



## **AGENDA**

### **FOR RESOURCES AND GOVERNANCE COMMITTEE MEETING TO BE HELD ON**

**16 JULY 2018 AT THE CONCLUSION OF THE BUDGET AND FINANCE  
COMMITTEE**

**IN COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY**

#### **MEMBERS**

Cr S Bedford (Chairman)  
Mayor G Aldridge (ex officio)  
Cr D Balaza  
Cr B Brug  
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, Mr M Petrovski  
Manager Communications and Customer Relations, Mr M Bennington

#### **APOLOGIES**

#### **LEAVE OF ABSENCE**

#### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 18 June 2018.

## REPORTS

### *Administration*

3.0.1	Future Reports for the Resources and Governance Committee .....	9
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### *Corporate Management*

3.5.1	Charges for use of Council Owned Land for Business Purposes.....	11
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### *Corporate Governance*

3.6.1	Land Disposal Policy Section 49 Local Government Act.....	21
3.6.2	Review of the Respecting Community Diversity - Access and Equity Policy .....	31
3.6.3	Media Policy Review .....	37
3.6.4	Annual Report on Internal Reviews of Council decisions in the year ending 30 June 2018 under Section 270 of the Local Government Act 1999 .....	49
3.6.5	Summary of Elected Member Training and Development Expenditure and Outstanding Summary Reports .....	51

## OTHER BUSINESS

## CLOSE



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

**18 JUNE 2018**

### **MEMBERS PRESENT**

Cr S Bedford (Chairman)  
Cr D Balaza  
Cr L Caruso  
Cr D Pilkington  
Cr D Proleta

### **STAFF**

General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
Manager Governance, Mr M Petrovski

The meeting commenced at 9.04 pm.

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

### **APOLOGIES**

Apologies were received from Mayor G Aldridge, Cr B Brug, Cr D Bryant and Cr R Cook.

### **LEAVE OF ABSENCE**

Nil

### **PRESENTATION OF MINUTES**

Moved Cr L Caruso  
Seconded Cr D Proleta

The Minutes of the Resources and Governance Committee Meeting held  
on 21 May 2018, 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 Cr D Pilkington

1. The information be received.

**CARRIED**

#### 3.0.2 Website Publication of Audio Recordings of Council and Standing Committee Meetings

Moved Cr D Balaza

Seconded Cr D Proleta

That:

1. Audio recordings of the public component for all Council and Standing Committee meetings be uploaded and be available on the City of Salisbury website.
2. The reference to "RECORDING OF MEETINGS" in Council's Code of Practice for Meeting Procedures be modified to read as follows:

*"S.REC RECORDING OF MEETINGS/PUBLICATION OF AUDIO*

1. *Public meetings of Council and Council Standing Committees will be recorded for the following purposes:*
  - *to assist the Minute Secretary with the preparation of the minutes following the meeting, and*
  - *to 'upload' the audio to the Council website in pursuit of objectives of enhanced transparency and accountability in local government.*
2. *All recordings of public meetings will be available on the City of Salisbury website for a period of 12 months following the meeting and will, thereafter, be retained within the City of Salisbury record keeping system in accordance with the requirements of the State Records Act 1997 with the retention period as determined by the General Disposal Schedule 20.*
3. *The City of Salisbury will display notices at all meetings in areas where the public are entitled to attend, advising of the fact that the public component of the meeting is being recorded and, in accordance with these provisions, that the audio recording will, subsequently, be 'uploaded' to the City of Salisbury website and, thereafter, be retained in accordance with its record keeping system.*

4. *Any person who is not an elected or staff member of the City of Salisbury and who appears at a Council or Standing Committee meeting to address the Council or the Committee in public session, whether as a deputation or otherwise, will be expressly advised by the presiding member of the meeting that the meeting is being recorded and that the audio recording will, subsequently, be 'uploaded' to the City of Salisbury website and, thereafter, be retained in accordance with its record keeping system.*
5. *In 'publishing' the audio recording of public meetings of the Council and Standing Committees by 'uploading' to the City of Salisbury website, the Council will ensure that any content which captures 'personal information' (as understood for the purposes of the Commonwealth Privacy Act 1988) of any person that is not an elected or staff member of the City of Salisbury is appropriately redacted from the recording."*
3. The Council's privacy policy be amended to recognize and document exemptions that ensure that not every word recorded is 'published' in the uploading of audio recordings of Council and Standing Committee meetings, as discussed paragraphs 2.9 and 2.10 of the report to Item no. 3.0.2 on the agenda for the Resources and Governance Committee meeting on 18 June 2018.

**CARRIED**

*Health, Animal Management and By-laws*

**3.3.1 Update on Expanding Narrow Street Parking Procedures to all Council Verges**

Moved Cr L Caruso  
Seconded Cr D Proleta

1. The information be received
2. The current procedure applying to verge parking on streets with a carriageway width of six metres or less be noted and continued.

**CARRIED**

### 3.3.2 Footpath Trading Policy Review

*Cr D Balaza declared a perceived conflict of interest on the basis of being a member of the Salisbury Business Association. Cr Balaza managed the conflict by remaining in the meeting and voting in the best interest of the community.*

Moved Cr D Pilkington

Seconded Cr D Proleta

1. The information be received.
2. The Draft Footpath Trading Policy 2018 included as Attachment 1 to this report (Resources and Governance Committee 18/06/2018 Item 3.3.2) be endorsed for public consultation.
3. The Draft Footpath Trading Policy include an application fee of \$100 in accordance with Section 188(1)(e) of the Local Government Act 1999 for footpath trading applications that require notification of adjacent residential premises.
4. The Draft Footpath Trading Policy include Footpath Trading Permit Fees in accordance with Section 188(1)(f) of the Local Government Act 1999 as per the recommended Footpath Trading Permit Fee model presented in Attachment 3 to this report (Resources and Governance Committee 18/06/2018 Item 3.3.2.)
5. Staff undertake the necessary public consultation process in relation to the Draft Footpath Trading Policy and Fees, including on the City of Salisbury website, social media, and a direct mail out to all premises with footpath trading permits and the Salisbury Business Association.
6. A further report be presented to Council following public consultation outlining any feedback and presenting the final Draft Footpath Trading Policy for endorsement.

**CARRIED**

*The majority of members present voted IN FAVOUR of the MOTION.*

*Cr D Balaza voted IN FAVOUR of the MOTION.*

#### *External Relations*

### 3.4.1 Nominations Sought for SA Country Arts Trust

Moved Cr L Caruso

Seconded Cr D Proleta

1. Cr D Balaza be nominated for the South Australian Country Arts Trust.

*Cr D Balaza declared a material conflict of interest on the basis of being nominated for the position with monetary gain.*

*The Chair noted that if Cr Balaza left the room the meeting would be left inquorate. Therefore, the matter was not discussed further and was referred to Council for decision.*

**3.6.1 Review of Caretaker Policy**

Moved Cr D Pilkington  
Seconded Cr L Caruso

1. The information be received.
2. The Caretaker Policy as set out in Attachment 1 to this report (Resources and Governance Committee Item No.3.6.1 18/06/2018), with the Caretaker Period to commence on 18 September 2018, be endorsed.

**CARRIED**

**3.6.2 Review of Safe Environment Policy**

Moved Cr D Pilkington  
Seconded Cr L Caruso

1. The Information be received.
2. The Safe Environment Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.2, 18/06/2018), be endorsed.

**CARRIED**

**OTHER BUSINESS**

Nil

The meeting closed at 9.18 pm.

CHAIRMAN.....

DATE.....





<b>ITEM</b>	3.0.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	16 July 2018
<b>HEADING</b>	Future Reports for the Resources and Governance Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	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 <b>Due:</b>	<b>Amendments to the Dog and Cat Management Act</b> 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. July 2019	John Darzanos
28/09/2015 3.6.1 <b>Due:</b>	<b>Review of Provision of Elected Member IT Equipment</b> 2. A revised Elected Member Allowances, Facilities and Support Policy be brought back to Council in July 2018. August 2018	Mick Petrovski David Bevan
23/04/2018 3.3.1 <b>Due:</b>	<b>Parking Technology Trials</b> 5. A further report presenting the outcomes of the trials be presented to Council at the conclusion of the trials. August 2019	John Darzanos
25/06/2018 3.3.2 <b>Due:</b>	<b>Footpath Trading Policy Review</b> 6. A further report be presented to Council following public consultation outlining any feedback and presenting the final Draft Footpath Trading Policy for endorsement. August 2018	John Darzanos

### 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: EXEC GROUP GMCID  
Date: 09/07/2018 04/07/2018

<b>ITEM</b>	3.5.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	16 July 2018
<b>HEADING</b>	Charges for use of Council Owned Land for Business Purposes
<b>AUTHOR</b>	Karen Pepe, Manager Property and Buildings, City Infrastructure
<b>CITY PLAN LINKS</b>	1.2 Be the place of choice for businesses to invest and grow within South Australia, nationally and internationally. 1.3 Have a thriving business sector that supports community wellbeing, is globally oriented and creates job opportunities.
<b>SUMMARY</b>	Council had previously resolved to develop a policy to guide charges for the use of Council land for business purposes. This report summarises what is currently being charged, how this is assessed and for what purpose. This report presents the “Charges for use of Council Land for Business Purposes’ Policy for Council’s consideration and endorsement.

