



AGENDA

FOR RESOURCES AND GOVERNANCE COMMITTEE MEETING TO BE HELD ON

**19 AUGUST 2019 AT THE CONCLUSION OF BUDGET AND FINANCE
COMMITTEE**

IN COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY

MEMBERS

Cr D Proleta (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Cr A Duncan
Cr K Grenfell
Cr D Hood
Cr P Jensen (Deputy Chairman)
Cr J Woodman

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Manager Governance, Mr M Petrovski

APOLOGIES

LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Cr A Duncan.

PRESENTATION OF MINUTES

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 15 July 2019.

REPORTS

Administration

3.0.1	Future Reports for the Resources and Governance Committee	9
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Development Control Administration

3.2.1	Building Fire Safety Committee.....	13
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Corporate Governance

3.6.1	Review of Elected Members Records Management Policy	33
-------	---	----

3.6.2	Summary Report for Attendance at Training and Development Activity - Cr Julie Woodman.....	39
-------	---	----

3.6.3	Elected Member Training and Development Policy	51
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OTHER BUSINESS

CLOSE



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

15 JULY 2019

MEMBERS PRESENT

Cr D Proleta (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Cr A Duncan
Cr K Grenfell
Cr D Hood
Cr P Jensen (Deputy Chairman)
Cr J Woodman

STAFF

General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Manager, Environmental Health and Safety, Mr J Darzanos
Governance Coordinator, Ms J Rowett

The meeting commenced at 7:08 pm.

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

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr A Duncan
Seconded Cr J Woodman

The Minutes of the Resources and Governance Committee Meeting held on 17 June 2019, be taken and read as confirmed.

CARRIED

REPORTS

Administration

3.0.1 Future Reports for the Resources and Governance Committee

Moved Cr B Brug
Seconded Cr P Jensen

1. The information be received.

CARRIED

Development Control Administration

3.2.1 Council Assessment Panel - Elected Member Representations at Meetings

Moved Cr J Woodman
Seconded Cr A Duncan

1. That the information be received.
2. Noting legal advice, it be noted that Elected Members wishing to appear before the Council Assessment Panel do so on the basis of their status as an individual representor under the Act, or as a nominated representative of a representor under the Act.

CARRIED

Health, Animal Management and By-laws

3.3.1 Abandoned Shopping Trolleys

Moved Cr B Brug
Seconded Cr J Woodman

1. The information be received.
2. That Council notes the current limitations of the Local Nuisance and Litter Control Act in addressing the issue of abandoned trolleys.
3. That Council notes the lack of support from major retailers within the City of Salisbury to voluntarily employ trolley locking systems to prevent pollution of the community by abandoned trolleys.

4. That Council advocates for improvement to the Local Nuisance and Litter Control Act via the Local Government Association, by letter to the relevant Government Minister, Shadow Minister, Government Department, to all local State Members of Parliament and through Council staff submissions to the EPA as part of the Local Nuisance and Litter Control Act review.
5. That Council also monitor the new bylaws implemented by the City of Marion; and report back to Council after six months on the results of their effectiveness.
6. That Staff provide an update to this committee at the conclusion of the Local Nuisance and Litter Control Act review noting any amendments addressing trolleys to be implemented and the likelihood of them coming into effect.
7. Pending no action or willingness by the State Government to tackle this issue, Council review By-Law 6 Waste Management By-Law 2015 and bring a report to Council advising the process to draft changes to this bylaw and/or create a new bylaw to tackle abandoned trolleys in the City of Salisbury.

CARRIED

Corporate Governance

3.6.1 Annual Report on Internal Reviews of Council decisions in the year ending 30 June 2019 under Section 270 of the Local Government Act 1999

Moved Mayor G Aldridge
Seconded Cr J Woodman

1. The information be received.

CARRIED

3.6.2 Review of the Code of Practice - Access to Meetings and Documents

Moved Cr J Woodman
Seconded Cr K Grenfell

1. The information be received.
2. The Draft Code of Practice for Access to Meetings and Associated Documents (as set out in Attachment 1, Resources and Governance Committee, Item No. 3.6.2, 15/07/2019) be approved for public consultation in accordance with Section 92(5) of the *Local Government Act 1999*.

CARRIED

3.6.3 Review of Disposal of Land Policy

Moved Mayor G Aldridge
Seconded Cr J Woodman

1. The Information be received.
2. The Disposal of Land Policy as set out in Attachment 1 to this report (Item No. 3.6.3, Resources and Governance Committee, 15/07/2019), be endorsed.

CARRIED

3.6.4 Review of Temporary Road Closures Policy

Moved Mayor G Aldridge
Seconded Cr B Brug

1. The Information be received.
2. The Temporary Road Closures Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.4, 15/07/2019), be endorsed.

