant to Section 127(4) of the Act to submit a copy of the auditor's statements to the persons or bodies prescribed by the Regulations on or before the day prescribed by the Regulations.
38.5	The duty pursuant to Section 127(5) of the Act to ensure that copies of the Council's audited statements are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.
39. The Auditor	
39.1	The power and duty pursuant to and in accordance with Section 128(2), (3), (4), (4a), (5), (6), (7) and (8) of the Act to appoint an auditor on the recommendation of the Council's audit committee.
39.2	The duty pursuant to Section 128(8) of the Act to comply with any requirements prescribed by the Regulations with respect to providing for the independence of the auditor.
39.3	The duty pursuant to Section 128(9) of the Act to ensure that the following information is included in the Council's annual report:
39.3.1	information on the remuneration payable to the Council's auditor for work performed during the relevant financial year, distinguishing between:
39.3.1.1	remuneration payable for the annual audit of the Council's financial statements; and
39.3.1.2	other remuneration;
39.3.2	if a person ceases to be the auditor of the Council during the relevant financial year, other than by virtue of the expiration of his or her term of appointment and is not being reappointed to the office - the reason or reasons why the appointment of the Council's auditor came to an end.

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40. Conduct of Audit	
40.1	The duty pursuant to Section 129(9) of the Act to ensure the opinions under Section 129(3) of the Act provided to Council under Section 129 of the Act accompany the financial statements of the Council.
41. Other Investigations	
41.1	The power, pursuant to and in accordance with Sections 130A(1) and (2) of the Act, as the Delegate thinks fit, to request the Council's auditor, or some other person determined by the Delegate to be suitably qualified in the circumstances, to examine and report on any matter relating to financial management, or the efficiency and economy with which the Council manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of an annual audit under Division 4 of Chapter 8 of the Act and that is considered by the Delegate to be of such significance as to justify an examination under this Section.
41.2	Unless Section 130A(7) of the Act applies, the duty pursuant to Section 130A(6) of the Act to place the report prepared pursuant to Section 130A(1) of the Act on the agenda for consideration:
41.2.1	unless Section 130A(6)(b) of the Act applies – at the next ordinary meeting of the Council in accordance with Section 130A(6)(a), of the Act;
41.2.2	if the agenda for the next ordinary meeting of the Council has already been sent to members of the Council at the time that the report is provided to the principal member of the Council – at the ordinary meeting of the Council next following the meeting for which the agenda has already been sent unless the principal member of the Council determines, after consultation with the Chief Executive Officer, that the report should be considered at the next meeting of the Council as a late item on the agenda in accordance with Section 130A(6)(b) of the Act.
42. Annual Report to be Prepared and Adopted	
42.1	The duty pursuant to Section 131(1) of the Act and in accordance with Sections 131(2) and (3) of the Act, to prepare and adopt on or before 30 November each year, an annual report relating to the operations of the Council for the financial year ending on the preceding 30 June.
42.2	The duty pursuant to Section 131(2) and (3) of the Act to include in that report the material, and include specific reports on the matters, specified in Schedule 4 as amended from time to time by regulation.
42.3	The duty pursuant to Section 131(4) of the Act to provide a copy of the

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	annual report to each member of the Council.
42.4	The duty pursuant to Section 131(5) of the Act to submit a copy of the annual report to:
42.4.1	the Presiding Member of both Houses of Parliament; and
42.4.2	to the persons or body prescribed by the Regulations,
	on or before the date determined under the Regulations.
42.5	The power pursuant to Section 131(7) of the Act to provide to the electors for the area an abridged or summary version of the annual report.
42.6	The duty pursuant to Section 131(8) of the Act to ensure that copies of Council's annual report are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.
43. Access to Documents	
43.1	The duty pursuant to Section 132(1) of the Act to ensure a member of the public is able:
43.1.1	to inspect a document referred to in Schedule 5 of the Act at the principal office of the Council during ordinary office hours without charge; and
43.1.2	to purchase a document referred to in Schedule 5 to the Act at the principal office of the Council during ordinary office hours for a fee fixed by the Council.
43.2	The power pursuant to Section 132(2) of the Act to make a document available in electronic form for the purposes of Section 132(1)(a).
43.3	The power and duty, pursuant to and in accordance with Section 132 (3) of the Act, to make the following documents available for inspection on a website determined by the Chief Executive Officer within a reasonable time after they are available at the principal office of the Council:
43.3.1	agendas for meetings of the Council or Council committees;
43.3.2	minutes of meetings of the Council or Council committees;
43.3.3	codes of conduct or codes of practice adopted by the Council under this Act or the Local Government (Elections) Act 1999;
43.3.4	the Council's contract and tenders policies, public consultation

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	policy and order-making policies;
43.3.5	the Council's draft annual business plan, annual business plan (as adopted by the council) and the summary of the annual business plan required under Part 2 of this Chapter;
43.3.6	the Council's budget (as adopted by the Council for a particular year);
43.3.7	a list of fees and charges imposed by the Council under this Act;
43.3.8	by-laws made by the Council and any determination in respect of a by-law made under Section 246(3)(e) of the Act;
43.3.9	procedures for the review of decisions established by the Council under Part 2 of Chapter 13;
43.3.10	the audited financial statements of the Council;
43.3.11	the annual report of the Council;
43.3.12	the Council's most recent information statement under the Freedom of Information Act 1991, unless the Council provides it as part of the annual report of the Council.
44. Related Administrative Standards	
44.1	The power and duty pursuant to Section 132A of the Act to ensure that appropriate policies, practices and procedures are implemented and maintained in order:
44.1.2	to ensure compliance with any statutory requirements; and
44.1.2	to achieve and maintain standards of good public administration.
45. Sources of Funds	
45.1	Subject to the Act, the power pursuant to Section 133 of the Act to obtain funds as permitted under the Act or another Act and as may otherwise be appropriate in order to carry out the Council's functions under the Act or another Act.
46. Ability of a Council to Give Security	
46.1	The power pursuant to Section 135(1) of the Act and subject to Section 135(2) of the Act to provide various forms of security, including:
46.1.1	guarantees (including guarantees relating to the liability of a

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	subsidiary of the Council);
46.1.2	debentures charged on the general revenue of the Council (including to support a guarantee provided under Section 135(1) of the Act);
46.1.3	bills of sale, mortgages or other charges (including to support a guarantee provided under Section 135(1)(a) of the Act.
46.2	The power and duty pursuant to Section 135(2) of the Act, if the Council or the Delegate proposes to issue debentures on the general revenue of the Council to:
46.2.1	assign a distinguishing classification to the debentures to be included in the issue so as to distinguish them from those included or to be included in previous or subsequent issues; and
46.2.2	if the debentures are being offered generally to members of the public, appoint a trustee for the debenture holders.
47. Expenditure of Funds	
47.1	Subject to the Act or another Act, the power pursuant to Section 137 of the Act to expend the Council's approved budgeted funds in the exercise, performance or discharge of the Council's powers, functions or duties under the Act or other Acts.
48. Investment Powers	
48.1	The power pursuant to Section 139(1) of the Act to invest money under the Council's control.
48.2	The duty pursuant to Section 139(2) of the Act in exercising the power of investment, to:
48.2.1	exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
48.2.2	avoid investments that are speculative or hazardous in nature.
48.3	The duty pursuant to Section 139(3) of the Act to take into account when exercising the power of investment, so far as is appropriate in the circumstances and without limiting the matters which may be taken into account, the following matters:
48.3.1	the purposes of the investment;

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48.3.2	the desirability of diversifying Council investments;
48.3.3	the nature of and risk associated with existing Council investments;
48.3.4	the desirability of maintaining the real value of the capital and income of the investment;
48.3.5	the risk of capital or income loss or depreciation;
48.3.6	the potential for capital appreciation;
48.3.7	the likely income return and the timing of income return;
48.3.8	the length of the term of a proposed investment;
48.3.9	the period for which the investment is likely to be required;
48.3.10	the liquidity and marketability of a proposed investment during, and on determination of, the term of the investment;
48.3.11	the aggregate value of the assets of the Council;
48.3.12	the likelihood of inflation affecting the value of a proposed investment;
48.3.13	the costs of making a proposed investment;
48.3.14	the results of any review of existing Council investments.
48.4	Subject to the matters specified in Section 139(3) of the Act, the power pursuant to Section 139(4) of the Act, so far as may be appropriate in the circumstances, to have regard to:
48.4.1	the anticipated community benefit from an investment; and
48.4.2	the desirability of attracting additional resources into the local community.
48.5	The power pursuant to Section 139(5) of the Act to obtain and consider independent and impartial advice about the investment of funds or the management of the Council's investments from the person whom the Delegate reasonably believes to be competent to give the advice.
49. Review of Investment	
49.1	The duty pursuant to Section 140 of the Act to review the performance (individually and as a whole) of the Council's investments, at least once in each year.

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50. Gifts to a Council	
50.1	Within the confines of Section 44(3) of the Act:
50.1.1	the power pursuant to Section 141(1) of the Act to accept a gift made to the Council;
50.1.2	the power pursuant to Section 141(2) of the Act to carry out the terms of any trust (if any) that affects a gift to Council;
50.1.3	the power pursuant to Section 141(3) of the Act to apply to the Supreme Court for an order varying the terms of a trust for which the Council has been constituted a trustee;
50.1.4	where a variation is sought in the terms of a trust, the duty pursuant to Section 141(4) of the Act to give notice describing the nature of the variation by public notice and in any other such manner as may be directed by the Supreme Court; and
50.1.5	the duty pursuant to Section 141(6) of the Act to publish a copy of any order of the Supreme Court to vary the terms of the trust, in the <i>Gazette</i> , within 28 days after that order is made.
51. Duty to Insure Against Liability	
51.1	The duty pursuant to Section 142 of the Act to take out and maintain insurance to cover the Council's civil liabilities at least to the extent prescribed by the Regulations.
52. Writing off Bad Debts	
52.1	The power pursuant to Section 143(1) of the Act to write off any debts owed to the Council:
52.1.1	if the Council has no reasonable prospect of recovering the debts; or
52.1.2	if the costs of recovery are likely to equal or exceed the amount to be recovered,
	up to and including an amount of \$5,000.00 in respect of any one debt.
52.2	The duty pursuant to Section 143(2) of the Act to ensure that no debt is written off unless the Chief Executive Officer has certified:
52.2.1	reasonable attempts have been made to recover the debt; or
52.2.2	the costs of recovery are likely to equal or exceed the amount to be recovered.

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53. Recovery of Amounts due to Council	
53.1	The power pursuant to Section 144(1) of the Act to recover as a debt, by action in a Court of competent jurisdiction, any fee, charge, expense or other amount recoverable from a person or payable by a person under this or another Act.
53.2	The power pursuant to Section 144(2), (3) and (4) of the Act to recover any fee, charge, expense or other amount as if it were a rate declared on the property, after giving at least 14 days notice requiring payment, where the fee, charge, expense or other amount payable to the Council relates to something done in respect of rateable or other property.
54. Land Against Which Rates May be Assessed	
54.1	The power and duty pursuant to Section 148(2) of the Act to make decisions about the division of land and the aggregation of land for the purposes of Section 148(1) of the Act fairly and in accordance with principles and practices that apply on a uniform basis across the area of the Council.
55. Basis of Rating	
55.1	Before the Council:
55.1.1	changes the basis of the rating of any land (including by imposing differential rates on land that has not been differentially rated in the preceding financial year, or by no longer imposing differential rates on land that has been differentially rated in the preceding financial year); or
55.1.2	changes the basis on which land is valued for the purposes of rating; or
55.1.3	changes the imposition of rates on land by declaring or imposing a separate rate, service rate or service charge on any land;
the power and duty pursuant to Section 151(5)(d) and (e) of the Act to:	
55.1.4	prepare a report on the proposed change in accordance with Section 151(6) of the Act; and
55.1.5	follow the relevant steps set out in its public consultation policy in accordance with Section 151(7) of the Act.
55.2	The duty pursuant to Section 151(8) of the Act to ensure that copies of the report required under Section 151(5)(d) of the Act are available at the meeting held under Section 151(7)(a)(i) of the Act, and for

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inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council at least 21 days before the end of the period for public consultation.	
56. General Rates	
56.1	The power pursuant to Section 152(2)(d) and (3) of the Act to determine, on application, if two or more pieces of rateable land within the area of the Council constitute a single farm enterprise.
57. Service Rates and Service Charges	
57.1	The duty pursuant to Section 155(6) of the Act, subject to Section 155(7) of the Act, to apply any amounts held in a reserve established in connection with the operation of Section 155(5) of the Act for purposes associated with improving or replacing Council assets for the purposes of the relevant prescribed service.
57.2	The power pursuant to Section 155(7) of the Act, if a prescribed service under Section 155(6) of the Act is, or is to be, discontinued, to apply any excess funds held by the Council for the purposes of the service (after taking into account any expenses incurred or to be incurred in connection with the prescribed service) for another purpose specifically identified in the Council's annual business plan as being the purpose for which the funds will now be applied.
58. Basis of Differential Rates	
58.1	The power pursuant to Section 156(3), (9), (10), (11) of the Act to attribute the use of the land for any basis for a differential rate and to decide objections to any of those attributions.
58.2	The power and duty pursuant to Section 156(14a) of the Act, before the Council changes from declaring differential rates in relation to any land on the basis of a differentiating factor under either paragraphs (a), (b) or (c) of Section 156(1) of the Act to a differentiating factor under another of those paragraphs, to -
58.2.1	prepare a report on the proposed change in accordance with Section 156(14b) of the Act; and
58.2.2	follow the relevant steps set out in its public consultation policy in accordance with Section 156(14d) of the Act.
58.3	The duty pursuant to Section 156(14e) of the Act to ensure that copies of the report required under Section 156(14a)(a) of the Act are available at the meeting held under Section 156(14d)(a)(i); and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council at least 21 days before

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the end of the period for public consultation.	
59. Notice of Differentiating Factors	
59.1	If the Council declares differential rates, the duty pursuant to Section 157 of the Act in each rates notice, to specify the differentiating factor or combination of factors that governs the calculation of rates on the land to which the account relates.
60. Preliminary	
60.1	The power pursuant to Section 159(1) of the Act to determine the manner and form and such information as the Delegate may reasonably require, for a person or body to apply to the Council to determine if grounds exist for the person or body to receive a rebate of rates.
60.2	The power pursuant to Section 159(3) to grant a rebate of rates if satisfied that it is appropriate to do so (whether on application or on the Delegate's own initiative).
60.3	The power pursuant to Section 159(4) of the Act to increase the rebate on the Delegate's initiative, if a rebate specifically fixed by Division 5 Chapter 10 of the Act is less than 100%.
60.4	The power pursuant to Section 159(10) of the Act to determine, for proper cause, that an entitlement to a rebate of rates in pursuance of Division 5 no longer applies.
61. Rebate of Rates - Community Services	
61.1	The power pursuant to Section 161(1) and (3) of the Act to grant a rebate of more than 75% of the rates on land being predominantly used for service delivery or administration (or both) by a community service organisation, where that organisation:
61.1.1	is incorporated on a not-for-profit basis for the benefit of the public; and
61.1.2	provides community services without charge or for charge that is below the cost to the body of providing their services; and
61.1.3	does not restrict its services to persons who are members of the body.
62. Rebate of Rates - Educational Purposes	
62.1	The power pursuant to Section 165(1) and (2) of the Act to grant a rebate of rates at more than 75% on land:

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62.1.1	occupied by a Government school under a lease or license and being used for educational purposes; or
62.1.2	occupied by non-Government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or
62.1.3	land being used by University or University College to provide accommodation and other forms of support for students on a not-for-profit basis.
63. Discretionary Rebates of Rates	
63.1	The duty pursuant to Section 166(1a) of the Act to take into account, in deciding an application for a rebate under Section 166(1)(d), (e), (f), (g), (h), (i) or (j):
63.1.1	the nature and extent of the Council's services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
63.1.2	the community need that is being met by activities being carried out on the land for which the rebate is sought; and
63.1.3	the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons;
63.1.4	any other matter considered relevant by the Council or the Delegate.
63.2	The power pursuant to Section 166(1), (2) and (4) of the Act and taking into account Section 166(1a) of the Act and in accordance with Section 166(3b) of the Act to grant a rebate of rates or service charges on such conditions as the Delegate sees fit and such rebate may be up to and including 100% of the relevant rates or service charge, in the following cases:
63.2.1	where the rebate is desirable for the purpose of securing the proper development of the area or part of the area;
63.2.2	where the rebate is desirable for the purpose of assisting or supporting a business in the area;
63.2.3	where the rebate will be conducive to the preservation of buildings or places of historic significance;
63.2.4	where the land is being used for educational purposes;

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63.2.5	where the land is being used for agricultural, horticultural or floricultural exhibitions;
63.2.6	where the land is being used for a hospital or health centre;
63.2.7	where the land is being used to provide facilities or services for children or young persons;
63.2.8	where the land is being used to provide accommodation for the aged or disabled;
63.2.9	where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;
63.2.10	where the land is being used by an organisation which, in the opinion of the Delegate, provides a benefit or a service to the local community;
63.2.11	where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;
63.2.12	where the rebate is considered by the Delegate to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to:
63.2.12.1	redistribution of the rates burden within the community arising from a change to the basis or structure of the Council's rates; or
63.2.12.2	change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.
63.2.13	where the rebate is considered by the Delegate to be appropriate to provide relief in order to avoid what would otherwise constitute:
63.2.13.1	liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the Council in its annual business plan; or
63.2.13.2	liability that is unfair or unreasonable;
63.2.14	where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; or

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63.2.15 where the rebate is contemplated under another provision of the Act.	
63.3	The power pursuant to Section 166(3) of the Act to grant a rebate of rates or charges for a period exceeding 1 year but not exceeding 10 years in the following cases:
63.3.1	where the rebate is desirable for the purpose of securing a proper development of the area or part of the area; or
63.3.2	where the rebate is desirable for the purpose of assisting or supporting a business in the area; or
63.3.3	where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment.
63.4	The power pursuant to Section 166(3a) of the Act to grant a rebate of rates or charges under Section 166(1)(l) of the Act for a period exceeding 1 year but not exceeding 3 years.
64. Valuation of Land for the Purposes of Rating	
64.1	The power pursuant to Section 167(1) of the Act to adopt valuations that are to apply to land within the Council's area, for rating purposes for a particular financial year.
64.2	For the purpose of adopting a valuation of land for rating, the duty pursuant to Section 167(2) of the Act and in accordance with Section 167(3), (4) and (5) of the Act, to adopt:
64.2.1	valuations made, or caused to be made, by the Valuer-General; or
64.2.2	valuations made by a valuer employed or engaged by the Council, or by a firm or consortium of valuers engaged by the Council;
or a combination of both.	
64.3	The duty pursuant to Section 167(6) of the Act to publish a notice of the adoption of valuations in the <i>Gazette</i> , within 21 days after the date of the adoption.
65. Valuation of Land	
65.1	The power pursuant to Section 168(1) of the Act to request the Valuer-General to value any land within the Council's area (being land that is

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	capable of being separately rated).
65.2	The duty pursuant to Section 168(2) of the Act to furnish to the Valuer-General any information requested by the Valuer General for the purposes of valuing land within the area of the Council.
65.3	The power and duty pursuant to Section 168(3)(b) and (c) of the Act to enter a valuation in the assessment record, as soon as practicable after the valuation has been made and to give notice of the valuation to the principal ratepayer in accordance with the Regulations.
66. Objections to Valuations Made by Council	
66.1	The duty pursuant to Section 169(1), (2), (3), (4) and (5) of the Act to refer an objection to a valuation of land to the valuer who made the valuation and to request the valuer to reconsider the valuation, where:
66.1.1	the objection does not involve a question of law; and
66.1.2	the objection is made in writing (setting out a full and detailed statement of the grounds on which the objection is based); and
66.1.3	is made within 60 days after the date of service of the notice of the valuation to which the objection relates (unless the Delegate, in his/her discretion, allows an extension of time for making the objection).
66.2	The power pursuant to Section 169(3)(b) of the Act to grant an extension of time for making an objection to a valuation of land.
66.3	The duty pursuant to Section 169(7) of the Act to give the objector written notice of the outcome of the reconsideration of the objection.
66.4	The duty pursuant to and in accordance with Section 169(8) and (9) of the Act to refer the valuation to the Valuer-General for further review, if the objector remains dissatisfied with the valuation and requests such further review, provided the request is:
66.4.1	in the prescribed manner and form;
66.4.2	made within 21 days after the objector receives notice of the outcome of his or her initial objection; and
66.4.3	accompanied by the prescribed fee.
66.5	The power pursuant to Section 169(15)(b) of the Act to apply to SACAT for a review of the decision of a valuer after a further review on a request under Section 169(8) of the Act, in accordance with Section 169(15a) of the Act.

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67. Notice of Declaration of Rates	
67.1	The duty pursuant to Section 170 of the Act to ensure the notice of declaration of a rate or service charge is published in the <i>Gazette</i> and in a newspaper circulating in the area within 21 days after the date of the declaration.
68. Alterations to Assessment Record	
68.1	The power pursuant to Section 173(3) and (5) of the Act to determine the procedure for a review of a decision by the Chief Executive Officer on an application for alteration of the assessment record.
68.2	The duty pursuant to Section 173(6) of the Act to give a person written notice of Council's decision on a review of a decision of the Chief Executive Officer concerning alteration of the assessment record.
69. Inspection of Assessment Record	
69.1	The duty pursuant to Section 174(1) and (2) of the Act to ensure that the assessment record is available for inspection and purchase of an entry (on payment of a fee fixed by the Council), by the public at the principal office of the Council during ordinary office hours.
70. Liability for Rates	
70.1	The power pursuant to Section 178(3) of the Act and subject to Section 178(9) of the Act to recover rates as a debt from:
70.1.1	the principal ratepayer; or
70.1.2	any other person (not being a principal ratepayer) who is an owner or occupier of the land; or
70.1.3	any other person who was at the time of the declaration of the rates an owner or occupier of the land.
70.2	The power pursuant to Section 178(4) of the Act by written notice to a lessee or a licensee of land in respect of which rates have fallen due, to require him or her to pay to the Council rent or other consideration payable under the lease or a licence in satisfaction of any liability for rates.
70.3	Where a notice under Section 178(4) of the Act is given to a lessee or a licensee of land, the power pursuant to Section 178(5) of the Act to make and give notice of an additional charge of 5% of the amount in arrears, as payable and recoverable as part of the debt for unpaid rates.

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70.4	The power pursuant to Section 178(6) of the Act to remit the charge of 5% of the amount in arrears payable under the Act in whole or in part.
71. Liability for Rates if Land is Not Rateable for the Whole of the Financial Year	
71.1	The power pursuant to Section 179(2) of the Act to adopt a valuation of land that has become rateable after the adoption of valuations by the Council for the relevant financial year.
71.2	The duty pursuant to Section 179(5) of the Act to refund to the principal ratepayer an amount proportionate to the remaining part of the financial year, if land ceases to be rateable during the course of a financial year and the rates have been paid.
72. Service of Rate Notice	
72.1	The duty pursuant to Section 180(1) of the Act and in accordance with Section 180(2) of the Act to send to the principal ratepayer or, in the case of a service charge, the owner or occupier of the relevant land, a rates notice, as soon as practicable after:
72.1.1	the declaration of a rate; or
72.1.2	the imposition of a service charge; or
72.1.3	a change in the rates liability of land.
73. Payment of Rates – General Principles	
73.1	The power pursuant to Section 181(2) of the Act to determine the day on which each instalment of rates falls due in the months of September, December, March and June of the financial year for which the rates are declared.
73.2	If the Council declares a general rate for a particular financial year after 31 August in that financial year, the power, pursuant to Section 181(3) of the Act, to adjust the months in which instalments would otherwise be payable under Section 181(1) (taking into account what is reasonable in the circumstances).
73.3	The power pursuant to Section 181(4)(b) of the Act to agree with the principal ratepayer that rates will be payable in such instalments falling due on such days as may be specified in the agreement and in that event, the ratepayer's rates will then be payable accordingly.
73.4	The duty pursuant to Section 181(5) of the Act in relation to each instalment of rates to send a rates notice to the principal ratepayer shown in the assessment record in respect of the land setting out in

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	accordance with Sections 181(6) and (7) of the Act:
73.4.1	the amount of the instalment; and
73.4.2	the date on which the instalment falls due, or in the case where payment is to be postponed under another provision of the Act, the information prescribed by the Regulations.
73.5	The power pursuant to Section 181(7a) of the Act where the Council has entered into an agreement with a principal rate payer under Section 181(4)(b) of the Act, as part of the agreement, to vary the periods for the provision of a notice under Section 181(7) of the Act.
73.6	The power pursuant to Section 181(9) of the Act to remit any amount payable under Section 181(8) of the Act in whole or in part.
73.7	The power pursuant to Section 181(11) of the Act to grant discounts or other incentives in order to encourage:
73.7.1	the payment of instalments of rates in advance; or
73.7.2	prompt payment of rates.
73.8	The power pursuant to Section 181(12)(b) of the Act to impose a surcharge or administrative levy not exceeding 1% of the rates payable in a particular financial year with respect to the payment of rates by instalments under Section 181(4)(b) of the Act.
73.9	The power pursuant to Section 181(13) and subject to Section 44(3)(b) of the Act in relation to the payment of separate rates or service rates, by written notice incorporated in a notice for the payment of those rates sent to the principal ratepayer shown in the assessment record in respect of the land at the address shown in the assessment record, at least 30 days before an amount is payable in respect of the rates for a particular financial year, to impose a requirement that differs from the requirements of Section 181 of the Act.
73.10	The power pursuant to Section 181(15) of the Act to decide that rates of a particular kind will be payable in more than 4 instalments in a particular financial year and in such case:
73.10.1	the instalments must be payable on a regular basis (or essentially a regular basis) over the whole of the financial year, or the remainder of the financial year depending on when the rates are declared; and
73.10.2	the Delegate must give at least 30 days notice before an instalment falls due.

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74. Remission and Postponement of Payment	
74.1	The power pursuant to Section 182(1) of the Act to decide on the application of a ratepayer that payment of rates in accordance with the Act would cause hardship and, if so, to:
74.1.1	postpone payment in whole or in part for such period as the Delegate thinks fit; or
74.1.2	remit the rates in whole or in part.
74.2	The power pursuant to Section 182(2) of the Act on a postponement of rates:
74.2.1	to grant the postponement on condition that the ratepayer pay interest on the amount affected by the postponement at a rate fixed by the Delegate (but not exceeding the cash advance debenture rate);
74.2.2	to grant the postponement on other conditions determined by the Delegate; and
74.2.3	to revoke the postponement, at the Delegate's discretion (in which case the Delegate must give the ratepayer at least 30 days written notice of the revocation before taking action to recover rates affected by the postponement).
74.3	The power pursuant to Section 182(3) of the Act to grant other or additional postponements of rates:
74.3.1	to assist or support a business in the Council's area; or
74.3.2	to alleviate the affects of anomalies that have occurred in valuations under the Act.
74.4	The power pursuant to Section 182(4) of the Act to grant other or additional remissions of rates on the same basis as applies under the Rates and Land Tax Remission Act 1986, (such remissions will be in addition to the remissions that are available under that Act).
74.5	The power pursuant to Section 182(5) of the Act to require a ratepayer who claims to be entitled to a remission of rates by virtue of a determination under Section 182(4) of the Act to provide evidence to the satisfaction of the Delegate verifying that entitlement.
74.6	The power pursuant to Section 182(6) of the Act to revoke a determination under Section 182(4) of the Act at any time (but the revocation will not affect an entitlement to remission in relation to rates declared before the revocation takes effect).

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75. Postponement of Rates - Seniors	
75.1	The power pursuant to Section 182A(2) of the Act to require that an application pursuant to Section 182A(1) of the Act be accompanied by such information as the Delegate may reasonably require.
75.2	The power pursuant to Section 182A(3) of the Act, on an application for a postponement of the payment of the prescribed proportion of rates for the current or future financial made in accordance with Sections 182A(1) and (2) of the Act to:
75.2.1	reject an application for the postponement of rates; or
75.2.2	impose conditions on the postponement of rates but only in accordance with the Regulations.
76. Application of money in respect of rates	
76.1	The power and the duty to apply monies received or recovered in respect of rates pursuant to and in accordance with Section 183 of the Act.
77. Sale of Land for Non-Payment of Rates	
77.1	The power pursuant to Section 184(1) of the Act to sell land, if an amount payable by way of rates in respect of the land, has been in arrears for 3 years or more.
77.2	The duty pursuant to Section 184(2) of the Act before selling land for non-payment of rates, to send a notice to the principal ratepayer at the address appearing in the assessment record:
77.2.1	stating the period for which the rates have been in arrears; and
77.2.2	stating the amount of the total liability for rates presently outstanding in relation to the land; and
77.2.3	stating that if that amount is not paid in full within 1 month of service of the notice (or such longer time as the Delegate may allow), the Council intends to sell the land for non-payment of rates.
77.3	The duty pursuant to Section 184(3) of the Act to send a copy of a notice sent to a principal ratepayer under Section 184(2) of the Act:
77.3.1	to any owner of the land who is not the principal ratepayer; and
77.3.2	to any registered mortgagee of the land; and

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77.3.3	if the land is held from the Crown under a lease, licence or agreement to purchase, to the Minister who is responsible for the administration of the Crown Lands Act 1929.
77.4	If:
77.4.1	the Delegate cannot, after making reasonable enquiries, ascertain the name and address of a person to whom a notice is to be sent under Section 184(2) or (3) of the Act; or
77.4.2	the Delegate considers that it is unlikely that a notice sent under Section 184(2) or (3) of the Act would come to the attention of the person to whom it is to be sent,
	the power pursuant to Section 184(4) of the Act to effect service of the notice by:
77.4.3	placing a copy of the notice in a newspaper circulating throughout the State; and
77.4.4	leaving a copy of the notice in a conspicuous place on the land.
77.5	The power pursuant to Section 184(5) of the Act to proceed to have the land sold, if the outstanding amount of rates is not paid in full within the time allowed in the notice given to the ratepayer under Section 184(2) of the Act.
77.6	The duty pursuant to Section 184(6) and (7) of the Act to conduct the sale of land for non-payment of rates by public auction and the power to set the reserve price for the purposes of the auction, except in the case of land held from the Crown under a lease, licence or agreement to purchase, unless the Minister responsible for the administration of the Crown Lands Act 1929 grants consent to sale by public auction.
77.7	The duty pursuant to Section 184(8) of the Act to advertise the auction of land under Section 184 of the Act on at least 2 separate occasions in a newspaper circulating throughout the State.
77.8	The duty pursuant to Section 184(9) of the Act to call off the auction, if before the date of such an auction, the outstanding amount and the costs incurred by the Council in proceeding under this Section are paid to the Council.
77.9	The power pursuant to Section 184(10) of the Act to sell the land by private contract for the best price that can be reasonably obtained, if an auction fails or an auction is not held because the land is held from the Crown under a lease, licence or agreement to purchase.
77.10	The power and duty to apply monies received by the Council in respect

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of the sale of land for non-payment of rates pursuant to and in accordance with Section 184(11) of the Act.	
77.11	The duty pursuant to Section 184(12) of the Act to make reasonable enquiries to find the owner of land to be sold for non-payment of rates and where the owner cannot be found, the power to deal with the amount payable to the owner as unclaimed money under the Unclaimed Moneys Act 1981.
78. Objection, Review or Appeal	
78.1	If an objection, review or appeal in respect of a valuation of land results in the alteration of a valuation or of a decision to attribute a particular land use to land, and a due adjustment is made, the power pursuant to Section 186(2) of the Act and subject to Section 186(3), (4) and (5) of the Act:
78.1.1	to refund or credit the overpaid amount against future liabilities for rates on the land subject to the rates; or
78.1.2	to recover an additional amount payable on account of an alteration of the value as arrears after at least 30 days have expired from the date on which notification of the alteration is given to the person who initiated the objection, review or appeal.
79. Certificate of Liabilities	
79.1	The power pursuant to Section 187(1) of the Act to issue a certificate, on application by or on behalf of a person who has an interest in land within the area, stating that:
79.1.1	the amount of any liability for rates or charges on the land imposed under Part 1 of Chapter 10 of the Act (including rates and charges under this Part that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under this Part); and
79.1.2	any amount received on account of rates or charges on the land imposed under this part, that is held in credit against future liabilities for rates or charges in relation to the land.
80. Investigation by Ombudsman	
80.1	The duty pursuant to Section 187B(6) of the Act if the Ombudsman's report prepared pursuant to Section 187B(3) of the Act makes any recommendations as to action that should be taken by the Council, to within 2 months after receipt of that report, provide a written response to:

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80.1.1	the Ombudsman; and
80.1.2	if relevant, the person who made the complaint.
80.2	The power pursuant to Section 187B(7) of the Act to grant a rebate or remission of any rate or service charge, or of any charge, fine or interest under Part 1 of Chapter 10 of the Act, if the Ombudsman recommends that the Council do so on the ground of special circumstances pertaining to a particular ratepayer.
81. Fees and Charges	
81.1	The power pursuant to Section 188(1) and (2) of the Act to impose fees and charges:
81.1.1	for the use of any property or facility owned, controlled, managed or maintained by the Council;
81.1.2	for services supplied to a person at his or her request;
81.1.3	for carrying out work at a person's request;
81.2	The power pursuant to Section 188(3) of the Act to provide for:
81.2.1	specific fees and charges;
81.2.2	maximum fees and charges and minimum fees and charges;
81.2.3	annual fees and charges;
81.2.4	the imposition of fees or charges according to specified factors;
81.2.5	the variation of fees or charges according to specified factors in respect of fees and charges set under Section 188(1)(a) – (c) of the Act inclusive; and
81.2.6	the reduction, waiver or refund, in whole or in part, of any fees and charges.
81.3	The power pursuant to Section 188(5) of the Act to fix, vary or revoke those fees and charges set under Section 188(1)(a), (b) and (c) of the Act.
81.4	The duty pursuant to Section 188(6) of the Act to keep a list of fees and charges imposed under this Section on public display during ordinary office hours at the principal office of the Council.
81.5	The duty pursuant to Section 188(7) of the Act to, if the Council fixes or varies a fee imposed under this Section, up-date the list referred to in Section 188(6) of the Act and take reasonable steps to bring the fee or

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charge, or variation of the fee or charge, to the notice of persons who may be affected.
82. Acquisition of Land by Agreement
82.1 The power pursuant to Section 190 of the Act to acquire land by agreement.
83. Compulsory Acquisition of Land
83.1 The power pursuant to Section 191(1) of the Act to acquire land compulsorily, in circumstances which require the Minister's written approval, after the Council has obtained the Minister's approval.
83.2 The power pursuant to Section 191(2) of the Act to acquire land compulsorily for a purpose classified by the Regulations as an approved purpose.
84. Assumption of Care, Control and Management of Land
84.1 The power pursuant to Section 192(1) of the Act to assume the care, control and management of land in the Council area that has been set aside for the use or enjoyment of the public or a section of the public under the circumstances specified in Section 192(1)(a) and (b) of the Act.
84.2 The duty pursuant to Section 192(4) of the Act to immediately cause a copy of a resolution under Section 192(1) of the Act to assume the care, control and management of land to be published in the <i>Gazette</i> .
85. Classification
85.1 The duty pursuant to Section 193(6) of the Act to give notice in the <i>Gazette</i> of a resolution:
85.1.1 to exclude land from classification as community land under Section 193(4) of the Act; or
85.1.2 to classify as community land, land that had previously been excluded from classification as such under Section 193(5) of the Act.
86. Revocation of Classification of Land as Community Land
86.1 The duty pursuant to Section 194(2) of the Act before the Council revokes the classification of land as community land to:
86.1.1 prepare and make publicly available a report on the proposal containing:

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86.1.1.1	a summary of reasons for the proposal; and
86.1.1.2	a statement of any dedication, reservation or trust to which the land is subject; and
86.1.1.3	a statement of whether revocation of the classification is proposed with a view to sale or disposal of the land and, if so, details of any Government assistance given to acquire the land and the statement of how the Council proposes to use the proceeds; and
86.1.1.4	an assessment of how implementation of the proposal would affect the area and the local community; and
86.1.1.5	if the Council is not the owner of the land, a statement of any requirements made by the owner of the land as a condition of approving the proposed revocation of the classification; and
86.1.2	follow the relevant steps set out in the Council's public consultation policy.
86.2	After complying with the requirements of Section 194(2) of the Act, the duty pursuant to Section 194(3) of the Act to prepare a report on all submissions made on it as part of the public consultation process.
86.3	The power pursuant to Section 194(4) of the Act to consult with the Minister in relation to a regulation made under Section 194(1) over a specific piece of land.
87. Effect of Revocation of Classification	
87.1	If it appears from the Register Book that the land is subject to a dedication, reservation or trust, other than a dedication, reservation or trust under the Crown Lands Act 1929, the duty pursuant to Section 195(2) of the Act immediately after the revocation of the classification of the land as community land, to give notice of the revocation to the Registrar-General in the manner and form approved by the Registrar-General.
88. Management Plans	
88.1	The power and duty pursuant to and in accordance with Section 196(1), (2), (3) and (7) of the Act to prepare and adopt management plan or management plans for the Council's community land, for which a management plan must be prepared, that:
88.1.1	identifies the land to which it applies; and

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88.1.2	states the purpose for which the land is held by the Council; and
88.1.3	states the Council's objectives, policies (if any) and proposals for the management of the land; and
88.1.4	states performance targets and how the Council proposes to measure its performance against its objectives and performance targets.
88.2	If a management plan relates to land that is not in the Council's ownership, the power and duty pursuant to Section 196(4) of the Act to consult with the owner of the land at an appropriate stage during the preparation of the plan and the plan must:
88.2.1	identify the owner of the land; and
88.2.2	state the nature of any trust, dedication or restriction to which the land is subject apart from the Act; and
88.2.3	contain any provisions that the owner reasonably requires and identify those provisions as provisions required by the owner.
88.3	The duty pursuant to Section 196(5) of the Act to ensure (as far as practicable) that the management plan is consistent with other relevant official plans and policies about conservation, development and use of the land and contains any special provisions required under the Regulations.
89. Public Consultation on Proposed Management Plan	
89.1	Before the Council adopts a management plan for community land, the duty to pursuant to Section 197(1) of the Act and subject to Section 197(2) of the Act:
89.1.1	make copies of the proposed plan available for inspection or purchase at the Council's principal office; and
89.1.2	follow the relevant steps set out in Council's public consultation policy.
89.2	The duty pursuant to Section 197(3) of the Act to give public notice of the adoption of a management plan.
90. Amendment or Revocation of Management Plan	
90.1	The power pursuant to Section 198(1) of the Act and in accordance with Section 198(2) and (3) of the Act to amend or revoke a management plan by the adoption of a proposal for its amendment or

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revocation.	
90.2	The power pursuant to Section 198(2) and (3) of the Act to conduct public consultation prior to the Council or the Delegate adopting a proposal for amendment to or revocation of a management plan, unless in the opinion of the Delegate the amendment has no impact or no significant impact on the interests of the community.
90.3	The duty pursuant to Section 198(4) of the Act to give public notice of Council's or the Delegate's adoption of a proposal for the amendment or revocation of a management plan.
91. Effect of Management Plan	
91.1	The duty pursuant to Section 199 of the Act to manage community land in accordance with any management plan for the relevant land.
92. Use of Community Land for Business Purposes	
92.1	The power pursuant to Section 200(1), (2) and (3) of the Act to approve a person's use of community land for a business purpose, consistent with provisions of the management plan and on any conditions the Delegate considers appropriate.
93. Sale or Disposal of Local Government Land	
93.1	The power pursuant to Section 201(1) of the Act to sell or otherwise dispose of an interest in land:
93.1.1	vested in the Council in fee simple; or
93.1.2	vested in the Council as lessee.
93.2	The power pursuant to Section 201(2) of the Act to:
93.2.1	grant an easement (including a right of way) over community land; and
93.2.2	grant an easement (excluding a right of way) over a road or part of a road.
94. Alienation of Community Land by Lease or Licence	
94.1	The power pursuant to Section 202(1) and (5) of the Act and subject to Section 202(7) of the Act to grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve), for:
94.1.1	the erection or removal of buildings and other structures for the purpose of activities conducted under the lease or licence;

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94.1.2	the exclusion, removal or regulation of persons, vehicles or animals from or on the land, and the imposition of admission or other charges (subject to the fixing or varying of the charge by Council, pursuant to Section 44(3)(j) of the Act);
94.1.3	any other matter relevant to the use or maintenance of the land.
94.2	The duty pursuant to Section 202(2) and (3) of the Act and subject to Section 202(7) of the Act before granting a lease or licence relating to community land to follow the relevant steps set out in Council's public consultation policy, unless:
94.2.1	the grant of the lease or the licence is authorised in an approved management plan for the land and the term of the proposed lease or licence is 5 years or less; or
94.2.2	the Regulations provide, in the circumstances of the case, for an exemption from compliance with the public consultation policy.
94.3	The power and duty pursuant to Section 202(4) of the Act and subject to Section 202(4a) and Section 202(7) of the Act to grant or renew a lease or a licence for a term (not exceeding 42 years) and to extend the term of the lease or licence but not so that the term extends beyond a total of 42 years.
94.4	The duty pursuant to Section 202(6) of the Act and subject to Section 202(7) of the Act to ensure that a lease or licence relating to community land is consistent with any relevant management plan.
95. Register	
95.1	The duty pursuant to Section 207(1) of the Act to keep a register of all community land in Council's area.
95.2	The duty pursuant to Section 207(2)(a) and (b) of the Act to ensure that the register:
95.2.1	contains the information required by the Regulations; and
95.2.2	contains copies of current management plans.
95.3	The power pursuant to Section 207(2)(c) of the Act to include in the register (if the Delegate so decides) a computer record of the relevant information.
95.4	The duty pursuant to Section 207(3) and (4) of the Act to make available the register of all community land in the Council's area for

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inspection (without charge) or purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.	
96. Ownership of Public Roads	
96.1	The duty pursuant to Section 208(4) of the Act to cause a copy of a resolution declaring a road or land to be a public road, or preserving an easement under Section 208(3), to be published in the <i>Gazette</i> .
97. Ownership of Fixtures and Equipment Installed on Public Roads	
97.1	The power pursuant to Section 209(3) of the Act to enter into an agreement with the provider of public infrastructure or the holder of an authorisation or permit under Section 209(1) and (2) of the Act which provides for the vesting of property in fixtures and equipment in the Council.
98. Conversion of Private Road to Public Road	
98.1	The duty pursuant to Section 210(1)(b) of the Act to make reasonable enquiries to find the owner of a private road which the Council is seeking to declare be a public road.
98.2	The duty pursuant to Section 210(2) of the Act at least 3 months before the Council makes a declaration under Section 210 of the Act to:
98.2.1	if the identity and whereabouts of the owner of the road are known to the Council, give written notice to the owner of land subject to the proposed declaration; and
98.2.2	if a person has some other form of registered legal interest over the road and the identity and whereabouts of that person are known to the Council – give written notice to the person of the proposed declaration; and
98.2.3	give public notice of the proposed declaration.
98.3	The duty pursuant to Section 210(5) to publish in the <i>Gazette</i> a declaration of the Council made in accordance with Section 210(1) of the Act.
98.4	The duty pursuant to Section 210(7) of the Act to furnish to the Registrar-General a copy of any declaration under Section 210 of the Act in a manner and form approved by the Registrar-General immediately after it is made.
99. Highways	
99.1	The power pursuant to Section 211(1)(a) of the Act to enter into an

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agreement with the Commissioner of Highways in order for the Council to exercise its powers under Part 2 of Chapter 11 of the Act in relation to a highway.
100. Power to Carry Out Roadwork
100.1 The power pursuant to Section 212(1) of the Act to have road works carried out in the Council's area or, by agreement with another Council, in the area of another Council.
100.2 The power pursuant to Section 212(3) of the Act to do anything reasonably necessary for, or incidental, to roadwork pursuant to Section 212(2) of the Act, providing that:
100.2.1 the roadwork is carried out in compliance with any relevant requirement under the Road Traffic Act 1961; and
100.2.2 before carrying out roadwork in relation to a road that runs into or intersects with a highway (and that may have an effect on the users of that highway), consult with the Commissioner of Highways; and
100.2.3 the roadwork in relation to a private road is only carried out if:
100.2.3.1 the owner agrees; or
100.2.3.2 the Council has given the owner reasonable notice of the proposed roadwork and a reasonable opportunity to make representations and has considered any representations made in response to the notice; or
100.2.3.3 the identity or whereabouts of the owner is unknown; and
100.2.4 the roadwork on other private land is carried out with the agreement of the owner (unless otherwise provided in the Act).
101. Recovery of Cost of Roadwork
101.1 Where roadwork has been carried by agreement, the power pursuant to Section 213(1) of the Act to recover the whole of the cost or an agreed contribution determined by the Delegate under the terms of the agreement.
101.2 Where roadwork has been carried out to repair damage to a road, the power pursuant to Section 213(2) of the Act to recover the cost of carrying out the work, as a debt, from:
101.2.1 the person who caused the damage; or

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101.2.2 in the case of damage caused by the bursting, explosion or fusion of any pipe, wire, cable, fitting or other object – the person who is the owner, or who has control of that infrastructure.
101.3 If the Council carries out roadwork on a private road, the power pursuant to Section 213(3) of the Act to recover the cost of the work or a contribution towards the cost of the work determined by the Delegate as a debt from the owner of the private road.
102. Contribution Between Councils where Road is on Boundary Between Council Areas
102.1 Where roadwork is carried out on a road on the boundary between 2 Council areas, the power pursuant to Section 214(1) and (2) of the Act to recover a reasonable contribution from the other Council towards the cost of the work, being an amount agreed between the Councils or, in the absence of an agreement, an amount determined by the Court in which the action for contribution is brought.
103. Special Provisions for Certain Kinds of Roadwork
103.1 If the Council changes the level of a road, the duty pursuant to Section 215(1) of the Act to:
103.1.1 ensure that adjoining properties have adequate access to the road; and
103.1.2 construct any retaining walls, embankments or other structures necessary to provide protection required in consequence of the change of level.
103.2 The power pursuant to Section 215(2) of the Act to carry out road work to allow water from a road to drain into adjoining property if, in the Delegate's opinion:
103.2.1 there is no significant risk of damage to the adjoining property; or
103.2.2 the road work does not significantly increase the risk of damage to adjoining property.
103.3 The duty pursuant to Section 215(4) of the Act to give reasonable notice of proposed action to drain water into land under Section 215(2) of the Act to the owner of the land, except in a case of urgency.
104. Power to Order Owner of Private Road to Carry out Specific Roadwork
104.1 The power pursuant to Section 216(1) of the Act to, by order in writing

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	in accordance with Section 216(2) of the Act to the owner of a private road, require the owner to carry out specified roadwork to repair or improve the road.
104.2	The duty pursuant to Section 216(2) of the Act to apply Divisions 2 and 3 of Part 2 of Chapter 12 of the Act with respect to:
104.2.1	any proposal to make an order; and
104.2.2	if an order is made, any order,
	under Section 216(1) of the Act.
105. Power to Order Owner of Infrastructure on Road to Carry Out Specified Maintenance or Repair Work.	
105.1	The power pursuant to Section 217(1) of the Act by order in writing to the owner of a structure or equipment (including pipes, wires, cables, fittings and other objects) installed in, on, across, under or over a road, to require the owner:
105.1.1	to carry out specified work by way of maintenance or repair; or
105.1.2	to move the structure or equipment in order to allow the Council to carry out roadwork.
105.2	Where the order made pursuant to Section 217(1) of the Act is not complied with within a reasonable time fixed in the order, the power pursuant to Section 217(2)(a) of the Act to take action required by the order and to recover the cost of doing so as a debt from the owner.
106. Power to Require Owner of Adjoining Land to Carry Out Specific Work	
106.1	The power pursuant to Section 218(1) of the Act to, by order in writing in accordance with Section 218(2) of the Act to the owner of land adjoining the road, require the owner to carry out specified work to construct, remove or repair a crossing place from the road to the land.
106.2	The duty pursuant to Section 218(2) of the Act to apply Divisions 2 and 3 of Part 2 of Chapter 12 of the Act with respect to:
106.2.1	any proposal to make an order; and
106.2.2	if an order is made, any order
	under Section 218(1) of the Act.
107. Power to Assign a Name, or Change the Name, of a Road or Public Place	
107.1	The power pursuant to Section 219(1) of the Act to assign a name to a

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	public or private road, or to a public place, or change the name of a public or private road, or of a public place.
107.2	The duty pursuant to Section 219(1a) of the Act to assign a name to a public road created after the commencement of Section 219(1a) of the Act by land division.
107.3	Where it is proposed to change the name of a public road that runs into the area of an adjoining council, the duty pursuant to Section 219(2) of the Act to:
107.3.1	give the adjoining council at least 2 months notice of the proposed change; and
107.3.2	consider any representations made by the adjoining council in response to that notice.
107.4	The duty pursuant to Section 219(3) of the Act to:
107.4.1	immediately notify the Registrar-General, the Surveyor-General and the Valuer-General of the assignment of a name, or the change of a name, under Section 219 of the Act; and
107.4.2	on request by the Registrar-General, the Surveyor-General or the Valuer-General, provide information about the names of roads or public places in the Council's area.
107.5	The duty pursuant to Section 219(4) of the Act to give public notice of the assigning or changing of a name under Section 219(1) of the Act.
107.6	The power pursuant to Section 219(5) of the Act to prepare and adopt a policy relating to the assigning of names under Section 219 of the Act.
107.7	The power pursuant to Section 219(6) of the Act to, at any time, alter a policy or substitute a new policy.
107.8	The duty pursuant to Section 219(7) of the Act to publish notice of the adopting or altering of a policy under Section 219 of the Act:
107.8.1	in the Gazette; and
107.8.2	in a newspaper circulating in the area of the council; and
107.8.3	on a website determined by the Chief Executive Officer.
108. Numbering of Premises and Allotments	
108.1	The power pursuant to Section 220(1) of the Act to adopt a numbering system for buildings and allotments adjoining a road.