## RECOMMENDATION

1. The information be received and noted.
2. The ‘Charges for use of Council Land for Business Purposes’ Policy included as Attachment 1 to this report (Works & Services Committee, 16/07/2018, Item 3.5.1) be endorsed.

## ATTACHMENTS

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

1. Charges for Use of Council Owned Land for Business Purposes Policy

## 1. BACKGROUND

- 1.1 At its meeting held on 26 June 2018, Council resolved (resolution 1838/2017):

*That the following issues and/or policies gaps be addressed as part of a 2017/18 implementation program, including:*

- *Review of footpath trading policy;*
- *Development of a policy to guide charges for use of council land;*
- *Business signage;*
- *Information technology interfaces with business as an element of the Digital Strategy; and*
- *Vegetation management (e.g. verge maintenance, tree thinning to improve business visibility, landscape standards in commercial precincts).*

- 1.2 Council recognises the importance of the business sector as a vital contributor to local and regional economies and communities. This includes existing and new businesses that seek to locate or expand within the City Salisbury.
- 1.3 Council also acknowledged that a one-size-fits-all approach will not meet the needs of all businesses, and will endeavour to be flexible to understand and meet these needs, acknowledging the statutory and regulatory functions of Council, the need for consistency and transparency, and the expectations of the broader community.

## **2. CITY PLAN CRITICAL ACTION**

- 2.1 Further our reputation as a business friendly Council by reforming our processes and how we work with business in the City.

## **3. CONSULTATION / COMMUNICATION**

- 3.1 Internal – staff from the following areas:
  - 3.1.1 City Infrastructure – Property & Buildings Division
  - 3.1.2 City Development - Economic Development & Urban Policy, Development Services and Environmental Health & Safety Divisions
  - 3.1.3 Business Excellence - Continuous Improvement section

## **4. REPORT**

### **4.1 Economic Overview**

- 4.1.1 The City of Salisbury is the fourth largest economy in the State with a Gross Regional Product of \$6.37 billion, 6.3 per cent of the Gross State Product.
- 4.1.2 With more than \$3 billion of investment in train or underway, the announcements made as a part of the defence program, creation of a space industry, and the renewed interest in advanced manufacturing, the region can expect to see a continued increase in business growth and investment in the area, in turn creating jobs.
- 4.1.3 Supporting reduced charges and fees for use of council land, will support current business expansion and new business investment into the area, while also reinforcing the City of Salisbury as a progressive and pro-business Council. Reduced fees should be supported, where:
  - the business is, or has potential to be, a large employer for local residents (10 or more employees);
  - the business is of strategic significance to Council (e.g. closely linked with achievement of critical actions in Council's City Plan, State or Federal Government agendas, such as the growth of defence industry, creation of a space industry, renewed development of a manufacturing sector, food and food production);
  - the business activity will positively support the desired directions of Council in relation to matters such as precinct appearance, etc.
  - spillover impacts into the local economy and community.

## 4.2 Current Situation – lease/licence for business purposes

- 4.2.1 The Property & Buildings Division manages the day to day operations of this on behalf of Council. This includes community land, Council freehold land, roads and road reserves and can be for exclusive or non-exclusive use.
- 4.2.2 Currently any land which is used for business/commercial purposes and is expected to generate an income from their business is charged a full commercial rate and any agreements put in place are under commercial terms and conditions. Businesses also pay for costs associated with the transaction, for example legal and consultation costs etc (if applicable and allowable under the Retail & Commercial Leases Act) as set out in the fees & charges register.
- 4.2.3 The fee to be charged is assessed either by a licensed valuer or by staff (using the same valuation principles) and this is decided at the time depending on the type and area that is to be leased/licensed. A market rental value is determined as the basis of a negotiation of this type.
- 4.2.4 In 2017/18 financial year Council budgeted to receive \$494k from the following sources:
- Rent – Commercial (540-1281) - this budget line includes telecommunication leases and any business leasing an area of land in Council's ownership (community land, road/reserve). This does not include signage. The actual budget received for 2016-2017 was \$543k and for 2017-2018 it was 515k. \$185k was attributed to income generated from telecommunication leases in 2017-2018.
  - Advertising – Bus Shelters (540-1285) - this budget line includes all bus shelter advertising by businesses. The actual budget received for 2016-2017 was \$32k and for 2017-2018 was \$25k.
  - Permit fees – (540-1847) - this budget line includes signage, authorisations (business/homeowner). The actual budget received for 2016-2017 was \$48k and for 2017-2018 was \$57k.

Initially there would be no impact to the current budget as it's proposed to not apply any reductions to current lease/licence agreements that are already in place. The impact will be to future budgets where there is a reduction in the fees being charged for the agreed period.

## 4.3 Policy Statement Principles

- 4.3.1 A market rental value is to be determined as the starting point of a negotiation which is what we do now and as outlined in 4.2.3 of this report.
- 4.3.2 Once there is a market rental value then an adapted risk matrix can be applied which provides the framework for assessment as to whether to apply a fee reduction. The adapted risk matrix is as follows:

		Economic Impact				
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Significant
Governance (Risk, financial, opportunity cost)	1 – Insignificant					
	2 – Minor					
	3 – Moderate					
	4 – Major					
	5 – Significant					

	Lease or licence of land will not support business expansion/investment or job creation and there is a significant risk/impact on Council (both in the short term or its future plans). No reduction of fee to be considered.
	Lease or licence of land has the potential to directly or indirectly support business expansion/investment and creation of jobs. There is potentially a degree of risk/impact on Council. Reduction of fee to be considered – 10%
	Lease or licence of land will directly support business expansion/investment in the city, and the creation of jobs. There is potentially a degree of risk/impact on Council. Reduction of fee to be considered – 25%
	Lease or licence of land will support significant expansion/investment in the city, and the creation of jobs. Project is of strategic significance and aligns to key sectors. There is minimal risk or impact on Council. Reduction of fee to be considered – 50%

- 4.3.3 The matrix will include an economic and governance impact rating. Further definition and guidance in the assessment and application of ratings will need to be undertaken and included in a procedure that will support the policy.
- 4.3.4 This matrix will have a sliding scale from ‘will not support’ to ‘fully support’ and based on this there will be a reduction of fees over a period of time.
- 4.3.5 The application of the matrix and whether a reduction will be given is to be assessed by staff from the Economic Development & Urban Policy and Property & Buildings Division.
- 4.3.6 Based on the risk matrix and to keep it simple it is proposed to have a sliding scale for a reduction in the lease/licence fee. This will start from 50% reduction to no reduction being offered.

- 4.3.7 The reduction will be applicable for a maximum period of five years and the percentage amount reduction evenly spread out over that time. If the lease period is longer than five years then the reduction will finish after the 5<sup>th</sup> year and the Lessee will need to pay the full market rental value that was determined at the starting point for negotiations. For example if a market rental value was determined to be \$20,000 per annum and a 50% reduction is offered then the rent payable over a five year period will be as follows:
- Commencement of 1<sup>st</sup> year - \$10,000 pa
  - Commencement of 2<sup>nd</sup> year - \$12,000 pa
  - Commencement of 3<sup>rd</sup> year - \$14,000 pa
  - Commencement of 4<sup>th</sup> year - \$16,000 pa
  - Commencement of 5<sup>th</sup> year - \$18,000 pa
  - Commencement of 6<sup>th</sup> year or on renewal - \$20,000 pa
- 4.3.8 If the term of lease is longer than five years or if the lease expires and a new lease period is negotiated then at the commencement of the 6<sup>th</sup> year (or renewal at that time) the lease/licence fee will revert to the market rental value determined at the commencement of the negotiations and as outlined in 4.3.1. The mechanism for a rent review thereafter (ie market, CPI or fixed review) will be negotiated at the commencement of the lease term and included in the lease agreement.
- 4.3.9 Include a minimum market rental value amount of \$2,500 pa for the lease whereby a reduction will not be applicable.
- 4.3.10 It would be implemented once it has been endorsed by Council and a procedure for the matrix framework is developed to support the policy.

#### 4.4 Exclusions from the Policy Statement

The following matters are excluded from the policy statement:

- 4.4.1 Sale of land in Council's ownership as this is assessed separately on a case by case basis and reported to Council. There are current policies already in place which provide direction to staff. As a sale is transferred in ownership which has an ongoing benefit and value, Council could seek a full market value return.
- 4.4.2 Encroachments by adjoining homeowners which are managed separately and in most cases are either removed or a sale of land is undertaken.
- 4.4.3 Telecommunication leases and bus shelter advertising.
- 4.4.4 Not applicable for current lease/licence agreements that have already been negotiated and are in place.
- 4.4.5 Community/Sporting clubs which have current policies already in place that provides direction to staff.
- 4.4.6 Casual hire or special events which are not ongoing and are covered in the fees & charges register.

- 4.4.7 Income generated from easements to be registered as these should be assessed and reported to Council separately. Easements are registered on a title and cannot be removed unless all parties agree. An easement affects the ongoing use of the land and its value.

## **5. CONCLUSION / PROPOSAL**

- 5.1 To support the business sector in the city Council resolved for staff to develop a policy which would guide charges for use of Council land for business purposes.
- 5.2 It is recommended that Council endorse the policy as outlined in attachment 1 of this report.

## **CO-ORDINATION**

Officer: Executive Group  
Date: 09/07/2018





## Charges For Use Of Council Land for Business Purposes

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	<b>Council</b>	<b>Decision No:</b>	
<b>Approval Date:</b>		<b>Last Reapproval Date:</b>	
<b>Review Date:</b>		<b>Internal Reference No.:</b>	
<b>Department:</b>	<b>City Infrastructure</b>	<b>Division:</b>	<b>Property &amp; Buildings</b>
<b>Function:</b>	<b>16 – Property Management</b>	<b>Responsible Officer:</b>	<b>Manager Property &amp; Buildings</b>

### A - PREAMBLE

1. The City of Salisbury is responsible for the management and maintenance of community land, Council owned freehold land, road and road reserves within the Council area.
2. The Local Government Act 1999 provides for legislative controls directly or through by laws that enable Council's to permit or restrict conducting of business.
3. Pursuant to Section 222 of the Local Government Act 1999, the City of Salisbury is vested with the power to grant a permit for the use of roads and road related areas (footpaths, road reserves etc.) held in its care for use for business purposes.
4. Pursuant to Section 202 of the Local Government Act 1999, the City of Salisbury may grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve) and Section 200 states that Council must approve business use on Council's community land.
5. A lease or licence must be consistent with any relevant management plan if classified as community land.

### B - SCOPE

1. This policy applies to all businesses and not for profit businesses that request to lease/licence Council's community land, freehold land, road and road reserves from Council.

### C – POLICY PURPOSE/OBJECTIVES

1. This policy provides direction to staff on the fees to be charged and any reduction to the fee for businesses and not for profit businesses located within the City of Salisbury who lease/licence Council land.

### D - DEFINITIONS

1. **Council land** – includes all community land or freehold land, road and road reserves within the City of Salisbury Council area (except Transport SA roads which are in the care & control of the Department Planning Transport and Infrastructure).
2. **Market rental value** – is the estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate

## 3.5.1 Charges for Use of Council Owned Land for Business Purposes Policy

lease terms in an arm's length transaction and where the parties had each acted knowledgeably, prudently and without compulsion.

3. **Business** – is the activity of making a living or making money by producing or buying and selling products.
4. **Not For Profit Business** – is registered charities and cooperatives whose profits are not dispersed to individual members.
5. **Lease/Licence** – is an agreement whereby a lessor (Council) grants the right to occupy Council land for an agreed period of time to a lessee (Business) in return for payment or a series of payments.
6. **Lease/Licence fee** – is a payment made to a lessor (Council) for occupying Council land.
7. **Licensed Valuer** – is a Property Professional who is certified or accredited by the Australian Property Institute as having the appropriate academic qualification and practical experience and is bound by the API Code of Professional Conduct.

## E - POLICY STATEMENT

1. A lease/licence fee for businesses and not for profit businesses occupying Council land under a lease agreement will be evaluated as follows:
  - 1.1.1 A market rental value is to be determined as the starting point of a negotiation.
  - 1.1.2 The following adapted risk matrix will be applied which is the framework to be used for assessing on whether to apply or determine the percentage amount for a fee reduction.

		Economic Impact				
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Significant
Governance (Risk, financial, opportunity cost)	1 – Insignificant					
	2 – Minor					
	3 – Moderate					
	4 – Major					
	5 – Significant					

	Lease or licence of land will not support business expansion/investment or job creation and there is a significant risk/impact on Council (both in the short term or its future plans). No reduction of fee to be considered.
	Lease or licence of land has the potential to directly or indirectly support business expansion/investment and creation of jobs. There is potentially a degree of risk/impact on Council. Reduction of fee to be considered – 10%
	Lease or licence of land will directly support business expansion/investment in the city, and the creation of jobs. There is potentially a degree of risk/impact on Council. Reduction of fee to be considered – 25%
	Lease or licence of land will support significant expansion/investment in the city, and the creation of jobs. Project is of strategic significance and aligns to key sectors. There is minimal risk or impact on Council. Reduction of fee to be considered – 50%

- 1.1.3 The matrix includes an economic and governance impact rating.
- 1.1.4 This matrix will have a sliding scale from will not support (0%) to fully support (50%) and based on this there will be a reduction of fees over an agreed period of time.
- 1.1.5 The reduction will be applicable for a maximum period of five years and the percentage amount reduction evenly spread out over that time. If the lease period is longer than five years then the reduction will finish after the 5<sup>th</sup> year and the Lessee will need to pay the full market rental value that was determined at the starting point for negotiations. For example if a market rental value was determined to be \$20,000 per annum and a 50% reduction is offered then the rent payable over a five year period will be as follows:
  - Commencement of 1<sup>st</sup> year - \$10,000 pa
  - Commencement of 2<sup>nd</sup> year - \$12,000 pa
  - Commencement of 3<sup>rd</sup> year - \$14,000 pa
  - Commencement of 4<sup>th</sup> year - \$16,000 pa
  - Commencement of 5<sup>th</sup> year - \$18,000 pa
  - Commencement of 6<sup>th</sup> year - \$20,000 pa (see 1.1.6)
- 1.1.6 If the term of lease is longer than five years or if the lease expires and a new lease period is negotiated then at the commencement of the 6<sup>th</sup> year the lease/licence fee will revert to the market rental value determined at the commencement of the negotiations and as outlined in 1.1.1. The mechanism for a rent review thereafter (ie market, CPI or fixed review) will be negotiated at the commencement of the lease term and included in the lease agreement.
- 1.1.7 If a market rental value amount of \$2,500 is determined a reduction will not be applicable.
- 1.1.8 The application of the matrix and whether a reduction will be given is to be initially assessed by staff. Further definition and guidance in the assessment and application of ratings is in the *“Charges for use of Council Land for Business Purposes Procedure”*
- 1.1.9 This is policy is applicable for any new lease/licence agreements negotiated after the policy has been endorsed.

## 1.2 Exclusions from the Policy Statement

The following are excluded from the policy statement:

- 1.2.1 Sale of Council land.
- 1.2.2 Encroachments by adjoining owners.
- 1.2.3 Telecommunication leases.
- 1.2.4 Bus shelter advertising.
- 1.2.5 Lease/licence agreements that have already been negotiated and are in place.
- 1.2.6 Community/Sporting clubs..
- 1.2.7 Casual hire or special events.
- 1.2.8 Registration of any easements.

**F - LEGISLATION**

1. Local Government Act 1999 (SA)
2. Retail and Commercial Leases Act 1995 (SA)

**H - ASSOCIATED PROCEDURES**

1. Charges for use of Council Land for Business Purposes Procedure (to be developed)

**1. Document Control**

<b>2. Document ID</b>	<b>3.</b>
<b>4. Prepared by</b>	<b>5. Karen Pepe</b>
<b>6. Release</b>	<b>7. 1.00</b>
<b>8. Document Status</b>	<b>9.</b>
<b>10. Date Printed</b>	<b>11. 11/07/2018</b>

<b>ITEM</b>	3.6.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	16 July 2018
<b>PREV REFS</b>	Resources and Governance 3.6.1 16/04/2018 Committee
	Resources and Governance 3.6.15 18/04/2017 Committee
<b>HEADING</b>	Land Disposal Policy Section 49 Local Government Act
<b>AUTHOR</b>	Liz Lynch, Property Officer, City Infrastructure
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report presents the Disposal of Land Policy to Council for Consideration and endorsement.

## RECOMMENDATION

1. The information be received
2. The Disposal of Land Policy as set out in Attachment 1 to this report (Resources and Governance Committee, 16/07/2018, Item 3.6.1) be endorsed.
3. The Surplus Community Land Policy is discontinued.

## ATTACHMENTS

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

1. Disposal of Land Policy

## 1. BACKGROUND

1.1 Section 49 of the *Local Government Act 1999*, sub section (a1) requires that a Council must develop and maintain procurement policies, practices and procedures directed towards:

- Obtaining value in expenditure of public money; and
- Providing for ethical and fair treatment of participants; and
- Ensuring probity, accountability and transparency in procurement operations.

Without limiting subsection (a1), a Council must prepare and adopt policies on contracts and tenders including policies on the following:

- The contracting out of services; and
- Competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and
- The use of local goods and services; and
- The sale or disposal of land or other assets

1.2 Council most recently endorsed the Disposal of Assets other than Land Policy vide item 3.6.1 Resources and Governance Committee in April 2018. As this policy did not refer to disposal of land it is now necessary for Council to consider a Disposal of Land Policy which is the subject of this report.

## 2. CONSULTATION / COMMUNICATION

### 2.1 Internal

- 2.1.1 Business Excellence (Financial Services)
- 2.1.2 City Development (Economic Development and Urban Policy)
- 2.1.3 City Development (Strategic Development Projects)

### 2.2 External

- 2.2.1 Local Government Association
- 2.2.2 Other Adelaide Metropolitan Councils (12 in total)

## 3. REPORT

3.1 In drafting the Disposal of Land Policy staff reviewed both the LGA recommended policy, as well as the policies of several other metropolitan Councils. This ensures that the policy now provided for Council's consideration (Attachment 1) is fair maintaining policies, practices and procedures to:

- Obtain value in the expenditure of public money; and
- Provides for ethical and fair treatment of all participants; and
- Ensures probity, accountability and transparency in all disposal processes

3.2 Consideration was also given to ensure that;

- The methods by which land are disposed of are clearly defined;
- Council can demonstrate accountability and responsibility to ratepayers
- All parties involved are treated fairly and equitably
- All processes are able to be monitored and recorded; and
- The best possible outcome is achieved for the community

3.3 The policy covers all land in Council's ownership whether it currently be classified as Road, Community Land or Council owned land and replaces the Surplus Community Land Policy item 3.6.15 Resources and Governance Committee in April 2017.