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108.2	The duty pursuant to Section 220(1a) of the Act to assign a number (as part of its primary street address) to all buildings or allotments adjoining a public road created after the commencement of Section 220(1a) of the Act by land division.
108.3	The duty pursuant to Section 220(1b) of the Act to ensure that an assignment under Section 220(1a) of the Act occurs within 30 days after the issue of certificate of title in relation to the relevant land division in accordance with any requirements prescribed by regulations made for the purposes of Section 220(1b) of the Act.
108.4	The power pursuant to Section 220(2) of the Act to, from time to time, alter a numbering system, or substitute a new numbering system, under Section 220 of the Act.
108.5	The duty pursuant to Section 220(3) of the Act to give public notice of the adopting, altering or substituting of a numbering system for a particular road.
108.6	The duty pursuant to Section 220(4) of the Act to notify the Valuer-General of the decision to adopt, alter or substitute a numbering system.
108.7	The power pursuant to Section 220(6) of the Act to request an owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Delegate.
109. Alteration of Road	
109.1	The power pursuant to Section to 221(1) and (2) of the Act to authorise a person (other than the Council or a person acting under some other statutory authority) to make an alteration to a public road, such as:
109.1.1	altering the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
109.1.2	erecting or installing a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or
109.1.3	changing or interfering with the construction, arrangement or materials of the road; or
109.1.4	changing, interfering with or removing a structure (including pipes, wires, cables, fixtures, fittings and other objects) associated with the road; or
109.1.5	planting a tree or other vegetation on the road, interfering with vegetation on the road or removing vegetation from the road.

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109.2	Before authorising the erection or installation of a structure under Section 221(2)(b) of the Act the duty pursuant to Section 221(4) of the Act to give consideration as to whether the structure will:
109.2.1	unduly obstruct the use of the road; or
109.2.2	unduly interfere with the construction of the road; or
109.2.3	have an adverse effect on road safety.
109.3	The power pursuant to Section 221(6) of the Act to grant an authorisation under Section 221 of the Act:
109.3.1	for a particular act or occasion; or
109.3.2	for a term which is, subject to revocation for breach of a condition, to remain in force for a term (not exceeding 42 years) stated in the authorisation and, at the expiration of the term, the power to renew the term for a further term (not exceeding 42 years) fixed by the Delegate at the time of the renewal.
110. Permits for Business Purposes	
110.1	The power pursuant to Section 222(1) of the Act to authorise a person to use a public road for business purposes and to give a permit to do so.
110.2	Subject to the Act, the power pursuant to Section 222(2) of the Act to issue a permit that grants rights of exclusive occupation in relation to part of a public road.
110.3	The power pursuant to Section 222(3) of the Act to issue a permit to use a public road for a particular occasion or for a term stated in the permit.
111. Public Consultation	
111.1	The duty pursuant to Section 223(1) of the Act before granting the authorisation to alter a public road or the permit to use a public road for business purposes, to follow the relevant steps set out in Council's public consultation policy, if the Delegate proposes to grant an authorisation or permit:
111.1.1	that confers a right of exclusive occupation; or
111.1.2	that would have the effect of restricting access to a road; or
111.1.3	in relation to a use or activity for which public consultation is required under the Regulations.

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111.2	The duty pursuant to Section 223(2) of the Act to give written notice of the proposal to agencies that are, under the Regulations, to be notified of the proposal to grant an authorisation to alter a public road or to permit the use of a public road for business purposes.
112. Conditions of Authorisation or Permit	
112.1	The power pursuant to Section 224 of the Act to grant an authorisation or permit under Division 6 of Part 2, Chapter 11 on conditions the Delegate considers appropriate.
113. Cancellation of Authorisation or Permit	
113.1	The power pursuant to Section 225(1) of the Act by notice in writing to the holder of an authorisation or permit, to cancel the authorisation or permit for breach of a condition.
113.2	The duty pursuant to Section 225(2) of the Act before cancelling an authorisation or permit, to:
113.2.1	give the holder of the authorisation or permit a written notice of the proposed cancellation stating the grounds on which the Delegate proposes to act and allowing the holder a reasonable period to make written representations to the Delegate on the proposed cancellation; and
113.2.2	consider any representations made in response to the notice.
113.3	The power pursuant to Section 225(3) of the Act to determine if a shorter period of notice should apply under Section 225(2)(a) of the Act, to protect the health or safety of the public, or otherwise to protect the public interest.
114. Register	
114.1	The power and duty pursuant to Section 231(1) and (2) of the Act to keep a register of public roads in the Council's area, which:
114.1.1	includes the information required by regulation; and
114.1.2	may consist (if the Delegate so decides) of a computer record of the relevant information.
114.2	The duty pursuant to Section 231(3) and (4) of the Act to make the register available for public inspection (without charge) and purchase of extracts (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.

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115. Trees
The power pursuant to Section 232 of the Act to plant vegetation or authorise or permit the planting of vegetation, on a road, only after complying with the following matters (in addition to complying with any other statutory requirement):
115.1 giving consideration to whether the vegetation is, on balance, appropriate to the proposed site taking into account -
115.1.1 environmental and aesthetic issues; and
115.1.2 the use and construction of the road (including the potential for interference with the construction of the road or with structures (including pipes, wires, cables, fixtures, fittings or other objects) in the road); and
115.1.3 road safety matters; and
115.1.4 other matters (if any) considered relevant by the Delegate; and
115.2 where the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, to follow the relevant steps set out in its public consultation policy.
116. Damage
116.1 The power pursuant to Section 233(1) and (2) of the Act to recover damages, in the same way as damages for a tort, where a person, without the Council's permission, intentionally or negligently damages a road or a structure (including pipes, wires, cables, fixtures, fittings and other objects) belonging to the Council associated with the road.
117. Council's Power to Remove Objects etc from Roads
117.1 The power pursuant to Section 234(1) of the Act to remove and dispose of any structure, object or substance from a road if:
117.1.1 it has been erected, placed or deposited on the road without the authorisation or permit required under Part 2 of Chapter 11 of the Act; or
117.1.2 an authorisation or permit has been granted but has later expired or been cancelled.
117.2 The power pursuant to Section 234(2) of the Act to recover the cost of acting under Section 234 of the Act as a debt from the person who erected, placed or deposited the structure, object or substance on the road.

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117.3	Where, as a result of an accident involving a vehicle or vehicles, any wreckage, objects or materials are left on a road, the power pursuant to Section 234(3) of the Act to clear the area and to recover the cost from the driver of the vehicle or, if more than one vehicle was involved, the driver of any one of the vehicles.
118. Deposit of Rubbish etc	
118.1	The power pursuant to Section 235(1) of the Act to authorise or permit the following:
118.1.1	the deposit of rubbish on a public road or public place; or
118.1.2	the deposit of goods, materials, earth, stone, gravel, or any other substance on a public road or public place.
119. Abandonment of Vehicles and Farm Implements	
119.1	The power pursuant to Section 236(2) of the Act to seek an order from the court by which a person is convicted of an offence against Section 236(1) of the Act, that the convicted person pay to the Council any costs incurred by the Council in removing or disposing of a vehicle or farm implement abandoned on a public road or public place.
120. Removal of Vehicles	
120.1	The duty pursuant to Section 237(4) of the Act to ensure that the owner of the vehicle is notified of the removal of the vehicle:
120.1.1	by written notice in the prescribed form:
120.1.1.1	served on the owner personally; or
120.1.1.2	served on the owner by the use of person-to-person registered post,
	as soon as practicable after the removal of the vehicle; or
120.1.2	if the owner is unknown or cannot be found – by public notice published in a newspaper circulating generally in the State within 14 days after the removal of the vehicle.
120.2	If the owner of a removed vehicle does not, within 1 month after service or publication of the notice, pay all expenses in connection with the removal, custody and maintenance of the vehicle, and of serving, publishing or posting the notice, and take possession of the vehicle, the power and duty pursuant to Section 237(5) of the Act to, subject to Section 237(6)(b) of the Act, offer the vehicle for sale by public auction or public tender.

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120.3	The power pursuant to Section 237(6) of the Act to dispose of the vehicle in such manner as the Delegate thinks fit if:
120.3.1	the vehicle is offered for sale but not sold; or
120.3.2	the Delegate reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle or the costs incidental to removing or holding the vehicle, or those costs combined.
120.4	The duty pursuant to Section 237(7) of the Act, where the vehicle is sold, to apply the proceeds of sale as follows:
120.4.1	firstly, in payment of the costs of and incidental to the sale;
120.4.2	secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under Section 237 of the Act;
120.4.3	thirdly, in payment of the balance to the owner of the vehicle.
120.5	The duty pursuant to Section 237(8) of the Act to make reasonable inquiry to find the owner of the vehicle following sale and, if after that reasonable inquiry, the owner cannot be found, the duty to pay the balance of the proceeds of sale to the Council.
120.6	The duty pursuant to Section 237(9) of the Act to take reasonable steps to return property found in the vehicle, and where the property cannot be returned, the duty to deal with the property as unclaimed goods under the Unclaimed Goods Act 1987 as if the Council were the bailee of those goods.
121. Time Limits for Dealing with Certain Applications	
121.1	Where the power to decide upon certain applications to which the Section applies has been delegated, the duty pursuant to Section 242(1) and (2) of the Act within two months after the relevant date, to make a decision in respect of the application and, if not so decided, it is taken to have been refused.
121.2	The duty pursuant to Section 242(3) of the Act to notify the applicant in writing as soon as practicable of a decision or presumptive decision on an application to which Section 242 of the Act applies.
122. Registrar-General to Issue Certificate of Title	
122.1	The duty pursuant to Section 243(1) of the Act to apply to the Registrar-General for the issue of a Certificate of Title for the land under the Real

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Property Act 1896, where land vests for an estate in fee simple in the Council under this Act.
122.2 The duty pursuant to Section 243(2) of the Act to make such application to the Registrar-General for the issue of a Certificate of Title as follows:
122.2.1 in a manner and form approved by the Registrar-General; and
122.2.2 accompanied by:
122.2.2.1 Deliberately left blank
122.2.2.2 any surveys of the land and other materials that the Registrar-General may reasonably require; and
122.2.2.3 a fee fixed by the Registrar-General.
123. Liability for Injury, Damage or Loss Caused by Certain Trees
123.1 The power and duty pursuant to Section 245 of the Act to take reasonable action in response to a written request by an owner or occupier of property adjacent to a road for the Council to take reasonable action to avert a risk of damage to property of the owner or occupier from a tree growing in the road (whether planted by the Council or not).
124. Council May Require Bond or Other Security in Certain Circumstances
124.1 Subject to Section 245A of the Act, if,
124.1.1 a person has approval to carry out development under the Development Act 1993; and
124.1.2 the delegate has reason to believe that the performance of work in connection with the development could cause damage to any local government land (including a road) within the vicinity of the site of the development,
the power, pursuant to Section 245A of the Act, to, by notice in writing serve on the person who has the benefit of the approval, require the person to enter into an agreement that complies with any requirements prescribed by the regulations so as to ensure that money is available to address the cost of any damage that may be caused.
124.2 The power pursuant to Sections 37(b) and 245A of the Act, where a person has approval to carry out development under the Development Act 1993 and a notice in writing has been served pursuant to Section 245A of the Act on the person who has the benefit of the approval, to enter into an agreement that complies with any requirements

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prescribed by the regulations so as to ensure that money is available to address the cost of any damage that may be caused.	
125. Power to Make By-Laws	
125.1	The duty pursuant to Section 246(4a) of the Act, if the Council makes a determination under Section 246(3)(e) of the Act, to ensure that notice of the determination is published in the Gazette and in a newspaper circulating in the area of the Council.
126. Passing By-Laws	
126.1	If it is proposed that the Council make a by-law, then at least 21 days before the Council resolves to make the by-law, the duty pursuant to Section 249(1) of the Act to:
126.1.1	make copies of the proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection, without charge and during ordinary office hours, at the principal office of the Council, and so far as is reasonable practicable on the Internet; and
126.1.2	by notice in a newspaper circulating in the area of the Council:
126.1.2.1	inform the public of the availability of the proposed by-law; and
126.1.2.2	set out the terms of the by-law, or describe in general terms the by-law's nature and effect.
126.2	Before the Council makes a by-law, the duty pursuant to Section 249(4) of the Act to obtain a certificate, in the prescribed form, signed by a legal practitioner certifying that, in the opinion of the legal practitioner:
126.2.1	the Council has power to make the by-law by virtue of a statutory power specified in the certificate; and
126.2.2	the by-law is not in conflict with the Act.
126.3	The duty pursuant to Section 249(5) of the Act to publish a by-law in the <i>Gazette</i> .
126.4	The duty pursuant to Section 249(7) of the Act to publish a notice of the making of a by-law under Section 249 of the Act in a newspaper circulating in the area of the Council.

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127. Model By-Laws
127.1 The duty pursuant to Section 250(5) of the Act to publish the resolution adopting a model by-law or alteration made under Section 250 of the Act in the <i>Gazette</i> .
127.2 The duty pursuant to Section 250(7) of the Act to publish a notice of the adoption of a model by-law or alteration made under Section 250 of the Act in a newspaper circulating in the area of the Council.
128. Register of By-Laws and Certified Copies
128.1 The duty pursuant to Section 252(1) and (2) to cause a separate register to be kept of all by-laws made or adopted by the Council; such register to include a copy of any code, standard or other document referred to or incorporated in a by-law.
128.2 The duty pursuant to Section 252(3) and (4) of the Act to make available the register of by-laws for inspection or purchase an extract from the register (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.
128.4 The duty pursuant to Section 252(5) of the Act to make available, on payment of a fee fixed by the Council, a certified copy of a by-law of the Council in force at the particular time.
129. Power to Make Orders
129.1 The power pursuant to Section 254 of the Act to order a person to do or to refrain from doing a thing specified in Column 1 of the Table in Part 2 of Chapter 12, if in the opinion of the Delegate, the circumstances specified in Column 2 of the Table exist and the person is within the description in Column 3 of the Table.
130. Procedures to be Followed
130.1 The duty pursuant to Section 255(1) of the Act before taking action to make an order under Part 2 of Chapter 12 (but subject to this Section), to give the person to whom it is proposed that the order be directed a notice in writing:
130.1.1 stating the proposed action, including the terms of the proposed order and the period within which compliance with the order will be required; and
130.1.2 stating the reasons for the proposed action; and
130.1.3 inviting the person to show, within a specified time (being a reasonable period), why the proposed action should not be

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taken (by making representations to the Delegate).	
130.2	If a notice of intention to make an order is directed to a person who is not the owner of the relevant land, the duty pursuant to Section 255(2) of the Act to take reasonable steps to serve a copy of the notice on the owner.
130.3	The power pursuant to Section 255(3) of the Act after considering representations made within the time specified under Section 255(1) of the Act:
130.3.1	to make an order in accordance with the terms of the original proposal; or
130.3.2	to make an order with modifications from the terms of the original proposal; or
130.3.3	to determine not to proceed with an order.
130.4	The power pursuant to Section 255(5) of the Act to:
130.4.1	include two or more orders in the same instrument;
130.4.2	direct two or more persons to do something specified in the order jointly.
130.5	The duty pursuant to Section 255(6) of the Act to ensure that the order:
130.5.1	subject to Section 255 of the Act, specifies a reasonable period within which compliance with the order is required; and
130.5.2	states the reasons for the order.
130.6	The duty pursuant to Section 255(7) of the Act to serve an order in accordance with Part 2 of Chapter 14 of the Act on the person to whom it is addressed.
130.7	If an order is directed to a person who is not the owner of the relevant land, the duty pursuant to Section 255(8) of the Act to take reasonable steps to serve a copy of the order on the owner.
130.8	The power pursuant to Section 255(11) of the Act at the request or with the agreement of the person to whom an order is directed, to vary the order on the Delegate's own initiative, or to revoke an order if satisfied that it is appropriate to do so.
130.9	If the Delegate, in the circumstances of a particular case, considers:
130.9.1	that an activity constitutes, or is likely to constitute, a threat to life or an immediate threat to public health or public safety; or

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130.9.2 that an emergency situation otherwise exists,
the Delegate has the power pursuant to Section 255(12) of the Act to:
130.9.3 Proceed immediately to make an order under this Section without giving notice under Section 255(1); and
130.9.4 require immediate compliance with an order despite Section 255(6)(a).
131. Rights of Review
131.1 The duty pursuant to Section 256(1) and (2) of the Act to ensure that an order made under Part 2 of Chapter 12 includes a statement setting out the rights of the person to appeal against the order under the Act, and to include the information specified by the Regulations to the Act.
132. Action on Non-Compliance
132.1 The power pursuant to Section 257(1) of the Act, where the requirements of an order are not complied with within the time fixed for compliance, or if there is an application for review, within 14 days after the determination of the review, to (subject to the outcome of any review) take the action required by the order.
132.2 The power pursuant to Section 257(2) of the Act to authorise an employee or another person to take action under Section 257(1) of the Act.
132.3 The power pursuant to Section 257(3) of the Act to take action to recover the reasonable costs and expenses incurred by the Council in taking action for the non-compliance with an order, as a debt from the person who failed to comply with the requirements of the order.
132.4 The power pursuant to Section 257(5) of the Act where an amount is recoverable from a person by the Council for action of non-compliance with an order, by notice in writing to the person, to fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid and, if the amount is not paid by the person within that period:
132.4.1 the person is liable to pay interest charged at the prescribed rate per annum on the amount unpaid; and
132.4.2 if the person is the owner of the land to which the order relates – the power, in accordance with Schedule 6, to impose a charge over the land for the unpaid amount, together with interest.

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133. Councils to Develop Policies	
133.1	The power and duty pursuant to Section 259(1) of the Act to take reasonable steps to prepare and adopt policies concerning the operation of Part 2 of Chapter 12 of the Act.
133.2	The power and duty pursuant to Section 259(2) of the Act to:
132.2.1	prepare a draft of a Policy; and
133.2.2	by notice in a newspaper circulating in the area of the Council, give notice of the place or places at which copies of the draft are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) and invite interested persons to make written representations on the draft within a period specified by the Council or the Delegate (being at least four weeks).
133.3	The duty pursuant to Section 259(3) of the Act to consider any submission made on a proposed policy in response to an invitation under Section 259(2) of the Act.
133.4	The power pursuant to Section 259(4) of the Act to amend a policy at any time.
133.5	The duty pursuant to Section 259(5) of the Act before adopting an amendment to a policy, to take the steps specified in Section 259(2) and (3) (as if the amendment were a new policy), unless the Council or the Delegate determines the amendment is only of minor significance.
133.6	The duty pursuant to Sections 259(6) and (7) of the Act to make a policy available for inspection (without charge) and purchase (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.
133.7	The duty pursuant to Section 259(8) of the Act in considering whether to make an order under Part 2 of Chapter 12 of the Act, to deal with the particular case on its merits and the duty to take into account any relevant policy under Division 3 of Part 2, Chapter 12 of the Act.
134. Appointment of Authorised Persons	
134.1	The power, pursuant to Section 260(1) of the Act by instrument in writing, to appoint a person (other than a member of the Council) to be an authorised person.
134.2	The power pursuant to Section 260(2) of the Act to make an appointment of an authorised person subject to such conditions or limitations as the Delegate determines and specified in the instrument

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of appointment.
134.3 The power and duty pursuant to Section 260(3) of the Act to issue to an authorised person an identity card:
134.3.1 containing a photograph of the authorised person; and
134.3.2 identifying any conditions or limitations imposed under Section 260(2) of the Act.
134.4 The power pursuant to Section 260(5) of the Act to at any time revoke an appointment under Section 260 of the Act, or to vary or revoke a condition or limitation, or impose a further condition or limitation on the appointment.
135. Procedures for Review of Decisions and Requests for Services
135.00 The power and duty pursuant to Section 270(a1) of the Act and in accordance with Sections 270(a2) and (4a) of the Act, to develop and maintain policies, practices and procedures for dealing with:
135.00.1 any reasonable request for the provision of a service by the Council or for the improvement of a service provided by the Council; and
135.00.2 complaints about the actions of the Council, employees of the Council, or other persons acting on behalf of the Council.
135.0 The power and duty pursuant to Section 270(a2) of the Act to ensure the policies, practices and procedures required under Section 270(a1) of the Act, are directed towards:
135.0.1 dealing with the relevant requests or complaints in a timely, effective and fair way; and
135.0.2 using information gained from the Council's community to improve its services and operations.
135.1 Without limiting Sections 270(a1) and (a2) of the Act, the power and duty pursuant to Section 270(1) of the Act and in accordance with Sections 270(2) and (4a) of the Act, to establish procedures for the review of decisions of:
135.1.1 the Council;
135.1.2 employees of the Council;
135.1.3 other persons acting on behalf of the Council,
135.2 The duty pursuant to Section 270(2) of the Act to ensure that the

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	procedures established under Section 270(1) of the Act address the following matters (and any other matters which the Delegate or the Council determines to be relevant):
135.2.1	the manner in which an application for review may be made;
135.2.2	the assignment of a suitable person to reconsider a decision under review;
135.2.3	the matters that must be referred to the Council itself for consideration or further consideration;
135.2.3A	in the case of applications that relate to the impact that any declaration of rates or service charges may have had on ratepayers – the provision to be made to ensure that these applications can be dealt with promptly and, if appropriate, addressed through the provision of relief or concessions under the Act;
135.2.4	the notification of the progress and outcome of an application for review;
135.2.5	the timeframes within which notifications will be made and procedures on a review will be completed.
135.3	The power pursuant to Section 270(4) of the Act to refuse to consider an application for review of a decision under Section 270 of the Act, if:
135.3.1	the application was made by an employee of the Council and relates to an issue concerning his or her employment; or
135.3.2	it appears that the application is frivolous or vexatious; or
135.3.3	the applicant does not have a sufficient interest in the matter.
135.4	The power and duty pursuant to Section 270(5) of the Act to ensure that copies of a document concerning the policies, practices and procedures that apply under Section 270 of the Act are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.
135.5	The power pursuant to Section 270(6) of the Act to, from time to time, amend the policies, practices and procedures established under Section 270 of the Act.
135.6	The power and duty pursuant to Section 270(8) of the Act to, on an annual basis, initiate and consider a report that relates to:
135.6.1	the number of applications for review made under Section 270;

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and
135.6.2 the kinds of matters to which the applications relate; and
135.6.3 the outcome of applications under this Section; and
135.6.4 such other matters as may be prescribed by the Regulations.
135.7 The power pursuant to Section 270(9) of the Act on an application for the provision of some form of relief or concession with respect to the payment of those rates, to, if appropriate, in view of the outcome of the application, refund the whole or a part of any amount that has been paid.
136. Mediation, Conciliation and Neutral Evaluation
136.1 The power pursuant to Section 271(1) of the Act as part of, or in addition to, the procedures established under Section 270 of the Act, to make provision for disputes between a person and the Council to be dealt with under a scheme involving mediation, conciliation or neutral evaluation.
136.2 The duty pursuant to Section 271(2) of the Act to provide for the constitution of panels of persons who are available to act as mediators, conciliators and evaluators, and for the selection of an appropriate mediator, conciliator or evaluator, if a dispute is to be dealt with under a Scheme established under Section 271(1) of the Act.
136A. Provision of Information to Minister
136A.1 The power and duty, pursuant to Section 271A of the Act, to, at the request of the Minister, provide to the Minister specified information, or information of a specified kind, relating to the affairs or operations of the Council.
136A.2 The power pursuant to Section 271A(3) of the Act to, provide information in accordance with a request under Section 271A(1) of the Act, even if:
136AA.2.1 the information was given to the Council in confidence; or
136AA.2.2 is held on a confidential basis under Chapter 6 Part 4.
136B. Minister May Refer Investigation of Council to Ombudsman
136B.1 The power pursuant to Section 272(3) of the Act, to, before the Minister refers a matter, explain the Council's actions and make submissions to the Minister.

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136B.2 The power pursuant to Section 272(5) of the Act, to make submissions to the Minister in relation to the matter.
136C. Action on a Report
136C.1 The power pursuant to Section 273(3) of the Act to make submissions to the Minister on the report on which the action is based.
136D. Deliberately left blank
136D.1 Deliberately left blank
136D.2 Deliberately left blank
136E. Action on a Report
136E.1 The power pursuant to Section 275(2) of the Act to make submissions to the Minister.
137. Special Jurisdiction
137.1 The power pursuant to Section 276(1) and (2) of the Act to commence, defend or participate in the following proceedings before the District Court, on behalf of the Council:
137.1.1 proceedings to try the title of a member to an office;
137.1.2 proceedings to try the right of a person to be admitted or restored to an office;
137.1.3 proceedings to compel restoration or admission;
137.1.4 proceedings to compel the Council to proceed to an election, poll or appointment;
137.1.5 proceedings to try the validity of a rate or service charge;
137.1.6 proceedings to try the validity of a by-law;
137.1.7 proceedings to compel the production or delivery of any books, voting papers, or other documents or papers to the production or possession of which the Council or person is entitled under this Act.
138. Service of Documents by Councils etc
138.1 Where a document is required or authorised to be served on or given to a person by the Council, the power and duty to effect service in

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accordance with and pursuant to Section 279 of the Act.
139. Service of Documents on Councils
139.1 The power pursuant to Section 280(1)(c) and (d) of the Act to determine the means available for service of documents on the Council and the power to accept or authorise a person to accept documents on Council's behalf.
140. Recovery of Amounts from Lessees or Licensees
140.1 Where an owner of land is liable to pay an amount to the Council, the power pursuant to Section 281(1) of the Act by written notice to a lessee or licensee of the land, to require him or her to pay to the Council rent or other consideration payable under the lease or license in satisfaction of the liability to the Council.
141. Ability of Occupiers to Carry out Works
141.1 Where an owner of land fails to carry out work that the Council has required the owner to carry out under an Act, the power pursuant to Section 282(1) of the Act to give approval to the occupier of the land to cause the work to be carried out.
142. Power to Enter and Occupy Land in Connection with an Activity
142.1 The duty pursuant to Section 294(1a) of the Act and subject to Section 294(1b) of the Act, to give an owner or occupier of land at least 48 hours notice in writing of an intention to exercise a power under Section 294(1)(b) or (c) of the Act.
142.2 The duty pursuant to Section 294(3) of the Act:
142.2.1 to pay to the owner or occupier of the land rent on a quarterly or half-yearly basis, at a rate to be determined by agreement between the Council and the owner or occupier or, in default of agreement, by the Land and Valuation Court; and
142.2.2 to pay to the owner or occupier of the land within 1 month after occupying the land - reasonable compensation for damage caused to any crops on the land; and
142.2.3 within 6 months of ceasing to occupy the land:
142.2.3.1 remedy damage to land caused by the Council while in occupation of the land (to such extent as this may be reasonably practicable); and
142.2.3.2 to pay to the owner or occupier of the land reasonable compensation for any other loss or

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damage caused by the Council, including the full value of any earth, minerals or resources taken from the land;	
142.3	The duty pursuant to Section 294(5) of the Act, at the request of an owner or occupier of the land entered and occupied by Council, to erect a fence of reasonable quality and design between the occupied land and the adjoining land.
143. Reclamation of Land	
143.1	Where the Council raises, fills in, improves, drains, levels or reclaims land in the area of the Council, the power pursuant to Section 296(1) of the Act to recover the whole or a proportion of the cost of the work from the owners of adjacent or adjoining rateable land improved by the performance of the work in proportion to additional value the work has added to the land.
143.2	The power pursuant to Section 296 (2) of the Act to appoint a valuer to determine the additional value added to the land by Council's activities, under Section 296(1) of the Act.
143.3	The duty pursuant to Section 296(3) of the Act to give notice of a valuation to the relevant owner under this Section of the Act.
143.4	The duty pursuant to Section 296(5) of the Act to conduct an objection or review in the same manner as an objection to or appeal against a valuation under Division 6 of Part 1, Chapter 10 of the Act.
144. Property in Rubbish	
144.1	The power pursuant to Section 297 of the Act to sell or dispose of any rubbish that the Council collects within its area, as the Delegate thinks appropriate.
145. Power of Council to Act in Emergency	
145.1	Where flooding in the area of the Council has occurred or is imminent and the Delegate is of the opinion that a situation of emergency has arisen in which there is danger to life or property, the power pursuant to Section 298(1) of the Act to order that action be taken as the Delegate thinks fit to avert or reduce the danger.
146. Deliberately left blank	
146.1	Deliberately left blank.
146.2	Deliberately left blank.

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147. Costs of Advertisements
147.1 The duty pursuant to Section 300(1) of the Act to pay the cost of an advertisement required by the Act, or where the Council or an employee of the Council takes any action that immediately necessitates the advertisement.
148. Whistleblowing
148.1 The duty pursuant to Section 302B of the Act to ensure that a member of staff of the Council who has the qualifications prescribed by the Local Government (General) Regulations 2013 is designated as the responsible officer for the Council for the purposes of the Whistleblowers Protection Act 1993.
148A Use of Facilities
148A.1 The power pursuant to Clause 13 of Schedule 1A of the Act to arrange with the Authority for the Authority to make use of the services of the staff, equipment or facilities of the Council.
149. Deliberately left blank
150. Deliberately left blank
151. Deliberately left blank
151A Preparation of Stormwater Management Plans by Councils
151A.1 The power pursuant to Clause 17(1) of Schedule 1A of the Act to prepare a stormwater management plan which: <ul style="list-style-type: none"> (a) complies with the guidelines issued by the Authority; and (b) is prepared in consultation with the relevant regional NRM board or boards; and (c) is prepared in accordance with any other procedures or requirements prescribed by the Regulations.
151B Authority May Issue Order
151B.1 The power pursuant to Clause 20(5) of Schedule 1A of the Act, before the Authority takes any action under Clause 20(4) of Schedule 1A of the Act, to make submissions to the Authority in relation to the matter.
151B.2 The power pursuant to Clause 20(6) of Schedule 1A of the Act, if costs and expenses are to be recovered from the Council as a debt, to enter into an agreement with the Authority for the debt to be repaid over a period of time, subject to the payment by the Council of interest

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on the debt (and the power to agree the rate with the Authority).	
152. Deliberately left blank	
153. Deliberately left blank	
154. Special Powers in Relation to Land	
154.1	<p>The power pursuant to Clause 24(1) of Schedule 1A of the Act and in accordance with Clause 24(2) of Schedule 1A of the Act, for the purpose of taking action consistent with the provisions of an approved stormwater management plan or a condition imposed on approval of a stormwater management plan or action required by an order under Clause 20 of Schedule 1 of the Act, to:</p> <ul style="list-style-type: none"> (a) enter and occupy any land; and (b) construct, maintain or remove any infrastructure; and (c) excavate any land; and (d) inspect, examine or survey any land and for that purpose: <ul style="list-style-type: none"> (i) fix posts, stakes or other markers on the land; and (ii) dig trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and (iii) remove samples for analysis. (e) alter water table levels, stop or reduce the flow of water in a watercourse, divert water flowing in a watercourse to another watercourse or to a lake or control the flow of water in any other manner; and (f) hold any water in a watercourse or lake or by any other means; and (g) divert water to an underground aquifer, dispose of water to a lake, underground aquifer or the sea, or deal with water in any other manner; and (h) deepen, widen or change the course of a watercourse, deepen or widen a lake or take action to remove any obstruction to the flow of water; and (i) undertake any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation); and (j) undertake any testing, monitoring or evaluation; and

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(k) undertake any other activity of a prescribed kind.
154.2 The power pursuant to Clauses 24(2)(b) and 25 of Schedule 1A of the Act to acquire an easement or other appropriate interest over the relevant land by agreement with the owner or in accordance with the Land Acquisition Act 1969 and any other applicable laws.
155. Entry and Occupation of Land Other Than Council Land
155.1 The power pursuant to Clause 25(2) of Schedule 1A of the Act, subject to Clause 25(3) of Schedule 1A of the Act, to give reasonable notice of an intention to enter, or to enter and occupy, land in accordance with Clause 24 of Schedule 1A of the Act to the occupier of the land.
155.2 The power pursuant to Clause 25(3)(b) of Schedule 1A of the Act to, in an emergency, give such notice (if any) as the delegate considers is reasonable in the circumstances.
156. Vesting of Infrastructure, etc
156.1 The power pursuant to Clause 26(3) of Schedule 1A of the Act to, before the Minister publishes a notice vesting the care, control and management of infrastructure or land in the Council under Clauses 26(1) or (2) of Schedule 1A of the Act make submissions to the Minister in relation to the proposed notice.

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SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert 'NIL']

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations

APPENDIX []

[Instructions for Use: insert appendix number for the purposes of identifying this appendix for the relevant report and resolution. The number should match the number specified in the relevant Council resolution by which this delegation is made – DELETE this note once number has been entered]

**INSTRUMENT OF DELEGATION UNDER THE
REAL PROPERTY ACT 1886**

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1.	Lands granted prior to the day on which this Act comes into operation may be brought into operation under this Act
1.1	The power pursuant to Section 27 of the Real Property Act 1886 (the Act) and in accordance with Sections 27, 28 and 29 of the Act to, as to land heretofore alienated from the Crown in fee but not under the provisions of any of the Real Property Acts (whether such land shall constitute the entire or only part of the land included in any land grant), to apply to the Registrar-General in the form of Schedule 2 to the Act, or in a form to the like effect, to bring the said land under the provisions of the Act where:
1.1.1	the Council claims to be the person in whom the fee simple is vested either at law or in equity;
1.1.2	the Council has power to appoint or dispose of the fee simple, at law or in equity and the application is made for the purpose of carrying such power into effect.
1.2	The power pursuant to Section 27(a) of the Act, where the Council claims or appears to be beneficially entitled to land heretofore alienated from the Crown in fee but not under the provisions of any of the Real Property Acts, whether such land shall constitute the entire or only part of the land included in any land grant, to consent to an application to bring the said land under the provisions of the Act.
1.3	The power pursuant to Section 27(c) of the Act, where the Council

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claims or appears to be beneficially entitled in reversion or remainder to land heretofore alienated from the Crown in fee but not under the provisions of any of the Real Property Acts, whether such land shall constitute the entire or only part of the land included in any land grant, to consent to an application to bring the said land under the provisions of the Act.	
2.	Undivided shares and mortgaged land may not be brought under Act except upon conditions
2.1	The power pursuant to Section 28 of the Act to join in the application with a view to bringing the entirety under the provisions of the Act, where,
2.1.1	the Council appears to be entitled to an undivided share of the land; or
2.1.2	the Council is the mortgagee of the land.
3.	Caveat against bringing land under Act
The power pursuant to and in accordance with Section 39 of the Act, where the Council has or claims an estate or interest in any land sought to be brought under the provisions of the Act, to, within the time by the Registrar-General or under any order of the Court for that purpose limited, lodge a caveat in the Lands Titles Registration Office, in the form of Schedule 3 to the Act, forbidding the bringing of such land under the provisions of the Act.	
4.	Applicant may withdraw his application
4.1	The power pursuant to Section 41 of the Act, to:
4.1.1	withdraw the Council's application at any time prior to the issuing of the certificate;
4.1.2	request in writing signed by the Delegate the return to the Council or the person notified in the application as having a lien thereon of all documents of title deposited in support of the application.
5.	Proceedings under Caveat
The power pursuant to Section 44 of the Act, whenever a caveat shall have been lodged in the Lands Titles Registration Office forbidding land to be brought under the provisions of the Act, to bring like proceedings as provided for in the Act for the removal of caveats, in the case of land already under the provisions of the Act, for removal of the caveat, and for the recovery of costs and damages from the caveator, in case the caveat shall have been lodged by the caveator wrongfully and without reasonable cause.	

INSTRUMENT OF DELEGATION UNDER THE REAL PROPERTY ACT 1886

6. Deliberately left blank
6A. Priority of instruments
6A.1 The power pursuant to Section 56(5) of the Act and in accordance with Section 56(6) of the Act to apply to the Registrar-General, in the appropriate form, to vary the order of priority between 2 or more registered mortgages or encumbrances.
6A.2 The power pursuant to Section 56(6)(a) of the Act to consent to an application under Section 56(5) of the Act where the Council is the holder of a mortgage or encumbrance that is to have its order of priority varied.
6A.3 The power pursuant to Section 56(6)(b) of the Act, if a registered mortgage or encumbrance is, by virtue of the proposed variation of order of priority, to be postponed to a mortgage or encumbrance over which it has had priority, to consent where the Council is the holder of the mortgage or encumbrance that is to be postponed.
7. Certificates in lieu of surrendered certificates
The power pursuant to Section 78 of the Act where the Council is a registered proprietor holding land under 1 or more certificates, to apply to the Registrar-General for the issue of one certificate for the whole of such land, or several certificates each comprising portion of such land.
8. Deliberately left blank
9. Application for Certificate based on possession
The power pursuant to Section 80A of the Act and in accordance with Section 80B of the Act, where the Council would have obtained a title by possession to any land which is subject to the Act if that land had not been subject to the Act, to apply to the Registrar-General for the issue to the Council of a certificate of title to that land.
10. Caveats
The power pursuant to and in accordance with Section 80F of the Act, where the Council claims an estate or interest in land to which an application under Part 7A relates, to lodge a caveat with the Registrar-General forbidding the granting of the application.
11. Variation and Extinguishment of Easements
11.1 The power pursuant to Section 90B(1) of the Act, and subject to Section 90B of the Act, where the Council is the proprietor of the dominant or servient land, to make application (in a form approved by the

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Registrar-General) to:	
11.1.1	vary the position of, or extend or reduce the extent of, an easement over servient land; or
11.1.2	vary an easement by extending the appurtenance of the easement to other land owned by the proprietor of the dominant land; or
11.1.3	extinguish an easement.
11.2	The power pursuant to Section 90B(2) of the Act, where the Council is the proprietor of the dominant land or servient land, or has, or claims to have, an estate or interest in the dominant or servient land, to give written consent to the Registrar-General acting under Section 90B(1) of the Act.
12. Easement subject to existing mortgage etc	
The power pursuant to Section 90F of the Act, where an easement is created over servient land and the dominant land or any part of it is subject to a mortgage or encumbrance held by the Council, to consent to the easement also being subject to the mortgage or encumbrance and endorse the Council's consent on the instrument granting the easement.	
13. Person now holding under lease or agreement may surrender	
13.1	The power pursuant to Section 92 of the Act, where the Council holds Crown lands under a lease or agreement for sale granted or made by or on behalf of the Crown, to, subject to the approval of the Minister of Lands, surrender the lease or agreement for a Crown lease of the land remaining subject to such lease or agreement, upon all the same terms as shall have been applicable to such land prior to the surrender but so that every person having any estate or interest in the surrendered land shall concur in the surrender.
13.2	The power pursuant to Section 92 of the Act where a person holding any Crown lands under a lease or agreement for sale granted or made by or on behalf of the Crown and the lease or agreement for a Crown lease of the land remaining subject to such lease or agreement is to be surrendered, to as a person having an estate or interest in the surrendered land, concur in the surrender.
14. Execution and registration of Crown Lease	
14.1	The power pursuant to Section 93(1) of the Act, where the Council is party to a Crown lease, to execute two copies of the lease, one of which must be lodged in the Lands Titles Registration Office for inclusion or recording in the Register of Crown Leases and the other of which must

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be delivered to the lessee.	
14.2	The power pursuant to Section 93(3a) of the Act to transfer, mortgage and deal with a Crown lease registered under Section 93(3) of the Act as if it were a lease registered in the Register Book (provided that an entry in respect of a lease that would ordinarily be made in the Register Book must instead be made in the Register of Crown Leases).
15. Transfers	
15.1	The power pursuant to and in accordance with Section 96 of the Act, where the Council is the transferor or transferee of land intended to be transferred or a right of way or other easement intended to be created or transferred, to execute a transfer in the appropriate form to be lodged for registration in the Lands Titles Registration Office.
15.2	Deliberately left blank.
16. Creation of easements by reservation	
The power pursuant to Section 96AA of the Act, to create an easement on the transfer under the Act of an estate of freehold or the granting of an estate of leasehold under the Act by reservation of the easement to the transferor or lessor in the instrument of transfer or the lease.	
17. Deliberately left blank	
18. Deliberately left blank	
19. Sale under Writ of fieri facias or Decree, Warrant or Order of Court	
The power pursuant to Section 105 of the Act in relation to a writ or warrant of execution against land, or of a decree or order (other than an order for sale for non-payment of rates) affecting land issued out of or made by the Court, or any Court of insolvency or other Court of competent jurisdiction, to sign a statement to accompany such a writ, warrant, decree or order where the Council is a party interested, specifying the land sought to be affected.	
20. Issue of certificate where land is vested by operation of law	
20.1	The power pursuant to Section 115A of the Act, in relation to an estate or interest in land that has become vested in the Council, to make an application to the Registrar-General, to:
20.1.1	in the case of land under the provisions of the Act – register the Council as the proprietor of that estate or interest in the land; or
20.1.2	in the case of land not under the provisions of the Act – bring the land under the provisions of the Act and register the Council as

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the proprietor of that estate or interest in the land.	
21. Lands, now leased	
	The power pursuant to Section 116 of the Act, when any land is intended to be leased for a life or lives, or for any term of years exceeding one year, to execute a lease in the appropriate form, in accordance with Section 117 of the Act.
22. Leases not to bind non-consenting mortgagees or encumbrancees	
	The power pursuant to Section 118 of the Act, to consent in writing to a lease of mortgaged or encumbered land prior to the lease being registered where the Council is the mortgagee or encumbrancee of the land.
23. Standard terms and conditions of lease	
	The power pursuant to Section 119A(1) of the Act to deposit with the Registrar-General for filing in the Lands Titles Registration Office a document containing terms and conditions for incorporation as standard terms and conditions in leases under Section 119A of the Act.
24. Lease may be surrendered by separate instrument	
	The power pursuant to Section 120 of the Act to surrender a registered lease by instrument in the appropriate form, executed by the lessee and lessor.
25. Registrar-General may record surrender	
	The power pursuant to Section 121 of the Act, where the lessee has given written notice to the Council as lessor or the Council's agent of his or her intention to give up possession of land comprised in a registered lease, to make application to the Registrar-General in the appropriate form and producing such evidence as the Registrar-General may require that the lessee has abandoned occupation of the land comprised in the lease, to make a record in the Register Book.
26. Surrender where lease subject to mortgage or under lease	
	The power pursuant to Section 123 of the Act, where the Council holds a mortgage or encumbrance over a lease or over land, to provide written consent to the surrender of the lease.
27. Registrar-General to note particulars of re-entry in Register Book	
	The power pursuant to Section 126 of the Act, where the Council is the lessor of land, to provide proof to the Registrar-General of the Council's re-entry of the land.

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28. Mortgage of land	
28.1	The power pursuant to Section 128(1) of the Act if land is to be charged or made security in favour of a person to execute a mortgage.
28.1.1	Deliberately left blank.
28.1.2	Deliberately left blank.
28.2	The power pursuant to Section 128(2) of the Act to lodge a mortgage for registration in the Lands Titles Registration Office in the appropriate form.
28.3	The power pursuant to Section 128(4) of the Act where the Council is a mortgagee in relation to a mortgage lodged for registration in the Lands Titles Registration Office to provide certification under Section 273(1) of the Act.
28A Encumbrance of land	
The power pursuant to Section 128B(1) of the Act if land is to be charged with or made security for the payment of an annuity, rent charge or sum of money in favour of a person, to execute an encumbrance in the appropriate form.	
29. Standard terms and conditions of Mortgage or Encumbrance	
The power pursuant to Section 129A(1) of the Act to deposit for filing in the Lands Titles Registration Office a document containing terms and conditions for incorporation as standard terms and conditions in mortgages or encumbrances under Section 129A of the Act.	
30. Nature of Mortgage and Encumbrance and procedure in case of default	
The power pursuant to Section 132 of the Act, where the Council holds a mortgage or encumbrance and default is made in the payment of the principal sum, interest, annuity, or rent charge, or any part thereof thereby secured, or in the observance of any covenant therein expressed or implied and such default be continued for the space of one month, or for such other period of time as may therein for that purpose be expressly limited, to give to the mortgagor or encumbrancer notice in writing to pay the money then due or owing on such mortgage or encumbrance, or to observe the covenants therein expressed or implied, as the case may be and that sale will be effected if such default be continued, and to leave such notice on the mortgaged or encumbered land, or at the usual or last known place of abode in South Australia of the mortgagor or encumbrancer.	
31. Power of sale	
The power pursuant to and in accordance with Section 133 of the Act, if such default continues for the further space of one month from the date of such	

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notice or for such period as may in such instrument be for that purpose limited, to sell the land so mortgaged or encumbered, or any part thereof and all the estate and interest therein of the mortgagor or encumbrancer and either altogether or in lots, by public auction or by private contract or by both such modes of sale, and subject to such conditions as the Delegate may think fit, and to buy in and resell the same and to make and execute all such instruments as shall be necessary for carrying the sale thereof into effect.	
32.	Power of Mortgagee to enter, take possession, distrain, let or bring action for recovery of land
32.1	The power pursuant to Section 137 of the Act, where the Council is a mortgagee or encumbrancee and there is a default in payment of the principal sum, interest, annuity, or rent charge secured by that mortgage or encumbrance, to:
32.1.1	enter into possession of the mortgaged or encumbered land and receive the rents and profits thereof; or
32.1.2	distrain upon the occupier or tenant of the land; or
32.1.3	from time to time let the said land for any term not exceeding one year; or
32.1.4	bring an action for recovery of the land either before or after entering into the receipt of the rent and profits or making any distress.
33.	Power of Mortgagee to distrain on tenant or occupier for arrears not exceeding the amount of rent due
The power pursuant to and in accordance with Section 138 of the Act, where the Council is a mortgagee or encumbrancee and the principal sum, interest, annuity, or rent charge has been in arrears for 21 days and a further 7 days have elapsed from the date of application for the payment thereof to the occupier or tenant, to enter upon the mortgaged or encumbered land and distrain upon the goods and chattels of the occupier or tenant for such arrears to an amount not exceeding the rent then due from such occupier or tenant to the Council, and to dispose of the goods and chattels so distrained upon in like manner as landlords may do in ordinary distresses for rent, and out of the proceeds to retain the moneys distrained for, and all costs and expenses occasioned by such distress and sale.	
34.	Application to Mortgagee to Registrar-General for foreclosure
The power pursuant to Section 140(1) of the Act, and in accordance with Section 140(2) of the Act, when default has been made for six months in the payment of the principal or interest secured by any mortgage held by the Council, to make application, in writing, to the Registrar-General for an order for	

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foreclosure.
35. Provision for case where Mortgagee or Encumbrancee refuses to join in proceedings on default
<p>35.1 The power pursuant to Section 142A(1) of the Act, where the Council and one or more other persons are registered as mortgagees or encumbrances under the same mortgage or encumbrance, and default has been made in payment of any money due under the mortgage or encumbrance or in the performance of any covenant in the said mortgage or encumbrance expressed or implied as entitles the mortgagees or encumbrances to exercise any of their rights or remedies under the Act or under the mortgage or encumbrance, and any such mortgagee or encumbrance fails or refuses to join in giving any notice, making any application or doing any other act or thing for the purpose of enforcing any of the said rights or remedies, to apply to the Court by originating summons to:</p>
<p>35.1.1 appoint the Council or any other person to exercise on behalf of the mortgagees or encumbrances such of the said rights or remedies as the Court thinks proper;</p>
<p>35.1.2 give any directions as to the mode of exercising the said rights or remedies and as to any other matters incidental thereto.</p>
36. Discharge of Mortgages and Encumbrances
The power pursuant to and in accordance with Section 143(1) of the Act to wholly or partially discharge, by instrument in the appropriate form and executed by the Delegate, a mortgage or encumbrance held by the Council.
37. Partial discharge of Mortgage or Encumbrance on Grant of Easement
The power pursuant to Section 144 of the Act, where an easement is granted over land that is subject to a mortgage or an encumbrance and the Council is the mortgagee or encumbrancee, to endorse the Council's consent to the easement on the instrument granting the easement.
38. Deliberately left blank
39. Transfer of Mortgage Lease and Encumbrance
The power pursuant to Section 150 of the Act to transfer a registered mortgage, lease or encumbrance by execution of a transfer in the appropriate form.
40. Renewal or extension of Mortgage etc
The power pursuant to Section 153(1) of the Act and in accordance with Sections 153(1) and (2) of the Act to renew or extend a mortgage, encumbrance or lease by registration of an instrument in the appropriate form.

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40AA Requirements for renewal or extension of mortgage	
The power pursuant to Section 153A(1) of the Act, in relation to an instrument lodged for registration in the Lands Titles Registration Office renewing or extending a mortgage, to provide certification required under Section 273(1) of the Act.	
40A Person who intends to lodge instrument may lodge priority notice	
40A.1	The power pursuant to Section 154A(1) of the Act to, where the Council intends to lodge an instrument, on payment of the prescribed fee, lodge in the Lands Titles Registration Office a notice (a priority notice), in accordance with Sections 154A(2), (3), (4) and (9) of the Act, for the purpose of giving priority to 1 or more instruments relevant to the same conveyancing transaction.
40A.2	The power pursuant to Section 154A(6) of the Act to, if a priority notice is lodged in the Lands Titles Registration Office in relation to land, lodge a further priority notice in relation to the same land.
40B Effect of priority notice	
40B.1	The power pursuant to Section 154B(2)(b) of the Act to, where a priority notice lodged by the Council is in force in relation to land, provide written consent to the Registrar-General to register, record or give effect to an instrument in relation to the land.
40B.2	The power pursuant to Section 154B(2)(v) of the Act, where a priority notice is in force in relation to land, to make an application under the Act where the Council is a person to whom land has been transmitted for registration as proprietor of the land.
40B.3	The power pursuant to Section 154B(2)(va) of the Act, where a priority notice is in force in relation to land, to make an application under the Act where the Council is a surviving joint proprietor to have the death of a joint proprietor recorded in the Register Book.
40C Withdrawal of priority notice	
40C.1	The power pursuant to Section 154E of the Act to withdraw a priority notice lodged by the Council by lodging in the Lands Titles Registration Office a notice of withdrawal in the appropriate form.
40D Cancellation of priority notice by Registrar-General	
40D.1	The power pursuant to Section 154F(1) of the Act where the Council is a person with an interest in land to which a priority notice is in force, to make application to the Registrar-General to cancel the notice on the basis that the priority notice purports to protect the priority of an

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	instrument that is unlikely to be registered or recorded within 90 days of the day on which the notice was lodged.
40D.2	The power pursuant to Section 154F(2) of the Act, where the Registrar-General gives written notice to the Council as the person who lodged a priority notice, of an application under Section 154F(1) to cancel the priority notice, to provide written submissions in response to the application within a specified period.
40E Cessation of priority notice	
40E.1	The power pursuant to Section 154G(6) of the Act, where the Council has lodged a priority notice, to make application to the Registrar-General to extend the duration of the notice for 30 days.
41. Disclaimers	
41.1	The power pursuant to Section 169(1) of the Act, where the Council is registered as proprietor of an estate or interest in land, to advise the Registrar-General in writing that the registration occurred without the Council's consent.
41.2	The power pursuant to Section 169(2a) of the Act to lodge with the Registrar-General a notice of objection to the registration of the instrument of disclaimer.
41.3	The power pursuant to Section 169(6) of the Act, where the Council is a disclaimant who has received a notice under Section 169(4)(b) of the Act, to apply to the Court for an order that the Registrar-General take such action as is necessary to give effect to the disclaimer.
42. Bankruptcy or assignment of lessee	
42.1	The power pursuant to Section 173(a) of the Act where the registered proprietor of a lease has heretofore, or shall hereafter, become bankrupt, or has heretofore made or shall hereafter make, a statutory assignment, and if the lease is not mortgaged or encumbered under the Act, to apply to the Registrar-General in writing as the lessor being a lessor in possession of a statement signed by the Official Receiver or by the trustee under bankruptcy or the assignment, certifying his or her refusal to accept the lease, to make a record in the Register Book of the refusal.
42.2	The power pursuant to Section 173(b) of the Act and in accordance with Section 173(c) of the Act, where the Council is the mortgagee or encumbrancee of a lease and the registered proprietor of the lease has heretofore or shall hereafter become bankrupt or has heretofore made or shall hereafter make, a statutory assignment to:
42.2.1	apply to the Registrar-General in writing, accompanied by a statement in writing, signed by the Official Receiver or the

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	trustee under such bankruptcy or assignment certifying his refusal to accept such lease to enter in the Register Book a note of such refusal.
42.2.2	apply to the Registrar-General with proof that the Official Receiver has neglected or refused to certify such refusal or to become registered as proprietor of such lease within one month after being thereunto required by notice in writing given to him by the Council to enter in the Register Book a note of such refusal or neglect.
42.3	The power pursuant to Section 173(c) of the Act, where the Council is the mortgagee or encumbrance of a lease and the registered proprietor of the lease has heretofore made or shall hereafter make, a statutory assignment to give fourteen days' notice in writing of the Council's intended application to every subsequent mortgagee or encumbrancee of the lease, or obtain their written consent.
42.4	The power pursuant to Section 173(c) of the Act where the Council is a subsequent mortgagee or encumbrancee of a lease and the registered proprietor of the lease has heretofore or shall hereafter become bankrupt or has heretofore made or shall hereafter make a statutory assignment, to consent in writing to an application to the Registrar-General by a mortgagee or encumbrance to enter in the Register Book a note of the refusal or neglect of the Official Receiver or trustee under bankruptcy or assignment to accept such lease.
42.5	The power pursuant to Section 173(d) of the Act where the Council is a lessor and the registered proprietor of the lease has heretofore, or shall hereafter, become bankrupt, or has heretofore made or shall hereafter make, a statutory assignment to:
42.5.1	require the Official Receiver or the trustee under the bankruptcy or assignment by notice in writing to become registered as the proprietor of the lease;
42.5.2	require the mortgagees or encumbrancees (if any) of the lease by notice in writing to have an entry operating as a foreclosure made in the Register Book under the provision in that behalf hereinbefore contained.
42.6	The power pursuant to Section 173(d) of the Act where the Council is a lessor and the registered proprietor of the lease has heretofore, or shall hereafter, become bankrupt, or has heretofore made or shall hereafter make a statutory assignment, and the Official Receiver or the trustee under the bankruptcy or assignment certifies his refusal to accept the lease, or shall neglect or refuse to become registered as proprietor of the lease, within, one month after having been thereunto required by notice in writing given to him by the Council, and the mortgagees or

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encumbrancees (if any) of the lease shall neglect or refuse to have an entry operating as a foreclosure made in the Register Book under the provision in that behalf hereinbefore contained within the period of two months after having been thereunto required by notice in writing given to them by the Council, to apply to the Registrar-General in writing to enter in the Register Book a note of such neglect or refusal.	
43. Application to be made in such case	
The power pursuant to Section 176 of the Act where the Council is an executor before dealing with such estate or interest, make application in writing to the Registrar-General to be registered as the proprietor.	
44. Proceedings when executor etc refuse to transfer	
The power pursuant to Section 181 of the Act, whenever an executor, or administrator, or the Public Trustee, is registered as proprietor of any land, and refuses, or, after tender of a transfer, unnecessarily delays to transfer such land to the Council where the Council claims to be entitled to the land, to, apply to the Court for an order that the executor, administrator, or Public Trustee shall transfer the said land to the Council.	
45. Registration of survivor of joint proprietors, and of remainder-man entitled to estate in possession	
The power pursuant to Section 188 of the Act, upon the death of any person registered together with any other person as joint proprietor of any estate or interest in land, or when the life estate in respect of which any certificate has been issued has determined, and the Council has become vested in possession, or the Council has become entitled to the land for an estate in fee-simple in possession, to apply to the Registrar-General to make an entry thereof in the Register Book, that the Council is the registered proprietor of the estate or interest to which the Council is entitled.	
46. Caveats	
46.1	The power pursuant to and in accordance with Section 191 of the Act, where the Council is the settlor of land, beneficiary claiming under a will or settlement, or claiming to be interested at law or in equity whether under an agreement, or under an unregistered instrument or otherwise howsoever in any land to, lodge a caveat in the Lands Titles Registration Office.
46.2	The power pursuant to Section 191(d) of the Act, where the Council is the registered proprietor or other person claiming estate or interest in the land, to, by summons, call on any caveator, including the Registrar-General, to attend before the Court to show cause why the caveat should not be removed.
46.3	The power pursuant to and in accordance with Section 191(e) of the Act

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	except when the caveat is lodged by a settlor, or by a beneficiary under a will or settlement, to make application in writing to the Registrar-General to remove the caveat.
46.4	The power pursuant to Section 191(fa) of the Act, where the Council is a caveator, to bring an action in the Court to establish the validity of the claim on which the caveat is based.
46.5	The power pursuant to Section 191(g) of the Act to apply to the court to extend the period of 21 days until an action under Section 191(fa) is determined or for any other period.
46.6	The power pursuant to Section 191(h) of the Act, to, by notice in writing to the Registrar-General, withdraw the Council's caveat at any time.
46.7	The power pursuant to Section 191(k) of the Act to seek the permission of the Court to lodge a further caveat relating to the same matter.
47. Ejectment	
47.1	The power pursuant to Section 192 of the Act, and in accordance with Section 193 of the Act, where the Council is:
47.1.1	the registered proprietor of a freehold estate in possession;
47.1.2	the registered mortgagee or encumbrancee where the person in possession of land is a mortgagor or encumbrancer in default or a person claiming under such mortgagor or encumbrancer;
47.1.3	the lessor with power to re-enter where rent is in arrears for three months; or
47.1.4	the lessor where a legal notice to quit has been given or the lease has become forfeited or the term of the lease has expired,
	to cause any person in possession of that land to be summoned to appear before the Court to show cause why the person summoned should not give up possession to the Council.
48. Persons claiming may, before taking proceedings, apply to the Registrar-General for compensation	
	The power pursuant to and in accordance with Section 210 of the Act, where the Council is sustaining loss or damage in any case in which the Council shall be entitled to institute proceedings to recover compensation against the Registrar-General as nominal defendant, to, before commencing such proceedings, make application in writing to the Registrar-General, for compensation, supported by affidavit or declaration.

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48A Reviews	
48A.1	The power pursuant to Section 221(1) of the Act, if the Delegate, is dissatisfied with a decision of the Registrar-General in relation to an application by the Council:
48A.1.1	to have an instrument registered or recorded; or
48A.1.2	to have a foreclosure order issued; or
48A.1.3	to have the Registrar-General do or perform an act or duty under the Act,
	to seek a review of the decision by the Tribunal.
48A.1A	The power pursuant to Section 221(1a) of the Act, if the Delegate is dissatisfied with a decision of the Registrar-General to cancel the registration of a mortgage under Section 147 of the Act, to seek a review of the decision by the Tribunal.
48A.2	The power pursuant to Section 221(2) of the Act, if the Registrar-General decides under Section 154A(12) of the Act that the Council is a vexatious lodger of priority notices, to seek a review of the decision by the Tribunal.
48A.3	The power pursuant to Section 221(3) of the Act, if the Registrar-General rejects a priority notice lodged by the Council where the Council is a person in relation to whom a determination has been made under Section 154A(12) of the Act, to seek a review by the Tribunal of the decision to reject the notice.
48A.4	The power pursuant to Section 221(4) of the Act, if the Registrar-General refuses an application by the Council under Section 154F of the Act for the cancellation of a priority notice, to seek a review by the Tribunal of the decision to refuse to cancel the notice.
48A.5	The power pursuant to Section 221(5) of the Act, if the Registrar-General cancels a priority notice under Section 154F of the Act and the Council is affected by the cancellation to seek a review by the Tribunal of the decision to cancel the notice.
48A.6	The power pursuant to Section 221(9) of the Act, if the reasons of the Registrar-General are not given in writing at the time the Council receives notice of the decision, to within 21 days of receiving notice of the decision, require the Registrar-General to state the reasons in writing.
48A.7	The power pursuant to Section 221(10) of the Act, to make an application to the Tribunal for any 1 or more of the following orders:

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48A.7.1	an order prohibiting a person from lodging a priority notice in the Lands Titles Registration Office;
48A.7.2	an interim order extending the duration of a priority notice until the determination of the application or until a date specified by the Tribunal or until further order;
48A.7.3	an interim order preventing the Registrar-General from registering or recording a specified instrument until the determination of the application.
49. Applications for amendment	
49.1	The power pursuant to and in accordance with Section 223A(1) of the Act, and subject to Section 223A(3) of the Act, where the Council is the registered proprietor of land, to apply to have the certificate amended if:
49.1.1	the boundaries, area, or position of the land described in the certificate differ from the boundaries, area or position of the land actually and bona fide occupied by it as being the land included in the certificate; or
49.1.2	the description of the land in the certificate is erroneous or imperfect on the face of it.
49.2	The power pursuant to Section 223A(2) of the Act, and subject to Section 223A(3) of the Act, where the Council is the registered proprietor of land, to apply to have the certificate of any other registered proprietor amended if any of the land described in the Council's certificate, and actually and bona fide occupied by the Council as being the land included in the certificate, is, by reason of any error in survey or in any misdescription, included in the certificate of the other registered proprietor.
50. Caveats	
The power pursuant to Section 223D(1) of the Act and in accordance with Section 223D(2) of the Act, where the Council claims any estate or interest in any land in respect of which an application under Part 19A of the Act is made, to at any time before the application is granted lodge a caveat in the Lands Titles Registration Office forbidding the granting of the application.	
51. Rectification by consent	
The power pursuant to Section 223J of the Act to consent to the Registrar-General making any correction or amendment to any certificate of title for the purpose of reconciling the boundaries shown in the certificate with the boundaries of the land occupied.	

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52. Application for Division of Land	
52.1	The power pursuant to Section 223LD of the Act and in accordance with Section 223LD(2), (3) and (11) of the Act, where the Council is the registered proprietor of land, to make application for the division of land to the Registrar-General.
52.2	The power pursuant to Section 223LD(8) of the Act and subject to Section 223LD(9) of the Act to consent to the withdrawal or amendment of a plan of division or the application to which it relates.
52.3	The power pursuant to and subject to Section 223LD(9) of the Act to amend the application or the plan to which it relates in order to comply with the Act or with a requirement of the Registrar-General under the Act.
53. Application may deal with statutory encumbrances	
53.1	The power pursuant to Section 223LDA of the Act to:
53.1.1	specify in an application under Part 19AB of the Act or the plan of division that variation or termination of a statutory encumbrance is to be registered or noted; and
53.1.2	sign a certificate on behalf of the Council as the holder of the statutory encumbrance certifying that the requirements of the Act under which the encumbrance was entered into, or is in force, as to the variation or termination of the statutory encumbrance (if any) have been complied with.
54. Consent to plans of division	
54.1	The power pursuant to Section 223LH(1) of the Act:
54.1.1	where the deposit of a plan of division in the Lands Titles Registration Office will affect the estate or interest of the Council, in the land - to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan;
54.1.2	where the Council has or claims an estate or interest in the land to be divided - to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan;
54.1.3	where the land to be divided is subject to a statutory encumbrance held by the Council – to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan.

INSTRUMENT OF DELEGATION UNDER THE REAL PROPERTY ACT 1886

54.2	The power pursuant to Section 223LH(2) of the Act, where the deposit of a plan of division will operate to vest an estate or interest in land in the Council, to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan.
55. Amalgamation	
55.1	The power pursuant to Section 223LJ(1) of the Act and in accordance with Section 223LJ(2) and (3) of the Act, where the Council is the registered proprietor of two or more contiguous allotments, to apply to the Registrar-General for amalgamation of those allotments into a single allotment.
55.2	The power pursuant to Section 223LJ(3) of the Act to consent to an amalgamation of allotments under Division 2 Part 19AB of the Act, where it appears from the Register Book that the Council has an interest as mortgagee or encumbrance of the land or any part of the land to be amalgamated or where such consent is required either in the opinion of the Registrar-General or by regulation.

INSTRUMENT OF DELEGATION UNDER THE REAL PROPERTY ACT 1886

SCHEDULE OF CONDITIONS**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert 'NIL']

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
28	The delegation of the power contained in Section 128 of the Act is subject to Section 44(3)(c) of the Local Government Act 1999, that is, the delegate is not delegated the power to borrow money or obtain other forms of financial accommodation.

APPENDIX []

[Instructions for Use: insert appendix number for the purposes of identifying this appendix for the relevant report and resolution. The number should match the number specified in the relevant Council resolution by which this delegation is made – DELETE this note once number has been entered]

INSTRUMENT OF DELEGATION UNDER THE ROAD TRAFFIC ACT 1961, THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Direction as to installation etc of traffic control devices
<p>1.1 The duty pursuant to Section 18(5) of the Road Traffic Act 1961 (“the Act”) to carry out a direction which the Minister directs the Council (as a road authority) to carry out pursuant to Section 18(6) of the Act in circumstances where another road authority has failed to comply with the direction.</p>
<p>1.2 The power pursuant to Section 18(7) of the Act where the Minister has directed the Council to carry out a direction pursuant to Section 18(6) of the Act, to recover as a debt due from the defaulting road authority any expenses incurred in carrying out the direction under Section 18(6) of the Act, subject to Section 18(8) of the Act.</p>
2. Action to deal with false devices or hazards to traffic
<p>2.1 The power pursuant to Section 31(2) of the Act to remove from any road the care, control or management of which is vested in the Council and dispose of any false traffic control device or any device, structure or thing that the Delegate is satisfied might constitute a hazard to traffic.</p>

Last amended: 30 July 2016

FXD\ROAD TRAFFIC ACT 1961, ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014.DOC

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**INSTRUMENT OF DELEGATION UNDER THE ROAD TRAFFIC ACT 1961,
THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND
THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND
MISCELLANEOUS PROVISIONS) REGULATIONS 2014**

3. Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed	
3.1	The duty pursuant to Section 40P(3) of the Act and subject to Section 40P(4) to offer a vehicle, which was removed by an officer of the Council under Section 40N of the Act and for which there had been notice given according to Section 40P(2) of the Act and the owner of the vehicle failed to take possession of the vehicle and pay all expenses in connection with the removal, custody and maintenance of the vehicle and of serving, posting or publishing the notice, within one month after service or publication of the notice in accordance with Section 40P(2) of the Act, for sale by public auction.
3.2	The power pursuant to Section 40P(4) of the Act, where a vehicle is offered for sale by public auction but is not sold at the auction or the relevant authority reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle, to dispose of the vehicle in such manner as the Delegate thinks fit.
3.3	The duty pursuant to Section 40P(5) of the Act to apply the proceeds of the sale of a vehicle as follows:
3.3.1	firstly, in payment of the costs of and incidental to the sale;
3.3.2	secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under this section; and
3.3.3	thirdly, in payment of the balance to the owner of the vehicle.
3.4	The power pursuant to Section 40P(6) of the Act, if after reasonable inquiry following sale of the vehicle the owner of the vehicle cannot be found, to pay the balance of the proceeds of the sale to the Council.
3A. Council May Determine That Ticket for Parking be Obtained Without Fee	
3A.1	The power pursuant to Section 86 of the Act, if the Council has installed, or determined that it will install, permissive parking signs to apply to a length of road or area, to (in addition to any other action the Council may be empowered to take by or under the Act):
3A.1.1	determine that a ticket must be obtained for parking in the length of road or the area through the operation of parking ticket-vending machines installed or to be installed in or near the length of road or area without payment of a fee; or
3A.1.2	vary or revoke a determination made under Section 86 of the

Last amended: 30 July 2016

FXDIROAD TRAFFIC ACT 1961, ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014.DOC

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**INSTRUMENT OF DELEGATION UNDER THE ROAD TRAFFIC ACT 1961,
THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND
THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND
MISCELLANEOUS PROVISIONS) REGULATIONS 2014**

Act.	
4.	Compensation Orders for Damage to Road Infrastructure
The power, pursuant to Section 163ZC(2) of the Act and in accordance with Section 163ZC(5) of the Act to make an application for a compensation order.	
4A.	Assessment of Compensation
4A.1	The power pursuant to Section 163ZD(2) of the Act and in accordance with Section 163ZE of the Act to use in proceedings for the court to take into account in assessing the amount of any compensation:
4A.1.1	any evidence not adduced in connection with the prosecution of the offence but adduced in connection with the making of the proposed order; and
4A.1.2	any certificate of the Council, as the road authority stating that the Council maintains the road concerned; and
4A.1.3	any other certificate of the Council as the road authority, such as a certificate:
4A.1.3.1	estimating the monetary value of all or any part of the road infrastructure or of the damage to it; or
4A.1.3.2	estimating the cost of remedying the damage; or
4A.1.3.3	estimating the extent of the offender's contribution to the damage.
4B.	Service of Certificates
4B.1	The duty, pursuant to Section 163ZE(1) of the Act, if the Council, as the road authority, proposes to use a certificate referred to in Section 163ZD in proceedings, to serve a copy of the certificate on the defendant at least 28 working days before the day on which the matter is set down for hearing.
5.	Exemptions
5.1	The power pursuant to Section 174C(1) of the Act to exempt any person, or any persons of specified class, or any specified vehicle, or any vehicles of a specified class, from compliance with a prescribed provision of the Act, subject to the payment of such fee and to such other conditions (if any) as the Delegate thinks fit and specifies in the exemption.

Last amended: 30 July 2016

FXDI\ROAD TRAFFIC ACT 1961, ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014.DOC

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**INSTRUMENT OF DELEGATION UNDER THE ROAD TRAFFIC ACT 1961,
THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND
THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND
MISCELLANEOUS PROVISIONS) REGULATIONS 2014**

<u>DELEGATIONS UNDER THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014</u>	
6. Event Management Plan	
6.1	The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 to consult with an applicant in the preparation of an event management plan for the purpose of Section 33(1) of the Act.
6.2	The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 to consult with the Commissioner of Police or the Commissioner of Highways in the preparation of an event management plan for the purpose of Section 33(1) of the Act.

<u>DELEGATIONS UNDER THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014</u>	
7. Permit Zones	
7.1	The power pursuant to Regulation 17(2) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 to determine –
7.1.1	the class of permits required for vehicles to stop in a permit zone established by the Council;
7.1.2	the persons entitled to such permits;
7.1.3	any fees to be paid for such permits;
7.1.4	the conditions to which the permits will be subject (which may include conditions as to the period for which such permits remain in force and conditions as to the display of permits in vehicles).
	and to vary any such determination.
7.2	The power pursuant to Regulation 17(3) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 to issue permits in respect of permit zones to persons entitled to them, on payment of a fee (if any) and subject to the conditions, determined by the Delegate.

Last amended: 30 July 2016

FXDIROAD TRAFFIC ACT 1961, ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014.DOC

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**INSTRUMENT OF DELEGATION UNDER THE ROAD TRAFFIC ACT 1961,
THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND
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MISCELLANEOUS PROVISIONS) REGULATIONS 2014**

8. Parking and Parking Ticket-Vending Machines or Parking Meters
<p>8.1 The power pursuant to Regulation 22(2) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 if the Council has installed or determined that it will install permissive parking signs to apply to a length of road or an area, to determine fees that will be payable for parking in the length of road or the area by the operation of parking ticket-vending machines or parking meters, installed or to be installed in or near the length of road or area, and the power to vary such fees.</p>

Last amended: 30 July 2016

FXD\ROAD TRAFFIC ACT 1961, ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014.DOC

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**INSTRUMENT OF DELEGATION UNDER THE ROAD TRAFFIC ACT 1961,
THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND
THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND
MISCELLANEOUS PROVISIONS) REGULATIONS 2014**

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert "NIL"]

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations

Last amended: 30 July 2016

FXD\ROAD TRAFFIC ACT 1961, ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014.DOC

APPENDIX []

[Instructions for Use: insert appendix number for the purposes of identifying this appendix for the relevant report and resolution. The number should match the number specified in the relevant Council resolution by which this delegation is made – DELETE this note once number has been entered]

**INSTRUMENT OF DELEGATION UNDER THE
ELECTRONIC CONVEYANCING NATIONAL LAW
(SOUTH AUSTRALIA) ACT 2013**

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Client Authorisation	
1.1	The power pursuant to Section 10(1) of the Electronic Conveyancing National Law (South Australia) Act 2013 (the Act) to:
1.1.1	complete a client authorisation:
1.1.1.1	that is in the form required by the participation rules; and
1.1.1.2	by which the Delegate authorises a subscriber to do one or more things on the Council's behalf in connection with a conveyancing transaction so that the transaction, or part of the transaction, can be completed electronically.

**INSTRUMENT OF DELEGATION UNDER
ELECTRONIC CONVEYANCING NATIONAL LAW
(SOUTH AUSTRALIA) ACT 2013**

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert 'NIL']

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

ITEM	3.6.3
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Nominations Sought for the Premier's Climate Change Council
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	Minister Hunter MLC, Minister for Climate Change, has written to the LGA requesting nominations for a Local Government Member on the Premier's Climate Change Council (PCCC). The term will be three years commencing on the date of appointment. Nominations must be forwarded to the LGA by COB on 2 December 2016.

RECOMMENDATION

1. The information be received.
2. _____ be nominated as an LGA member on the Premier's Climate Change Council.

ATTACHMENTS

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

1. Selection Criteria - Part A - Premier's Climate Change Council

1. BACKGROUND

- 1.1 Minister Hunter MLC, Minister for Climate Change, has written to the LGA requesting nominations for a Local Government Member on the Premier's Climate Change Council (PCCC). The term will be three years commencing on the date of appointment. Nominations must be forwarded to the LGA by COB on 2 December 2016.
- 1.2 The Premier's Climate Change Council (PCCC) is established pursuant to the *Climate Change and Greenhouse Gas Emissions Reduction Act 2007*.
- 1.3 The primary function of the Council is to provide independent advice to the Minister about matters associated with reducing greenhouse gas emissions and adapting to climate change, including by achieving energy efficiencies, increasing the use of renewable energy, developing methods to remove greenhouse gases from the atmosphere, and establishing and achieving relevant targets.

1.4 In the performance of its functions, the PCCC should seek to:

1.4.1 Provide advice to the Minister on:

- (i) the impact of climate change on business and the wider community, and the development or implementation of policies or programs relevant to addressing climate change, including by the initiation of specific projects and plans
- (ii) the impact of the operation and implementation of this Act on business and the wider community and, as appropriate, any amendments to relevant legislation (including this Act) that, in the opinion of the Council, should be considered or promoted by the Minister
- (iii) costs associated with reducing or limiting climate change or greenhouse gas emissions, or with mitigating the effects of climate change or greenhouse gas emissions
- (iv) costs associated with failing to take action to address climate change
- (v) commercial or other opportunities associated with climate change or reducing or limiting greenhouse gas emissions, with mitigating the effects of climate change or greenhouse gas emissions or with increasing the use of renewable energy sources
- (vi) the effectiveness of any determination or target under section 5, and the need to revise any such determination or target
- (vii) any other matter on which the Minister requests the advice of the Council.

1.4.2 Take a leadership role in consulting with business, the environment and conservation movement and the wider community about issues associated with climate change and to assist in disseminating information to business and other groups in order to encourage the implementation of practices that will assist in addressing climate change or adapting to the effects of climate change..

1.4.3 The Council can also have other functions not defined in the Act as conferred by the Minister.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 LGA Circular 44.3 dated 1 November 2016 was emailed to Elected Members, Executive Group and relevant staff and posted on the Elected Members Portal on 1 November 2016. No registrations of interest in being nominated had been received at the time of writing this report.

2.2 External

2.2.1 Nil

3. REPORT

- 3.1.1 Appointments to the PCCC are for a period of three years, commencing on the date of the appointment. The LGA was previously represented by Ms Michelle Tucker (City of Salisbury Employee), who resigned from the position in September 2016 as a consequence of relocating interstate. The Local Government Members' position is therefore vacant, hence this call for nominations.
- 3.1.2 A member of the Council is entitled to fees, allowances and expenses as determined by the Minister.
- 3.1.3 The Premier's Climate Change Council meets quarterly, in Adelaide. Meeting dates and times are to be determined after appointments to the Council have been made.
- 3.1.4 LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or LGA Management Group, be currently serving Council Members or Council Staff.
- 3.1.5 Nominations addressing the selection criteria provided in PART A (attached) must be forwarded to the LGA SA: lgasa@lga.sa.gov.au by COB on 2 December 2016.
- 3.1.6 The LGA Executive Committee will consider the nominations received at its 15 December 2016 meeting.

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to determine if a nomination is to be made for the Premier's Climate Change Council.
- 4.2 It should be noted that Council is not obliged to submit a nomination.

CO-ORDINATION

Officer: Executive Group
Date: 14/11/2016

Nominations to Outside Bodies**PART A**

Name of Body	Premier's Climate Change Council
Legal Status of Body	Council established under the Climate Change and Greenhouse Emissions Reduction Act 2007 (statutory body).
Summary Statement	The Premier's Climate Change Council will provide the Government with an independent stream of advice on the impacts of climate change on Local Government, business and the wider community and on the effectiveness of policy responses.

SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES

The following selection criteria must be addressed when completing Part B

Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	No formal qualifications required.
Industry Experience	Extensive knowledge and experience on environmental issues and Local Government impacts.
Board / Committee Experience	Previous experience on high level intergovernmental boards or committees.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<ol style="list-style-type: none"> 1. An understanding of the issues and impacts associated with climate change and a commitment to addressing climate change. 2. Ability to represent and advocate for the interests of the Local Government sector as a whole.

LIABILITY AND INDEMNITY COVER

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 644760

ITEM	3.6.4
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Nominations Sought for the Adelaide Cemeteries Authority Board
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Hon John Rau MP, Minister for Planning has written to the LGA requesting nominations for a Local Government member on the Adelaide Cemeteries Authority Board for a term commencing on 1 January 2017. Nominations must be forwarded to the LGA by COB Wednesday 7 December 2016.

RECOMMENDATION

1. The information be received.
2. _____ be nominated as a Local Government member on the Adelaide Cemeteries Authority Board.

ATTACHMENTS

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

1. Section Criteria Part A - Adelaide Cemeteries Authority Board

1. BACKGROUND

- 1.1 The Hon John Rau MP, Minister for Planning has written to the LGA requesting nominations for a Local Government member on the Adelaide Cemeteries Authority Board for a term commencing on 1 January 2017.
- 1.2 Nominations must be forwarded to the LGA by COB Wednesday 7 December 2016.
- 1.3 The Adelaide Cemeteries Authority Board is a statutory corporation to which the provisions of the *Adelaide Cemeteries Authority Act 2001* apply.
- 1.4 The Authority's primary functions are:
 - 1.4.1 the administration and maintenance of the following as public cemeteries:
 - (i) Cheltenham Cemetery;
 - (ii) Enfield Memorial Park;
 - (iii) West Terrace Cemetery; and

- 1.4.2 the administration and maintenance of any other cemetery established or acquired by the Authority; and
- 1.4.3 the burial or other disposal of human remains in an Authority cemetery; and
- 1.4.4 activities associated with the heritage or historical significance of an Authority Cemetery; and
- 1.4.5 any other function assigned to the Authority by or under this or any Act, or by the Minister.
- 1.5 The Authority's functions may extend to the following as the Authority thinks fit:
 - 1.5.1 activities or services relating to the burial or other disposal of human remains;
 - 1.5.2 other activities or services utilising Authority property and buildings.

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 LGA Circular 44.6 dated 2 November was emailed to the Executive Group and Elected Members and posted on the Elected Members Portal on 3 November 2016. At the time of writing this report, Cr Shiralee Reardon has registered an interest in being nominated.

2.2 External

- 2.2.1 Nil

3. REPORT

- 3.1 Appointments to the Adelaide Cemeteries Authority Board are for a period of three years, commencing 1 January 2017.
- 3.2 The LGA is currently represented by Councillor Susan Clearihan of the Adelaide City Council. Councillor Clearihan's term on the Adelaide Cemeteries Authority Board expires on 31 December 2016, and Cr Clearihan is eligible for re-appointment.
- 3.3 Members receive an annual fee of \$12,383, plus 9.5% superannuation for attendance at meetings and this is paid on a quarterly basis.
- 3.4 The Board will meet on a monthly basis at least ten times per year. Unless otherwise directed, Board meetings will be held on the premises of the Adelaide Cemeteries Authority alternating between Enfield Memorial Park and West Terrace Cemetery.
- 3.5 LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or LGA Executive Committee, be currently serving council members or council staff.
- 3.6 Nominations addressing the selection criteria provided in Part A (attached) for the Adelaide Cemeteries Authority Board must be forwarded to lgasa@lga.sa.gov.au by COB Wednesday 7 December 2016. Due to changes in State Government requirements nominees must also provide an up-to-date CV/resume.

- 3.7 The LGA Executive Committee will consider nominations received at its meeting on Thursday 15 December 2016.

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to determine if a nomination is to be made for the Adelaide Cemeteries Authority Board.
- 4.2 It should be noted that Council is not obliged to submit a nomination

CO-ORDINATION

Officer: Executive Group
Date: 14/11/2016

Nominations to Outside Bodies**PART A**

Name of Body	Adelaide Cemeteries Authority Board
Legal Status of Body	Statutory Authority
Summary Statement	<p>The Authority's primary functions are:</p> <ul style="list-style-type: none"> the administration and maintenance of the following as public cemeteries: <ul style="list-style-type: none"> Cheltenham Cemetery; Enfield Memorial Park; West Terrace Cemetery; and the administration and maintenance of any other cemetery established or acquired by the Authority; and the burial or other disposal of human remains in an Authority cemetery; and activities associated with the heritage or historical significance of an Authority cemetery; and any other function assigned to the Authority by or under this or any Act, or by the Minister.
<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 are required for this position.
Industry Experience	Sound knowledge of Local Government issues, particularly as they relate to cemetery management.
Board / Committee Experience	Experience in working on intergovernmental committees/boards is highly desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Expertise in cemetery management is highly desirable.
<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

ECM 644773

ITEM	3.6.5
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Draft Annual Report 2015/16
AUTHOR	Craig Treloar, Team Leader, Corporate Communications, Business Excellence
CITY PLAN LINKS	4.2 Develop strong capability and commitment to continually improve Council's performance. 4.4 Embed long term thinking, planning and innovation across the organisation.
SUMMARY	The Annual Report is a legislative document required following each financial year to highlight the achievements and financial statements of the City of Salisbury. The document features KPIs, a showcase of works based on Council's key directions, financial statements as well as the NAWMA Annual Report.

RECOMMENDATION

1. Council approve the Draft Annual Report 2015/16, subject to the inclusion of the Northern Adelaide Waste Management Authority Annual Report and any changes recommended by Council.

ATTACHMENTS

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

1. Draft Annual Report 2015/16

1. BACKGROUND

- 1.1 The 2015/16 Annual Report reflects the achievements made by Council during the past financial year under the key directions of Prosperous City, Sustainable City, Living City and Achieving Excellence.
- 1.2 It should be noted that late in the financial year Council adopted a new City Plan 2030, however reporting for 2015/16 is measured against the old City Plan, its Key Directions and Objectives, and in alignment with the 2015/16 Annual Plan.
- 1.3 Reporting against the new City Plan 2030 is to be implemented in the 2016/17 Annual Report, which is in line with the recently released 2016/17 Annual Plan.
- 1.4 The NAWMA Annual Report will be included as a subsidiary report once it is endorsed by their board.

- 1.5 In view of sustainable practices, the final version of the Annual Report will be available on the Council website for download or print. A small print run of 10 copies will be arranged for distribution to required legislative authorities, and for each Elected Member.
- 1.6 Council's corporate documents have undergone a redesign, with the most significant change being a shift from landscape to portrait. This makes the documents more compatible with digital devices and Council's internal reporting processes. It also creates a consistent design across the City Plan, Annual Plan and Annual Report documents.

2. CITY PLAN CRITICAL ACTION

- 2.1 N/A

3. CONSULTATION / COMMUNICATION

- 3.1 Internal

- 3.1.1 Governance, Business Excellence, Executive Group, CEO in regards to CEO Message and Mayor Gillian Aldridge in relation to Mayor's Message

4. REPORT

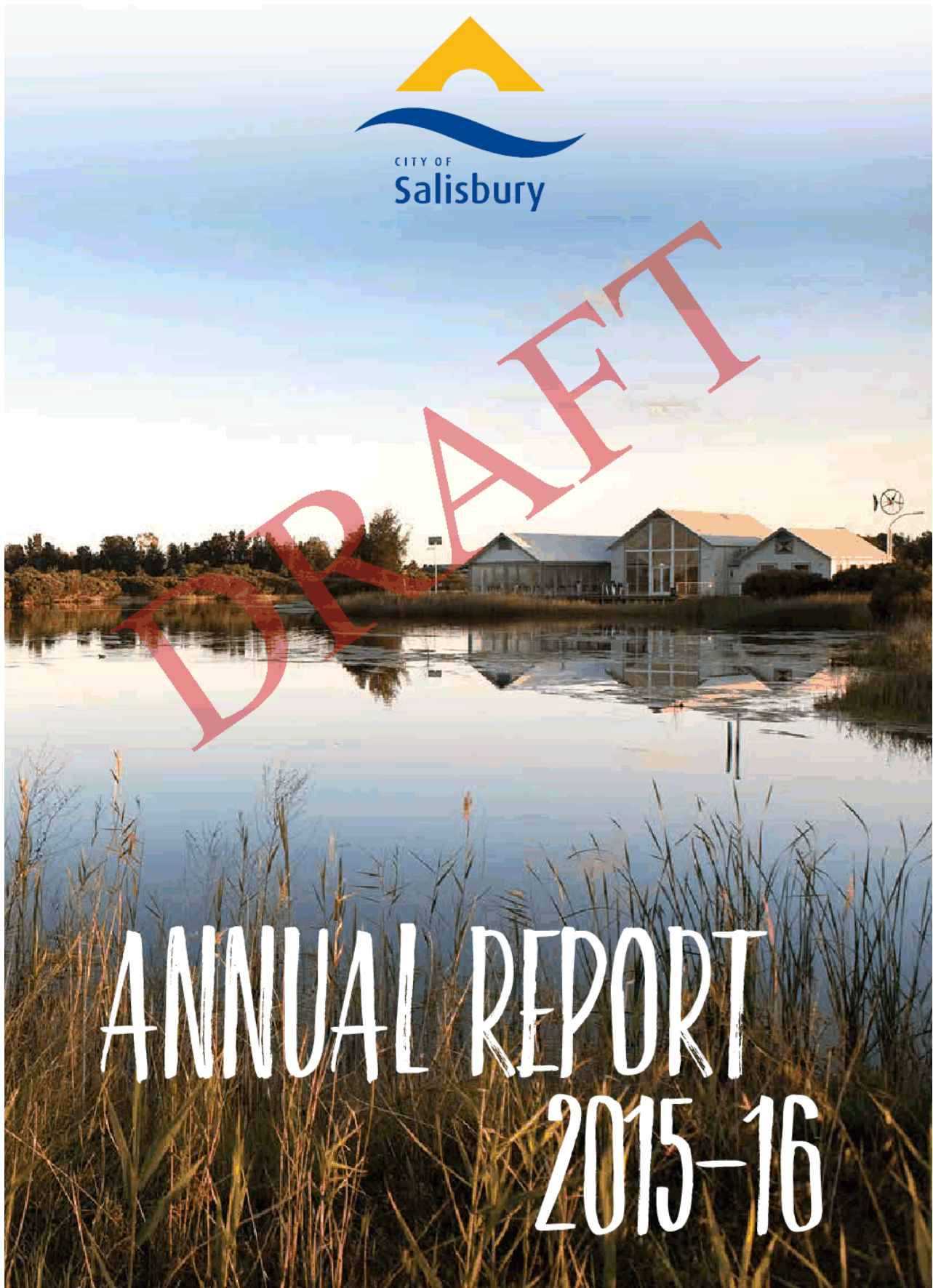
- 4.1 Attached for endorsement is the Draft Annual Report 2015/16 which includes the statutory requirements including the City of Salisbury's KPI's, key achievements under each key direction, the Mayor's Message, CEO Message and Elected Member details.
- 4.2 It is a legislative requirement that Council's endorsed Annual Report be received by both Houses of Parliament no later than 31 December 2016.

5. CONCLUSION / PROPOSAL

- 5.1 Council endorse the Draft Annual Report, subject to the inclusion of any amendments and the NAWMA Annual Report.

CO-ORDINATION

Officer: Executive Group
Date: 14/11/2016



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MAYOR'S message



Salisbury is one of the most diverse and innovative cities in the State and I am delighted how we continue to work together to shape our vibrant community as a rewarding place to live, work, study and play.

We have a prosperous business sector contributing greatly towards advancements in electronics, information technology and defence; development approval values were 18% above the five-year average, and Council responsibly achieved a small surplus. While the pending closure of GM Holden will impact our city – the thing I am most proud of in 2015/16 are our efforts to support Holden workers and unemployed or underemployed youth. This work has included:

- Being a stakeholder in the Holden Transition Centre and Jobs Fairs
- Council's annual Phoebe Wanganeen Scholarship and youth work experience programs
- Programs and training through our Twelve25 Salisbury Youth Enterprise Centre, Salisbury Library Service and community centres; and
- Partnerships with local Job Active providers.

Our community events schedule was again a success highlighted by the Matsuri on Mobara Festival, Salisbury Writers' Festival, Harmony Day, NAIDOC Week, Youth Week, Seniors' Month, Salisbury Secret Garden, and the launch of the St Kilda Playground Renewal which attracted more than 10,000 people.

A significant addition was made to our community recognition program – The Legends Awards – and the inaugural winners were inspiring examples of how people are making out City a wonderful place to live,

work and play. This year volunteers of the Home Assist Program were named Living Legend, Kim McNamara was named Working Legend and Simon Moran was named Active Legend. The awards will continue on an annual basis and strengthen our community recognition program that continues to include the Citizen of the Year awards presented on Australia Day. The winners were April Young (Citizen), Murray and Ros Whitcher (Senior Citizen), Bianca Bilsborow (Young Citizen), and the Salisbury RSL's Centenary of ANZAC Commemorations (Event). I'm extremely proud that our Young Citizen Bianca Bilsborow went on to be named joint winner of the South Australian Young Citizen of the Year Award.

I look forward to working with my Council colleagues, our dedicated staff and wonderful volunteers to continue building a flourishing City with opportunity for all. A key focus in coming years is the multi-million dollar revitalisation of the City Centre, which will position our City for future growth as a modern, multifunctional and inviting hub.

Gillian Aldridge, Mayor

CEO message



The past year has seen a continued focus on ensuring the Salisbury community has access to the services it needs, now and into the future.

This is being delivered through improving the way Council operates, looking for ways to increase non-rate revenue, and by the provision of capital works and programs which are directed at stimulating and growing the economic base of Salisbury.