**4. CONCLUSION / PROPOSAL**

- 4.1 A Disposal of Land Policy has been drafted considering the requirements of Section 49 of the *Local Government Act 1999* which provides for a fair and equitable process to dispose of land in Council's ownership.
- 4.2 The policy covers all land in Councils ownership and it is recommended that Council endorse the attached policy.

**CO-ORDINATION**

Officer: Executive  
Group  
Date: 09/07/2018







## Disposal of Land Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>		<b>Decision No:</b>	
<b>Approval Date:</b>		<b>Last Reapproval Date:</b>	
<b>Review Date:</b>		<b>Internal Reference No.:</b>	
<b>Department:</b>	<b>City Infrastructure</b>	<b>Division:</b>	<b>Property &amp; Building</b>
<b>Function:</b>	<b>16 - Property Management</b>	<b>Responsible Officer:</b>	<b>Manager, Property &amp; Building</b>

### A - PREAMBLE

1. Section 49 of the Local Government Act, 1999 requires that a Council must prepare and adopt policies on contracts and tenders, including policies on the sale of land or other assets.
2. Council has an approved policy for the Disposal of Assets other than Land Policy and this policy therefore refers specifically to disposal of land

### B - SCOPE

1. Section 49 (a1) of the Local Government Act 1999 requires Council to develop and maintain policies, practices and procedures directed towards:
  - Obtaining value in the expenditure of public money; and
  - Providing for ethical and fair treatment of participants; and
  - Ensuring probity, accountability and transparency in all disposal processes.
2. Where Property & Buildings Division (in consultation with other Departments within Council) believes that:
  - Public land in Council's ownership may be surplus to public requirements;
  - The land provides limited strategic and / or public benefit;
  - Holding the land is an inefficient use of public assets

A report will be presented to Council for consideration of disposal. This will include recommendations to implement public consultation in accordance with Council's Public Consultation Policy

3. This policy seeks to:
  - Define the methods by which land are disposed of;
  - Demonstrate accountability and responsibility of Council to ratepayers;
  - Be fair and equitable to all parties involved;
  - Enable all processes to be monitored and recorded; and
  - Ensure that the best possible outcome is achieved for the community
4. However this policy does not cover:
  - Land sold by Council for the non-payment of rates as this is dealt with in the Local Government Act 1999.

### **C – POLICY PURPOSE/OBJECTIVES**

1. This policy provides direction to staff outlining the principles and processes to be followed in relation to disposal of land vested in Council in fee simple or as a lessee.
2. This policy considers all land held within Council's ownership whether it be held as community land, Council owned land, road and road reserves, any legal interest in land, and any other land-related assets including all buildings (community and operational) on land.
3. This policy also states how net proceeds will be treated

### **D - DEFINITIONS**

1. Land includes community land, Council owned land, roads and road reserves, any legal interest in land, and any other land-related assets including all buildings (community and operational) on land.

### **E - POLICY STATEMENT**

1. **Council must have regard to the following principles in regard to disposal of land;**
  - 1.1 Encouragement of open and effective competition
  - 1.2 Obtaining value for money
  - 1.3 Not restricted to price alone
  - 1.4 An assessment of value for money must include consideration of (where applicable)
    - The contribution to Council's long term financial plan and strategic management plans
    - Any relevant direct and indirect benefits to Council, both tangible and intangible
    - Efficiency and effectiveness
    - The costs of various disposal methods
    - Internal administration costs
    - Risk exposure
    - The value of any associated environmental benefits
    - The direct and indirect economic benefits for the City of Salisbury ie creation of jobs alignment / support of industry direction and transformation
  - 1.5 Ethical Behaviour and fair dealing, behave with impartiality, fairness, independence and integrity in all discussions and negotiations.
  - 1.6 Ensure accountability, transparency and compliance with all relevant legislation.

## 2. Considerations Prior to Disposal of the Land

Any decision to dispose of land will be made after considering where applicable

- 2.1 The value of the land to the community for community uses
- 2.2 The current market value of the land
- 2.3 The annual costs of maintenance
- 2.4 Any alternative future use of the land
- 2.5 Any duplication of the land or the service provided by the land
- 2.6 Any impact the disposal of the land may have on the community
- 2.7 Any cultural or historical significance of the land
- 2.8 The positive and negative impacts the disposal of the land may have on the operations of the Council
- 2.9 The long term plans and strategic direction of the Council
- 2.10 The remaining useful life, particularly of any building infrastructure on the land
- 2.11 A benefit and risk analysis of the proposed disposal
- 2.12 The results of any community consultation process
- 2.13 Any restrictions on the proposed disposal
- 2.14 The content of any community land management plan;
- 2.15 Reserve classification hierarchy; and
- 2.16 Any other relevant plans / policies of the Council including but not limited to;
  - Affordable Housing Policy (Council owned Land)
  - Public Consultation Policy
  - Community Land Management Plan
  - Walkway Closures Policy
  - Unsolicited Proposals Procedure
  - Growth Action Plan

## 3. Disposal Methods

- 3.1 The Council may resolve to dispose of the land.
- 3.2 Where the land forms or formed a road or part of a road, the Council must ensure that the land is closed under the Roads (Opening and Closing) Act 1991 (SA) prior to its disposal.
- 3.3 Where land is classified as community land, the Council must;
  - Undertake public consultation in accordance with the Local Government Act 1999 and the Council's Public Consultation Policy
  - Ensure the processes for revocation of the community land classification have been concluded prior to disposal
  - Comply with all other requirements under the Local Government Act 1999 in regard to the disposal of community land.
- 3.4 Where Council proposes to dispose of land through the grant of a leasehold interest greater than five years, the Council must have complied with its obligations under the Local Government Act 1999, including the public consultation obligations under Section 292 of the Local Government Act 1999.

- 3.5 The Council will, where appropriate, dispose of land through one of the following methods;
- Open Market method of sale, - advertisement for disposal of the land through the local paper and where appropriate a paper circulating in the state, or by procuring the services of a licenced real estate agent and / or auctioneer (following compliance with the Council's Procurement Policy);
  - Expressions of interest – seeking expressions of interests
  - Select tender – seeking tenders from a selected group of persons or companies
  - Open tender – openly seeking bids through tenders, including public auctions
  - By negotiation – with owners of adjoining land adjoining the land for sale or others with a pre-existing interest in the land, or where the land is to be used by a purchaser whose purpose for the land is consistent with the Council's strategic objectives for the land.
  - Through a structured marketing process, particularly in relation to Councils Strategic Property Development projects where Council is acting as the developer.
- 3.6 Selection of a suitable disposal method will include consideration of:
- The number of potential purchasers of the land
  - The original intention for the use of the land
  - The current and possible preferred future use of the land
  - The opportunity to promote local economic growth and development
  - Delegation limits, taking into consideration accountability, responsibility, operation efficiency and urgency of the disposal
  - The total estimated value of the disposal
  - Compliance with statutory and other obligations
- 3.7 The Council will not dispose of land to any Council Member or employee of the Council who has been involved in any process related to a decision to dispose of the land and / or the establishment of a reserve price.
- 3.8 If the land is to be auctioned or placed on the open market or disposed of by an expression of interest, then (unless the Council resolves otherwise) at least one independent valuation must be obtained to establish the reserve price for the land.
- 3.9 The Council will seek to dispose of land at or above current market valuation by whichever method is likely to provide the Council with a maximum return.
- 3.10 If the disposal is not on the open market, the disposal should be at or above the current market valuation (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves). Unless there are reasons for the Council to accept a lesser return, which is consistent with the Council's overall strategic direction. The reasons must be documented in writing.

**4. Proceeds of Sale**

- 4.1 The sale of any Council properties under the provisions of this policy shall deliver project outcomes detailed in the business case endorsed by Council, with net proceeds transferred to the property disposal reserve, and used to repay debt or reduce future borrowings.

**F - LEGISLATION**

1. Local Government Act 1999 (SA)
2. Real Property Act 1886 (SA)
3. Land and Business (Sale and Conveyancing) Act 1994 (SA)
4. Development Act 1993 (SA)
5. Retail and Commercial Leases Act 1995 (SA)
6. Residential Tenancies Act 1995 (SA)
7. Crown Land Management Act 2009 (SA)
8. Strata Titles Act 1988 (SA)
9. Community Titles Act 1996 (SA)
10. Roads (Opening and Closing) Act 1991 (SA)
11. Land Acquisition Act 1969 (SA)

**1. Document Control**

2. Document ID	3. Disposal of Land Policy
4. Prepared by	5. Tim Starr
6. Release	7. 1.00
8. Document Status	9. Draft
10. Date Printed	11. 11/07/2018



<b>ITEM</b>	3.6.2
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	16 July 2018
<b>HEADING</b>	Review of the Respecting Community Diversity - Access and Equity Policy
<b>AUTHOR</b>	Vesna Haracic, Manager Community Health & Wellbeing, Community Development
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report presents the reviewed Community Diversity – Access and Inclusion Policy to Council for consideration and endorsement.

### **RECOMMENDATION**

1. The Community Diversity – Access and Inclusion Policy as set out in Attachment 1 to this report (Resources and Governance Committee, 16/07/2018, Item 3.6.2) be endorsed.