Looking at the long term, Council adopted its City Plan 2030 – the blueprint for achieving our vision; Salisbury – a flourishing City with opportunity for all. It identifies the strategies and critical actions required to achieve this vision. It shapes Council services and provides strategic guidance to our entire community, and our partners, with regard to community priorities for the future. It was developed with substantial input from every quarter, but most importantly, the people of Salisbury and an analysis of local and global trends that will affect our city and the way we will service our community in the years ahead.

There has been a continued focus on ensuring that the community of Salisbury is well serviced and has access to employment opportunities.

Council recognises the importance of continuing with the Salisbury City Centre Revitalisation

programme, involving improvements to infrastructure and encouraging more investment in mixed use developments. Planning is well underway into the establishment of a Community Hub, integrating civic and community spaces, community centre, meeting areas, and library and learning facilities within the City Centre.

Also, new recreational facilities and development opportunities are proposed for the nearby Salisbury Oval Precinct. Both will see site improvements to traffic, pedestrian and public transport movements, and Council owned sites freed up for future development.

Council and our highly skilled and motivated workforce are responding to new opportunities and adapting services, programs and initiatives to ensure we remain relevant and aligned with the needs of our community. Some of the key highlights for 2015/16 include:

- Export/Trade opportunities: Designed to assist Salisbury-based companies with building trade relationships with businesses and consumers internationally, but initially focused on China.
- Tourism and Visitor Strategy / Tourism Sub

/ continued over page

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Committee: Positioning the City as a tourism and visitor destination with a specific focus on nature-based and environmental tourism, market and economic development opportunities and growing visitor numbers.

- Para Hills Community Hub: A major extension of the Para Hills Library and Positive Ageing Centre will deliver a community hub (combined library, seniors' services and community centre).
- \$18M Asset Renewal / \$10M Capital Works: This investment into sports and community clubs, open spaces, roads and infrastructure create economic opportunities and promote growth in sports and social participation as we strive for a healthy and active community.

Council is a key stakeholder in the State Government's recently released Northern Economic Plan, which is helping to shape the future of the north. It's vital that we think regionally, and work across Local Government Boundaries, and maximise the benefits and opportunities presented by future developments including the Northern Connector, the Food Park at Parafield Airport, electrification of the Gawler rail line, the Futures Submarines and Frigates projects, and development of the former Dry Creek salt fields site.

Council continues to undertake projects that return revenue. This provides the threefold benefit of reducing reliance on rates income, supporting local economic development and employment, and increasing our capacity to fund community projects. In 2015/16 Salisbury Water delivered about 1,330 million litres of recycled

water to more than 900 external customers including 26 schools. A further 1,144 million litres was used to irrigate more than 100 Council-owned parks, reserves and sports fields. Our Strategic Properties projects include Boardwalk at Greentree, The Reserve, Greentree Walk, Riverwalk and Emerald Green, which are a collection of residential projects being master planned and developed by Council. At completion these projects will be home to nearly 1,000 new residents. I'm proud to say this work was acknowledged with the 'Innovative Management Initiatives Award' at the 2016 National LG Professionals Australia Federation Awards.

I look forward to the Council, and our community, continuing to work together and putting our words into actions to realise the full potential of this great City.

John Harry, Chief Executive Officer





Sustainable Futures

The Salisbury City Plan 2020 - Sustainable Futures establishes what and who we are, and what we as a community would like to become. It presents a myriad of opportunities for the Council and its stakeholders, along with the obstacles and challenges to be overcome to be successful.

The City Plan is supported by four Key Directions:

- The Prosperous City (Economic Development Strategy)
- The Sustainable City (Environmental and Climate Change Strategy)
- The Living City (Community Development Strategy)
- Achieving Excellence (Organisational Excellence Strategy)

Sustainable Futures reflects the importance of long-term sustainability for the city in all of its aspects.

Salisbury's Planning Framework

The City of Salisbury has structured its planning process around the four Key Directions presented within the City Plan.

This chart illustrates the relationship of the high level strategic directions with the State Strategic Plan and Planning Strategy and the action plans for supporting Council's annual budget.

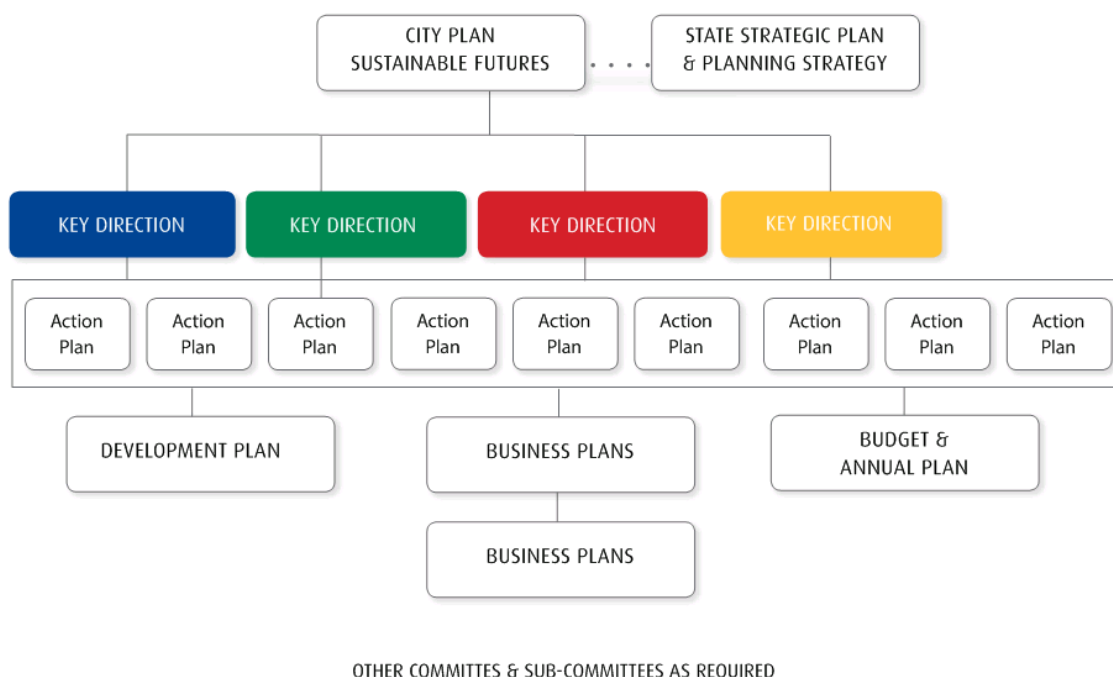
Our Community and Economy

Salisbury is the second largest Local Government community in South Australia with more than 134,300 residents.

Our community is diverse and growing rapidly. Between the 2001 and 2006 Census, Salisbury's population grew by almost three per cent. Our community is also changing. In the next 15 years, Salisbury's percentage of seniors is set to treble.

Our population is also very diverse with some 30 per cent of residents born overseas and about 56 different cultural groups represented. Salisbury also has a higher percentage of Indigenous residents than most metropolitan Councils in Australia.

Salisbury is also the State's most productive manufacturing region, the source of considerable innovation, and it has undergone unprecedented residential and commercial growth.



OUR vision

Our vision is for 'excellence in building a community of opportunity and spirit in a quality environment'.



OUR values



Sustainability:

We will balance economic, social, cultural and environmental factors with a longer term perspective to ensure the sustainability of the organisation and our community.

Community and Customer Service:

We will seek to understand our community and customer expectations. We will listen to their needs and respond to their changing requirements.

Professional Performance:

We will strive to be a leader in Local Government emphasising best practice and innovation.

Probity, Ethics and Accountability:

We will act with honesty and integrity and be open and transparent in our decision-making.

Access, Equity and Inclusion:

We will celebrate our diverse community in which people, regardless of their race, culture, religion, age, gender or level of ability can participate and have access to the services and processes of the Council.



The City of Salisbury's 2016/17 Annual Plan continues to place Council in a sustainable financial position while meeting ongoing community needs.

The 2016/17 Annual Plan includes the first allocation of funds towards Council's proposed multi-million dollar investment into revitalising the Salisbury City Centre through the establishment of a Community Hub. This is a once in a generation opportunity to revitalise our City Centre while also modernising and improving the way Council operates.

Our investment into a Community Hub will support ongoing face-to-face customer and community services, new civic spaces, council chambers, gallery, community accessible meeting areas and library, learning and information facilities, together with functional office space for Council's administration. We believe the Community Hub has the potential to free up Council-owned sites within the City Centre for alternate development or uses and attract significant private and government investment. We don't expect it to have any impact on rates as the upper costs of this proposal have been incorporated into our Long Term Financial Plan. Grant opportunities are also being explored.

This year's budget continues to build upon the work Council has recently undertaken to increase and improve the provision of open space, and looks to create a greener, healthier and appealing community through projects such as the Bridgestone Park, Underdown Park and St Kilda Adventure Playground redevelopments.

Features of the 2016/17 Budget

In 2016/17 the City of Salisbury will be finalising investigations and is aiming to commence preliminary works on the Salisbury City Centre Community Hub vision. This multi-million dollar project will bring together our community, civic and learning functions within a central precinct. It would be a place where the community can access services, activities and programs while also participating in unstructured opportunities to gather, learn, socialise and feel a part of the Salisbury community.

Site works for the second stage of the Bridgestone Park redevelopment have commenced and the new recycled water infrastructure is now in place. This \$1.7 million project will include new play spaces, fitness equipment, a recreational oval and amenities. Consultation and detailed designs are now complete for the Underdown Park redevelopment. The project will include construction of a new building, new playground, renewal of the car park and sportsfield configuration which is scheduled for completion in 2016/17. This work is part of the overall \$3.6 million Underdown Park Redevelopment project.

The City of Salisbury has allocated \$1.1 million to upgrading Diment Road, and \$2 million to upgrading the Mawson Lakes Interchange – both projects are dependent on receiving grant funding. The Diment Road upgrade would see reconstruction and widening of Diment Road between Bolivar Road and Heaslip Road, located predominantly in the commercial / industrial zone in order to cater for B-Double access. Works planned for Mawson Lakes Interchange include an At-Grade crossing of Augustine Street on the southern side of Elder Smith Road with stair and ramp access linking to the Dry Creek corridor, east and west of the rail corridor.

More than \$16 million will go towards renewing community assets to ensure they continue to perform the functions that they were built for, and improve outdoor areas, facilities and transportation for families, sporting clubs and community groups including:

- City Wide Trails \$0.1 million
- Road reseal and reconstruction \$8.6 million
- Building Renewal \$2 million
- Council Funded New Footpath Program: \$0.4 million
- Play Space / Playground Program \$0.6 million
- Local Flooding Program \$0.35 million
- Major Flooding Program \$0.59 million
- Streetscape Renewal Program \$1.3 million
- Underdown Park upgrade \$0.7 million
- Kiekebusch Reserve Pump Station Upgrade \$0.5 million

Rate Increase

The 2016/17 Annual Plan includes an average rate increase of 3%, which equates to a \$39 increase on the average residential rate. Our operating surplus is high, and reflects non-recurring road funding of \$2.5 million. Our debt levels remain low, and financially Council is in good shape, meaning that the community's assets can be appropriately maintained.

Rates are a significant income for Council representing 79 per cent of the operating budget. Rates are a tax based on property value they are not a user charge, so those with higher value properties contribute more to the funding of Council activities.

Setting rates is a balance between needing to fund Council operations, maintain our financial sustainability and the need to contain increases to minimise the impact on ratepayers. Council is mindful of the impact and affordability of rates and regularly compares our rates with those of other metropolitan Councils; in terms of average rates Salisbury ranks third lowest.

Significant factors placing pressure on the budget include:

- Declining Federal Assistance Grant
- Depreciation associated with new infrastructure
- Mandatory rate concessions for Community Housing Associations.

Rate Categories / Differential Rating

Minimum Rates – apply to all properties where the value falls below a certain level so that all ratepayers make a fair contribution. The minimum rate will increase from \$930 to \$958 for 2016/17.

Differential Rating – different rates may be applied to different categories of property called 'land uses' as determined by the Valuer General. A higher rate in the dollar is applied to commercial and industrial properties and to vacant land. Residential and other properties pay the base rate.

The differential for vacant land is 30 per cent higher which reflects Council's desire to promote the development of large land holdings in the city.

Separate Rates – Council collects rates for three distinct purposes:

- Salisbury City Centre Business Association to enable it to market and promote the centre
- Globe Derby Community Club to maintain an area of common land belonging to 63 allotments
- Natural Resources Management (NRM) Levy is a State Government imposed tax, which councils are required to collect on behalf of the State Government under the Natural Resources Management Act 2004, with all funds going to the State Government and not the City of Salisbury. The City of Salisbury objects to the method of collection of the levy,

and we support the Local Government Association of South Australia's efforts to lobby the State Government for the cessation of the current collection method. For the 2016/17 rates notice the NRM Levy is increasing by 7.9% which is more than two and a half times the City of Salisbury's rate increase. All enquiries or concerns about the NRM Levy should be directed to the Adelaide and Mount Lofty Ranges NRM Board on 08 8273 9100 or www.nrm.sa.gov.au.

These separate rates are paid to respective entities.

Key Services

OPERATING BUDGET BY KEY DIRECTION	2016 / 17		
	EXP \$000'S	INC \$000'S	NET \$000'S

THE PROSPEROUS CITY			
ECONOMIC DEVELOPMENT	1,622	359	1,263
DEVELOPMENT MANAGEMENT	2,885	1,152	1,733
URBAN PLANNING	1,435	110	1,325
ROADS	4,100	4,086	14
FOOTPATHS	1,601	-	1,601
TOTAL THE PROSPEROUS CITY	11,643	5,707	5,936

THE SUSTAINABLE CITY			
WATER MANAGEMENT	4,446	2,825	1,622
WASTE MANAGEMENT	16,100	1,307	14,793
PARKS AND LANDSCAPE	17,100	91	17,009
CITY INFRASTRUCTURE		1,165	(1,165)
TOTAL THE SUSTAINABLE CITY	37,646	5,388	32,259

THE LIVING CITY			
COMMUNITY DEVELOPMENT	1,823	19	1,804
RECREATION CENTRES	1,144		1,144
COMMUNITY SPORT AND CLUB FACILITIES	2,236		2,236
LIBRARIES SERVICES	5,293	602	4,691
COMMUNITY CENTRES	2,061	344	1,717

COMMUNITY HEALTH & WELLBEING	4,767	2,842	1,925
CEMETERY	587	478	109
FOOD AND HEALTH REGULATION	1,117	145	973
PARKING AND BYLAWS CONTROL	624	313	311
DOG CONTROL	1,586	1,126	461
CRIME PREVENTION AND REPAIR	766		766
STREET LIGHTING	2,536		2,536
TOTAL THE LIVING CITY	24,541	5,868	18,672

ACHIEVING EXCELLENCE			
CORPORATE SERVICES	54	453	(399)
GOVERNANCE		2	(2)
SUNDRY	3,603	6,441	(2,838)
INFRASTRUCTURE DEPRECIATION	21,763		21,763
TOTAL ACHIEVING EXCELLENCE	25,420	6,896	18,524

CAPITAL WORKS AND PROJECT PREPARATION	1,993		1,993
CORPORATE UNALLOCATED	6,108		6,108
CORPORATE GOVERNANCE OVERHEAD	3,974		3,974
RATE REVENUE	-	90,418	(90,418)
TOTAL OPERATING SURPLUS/(DEFICIT)	111,325	114,277	2,952

ELECTED members

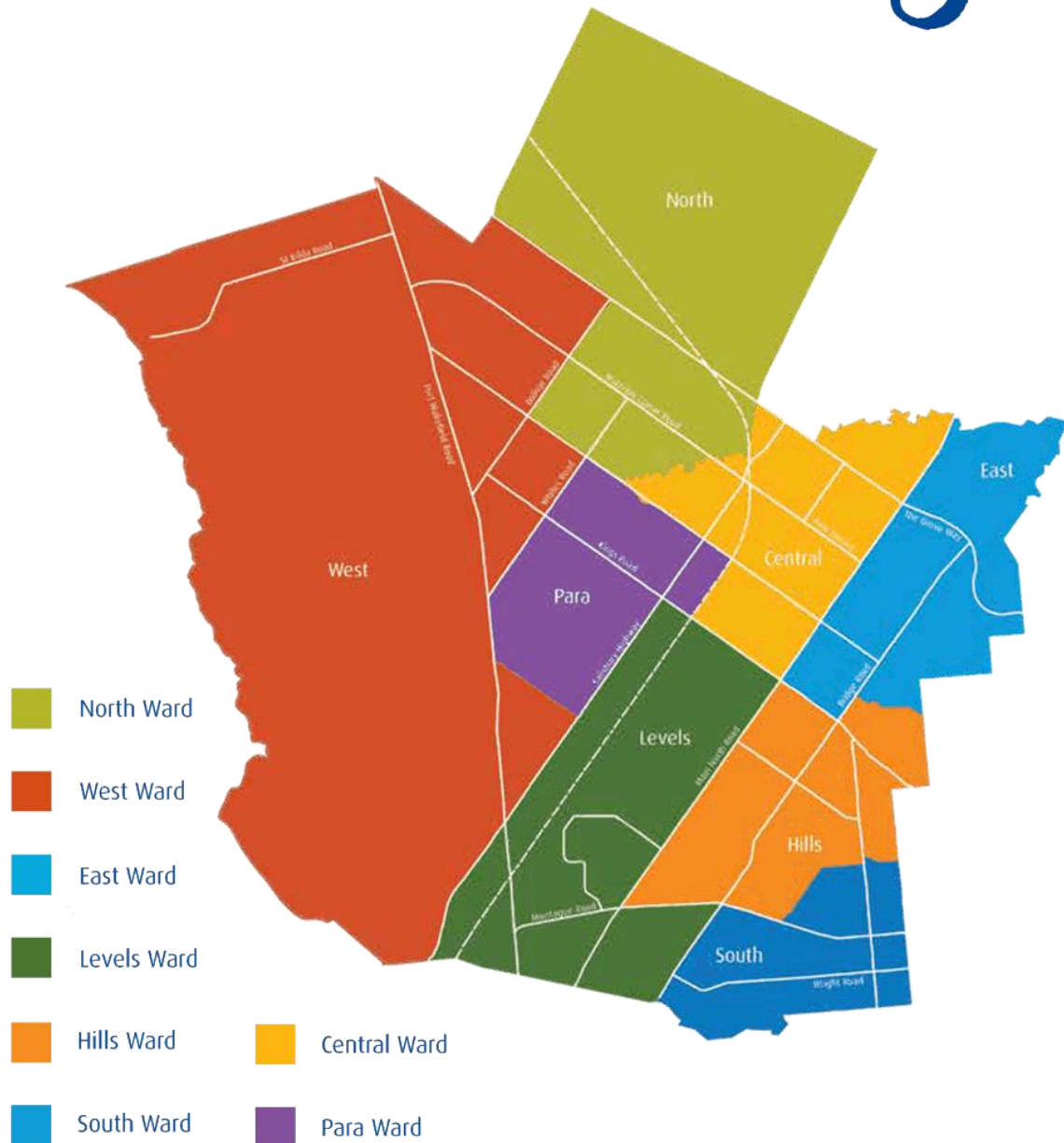


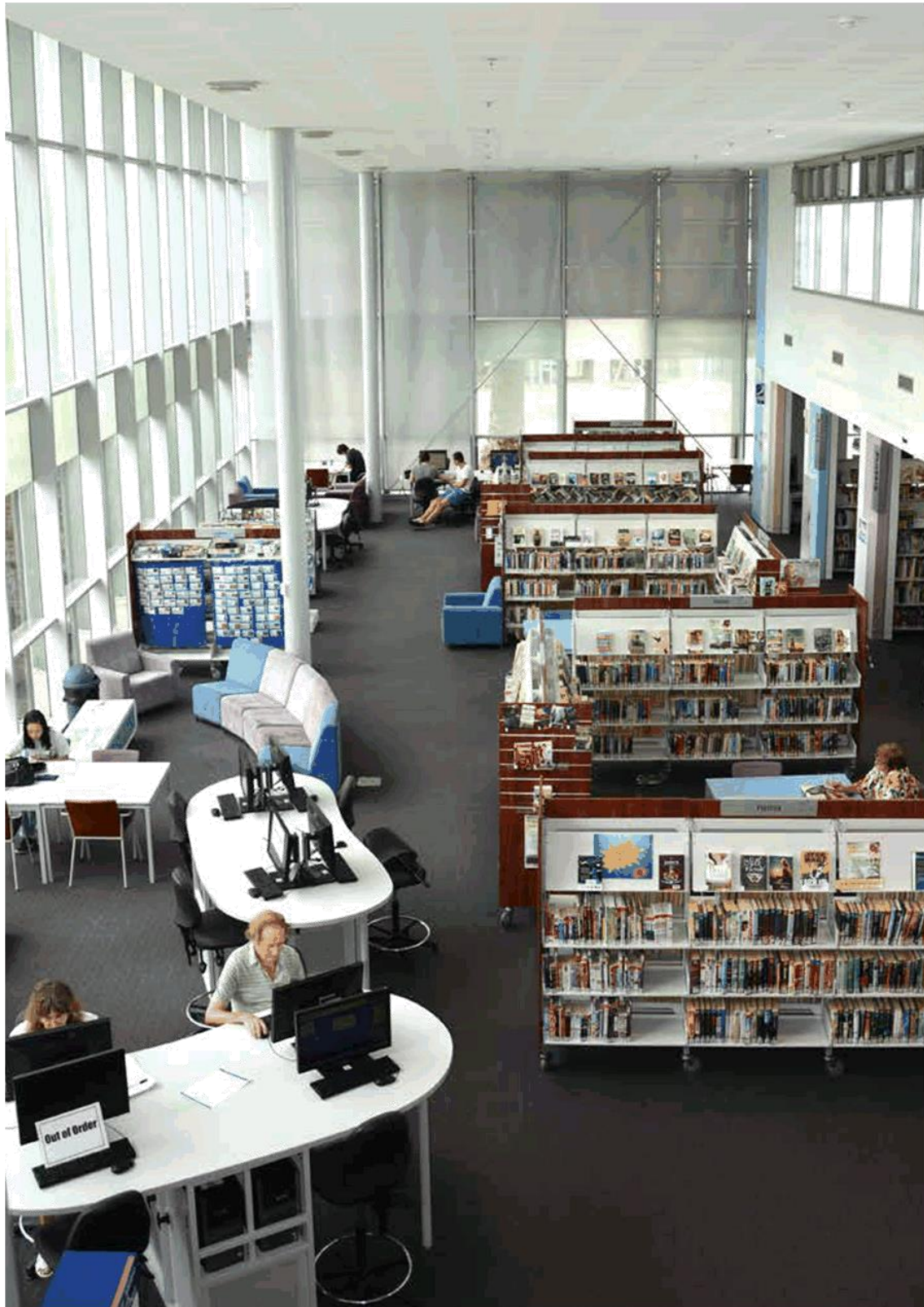
Back Row: David Bryant, Riccardo Zahra, Damien Pilkington, Steve White, Deputy Mayor David Balaza, Sean Bedford, Guiseppe (Joe) Caruso, Graham Reynolds.

Middle Row: Elizabeth (Betty) Gill JP, Julie Woodman JP, Donna Proleta, Robyn Cook.

Front Row: Linda Caruso, Brad Vermeer (Deputy Mayor Nov 2015 to Nov 2016), Mayor Gillian Aldridge JP, Shiralee Reardon JP, Chad Buchanan JP

WARD boundaries

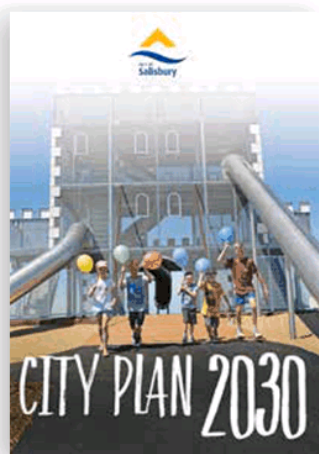




NEW CITY plan

A key milestone for the City of Salisbury in 2015/16 was the finalisation and introduction of the City Plan 2030 – the blueprint for achieving our renewed vision; Salisbury – a flourishing City with opportunity for all.

The City Plan 2030 is a plan for the whole community, outlining the long-term vision for the City of Salisbury over the next 15 years. It identifies the necessary strategies and critical actions within the next five years required to achieve this vision. It shapes not only the services provided by Council, but provides strategic guidance to our entire community and our partners with regard to community priorities and our commitment to shaping our future.



It is Council's commitment to achieving the best for our community, and making a positive difference for those who live, work, play and study in the City of Salisbury. That is why it was developed with a great deal of community input, and achieving our vision for the City requires a collective commitment and partnerships between Council and the community. We recognise that we are facing challenges in the future, and that we need to move beyond a "business as usual" approach in order to meet those challenges.

The City Plan 2030 provides practical strategies and actions to build on our existing assets and make the most of opportunities that have potential to be transformative for not only the City of Salisbury, but the Northern Adelaide region more broadly. Key infrastructure projects, our diverse environmental assets, economic strengths and the liveability of this City provide us with immense opportunities that will benefit the entire community. We have a diverse population that brings with it a wealth of knowledge and an entrepreneurial spirit that needs to be encouraged.

To view the City Plan 2030, please visit www.salisbury.sa.gov.au/cityplan2030

PLEASE NOTE: The City Plan 2030 comes into effect from 1 July 2016, with operations, visions and values in 2015/16 guided by the City Plan 2020 – Sustainable Futures document outlined on pages 8 to 10.

council

Elected Members

(June 2015 - July 2016)

Mayor:	Gillian Aldridge
Central Ward:	Cr David Balaza (Deputy Mayor December 2015 - Current)
	Cr Betty Gill
East Ward :	Cr Joe Caruso
	Cr Damien Pilkington
South Ward:	Cr Sean Bedford
	Cr Julie Woodman
Hills Ward :	Cr Shiralee Reardon
	Cr David Bryant
Para Ward:	Cr Riccardo Zahra
	Cr Robyn Cook
North Ward:	Cr Linda Caruso
	Cr Graham Reynolds
Levels Ward:	Cr Brad Vermeer (Deputy Mayor November 2014 – November 2015)
	Cr Steve White
West Ward:	Cr Chad Buchanan
	Cr Donna Proleta

Council	Elected Members ²	Electors	Representation Quota ³
Salisbury	17	91,305	5370
Playford	16	56,595	3537
West Torrens	15	40,134	2675
Charles Sturt	17	80,628	4742
Port Adelaide/ Enfield	18	79,895	4438
Marion	13	62,759	4827
Onkaparinga	21	118,774	5655
Tea Tree Gully	13	72,561	5581
Metropolitan Average ⁴	14	46,693	3151

1 Data supplied by the Local Government Association.

2 Including the Mayor

3 Representation quota for a council is an amount ascertained by dividing the number of electors for the area of the council (as at the last closing date under the Local Government (Elections) Act 1999) by the number of members who constitute the council (ignoring any fractions resulting from the division and expressed as a quota). Local Government Act 1999, Schedule 4.

4 Based on 19 metropolitan councils, including the City of Adelaide

Elector Representation

The community of Salisbury is represented on Council by a Mayor who is elected from the whole community, and 16 Elected Members. Elected Members represent one of eight wards, and are elected by the residents of their ward.

The representation quota for the City of Salisbury, that is the number of electors represented by each Councillor, is shown in the table. Comparative data for other major metropolitan Councils in Adelaide has also been included¹.

In accordance with Section 12 of the Local Government Act 1999, a Council is required to conduct an Elector Representation Review at least once in every eight years. The City of Salisbury last conducted a Representation Review in 2009/10, in readiness for the November 2010 Local Government Elections.

The Representation Review did not result in any change to the number of wards or Elected Members in the City of Salisbury; however, Ward Boundaries were adjusted to ensure a balanced and appropriate representation quota within each ward. The City of Salisbury is currently conducting a Representation Review which will conclude in April 2017.

COUNCIL

Elected Representatives

Following the conclusion of the November 2014 elections, the elected body of the City of Salisbury comprised the following representatives:

Mayor:	Gillian Aldridge	Para Ward:	Cr Riccardo Zahra
Central Ward:	Cr David Balaza (Deputy Mayor December 2015 - Current)		Cr Robyn Cook
	Cr Betty Gill	North Ward:	Cr Linda Caruso
East Ward:	Cr Joe Caruso		Cr Graham Reynolds
	Cr Damien Pilkington	Levels Ward:	Cr Brad Vermeer (Deputy Mayor November 2014 – November 2015)
South Ward:	Cr Sean Bedford		Cr Steve White
	Cr Julie Woodman	West Ward:	Cr Chad Buchanan
Hills Ward:	Cr Shiralee Reardon		Cr Donna Proleta
	Cr David Bryant		

Elected Member Allowances

Changes to the Local Government Act in 2010 resulted in the Remuneration Tribunal being responsible for the determination of Elected Member Allowances to be applied from the first Council Meeting following the November 2010 Elections. Elected Member allowances were reviewed by the Remuneration Tribunal in Determination No. 7 of 2014, which resulted in an increase to allowances for City of Salisbury Elected Members plus the introduction of a new allowance for a sub-committee chairman as follows:

Councillor	\$21,744 per annum
Mayor	\$86,976 per annum
Deputy Mayor	\$27,180 per annum
Chairman of Standing Committees	\$27,180 per annum
Sitting fee payable to a Councillor (other than the principal member or deputy principle member, chairperson or deputy chairperson or a presiding member of a prescribed committee) who is the presiding member of a committee, that is not a prescribed committee, such as a sub-committee.	\$203 per meeting limited to an aggregate amount of \$1,214 per annum

In accordance with section 76(9) and 76(15) of the Local Government Act, allowances set out in Determination No. 7 of 2014: Members of Local Government Councils will be adjusted annually on the first, second and third anniversary of the 2014 local government election to reflect changes in the Consumer Price Index, where the Consumer Price Index is defined as "the Consumer Price Index (All groups index for Adelaide) Published by the Australian Bureau of Statistics.

In addition to an allowance, Elected Members are provided with resources to assist in the representation of their community and conducting Council business. This includes an Apple iPad, laptop computer and printer, broadband internet access, stationery and business cards. The Mayor has access to a personal assistant and is provided with a mobile phone and car. The Elected Members Allowances, Facilities and Support Policy provides full details of resources (including reimbursement of expenses) provided to Elected Members.

COUNCIL

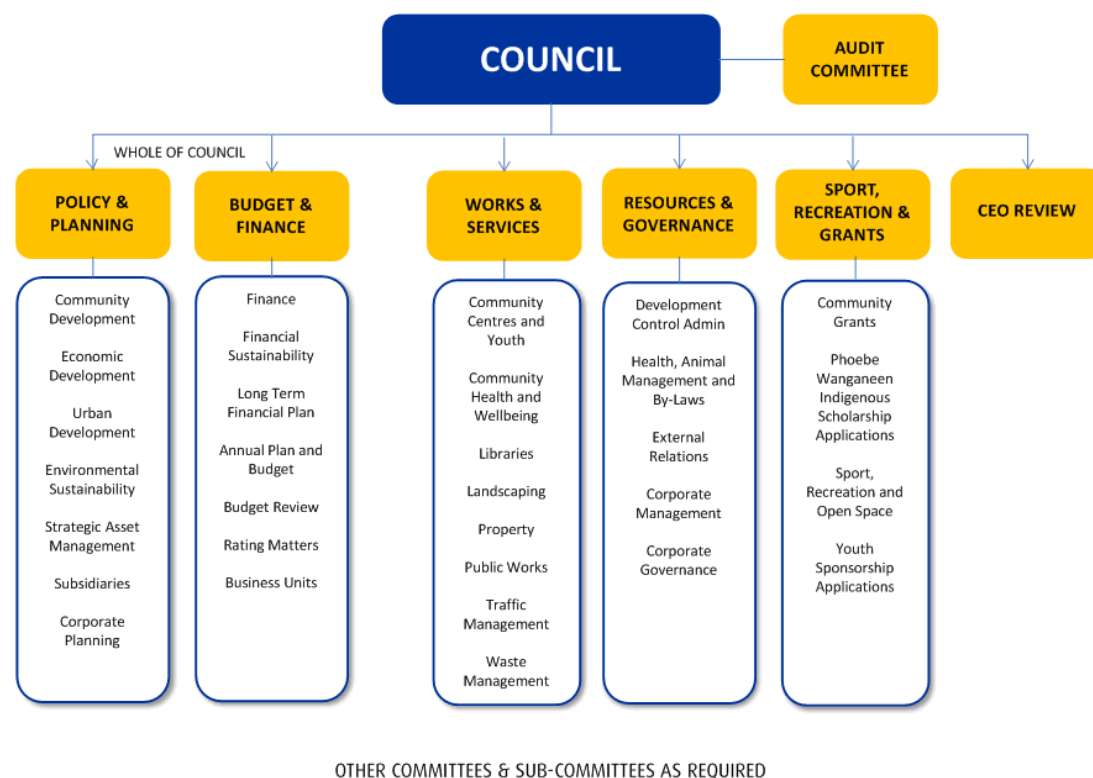
Council and Committee Structure June 2015 to July 2016

Council is supported in its decision making process by six Standing Committees: Policy & Planning; Budget & Finance; Works & Services; Resources & Governance; Sport, Recreation & Grants; and Audit Committee. The Sport, Recreation & Grants Committee meets on the second Monday of the month and the remaining standing committees meet on the third Monday of each month. The Audit Committee meets on a quarterly basis.

The CEO Review Committee has also been established by Council and meets at a minimum twice per year or as required.

Council also has a Development Assessment Panel (DAP) as an independent Committee comprising of experts external to Council as well as Elected Members which meet as required.

The Mayor is, ex officio, a member of the Works & Services Committee, Resources & Governance Committee and the Sports, Recreation & Grants Committee. The Committee structure and membership is set out below:



COUNCIL

Membership of each of the Committees in 2015/16:

Policy and Planning Committee

Cr Linda Caruso (Chairman)
Cr Shiralee Reardon (Deputy Chairman)
All members of Council

Works and Services Committee

Cr Julie Woodman (Chairman) – South Ward
Cr Joe Caruso (Deputy Chairman) – East Ward
Cr Chad Buchanan – West Ward
Cr Elizabeth Gill – Central Ward
Cr Shiralee Reardon – Hills Ward
Cr Graham Reynolds – North Ward
Cr Steve White – Levels Ward
Cr Riccardo Zahra – Para Ward
The Mayor is, ex-officio, a member of this Committee

Resources and Governance Committee

Cr David Balaza (Chairman December 2014 – November 2015) – Central Ward
Cr David Bryant (Deputy Chairman December 2014 – November 2015) – Hills Ward
Cr Sean Bedford – South Ward
Cr Linda Caruso – North Ward
Cr Robyn Cook – Para Ward (Deputy Chairman December 2015 – November 2016)
Cr Damien Pilkington – East Ward
Cr Donna Proleta – West Ward
Cr Brad Vermeer – Levels Ward (Chairman December 2015 – November 2016)
The Mayor is, ex-officio, a member of this Committee

Budget and Finance Committee

Cr Damien Pilkington (Chairman)
Cr Sean Bedford (Deputy Chairman)
All members of Council

Sports Recreation and Grants Committee

Cr Donna Proleta (Chairman)
Cr Riccardo Zahra (Deputy Chairman December 2014 – November 2015)
Cr David Balaza
Cr David Bryant (Chairman December 2015 – November 2016)
Cr Linda Caruso
Cr Damien Pilkington
Cr Brad Vermeer
Cr Julie Woodman
The Mayor is, ex-officio, a member of this Committee

Audit Committee

Mr Peter Brass (Chairman)
Mr Mark McAllister (July 2015 – 31/08/2015)
(Deputy Chairman July 2015 – 31/08/2015)
Mr Craig Johnson
Cr Joe Caruso
Cr Graham Reynolds

Development Assessment Panel

From July 2015 to June 2016
Mr Doug Wallace (Presiding Member)
Mr Ross Bateup
Ms Stephanie Johnston
Mr John Watson
Cr Chad Buchanan (July 2015 – 22/05/2016)
Cr Graham Reynolds (23/05/2016 – June 2016)
Cr Linda Caruso
Cr Steve While



Open and transparent decision-making

The City of Salisbury is committed to open and transparent decision-making through minimising the number of occasions that the provisions listed in Section 90 (excluding the public during debate) OR Section 91 (documents to be kept confidential for a period of time) were used during the 2015/16 financial year.

In 2015/16 a total of 573 items were considered by Council and Committees. Of these, 55 were confidential.

	No. of items considered in confidence	Confidential items as a % of total no. of items considered
2003/04	34	6.30%
2004/05	20	4.00%
2005/06	1	0.20%
2006/07	1	0.20%
2007/08	6	1.00%
2008/09	4	0.80%
2009/10	5	1.19%
2010/11	12	2.15%
2011/12	14	2.33%
2012/13	14	2.54%
2013/14	34	5.61%
2014/15	38	6.59%
2015/16	55	9.56%

The following table is a summary of the occasions that the provisions listed in Section 90 (excluding the public during debate) OR Section 91 (documents to be kept confidential for a period of time) were used during the 2015/16 financial year:

Date	Item	Council/Committee/Sub-Committee	Subject matter including Section 90(3) subsection reference	Number of occasions moved into confidence Section 90	Number of occasions with retention order on reports, minutes and/or appendices.
July 2015	8.2.1	CEO Performance Review Committee	(a)	1	1
July 2015	8.2.2	CEO Performance Review Committee	(a)	1	1
July 2015	8.2.3	CEO Performance Review Committee	(a)	1	1
July 2015	1.10.1	Policy and Planning Committee	(b) & (d)	1	1
July 2015	1.10.2	Policy and Planning Committee	(b)	1	1

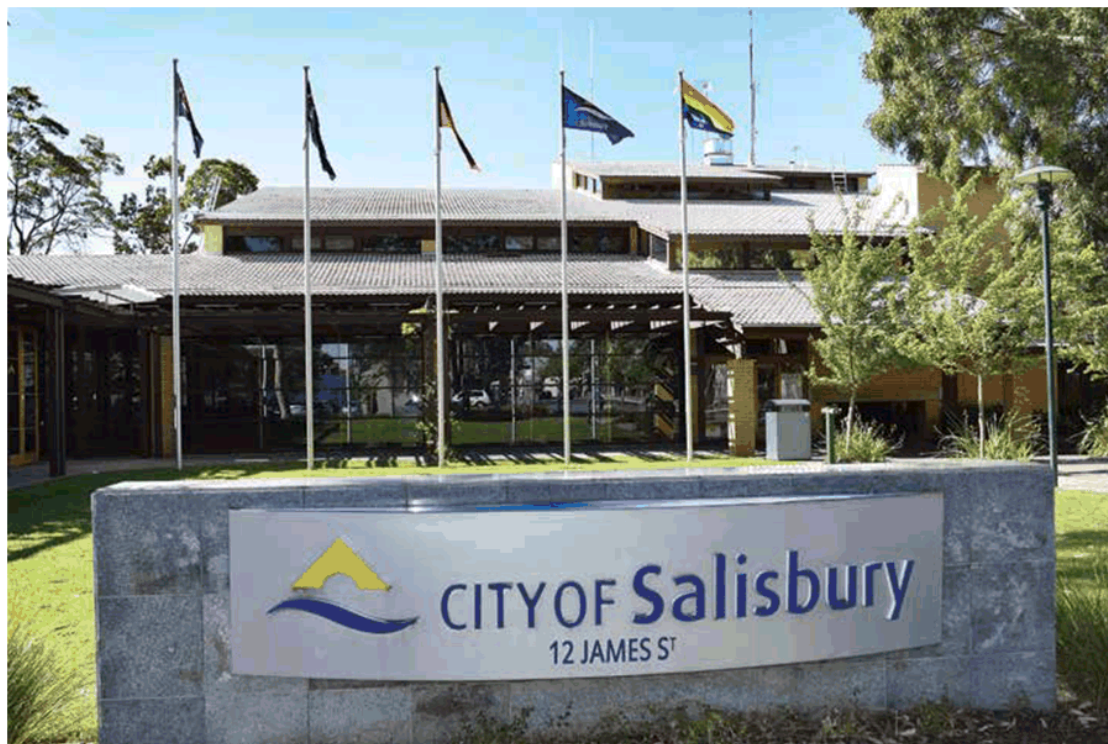
Date	Item	Council/Committee/ Sub-Committee	Subject matter including Section 90(3) subsection reference	Number of occasions moved into confidence Section 90	Number of occasions with retention order on reports, minutes and/or appendices.
August 2015	PRSC5	Program Review Sub-Committee	(a)	1	1
August 2015	6.9.1	Budget and Finance Committee	(a)	1	1
August 2015	3.8.1	Resources and Governance Committee	(a)	1	1
August 2015	3.8.2	Resources and Governance Committee	(a), (g) and (h)	1	1
August 2015	C1	Council	(a) & (h)	1	1
September 2015	SPDSC3	Strategic Property Development Sub-Committee	(b)	1	1
September 2015	1.10.1	Policy and Planning Committee	(b) & (d)	1	1
September 2015	2.9.1	Works and Services Committee	(a)	1	1
September 2015	2.9.1FI	Council	(a)	1	1
September 2015	2.9.2	Council	(b)	1	1
September 2016	2.9.3	Council	(b)	1	1
September 2015	C1	Council	(a)	1	2
September 2015	C2	Council	(a)	1	1
October 2015	C1	Council	(b), (d) & (h)	1	1
October 2015	2.9.1	Works and Services Committee	(b)	1	1
October 2015	2.9.1FI	Council	(b)	1	1
October 2015	2.9.2	Works and Services Committee	(b)	1	1
October 2015	4.4.1	Audit Committee	(k)	1	1
October 2015	6.9.1	Budget and Finance Committee	(a)	1	1

Date	Item	Council/Committee/ Sub-Committee	Subject matter including Section 90(3) subsection reference	Number of occasions moved into confidence Section 90	Number of occasions with retention order on reports, minutes and/or appendices.
November 2015	3.8.1	Resources and Governance Committee	(d)	1	1
November 2015	6.9.1	Budget and Finance Committee	(b) & (d)	1	1
November 2015	C1	Council	(j)	1	1
December 2015	SPDSC2	Strategic Property Development Sub-Committee	(b) & (h)	1	1
December 2015	2.9.1	Works and Services Committee	(b)	1	1
December 2015	2.9.2	Works and Services Committee	(d)	1	1
December 2015	6.9.1	Budget and Finance Committee	(b) & (d)	1	1
December 2015	6.9.2	Budget and Finance Committee	(a)	1	1
January 2016	SPDSC1	Strategic Property Development Sub- Committee	(b)	1	1
January 2016	2.9.1	Policy and Planning Committee	(b)	1	1
January 2016	2.9.2	Policy and Planning Committee	(b)	1	1
January 2016	6.9.1	Budget and Finance Committee	(d)	1	1
February 2016	SPDSC2	Strategic Property Development Sub-Committee	(b)	1	1
February 2016	4.4.1	Audit Committee	(d) & (k)	1	1
February 2016	2.9.1	Works and Services Committee	(b)	1	1
February 2016	C1	Council	(a)	1	1
February 2016	C2	Council	(a)	1	1
February 2016	C3	Council	(a)	1	1
March 2016	3.8.1	Resources and Governance Committee	(h)	1	1

Date	Item	Council/Committee/ Sub-Committee	Subject matter including Section 90(3) subsection reference	Number of occasions moved into confidence Section 90	Number of occasions with retention order on reports, minutes and/or appendices.
March 2016	6.9.1	Budget and Finance Committee	(b), (d) & (h)	1	1
April 2016	2.9.1	Works and Services Committee	(b) & (d)	1	1
April 2016	6.9.1	Budget and Finance Committee	(a)	1	1
April 2016	C1	Council	(a)	1	1
April 2016	C2	Council	(b)	1	1
May 2016	6.9.1	Budget and Finance Committee	(a)	1	1
May 2016	C1	Council	(a)	1	1
June 2016	SPDSC4	Strategic Property Development Sub- Committee	(b)	1	1
June 2016	1.10.1	Policy and Planning Committee	(b)	1	1
June 2016	2.9.1	Works and Services Committee	(b)	1	1
June 2016	2.9.2	Policy and Planning Committee	(a) & (b)	1	1
June 2016	2.9.1FI	Council	(b)	1	1

33 confidentiality orders were revoked or expired during 2015/16. Remaining orders will be reviewed internally twice per year and should it be deemed appropriate, the Chief Executive Officer has the delegation to revoke the orders.

73 orders remained operative at the end of 2015/16.



Management and Governance

The City of Salisbury places particular emphasis on its commitment to democratic principles. These principles include fair representation, openness and transparency in all its operations.

The Local Government Act 1999 provides the legislative foundation for Council and contains a range of reporting and operating requirements that contribute toward good governance. As part of its compliance with the Local Government Act 1999, the City of Salisbury maintains the following registers, codes of conduct and policies:

Registers

Register of Interests for Elected Members
 Register of Allowances and Benefits for Elected Members
 Register of Salaries (Remuneration) for Staff
 Register of Interests (Officers)
 Register of Public Roads*
 Register of By-laws*
 Register of Gifts and Benefits

Codes

Code of Conduct for Council Members*
 Code of Conduct for Council Employees*
 Code of Practice for Access to Meetings and Documents*

Policies

Procurement Policy*
 Rating Policy*
 By-Laws and Order Making Policy*
 Public Consultation Policy*
 Internal Review of Council Decision Making Procedures*

Other

Internal Audit Charter
 Governance Framework and Statement
 Risk Management Charter
 Whistleblower Policy*

A comprehensive list of codes, documents, policies, registers and guidelines are available for public inspection either at the Council offices, 12 James Street, Salisbury or at www.salisbury.sa.gov.au

Copies of most documents are available for purchase for a small fee. All of these documents are updated on a regular basis as required by the Act. Documents marked with * are also available at www.salisbury.sa.gov.au

Number of Requests for a Review of Council Decisions

During the 2015/16 financial year, the City of Salisbury received 3 requests for a review of a Council decision.

The requests asked for a review of the following topics:

- a request to review a Council decision to refuse to remove a tree adjacent to a property. Following consideration of the information it was determined that the review not proceed as there was, at that time, a review being undertaken of the Tree Removal Committee's decision to refuse removal of the tree pursuant to Council's Tree Removal Policy and Procedure.
- a request to review a Council decision that a reserve contribution requirement will be required as open space following the layout of Council's concept plan severely hampering the design capacity of the land. Following consideration of the information it was determined that the review not proceed as it was determined that the application did not make any reference to when, or the manner in which, the decision was received. Under the Internal Review of Council Decisions Policy, applications for review of a Council decision should be received within 6 months of the decision of Council.
- Request to review a Council decision to take no further action with respect to complaints regarding the impact of a dwelling approved by Council on the adjoining property- this matter is still proceeding.