### **ATTACHMENTS**

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

1. Respecting Community Diversity - Access and Equity Policy

### **1. BACKGROUND**

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Respecting Community Diversity – Access and Equity Policy was last reviewed and endorsed by Council in March 2015. Review of the Policy was deferred pending the development of the Intercultural Strategic Plan and Age-Friendly Salisbury Strategy which has now been incorporated in the review.

### **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 General Manager, Community Development
- 2.2 External
  - 2.2.1 Nil

### **3. REPORT**

- 3.1 The Respecting Community Diversity – Access and Equity Policy has been reviewed by the Policy Owner. Apart from changes arising from the incorporating the Intercultural Strategic Plan, Age- Friendly Salisbury Strategy including and a change to the title of the Policy, to the Responsible Officer and minor editorial changes, no other changes are required in the content of the Policy to ensure its continuing relevance.

### **4. CONCLUSION / PROPOSAL**

- 4.1 The Community Diversity – Access and Inclusion Policy as contained in Attachment 1 is recommended to Council for endorsement.

### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 09/07/2018





### ~~Respecting~~ Community Diversity - Access and ~~Equity~~ Inclusion Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	1872
Approval Date:	25 July 2005	Last Re-approval Date:	23 March 2015
Review Date:	<del>23 March 2017</del> 28 June 2018	Internal Reference No.:	
Department:	Community Development	Division:	Community Health & Wellbeing
Function:	9 - Governance	Responsible Officer:	Manager – Community Health & Wellbeing

#### A - PREAMBLE

1. The *Local Government Act 1999 (the Act)* requires Councils to provide for the welfare, well-being and interest of individuals and groups within its community. It requires Council to be responsive to the needs, interests and aspirations of these individuals and groups, ensuring services, facilities and programs provide equitable access.
2. In order to fully meet the requirements of the Act, Council must ensure process are in place to support all people, including those who face barriers to participation to fully access services, programs and facilities.

#### B - SCOPE

1. This policy applies to Elected Members, employees, volunteers and contractors of the City of Salisbury.

#### C – POLICY PURPOSE/OBJECTIVES

1. This policy sets out commitment of the City of Salisbury to the provision of accessible and equitable services, facilities and programs.

#### D - DEFINITIONS

**Access** – implies fair and equitable access to services in areas essential to achieving and maintaining social, cultural and economic well-being.

**Equity** – implies distribution of economic, social and political resources in ways that are not restricted by age, gender, race, ethnicity, sexual orientation, disability or income.

Access and equity is concerned with the removal of barriers in the design and delivery of programs and services and endeavouring to ensure that all community members have the opportunities to enhance their overall social, cultural and economic well-being.

**E - POLICY STATEMENT**

1. The City of Salisbury will aim to ensure that all members of the community have equitable access to the services, facilities and programs operated by the City.
2. Strategies to ensure inclusion of access for all people, including those who may face additional barriers to participation, will be considered at all phases of service development, planning and implementation.
3. As described in [Intercultural Strategic Plan](#), [Beyond the Ramp](#), [Strategic Inclusion Planning Strategy](#), [Age-Friendly Salisbury Strategy 2015-2020](#) and the [Reconciliation Action Plan \(RAP\)](#) it is important that appropriate opportunities for participation in discussions about the City's services, facilities and participation in programs are provided for members of the community, including those who may face barriers to participation.
4. Both internal processes, such as training and development, and external processes, such as consultation, promotion and information, will operate within [the Intercultural Strategic Plan](#), [Age-Friendly Salisbury](#), [Beyond the Ramp Strategic Inclusion Planning Framework](#) and the [Reconciliation Action Plan](#).

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**F - LEGISLATION**

1. *Local Government Act, SA 1999*
2. *Disability Discrimination Act, 1992*
3. *Equal Employment Opportunity Act, SA 1984*
4. *Equal Opportunities for Women in the Workplace Act, 1999*
5. *Age Discrimination Act, 2004*
6. *Sex Discrimination Act, 1984*
7. *Racial Discrimination Act, 1975*
8. *Human Rights and Equal Opportunity Commission Act, 1986*

\*This list of relevant legislation is indicative and not exclusive.

**G – REFERENCES/RESOURCES**

1. [Intercultural Strategic Plan 2017-2027](#)
2. [Age-Friendly Salisbury Strategy 2015-2020](#)
3. [Beyond the Ramp; Strategic Inclusion Planning Framework \(City of Salisbury 2012\)](#)
4. [Reconciliation Action Plan \(City of Salisbury 2018\)](#)
5. [National Disability Strategy \(COAG 2011\)](#)
6. [Multicultural Access and Equity – Respecting Diversity, Improving Responsiveness 2012](#)
7. [Engaging Salisbury – Managing Diversity Project 2011](#)

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**Document Control**

Document ID	<a href="#">Respecting Community Diversity and Inclusion - Access and Equity Policy</a>
Prepared by	<a href="#">Julie Fyfe Vesna Haracic</a>
Release	3.00

Document Status	<a href="#">Endorsed</a>
Date Printed	<del>02/07/2018</del> <del>02/07/2018</del> <del>28/06/2018</del>



<b>ITEM</b>	3.6.3
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	16 July 2018
<b>PREV REFS</b>	Resources and Governance 3.6.3 Committee 16/04/2018
<b>HEADING</b>	Media Policy Review
<b>AUTHOR</b>	Michael Bennington, Manager Communications & Customer Relations, Business Excellence
<b>CITY PLAN LINKS</b>	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. 4.4 Embed long term thinking, planning and innovation across the organisation.
<b>SUMMARY</b>	Following a request from Council, a revised Media Policy has been developed for consideration following a review of the existing <i>City of Salisbury Media Policy</i> .

## RECOMMENDATION

1. The Media Policy, as set out at Attachment 2 to this report (Resources and Governance Committee, 16/07/2018, Item 3.6.3) be endorsed.

## ATTACHMENTS

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

1. Proposed Media Policy - Track Changes

## 1. BACKGROUND

- 1.1 At the Council meeting on 26 February 2018, Council resolved:

### ***OB2 Review of Media Policy***

1. That Council review the Media Policy passed in February 2017.

*Resolution No. 2337/2018*

- 1.2 A revised Media Policy was presented to Council in April, which was then deferred to June 2018 for further consideration by staff.
- 1.3 Following the April meeting the proposed draft Media Policy was provided to Blaze Advertising Local Government Division to review and compare against other Local Government Policies.
- 1.4 An update on the status of the review was presented to Elected Members at the July informal strategy meeting, with a draft copy of the proposed changes provided to members.

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

#### **2.1.1 Communications & Customer Relations Division, Governance**

### **2.2 External**

#### **2.2.1 Blaze Advertising – Local Government Division**

## **3. REPORT**

- 3.1 The City of Salisbury's media and social media policy and procedures are currently guided by the *Media Policy*, approved in February 2017, and applies to all Elected Members and employees.
- 3.2 The document was scheduled for review in February 2019 but following an *Other Business* agenda item in the February Council meeting, a resolution was made to review the current Media Policy.
- 3.3 A revised Media Policy was presented to Council in April, which resolved to defer consideration of the policy pending further consideration by staff.
- 3.4 Informal feedback from Council was that the proposed policy was too restrictive and required more importance of promoting the use of social media in a positive manner.
- 3.5 The current Media Policy was developed following the amalgamation of the previous *Elected Member Media Policy*, which applied to Elected Members and the *Media Policy and Procedure* which applied to employees at the last review in February 2017.
- 3.6 This policy review identified an opportunity to both simplify processes and clarify the roles and responsibilities of Elected Members, official Council spokespeople and employees in a comprehensive Media Policy, applicable to both Elected Members and Employees.
- 3.7 It also clearly outlines the expectations of Elected Members and Employees in relation to traditional media and social media and what is considered acceptable and reasonable behavior.
- 3.8 The single document provides clear guidance in relation to:
  - 3.8.1 Management of media enquiries and contact;
  - 3.8.2 Authorised spokespersons;
  - 3.8.3 The appropriate use of social media; and
  - 3.8.4 Implications of breaches to this policy.
- 3.9 The proposed Media Policy includes guidance for Media to assist with reporting on Council events and activities to ensure appropriate management of privacy obligations and that the necessary authorisations are sought prior to filming and recording of council events/activities occurs.
- 3.10 A proposed draft City of Salisbury Media Policy is attached to this report for endorsement by Council. The Policy aims to provide scope for best practice with a focus on the social media environment, given the prevalence of its use by community members, Elected Members and Employees.

- 3.11 The Policy also outlines the Council's current Customer Relationship Management System (CRM) as the primary system for managing requests for service.

#### **4. PROPOSED CHANGES**

- 4.1 In reviewing the Policy a desktop review of other media policies from Local Government, State Government and private organisations was undertaken.
- 4.2 From the desktop review it was identified that the current City of Salisbury Media Policy is similar to other organisational media policies.
- 4.3 The proposed changes based on this review include:
- 4.3.1 Detailing what constitutes a breach of the Policy such as making derogatory or obscene comments, creating, posting or sharing a social media page that protests the implementation of a Council decision or posting or sharing comments that may lead to bullying by other social media members.
  - 4.3.2 Clarifying the appropriate process to manage media requests received by Elected Members and staff.
  - 4.3.3 How the Code of Conduct and Bullying and Harassment policies apply to online activity.
- 4.4 Following the April meeting the proposed draft Media Policy was also provided to Blaze Advertising Local Government Division to review and compare against other Local Government Policies.
- 4.5 The independent review by Blaze found that the proposed draft Media Policy was a comprehensive document suitable for purpose and similar to other Media Policies for Local Government.
- 4.6 Blaze also recommended that further educational work could be done to encouraged users and members of the community about appropriate use of the policy and what it means.

#### **5. CONCLUSION / PROPOSAL**

- 5.1 A proposed new Media Policy has been drafted for consideration as the basis of management of Council's media and communications activity into the future.
- 5.2 The proposed policy has been amended to reflect both informal feedback and information resulting from a desktop review and an independent assessment of the policy.

#### **CO-ORDINATION**

Officer: Executive Group  
Date: 09/07/2018







### Media Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	<b>Council</b>	<b>Decision No:</b>	<b>1605/2017</b>
<b>Approval Date:</b>	<b>27/02/2017</b>	<b>Last Reapproval Date:</b>	
<b>Review Date:</b>	<b>27/02/2019</b>	<b>Internal Reference No.:</b>	<b>4309373</b>
<b>Department:</b>	<b>Business Excellence</b>	<b>Division:</b>	<b>Communications &amp; Customer Relations</b>
<b>Function:</b>	<b>2 - <del>Community</del>Media Relations</b>	<b>Responsible Officer:</b>	<b>Manager, Communications and Customer Relations</b>

#### A - PREAMBLE

1. The City of Salisbury communicates and engages with our community and stakeholders utilising various digital and traditional channels. It is important to manage these to ensure the City of Salisbury's messaging is consistent, accurate, appropriate to the target audience, and that our corporate brand principles are upheld.
2. The Communications & Customer Relations Division is responsible for managing and initiating Council's media relations and corporate communications.

#### B - SCOPE

1. This policy sets out Elected Member responsibilities in relation to authorised interactions with the media and media representatives, dealings with staff, and the use of both the City of Salisbury and private social media accounts.
2. This policy also details ~~staff~~employee, volunteer and contractor responsibilities in regards to media relations, and use of private social media accounts from any location, network or device, at any time.

#### C – POLICY PURPOSE/OBJECTIVES

1. To ensure all media liaison on behalf of Council takes place via a central point of contact so that the City of Salisbury is able to actively monitor and respond to media issues.
2. To ensure a single spokesperson is providing comment to individual media outlets, so that the Council has a better opportunity to provide ~~an~~ accurate and consistent message and image.
3. To provide guidance and support to Elected Members identified as an approved spokespersons; and
4. To provide guidance to Elected Members in both best practice and appropriate use of social media accounts.
5. To provide guidelines for ~~staff~~employees about the City of Salisbury's expectations regarding

use and appropriate conduct when engaging in social media.

#### D - DEFINITIONS

1. Corporate Social Media Accounts – Refers to all official City of Salisbury social media accounts such as ~~the City of Salisbury Facebook page, Twitter account, YouTube channel, Pinterest account, Instagram account, City of Salisbury LinkedIn, Discover Salisbury Facebook, Youth in Salisbury Facebook, Salisbury Library Service Facebook, St Kilda Adventure Playground Facebook page e.t.c.~~ CEOChief Executive OfficerChief Executive Officer must not present themselves as official City of Salisbury spokespersons unless authorised to do so by the Chief Executive Officer.

#### E - POLICY STATEMENT

1. All authorised media contact should be coordinated via the Communications & Customer Relations Division.
2. Only authorised spokespersons may speak to the media or respond to media requests.
3. General Managers via the Communications & Customer Relations Division can approve responses to incoming media enquiries and authorise proactive media approaches where both the risk is determined to be low and attributable quotes are not required.
4. Staff other than the ~~CEO~~Chief Executive Officer must not present themselves as official City of Salisbury spokespersons unless authorised to do so by the Chief Executive Officer.
5. Employees, volunteers and contractors must report any media enquiries to the Manager, Communications & Customer Relations; who is authorised to liaise with the media as part of their role but would generally not make comment on behalf of the organisation.
6. Elected Members and employees must also advise the Communications & Customer Relations team where they are aware of an event or issue that is likely to generate significant public and/or media interest. This ensures Council is prepared to respond to public and media enquiries in a timely manner with the accurate information.
- 5-7. All official City of Salisbury social media accounts must be authorised by the Manager, Communications & Customer Relations.
- 6-8. All communication via the City of Salisbury's social media accounts (including responding to public queries) is ~~the responsibility of~~managed through the Communications & Customer Relations team and will be undertaken in line with Council's Customer Relationship Management (CRM) system.

#### F - SPOKESPERSONS

1. Official spokespeople for the City of Salisbury are:
  - 1.1. The Mayor and ~~CEO~~Chief Executive Officer - The Mayor is the default principal spokesperson in accordance with section 58 (1)(c) of the Local Government Act 1999, however where appropriate the ~~CEO~~Chief Executive Officer in consultation with the Mayor may be the preferred spokesperson.
  - 1.2. The Deputy Mayor - If the Mayor is unavailable, the Deputy Mayor will assume the responsibilities as described for the Mayor.
  - 1.3. Standing Committee Chairs - If neither the Mayor ~~or~~ Deputy Mayor is available, the spokesperson will be the Standing Committee Chair for issues concerning the deliberations and decisions made by that Committee and subsequently endorsed by Council. For matters unrelated to committee decisions, the ~~CEO~~Chief Executive

- Officer will determine who the nominated spokesperson will be.
2. Official spokespeople will receive support from the Communications & Customer Relations team in the form of drafting and dissemination of media releases, arranging of photo and interview opportunities, and briefings before interviews.
  3. As Local Government representatives, Elected Members are entitled to speak on any topic, but may not act as an authorised Council spokesperson except in the circumstances outlined above. ~~In accordance with the requirements of the Code of Conduct for Council Members,~~ Elected Members must ensure that personal comments to the media or Letters to the Editor are clearly identified as being their own private view, and not that of the Council.
  4. Once Council has reached a decision on a matter, any official comments to media by ~~Elected Members Council's Official Spokesperson~~ must support Council's endorsed position. Comments published by Elected Members on social media or any other media channels should support Council's endorsed position and if not clearly be identified as their own.
  5. ~~Staff~~Employees can be interviewed by media on a private basis on matters not directly related to Council business or an employee's work. ~~Staff~~Employees can only speak on matters regarding Council if authorised to do so by the ~~CEO~~Chief Executive Officer as outlined above, and only on the subject that the authorisation relates to.

#### G – ~~MEDIA~~ MONITORING

1. Monitoring of media activity is conducted by the Communications & Customer Relations team as well as a contracted media monitoring agency on a daily basis. The outcomes are distributed on weekdays to the Mayor, Deputy Mayor, Elected Members, Executive Group and Divisional Managers, ~~as well as the~~ Customer Centre may be included for circumstances where any media activity is likely to be raised by callers ~~or~~ customers at the reception desk. If coverage relates to a specific officer and / or manager, the daily monitor will also be forwarded to them.
2. The Communications & Customer Relations team will endeavour to make Elected Members aware of any potential media stories that are likely to generate significant public and/or media interest.
3. Monitoring of Council's social media channels is conducted by the Communications & Customer Relations team. The Communications & Customer Relations team will retain the right to remove content that does not adhere to the guidelines identified in this policy or other associated policies. Posts containing the following will not be responded to, and will likely be removed from the relevant page:
  - 3.1. Racist, sexist or sexual discrimination,
  - 3.2. Harassment or bullying,
  - 3.3. Profanity,
  - 3.4. Personal, confidential, or copyrighted material,
  - 3.5. Potential defamatory material or threatening or abusive behaviour.
4. During election periods, social media accounts will be carefully monitored for risk management and adherence to the Caretaker Policy. Where content or online behaviour is identified as being contrary to the Caretaker Policy, it should be referred to the Manager, Governance.

#### H – MEDIA REPORTING ON COUNCIL ACTIVITY

1. Media representatives are welcome to report on Council projects, events and decisions, and to

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interview nominated Council spokespeople. All ~~inquiries~~enquiries should be directed to the Communications & Customer Relations team.

2. Media representatives are not permitted to film or record the proceedings of a Council meeting unless prior permission has been sought from the Mayor or Committee Chairperson through the Manager Communications & Customer Relations.
3. Media must check-in with the facility ~~/or~~ event manager and be accompanied on-site during their visit, where required.
4. Council expects that all media taking photographs ~~/or~~ filming at Council facilities and events abide by privacy laws, especially those relating to photographing minors, and seek permission from anyone they wish to photograph ~~/or~~ film, including non-Council employees.