Internal Control Framework

The City of Salisbury has implemented an extensive financial internal control framework. The framework is designed to ensure financial processes, procedures, policies and systems are applied efficiently and effectively. Oversight of the financial internal control framework is provided by the Audit Committee of Council, through the Governance Division. An external audit of the framework is conducted annually.

Audit Committee of Council

As a critical component of the Council's governance framework, and in compliance with Section 126 of the Local Government Act 1999, the Audit Committee of Council provides an oversight function for the City's risk management and internal control frameworks.

The Committee reports to Council on a quarterly basis and is committed to assuring Council that the governance and control frameworks are in place and operating effectively. As part of its operational program the Audit Committee also provides assurance to Council regarding the efficiency and effectiveness of overall Council operations.

A number of explicit aspects were given close scrutiny during 2015/2016 through specific internal audit activity. These included:

- Strategic Asset Management Delivery Gap Analysis;
- External Review of Internal Audit;
- Event Management;
- Petty Cash and Till Float Management.

The Committee maintains a close working relationship with the City's external auditor, with a particular focus on the end of year financial statements, the external audit opinions on the statements and the internal control framework.

The Committee also provides oversight for the internal audit work program and receives regular reports from the City's Business Analyst Internal Audit & Risk. On a quarterly basis outstanding recommendations and agreed actions resulting from internal audit activity are considered by the Committee.

Audit Committee Membership

July 2015 – September 2015

Mr Peter Brass (Chairman & Independent Member) – General Manager Operations, Water Quality Research Australia Ltd., attended one of one meeting.

- Mr Mark McAllister (Deputy Chairman & Independent Member) – Southcott Advisory, attended one of one meeting.
- Mr Craig Johnson (Independent Member) – Independent Consultant, attended one of one meeting.
- Cr Joe Caruso (Elected Member of Council) – attended one of one meeting.
- Cr Graham Reynolds (Elected Member of Council) – attended one of one meeting.

October 2015 – June 2016

- Mr Peter Brass (Chairman & Independent Member) – General Manager Operations, Water Research Australia Ltd., attended three of three meetings.
- Mr Craig Johnson (Deputy Chairman - Independent Member) – Independent Consultant, attended three of three meetings.
- Ms Kristyn Briggs (Independent Member – from October 2015) – Legal Counsel / Company Secretary at StatewideSuper, attended three of three meetings.
- Cr Joe Caruso (Elected Member of Council) – attended three of three meetings.
- Cr Graham Reynolds (Elected Member of Council) – attended three of three meetings.

Ombudsman SA Investigations

During 2015/16, 38 complaints were received by the SA Ombudsman; 21 were referred back to Council for action, nine were declined, two had alternative remedy availability, three were resolved with the cooperation of Council, two were withdrawn by the Complainant and one is continuing.

Elected Members Training and Development

Below is a table showing training and development activities attended by Elected Members during the past financial year

Gillian Aldridge JP	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Local Government Association Annual General Meeting and Networking Dinner, Elected Member Development Program, Elected Member Weekend Workshop.
David Balaza	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Local Government Association Ordinary General Meeting, Elected Member Development Program, Elected Member Weekend Workshop, Diploma of Local Government (Elected Members).
Sean Bedford	Due Diligence, Bullying, Harassment and other WHS Obligations training, Local Government Association Workshop: Mandatory Training Modules 1-4, Elected Member Development Program, Elected Member Weekend Workshop.
David Bryant	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Diploma of Local Government (Elected Members), Elected Member Development Program, Elected Member Weekend Workshop, Public Speaking.
Chad Buchanan JP	Due Diligence, Bullying, Harassment and other WHS Obligations training, Local Government Association Workshop: Mandatory Training Modules 1-4, Elected Member Development Program, Elected Member Weekend Workshop, Diploma of Local Government (Elected Members).
Giuseppe (Joe) Caruso	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Elected Member Development Program, Elected Member Weekend Workshop.
Linda Caruso	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Elected Member Development Program, Elected Member Weekend Workshop.

Robyn Cook	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Elected Member Development Program, Elected Member Weekend Workshop, Diploma of Local Government (Elected Members).
Elizabeth (Betty) Gill JP	Due Diligence, Bullying, Harassment and other WHS Obligations training, Local Government Association Workshop: Mandatory Training Module 2, Local Government Association Networking Dinner, Elected Member Development Program, Elected Member Weekend Workshop.
Damien Pilkington	Due Diligence, Bullying, Harassment and other WHS Obligations training, Local Government Association Workshop: Mandatory Training Module 4, Norman Waterhouse Online Training Modules 1, 2 and 3, Elected Member Development Program, Elected Member Weekend Workshop, Diploma of Local Government (Elected Members).
Donna Proleta	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Local Government Association Online Training Module 1, 2 and 3, Elected Member Development Program.
Shiralee Reardon JP	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Elected Member Development Program, Elected Member Weekend Workshop, Diploma of Local Government (Elected Members).
Graham Reynolds	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Elected Member Development Program.
Brad Vermeer	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Elected Member Development Program, Elected Member Weekend Workshop, Diploma of Local Government (Elected Members).
Steve White	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Council and Committee Meeting Procedures and Chairing Skills, Norman Waterhouse Online Training Modules, Elected Member Development Program.
Julie Woodman JP	Due Diligence, Bullying, Harassment and other WHS Obligations training, Strategic Planning/Financial Matters training, Elected Member Weekend Workshop, Elected Member Development Program.

Riccardo Zahra	Due Diligence, Bullying, Harassment and other WHS Obligations training, Part Local Government Association Workshop: Mandatory Training Module 4, Local Government Association Online Training, Elected Member Development Program, Elected Member Weekend Workshop.
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Elected Members Representation on External Bodies

Gillian Aldridge JP	Local Government Association (Voting Delegate)
	Local Government Association Board (Deputy Member)
	Mawson Lakes Community Trust Fund
	Metropolitan Local Government Group Reconciliation Action Plan Working Group (Co-Chair)
David Balaza	Northern Adelaide Waste Management Authority Board (Member) Salisbury City Centre Business Association Salisbury Park Primary School Governing Council
Sean Bedford	Local Government Finance Authority of South Australia (Deputy Voting Delegate)
David Bryant	Para Hills Primary School Governing Council
Chad Buchanan JP	Metropolitan Seaside Councils' Committee
Giuseppe (Joe) Caruso	Salisbury East High School Governing Council
Linda Caruso	Local Government Finance Authority of SA (Voting Delegate)
	Lake Windemere B-7 School Governing Council
Robyn Cook	Twelve25 Youth Advisory Group
Elizabeth (Betty) Gill JP	Australian Local Government Women's Association - President (SA Branch)
	Australian Local Government Women's Association - Vice President (National)
	Northern Adelaide Waste Management Authority Board (Deputy Member)
	Social Participation and Diversity Advisory Committee - Chair
	Parafield Airport Consultative Committee
	Twelve25 Youth Advisory Group
Damien Pilkington	Salisbury East Neighbourhood Centre

Donna Proleta	Burton Community Centre
	St Kilda and Surrounds Development and Tourism Association
Shiralee Reardon JP	Salisbury and Districts Historical Society
	Para Hills High School Governing Council
Graham Reynolds	Northern Adelaide Waste Management Authority Board (Deputy Member)
	Paralowie R-12 School Governing Council
	Salisbury High School Governing Council
Brad Vermeer	Local Government Association of SA (Deputy Voting Delegate until Nov 2015)
	Local Government Finance Authority (Deputy Voting Delegate)
Steve White	Parafield Airport Consultative Committee
	Twelve25 Youth Advisory Group
Julie Woodman JP	Valley View Secondary High School Governing Council Northern Adelaide Waste Management Authority Board (Member)
Riccardo Zahra	Twelve25 Youth Advisory Group



ABOVE: General Manager City Infrastructure Mark van der Pennen, General Manager Community Development Jane Trotter, General Manager Business Excellence Charles Mansueto, Chief Executive Officer John Harry, General Manager City Development Terry Sutcliffe.

Executive Allowances

The Executive Management Structure is comprised of the Chief Executive Officer and four General Managers. Salary packages for these five executives are comprised of:

- A negotiated annual salary;
- Statutory Superannuation;
- Option to salary sacrifice a fully maintained Council vehicle or equivalent.

There are no allowances or bonuses available as part of a salary package.

General Managers membership on External Boards and Committees -

Below is a list of membership on external bodies by City of Salisbury General Managers, during the past financial year.

General Manager Membership

Chief Executive Officer - John Harry

- Northern Economic Leaders Group
- Metropolitan CEO's Group
- Council Solutions
- Northern Economic Development Plan - Implementation Group

General Manager City Development, Terry Sutcliffe

- Burial Discovery Working Group
- United Nations Office for Disaster Risk Reduction Urban Planning Advisory Group

General Manager Business Excellence, Charles Mansueto

- Local Government Association Workers Compensation Scheme
- Council Solutions

General Manager Community Development, Jane Trotter

- Local Government Professionals Australia SA Board Member and Treasurer
- Discovery Circle Advisory Committee

General Manager City Infrastructure, Mark van der Pennen

- Adelaide Mt Lofty Ranges Bushfire Management Committee (Deputy Member)
- Northern Adelaide Waste Management Authority (NAWMA)
- Community Floodsafe Steering Committee
- Institute of Public Works Engineering Australasia Committee Member

Covalent KPI's

- Participation in decision-making forums (AR.03.02.03)

Until March 2016, there were four Committees with 39 non-elected members in their membership. The Committees are Youth Council (24) Audit Committee of Council (3), Development Assessment Panel (4) and Strategic and International Partnerships (8). On 29 March Council endorsed the Terms of Reference for a Tourism and Visitor Sub Committee which provides for six (6) non-elected members in their membership.

Youth Council	24
Audit Committee of Council	3
Development Assessment Panel	4
Strategic & International Partnerships Sub-Committee	8

Number of internal controls rating 4 or higher (CAMS) (AR.04.02.01)

The Control Assessment Management System (CAMS) is a support tool for performing self-assessments on the effectiveness of internal financial controls. City of Salisbury currently utilises 373 controls within the CAMS across 6 classes: Assets, Expenses, External Services, Liabilities, Revenue and Strategic Financial Planning.

The CAMS uses a five point rating scale (1=ineffective, 2=requires significant improvement, 3=partially effective, 4=majority effective and 5=effective). This indicator reports the number of controls assessed as 4 or higher of the controls utilised. The total number of controls assessed in 2015/16 was 373, of these controls 364 were assessed as a 4 or a 5, which represents 98% of controls assessed against a target of 80%. Both Core and Additional controls were assessed and this will be the case in subsequent years, although the overall number of controls assessed is likely to decrease as duplicate controls are eliminated.

High risk outcomes/findings from internal audits/program reviews

No high risk outcomes / findings from internal audits were identified in the 2015/16 financial year.

COMMUNITY champions



2015 CITIZEN OF THE YEAR AWARD WINNERS

Citizen: April Young

Young Citizen: Bianca Bilsborow

Senior Citizen: Murray and Ros Whitcher

Event of the Year: Salisbury RSL's Centenary of ANZAC Commemorations

2015 LEGENDS AWARDS WINNERS



Living Legend:

Volunteers of the Home Assist Program
(accepted by Ron Smith, Elva Baxter, Kym Hardwick)



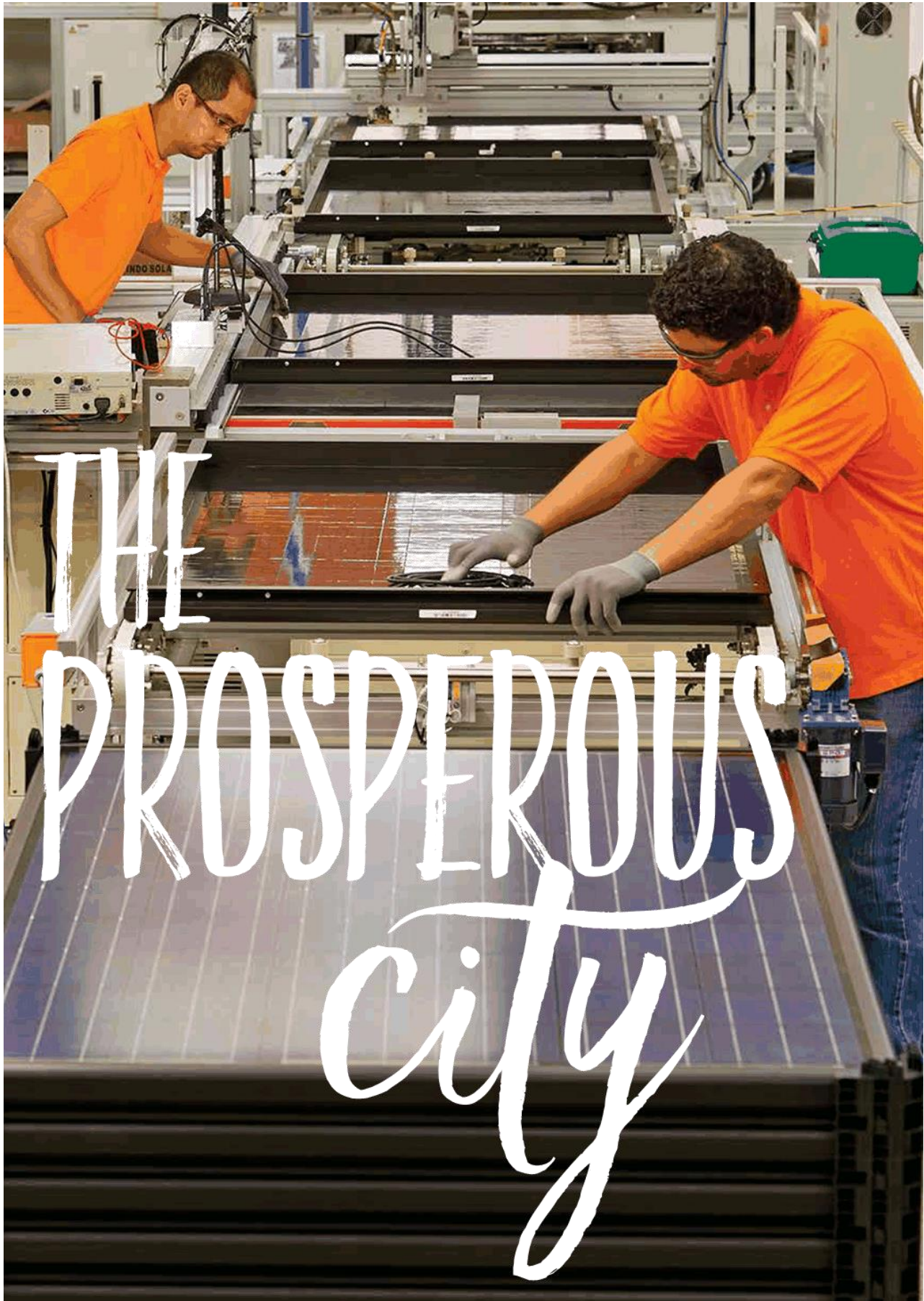
Working Legend:

Kim McNamara
(accepted by Tim Burton)



Active Legend:

Simon Moran



Economic growth is a key factor in shaping a better quality of life for the Salisbury community.

Industry in Salisbury is well positioned to participate in some of the fastest growing market sectors such as information and communications technology, advanced manufacturing, defence and environmental management. Policies and actions are necessary to shape the full social and economic potential of the city to create a more prosperous future.

Skills that provide rewarding careers and are valued by employers

The City of Salisbury provides a wide range of education and training support thanks to:

- **Salisbury Library Service:** Training workshops connect students with resources available outside of the school environment. Homework Help, online databases and school visits have supported 600 students over the past 12 months. Free digital literacy training is coordinated through a volunteer-run program.
- **Adult Community Education:** Learning opportunities are provided through our community centres, supported by State Government grant funding.
- **Foundation Skills Programs:** Focus on building core skills and increasing confidence and capacity, which enhances opportunities for participants to go on to further training, volunteering or employment.
- **Twelve25 Salisbury Youth Enterprise Centre:** The City of Salisbury's principal youth facility delivers youth centred programs focused on employment, education and enterprise outcomes. It also manages the venue for hire, recording well over 35,000 visits with an increased focus on publically accessible events.
- **Youth Leadership - Flexible Learning Opportunities (FLO Programs):** More than 500 students participated across 24 different programs and a further 70 FLO students studied in seven different FLO programs all based at Twelve25, thereby maintaining their connection with the education system.

City of Salisbury programs are developed with current skills shortages in mind and target those with low literacy and low skills, and the unemployed and underemployed. Programs provided a diversity of learning options, including language literacy and numeracy, digital and financial literacy, preparation for work, introduction to office, recreation and sport, retail, children's services, career development, various hospitality, cafe and barista programs, blue collar trades such as basic mechanics, aged and disability services and volunteer development.

In total, 919 people participated in either Accredited or Non-Accredited programs or both. Of these, 74 went on to volunteering, 315 pursued further study opportunities and another 128 gained employment within six months.

Quality urban areas with high amenity and integrated infrastructure

In 2015/16 the City of Salisbury endorsed the Salisbury City Centre DPA for Ministerial approval. Other strategic work completed included a new City Plan (see page 7), Adapting Northern Adelaide and the Salisbury City Centre Urban Design Framework.



The continued implementation of the Salisbury City Centre Renewal Strategy is underway with the completion of an Urban Design Framework and Streetscape Guidelines which will be implemented in three stages over a period of 20 years. Planning for the Salisbury Community Hub incorporating Council service centre, Council Chamber, library, community meeting rooms, gallery and staff accommodation has progressed with site selection close to completion. A project governance structure was established and architectural design will commence in 2016/17.

In 2015/16 various Development Plan amendments (DPAs) were completed including:

- Main Roads (Salisbury Highway and Main North Road) DPA,
- Saints Road Neighbourhood Centre Retail Limits Review DPA,
- Globe Derby Park Surplus Lands DPA; and
- Mawson Lakes DPA.

The City of Salisbury's first tranche of residential development projects have progressed with the majority of civil and landscape construction complete on the first four projects; Greentree Walk, The Reserve – Diment Road, Emerald Green and Riverwalk. The majority of lots have been sold.

The first of the Residential Tranche 2 projects was launched to market this year, Boardwalk at Greentree, which incorporates 122 allotments including 30 affordable two storey homes, parkfront townhouses and conventional allotments to increase housing diversity and promote affordability in Salisbury. Complementary to this project is a significant investment in the upgrade of the surrounding public realm with a one kilometre walking trail, new playground and boardwalk under construction to link the existing Paralowie community to the Little Para River Green Trail Network.



Prosperous and adaptive business sector

The City of Salisbury continues to play an active role in providing targeted services to business owners through the Polaris Business and Innovation Centre. This included providing business advice, workshops, mentoring and networking events. A new international trade program has been introduced with a specific focus on Linyi City to support firms to consider export opportunities.

Staff continue to promote Salisbury through the Makes Good Business Sense campaign and worked with 41 firms considering locating or expanding within Salisbury.

A review of City of Salisbury policies relating to business commenced with a view to removing unnecessary impediments to economic growth. To support local firms to do business with Council, procurement workshops were held and staff helped arrange and participated in a major northern Adelaide Meet the Buyer event.

The City of Salisbury provided input into development of the Northern Economic Plan and actively participated in planning for the Northern Adelaide Food Park at Parafield and the proposed Land Combat Systems precinct at Edinburgh. The City of Salisbury also had a presence in the GM Holden Transition Centre supporting workers who are considering starting or buying a business.

Integrated infrastructure to maximise economic efficiencies and opportunities

Council will continue to work in partnership with infrastructure service providers to ensure that infrastructure provision and development is timely and orderly.

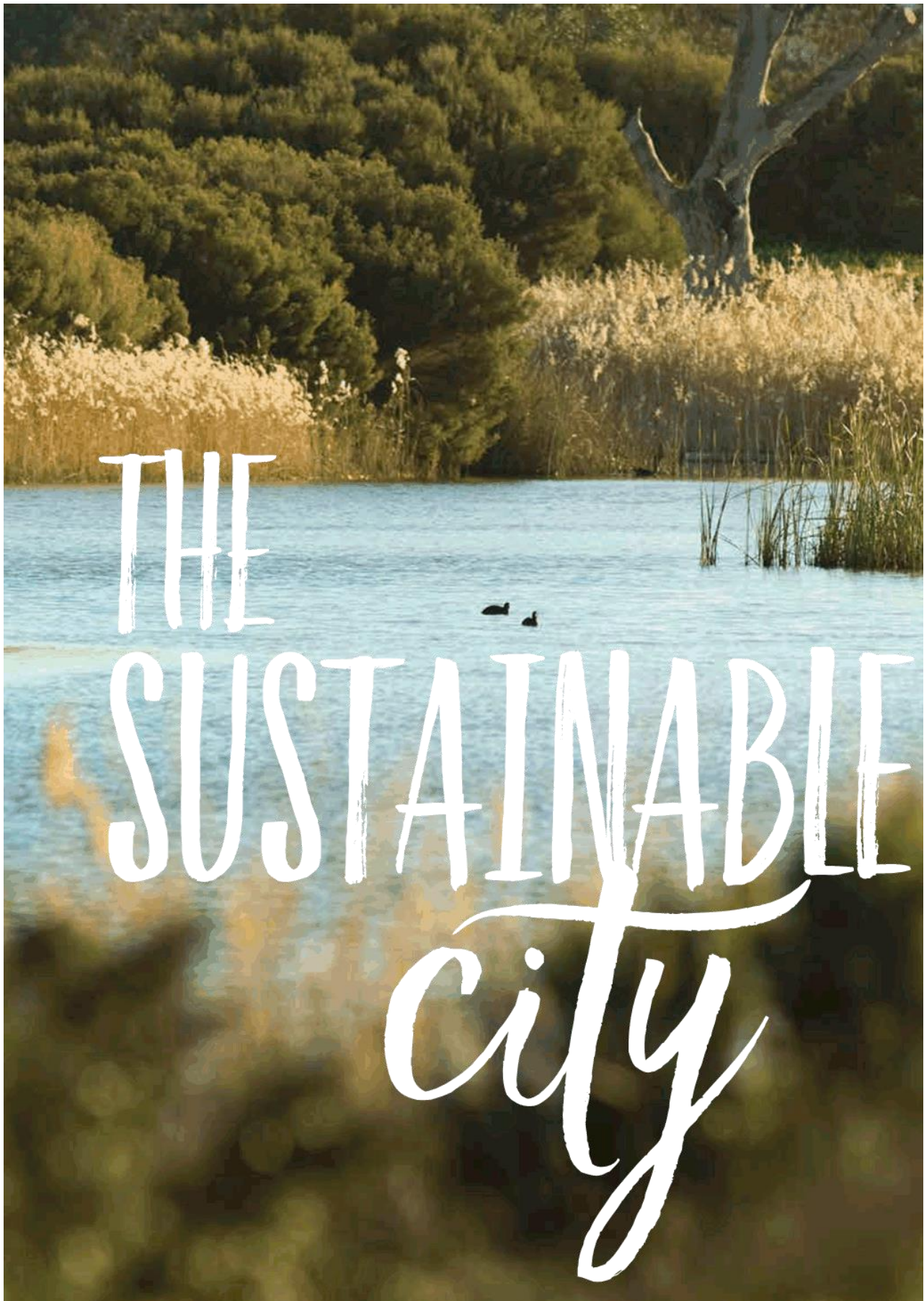
Regional culture of collaboration

The City of Salisbury is a major stakeholder in the Northern Economic Plan with the Mayor representing Council on the Community Leaders Group and the Chief Executive representing Council on the Project Implementation Group.

Participation in regional initiatives has also included responses to the announcement of the pending closure of GM Holden, climate adaptation planning and delivery of business support services. Opportunities to develop Northern Economic Leaders into a regional business voice are being pursued. The City of Salisbury participates in a number of regional forums including the Elizabeth LSA Community Safety Committee, Northern Futures Board, Regional Homeless Collaboration and Northern Cultural Diversity Group.

Our community centres actively collaborate with representatives from Not For Profits, other agencies and welfare services to develop and support groups with low cost or no cost hire of facilities and access to programs. Centres regularly liaise with and promote programs through service providers and training organisations. They work with local Children's Services Centres to deliver training and school holiday programs, have representation on peak bodies undertaking work in the wider northern community centre sector, youth sector and results based accountability network. In 2015/16 our centres provided more than 2,000 individual referrals and linkages to external organisations.

The Salisbury Library Service works in collaboration with primary and secondary schools, childcare centres, kindergartens, and other literacy sites across the city, reaching 7,782 children in 2015/16. The Service also participates in State initiatives promoting reading and lifelong learning such as Book Week, School Holiday Program, Reading Hour, Library Lovers Day and Simultaneous Story Time.



The City of Salisbury has many outstanding environmental achievements in areas including water conservation, waste management and preservation of open space. However, our community faces continuing challenges in the quest to achieve economic, environmental and social sustainability and prosperity.

Salisbury, the Sustainable City is a practical and pragmatic response to those challenges and the impacts at local, statewide and national levels. It is our contribution to the principle that by meeting the challenges in our own backyard, we can make a difference.

Sustainable and resilient natural environments

The Water Course Management Plan is being implemented along our waterways that have had significant erosion or siltation built up. It enables better management and development of our wetlands and waterways, with a focus on natural creek design and biodiversity plantings for erosion protection. The first projects have been completed in the Lower Little Para and Dry Creek with current works focused around Pratt Avenue and Mawson Lakes, Dry Creek. Significant works have also been undertaken on the St Kilda Sea Wall to address the concerns of sea level rise at St Kilda and the surrounding environment.

In 2015/16 more than 15,600 plants and trees were planted, and environmental infrastructure was improved within the City of Salisbury thanks to:

- Street Tree Renewal Program: Renewals occurred in Ronald Drive, Salisbury East; Oleander Drive, Parafield Gardens; Teasdale Crescent, Parafield Gardens; Barnstaple Road, Salisbury; Compuda Street, Salisbury; Cornwall Drive, Gulfview Heights; Seville Avenue, Gulfview Heights; Kensington Way, Burton; Henderson Avenue, Pooraka; Jenkins Drive, Salisbury Park; Lavendar Drive, Parafield Gardens; Canterbury Drive, Salisbury Heights; and Delamere Drive, Paralowie.
- Irrigation Renewal Program: Infrastructure was renewed at Pitman Park, Salisbury; Bolivia Crescent Reserve, Paralowie; Dry Creek Linear Park Upper, Pooraka; and designs were completed in preparation for the following year for Creaser Park, Salisbury Downs and Jackson Green, Salisbury East.
- Feature Landscape Renewals: Undertaken at the corner of Salisbury Highway/Elder Smith Road and Shearwater Lake Reserve, Mawson Lakes, and Stockman Place Reserve, Walkley Heights.
- Tree Screen Renewal: Undertaken along Bolivar Road, Paralowie, and a section of Montague Road, Ingle Farm.

In 2015/16 several playgrounds and reserves were renewed thanks to:

- Playground Renewal Program: St Kilda Playground, Madison Park and Kelly Green, Salisbury East; Cokers Reserve, Salisbury; and Golding Oval, Para Vista.

- Reserve Upgrade Program: Broadstock Green at Para Hills and Kentish Green at Para Vista.
- Outdoor Furniture Program and the Parks and Reserves Information Signage Program: Numerous minor infrastructure improvements throughout the City.

Reducing carbon emissions and optimising renewable energy options

The City of Salisbury is currently implementing a bill validation process to monitor and manage power demand and cost. More efficient air-conditioning systems, voltage optimisation and building management systems are being installed to reduce our energy operating budgets. Staff are assisting the LGA in developing a Public Lighting Management Plan for the Adelaide region, which is hoped will significantly reduce energy costs in the sector and allow councils to innovate with more energy efficient and compliant public lighting.

Reducing resource consumption and minimising waste

Development of the Transfer Station as a Resource Recovery Facility is providing much improved recycling facilities with more than 50% of materials now being recycled on site. Of the balance of materials, 95% is diverted from landfill by being further recycled or used as an energy source. Access about the site has been improved significantly for patrons allowing greater ease in





accessing storage bins and bays. A review of the Transfer Station is currently being undertaken to ensure that hard waste disposal facilities meet industry norms and community needs, with the focus placed on safety and efficiency. Dry cell battery and mobile phone disposal facilities are now available at the Transfer Station, Civic Centre, Len Beadell and Mawson Lakes libraries.

Waste to energy processes that can treat domestic and commercial/industrial waste streams will continue to be investigated. The City of Salisbury is working with Green Industries and UniSA and a report will be produced this financial year on the data analysis and cost/benefits of 'bio-methane' as a potential energy source. It is anticipated that a pilot plant will be constructed to further explore this initiative.

The Northern Adelaide Waste Management Authority is relocating a large section of its operation to Woomera Avenue in the Edinburgh Industrial Park during 2016/17. This will allow expansion of activities to ensure recycling activities can meet future growth.

Sustainable water management and water security

Salisbury Water delivered 2,476 million litres of recycled water to the community during 2015/16. About 1,330 million litres were supplied to more than 900 external customers including 26

schools. A further 1,140 million litres were used to irrigate more than 100 Council-owned parks, reserves and sports fields.

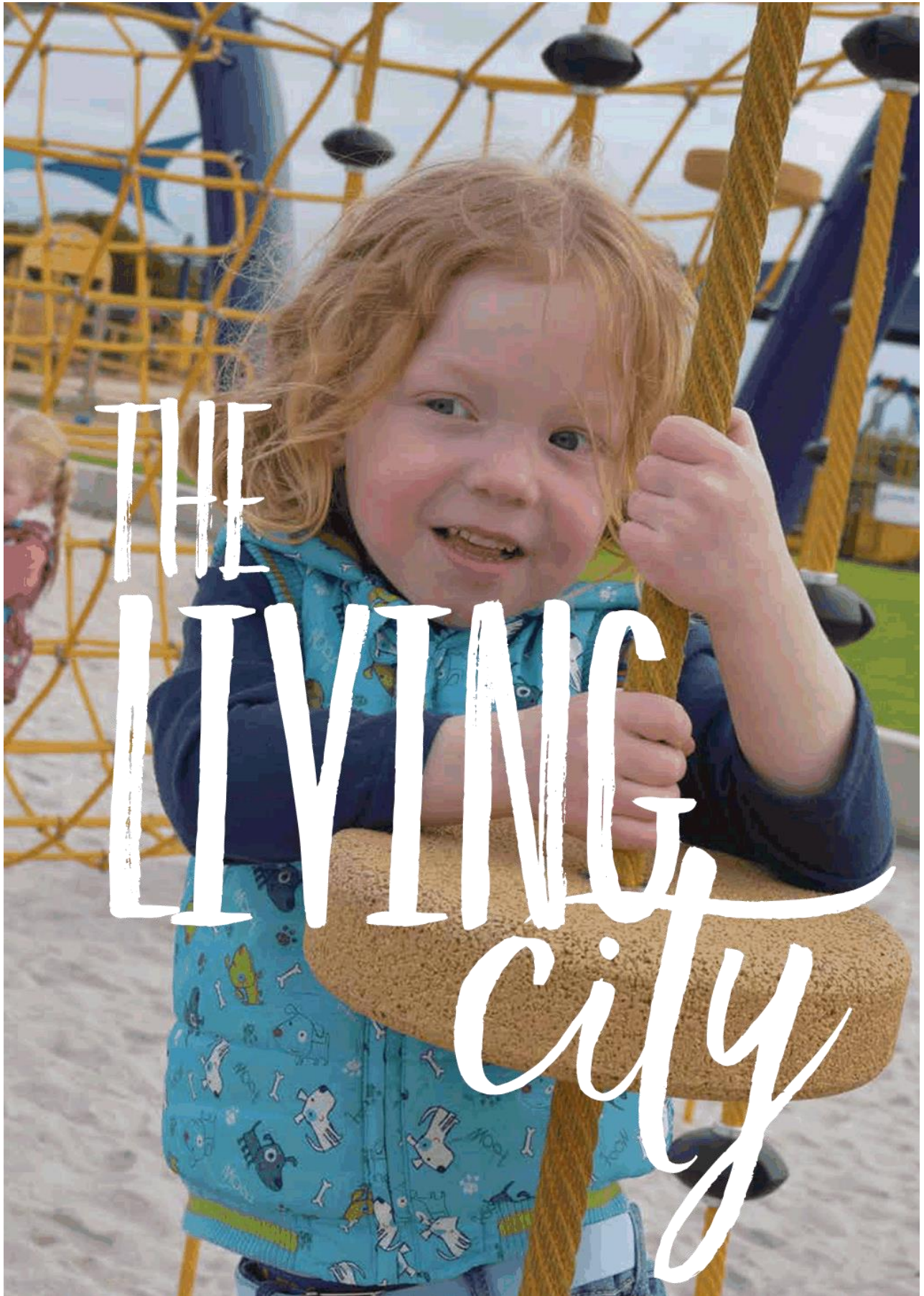
Through the Water Course Management Plan, the City of Salisbury is ensuring that the waterways and wetlands are maintained and improved to minimise the impacts of urban pollution into the Barker Inlet, and to improve the quality of water available for harvesting.

The Flood Management Program has seen a significant reduction in local and major flooding with works completed in Salisbury Heights, Barker Road, St Kilda, the former Bridgestone site, Frost Road and the Paddocks, Maxwell Road.

Sustainable and resilient built environments

All open space development in the City of Salisbury includes a biodiversity and energy reduction component. For example, the green trails project has included solar lighting and bio-diverse plantings to ensure a quality and sustainable amenity for the city. Two new underpass projects include solar lighting to provide amenity and security improvement on the trails.

The City of Salisbury has completed the trail between Little Para River Port Wakefield Road to Port Wakefield Road Dry Creek. The underpass at Dry Creek is under construction with additional modifications to further reduce major tidal affects.



The Living City strategy reflects the need to integrate social, environmental and economic dimensions of policy and planning. It is central in forming policies and actions that set the direction for the City of Salisbury's long-term approach to overall sustainable development.

Embracing healthy and active lifestyles

During 2015/16 there were more than 370,000 visits to Parafield Gardens Recreation Centre, Ingle Farm Recreation Centre, Salisbury Recreation Precinct and St Jays Recreation Centre. A major focus was developing initiatives that do not feature in mainstream recreation programs and development programs for children. The following is an overview of new programs and events developed at:

Parafield Gardens Recreation Centre:

- Erin Bell Netball Clinics, Junior development programs including Aussie Hoops, Netskillz, Kickstart Futsal and Inclusion Net Set Go, STAA netball training sessions, STAA netball school holiday session (October), Amateur boxing

Ingle Farm Recreation Centre:

- STAA basketball program, Basketball Lightning Carnival, STAA netball training sessions, Kate Shimmin School Holiday Netball Clinic, Junior development programs including Aussie Hoops, Netskillz and Kickstart Futsal, Increased kindigym, Increased roller skating (Saturday night themed parties), Junior Futsal Carnival, Children's birthday party options, Zumba, Kindi sports, Sports Ability

Salisbury Recreation Precinct:

- Working to appoint new tennis coach, School holiday swim program, Growth of Swim School, Block 2 increased to 11 lessons, Wednesday Swim School lessons now available, Movie nights

City of Salisbury recreation centres host to a vast diversity of community groups and user groups from long term hirers and well established clubs to groups that have more recently formed or relocated to the area. New users in 2015/16 include:

Parafield Gardens Recreation Centre:

- Dance Inc, Wing Chun FIST, Russian Molokan School, Bolderoff Youth Group, Shree Swaminarayan Temple, Sunday Night Youth Group, University of South Australia, Youth Conference Centre, Amazing Grace, Gospel Church, World Buda Kon event, Concept 2 Creation, Ready Steady Go Kids, Afghan Sports Association, Football Federation SA

Ingle Farm Recreation Centre:

- The Health Arts College, Baptist Church, Dale Fitness, Weight Watchers, ALAP Indian Association



The City of Salisbury and Belgrave Leisure continued successful partnerships with a number of peak sporting bodies including Basketball SA, Netball SA, Tennis SA, Baseball SA, Table Tennis SA and Uni SA.

The City of Salisbury became a member of the World Health Organization's Global Network of Age-friendly Cities and Communities. The Global Network supports cities and communities around the world that are working towards becoming great places to grow old. The City of Salisbury pledged to develop an age-friendly city that will ensure a safe and supportive community that is accessible for all. A new age-friendly strategy titled Age Friendly Salisbury is being developed focusing on creating a city that supports and encourages active ageing, which is the 'process of optimising opportunities for health, participation, security and lifelong learning in order to enhance the quality of life as people age' (World Health Organisation – Active Ageing Framework 2002). The strategy has a series of goals and actions on each of the domains identifies in the active ageing framework.

The City of Salisbury coordinates programs that support our diverse community to live healthy, active and engaged lives. Programs include healthy ageing and wellness programs; social support programs; senior centres; support services and social activities; in-home support to help older people remain living independently at home in the community; social programs for older people from various cultural backgrounds; programs designed for people with a disability, housing options and support for older residents and volunteering options.

Over the school holidays more than 800 children participated in recreational and wellbeing activities delivered outdoors, in the library branches and community centres including healthy eating options, active games, dancing and cartoon creation.

Community centres provided a range of health and well-being opportunities and programs for the community including:

- Physical and emotional health and wellbeing programs totalling 6,129 individual visits. These include a wide range of physical exercise programs, and leisure and social connection opportunities,
- Formal adult education courses have embedded healthy lifestyle strategies into both accredited and non-accredited curriculums where appropriate; and
- The kitchen garden programs provide weekly opportunities for members from various backgrounds including culturally diverse groups, elderly and socially isolated, to come together.

City of Salisbury events and programs that supported healthy and active lifestyles in 2015/16 included:

- Provision of the OPAL program within the City of Salisbury
- Growing for Gold program – conducted during the October school holidays, approximately 500 children participated
- Commenced work on second stage of the St Kilda Master Plan
- Commenced work developing the Salisbury Oval Precinct Plan
- Provision of programs under Council's endorsed Drug & Alcohol Framework – including Life Education, North on Target
- Comprehensive review of the Salisbury Youth Council
- Commenced work on the development of the City's Youth Action Plan; and
- Implementation and endorsement of the next stage of the City's Sports Development Framework.

The City of Salisbury continued to participate in the Northern Adelaide Zone Emergency Management Committee (NAZEMC) together with the Cities of Playford and Port Adelaide/Enfield.

The Salisbury Emergency Plan is complete; however ongoing work is being carried out on the Risk Assessments for the various types of incidences that may occur within the city. The Plan is based on the All Hazards approach endorsed by the Emergency Management Council and Emergency Management Australia. The Plan provides for an incident management team comprising of staff members representative of key departments within the City of Salisbury that are likely to be involved in prevention, response and recovery operations.

Vitality, pride and strong sense of belonging

Harmony Day was celebrated in 2016 in combination with the launch of the City of Salisbury becoming a Refugee Welcome Zone, which means we made a commitment in spirit to welcoming refugees into the community, upholding the human rights of refugees, demonstrating compassion for refugees and enhancing cultural and religious diversity in the community.

Around 850 seniors from different CaLD communities are engaged in social support activities organised by the City of Salisbury on a regular basis. Along with providing Commonwealth Home Support Program services to the older people from CaLD backgrounds, our service model includes an introduction to other City of Salisbury services.

The Salisbury Library Service was a focal point for community engagement and participation in 2015/16 recording:



- 578,768 library visits
- 4,028 new members
- 26,673 people utilized the Justice of Peace Service
- 68,980 people used the public computers and wireless internet connection
- Library loans reached 856,789 items
- 6,385 children attended early literacy programs
- 114,493 library website visits

Community centres are managed by volunteer management committees. During the year, approximately 50 management committee members across the centres provided an estimated average of 200 hours service. More than 200 volunteers provided a total of 38,089 hours of service to the community in other roles as diverse as centre administration support, tutoring and program support, catering, crèche and childcare, financial support, data entry and customer service. During this period volunteers and committee members participated in professional development and training including on-the-job experience, and building employment related skills through their volunteer roles. Specifically, community centres provided social and leisure activities and programs that build social capital by fostering connections, access to networks, and other opportunities totalling 6,757 individual visits.

Community vitality and pride were supported by City of Salisbury events including:

- 11th Salisbury Writers' Festival attracting more than 500 people
- Mayoral International Women's Day breakfast
- Legends Awards presentations
- Citizen of the Year awards presentations
- Matsuri on Mobara Festival attracting 6,000 people
- Salisbury Secret Garden attracting more than 11,500 people
- Ceremonial events were held for the Vietnam Veteran's Day and Asbestos Victims
- Grand Opening of the St Kilda Adventure Playground Renewal attracting about 11,000 people
- A Reconciliation in the North breakfast as part of Reconciliation Week; and
- Staging NAIDOC and Reconciliation program of events.



The City of Salisbury continued to engage with the community in decision-making. As of June 2016, the City of Salisbury Facebook page had 5,554 followers (increase of 32% on 2015), St Kilda Adventure Playground had 16,188 followers (increase of 32%), the Salisbury Library Service had 905 followers (increase of 12.7%), Youth in Salisbury had 1,788 followers and the Polaris Centre had 785 followers (increase of 17%). The City of Salisbury website achieved 843,333 hits - down from 1.14 million. The decrease in reported traffic can be attributed to data for website hits being unavailable for approximately two months while a new website was installed, as well as the removal of the Recreation Centres from the website which contribute many events and services.

The community was kept up-to-date with vital information distributed via the Salisbury Aware Magazine. The magazine was distributed in July, November and March to more than 55,000 residential addresses per edition as well key stakeholders and partners throughout SA. The City of Salisbury prepared a quarterly full page advert titled 'Live It Up' for distribution in the Northern Messenger Salisbury edition.

Quality of life

OPAL Salisbury brings the community together to create ways of enjoying healthy eating and to have fun being active. The OPAL team supports communities by coordinating activities and making changes to local services to make sure healthy choices are easily accessible.

The City of Salisbury continued to improve local facilities including construction of new clubrooms at Parafield Gardens Soccer Club, Northpines, and the Ingle Farm Junior Soccer Club. The masterplan of Underdown Park, Salisbury North was completed and Council has approved \$3.625 million to undertake works in 2015/16 and 2016/17. Works are currently underway for the construction of new clubrooms, an additional pitch, upgraded lighting, irrigation, playspace and carpark.

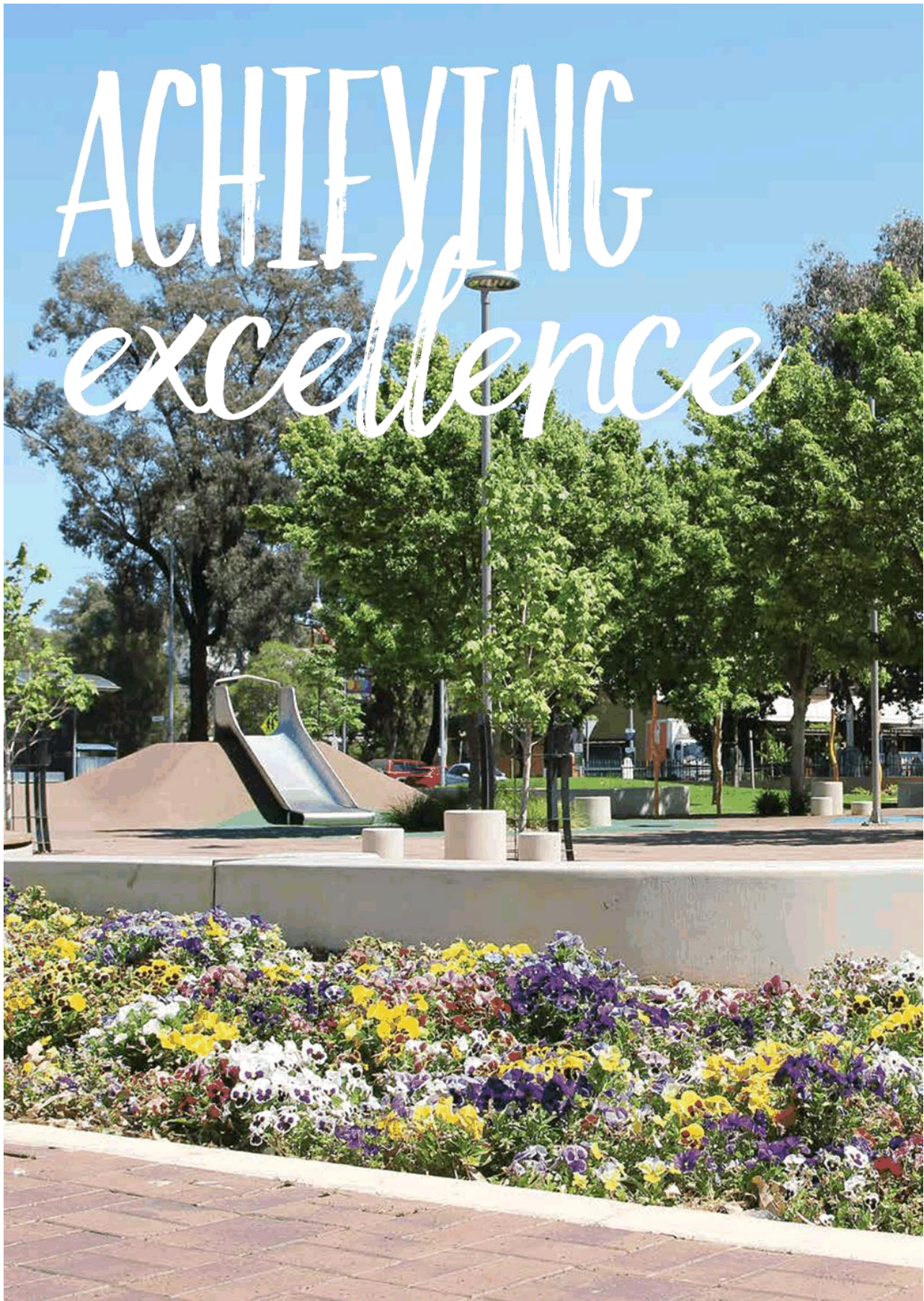
The City of Salisbury had a minor capital works program with funding of \$250,000 to enable clubs leasing Council facilities to apply for funding to assist with minor upgrades of their facilities. The building renewal program continued with an allocated capital budget of \$1.4 million.

A community that aspires to and embraces learning as a lifelong goal

Opportunities for lifelong learning were imbedded into a range of community centre activities. These ranged from social groups through to accredited structured learning, health and wellbeing, parenting and life skills, personal and professional development and volunteer development initiatives. Community centres achieved this by providing a wide variety of courses, programs and events in response to community needs. In 2015/16 there were 135,659 recorded visits to the centres with 24,462 people attending structured courses and programs.

The City of Salisbury helped the community to embrace learning through:

- Management of the educational exchange program with Mobara in Japan
- Salisbury Youth Council
- The Phoebe Wanganeen Scholarship Program
- The City of Salisbury Traineeship Program
- Youth work experience program; and
- Delivery of Council's week long work experience program



The City of Salisbury faces many challenges as we strive to achieve excellence in building a community of opportunity and spirit in a quality environment. Our success is dependent on addressing these challenges in a coordinated manner.