#### **I – SOCIAL MEDIA –PRIVATE ACCOUNTS (Elected Members and Employees)**

1. The City of Salisbury logo or official corporate colours must not be used on any private social media accounts.
2. Private social media accounts must not, in any way, give the appearance that it is an official City of Salisbury presence or that the individual is speaking publicly on behalf of the Council or in their capacity as an Elected Member or employee of the City of Salisbury.
3. Ensure that no copyrighted or trademarked material is published without permission.
4. Comments or posts must not damage the City of Salisbury's reputation, commercial interests, or bring the City of Salisbury into disrepute.
5. Comments or posts must not breach Council policies and must not be illegal, libellous, defamatory, abusive, obscene, or infringe Equal Employment Opportunity.
6. Council's Code of Conduct/Employee Code of Conduct Policy and Fair Treatment Policy apply to online activity. All Council employees and Elected Members are expected to treat their colleagues with respect and dignity, and must ensure their behaviour does not constitute bullying and/or harassment.
7. As such, individuals should ensure comments are not:
  - 7.1. So harsh or extreme in their criticism of the City of Salisbury, that they raise questions about their capacity to work professionally, efficiently or impartially as an Elected Member or employee;
  - 7.2. So strong in criticism of the City of Salisbury that it could seriously disrupt the workplace. Elected Members and employees are encouraged instead to resolve concerns by informal discussion with the CEO, General Manager or by using the internal dispute resolution.
- ~~3.1. Publicly visible comments or posts must not damage the City of Salisbury's reputation, commercial interests, or bring the City of Salisbury into disrepute.~~
- ~~4.1. Publicly visible comments or posts must not breach Council policies and must not be illegal, libellous, defamatory, abusive, obscene, or infringe Equal Employment Opportunity.~~

#### **J – SOCIAL MEDIA – OFFICIAL ELECTED MEMBER ACCOUNTS**

1. Elected Members wanting to utilise social media in their capacity as a Councillor are encouraged to set up an official Elected Member social media account that is separate from their private account/s for interactions with the community and Council's social media presences.
2. It is recommended that:

- 2.1. Official Elected Member social media accounts are clearly labelled as being owned by an Elected Member. For Facebook, it is advisable to use a Facebook Page instead of a personal account to engage the public, as per Facebook's own rules.
- 2.2. Where Elected Members do not wish to create separate social media accounts they must always identify themselves as being an Elected Member when interacting with any of the City of Salisbury social media accounts, i.e. *"I think there should be more recreation spaces – Cr John Smith"*, or when speaking to a member of the public in their capacity as an Elected Member, i.e. *"Thank you for bringing this to my attention, I'll definitely raise it at the next Council meeting – Cr John Smith"*. This must also be taken into account when commenting on other social media platforms and pages not owned by the City of Salisbury, including private pages and closed groups.
- 2.3. Elected Members should refrain from tagging or @mentioning the City of Salisbury in their posts or tweets unless it is in direct relation to their role as an Elected Member.
- 2.4. Social media accounts should contain advice to the public that views expressed are the author's own and not that of the City of Salisbury, i.e. *"This is the personal opinion of John Smith, City of Salisbury Councillor for Central Ward"*
- 2.5. Elected Members need to be aware that they are directly and legally responsible for any comments that are posted to their own social media accounts by members of the public. If a member of the public posts material that is defamatory, obscene, racist, sexist or likely to cause offence, it is in the Elected Member's best interest to immediately remove such material to avoid possible legal action being taken against them. This includes any comments or differing opinions that might lead to bullying by other social media members because of content posted by an Elected Member or others.
- 2.6. Elected Members are encouraged to share content from City of Salisbury social media accounts to their own accounts.
- 2.7. Elected Members may tag themselves in any City of Salisbury photo where they appear.
- ~~2.8. AIf a resident requesting service raises a query or work requests via social media should be encouraged to lodge the request by contacting with Council via the City of Salisbury's social media accounts, the query will be managed by the Communications & Customer Relations team in accordance with Council's CRM system.~~
- ~~2.8.2.9. If a resident raises a query or request via an Elected Member's social media account or other social media forum, Elected Members should refer them to Council's CRM system and not respond that they will resolve the issue, e.g. 'Hi, if you have a request for service, please call our customer centre on 8406 8222 or fill out our online request form at [www.salisbury.sa.gov.au/Services/Lodge\\_a\\_request](http://www.salisbury.sa.gov.au/Services/Lodge_a_request), and our friendly support staff will be able to get this resolved as quickly as possible for you – Cr John Smith'.~~
- ~~2.9.1. Elected Members are able to engage with residents through social media as outlined in this policy.~~
3. The City of Salisbury logo or official corporate colours are not to be used on any private social media accounts. However, if an Elected Member has established a social media account specifically for their role as an Elected Member and they are identified as such, then the corporate logo can be utilised.
4. All Elected Member social media ~~account/saccounts~~ should be deactivated as soon as an individual is no longer an elected representative of the City of Salisbury, and return to utilising their personal social media ~~account/saccounts~~.
5. Publicly visible comments or posts must not damage the City of Salisbury's reputation.

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commercial interests, or bring the City of Salisbury into disrepute.

6. Publicly visible comments or posts must not breach Council policies and must not be illegal, libellous, defamatory, abusive, obscene, or infringe Equal Employment Opportunity.
7. Council's Code of Conduct/Employee Code of Conduct Policy and Fair Treatment Policy apply to online activity. All Council employees and Elected Members are expected to treat their colleagues with respect and dignity, and must ensure their behaviour does not constitute bullying and/or harassment.
8. As such individuals should ensure comments are not:
  - 8.1. So harsh or extreme in their criticism of the City of Salisbury, that they raise questions about their capacity to work professionally, efficiently or impartially as an Elected Member or employee;
9. Elected Members are able to engage with residents through social media as outlined in this policy.

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#### **K – SOCIAL MEDIA – ELECTED MEMBER TRAINING**

1. Elected Members can access training in the use of social media tools in accordance with the Elected Member Training & Development Policy.

#### **L – BREACHES TO THIS POLICY**

1. Breaches made by or referring to an Elected Member, employees, independent members, volunteer or contractor in the media or social media will be treated as breaches to the Code of Conduct and will be investigated in line with the appropriate process.
2. If an individual (member of the community, Elected Member, employee) wishes to report a breach, they must follow the process outlined in the relevant Policy and any action taken will be based upon that process.
3. A failure to comply with any of this policy by an employee can constitute a ground for disciplinary action against the employee, including dismissal, under the Procedures for Managing Unacceptable Performance.

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- Breaches made by or referring to an Elected Member, employees, independent members, volunteer or contractor in the media or social media will be treated as breaches to the Code of Conduct and will be investigated in line with the appropriate process.
- If an individual (member of the community, Elected Member, employee) wishes to report a breach, they must follow the process outlined in the relevant Policy and any action taken will be based upon that process.
- Examples of failure to adhere to the Council's Code of Conduct/Employee Code of Conduct Policy in a social media setting include:
  - Making derogatory or obscene posts about an employee, resident or Elected Member and/or the City of Salisbury workplace on Facebook.
  - Tweeting derogatory or an obscene comment about Elected Members, employees or residents from personal or official Twitter accounts.
  - Sending private messages to colleagues that include derogatory, defamatory, racist, sexist or obscene remarks.
  - Disclosing non-publicly available confidential information in a public forum.
  - Posting or sharing any social media comments or differing opinions that might lead to bullying by other social media members because of content posted.

#### **M – ASSOCIATED POLICIES**

1. Council's Code of Conduct
2. Employee Code of Conduct Policy
3. Managing Unacceptable Performance Procedures (Employees)
4. Fair Treatment Policy

**Document Control**

Document ID	City of Salisbury Media Policy
Prepared by	<del>Craig Trelor</del> Michael Bennington
Release	1.00
Document Status	Approved February 2017
Date Printed	04/07/2018

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<b>ITEM</b>	3.6.4
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	16 July 2018
<b>HEADING</b>	Annual Report on Internal Reviews of Council decisions in the year ending 30 June 2018 under Section 270 of the Local Government Act 1999
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report provides information concerning the number of Council decisions reviewed as part of the Internal Review of Council Decisions process in the year ending 30 June 2018.

## RECOMMENDATION

1. The information be received.

## ATTACHMENTS

There are no attachments to this report.

## 1. BACKGROUND

- 1.1 Council has an existing Internal Review of Council Decisions Policy and Procedure in accordance with Section 270 of the *Local Government Act 1999* (the Act).
- 1.2 Section 270(8) of the Act also requires:
  - (8) *A council must, on an annual basis, initiate and consider a report that relates to—*
    - (a) *the number of applications for review made under this section; and*
    - (b) *the kinds of matters to which the applications relate; and*
    - (c) *the outcome of applications under this section; and*
    - (d) *such other matters as may be prescribed by the regulations.*

## 2. REPORT

- 2.1 Pursuant to section 270(8) of the Act, Council is required to initiate and consider, on an annual basis, a report that provides information on internal reviews of Council decisions, taking into account the number of applications for review, kinds of matters, outcomes of the reviews, and other matters as prescribed by the legislation.

2.2 During the 2017/18 financial year Council received five applications for internal review as follows:

2.2.1 Four applications for review were received “pertaining to All council resolutions that were related to the community hub”. As these applications were identical or similar, they were considered together.

- In absence of a reference in the applications to a specific decision, or the date on which the decision was made, as is required by Council’s Internal Review of Council Decisions Policy and Procedure, the applicants were contacted and it was determined that the applications referred to Council’s decision of 18 December 2017.
- The review was conducted by an independent reviewer, including conducting interviews with the applicants and consideration of information that had been presented to Council in making its decision on 18 December 2017.
- The reviewer found that *“the decision to proceed with the Hub, as resolved on 18 December 2017, was made in accordance with the powers conferred upon Council by the Local Government Act 1999”*.
- The reviewer made the recommendation *“that the findings of my report are accepted and that the Council determine that no further action is required in relation to the matters raised by the applicants for the section 270 review of the decision to proceed with the Hub, as resolved on 18 December 2017”*.

2.2.2 The fifth application for review concerned the decision of Council on 6 March 2018 to refuse the removal of the tree on the footpath in front of a property at Salisbury Plain.

- The Applicants of the application for review requested review and a detailed explanation as to how this decision was reached.
- The review is continuing with an initial determination being reached and conveyed to the applicant for their response prior to a final determination being issued.

### 3. CONCLUSION / PROPOSAL

3.1 In accordance with Section 270(8) of the *Local Government Act 1999*, this report provides information concerning the number of applications for review, kinds of matters, outcomes of the reviews, and other matters as prescribed by the legislation as part of the Internal Review of Council Decisions process in the year ending 30 June 2018.

### CO-ORDINATION

Officer: Executive Group  
Date: 09/07/2018

<b>ITEM</b>	3.6.5
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	16 July 2018
<b>HEADING</b>	Summary of Elected Member Training and Development Expenditure and Outstanding Summary Reports
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Elected Member Training and Development Policy requires staff to report on progress against the expenditure of the Elected Member Training and Development budget on an annual basis. This report presents information on progress against the expenditure for the 2017/2018 financial year. Information in relation to training and development summary reports is also included.

## RECOMMENDATION

1. The information be received.

## ATTACHMENTS

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

1. Elected Member Training and Development Budget - 2017/18 Summary of Expenditure
2. Elected Member Training and Development Budget - Individual Carry Forwards to 2018/19 and Budget Allocations
3. Cr Reardon - Summary of Attendance at Local Government Tourism, Festival and Events Workshop on 09/06/2017

## 1. BACKGROUND

- 1.1 An allocation for Elected Member Training and Development activities is made each year as part of the budget process. For 2017/18 the amount allocated was \$43,600. Consistent with the categories specified in the Elected Member Training and Development Policy, the budget allocation was split as follows:

Whole of Council training and development	\$7,000
Council delegate activities	\$6,000
Individual Elected Member development	\$30,600 / 17 Elected Members = \$1,800 per member/per annum
	<b>\$43,600</b>

## **2. REPORT**

### **Training and Development Expenditure**

- 2.1 Attached to this report is a summary of training and development activities attended by Elected Members during 2017/18, including details of expenditure (Attachment 1).
- 2.2 Of the \$43,600 allocated for Elected Member Training and Development, \$5,634 was spent in 2017/18.
- 2.3 Clause 12(c) of the Elected Member Training and Development Policy specifies that any unspent allocations for individual Elected Member development may be carried forward for one year.
- 2.4 Attachment 2 is a summary of individual Elected Member allocations for training and development detailing 2017/18 expenditure, and a final individual allocation for the 2018/19 financial year, taking into account the ability to carry funds forward for one year.
- 2.5 In accordance with the Elected Member Training and Development Policy, allocations for 2018/19 have been provided on a pro-rata basis due to Local Government elections being held in November this year.

### **Attendance Summary Reports**

- 2.6 Clause 28 of the Elected Member Training and Development Policy requires staff to report on an annual basis, details of any outstanding Elected Member training and development summary reports.
- 2.7 The only outstanding summary report was by Cr Reardon for her attendance at the Local Government Tourism, Festival and Events Workshop held on 09/06/2017.
- 2.8 Cr Reardon's summary is attached to this report and as such there are now no outstanding summary reports.

## **3. CONCLUSION / PROPOSAL**

- 3.1 Council note the expenditure for the Elected Member Training and Development budget.

### **CO-ORDINATION**

Officer:	EXEC GROUP	MG
Date:	09/07/2018	06/07/2018

Elected Member Training and Development Budget  
2017/18 Summary of Expenditure

Elected Member Training & Development Policy entitlements (Council resolution 1788/2017)		Mayor Aldridge	Cr Balaza	Cr Bedford	Cr Brug	Cr Bryant	Cr Buchanan	Cr G Caruso	Cr L Caruso
	Whole of Council Training & Development  (details & date provided)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes) (attended afternoon only)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes) (did not attend)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes) (did not attend)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes) (attended afternoon only)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)
	Council Delegate Activities (details & date attended)	\$ 200.00 16/11/17 - LGA AGM \$ - 13/4/18 - LGA OGM							
	Individual Elected Member Development  (includes activity, accommodation & travel) (details & date attended)				\$ 430.00  20/3/18 - Social Media 2.0 - Advanced				
		\$ 314.47	\$ 114.47	\$ 114.47	\$ 544.47	\$ 114.47	\$ 114.47	\$ 114.47	\$ 114.47



Elected Member Training and Development Budget  
2017/18 Summary of Expenditure

Elected member training & development Policy entitlements (Council resolution 1788/2017)		Cr Cook	Cr Gill	Cr Pilkington	Cr Proleta	Cr Reardon	Cr Reynolds	Cr White	Cr Woodman	Cr Zahra	
	Whole of Council Training & Development  (details & date provided)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes) (did not attend)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	\$ 114.47  24/2/18 - EM Weekend Workshop: room hire, food & equipment (Mawson Lakes)	
	Council Delegate Activities  (details & date attended)										
	Individual Elected Member Development  (includes activity, accommodation & travel) (details & date attended)						\$ 500.00  27/10/17 - Council Members' Forum	\$ 2,568.23  6-8/11/17 - National Local Roads & Transport Congress, Albany, WA			
		\$ 114.47	\$ 114.47	\$ 114.47	\$ 114.47	\$ 114.47	\$ 614.47	\$ 2,682.70	\$ 114.47	\$ 114.47	TOTAL \$ 5,644.22





**Elected Member Training and Development Budget  
Summary of Individual Allocations including Carry Forwards to 2018/19**

	Mayor Aldridge	Cr Balaza	Cr Bedford	Cr Brug	Cr Bryant	Cr Buchanan	Cr G Caruso	Cr L Caruso	Cr Cook	Cr Gill
16/17 funds carried fwd to 17/18	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	-\$ 203.00	\$ 926.91	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	-\$ 255.44
spent in 17/18	\$ -	\$ -	\$ -	\$ 430.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
balance from 16/17 funds carried forward is lost	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	-\$ 633.00	\$ 926.91	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	-\$ 255.44
17/18 allocation	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
debit balance carried fwd to 17/18	\$ -	\$ -	\$ -	-\$ 633.00	\$ -	\$ -	\$ -	\$ -	\$ -	-\$ 255.44
funds to be carried fwd to 18/19	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,167.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,544.56
18/19 allocation (4 months pro-rata due to elections)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
<b>18/19 available balance</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 1,767.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,144.56</b>

**Elected Member Training and Development Budget**  
**Summary of Individual Allocations including Carry Forwards to 2018/19**

	Cr Pilkington	Cr Proleta	Cr Reardon	Cr Reynolds	Cr White	Cr Woodman	Cr Zahra	
16/17 funds carried fwd to 17/18	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,284.99	\$ 1,800.00	
spent in 17/18	\$ -	\$ -	\$ -	\$ 500.00	\$ 2,568.23	\$ -	\$ -	
balance from 16/17 funds carried forward is lost	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,300.00	-\$ 768.23	\$ 1,284.99	\$ 1,800.00	
17/18 allocation	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Total to be
debit balance carried fwd to 17/18	\$ -	\$ -	\$ -	\$ -	-\$ 768.23	\$ -	\$ -	carried fwd
funds to be carried fwd to 18/19	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,031.77	\$ 1,800.00	\$ 1,800.00	<b>\$ 28,943.33</b>
18/19 allocation (4 months pro-rata due to elections)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	
<b>18/19 available balance</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 1,631.77</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	

## **SUMMARY OF ATTENDANCE**

### **LOCAL GOVERNMENT TOURISM, FESTIVAL & EVENTS WORKSHOP FRIDAY 9 JUNE 2017**

As the Chair of the Council's Tourism and Visitor Sub-committee, I thought it would be both beneficial and appropriate to attend this workshop. The event was held at Raj House 54 Hyde Street, Adelaide, an interesting venue, bit small but adequate.

The aim was at sharing ideas around events and festivals, exploring the idea of a "tourist economy" and promoting the role of Event Coordinators within Council while arming them with the tools to grow that area of their local economy. The event aims to capture festivals; events planned by councils and ensure these events have the appropriate rigour attached via risk management and insurance. The workshop was aimed at both metropolitan and non-metropolitan Councils.

Guest Speakers included SATC CEO Rodney Harrex; SATIC General Manager Shaun De Bruyn and Eventful Projects Managing Director Vicky Troptsidis.

The first Guest Speakers was SATC CEO Rodney Harrex, who gave a brief overview of his role and also an overview of his organisation and how it may be of help to individual councils; especially in the area of advertising and promoting the events.

We also heard from Eventful Projects Managing Director, Vicky Troptsidis who explained how she got involved in this particular field and how her company partners with different Councils in promoting and running events.

Other speakers included SATIC General Manager, Shaun de Bruyn who also explained his role and that of his department's role in assisting different Councils events.

Although the guest speakers were interesting, unfortunately, most of the information on the day (90%) was centred around the Adelaide Fringe Festival. There were a few interesting ideas and concepts such as trying to incorporate a tool to encourage people to go from one event to another – similar to the Royal Show "yellow brick road" where you go to one event to receive a token/stamp then at the next event present the token for a reduced admission. This could be incorporated into the Salisbury Secret Gardens events, with very little effort or outlay.

I was a little disappointed as very little information was focussed on the tourism market as previously stated most was to do with the Adelaide Fringe Festival. While it was interesting to realize the amount of pre event planning and organising that goes into even a small event I was hoping to learn more about how these events relate and help grow the local tourism market.

One might even go as far as to say it was misnamed and should have been retitled- "Reviewing the Adelaide Fringe Festival."

Although somewhat disappointed, it was still an interesting & informative cold day in the City.

Cr Shiralee Reardon JP