The City of Salisbury's commitment to achieving excellence is based on the creation and ongoing enhancement of our organisational culture, processes and systems.

Dynamic and skilled workforce

The City of Salisbury introduced updated individual Performance and Development Plans (PDP) for all employees in 2015/16. This included performance expectations, behavioural expectations linked to the organisational Values and an individual Development Plan. An annual Learning & Development Plan was produced based on PDPs and included organisation-wide topics such as Psychological Wellbeing - Wellness at work, Conducting the PDP Final Review; as well as Corporate Development topics ranging from Presentation Skills, Project Management Basics and Time management.

The Safety and Compliance Training Program continued, which included competency assessments of skid steer and backhoe operators, chainsaw safety, venomous animal awareness, excavator training, vehicle recovery, fire/emergency warden,

first aid, CPR and other emergency response requirements. New additions to the Compliance Program were; Return to Work Training for Managers and Supervisors, Working with Hot Bitumen for the Civil and Waste Division, Playground Operational Inspection Training for Parks and Landscape staff and also the introduction to the iResponda Framework. Other safety and wellbeing sessions run throughout the year included Dealing with Difficult Customers, Audiometric Testing, Flu Vaccinations and Understanding Grief and Loss Signs of Secondary Trauma or Burnout session for Cemetery based workers.

The City of Salisbury selected one employee for the Local Government Professionals Emerging Leaders Program. A City of Salisbury team participated in the LGMA Australasian Management Challenge and was successful at the State level and went on to compete in the Australasian Management Challenge Final in Melbourne. The Field Staff Training Calendar



is still active, providing a more proactive, planned approach to operations training. The City of Salisbury continued its Traineeship Program with five administration-based trainees and five field-based trainee / apprentices, managed through Maxima Group Training.

Other notable achievements include:

- Code of Conduct Refresher training being conducted for all employees.
- The Municipal Officers Enterprise Agreement was approved by the SA Industrial Relations Commission on 23 December 2015.
- Staff turnover has reduced to 12.2% compared to 16.7% in FY2015, and remains consistent with turnover rate of 12.5% in FY2014.

Awards recognising leadership



The City of Salisbury was recognised in 2015/16 with a number of major industry awards which highlight the leadership of Council in many innovative projects including:

- LG Professionals SA - LGMA Australasian Management Challenge winner the City of Salisbury's 'JustCos' team,
- LG Professionals SA - Innovative Management Initiatives Metro Councils winner
- 2016 Messenger Newspapers Best free fun activity: Winner St Kilda Adventure Playground
- 2016 Messenger Newspapers Best local park/green space: Winner St Kilda Adventure Playground
- 2016 Messenger Newspapers Creating Opportunities for Young People (Aged 0-5) Winner Salisbury Library Service - the service's ABC 30 & 3 program.
- 2016 Messenger Newspapers Best event (staged in the past 12 months): Honourable Mention to Salisbury Secret Garden

Building a constructive organisational culture and environment

The City of Salisbury's peer recognition program Salisbury Leaders continued its high engagement from workers with 32 nominations, same as the previous year. The Luminosity Program for Executive and Divisional Managers continued with updates on internal projects and external guest speakers.

Our Workplace Health & Safety system continues to develop with the City of Salisbury showing improvement in the annual KPI Audit conducted by the LGA Workers Compensation Scheme with one non-conformance only. The focus over the past 12 months has been in relation to simplification of systems and reporting, identification of high risk construction activity Safe Work Method Statements, as well as providing assistance to line managers in investigation of incidents and hazards.

There has been a reduction in our Lost Time Injury Frequency Rate (LTIFR), from 15.7 at 30 June 2014 to 5.6 as at 30 June 2015, with an increase to 9.5 at 30 June 2016, due to several undetermined claims.

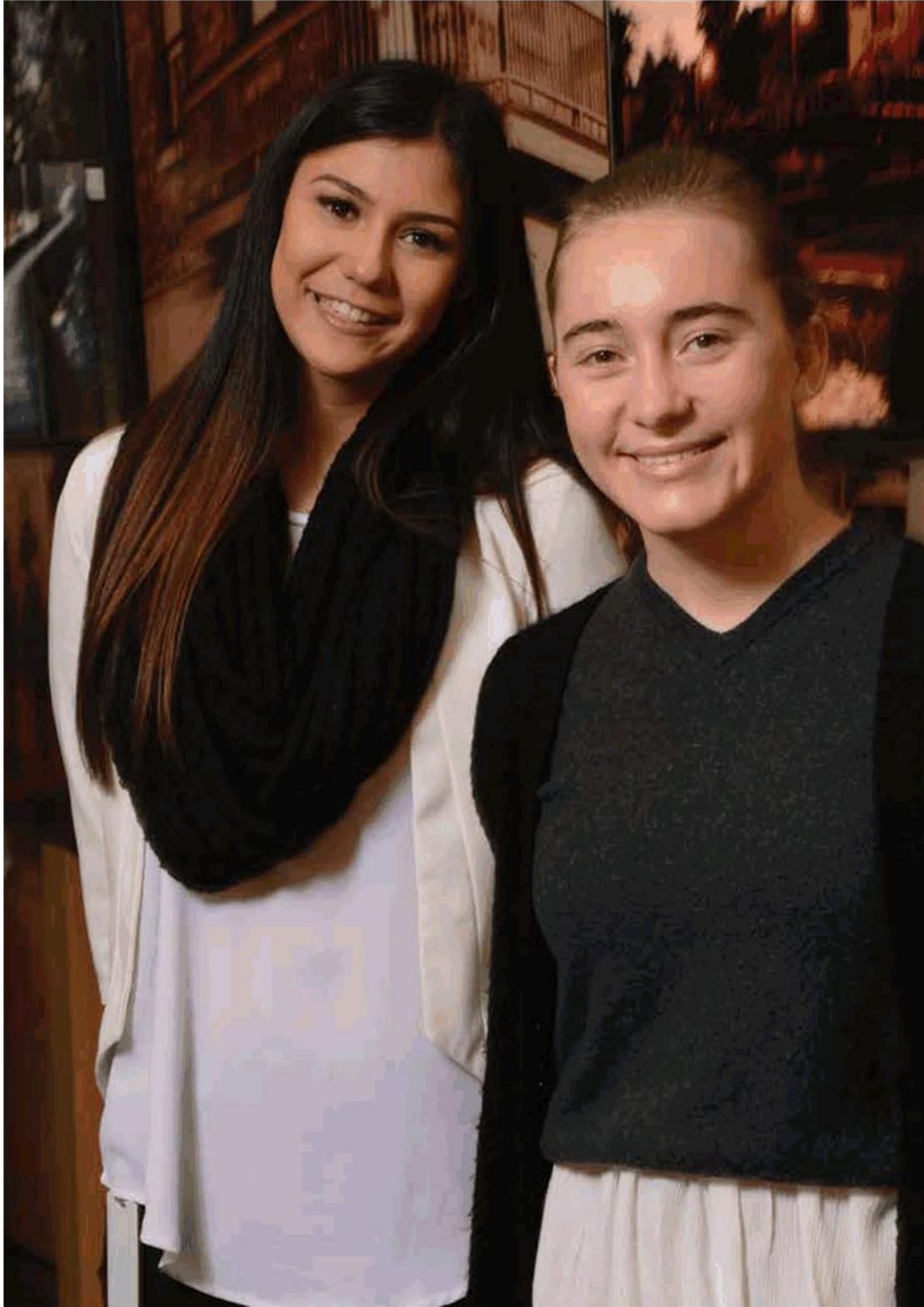
Sustainable, creative and innovative solutions

A new initiative to deliver mobile solutions for health inspectors and infringement compliance staff was successfully completed, delivering a range of efficiencies and other improvements.

A major upgrade of our core computing infrastructure was completed, which reduced risk and improved operations.

Informed and transparent decision-making and financial sustainability

As part of our commitment to customer service, the City of Salisbury has been revising the existing Customer Service Framework to further improve our service delivery standards. The Customer Service Improvement Program that was initiated in 2015 has identified areas for improvement and commenced implementing project interventions aimed at improving our service delivery.



KEY DIRECTION 1:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
BUSINESS DEVELOPMENT AND EMPLOYMENT			
<ul style="list-style-type: none"> To have a community with skills that are valued by employers and provide rewarding careers for residents To have a prosperous and adaptive business sector that supports community wellbeing, is globally oriented and creates employment opportunities To deliver a regional culture of collaboration 	Number of introductions between research and business	The Polaris Centre helps to facilitate partnerships between education, research and industry, and promotes investment in research and development	Close working relationship with the University of SA maintained through joint funding of Manufacturing Development Officer role. Approximately 30 links made between business and university staff.
	Opportunities to support the growth of small enterprises through the Polaris Centre.	A range of these activities include business networking, advisory services, mentoring, coaching and educational workshops covering key business topics	<p>Information and advice provided to 1,083 individual businesses.</p> <p>Thirty two workshops held and attended by 547 people. Twenty two networking events held and attended by 2,143 people.</p> <p>Intensive mentoring provided to 43 clients.</p> <p>Digital economy program accessed by 200 business owners.</p> <p>High level of satisfaction by clients with 96% indicating they would refer Polaris services to other businesses.</p> <p>International trade program commenced.</p>

KEY DIRECTION 1:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
BUSINESS DEVELOPMENT AND EMPLOYMENT			
	Number of learning opportunities provide to 'at risk' students	<p>Identifies the number of learning opportunities (courses and programs) created via partnership between Council (Twelve25 Salisbury Youth Enterprise Centre) and DECS (Flexible Working Opportunities Program – FLO).</p> <p>FLO programs are designed to encourage young people at risk of disengaging from education in the traditional model in schools.</p> <p>Programs are delivered by Northern Adelaide Senior College at Twelve25 Salisbury Youth Enterprise Centre under a collaborative agreement.</p>	A total of 503 different students participated across 24 different programs managed by Twelve25 staff and a further 70 FLO students studied in 7 different FLO programs based at Twelve25 and importantly thereby maintained their connection with the education system.
	Number of initiatives to support employment and education strategies	<p>Accredited and Non Accredited programs with pathways to further education or employment delivered through the community centres.</p> <p>Support provided to organisations such as Northern Futures to create local community benefits in relation to the types of jobs available locally</p>	<p>Adult Community Education Programs and other initiatives delivered by community centres: Approximately 90</p> <p>Representation on Northern Futures Board and close engagement with Automotive Transformation Taskforce and Northern Economic Plan.</p>

KEY DIRECTION 1:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
LAND AND INFRASTRUCTURE SERVICES			
<ul style="list-style-type: none"> To deliver suitably integrated infrastructure that maximises economic efficiencies and opportunities for the community To enhance and create quality urban areas with high amenity and integrated infrastructure 	Percentage of development applications refused	To ensure that development undertaken in Salisbury complies with the quantitative and qualitative provisions of the City's Development Plan ensuring that development that does not meet these provisions is refused	0.58%
	Increase rateable values compared to State – metropolitan rates	This indicator reports the City of Salisbury rateable value in percentage terms compared to the State – metropolitan rates	7.28%
	Percentage of appeals lodged and lost	To ensure that the determination of development applications, when tested in appeal, withstands the rigour of external scrutiny by minimising the number of decisions reversed	0.00% (0 appeals lost of 4 lodged)



KEY DIRECTION 2:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
ENVIRONMENT			
<ul style="list-style-type: none"> To reduce corporate carbon emissions via mitigation as well as optimising renewable energy options To deliver sustainable water management and improve water security for the City of Salisbury To have sustainable and resilient built environments that contribute to quality amenity 	Increase biodiversity land in area - habitat	This is being undertaken to reduce operating costs by using self-managing plans and to produce a calculated greenhouse carbon effect	0.4 Ha <ul style="list-style-type: none"> Edinburgh Biodiversity Corridor = 0.4 hectares
	Increase biodiversity land in area - open space	The land available for biodiversity enhancement increases with designed variation in habitat	0.6 Ha <ul style="list-style-type: none"> The Paddocks = 0.08 hectares Dry Creek Valley View = 0.5 hectares
	Increase number of species per hectare	Differing designs in biodiversity enhancement increase bird and animal species	63.8 species per Ha planted: <ul style="list-style-type: none"> Edinburgh Biodiversity Corridor = 55 species per hectare The Paddocks = 112.5 species per hectare Dry Creek Valley View = 24 species per hectare
	Water quality through wetlands to Barker Inlet (average 12 months)	The purpose of this measure is to determine effectiveness of wetland systems on reducing pollutant load being discharged to the Barker Inlet. Water quality is measured predominantly using turbidity (ntu). Turbidity is a standard industry measurement of water clarity and provides a strong indication of water health. Turbidity can also be used to give a broad indication of the level of pollution in the water (ie. Suspended solids and heavy metals).	58.77 NTU

KEY DIRECTION 2:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
ENVIRONMENT			
	Water quality through wetlands to Barker Inlet (peak loads)	The purpose of this measure is to determine the peak turbidity load during a significant storm event. The wetlands reduce the amount of turbidity being discharged into Barker Inlet during a peak event. Water quality is measured predominately using turbidity (ntu). Turbidity is a standard industry measurement of water clarity and provides a strong indication of water health. Turbidity can also be used to give a broad indication of the level of pollution in the water (ie. Suspended solids and heavy metals).	1360.81 NTU
	Water quality through wetlands to Barker Inlet (number of storm events)	The number of significant storm events (greater than 25mm/hour) identified during the financial year is an indicator of storm water bypassing or overflowing the wetland treatment systems. The majority of the sediment/silt and other pollution in the water that discharges to the Barker Inlet is from significant storm events.	2 events, on 10 and May 2016
	Quantity and quality of water we are harvesting from the wetlands, stored via Managed Aquifer Recharge (MAR) and distributed to the community.	<p>Quality of water is reported as: MAR Exceedances: wetland water hasn't met EPA licence values and harvesting stops.</p> <p>Customer QA: a quality parameter is exceeded and supply to customers is stopped.</p>	<p>Harvested water 2,981,000 KL EPA (MAR) Exceedances: 37 Customer Supply: 2,476,000 KL Customer QA exceedances: 9</p>

KEY DIRECTION 2:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
ENVIRONMENT			
	Carbon management reduction in CO2 emissions	To voluntarily report the City of Salisbury's annual corporate greenhouse gas emissions in accordance with the National Greenhouse and Energy Reporting Act 2007. In accordance with the Act, only emissions for direct sources (Scope 1) and electricity consumption (Scope 2) are reported. Emissions that are created due to Council activity, but occur off-site (Scope 3) are not reported here, but are detailed in the data source	4,116
SERVICE DELIVERY			
<ul style="list-style-type: none"> To reduce resource consumption and minimise waste generation To have sustainable and resilient natural environments that support biodiversity and contribute to quality amenity 	Waste - diversion from landfill	Long-term trend for this data is 100% but that target is currently unachievable based on outside factors. Salisbury remains well ahead of the majority of Councils, including the other members of NAWMA	44.15%
	Waste - green waste participation	Whilst setting the target at 100% would be ideal, there are cost implications of that target that cannot currently be met. The take-up of the green waste participation continues to grow at a steady rate	59.52%
	Waste recycling per household per service	Residents continue to increase the amount of waste they recycle. Council's efforts to increase awareness over what can be recycled should ensure this figure continues to grow	715.54kg

KEY DIRECTION 2:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
ENVIRONMENT			
	Percentage of development applications with water sensitive urban design principles (WSUD)	Current environment legislation requires that stormwater pollution loads discharged from new development to downstream drainage systems be reduced to acceptable levels. All commercial and industrial building development applications have conditions requiring the application of WSUD principles to capture stormwater pollutants and treat storm run-off to improve water quality prior to discharge from the site. For residential development, conditions requiring WSUD principles are applied at the land division stage.	100% (Of Industrial, Commercial and Multi-Unit Residential developments that have implications for stormwater management)
	Metres of street renewed under Streetscape Renewal	Council continues to work in a pro-active manner to ensure its network of streets are renewed sustainably	26.75km of streetscape completed in 2015/16, removing approximately 1282 trees and replanting approximately 830 trees.

KEY DIRECTION 3:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
LIVABILITY			
<ul style="list-style-type: none"> To have a community that embraces healthy and active lifestyles To have a city where a quality of life is achievable 	Perceptions of community safety	Respondents feel significantly safer than the 2012 result of 6.7.	2014 result - 7: Rating out of 10 with 10 being highest rating
	Perceptions of quality of life	Decline from a high of 7.7 in 2012	2014 result - 7.3: Rating out of 10 with 10 being highest rating
	Housing affordability	Slight increase on the 2012 result	2014 result - 7.3: Rating out of 10 with 10 being highest rating
	Perception of quality of open space	Satisfaction with parks and reserves remains the same from previous years	2014 result - 7.5: Rating out of 10 with 10 being highest rating
ENGAGEMENT AND PARTICIPATION			
<ul style="list-style-type: none"> To have an engaged community with a strong sense of vitality, pride and belonging 	Number of volunteer hours	Council had the support of 462 active volunteers. This does not include volunteers engaged to support events.	Hours contributed: 80,280 hours with a \$1,933,945 economic value (based on \$24.09 per hour)
	Voting in elections	This indicator is intended to measure the level of participation by electors in Local Government elections. The raw data result represents the total number of ballots returned for elections conducted within the City of Salisbury. Participation rates are generally reported as a percentage, based on the responses received from total ballots issued. Comparisons with other Councils and State-wide rates is also generally based on % results	21,993 electors. Participation rate of 25.07% in the 2014 Election.

KEY DIRECTION 3:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
ENGAGEMENT AND PARTICIPATION			
<ul style="list-style-type: none"> To have an engaged community with a strong sense of vitality, pride and belonging 	Participation in decision-making forums	This indicator is intended to measure the extent to which community members participate in the decision-making process of Council, via membership on Council Sub-Committees and Committees established in accordance with the requirements of Section 41 of the Local Government Act 1999	2015/16 – 45
SERVICE DELIVERY			
<ul style="list-style-type: none"> To have a community that aspires to and embraces learning as a lifelong goal 	The level of satisfaction with services offered within the community	Satisfaction levels from the 2014 community survey all remain high, but have slightly decreased from 2012	Library: 8.4 rating Community Centres: 7.5 rating Senior services: 7.3 rating (All ratings are out of 10)
	Number of attendances for structured learning activities in Community Centres	Records the number of individual participation visits in activities, courses and programs delivered across the community centres in the City.	Total number of recorded centre visits: 135,659 Number of attendees for structured learning activities in community centres: 24,462

KEY DIRECTION 4:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
PEOPLE			
<ul style="list-style-type: none"> To have a workforce that is planned, dynamic and skilled that enables the organisation to achieve excellence To build an organisational culture and environment that is constructive, diverse and supports organisational wellbeing 	Staff turnover	Number of staff leaving the organisation.	The rate of turnover is 12.2%
	Learning and development programs	A new program of learning and development has been introduced to the organisation with a view to getting more employees to participate in developmental opportunities	<p>In regards to instructor led workshops, a total of 21 courses (134 sessions) were run with a total of 1,361 participants completing 2,985 hours of learning.</p> <p>In regards to online learning, we had 49 participants completing 23 various online courses.</p>
PROCESSES AND SYSTEMS			
<ul style="list-style-type: none"> To deliver sustainable, creative and innovative solutions that enable excellent operations and service delivery 	Internal controls assessment results (CAMS)	<p>The Control Assessment Management System (CAMS) is a support tool for internal controls assessments that provides a system based approach to monitoring the effectiveness of internal controls such as policies and procedures. The City of Salisbury currently utilises 373 controls within the CAMS across six classes: Assets, expenses, external services, liabilities, revenue and strategic financial planning.</p> <p>The CAMS uses a five point rating scale to assess controls (1 = ineffective, 2 = requires significant improvement, 3 = partially effective, 4 = majority effective and 5 = effective).</p>	For 2015/16 the average total score across all six classes was 4.7. This is broken down as follows; Assets = 4.7, Expenses = 4.8, External Services = 4.2, Liabilities = 4.7, Revenue = 4.8 and Strategic Financial Planning = 4.9.

KEY DIRECTION 4:

KEY PERFORMANCE INDICATORS

Objectives	City Indicators	Explanation of Indicator	Result
PROCESSES AND SYSTEMS			
	Annual surveys of (internal) customer satisfaction with corporate systems	The annual survey is measured over 10 systems, which are considered to be the main corporate systems. The survey uses a scale 1-7 where 1 is poor and 7 is excellent. The average score for the survey across all 10 systems was 4.9 for 2013/14.	The annual survey was not performed. There will be a wider review of corporate systems in 2016/17.
	% positive outcomes/findings from internal audits/program reviews	This indicator reports the number of internal audits/program reviews conducted and the nature of findings, within risk categories, from those internal audits/program reviews. Favourable results are reflected in findings that fall within the 'low' risk category as these generally indicate minor opportunities for improvement, rather than a failure of internal controls, processes or systems	No high risk outcomes were identified in 2015/16.
GOVERNANCE AND PLANNING			
<ul style="list-style-type: none"> To ensure informed and transparent decision-making that is accountable and legally compliant To apply business and resource management that enables excellent service delivery and financial sustainability 	Approaches and complaints to Ombudsman	This indicator reports the number of approaches and complaints made to the Ombudsman in relation to the City of Salisbury. The figure is provided by the Ombudsman's office and is reported in the Ombudsman SA Annual Report. In some instances, a matter referred to the Ombudsman will be addressed through simple telephone contact with relevant City of Salisbury staff, or where the Ombudsman deems appropriate, a full investigation/review of the matter, may be undertaken	During 2015/16, 38 complaints were received by the SA Ombudsman; 21 the complainant was referred back to Council for action, 9 were declined, 2 had alternative remedy availability, 3 were resolved with the cooperation of Council, 2 were withdrawn by the Complainant and 1 is continuing.

KEY DIRECTION 4:

KEY PERFORMANCE INDICATORS

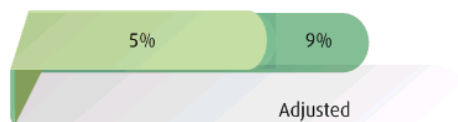
Objectives	City Indicators	Explanation of Indicator	Result
GOVERNANCE AND PLANNING			
	Unqualified end of financial year audit	This indicator reports whether Council achieves an unqualified audit report each financial year. The result is reported as either yes or no	Yes
CUSTOMERS AND COMMUNITY			
<ul style="list-style-type: none"> To provide our customers with excellent service that meets their needs 	Overall level of satisfaction with Council's service delivery (as determined by the community survey)	Rating has remained high and unchanged from 2012.	2014 result - 7.4: Rating out of 10 with 10 being highest rating (2014 result is the same as the 2012 result)
	Number of requests for internal review of decisions	This indicator reports the number of requests received for a review of Council decisions in accordance with the requirements of Section 270 of the Local Government Act 1999	During the 2015/16 financial year, the City of Salisbury received three requests for a review of a Council decision.



KEY DIRECTION 4:

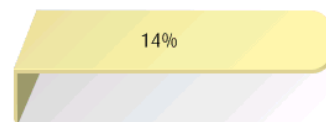
KEY PERFORMANCE INDICATORS

Operating Surplus Ratio



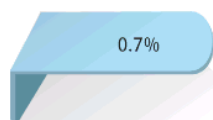
Operating Surplus (deficit) - The difference between income and expenditure: Council operating with a surplus means that current rate payers are meeting the costs of the services that they are consuming.

Net Financial Liabilities Ratio



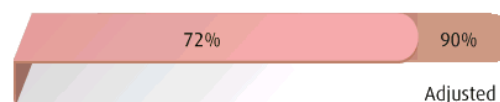
Net Financial Liabilities Ratio - Indicates the extent that Council can meet its net financial liabilities out of operating revenue: Councils with a falling ratio over time are becoming stronger in their capacity to meet their financial obligations..

Interest cover ratio



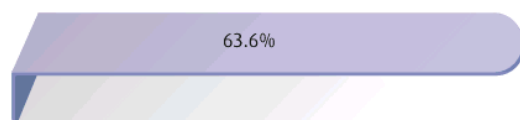
Interest Cover Ratio - Indicates the amount of income committed to interest expense: Councils with a low ratio have low levels of interest expense relative to income.

Asset sustainability ratio



Asset Sustainability Ratio - Indicates whether capital assets are being renewed or replaced at the same rate as these assets are wearing out. Councils with a high ratio are replacing and renewing capital assets at a rate comparable to depreciation/ wear.

Asset consumption ratio



Asset Consumption Ratio - Shows the written down value of Council's physical assets, relative to their 'as new' value. Councils with a high ratio are maintaining and renewing assets responsibly, and are less likely to have significant asset replacement needs in the medium terms than Councils with much lower ratios.

City of Salisbury

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2016

*Excellence in building a community of opportunity and spirit
in a quality environment'*



City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2016

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City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2016

Certification of Financial Statements

We have been authorised by the Council to certify the financial statements in their final form.

In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2016 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.



John Harry
CHIEF EXECUTIVE OFFICER



Gillian Aldridge
MAYOR

Date: 12/10/2016.

City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2016

Understanding Council's Financial Statements

Introduction

Each year, individual Local Governments across South Australia are required to present a set of audited Financial Statements to their Council and Community.

About the Certification of Financial Statements

The Financial Statements must be certified by the Chief Executive Officer and Mayor as "presenting a true & fair view" of the Council's financial results for the year, and ensuring both responsibility for and ownership of the Financial Statements across Council.

What you will find in the Statements

The Financial Statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2016.

The format of the Financial Statements is standard across all South Australian Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and the requirements as set down in the South Australia Model Financial Statements.

The Financial Statements incorporate four "primary" financial statements:

1. A Statement of Comprehensive Income

A summary of Council's financial performance for the year, listing all income and expenses.

2. A Balance Sheet

A snapshot as at 30 June 2016 of Council's financial position including its assets and liabilities.

3. A Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

4. A Statement of Cash Flows

Indicates where Council's cash came from and where it was spent.

About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the four primary Financial Statements.

About the Auditor's Reports

Council's Financial Statements are required to be audited by external accountants (that generally specialise in Local Government).

In South Australia, the Auditor provides an audit report with an opinion on whether the Financial Statements present fairly the Council's financial performance and position.

About the Independence Certificates

Council's Financial Statements are also required to include signed Certificates by both the Council and the Auditors that the Council's Auditor has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

Who uses the Financial Statements?

The Financial Statements are publicly available documents and are used by (but not limited to) Councillors, Residents and Ratepayers, Employees, Suppliers, Contractors, Customers, the Local Government Association of South Australia, the SA Local Government Grants Commission, and Financiers including Banks and other Financial Institutions.

Under the *Local Government Act 1999* the Financial Statements must be made available at the principal office of the Council and on Council's website.

City of Salisbury

Statement of Comprehensive Income
for the year ended 30 June 2016

\$ '000	Notes	2016	Restated 2015
Income			
Rates Revenues	2a	87,704	83,929
Statutory Charges	2b	2,989	2,741
User Charges	2c	5,629	5,898
Grants, Subsidies and Contributions	2g	11,583	18,001
Investment Income	2d	518	520
Reimbursements	2e	540	561
Other Income	2f	1,210	1,309
Net Gain - Equity Accounted Council Businesses	19	707	859
Total Income		110,880	113,818
Expenses			
Employee Costs	3a	34,651	34,832
Materials, Contracts and Other Expenses	3b	45,713	45,683
Depreciation, Amortisation and Impairment	3c	23,802	23,531
Finance Costs	3d	1,255	1,431
Net loss - Equity Accounted Council Businesses	19	1	20
Total Expenses		105,422	105,497
Operating Surplus / (Deficit)		5,458	8,321
Asset Disposal and Fair Value Adjustments	4	(1,588)	3,198
Amounts Received Specifically for New or Upgraded Assets	2g	1,437	1,536
Physical Resources Received Free of Charge	2i	3,379	2,691
Net Surplus / (Deficit) ¹		8,686	15,746
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Nil			
Changes in Revaluation Surplus - I,PP&E	9a	6,011	(16,807)
Share of Other Comprehensive Income - Equity Accounted Council Businesses	19	-	(829)
Total Other Comprehensive Income		6,011	(17,636)
Total Comprehensive Income		14,697	(1,890)

¹ Transferred to Equity Statement

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Salisbury

Statement of Financial Position
as at 30 June 2016

\$ '000	Notes	2016	Restated 2015	Restated 2014
ASSETS				
Current Assets				
Cash and Cash Equivalents	5a	16,816	19,460	14,583
Trade and Other Receivables	5b	5,042	4,831	5,667
Inventories	5c	270	271	458
Total Current Assets		22,128	24,562	20,708
Non-current Assets				
Financial Assets	6a	1,025	1,024	1,277
Equity Accounted Investments in Council Businesses	6b	4,030	3,323	3,313
Infrastructure, Property, Plant and Equipment	7a	1,328,507	1,301,431	1,314,852
Other Non-Current Assets	6c	27,889	42,328	33,255
Total Non-Current Assets		1,361,451	1,348,106	1,352,697
TOTAL ASSETS		1,383,579	1,372,668	1,373,405
LIABILITIES				
Current Liabilities				
Trade and Other Payables	8a	12,821	14,517	11,086
Borrowings	8b	2,560	2,399	2,762
Provisions	8c	6,918	6,620	6,064
Total Current Liabilities		22,299	23,536	19,912
Non-current Liabilities				
Borrowings	8b	14,580	17,140	19,539
Provisions	8c	1,600	1,589	1,661
Total Non-current Liabilities		16,180	18,729	21,200
TOTAL LIABILITIES		38,479	42,265	41,112
Net Assets		1,345,100	1,330,403	1,332,293
EQUITY				
Accumulated Surplus		309,864	305,007	278,288
Asset Revaluation Reserves	9a	1,003,494	997,483	1,015,119
Other Reserves	9b	31,742	27,913	38,886
Total Equity		1,345,100	1,330,403	1,332,293

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Salisbury

Statement of Changes in Equity
for the year ended 30 June 2016

\$ '000	Notes	Asset			Total Equity
		Accumulated Surplus	Revaluation Reserve	Other Reserves	
2016					
Balance at the end of previous reporting period		305,007	997,483	27,913	1,330,403
Net Surplus / (Deficit) for Year		8,686	-	-	8,686
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7a	-	6,011	-	6,011
Other Comprehensive Income		-	6,011	-	6,011
Total Comprehensive Income		8,686	6,011	-	14,697
Transfers between Reserves		(3,829)	-	3,829	-
Balance at the end of period		309,864	1,003,494	31,742	1,345,100

\$ '000	Notes	Accumulated Revaluation Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
2015					
Balance at the end of previous reporting period		271,948	1,014,349	38,886	1,325,183
a. Adjustments (Correction of Prior Period Errors)	22	6,340	770	-	7,110
Restated Opening Balance		278,288	1,015,119	38,886	1,332,293
Net Surplus / (Deficit) for Year		15,746	-	-	15,746
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7a	-	(16,807)	-	(16,807)
- Share of OCI - Equity Accounted Council Businesses	19	-	(829)	-	(829)
Other Comprehensive Income		-	(17,636)	-	(17,636)
Total Comprehensive Income		15,746	(17,636)	-	(1,890)
Transfers between Reserves		10,973	-	(10,973)	-
Balance at the end of period		305,007	997,483	27,913	1,330,403

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Salisbury

Statement of Cash Flows
for the year ended 30 June 2016

\$ '000	Notes	2016	2015
Cash Flows from Operating Activities			
Receipts			
Rates Receipts		87,773	83,670
Statutory Charges		2,989	2,741
User Charges		6,084	9,123
Grants, Subsidies and Contributions (operating purpose)		12,363	18,001
Investment Receipts		525	520
Reimbursements		594	582
Other Receipts		7,598	7,476
Payments			
Payments to Employees		(34,337)	(34,518)
Payments for Materials, Contracts and Other Expenses		(55,321)	(47,683)
Finance Payments		(1,255)	(1,431)
Net Cash provided by (or used in) Operating Activities	11b	27,013	38,481
Cash Flows from Investing Activities			
Receipts			
Amounts Received Specifically for New/Upgraded Assets		1,437	1,536
Sale of Replaced Assets		465	141
Net Disposal of Investment Securities		-	72
Sale of Real Estate Developments		7,782	11,055
Repayments of Loans by Community Groups		3	3
Payments			
Expenditure on Renewal/Replacement of Assets		(13,750)	(21,996)
Expenditure on New/Upgraded Assets		(18,837)	(17,298)
Development of Real Estate for Sale		(4,358)	(4,355)
Net Cash provided by (or used in) Investing Activities		(27,258)	(30,842)
Cash Flows from Financing Activities			
Receipts			
Nil			
Payments			
Nil			
Repayments of Borrowings		(2,399)	(2,762)
Net Cash provided by (or used in) Financing Activities		(2,399)	(2,762)
Net Increase (Decrease) in Cash Held		(2,644)	4,877
plus: Cash and Cash Equivalents at beginning of period	11	19,460	14,583
Cash and Cash Equivalents at end of period	11	16,816	19,460
Additional Information:			
plus: Investments on hand - end of year	6a	988	988
Total Cash, Cash Equivalents and Investments		17,804	20,448

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

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City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011* dated 12 October 2016.

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2 The Local Government Reporting Entity

City of Salisbury is incorporated under the South Australian *Local Government Act 1999* and has its principal place of business at 12 James Street, Salisbury. These financial statements include the Council's direct operations and all entities through

which Council controls resources to carry on its functions.

3 Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as incomes during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as incomes in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In June of prior years, the Federal Government has paid amounts of untied financial assistance grant, which was recognised on receipt, in advance of the year of allocation. The Federal Government had indicated that this process of pre-paying grant funding was to cease after 2013/14 and was the case for the 2014/15 grant, which was paid entirely in the correct financial year. However, on 30 June 2015, Council received two quarters of the 2015/16 grant amounting to \$4,065,160. There were no untied financial assistance grants paid in advance during the 2015/16 reporting period. The advance payments received are summarised in the table below:

	Payment Received In Advance \$'000	
2010/11	2,399	Relates to 2011/12
2011/12	4,625	Relates to 2012/13
2012/13	4,394	Relates to 2013/14
2013/14	Nil	
2014/15	4,065	Relates to 2015/16
2015/16	Nil	

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 1. Summary of Significant Accounting Policies (continued)

Because these grants are untied, AASB 1004 *Contributions* require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

There were no untied financial assistance grants paid in advance during the 2015/16 reporting period.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

5 Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

5.1 Real Estate Assets Developments

Real Estate Assets developments have been classified as Inventory in accordance with AASB 102 and are valued at the lower of cost or net realisable value. Cost includes the costs of acquisition, development, borrowing and other costs incurred on financing of that acquisition and up to the time of sale. Any amount by which cost exceeds the net realisable value has been recognised as an expense.

Revenues arising from the sale of property are recognised in the operating statement when settlement is completed.

5.2 Other Real Estate Held for Resale

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

6 Infrastructure, Property, Plant and Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant and equipment when completed ready for use.

6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are given in Note 7. No capitalisation threshold is applied to the acquisition of land or interests in land.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 1. Summary of Significant Accounting Policies

6.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually. Residual values are no longer recognised for any value relating to re-use of materials. This change in accounting estimate has resulted in the following changes on residual values and useful lives of infrastructure assets:

- The residual value for Road Pavement assets has been removed and the Road Pavement component has been split into two components being Road Base and Sub-Base.
- The useful lives for Road Base assets have been adjusted to 50 years for higher use roads (i.e. Collector roads) and 75 years for lower use roads (i.e. Residential roads).
- The useful lives for Road Sub-Base assets have been set at 150 years for higher use roads (i.e. Collector Roads) and 225 years for lower use roads (i.e. Residential roads).
- Other minor assets such as Streetscapes, Signs and Road Furniture assets have had their residual value removed.

The change in estimate has caused an increase in depreciation expense and resulted in decreased carrying value of infrastructure assets. Council have calculated the best estimate of the impact on depreciation expense in the current period as follows:

Asset Class	Impact	\$'000
Land Improvements	Decrease	54
Infrastructure	Increase	604
Total	Increase	550

Council has deemed it impractical to estimate the future year impact of these changes.

Major depreciation periods for each class of asset are shown in Note 7. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

6.5 Impairment

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

For assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, the value in use is the depreciated replacement cost. In assessing impairment for these assets, a rebuttable assumption is made that the current replacement cost exceeds the original cost of acquisition.

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

7 Payables

7.1 Goods and Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the date of the invoice received. No interest is payable on these amounts.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 1. Summary of Significant Accounting Policies

7.2 Payments Received in Advance and Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

8 Borrowings

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables".

9 Employee Benefits

9.1 Salaries, Wages and Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based on-costs) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based on-costs) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. Council also makes contributions to other Superannuation Schemes selected by employees under the 'Choice of Fund' legislation.

No changes in accounting policy have occurred during either the current or previous reporting

periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

10 Leases

Lease arrangements have been accounted for in accordance with AASB 117. In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

11 Equity Accounted Council Businesses

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interests in cooperative arrangements, which are only recognised if material, are accounted for in accordance with AASB 128 and set out in detail in Note 19.

12 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

13 New accounting standards and UIG interpretations

Certain new (or amended) accounting standards and interpretations have been published that are not mandatory for reporting periods ending 30 June 2016.

Council has not adopted any of these standards early.

Council's assessment of the impact of these new standards and interpretations is set out below.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 1. Summary of Significant Accounting Policies

Apart from the AASB disclosures below, there are no other standards that are 'not yet effective' which are expected to have a material impact on Council in the current or future reporting periods and on foreseeable future transactions.

Applicable to Local Government:

AASB 9 – Financial Instruments (and associated amending standards)

AASB 9 replaces AASB 139 *Financial Instruments: Recognition and Measurement* and has an effective date for reporting periods beginning on or after 1 January 2018 (and must be applied retrospectively).

The overriding impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets.

Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories:

- Fair value, and
- Amortised costs (where financial assets will only be able to be measured at amortised costs where very specific conditions are met)

AASB 15 – Revenue from contracts with customers (and associated amending standards)

AASB 15 introduces a five step process for revenue recognition with the core principle of the new Standard being that entities recognise revenue so as to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods and services.

The changes in revenue recognition requirements in AASB 15 may cause changes to accounting policies relating to the timing and amount of revenue recorded in the financial statements as well as additional disclosures.

The full impact of AASB 15 has not yet been ascertained or quantified.

AASB 15 will replace AASB 118 which covers contracts for goods and services and AASB 111 which covers construction contracts.

The effective date of this Standard is for annual reporting periods beginning on or after 1 January 2018.

AASB 124 – Related party disclosures

From 1 July 2016, AASB 124 *Related party disclosures* will apply to Council.

This means that Council will be required to disclose information about related parties and Council transactions with those related parties.

Related parties will more than likely include the Mayor, Councillors and certain Council employees. In addition, the close family members of those people and any organisations that they control or are associated with will be classified as related parties (and fall under the related party reporting requirements).

AASB 2014-10 Sale or contribution of Assets between an Investor and its Associate or Joint Venture

The amendments address an acknowledged inconsistency between the requirements in AASB 10 and those in AASB 128 (2011), in dealing with the sale or contribution of assets between an investor and its associate or joint venture.

The main consequence of the amendments is that a full gain or loss is recognised when a transaction involves a business (whether it is housed in a subsidiary or not).

A partial gain or loss is recognised when a transaction involves assets that do not constitute a business, even if these assets are housed in a subsidiary.

The effective date of this Standard is for annual reporting periods beginning on or after 1 January 2016.

This Standard will only impact Council where there has been a sale or contribution of assets between the entity and the associate/joint venture.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 1. Summary of Significant Accounting Policies

AASB 2014 – Amendments to Australian Accounting Standards – Accounting for Acquisitions of Interests in Joint Operations (AASB 1 and AASB 11)

This Standard amends AASB 11 to provide guidance on the accounting for acquisitions of interests in joint operations in which the activity constitutes a business.

The amendments require:

- (a) The acquirer of an interest in a joint operation in which the activity constitutes a business, as defined in AASB 3 *Business Combinations*, to apply all of the principles on business combinations accounting in AASB 3 and other Australian Accounting Standards except for those principles that conflict with the guidance in AASB 11; and
- (b) The acquirer to disclose the information required by AASB 3 and other Australian Accounting Standards for business combinations.

This Standard also makes an editorial correction to AASB 11.

The effective date of this standard is for annual reporting periods beginning on or after 1 January 2016.

If a joint operation is acquired during the reporting period, then this standard clarifies the accounting for the acquisition to be in accordance with AASB 3, i.e. assets and liabilities acquired to be measured at fair value.

AASB 2016-2 Disclosure Initiative – changes to AASB 107 – Statement of Cashflows

From periods commencing on or after 1 January 2017 changes to AASB 107 will require Council to provide disclosures that enable users of Financial Statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and non-cash changes.

Effective for periods commencing 1 January 2019:

AASB 16 – Leases

From 1 January 2019 changes to AASB 16 require Council to disclose both operating and finance leases in the same manner. This impact is considered to be too remote in time to have a potentially material effect on the interpretation of the

2015/16 Financial Statements, and has been omitted on this basis.

Not applicable to Local Government per se:
None

14 Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

15 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 2. Income

\$ '000	Notes	2016	2015
(a). Rates Revenues			
General Rates			
General Rates		86,878	83,107
Less: Mandatory Rebates		(1,056)	(974)
Less: Discretionary Rebates, Remissions and Write Offs		(305)	(322)
Total General Rates		85,517	81,811
Other Rates (Including Service Charges)			
Natural Resource Management Levy		1,770	1,694
Salisbury Town Centre Separate Rate		160	185
Globe Derby Separate Rate		6	6
Mawson Centre Carparking Separate Rate		19	18
Total Other Rates		1,955	1,903
Other Charges			
Penalties for Late Payment		232	215
Total Other Charges		232	215
Total Rates Revenues		87,704	83,929
(b). Statutory Charges			
Development Act Fees		862	755
Town Planning Fees		429	380
Animal Registration Fees and Fines		1,106	1,089
Parking Fines / Expiation Fees		316	277
Other Licences, Fees and Fines		276	240
Total Statutory Charges		2,989	2,741
(c). User Charges			
Cemetery Fees		452	603
Property Lease		655	546
Waste Disposal Fees		1,336	1,307
Recreation Centres		36	515
Water Supply		2,097	1,988
Aged and Disability Services		469	414
Sundry		584	525
Total User Charges		5,629	5,898

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 2. Income (continued)

\$ '000	Notes	2016	2015
(d). Investment Income			
Interest on Investments		-	-
- Local Government Finance Authority		189	246
- Banks		327	272
- Loans to Community Groups		2	2
Total Investment Income		518	520
(e). Reimbursements			
Contract Maintenance		228	168
Other		312	393
Total Reimbursements		540	561
(f). Other Income			
Insurance & Other Recoupments - Infrastructure, IPP&E		14	1
Rebates Received		698	791
Sundry		423	386
Scrap Metal		52	87
Sponsorship		23	44
Total Other Income		1,210	1,309

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 2. Income (continued)

\$ '000	Notes	2016	2015
(g). Grants, Subsidies, Contributions			
Amounts Received Specifically for New or Upgraded Assets		1,437	1,536
Total Amounts Received Specifically for New or Upgraded Assets		1,437	1,536
Other Grants, Subsidies and Contributions		11,583	13,936
Individually Significant Item - Additional Grants Commission Payment (refer below)		-	4,065
Total Grants, Subsidies, Contributions		13,020	19,537

The functions to which these grants relate are shown in Note 12.

(i) Sources of grants

Commonwealth Government	3,969	2,071
State Government	7,993	15,652
Other	1,058	1,814
Total	13,020	19,537

(ii) Individually Significant Items

Nil		
Grant Commission (FAG) Grant Recognised as Income	-	4,065

As at 30 June 2016, Council did not receive any advance payments for the 2016/17 Financial Assistance Grant as per previous financial years.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 2. Income (continued)

\$ '000	Notes	2016	2015
(h). Conditions over Grants and Contributions			
Grants and contributions which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:			
Unexpended at the close of the previous reporting period		1,848	3,786
<i>Less:</i>			
<i>Expended during the current period from revenues</i>			
Roads Infrastructure		(394)	-
St Kilda Playground Renewal		(363)	(637)
Parafield Soccer		(200)	-
Resilient Salisbury		(99)	(46)
Business Advisory Service - Playford		(87)	(56)
Green Trails		(78)	(348)
Economic Regional Collaboration - Business Taskforce		(60)	(95)
Digital Growth Program		(50)	-
Pine Lakes ASR Tank and Booster		(32)	-
OPAL Program		(26)	(62)
Healthy Communities Initiative		(16)	(31)
Gawler St Salisbury Safety Initiative		(9)	-
Indigenous Capability and Development Program		(8)	(63)
Aged Friendly Retail Project		(7)	-
Leap Program		(5)	-
Acquisition portion 22 Stanley St Salisbury		-	(300)
Kings/Whites Road Roundabout		-	(295)
Acquisition portion 11 Hunt St Salisbury		-	(100)
Cultural Development Project Funds		-	(62)
Resource Recovery Park		-	(57)
Willowbrook Reserve - Connect Salisbury		-	(50)
Digital Enterprise Program		-	(13)
Digital Local Government Program		-	(13)
Other		(98)	(613)
Subtotal		(1,532)	(2,841)

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 2. Income (continued)

\$ '000	Notes	2016	2015
<i>Plus:</i>			
<i>Amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions</i>			
Diment Road, Burton/Direk - Upgrade		280	-
St Kilda/Robinson Rd - Traff Mng Dev		134	-
Crime Prevention Grant		100	-
St Kilda CCTV Renewal - 16/17		41	-
Digital Growth Program		33	50
Economic Regional Collaboration - Business Taskforce		28	60
Building Safe Communities		26	-
Resilient Salisbury		11	30
Youth Network Grant		5	-
Waterwatch General Program		5	-
Roads Infrastructure		-	394
Parafield Soccer		-	200
Business Advisory Service - Playford		-	92
Pine Lakes ASR Tank and Booster		-	32
OPAL Program		-	25
Aged Friendly Retail Project		-	15
Leap Program		-	5
Other		2	-
Subtotal		665	903
Unexpended at the close of this reporting period		981	1,848
Net increase (decrease) in assets subject to conditions in the current reporting period		(867)	(1,938)
 (i). Physical Resources Received Free of Charge			
Land and Improvements		2,280	198
Roads, Bridges and Footpaths		710	1,992
Stormwater Drainage		389	501
Total Physical Resources Received Free of Charge		3,379	2,691

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 3. Expenses

\$ '000	Notes	2016	2015
(a). Employee Costs			
Salaries and Wages		28,162	28,142
Employee Leave Expense		5,049	5,162
Superannuation - Defined Contribution Plan Contributions	18	1,261	1,285
Superannuation - Defined Benefit Plan Contributions	18	1,787	1,781
Workers' Compensation Insurance		1,529	1,624
Less: Capitalised and Distributed Costs		(3,137)	(3,162)
Total Operating Employee Costs		34,651	34,832
Total Number of Employees (full time equivalent at end of reporting period)		408	428
(b). Materials, Contracts and Other Expenses			
(i) Prescribed Expenses			
Auditor's Remuneration			
- Auditing the Financial Reports		43	52
Bad and Doubtful Debts		4	20
Elected Members' Expenses		468	425
Election Expenses		39	339
Operating Lease Rentals - Cancellable Leases		957	1,138
Subtotal - Prescribed Expenses		1,511	1,974
(ii) Other Materials, Contracts and Expenses			
Contractors		30,400	29,733
Energy		3,702	4,050
Legal Expenses		256	211
Levies Paid to Government - NRM levy		1,738	1,694
Levies - Other		309	327
Parts, Accessories and Consumables		2,982	3,007
Sundry		2,951	2,817
Water Rates		870	886
Insurance		994	984
Subtotal - Other Material, Contracts & Expenses		44,202	43,709
Total Materials, Contracts and Other Expenses		45,713	45,683

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 3. Expenses (continued)

\$ '000	Notes	2016	2015
(c). Depreciation, Amortisation and Impairment			
(i) Depreciation and Amortisation			
Land Improvements		4,177	4,382
Buildings and Other Structures		1,262	1,132
Infrastructure		16,491	16,301
Plant and Equipment		1,725	1,547
Library Books		147	169
Total Depreciation, Amortisation and Impairment		23,802	23,531
(d). Finance Costs			
Interest on Loans		1,255	1,431
Total Finance Costs		1,255	1,431

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 4. Asset Disposal and Fair Value Adjustments

\$ '000	Notes	2016	2015
Infrastructure, Property, Plant and Equipment			
(i) Assets Renewed or Directly Replaced			
Proceeds from Disposal		465	141
Less: Carrying Amount of Assets Sold		(378)	(112)
Gain (Loss) on Disposal		87	29
(ii) Assets Surplus to Requirements			
Carrying Amount of Assets Sold		(4,769)	(2,225)
Gain (Loss) on Disposal		(4,769)	(2,225)
Real Estate Development Assets			
Proceeds from Disposal		7,782	10,875
Less: Carrying Amount of Assets Sold		(4,688)	(5,481)
Gain (Loss) on Disposal		3,094	5,394
Net Gain (Loss) on Disposal or Revaluation of Assets		(1,588)	3,198

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 5. Current Assets

\$ '000	Notes	2016	2015
(a). Cash and Cash Equivalents			
Cash on Hand at Bank		2,388	4,948
Short Term Deposits and Bills, etc.		14,428	14,512
Total Cash and Cash Equivalents		16,816	19,460
(b). Trade and Other Receivables			
Rates - General and Other		2,390	2,385
Accrued Revenues		41	48
Debtors - General		1,128	1,272
GST Recoupment		1,061	929
Prepayments		418	194
Loans to Community Organisations		4	3
Subtotal		5,042	4,831
Total Trade and Other Receivables		5,042	4,831
(c). Inventories			
Stores and Materials		270	271
Total Inventories		270	271

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 6. Non-Current Assets

\$ '000	Notes	2016	2015
(a). Financial Assets			
Receivables			
Council Rates Postponement Scheme		19	14
Loans to Community Organisations		18	22
Total Receivables		37	36
Other Financial Assets (Investments)			
Mortgage over Property - Affordable Housing Scheme		988	988
Total Other Financial Assets (Investments)		988	988
Total Financial Assets		1,025	1,024
(b). Equity Accounted Investments in Council Businesses			
Northern Adelaide Waste Management Authority	19	3,929	3,222
Council Solutions	19	101	101
Total Equity Accounted Investments in Council Businesses		4,030	3,323
(c). Other Non-Current Assets			
(i) Inventories			
Real Estate Developments		11,828	12,158
Total Inventories		11,828	12,158
(ii) Other			
Capital Works-in-Progress		16,061	30,170
Total Other		16,061	30,170
Total Other Non-Current Assets		27,889	42,328

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 6. Non-Current Assets

\$ '000	Notes	2016	2015
Real Estate Developments - Current and Non-Current			
(Valued at the lower of cost and net realisable value)			
Residential		11,828	12,158
Total Real Estate for Resale		11,828	12,158
Represented by:			
Acquisition Costs		5,926	7,344
Development Costs		5,902	4,814
Total Real Estate of Resale		11,828	12,158
(ii) Apportionment of Real Estate Developments			
Non-Current Assets		11,828	12,158
		11,828	12,158

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 7a (i). Infrastructure, Property, Plant and Equipment

	Fair Value Level	as at 30/6/2015				Asset Movements during the Reporting Period							as at 30/6/2016			
		At Fair Value	At Cost	Accumulated Dep'n	Carrying Value	New / Upgrade	Renewals	WDV of Asset Disposals	Depreciation Expense (Note 3c)	Trs from (to) Real Estate Assets	Revaluation Decrements to Equity (ARR) (Note 9)	Revaluation Increments to Equity (ARR) (Note 9)	At Fair Value	At Cost	Accumulated Dep'n	Carrying Value
\$ '000																
Land - Other	2	389,231	-	-	389,231	2,534	-	-	-	-	-	1,701	393,466	-	-	393,466
Land Improvements	3	144,693	-	52,988	91,705	8,340	5,138	(329)	(4,177)	-	-	1,896	159,789	-	57,216	102,573
Buildings and Other Structures	3	103,149	-	25,366	77,783	1,998	3,992	(1,314)	(1,262)	-	-	617	107,956	-	26,142	81,814
Infrastructure	3	1,156,607	-	422,845	733,762	12,396	12,701	(3,126)	(16,491)	-	-	1,797	1,180,145	-	439,106	741,039
Plant and Equipment		-	20,213	12,655	7,558	2,756	-	(378)	(1,725)	-	-	-	-	22,015	13,804	8,211
Library Books		-	1,392	-	1,392	159	-	-	(147)	-	-	-	-	1,404	-	1,404
Total Infrastructure, Property, Plant & Equipment		1,793,680	21,605	513,854	1,301,431	28,183	21,831	(5,147)	(23,802)	-	-	6,011	1,841,356	23,419	536,268	1,328,507
Comparatives		1,814,871	20,015	520,034	1,314,852	19,990	9,774	(2,337)	(23,531)	(510)	(21,051)	4,244	1,793,680	21,605	513,854	1,301,431

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and Investment Property

\$ '000

Valuation of Assets

Council measures and recognises the following assets at fair value on a recurring basis after initial recognition:

- Land
- Land Improvements
- Infrastructure
- Buildings and Other Structures

Council does not subsequently measure any liabilities at fair value on a recurring basis, or any assets or liabilities at fair value on a non-recurring basis.

Information on Valuations

a) Fair Value Hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information according to the relevant level in the fair value hierarchy. This hierarchy categorises fair value measurements into one of three possible levels based on the lowest level that a significant input can be characterised into. The levels are outlined below:

Level 1	Level 2	Level 3
Measurements based on quoted prices (unadjusted) in active markets for identical assets that the entity can access at the measurement date.	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset, either directly or indirectly.	Measurements based on unobservable inputs for the asset.

The fair value of assets that are not traded in an active market is determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

b) Valuation Techniques

Council selects valuation techniques that are appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends upon the specific characteristics of the asset being measured. The valuation techniques selected by Council are consistent with one or more of the following valuation approaches:

- *Market Approach* uses prices and other relevant information generated by market transactions involving identical or similar assets.
- *Income Approach* converts estimated future cash flows or income and expenses into a single current (ie. discounted) value.
- *Cost Approach* reflects the current replacement cost of an asset at its current service capacity.

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City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and
Investment Property

\$ '000

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset, including assumptions about risks. When selecting a valuation technique, Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

c) Capitalisation Thresholds

Capitalisation Thresholds used by Council for a representative range of assets are shown below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Office Furniture and Equipment	\$5,000
Plant and Light Vehicles	\$5,000
Buildings - new construction/extensions	\$10,000
Park and Playground Furniture and Equipment	\$5,000
Road construction and reconstruction	\$10,000
Paving and footpaths, Kerb and Gutter	\$5,000
Drains and Culverts	\$20,000
Reticulation extensions	\$20,000
Sidelines and household connections	\$5,000
Artworks	\$5,000

d) Estimated Useful Lives

Useful lives are estimated for each individual asset. In estimating useful lives, regard is had to technical and commercial obsolescence, as well as legal and other limitations on continued use. The range of useful lives for a representative range of assets is shown below, although individual assets may have an estimated total useful life of greater or lesser amount:

Plant, Furniture and Equipment:	
Office Equipment	3 to 10 years
Office Furniture	3 to 10 years
Vehicles and Road-making Equipment	4 to 25 years
Other Plant and Equipment	3 to 25 years
Building and Other Structures:	
Buildings	40 to 150 years
Playground Equipment	15 to 25 years
Benches, Seats, etc	5 to 15 years

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and
Investment Property

£ '000

Infrastructure:

Roads - Seal	20 to 25 years
Roads - Pavement	50 to 225 years
Unsealed Roads	5 to 10 years
Bridges	100 years
Footpaths	5 to 50 years
Kerb, Gutter and Medians	40 to 100 years
Drainage Pipes	80 to 100 years
Culverts, Headwalls and Junction Boxes	40 to 80 years
Dams and Reservoirs	100 years
Bores	50 years
Reticulation Pipes - PVC	60 to 80 years
Pumps and Telemetry	10 to 30 years

Other Assets:

Library Books	3 to 7 years
Artworks/Local History	Indefinite

e) Table of Fair Values 2015/16

	Level 1 \$'000s	Level 2 \$'000s	Level 3 \$'000s	Total \$'000s
Land	-	393,466	-	393,466
Land Improvements	-	-	159,789	159,789
Infrastructure	-	-	1,180,145	1,180,145
Building	-	-	107,956	107,956
Total	-	393,466	1,447,890	1,841,356

f) Disclosed Fair Value Measurements

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,'000's
Land	2	Market Value	\$393,466
Valuations of assets in this category are undertaken using the State Valuer Generals Site Values.			

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and
Investment Property

\$ '000

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Land Improvements	3	Cost Approach	\$159,789

Valuations of assets in this category are undertaken via one of three methods:

a. Independent valuations are provided by Tonkin Consulting using a methodology that utilises observable Council specific contract rates to derive a unit rate used to calculate a depreciated replacement cost for each asset. Assets valued via this method include Footpaths, Kerbing and Carpark Pavement/Seals all situated on Council Reserves.

b. Revalued using the Local Government Pricing Index (LGPI). Assets valued via this method include Fencing, Irrigation Equipment, Playgrounds, Sports Courts/Facilities, Reserve Furniture, Landscaping and Other Structures all situated on Council Reserves.

c. Independent valuations were provided by Inside Infrastructure and Aquent Consulting in 2014/15 (as sub-consultant to Inside Infrastructure) using a methodology that utilises observable rates and cost information from their extensive knowledge across the water industry. Assets valued via this method include all those associated with Councils Recycled Stormwater Business Unit, which includes assets such as Pipework, Pumps, Bores, Valves, Electrical and Computer Equipment. In 2015/16 an independent valuation of the current depreciated replacement cost for these assets was undertaken using an ASR Asset Price Index provided by Tonkin Consulting, derived from references to various construction guides (such as Rawlinsons Australian Construction Handbook).

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Infrastructure	3	Cost Approach	\$1,180,145

Valuation of assets in this category are undertaken via one of two methods:

a. Independent valuations are provided by Tonkin Consulting using a methodology that utilises observable Council specific contract rates to derive a unit rate used to calculate a depreciated replacement cost for each asset. Assets valued via this method include Footpaths, Kerbing, Carpark Pavements/Seals, Road Pavement/Seals and Drainage Pipes/Pits all situated on Council Roads.

b. Revalued using the Local Government Pricing Index (LGPI). Assets valued via this method include Bridges, Irrigation Equipment on Roads, Road Furniture, Landscaping on Roads, Open Drainage Systems and Drainage Dams.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property

\$ '000

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Buildings and Other Structures	3	Cost Approach	\$107,956
Valuation of assets in this category are undertaken via the following method:			
a. Independent valuation of the current depreciated replacement cost for buildings at a component level was undertaken by APV Valuers and Asset Management for the year ending 30 June 2010 and was indexed in the 2010/11 and 2011/12 financial years by APV Valuers and Asset Management using an index derived from references to various construction guides (such as Rawlinson's Australian Construction Handbook) and ABS data. In 2012/13, 2013/14, 2014/15 and 2015/16 an independent valuation of the current depreciated replacement cost for buildings was undertaken using a Building Component Price Index provided by Tonkin Consulting, derived from building rates contained within the Rawlinson's Australian Construction Handbook.			

The requirements of AASB 13 *Fair Value Measurement* have been applied to all valuations undertaken since 1 July 2013. There has been no change in the valuation technique(s) used to calculate the fair values disclosed in the financial statements from previous years.

Highest and best use

All of Council's non financial assets are considered as being utilised for the highest and best use unless market or other factors suggest a different use by market participants would maximise the value of the asset.

Land Under Roads

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition; land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

Land

Much of the land under Council's care and control is Crown land or has been declared as community land under the provision of the *Local Government Act 1999*. Other types of restrictions on the land may also apply. Valuations of this land are based on the State Valuer General's Site Values, which are based on observable sales in an active market of similar properties with a similar land use on both vacant land and land with improvements. Adjustments to these values are then made by the State Valuer General taking into consideration the highest and best use of the property e.g. if there is a single house on the land but zoning would allow it to be divided for home units.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016Note 7b. Valuation of Infrastructure, Property, Plant & Equipment &
Investment Property

\$ '000

Infrastructure, Buildings and Land Improvements

As there is no known active market for the majority of infrastructure, building and land improvement assets owned by Council, these assets have been valued at depreciated replacement cost using the *Cost Approach*. Upon revaluation, the current replacement cost and accumulated depreciation are restated such that the difference (the current depreciated replacement cost) represents the fair value of the asset determined in accordance with AASB 13 *Fair Value Measurement*.

This method involves the determination of the current cost to construct the asset (or its modern engineering equivalent) and then calculating the value of its remaining service capacity (depreciated replacement cost). Council utilise a number of observable and unobservable inputs in the calculation of these values which may include:

Observable Inputs:

- Council specific contract rates
- Recent construction costs for similar assets
- Independent valuations

Unobservable Inputs/Estimates:

- Quantities of materials used
- Economic (Useful) Lives of assets
- Residual Value of assets
- Preserved Value of assets
- Pattern of consumption of an assets economic benefits
- Condition
- Obsolescence
- Impairment
- Industry construction pricing indexes e.g. Rawlinson's Construction Handbook and Cost Guide
- Other construction pricing indexes e.g. Local Government Pricing Index which is an index developed by the Australian Bureau of Statistics and is prepared quarterly by the South Australia Centre for Economic Studies and is based on price movements in the goods and services purchased by Local Governments.

Street Trees

Council is of the opinion that street trees and tree screens are tangible assets that the City uses to support the provision of environmental and recreational services to the community, and have an initial cost that can be reliably measured (that is the cost of planting and establishment). It is therefore considered that costs relating to tree plantings for street trees and tree screens only meet the recognition criteria of property, plant and equipment and should be recognised as an asset.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property

\$ '000

Plant, Furniture & Equipment

Assets are carried at cost, less any accumulated depreciation and impairment losses.

Library Books

Library books are accounted for under the replacement method. Library stock at 30 June 2016 is valued using nominal values recommended by PLAIN (Public Libraries Automated Information Network). All new purchases are treated as replacement items and the expense is classified as depreciation. This expense is then adjusted by the movement in the calculated value of the library stock.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 8. Liabilities

\$ '000	Notes	2016	2016	2015	2015
		Current	Non Current	Current	Non Current
(a). Trade and Other Payables					
Goods and Services		10,621	-	12,422	-
Payments Received in Advance		1,109	-	1,072	-
Accrued Expenses - Employee Entitlements		723	-	555	-
Accrued Expenses - Other		98	-	311	-
Deposits, Retentions and Bonds		270	-	157	-
Total Trade and Other Payables		12,821	-	14,517	-

(b). Borrowings

Loans	2,560	14,580	2,399	17,140
Total Borrowings	2,560	14,580	2,399	17,140

All interest bearing liabilities are secured over the future revenues of the Council

(c). Provisions

Employee Entitlements (including oncosts)	6,918	1,522	6,620	1,521
Salisbury Memorial Park Maintenance Provision	-	50	-	40
Mortgage Loss Provision	-	28	-	28
Total Provisions	6,918	1,600	6,620	1,589

	Salisbury Memorial Park Maintenance Provision	Mortgage Loss Provision
Opening Balance	40	28
Additional Amounts Recognised	10	-
Closing Balance	50	28

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 9. Reserves

\$ '000	1/7/2015	Increments (Decrements)	Transfers	Impairments	30/6/2016
(a). Asset Revaluation Reserve					
Land - Other	300,746	1,701	-	-	302,447
Land Improvements	15,646	1,896	-	-	17,542
Buildings and Other Structures	33,955	617	-	-	34,572
Infrastructure	644,446	1,797	-	-	646,243
Library Books	2,338	-	-	-	2,338
JV's / Associates - Other Comprehensive Income	352	-	-	-	352
Total Asset Revaluation Reserve	997,483	6,011	-	-	1,003,494
Comparatives	1,015,119	(17,636)	-	-	997,483
\$ '000	1/7/2015	Tfrs to Reserve	Tfrs from Reserve	Other Movements	30/6/2016
(b). Other Reserves					
Plant Replacement Reserve	1,565	-	(636)	-	929
Subdivision Works Reserve	1,340	370	(123)	-	1,587
Open Space Reserve	1,294	477	-	-	1,771
Car Parking Reserve	907	37	-	-	944
Property Disposal Reserve	1,330	3,087	-	-	4,417
Mausoleum Perpetual Care Reserve	636	54	-	-	690
Salisbury Memorial Park Reserve	849	17	-	-	866
Carried Forward Funds Reserve	18,997	18,657	(18,997)	-	18,657
Salisbury Water Business Unit Reserve	995	886	-	-	1,881
Total Other Reserves	27,913	23,585	(19,756)	-	31,742
Comparatives	38,886	25,043	(36,016)	-	27,913

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 9. Reserves (continued)

\$ '000

PURPOSES OF RESERVES

Asset Revaluation Reserves

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

Plant Replacement Reserve

Used to fund the purchase of items of major plant.

Subdivision Works Reserve

For developer contributions towards future drainage, footpaths, street signs and street trees.

Open Space Reserve

For developer contributions towards the future acquisition of open space areas.

Carpark Reserve

For the provision of car parking areas within the Salisbury Town Centre, Ingle Farm Town Centre and Mawson Lakes Town Centre.

Property Disposal Reserve

To retain the proceeds of any property sales under the provision of Section 194 of the *Local Government Act 1999* and subject to compliance with all legal requirements thereof, and to be utilised to repay debt or reduce future borrowings.

Mausoleum Perpetual Care Fund Reserve

To provide maintenance for the mausoleum at Salisbury Memorial Park.

Salisbury Memorial Park Reserve

To fund future development work and maintenance at the Salisbury Memorial Park.

Carried Forward Funds Reserve

Used for unspent budget funds at the end of financial year that are to be carried forward for use in the following year.

Salisbury Water Business Unit Reserve

Funded from surpluses generated by Salisbury Water. Allocations are only to be made following a resolution of Council and can only be utilised to fund either business development, asset renewal, offset losses or to distribute dividends to Council.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 10. Assets Subject to Restrictions

\$ '000	Notes	2016	2015
<p>The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.</p>			
Cash and Financial Assets			
Unexpended amounts received from Federal Government			
Open Space Contributions	9	1,771	1,294
Developer Contributions	9	2,531	2,247
Unexpended Grants and Subsidy Funds	2	981	1,848
Total Cash & Financial Assets		5,283	5,389
Total Assets Subject to Externally Imposed Restrictions		5,283	5,389

Developer Contributions are received primarily to fund infrastructure works in new subdivisions. These funds are held in reserves until required and as such are regarded as restricted. Grant and Subsidy Funds received but not yet expended are regarded as restricted.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2016	2015
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(a). Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:

Total Cash and Equivalent Assets	5	16,816	19,460
Balances per Statement of Cash Flows		16,816	19,460

(b). Reconciliation of Change in Net Assets to Cash
from Operating Activities

Net Surplus/(Deficit)		8,686	15,746
Non-Cash Items in Income Statements			
Depreciation, Amortisation and Impairment		23,802	23,531
Equity Movements in Equity Accounted Investments (Increase)/Decrease		(706)	(839)
Non-Cash Asset Acquisitions		(3,379)	(2,691)
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(1,437)	(1,536)
Net (Gain) Loss on Disposals		1,588	(3,198)
		28,554	31,013
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		(215)	854
Change in Allowances for Under-Recovery of Receivables		-	20
Net (Increase)/Decrease in Inventories		1	187
Net (Increase)/Decrease in Other Assets		-	(65)
Net Increase/(Decrease) in Trade and Other Payables		(1,636)	5,988
Net Increase/(Decrease) in Unpaid Employee Benefits		299	473
Net Increase/(Decrease) in Other Provisions		10	11
Net Cash provided by (or used in) operations		27,013	38,481

(c). Non-Cash Financing and Investing Activities

Acquisition of assets by means of:

- Physical Resources Received Free of Charge	2i	3,379	2,691
Total Non-Cash Financing & Investing Activities		3,379	2,691

(d). Financing Arrangements

Unrestricted access was available at balance date to the
following lines of credit:

Bank Overdrafts	500	500
Corporate Credit Cards	500	500
LGFA Cash Advance Debenture Facility	28,747	28,747

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice. Council also has immediate access to a short-term drawdown facility and variable interest rate borrowings under a cash advance facility from the Local Government Finance Authority of South Australia.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Actual 2016	Actual 2015	Actual 2016	Actual 2015	Actual 2016	Actual 2015	Actual 2016	Actual 2015	Actual 2016	Actual 2015
\$ '000										
Public Order and Safety	2,978	2,727	3,234	3,142	(256)	(415)	70	30	593	354
Health	186	175	1,573	1,565	(1,387)	(1,390)	9	14	204	88
Social Security and Welfare	3,265	3,197	6,227	5,622	(2,962)	(2,425)	2,660	2,615	23,804	23,818
Housing and Community Services	4,440	4,432	23,895	23,721	(19,455)	(19,289)	401	325	434,883	425,258
Recreation and Culture	1,101	1,532	21,186	21,602	(20,085)	(20,070)	511	565	851,091	826,447
Transport and Communication	3,741	3,494	8,362	8,305	(4,621)	(4,811)	3,736	3,494	6,080	6,453
Economic Affairs	300	602	5,734	5,179	(5,434)	(4,577)	183	432	158	173
Other, Not Attributed and Administration	94,162	96,800	35,210	36,341	58,952	60,459	4,013	10,526	66,766	90,077
Total Functions/Activities	110,173	112,959	105,421	105,477	4,752	7,482	11,583	18,001	1,383,579	1,372,668

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures and associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 12b. Components of Functions

\$'000

The activities relating to Council functions are as follows:

Public Order and Safety

Supervision of various laws, fire prevention, crime prevention and repair, road safety and dog control.

Health

Health Act administration, immunisation services and pest and pest plant control.

Social Security and Welfare

Operation of senior citizens centre, aged care services, youth services and community information.

Housing and Community Services

Town planning, community development planning, road sweeping, roadside rubbish collection, domestic refuse collection, operating of waste transfer station and rubbish tips, stormwater drainage, operation of the St Kilda Mangrove Trail, street signs, landscape design, tree management and operation of cemetery.

Recreation and Culture

Maintenance and operation of libraries, recreation centres, swimming pool, community centre, parks, gardens and reserves, neighbourhood houses, clubrooms, playgrounds, sports grounds, halls and plant nursery.

Transport and Communication

Construction and maintenance of roads, footpaths, bridges, parking facilities and bus shelters.

Economic Affairs

Building Act administration, economic initiatives, tourism.

Other, Not Attributed and Administration

Rates, public debt transactions, administration costs, capital works in progress and costs which relate to multiple functions but cannot accurately be split between these functions.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 13. Financial Instruments

\$ '000

Recognised Financial Instruments**Bank, Deposits at Call, Short Term Deposits****Accounting Policy:**

Carried at lower of cost and net realisable value; Interest is recognised when earned.

Terms & Conditions:

Deposits are returning fixed interest rates between 1.9% and 2.35% (2015: 2.00% and 2.85%). Short term deposits have an average maturity of 35 days and an average interest rate of 2.04% (2015: 39 days and 2.51%).

Carrying Amount:

Approximates fair value due to the short term to maturity.

Receivables**Rates and Associated Charges**

(including legals and penalties for late payment)

Note: These receivables do not meet the definition of "financial instruments" and have been excluded from the following disclosures.

Accounting Policy:

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:

Secured over the subject land, arrears attract interest of 2% (2015: 2%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables**Fees and Other Charges****Accounting Policy:**

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

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City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 13. Financial Instruments (continued)

\$ '000

Recognised Financial Instruments**Receivables****Other Levels of Government****Accounting Policy:**

Carried at nominal value.

Terms and Conditions:

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

Carrying Amount:

Approximates fair value.

Liabilities**Creditors and Accruals****Accounting Policy:**

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

Terms and Conditions:

Liabilities are normally settled on 30 day terms.

Carrying Amount:

Approximates fair value.

Liabilities**Interest Bearing Borrowings****Accounting Policy:**

Carried at the principal amounts. Interest is charged as an expense as it accrues.

Terms and Conditions:

Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rates between 5.6% and 7.07% (2015: 5.60% and 7.52%).

Carrying Amount:

Approximates fair value.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2016					
Financial Assets					
Cash and Equivalents	16,816	-	-	16,816	16,816
Receivables	1,173	18	-	1,191	1,191
Other Financial Assets	-	-	988	988	988
Total Financial Assets	17,989	18	988	18,995	18,995

Financial Liabilities					
Payables	11,712	-	-	11,712	11,712
Current Borrowings	3,661	-	-	3,661	2,560
Non-Current Borrowings	-	13,136	5,389	18,525	14,580
Total Financial Liabilities	15,373	13,136	5,389	33,898	28,852

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2015					
Financial Assets					
Cash and Equivalents	19,460	-	-	19,460	19,460
Receivables	1,323	22	-	1,345	1,345
Other Financial Assets	-	-	988	988	988
Total Financial Assets	20,783	22	988	21,793	21,793

Financial Liabilities					
Payables	13,445	-	-	13,445	13,445
Current Borrowings	3,661	-	-	3,661	2,399
Non-Current Borrowings	-	14,688	7,498	22,186	17,140
Total Financial Liabilities	17,106	14,688	7,498	39,292	32,984

The following interest rates were applicable
to Council's Borrowings at balance date:

	30 June 2016		30 June 2015	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft	7.22%	-	7.47%	-
Other Variable Rates	0.00%	20,228	0.00%	21,654
Fixed Interest Rates	6.34%	8,624	6.78%	11,330
		28,852		32,984

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 13. Financial Instruments (continued)

\$ '000

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. Councils investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government, and also with the NAB. Except as detailed in Notes 5 and 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 14. Commitments for Expenditure

\$ '000	Notes	2016	2015
(a). Capital Commitments			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Buildings		3,756	1,421
Infrastructure		6,994	6,810
Plant and Equipment		36	740
		<u>10,786</u>	<u>8,971</u>
These expenditures are payable:			
Not later than one year		10,786	8,971
		<u>10,786</u>	<u>8,971</u>
(b). Other Expenditure Commitments			
Other expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:			
Audit Services		55	57
		<u>55</u>	<u>57</u>
These expenditures are payable:			
Not later than one year		55	57
		<u>55</u>	<u>57</u>
(c). Finance Lease Commitments			
Council has no Finance Leases.			

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 15. Financial Indicators

\$ '000	Amounts	Indicator	Prior Periods	
	2016	2016	2015	2014

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia. The Information Paper was revised in May 2015 and the financial indicators for the previous years have been re-calculated in accordance with the revised formulas.

1. Operating Surplus Ratio

Operating Surplus	5,458	5%	7%	0%
Total Operating Revenue	110,880			

This ratio expresses the operating surplus as a percentage of total operating revenue.

1a. Adjusted Operating Surplus Ratio

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. The Adjusted Operating Surplus Ratio adjusts for the resulting distortion in the disclosed operating result for each year.	9,523	9%	4%	4%
	110,880			

2. Net Financial Liabilities Ratio

Net Financial Liabilities	15,596	14%	15%	19%
Total Operating Revenue	110,880			

Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.

3. Asset Sustainability Ratio

Net Asset Renewals	13,285	72%	111%	49%
Infrastructure and Asset Management Plan required expenditure	18,438			

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

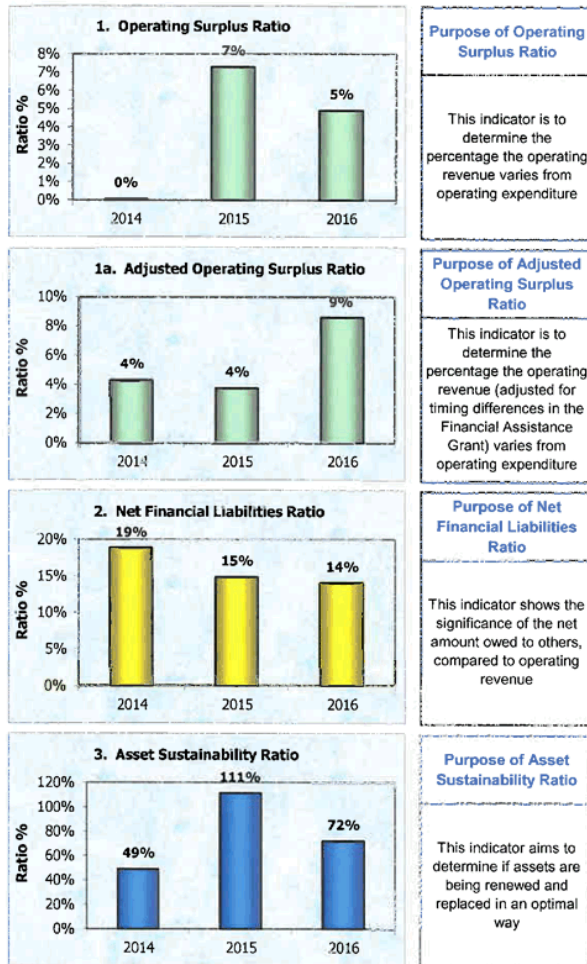
3a. Adjusted Operating Surplus Ratio

The Adjusted Asset Sustainability Ratio is provided as it better reflects City of Salisbury's achievements in renewing and maintaining its assets. The denominator of the ratio is the renewal disclosed in the Asset Management Plans (AMPs) adjusted to reflect changes in practice since the adoption of the plans. Adjustments are for items included in AMPs as renewal, which are actually upgrade or new including \$2.3M in relation to buildings, with these amounts excluded from both the actual and planned expenditures in the adjusted ratio. Road assets are being maintained differently to how originally planned in the AMPs with renewal expenditure being directed to microsurfacing treatments, which are treated as a new component of our road assets, with the expectation that this will further extend the life of our road assets, which will decrease the cost of maintaining our road infrastructure over the longer term. These changes in practice will be reflected in future iterations of our AMPs with both Transport and Building AMPs being reviewed and updated in the 2016/17 financial year.	13,285	90%		
	14,765			

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 15. Financial Indicators - Graphs (continued)



City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 16. Uniform Presentation of Finances

\$ '000	2016	2015
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The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

Income	110,880	113,818
less Expenses	(105,422)	(105,497)
Operating Surplus / (Deficit)	5,458	8,321
less Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	13,750	21,996
less Depreciation, Amortisation and Impairment	(23,802)	(23,531)
less Proceeds from Sale of Replaced Assets	(465)	(141)
Subtotal	(10,517)	(1,676)
less Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property and Real Estate Developments)	23,195	21,653
less Amounts Received Specifically for New and Upgraded Assets	(1,437)	(1,536)
less Proceeds from Sale of Surplus Assets (including Investment Property and Real Estate Developments)	(7,782)	(10,875)
Subtotal	13,976	9,242
Net Lending / (Borrowing) for Financial Year	1,999	755

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 17. Operating Leases

\$ '000	2016	2015
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Leases Providing Revenue to the Council

Council owns various buildings, plant and other facilities that are available for hire or lease (on a non-cancellable basis wherever practicable) in accordance with the published revenue policy. Rentals received from such leases are disclosed as rent and hire of non-investment property in Note 2.

(i) Investment Property

Rentals received, and outgoings reimbursed, in relation to Investment Property are also disclosed in Note 2. These lease agreements, all of which are classified as operating leases, are made on a non-cancellable basis wherever practicable

Leases commitments under all non-cancellable lease agreements, including those relating to Investment Property, are as follows:

Not later than one year	612	603
Later than one year and not later than 5 years	1,042	1,554
Later than 5 years	2,242	2,018
	3,896	4,175

(ii) Lease Payment Commitments of Council

Council has entered into non-cancellable operating leases for various items of computer and other plant and equipment. Leases in relation to computer and office equipment permit Council, at expiry of the lease, to elect to re-lease, return or acquire the equipment leased. No lease imposes any additional restrictions on Council in relation to additional debt or further leasing.

No leases contain any escalation clause.

Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows:

Not later than one year	737	907
Later than one year and not later than 5 years	697	889
	1,434	1,796

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 18. Superannuation

\$'000

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2015/16; 9.50% in 2014/15). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2014/15) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, A C Miller, FIAA, of Russell Employee Benefits Pty Ltd as at 30 June 2014. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 19. Interests in Other Entities

\$ '000

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

	Council's Share of Net Income		Council's Share of Net Assets	
	2016	2015	2016	2015
Joint Ventures	706	839	4,030	3,323
Total	706	839	4,030	3,323

(i) JOINT VENTURES, ASSOCIATES AND JOINT OPERATIONS

(a) Carrying Amounts

Name of Entity	Principal Activity	2016	2015
Northern Adelaide Waste Management Authority	Waste Management	3,929	3,221
Council Solutions	Procurement	101	102
Total Carrying Amounts - Joint Ventures and Associates		4,030	3,323

Northern Adelaide Waste Management Authority

Manages the waste collection, recycling and waste disposal for the Cities of Salisbury and Playford and the Town of Gawler.

Council Solutions

Established by the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully in December 2012, this regional subsidiary has been established for the purposes of providing a centre of excellence in procurement and to provide services to the Constituent.

(b) Relevant Interests

Name of Entity	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2016	2015	2016	2015	2016	2015
Northern Adelaide Waste Management Authority	57%	57%	57%		33%	
Council Solutions	17%	17%	17%		17%	

(c) Movement in Investment in Joint Venture or Associate

	Northern Adelaide Waste Management Authority		Council Solutions	
	2016	2015	2016	2015
Opening Balance	3,221	3,191	102	122
Share in Operating Result	707	859	(1)	(20)
Share in Other Comprehensive Income	-	(829)	-	-
Council's Equity Share in the Joint Venture or Associate	3,928	3,221	101	102

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City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 19. Interests in Other Entities (continued)

€ '000

(d) Summarised Financial Information of the Equity Accounted Business

Statement of Financial Position	Northern Adelaide Waste Management Authority		Council Solutions	
	2016	2015	2016	2015
Cash and Cash Equivalents	3,600	4,212	267	446
Other Current Assets	2,852	3,061	390	204
Non-Current Assets	9,699	5,878	-	-
Total Assets	16,151	13,151	657	650
Current Trade and Other Payables	2,243	2,238	28	21
Current Financial Liabilities	1,579	1,305	27	21
Current Provisions	318	293	-	-
Non-Current Financial Liabilities	2,518	1,597	-	-
Non-Current Provisions	2,556	2,092	-	-
Total Liabilities	9,214	7,525	55	42
Net Assets	6,937	5,626	602	608

Statement of Comprehensive Income	Northern Adelaide Waste Management Authority		Council Solutions	
	2016	2015	2016	2015
Other Income	25,951	24,780	110	31
Contributions from Constituent Councils	-	-	933	926
Interest Income	248	206	10	20
Total Income	26,199	24,986	1,053	977
Employee Costs	1,731	1,353	-	-
Materials, Contracts & Other Expenses	21,466	20,472	1,058	1,097
Depreciation, Amortisation and Impairment	1,374	1,475	-	-
Finance Costs	246	224	-	-
Total Expenses	24,817	23,524	1,058	1,097
Other Revenue / Expense Items	(5)	(8)	-	-
Operating Result	1,377	1,454	(5)	(120)

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 19. Interests in Other Entities (continued)

\$ '000

(e). Share of Joint Operations Expenditure Commitments

Expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:

(i) Capital Expenditures Payable

No capital expenditure is committed at the reporting date that has not been recognised in the financial statements as a liability.

(ii) Operating Expenditures Payable

	Northern Adelaide Waste Management Authority		Council Solutions	
	2016	2015	2016	2015
Not later than one year	20,003	13,517	-	-
Later that one year and not later than 5 years	9,882	8,299	-	-
Later than 5 years	-	-	-	-
	29,885	21,816	-	-

The Northern Adelaide Waste Management Authority manages multiple external contracts with external suppliers for the collection, processing and disposal of waste on behalf of its Constituent Councils and customers. The commitments disclosed above reflect a consolidation of multiple contracts entered into with external suppliers. In future years, all contracts will be required to be renewed with external suppliers in accordance with adopted procurement policies and procedures of the Authority.

(iii) Lease Payment Commitments Payable

	Northern Adelaide Waste Management Authority		Council Solutions	
	2016	2015	2016	2015
Not later than one year	855	563	-	-
Later that one year and not later than 5 years	2,895	2,252	-	-
Later than 5 years	600	2,815	-	-
	4,350	5,630	-	-

(ii) INDIVIDUALLY IMMATERIAL COUNCIL BUSINESSES

Council did not have any individually immaterial businesses

(iii) UNCONSOLIDATED STRUCTURED ENTITIES

Council has no Unconsolidated Structured Entities

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 20. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

\$'000

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. LAND UNDER ROADS

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

2. POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

3. BANK GUARANTEES

Council in the past had guaranteed certain loans and other banking facilities advanced to community organisations and sporting bodies. These loans have now been discharged by the respective parties and consequently Council has no exposure at reporting date (2015: \$25,012).

A Bank Guarantee amounting to \$940,000 has been issued in favour of the Commonwealth Government Department of Families, Housing, Community Services and Indigenous Affairs as security for an equivalent grant under the Housing Affordability Fund. This Guarantee is due to expire on 31 December 2016 and Council does not expect to incur any loss arising from the Guarantee.

4. LEGAL MATTERS

Council is the planning consent authority for its area under the *Development Act 1993* (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had no notice of appeals against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

5. CEMETERY

Council operates a Cemetery Facility - Salisbury Memorial Park. A Contingent Liability exists for the ongoing maintenance of this Cemetery. This liability remains for a period of 100 years after the expiry of the lease on the last burial of the site. In addition, Council has negotiated a new lease of the Mausoleum, requiring the facility to be maintained by the lessee. The lessee will continue to contribute to the Perpetual Care Fund to ensure that maintenance of the facility for the next 100 years is funded. The contribution value will be assessed twice during the proposed lease period for adjustment purposes to ensure the Fund will be sufficient to provide for the ongoing maintenance of the Mausoleum.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2016

Note 21. Events after the Balance Sheet Date

Events that occur after the reporting date of 30 June 2016, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 12/10/16.

Council is unaware of any material or significant "non adjusting events" that should be disclosed.

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City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 22. Equity - Retained Earnings and Revaluation Reserves Adjustments

\$ '000	2016	2015
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(a). Correction of Error/s relating to a Previous Reporting Period

As part of the City of Salisbury's 2016 end of financial year review of its Infrastructure Assets it was ascertained that there were donated assets, received as developer contributions that had not been recognised as assets in the City of Salisbury's financial statements as at 30 June 2015 and prior periods.

This resulted in an error in the calculation of certain line items within the financial statements, specifically the opening written down value, additions at cost and depreciation relating to the land improvements and infrastructure asset categories, which were understated in the statement of financial position. Further, as some of these assets were received in the 2015 financial year, the amounts disclosed in the statement of comprehensive income for depreciation and physical assets received free of charge were also understated. The total value of these asset received that related to prior financial years was \$8,603k

In order to appropriately value the donated assets the City of Salisbury firstly applied the 2014/15 Unit Rates to the replacement value of the assets that were received in the 2014/15 financial year resulting in an increase of \$1,596k. Secondly Council reviewed the assets received that pre-dated the 2014/15 financial year and deemed it impractical to revalue these assets at the relevant unit rates for the years that they were received. Consequently Council revalued these assets utilising the 2014/15 Unit Rates and made this adjustment against the opening balance of both Accumulated Surplus \$6,340k and the Asset Revaluation Reserve \$770k in 2014/15, reflecting what Council estimates the value of use of these Assets would have been at the end of the 2013/14 Financial Year.

This resulted in the financial statements for the year ended 30 June 2015 disclosing depreciation expense of \$23,421k when it should have been disclosed as \$23,531k and physical resources received free of charge of \$1,095k, where it should have been \$2,691k. Consequently the net surplus transferred to equity line item on both the statement of comprehensive income and the statement of changes in equity was understated by \$1,486k which represents the value of the donated assets received, less depreciation, in the 2015 financial year.

The amounts disclosed for infrastructure, property, plant and equipment were also effectively understated as the financial statements of the year ended 30 June 2015 disclosed this amount as being \$1,292,828k when it should have been disclosed as \$1,301,431k. Consequently net assets and the accumulated surplus line items on the statement of financial position were understated \$8,603k.

In accordance with AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors' the following tables represent changes in the relevant line items for the comparative year 2015.

	2015 Revised	Movement	2015 Original
Table 1 - Statement of Comprehensive Income (Extract)			
Depreciation, amortisation & impairment	(23,531)	(110)	(23,421)
Physical resources received free of charge	2,691	1,596	1,095
Net surplus / (deficit) transferred to equity statement	15,746	1,486	14,260
Changes in Revaluation Surplus - I,PP&E	(16,807)	7	(16,814)
Total comprehensive income	(1,890)	1,493	(3,383)

Table 2 - Statement of Financial Position (Extract)

Non-current assets:			
Infrastructure, property, plant and equipment	1,301,431	8,603	1,292,828
Equity:			
Accumulated surplus	305,007	7,826	297,181
Asset Revaluation Reserve	997,483	777	996,706

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City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2016

Note 22. Equity - Retained Earnings and Revaluation Reserves Adjustments (cont)

	2015 Revised	Movement	2015 Original
Table 3 - Statement of Changes in Equity (Extract)			
Accumulated Surplus			
Balance at the end of previous reporting period	271,948	-	271,948
Restated opening balance	278,288	6,340	271,948
Net surplus/(deficit) for the year	15,746	1,486	14,260
Transfers between reserves	10,973	-	10,973
Balance at the end of the period	305,007	7,826	297,181

Table 3 - Statement of Changes in Equity (Extract) (cont)

Asset Revaluation Reserve			
Balance at the end of previous reporting period	1,014,349	-	1,014,349
Restated opening balance	1,015,119	770	1,014,349
Gain (Loss) on revaluation of IPP&E	(16,807)	7	(16,814)
Share of OCI - Equity Accounted Council Businesses	829	-	829
Balance at the end of the period	997,483	777	996,706

Table 4 - Infrastructure, Property, Plant and Equipment (extract)

Land Improvements:			
Opening balance at fair value	144,693	21	144,672
Accumulated Depreciation	(52,988)	(1)	(52,987)
Carrying amount as at 30 June 2015	91,705	20	91,685
Infrastructure:			
Opening balance at fair value	1,155,005	7,090	1,147,915
Additions at cost	1,596	1,596	-
Revaluation Increments to Equity (ARR) (Note 9)	7	7	-
Accumulated Depreciation	(422,845)	(109)	(422,736)
Carrying amount as at 30 June 2015	733,762	8,583	725,179

(b). Retrospective Restatement to Opening Equity

In accordance with AASB 108 - Accounting Policies, Changes in Accounting Estimates and Errors, the above Prior Period Errors have been recognised retrospectively.

These amounted to the following Equity Adjustments:

- Adjustments to Opening Equity - 1/7/14 (relating to adjustments for the 30/6/14 reporting year end and prior periods)	7,110
Total Prior Period Adjustments - Prior Period Errors	7,110



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Independent Auditor's Report to the Members of the City of Salisbury

We have audited the accompanying financial report of the City of Salisbury, which comprises the Statement of Financial Position as at 30 June 2016, the Statement of Comprehensive Income, the Statement of Cash Flows and the Statement of Changes in Equity for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and Certification of the Financial statements as set out on pages 1 to 56.

Chief Executive Office's Responsibility for the Financial Report

The Chief Executive Officer is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*, and for such internal control as the Chief Executive Officer determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Chief Executive Officer, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Member of Deloitte Touche Tohmatsu Limited

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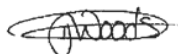
Deloitte

Opinion

In our opinion, the financial report of the City of Salisbury presents fairly, in all material respects, the Corporation of the City of Salisbury's financial position as at 30 June 2016 and its financial performance for the year then ended in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

Debitte Touche Tohmatsu

DELOITTE TOUCHE TOHMATSU



Partner
Chartered Accountants
Adelaide, 12 October 2016



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Independent Assurance Report on Internal Controls to the Members of The City of Salisbury Council

We have audited the compliance of The City of Salisbury Council (the "Council") with the requirements of *Section 125 of the Local Government Act 1999* in relation to the design and implementation of Internal Controls established by the Council to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2015 to 30 June 2016 are in accordance with legislative provisions.

The Council's Responsibility for the Internal Controls

The Council is responsible for compliance with the material requirements of *Section 125 of the Local Government Act 1999* in relation to the design and implementation of internal controls to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property and incurring of liabilities are in accordance with legislative provisions.

Our Responsibility

Our responsibility is to express a conclusion on the Council's compliance with *Section 125 of the Local Government Act 1999* in relation to the design and implementation of internal controls, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, issued by the Australian Auditing and Assurance Standards Board, in order to express a conclusion whether, in all material respects, the Council has complied with *Section 125 of the Local Government Act 1999* in relation to the design and implementation of internal controls for the period 1 July 2015 to 30 June 2016. ASAE 3100 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

Our procedures included obtaining an understanding of internal controls in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, evaluating management's assessment of these internal controls, assessing the risk that a material weakness exists, and testing and evaluating the design and implementation of internal controls on a sample basis based on the assessed risks.

Limitation on Use

This report has been prepared for the members of the Council in accordance with *Section 129 of the Local Government Act 1999* in relation to the design and implementation of internal controls. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

Inherent Limitations

Because of the inherent limitations of any compliance procedure, it is possible that fraud, error or non-compliance may occur and not be detected. A reasonable assurance engagement is not designed to detect all instances of non-compliance with the requirements as measured by *Section 125 of the Local Government Act 1999* in relation to the design and implementation of internal controls, as the engagement is not performed continuously throughout the period and the procedures performed in respect of compliance with *Section 125 of the Local Government Act 1999* in relation to the design and implementation of Internal Controls are undertaken on a test basis.

The conclusion expressed in this report has been formed on the above basis.

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Member of Deloitte Touche Tohmatsu Limited

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Independence

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

Opinion

In our opinion, the Council has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to the design and implementation of Internal Controls, established by the Council to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2015 to 30 June 2016 are in accordance with legislative provisions.

Deloitte Touche Tohmatsu

DELOITTE TOUCHE TOHMATSU

A handwritten signature in black ink, appearing to read "Penny Woods".

Penny Woods
Partner
Chartered Accountants
Adelaide, 12 October 2016

City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2016

Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of City of Salisbury for the year ended 30 June 2016, the Council's Auditor, Deloitte Touche Tohmatsu has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



John Harry
CHIEF EXECUTIVE OFFICER



Craig Johnson
PRESIDING MEMBER, AUDIT COMMITTEE

Date: 11/10/2016



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John Harry
Chief Executive Officer
City of Salisbury
12 James Street
SALISBURY SA 5108

12 October 2016

Dear Members

Auditor's Independence Declaration to the City of Salisbury

In accordance with the Local Government (Financial Management) Regulations 2011, I am pleased to provide the following declaration of independence to the councillors of the City of Salisbury.

I confirm that, for the audit of the financial statements of the City of Salisbury for the 30 June 2016 financial year, I have maintained my independence in accordance with the requirements of APES 110—Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, and in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

Yours sincerely

DELOITTE TOUCHE TOHMATSU

Penny Woods
Partner
Chartered Accountants

Member of Deloitte Touche Tohmatsu Limited
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SUBSIDIARY reports

Council Solutions Annual Report 2015/2016

Council Solutions is a joint initiative of the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully (Constituent Councils). Established as a Regional Authority in December 2012 in accordance with the Local Government Act 1999 (SA), its purpose is to optimise the financial sustainability of its constituent councils through the benefits of collaborative strategic procurement and contract negotiation and management. Council Solutions is governed by a Board of Management comprising an independent Chairperson and the Chief Executive Officer of each Constituent Council.

Northern Adelaide Waste Management Authority Annual Report 2015/2016

The Northern Adelaide Waste Management Authority (NAWMA) is a Local Government Regional Subsidiary of the Cities of Salisbury and Playford and the Town of Gawler. It also provides waste management services to client councils including Barossa, Barunga West, Clare/Gilbert Valley, Copper Coast, Goyder Regional, Light Regional, Mallala, Mount Remarkable, Peterborough, Yorke Peninsula and Wakefield Regional.

NAWMA coordinates our kerbside waste management and hard waste collection. The three-bin collection service incorporates household waste, recyclables and garden/food organics.



Contract Extensions

In addition, over the past 12 months Councils Solutions has facilitated the extension of 12 existing collaborative contract arrangements across 33 suppliers with a combined total value in excess of \$13 million per annum.

Governance

During 2015/16, achievements include:

- ☞ The continued prudent review and assessment undertaken by the Audit Committee.
- ☞ Review and endorsement by the Audit Committee of new policies including Whistleblower Protection and Fraud & Corruption Policies, to be provided to the Board of Management for adoption.
- ☞ Continued assessment of efficient and effective execution of all decisions made by the Board, and management of Council Solutions.

People

Council Solutions is a small and dedicated team comprising expertise in strategic procurement, contract management, legal and data analysis skills.

To address capacity following the departure of a team member and to assist in supporting the Regional Forward Procurement Plan project and other procurement initiatives Ms Tammy Whitehouse, Senior Project Officer was engaged in March 2016 on a temporary contract basis.

Finance

Council Solutions has reported a break even operating result for the financial year ending 30 June 2016. This means in simple terms that the Authority has covered its operating expenses from its available operating revenue.

Whilst management fee revenue has remained consistent with the amount received in the 2014/15 financial year, savings have been generated due to reduced salary costs resulting from unfilled positions at different times throughout the year. Non salary expenditure has also been closely monitored with savings generated in this area as well. Accordingly the Authority has maintained a strong level of cash reserves.

Communications

Effective and efficient stakeholder communication is essential to the effective operation of Council Solutions. In 2015/16 the Council Solutions Members Website was launched to support this.

This portal is a central hub providing supporting information such as meeting dates, agendas and papers to key groups comprising the Council Solutions operating framework including the Board of Management, Council Solutions Directorate and Procurement Leaders Group. The Members Website is also used as a central information and documentation hub to support the management of existing contracts and to assist the project teams delivering new collaborative procurement initiatives.



Council Solutions is a joint initiative of the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully that make up the Constituent Councils.

Established in 2012 as a Regional Authority in accordance with Section 43 of the *Local Government Act 1999*, Council Solutions provides a collaborative and strategic approach to the procurement of goods and services on behalf of its Constituent Councils, including negotiating and managing contracts, and investigating the provision of other shared functions.

This collaborative approach to procurement not only provides significant purchasing power to attain the best value for the community, but it also optimises the financial sustainability of each of the Constituent Councils by reducing administrative costs, the number of tender processes and replicated contract management activities.

The goal of Council Solutions is to improve community prosperity and wellbeing by undertaking local government procurement and collaborative services that:

- ☞ Deliver best value for money
- ☞ Explore innovative ways of delivering infrastructure and services
- ☞ Value partnership between councils and suppliers

Background

Council Solutions provides the legal structure to the G6 Procurement Group formed in 1994 by the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully to address the combined \$415 million annual spend on infrastructure and services by these Constituent Councils.

Ministerial approval was given for Council Solutions Regional Authority to be established by notice in the SA Government Gazette on 20 December 2012. The Gazette states the purpose of the Authority as “*promoting procurement and service delivery amongst the constituent councils.*”

As a South Australian local government body, it is governed by the:

- ☞ *Local Government Act 1999*
- ☞ *Local Government (Financial Management) Regulations 2011*
- ☞ Council Solutions Regional Authority Charter 2012

Council Solutions Regional Authority

25 Pirie St, Adelaide SA 5000
councilsolutions.sa.gov.au

ABN 92 168 067 160

Date prepared 30 September 2016



Foreword from the Chair

Council Solutions, now in its fourth year of operation since being established as a Regional Authority in 2012, has implemented a strong platform to optimise the financial sustainability of Constituent Councils through the benefits of collaborative strategic procurement and contract management, and the provision of other shared functions.

In the past financial year in excess of \$51 million of Council expenditure has been managed under collaborative procurement arrangements. Procurement spend diagnostics software has been utilised across the Constituent Councils to target and schedule further strategic procurement opportunities and support the development of a Regional Forward Procurement Plan.

I would like to acknowledge the efforts of the Board and thank them for their cooperation and support in leveraging the economies of scale across Constituent Councils to maximise the value each Council is able to provide to the community.

I thank our Audit Committee who supports us in achieving the highest standards of accountability, transparency and governance.

I would also like to acknowledge Maggie Dowling for her significant contribution as Chief Executive Officer from December 2013 to January 2016. I also thank Ian Thompson, Acting Chief Executive Officer from February to May 2016 and the Council Solutions team for their commitment, dedication and support.

Finally, I welcome Oliver Barry, who commenced as Chief Executive Officer in May 2016.



Catherine Cooper
Chair of the Board, Council Solutions Regional Authority



Report from the Chief Executive Officer

Since my commencement on 16 May 2016 it is clear to me that Council Solutions is in a unique position to work in partnership with our Constituent Councils to deliver outstanding outcomes for Councils and ratepayers.

A number of key enabling systems and frameworks have been established such as the Procurement Dashboard software supporting expenditure analysis and the Regional Forward Procurement Plan process. There is a fantastic opportunity to further build upon the achievements of recent years in order to support Constituent Councils in providing improved services to the community.

Over the past 12 months our two highest value contracts comprising a combined annual expenditure in excess of \$34 million have been successfully re-tendered with excellent outcomes achieved.

In addition, Councils Solutions has facilitated the exercise of extension options for 12 existing contract arrangements across 33 suppliers with a combined total value in excess of \$13 million per annum.

I thank the Board for their support and the Council Solutions team: Taryn Alderdice, Clare Couper, Audrey Rangel and Ian Thompson and previous team members Maggie Dowling and Rachel Bell.

I look forward to continuing to work with our key stakeholders across Constituent Councils including the Procurement Leaders Group, Directorate and Chief Executive Officers to achieve optimum collaborative procurement outcomes and explore additional service opportunities that may be delivered jointly to maximise efficiency and effectiveness.



Oliver Barry
Chief Executive Officer, Council Solutions Regional Authority

Board of Management 2016



Independent Chairperson
Ms Catherine Cooper



Adelaide City Council
Mr Mark Goldstone



City of Charles Sturt
Mr Paul Sutton



City of Marion
Mr Adrian Skull



City of Onkaparinga
Mr Mark Dowd



City of Salisbury
Mr John Harry



City of Tea Tree Gully
Mr John Moyle

Board of Management 2016

Council Solutions is a body corporate, governed by a Board of Management, comprising seven members being the Chief Executive Officer from each Constituent Council: Adelaide City Council and the Cities of Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully, and one person who is not a member or officer of a Constituent Council who holds the position of Chair.

The Board held five formal meetings during the year to consider the strategic direction and financial integrity of the organisation. Attendance at meetings was as follows:

Board Position	Board Member	Meetings Attended
Independent Chairperson	Ms Catherine Cooper	5
Adelaide City Council	Mr Stephen Hains, Acting CEO ¹	1
	Mr Mark Goldstone, CEO ²	3
City of Charles Sturt	Mr Paul Sutton, CEO	5
City of Marion	Mr Geoff Whitbread, Acting CEO ³	1
	Mr Adrian Skull, CEO ⁴	4
City of Onkaparinga	Mr Mark Dowd, CEO	4
City of Salisbury	Mr John Harry, CEO	5
City of Tea Tree Gully	Mr John Moyle, CEO	4

¹ Mr Stephen Hains completed his Acting CEO assignment with Adelaide City Council in August 2015

² Mr Mark Goldstone was appointed CEO of Adelaide City Council in October 2015

³ Mr Geoff Whitbread completed his Acting CEO assignment with the City of Marion in August 2015

⁴ Mr Adrian Skull was appointed CEO of the City of Marion in August 2015

Audit Committee

The Council Solutions Board is supported by one designated committee being the Audit Committee which is formally appointed pursuant to the requirements under the Local Government Act 1999 (the Act) and the Local Government (Financial Management) Regulations 2013.

The function of the Audit Committee includes reviewing annual financial statements to ensure that they present fairly the state of affairs of the Authority and reviewing the adequacy of financial management systems and practices. The Audit Committee is governed by a terms of reference with the work flow controlled by an Audit Committee Work Program. The Audit Committee Work program is updated after each meeting to reflect Committee achievements as well as to include actions arising from the meeting as well as from Board meetings.

Committee Membership and Meetings Attended

The Audit Committee met on 4 occasions during the financial year.

Member	Meetings Attended
Ms Tanya Johnston (Chair) Independent Member	4
Mr David Papa Independent Member	4
Mr Mark Dowd Board Member (Resigned 1 May 2016)	1
Mr John Moyle Board Member (Appointed 2 May 2016)	2
Mr Thornton Harfield (Nominated Proxy)	1

As illustrated in the table above there was a change in membership during the year with Mark Dowd (CEO Onkaparinga) resigning with John Moyle (CEO Tea Tree Gully) replacing him from 2 May 2016.

The Committee thanks Mark for his services and the dedication shown to this Committee since its inception on 14 February 2014.

Governance and Operating Framework

Led by the Chief Executive Officer, Council Solutions works in partnership with its Constituent Councils to deliver value outcomes.

This is supported by the expertise of staff at Constituent Councils, applied through a structured operating management framework providing the oversight, advisory and/or operational input to the Council Solutions administrative team.

The operating framework comprises the following groups:

- ☞ Council Solutions Directorate
- ☞ Procurement Leaders Group
- ☞ Contract Development (and management) Teams
- ☞ Shared Functions Working Groups

This framework enables Council Solutions to:

- ☞ Develop and maintain a strong collaborative culture that is the key to its ongoing success
- ☞ Solicit strategic input, influence and hands-on involvement from its Constituent Councils
- ☞ Provide a service that delivers value to its Constituent Councils

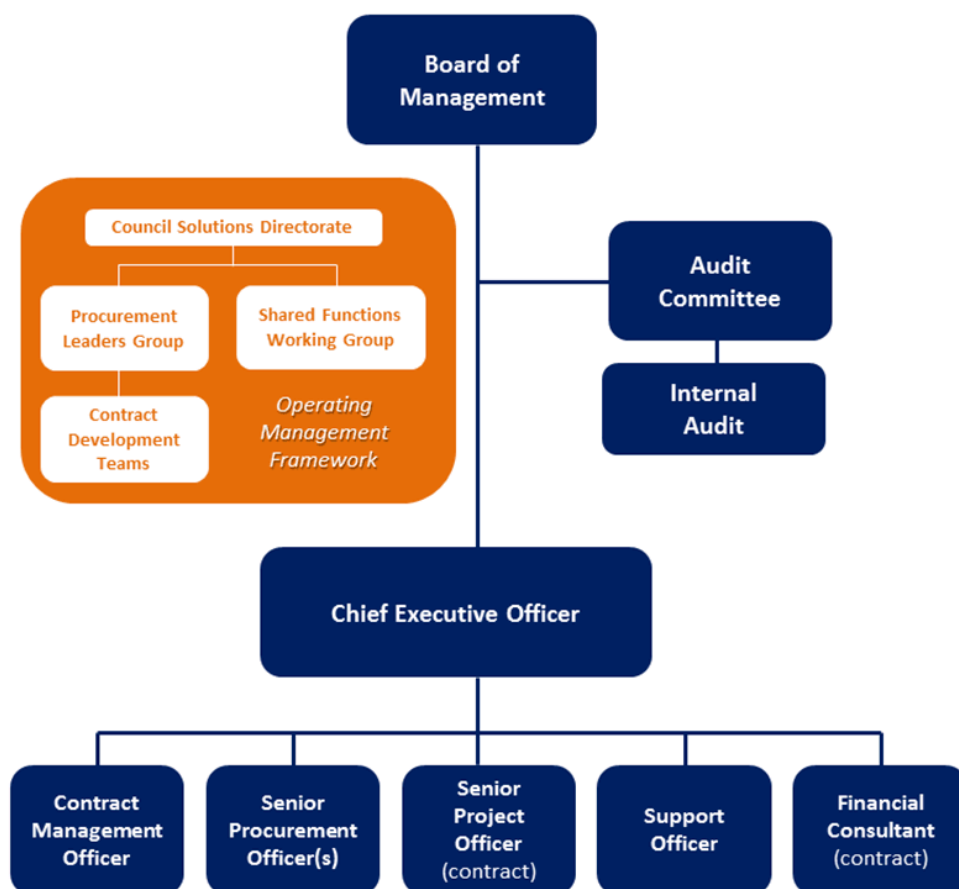
Structure and Staffing

As at 30 June 2016, Council Solutions comprised five staff (4.2 FTE) delivering expertise in management, procurement, contract management, governance and policy and administration. In addition, support has also been provided to the team by two contractors, Tammy Whitehouse, Senior Project Officer and Rex Mooney, Financial Consultant.

The Council Solutions team comprises:

- Chief Executive Officer – Oliver Barry
- Contract Management Officer – Taryn Alderdice
- Senior Procurement Officers – Clare Coupar and Ian Thompson
- Support Officer– Audrey Rangel

Governance and Organisation Structure



Achievements 2015-2016

In 2015/16 the Regional Forward Procurement Plan project commenced. Utilising the spend diagnostics information available via the implementation of the Procurement Dashboard software across Constituent Councils, this project supports targeted opportunity identification and scheduling so as to maximise the combined leverage of procurement expenditure.

Council Solutions also successfully undertook procurement processes to renew the Bituminous Roadworks and Temporary Labour Hire contracts. The annual expenditure by Councils under these two contracts is the highest in the Council Solutions suite.

Bituminous Roadworks

Council Solutions undertook a tender process for Bituminous Works on behalf of the Cities of Charles Sturt, Marion, Onkaparinga, Salisbury and a non-Constituent Council, Mount Barker District Council (Participating Councils). The resulting outcome is a robust four year contract (extendable by another two x two year extension options) that captures the best value outcome for the Participating Councils from a competitive market.

Significant savings have been achieved which will allow the Participating Councils to deliver best value to residents, organisations and businesses in managing the annual programme of works that will be delivered across the road network, comprising approximately 4,085km of local, collector and distributor roads.

Continuous improvement is a strong focus for the Participating Councils and accordingly the contract established will deliver:

- ☞ environmental improvements by further reducing the carbon footprint;
- ☞ improved asset management and asset life;
- ☞ innovation in products and methods of work to enhance the sustainability, serviceability and safety across the road network;
- ☞ opportunities to participate in research and development; and
- ☞ benefit to the South Australian economy through local employment.

Temporary Labour Hire

Council Solutions undertook a tender process on behalf of the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully for Temporary Labour Hire. The resulting outcome is an initial three year term contract (with the option of a further three year extension).

In establishing this contract, the following benefits have been achieved:

- ☞ A convenient 'one stop' sourcing framework for both office and field staff.
- ☞ Online Timesheets for all temporary staff, streamlining approval processes with the ability to utilise a onestep approval for single or multiple timesheets.
- ☞ Real time online reporting providing full transparency of temporary staff usage and costs.
- ☞ The provision of temporary staff calculators to assist in budgeting temporary staff costs.
- ☞ Improved governance through the alignment of rates to appropriate Awards and Enterprise Agreements.
- ☞ Reduced costs to Councils via the provision of job role specific Personal Protective Equipment (PPE) for temporary staff.

Procurement and Contract Management

The total combined procurement expenditure by Constituent Councils is approximately \$415 million per annum. This provides a compelling opportunity for collaboration to gain the best value and drive efficiencies for the Constituent Councils.

During the 2015/16 year a total of \$51.2 million of Council expenditure was undertaken utilising collaborative procurement contracts established by Council Solutions. Our existing contracts cover 41 suppliers, across five procurement categories: Finance & Professional Services, Human Resources, Roads Infrastructure, Facilities Management and Parks. Our strong focus on contract management is key to extracting value from the contracts for both Councils and suppliers.

The Regional Forward Procurement Plan initiative that is currently underway will provide the roadmap to further expand the portfolio of collaborative procurement contracts utilised by Constituent Councils.

In 2015/16 Council Solutions undertook procurement processes in the market to renew the two largest contracts; Bituminous Roadworks and Temporary Labour Hire.

Council Solutions has also lodged an application for authorisation from the Australian Competition and Consumer Commission to undertake the Waste Management Services Project, with an expected Determination in November 2016.

In addition, Council Solutions has commenced a review and refresh of tender documentation and contractual documents to ensure that they reflect any legislative changes and contemporary practices.

Council Solutions Contract Management List: as at 30 June 2016

Contract	Contract Value \$ (2015/16 expenditure)
Bituminous Treatments For Various Roadworks	23,070,000
Temporary Labour Hire	11,490,000
Legal Services	3,420,000
Cleaning Services	2,980,000
Supply Or Supply & Install Of Segmental Pavers	2,600,000
Tree Removal, Pruning & Ancillary Services	2,340,000
Leasing Finance of IT Equipment	1,620,000
Supply, Supply & Delivery Of Quarry Materials	1,150,000
Manufacture, Supply & Delivery Of Concrete	1,080,000
Supply & Installation of Irrigation Systems	570,000
Supply, Installation And Repair Of Fencing	430,000
Roadworks – Crack Sealing	378,000
Provision of a Printing and Mailing Service for Rate & Dog Notices	230,000
Arboricultural Consultancy Advice Services	140,000
Design Consultancy of Irrigation Systems	120,000
Maintenance & Repair of Irrigation Systems	24,000
Provision Of Pest Control Services - European Wasps	21,000
Transactional Banking Services	Not Applicable

Financial Summary Report: as at 30 June 2016

Statement of Comprehensive Income	2016 \$'000	2015 \$'000
Income	1053	977
Less: Operating expenses	1059	1097
Operating Surplus (Deficit) for the year	(6)	(120)
Total other comprehensive income	-	-
Comprehensive result for the year	(6)	(120)

Balance Sheet		
Current assets	657	650
Non-current assets	-	-
Total assets	657	650
Current liabilities	55	42
Non-current liabilities	-	-
Total liabilities	55	42
Net assets	602	608
Accumulated surplus	459	465
Share Capital	143	143
Total Equity	602	608

Attachment A**Audited Financial Statements****General Purpose Financial Reports
for the year ending 30 June 2016**

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**Council Solutions Regional Authority
Certification Of Financial Statements
for the year ending 30 June 2016**

I have been authorised by the Council Solutions Regional Authority Board to certify the financial statements of the Council Solutions Regional Authority in their final form. In my opinion:

- The accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.
- The financial statements present a true and fair view of the Council Solutions Regional Authority's financial position at 30 June 2016 and the results of its operations and cash flows for the financial year.
- Internal controls implemented by the Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.
- The financial statements accurately reflect the Council Solutions Regional Authority's accounting and other records.



Catherine Cooper
Chair Of The Board

Date: 26/8/16

Council Solutions Regional Authority
Statement Of Comprehensive Income
for the year ending 30 June 2016

	Notes	2016 \$'000	2015 \$'000
Income			
Investment Income	2	10	20
Management Fee	2	933	926
Other Income	2	110	31
Total Income	2	1,053	977
Expenses			
Materials, contracts & other expenses	3	1,059	1,097
Total Expenses	3	1,059	1,097
Operating Surplus		(6)	(120)
Net Surplus		(6)	(120)
Total Other Comprehensive Income	2	-	-
Total Comprehensive Income		(6)	(120)

This Statement is to be read in conjunction with the attached Notes.

Council Solutions Regional Authority
Balance Sheet
as at 30 June 2016

	Notes	2016 \$'000	2015 \$'000
Assets			
Current Assets			
Cash and cash equivalents	4	267	446
Receivables	4	390	203
Total Current Assets	4	657	650
Total Assets	4	657	650
Liabilities			
Current Liabilities			
Trade & Other Payables	5	28	21
Other Current Liabilities	5	27	21
Total Current Liabilities	5	55	42
Total Liabilities	5	55	42
Net Assets		602	608
Equity			
Accumulated Surplus		459	465
Share Capital		143	143
Total Equity		602	608

This Statement is to be read in conjunction with the attached Notes.

Council Solutions Regional Authority
Statement of Changes in Equity
as at 30 June 2016

	Initial Contribution by Owners	Accumulated Surplus	Total
	\$'000	\$'000	\$'000
2016			
Opening Balance	143	465	608
Net Surplus for Year	-	(6)	(6)
Balance at end of period	143	459	602

	Initial Contribution by Owners	Accumulated Surplus	Total
	\$'000	\$'000	\$'000
2015			
Opening Balance	143	585	728
Net Surplus for Year	-	(120)	(120)
Balance at end of period	143	465	608

Council Solutions Regional Authority
Cash Flow Statement
for the year ending 30 June 2016

		2016	2015
	Note s	\$'000	\$'000
Cash Flows From Operating Activities			
Receipts			
Operating receipts		856	1,162
Investment Receipts		10	20
Payments			
Operating payments to suppliers & employees		(1,047)	(1,350)
Net Cash provided by (or used in) Operating Activities	6	(179)	(169)
Net Increase (Decrease) in cash held		(179)	(169)
Cash & cash equivalents at beginning of period		446	615
Cash & cash equivalents at end of period	4	267	446

This Statement is to be read in conjunction with the attached Notes

Council Solutions Regional Authority
Notes to and forming part of the Financial Statements
for the year ending 30 June 2016

Note 1 - Significant Accounting Policies

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

Council Solutions Regional Authority is a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999. The Constituent Councils and their respective share of equity are as follows:

Constituent Council	Equity Share
Adelaide City Council	16.67%
City of Charles Sturt	16.67%
City of Marion	16.67%
City of Onkaparinga	16.67%
City of Salisbury	16.67%
City of Tea Tree Gully	16.67%

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated. The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011* dated 1 May 2011.

1 Basis of Preparation

The financial report has been prepared on an accruals basis and is based on historical costs. All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2 Income recognition

Management Fee Income is recognised when the Constituent Councils enter into the purchase of a good or service from a Supplier contracted to provide the Authority (or in the case of some prior contracts that were created jointly between the six constituent Council) with a Management Fee.

3 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at the Authority's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition.

4 Infrastructure, Property, Plant & Equipment

The Authority did not procure any non-current assets during the reporting period and does not hold any non-current assets as at the reporting date.

5 Employee Benefits

All employees are employed through Adelaide City Council, one of the Constituent Councils. Those employees are then contracted to the Authority.

Council Solutions Regional Authority
Notes to and forming part of the Financial Statements
for the year ending 30 June 2016

6 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax":

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

7 Comparative Information

Comparative information has been reclassified to be consistent with the current year disclosure of equivalent information in accordance with Australian Accounting Standards.

8 Critical Accounting Estimates and Judgements

The Authority evaluates estimates and judgements incorporated into the financial report based on historical knowledge and best available current information.

Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the authority.

Accounts receivable are reviewed at each reporting date to establish the collectability.

9 Pending Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2016 reporting period and have not been used in preparing these reports.

AASB 7	Financial Instruments – Disclosures
AASB 9	Financial Instruments
AASB 15	Revenue from Contracts with Customers
AASB 124	Related Party Disclosures

Standards containing consequential amendments to other Standards and Interpretations arising from the above - AASB 2010-7, AASB 2014-1, AASB 2014-3, AASB 2014-4, AASB 2014-5, AASB 2014-6, AASB 2014-7, AASB 2014-8, AASB 2014-9, AASB 14-10, AASB 15-1, AASB 15-2, AASB 15-3, AASB 15-4, AASB 15-5 and AASB 2015-6.

(Standards not affecting local government have been excluded from the above list.)

The Authority is of the view that none of the above new standards or interpretations will affect any of the amounts recognised in the financial statements, but that they may impact certain information otherwise disclosed.

The Australian Accounting Standards Board is currently reviewing AASB 1004 Contributions. It is anticipated that the changes resulting from this review may have a material effect on the timing of the recognition of grants and contributions, but the financial consequences cannot be estimated until a revised accounting standard is issued.

Council Solutions Regional Authority
Notes to and forming part of the Financial Statements
for the year ending 30 June 2016

Note 2 - Income

	2016 \$'000	2015 \$'000
Investments		
Interest Income	10	20
	10	20
Management Fee		
Management Fee	933	926
	933	926
Other Income		
Reimbursements	110	31
	110	31

Note 3 - Expenses

	2016 \$'000	2015 \$'000
Materials, Contracts & Other Expenses		
Advertising	11	10
Audit Fees	4	6
Catering	3	4
Contractors	73	45
Consultant Fees	199	204
Entertainment Costs	1	1
Fringe Benefits Tax	8	10
Insurance	26	25
IT Expenses	3	3
Legal Fees	75	145
Membership Fees & Subscriptions	1	5
Motor Vehicle	17	18
Recruitment	15	11
Reimbursements - Salary & Wages	541	533
Rent	24	24
Sitting Fees	25	26
Sundry	29	23
Telephone	1	3
Training and Development	3	3
	1,059	1,097

Council Solutions Regional Authority
Notes to and forming part of the Financial Statements
for the year ending 30 June 2016

Note 4 - Current Assets

	2016	2015
	\$'000	\$'000
Cash & Cash Equivalents		
Cash at Bank	267	446
	267	446
Receivables		
Accounts Receivables	282	132
Accrued Income	106	71
Prepaid Expenses	2	-
	390	203
Total Current Assets	657	650

Note 5 - Liabilities

	2016	2015
	\$'000	\$'000
Trade & Other Payables		
Creditors	24	10
Accruals	4	11
	28	21
Other Current Liabilities		
Payable to Adelaide City Council	27	21
	27	21
Total Liabilities	55	42

Council Solutions Regional Authority
Notes to and forming part of the Financial Statements
for the year ending 30 June 2016

Note 6 - Reconciliation To Cash Flow Statement

(a) Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet.

	2016	2015
	\$'000	\$'000
Cash at Bank	267	446
Balances per Cash Flow Statement	267	446

**(b) Reconciliation of Change in Net Assets to Cash
from Operating Activities**

Net Surplus	(6)	(120)
Net (increase)/decrease in Receivables	(185)	205
Net increase/(decrease) in Current Liabilities	12	(253)
Net Cash provided by (or used in) operations	(179)	(169)

Council Solutions Regional Authority
Notes to and forming part of the Financial Statements
for the year ending 30 June 2016

Note 7 - Financial Instruments

(a) Interest Rate Risk

The Authority's exposure to interest rate risk, which is the risk that the value of a financial instrument will fluctuate as a result of changes in market interest rates, and the effective weighted average interest rates on those applicable financial assets and liabilities is as follows;

2016	Weighted Average Interest Rate	Fair Value of Variable Interest Rate Instrument s	Fair Value of Fixed Interest rate instruments maturing within One Year	Fair Value of Fixed Interest rate instruments maturing Due > 1 less 5 Yrs	Fair Value of Fixed Interest rate instruments maturing Due > 5 Yrs	Fair Value of Non-Interest Bearing Instruments
		\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets:						
Cash	1.8%	267	-	-	-	-
Receivables		-	-	-	-	390
Total Financial Assets		267	-	-	-	390
Financial Liabilities:						
Creditors and Provisions	0.0%	-	-	-	-	55
Total Financial Liabilities		-	-	-	-	55
2015						
		\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets:						
Cash	1.9%	446	-	-	-	-
Receivables		-	-	-	-	203
Total Financial Assets		446	-	-	-	203
Financial Liabilities:						
Creditors and Provisions	0.0%	-	-	-	-	42
Total Financial Liabilities		-	-	-	-	42

(b) Credit Risk

Credit Risk represents the loss that would be recognised if other entities failed to perform as contracted.

The Authority's exposure to credit risk is limited to receivables - the Authority's maximum exposure is disclosed in the financial statements net of any provision for doubtful debts

(c) Net Fair Value

The net fair value of a financial instrument is defined as its value net of all costs to settle the asset and liability.

The financial assets and liabilities as stated or referred to in notes (a) and (b) above, are stated at their face value (less provision for doubtful debts if applicable).

Due to the nature of financial instruments held in the Authority, the cost associated with their settlement would not be material and have not been considered.

**Council Solutions Regional Authority
Certification Of Auditor Independence
for the year ending 30 June 2016**

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of the Council Solutions Regional Authority for the year ended 30 June 2016, the Council's Auditor, Ian G McDonald, has maintained its independence in accordance with the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) (b) Local Government (Financial Management) Regulations 2011.



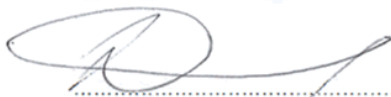
Catherine Cooper
CHAIR

Date: 24-8-2016



Tanya Johnston
PRESIDING MEMBER OF AUDIT COMMITTEE

Date: 26/08/16



Mark Dowd
CHIEF EXECUTIVE OFFICER
City of Onkaparinga

Date: 23/8/16



Mark Goldstone
CHIEF EXECUTIVE OFFICER
Adelaide City Council

Date: 23/8/16



Paul Sutton
CHIEF EXECUTIVE OFFICER
City of Charles Sturt

Date: 29/8/16



Adrian Skull
CHIEF EXECUTIVE OFFICER
City of Marion

Date: 24.8.16



John Harry
CHIEF EXECUTIVE OFFICER
City of Salisbury

Date: 24/8/2016.



John Moyle
CHIEF EXECUTIVE OFFICER
Tea Tree Gully

Date: 24/8/16

Ian G McDonald FCA



Council Solutions Regional Authority

ANNUAL FINANCIAL STATEMENTS For the year ended 30 June 2016

STATEMENT BY AUDITOR

We confirm that, for the audit of the financial statements of the Council Solutions Regional Authority for the year ended 30 June 2016, we have maintained our independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.

A handwritten signature in blue ink that reads 'Ian G McDonald'.

Ian G McDonald FCA

Dated this 22nd day of August 2016

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Ian G McDonald FCA



Independent Auditor's Report to the Members of the Council Solutions Regional Authority

We have audited the accompanying financial report of the Council Solutions Regional Authority which comprises the statement of comprehensive income for the year ended 30 June 2016, statement of financial position, statement of changes in equity, cash flow statement, summary of significant accounting policies, other explanatory notes and the certification of financial statement.

Chief Executive Officer's Responsibility for the Financial Report

The Chief Executive Officer is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1999 together with the Local Government (Financial Management) Regulations 2011. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board of Management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional and ethical pronouncements and the Local Government Act 1999.

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the Council Solutions Regional Authority, and of its financial performance for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1999 together with the Local Government (Financial Management) Regulations 2011.

Ian G McDonald FCA
Chartered Accountant
Registered Company Auditor 16458

Signed at Adelaide, South Australia this 13th day of September 2016

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ITEM	3.6.6
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Summary Report for Attendance at 2016 Local Government Association Conference and Annual General Meeting - Cr Gill
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Elected Member Training and Development Policy sets out requirements for reports to be presented by members after attendance at certain activities.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

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

1. Cr Gill - Summary of Attendance at LGA Conference and AGM

1. BACKGROUND

- 1.1 The Elected Member Training and Development Policy sets out requirements for reports to be presented by members after attendance at certain activities. Clause 22 of the policy states:
 22. *Following attendance at a conference Elected Members must prepare and submit to Council a written report in relation to their attendance at the conference. Written reports should be submitted to the Project Officer, Governance who will arrange for it to be presented to Council at the earliest opportunity.*

2. REPORT

- 2.1 Cr Betty Gill attended the Local Government Association (LGA) Conference on 20 October 2016, as well as the conference dinner and Annual General Meeting (AGM) of the LGA.
- 2.2 Cr Gill has provided the attached summary.

3. CONCLUSION / PROPOSAL

- 3.1 Council is asked to receive Cr Gill's summary report.

CO-ORDINATION

Officer:	Executive Group	MG
Date:	14/11/16	7/11/16

**Report from Cr. Betty Gill
LGA AGM & Conference
20 & 21st October, 2016**

Conference was titled "Creating our Destiny" made up of Efficiency & Transparency, Partners in Government, Drives Economic Development, Closest to the Community but only part of the solution.

'We should embrace change - we can reform ourselves, or wait for others to reform us, and through working together and remaining united we can create our own destiny' A statement that evokes thought and leads to discussion.

Day 1

MC Cosi Costello kept the programme to time

Uncle Lewis presented the Welcome to Country

LGA President Mayor Dave Burgess presented his report and expressed his hope for 'Club 68', all councils in SA remaining as one group and working together.

Visit, work and enjoy Local Government

Mayor Angela Evans welcomed everyone to the City of Charles Sturt, the council area where the Entertainment Centre stands.

Keynote speaker was Andrew Hobobin, writer, comedian, motivator, who's presentation was called 'Bullshift', the name of his book which was available during the conference at no cost to all.

Topics he spoke on were, the hardest and/or easiest job, working as one team, ego - lift others up. In general an absolutely terrific presentation and the 1 hour of his presentation flew as if minutes.

Panel Session with Andrew Horabin as facilitator

Panelists were Roberta Ryan from Sydney University of Technology, Nigel McBride from Business SA, Jessica Leo-Kelton Messenger Press and Ross Womersley from SACOSS. An interesting session with Nigel McBride being the most interesting and Jessica Leo-Kelton from Messenger Press answered a question I asked as to why the press always focusses on roads, rates and rubbish when there are so many interesting and varied things that councils do, she replied, 'good stories don't sell papers'.

Kate Theile from Guide Dogs made a presentation about the costs associated with educating guide dogs and the rules by which the public should relate to them. 3,000 employees Australia wide, 1 charity for 440 people, most trusted charity with hopes for a \$1m pet hotel.

Lord Mayor Martin Haese spoke on 'United we stand - divided we fall' and the need for all 68 council to keep together. He felt that if the Mainstreet is not healthy-the city is not healthy Councils need sustainable sources of revenue to relying on rates alone - not speculative. Make partnerships and plan to grow.

Matt Pinegar, CEO LGA presented on 'A year in the life of....' reflected on his year in LG and where he sees Local Government moving in the coming years.

Troy Pickard, President ALGA spoke on 'Preparing for Success and where he sees LG in Australia heading and options for the future.

Greg Griffin Chairman Adelaide United told the story 'Started at the bottom and now we're here' and the progress of the Reds soccer team.

Conference dinner was held at Intercontinental Hotel where Hon Susan Close launched the Child Friendly Framework.

Cr Carol Martin won the Joy Baluch award and ALGWA Secretary Kristina Barnett received her 25 year certificate and badge as well as other members with 20, 30 and 40 year recognition. Bryan Dawe was the dinner entertainment where he took us through his life story.

Day 2

Keynote address by Hon Tom Koutsantonis spoke on his portfolios of finance, State Development and Mineral Resources and Energy.

The AGM, with approx 40 motions were put and discussed and voted on, followed by lunch when a presentation on 'Forced Amalgamation' by Donna Rygate CEO LGANSW.

Next LGA General meeting will be held on 21st April 2017.

ITEM	3.6.7
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 November 2016
HEADING	Revised Informal Gatherings Policy (to reflect new regulation 8AB - effective 24 November 2016)
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The <i>Local Government (General) Variation Regulations 2016</i> were Gazetted on 27 October 2016 and will commence operation on 24 November 2016. The Variation Regulations prescribe requirements for inclusion in council policies dealing with the holding of informal gatherings or discussions. This report reviews the new obligations and proposes revisions to the existing Informal Gathering Policy to ensure compliance with the Variation Regulations.

RECOMMENDATION

1. The proposed changes to the Informal Gatherings Policy, as set out in Attachment 1 to this report (Item No. 3.6.7, Resources and Governance Committee, 21/11/2016) be endorsed.

ATTACHMENTS

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

1. Revised Informal Gatherings Policy (with revisions marked)

1. BACKGROUND

- 1.1 The City of Salisbury first adopted an Informal Gatherings Policy in March 2016 in accordance with the requirements of the *Local Government (Accountability and Governance) Amendment Act 2015*.
- 1.2 The Minister monitored compliance with the requirements for Informal Gatherings Policies, including the conduct of a review of policies implemented by Councils. Feedback received from the Minister commended the City of Salisbury for adopting an Informal Gathering Policy that incorporated the points identified by the Minister for inclusion in policies. However, the Minister also noted that generally adopted Informal Gathering Policies were inadequate and it was his intention to prescribe requirements for informal gathering policies via regulation.
- 1.3 The *Local Government (General) Variation Regulations* (the Variation Regulations) were Gazetted on 27 October 2016 and will commence operation on 24 November 2016.

- 1.4 The Variation Regulations prescribe the requirements for inclusion in council policies dealing with the holding of informal gatherings and discussions, pursuant to sections 90(8a) and 90(8b) of the *Local Government Act 1999*.
- 1.5 A review of the Informal Gatherings Policy has been conducted to ensure new requirements are reflected within the City of Salisbury policy.

2. REPORT

- 2.1 The Variation Regulations provide for the insertion of regulation 8AB—Informal gatherings and discussions as follows:

- (1) *For the purposes of section 90(8b) of the Act, a council must ensure that its policy on the holding of informal gatherings or discussions—*
 - (a) *Provides that designated informal gatherings or discussions must be held at a place open to the public, unless the designated informal gathering or discussion is one that the council or chief executive officer has declared may be held in confidence; and*
 - (b) *Provides that the council or chief executive officer will only declare that a designated informal gathering or discussion may be held in confidence—*
 - (i) *On a case by case basis; and*
 - (ii) *If the designated informal gathering or discussion—*
 - (A) *Is a planning session of a general or strategic nature; or*
 - (B) *Is a briefing relating to—*
 - *information; or*
 - *a matter,**Of a confidential nature within the ambit of section 90(3) of the Act; and*
 - (c) *provides for procedures relating to the holding of designated informal gatherings or discussions; and*
 - (d) *provides for publication on the council's website of details relating to the designated informal gatherings or discussions, including—*
 - (i) *in all cases—*
 - (A) *the place, date and time at which the designated informal gathering or discussion will be held; and*
 - (B) *the matter that is to be discussed at the designated informal gathering or discussion; and*
 - (C) *whether or not the designated informal gathering or discussion is to be held at a place open to the public; and*
 - (ii) *in the case of a designated informal gathering or discussion that will be held in confidence—the reason for the designated informal gathering or discussion being held in confidence.*

(2) *In this regulation—*

designated informal gathering or discussion means an event organized and conducted by or on behalf of the council or chief executive officer to which members of the council or council committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the council or council committee.

- 2.2 A review of the existing policy has confirmed that all of the above elements are captured. Even so, some minor amendments are proposed to the Policy, specifically to incorporate the definition of ‘informal gatherings or discussions’ now provided within the Regulations and to include reference to the introduction of the Regulations.
- 2.3 A copy of the revised Informal Gatherings Policy is attached, with changes marked with revisions for ease of identification.

3. CONCLUSION / PROPOSAL

- 3.1 Council is asked to review the proposed changes to the Informal Gatherings Policy and endorsed the revised policy for implementation.

CO-ORDINATION

Officer: Executive Group
Date: 14/11/2016



Informal Gatherings Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	968/2016
Approval Date:	29 March 2016	Last Reapproval Date:	
Review Date:	29 March 2018	Internal Reference No.:	
Department:	CEO and Governance	Division:	Governance
Function:	9 - Governance	Responsible Officer:	Manager, Governance

A - PREAMBLE

1. Open and transparent Council meetings underpin representative democracy and ensure public confidence in Council's decision-making processes. Informal gatherings, where appropriate, provide opportunities for Elected Members to become better informed on issues and seek further clarification, prior to engaging in the formal decision making process which contributes to enhanced decision-making.

B - SCOPE

1. Section 90(8a) of the *Local Government Act 1999* requires that a designated informal gatherings or discussion may only be held if the council has adopted a policy on the holding of designated informal gatherings or discussions and that the designated informal gathering or discussion complies with the policy. Section 90(8b) further provides that any policy adopted must comply with requirements prescribed by the Regulations.
2. With effect from 24 November 2016, the Minister prescribed certain matters for the purposes of a Council's Informal Gathering Policy (Regulation 8AB—Informal gatherings and discussions).
3. This Policy applies to designated Informal Gatherings or discussions arranged by the Council, either by the Chief Executive Officer or the Elected Members as defined under Regulation 8AB Local Government (General) Regulations 2013. ~~For the purpose of this Policy, Informal Gatherings are defined as:~~
 - a. ~~Planning sessions associated with the development of policies or strategies;~~
 - b. ~~Briefing sessions; and~~
 - c. ~~Workshops.~~
4. Both the Chief Executive Officer and the Council are responsible for ensuring designated ~~Informal g~~atherings or discussions are conducted in accordance with the *Local Government Act 1999*.

C – POLICY PURPOSE/OBJECTIVES

1. This Policy provides for the conduct of designated ~~H~~informal ~~g~~Gatherings or discussions without prejudicing the requirements for openness and transparency as required by the *Local Government Act 1999*.
2. Section 90(8) of the *Local Government Act 1999* allows designated ~~H~~informal ~~G~~gatherings or discussions to be held provided that the discussion does not lead to a decision, or effectively obtain a decision, on a matter that would ordinarily be dealt with at a Council meeting.
3. This Policy reflects the intention of the legislation for designated ~~H~~informal ~~G~~gatherings or discussions to be used for briefing, planning and information sharing sessions and is aimed at avoiding any perception that informal gatherings will be used to build consensus for Council agenda items.

D - DEFINITIONS

1. *Elected Members* mean the Mayor and Councillors of the City of Salisbury.
2. *Designated Informal Gatherings or discussions* mean an event organised and conducted by or on behalf of the council or chief executive officer to which members of the council or council committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the council or council committee.~~planning sessions associated with the development of policies or strategies, briefing sessions and workshops.~~
3. *Training and Development Activity* mean any activity with the objective of increasing Elected Members' knowledge, skills and competencies in relation to the performance of their roles and responsibilities as Elected Members at the City of Salisbury.

E - POLICY STATEMENT**General Business of the Council**

1. Informal Gatherings or discussions will be used solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging Council's deliberative and decision-making functions, which must only be undertaken at formal Council/Committee meetings.
2. Informal Gatherings or discussions may be used to discuss issues that involve strategy or policy or other matters of Council administration and to brief Elected Members on issues relating to their decision-making function.

Timing of, and Access to, Informal Gatherings or discussions of Council

3. Informal gatherings or discussions involving ~~of~~ Elected Members or Elected Members and Council staff are, by their nature, a non-compulsory meeting of the Council, however, all Elected Members are encouraged to attend these sessions, particularly those designed to provide history, context or additional information to assist Elected Members to carry out their functions.
4. Informal gatherings or discussions are chaired by the Chief Executive Officer or another senior Council officer, and it is the Chief Executive Officer's responsibility to ensure that the purpose, intent and outcomes of the meeting fall within the permitted parameters of legislative provisions.
5. Informal ~~G~~gatherings or discussions scheduled regularly to coincide with Council's meeting cycle, and ad-hoc ~~H~~informal ~~G~~gatherings or discussions, convened to consider matters that will form part of Council's meeting agenda will be advertised on the City of Salisbury Website.

6. At the time an ~~I~~gnormal ~~G~~athering or discussion is scheduled the Chief Executive Officer will consider the content planned for discussion ~~at the Informal Gathering~~ and make a determination as to whether the ~~I~~gnormal ~~G~~athering or discussion will be open to the public.
7. A decision to close an ~~I~~gnormal ~~G~~athering or discussion will consider the nature of information to be discussed including:
 - a. whether the content to be discussed falls within the confidentiality provisions of s.90(3) of the *Local Government Act 1999*
 - b. whether the information to be presented constitutes a Training and Development Activity;
 - c. a request from an external party involved in the presentation of information that the Informal Gathering not be open to the public.

Where the Chief Executive Officer determines the need for private consideration of information to be discussed at the ~~I~~gnormal ~~G~~athering or discussion outweighs the need to provide access to members of the public the ~~I~~gnormal ~~G~~athering or discussion will be closed. The reason for this decision will be briefly stated on the City of Salisbury Website.

Agendas and Minute Taking

8. Consistent with the status of an ~~I~~gnormal ~~G~~athering or discussion no formal minutes will be taken at these activities. A list of the matters to be discussed at an ~~I~~gnormal ~~G~~athering or discussion may be published on Council's website in conjunction with details of the time and place of the ~~I~~gnormal ~~G~~athering or discussion (in accordance with Clause 5 above).

F - LEGISLATION

1. *Local Government Act 1999*

G - REFERENCES

1. Nil

H - ASSOCIATED PROCEDURES

1. Code of Practice for Meeting Procedures
2. Code of Practice for Access to Meetings and Associated Document

Document Control

Document ID	Informal Gatherings Policy
Prepared by	Tami Norman
Release	1.00
Document Status	Endorsed
Date Printed	