CARRIED

**3.6.5 Local Government Association Annual General Meeting: 31/10/2019
- Proposed Items of Business and Voting Delegates**

Moved Cr B Brug
Seconded Cr D Hood

1. The information be received.

CARRIED

**3.6.6 Summary Report for Attendance at Training and Development
Activity - Cr Beau Brug**

Moved Mayor G Aldridge
Seconded Cr J Woodman

1. The information be received.

CARRIED

**3.6.7 Local Government Finance Authority Annual General Meeting:
31 October 2019 - Council Representatives, Board Nominations and
Notices of Motion**

Moved Cr K Grenfell
Seconded Cr P Jensen

1. The information be received.
2. No Notice of Motion be submitted to the Local Government Finance Authority Annual General Meeting being held on 31 October 2019.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 7:38 pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	19 August 2019
HEADING	Future Reports for the Resources and Governance Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Resources and Governance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Report authors and General Managers.
- 2.2 External
 - 2.2.1 Nil.

3. REPORT

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

Meeting Item	Heading and Resolution	Officer
22/06/2015 3.3.2	Amendments to the Dog and Cat Management Act 3. Council note that staff will review the need for a cat by-law 12 months after the implementation of the proposed Bill and provide a further report to Council. Due: December 2019	John Darzanos
23/04/2018 3.3.1	Parking Technology Trials 5. A further report presenting the outcomes of the trials be presented to Council at the conclusion of the trials. Due: August 2019 Deferred to: November 2019 Reason: Technical issues with the sensors when first installed and subsequently the trial dates were extended until mid to late September. Deferred to ensure access to data over a complete trial timespan to report on.	John Darzanos
23/07/2018 MON2	Parking in the Salisbury City Centre 2. At the conclusion of the licence plate recognition trial, the report that will be provided to Council on the outcomes of the trial also incorporate advice on the implications of the provision of four (4) and or five (5) hour parking areas in the city centre. Due: August 2019 Deferred to: November 2019 Reason: To align with reporting time frames for the parking sensor technology trial.	John Darzanos
23/07/2018 3.6.3	Media Policy Review That consideration of the Media Policy be deferred to the next Council following the local government elections. Due: October 2019	Hannah Walters
26/11/2018 6.5	Council and Committee Structure 2. The terms of reference be reviewed after the first 12 months of the term of office seeking Elected Member feedback and a report be provided to the Resources and Governance Committee. Due: March 2020	Mick Petrovski
27/05/2019 6.5	Review of Footpath Policy 2. The review of the Footpath Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.5, 20/05/2019) be deferred to the July meeting of the Resources and Governance Committee. Due: September 2019	Craig Johansen

22/07/2019 3.3.1	Abandoned Shopping Trolleys 5. That Council also monitor the new bylaws implemented by the City of Marion; and report back to Council after six months on the results of their effectiveness. Due: February 2020	John Darzanos
22/07/2019 3.3.1	Abandoned Shopping Trolleys 6. That Staff provide an update to this committee at the conclusion of the Local Nuisance and Litter Control Act review noting any amendments addressing trolleys to be implemented and the likelihood of them coming into effect. Due: December 2019	John Darzanos
22/07/2019 3.3.1	Abandoned Shopping Trolleys 7. Pending no action or willingness by the State Government to tackle this issue, Council review By-Law 6 Waste Management By-Law 2015 and bring a report to Council advising the process to draft changes to this bylaw and/or create a new bylaw to tackle abandoned trolleys in the City of Salisbury. Due: December 2019	John Darzanos
22/07/2019 MON7.1	Motion on Notice - Oval Lights for Local Sporting Clubs 3. That staff bring back a report with proposed amendments to the Club Leases to require Council to take responsibility of the replacement of oval lights from lease holders. 4. In the report, staff will give consideration to how to introduce this change. Due: September 2019	John Devine

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
Date: 12/08/2019

ITEM	3.2.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	19 August 2019
HEADING	Building Fire Safety Committee
AUTHOR	Chris Zafiropoulos, Manager Development Services, City Development
CITY PLAN LINKS	1.2 To enhance and create quality urban areas with high amenity and integrated infrastructure 2.5 To have sustainable and resilient built environments that contribute to quality amenity

SUMMARY

The Building Fire Safety Committee (the BFSC) is established under the Development Act 1993, with specific requirements and limitations as to the membership. Its primary role is to ensure the fire safety of all buildings in the City. It is recommended that the Council appoint persons with the requisite skills to be members (and deputy members) of the BFSC for a term not exceeding three years.

A new nominee, along with a Deputy, has been proposed by the Chief Officer of the South Australian Metropolitan Fire Service. It is recommended that Council accept these nominations, and confirm appointment to the BFSC.

Mr Jeffrey Shillabeer, City of Salisbury Team Leader Building and Mr Bahaa Tabet, City of Salisbury Senior Building Officer, are recommended to be reappointed to the BFSC.

RECOMMENDATION

1. That the following persons be appointed to the City of Salisbury Building Fire Safety Committee for a period of three (3) years, concluding 31 August 2022:

Members

- Mr Jeff Shillabeer (City of Salisbury staff) – an accredited Building Surveyor;
- Mr Bahaa Tabet (City of Salisbury staff) – an accredited Building Surveyor;
- Mr Peter Hilhorst – Member nominated by the Chief Officer South Australian Metropolitan Fire Service.

Deputy Members

- Mr Andrew Sharred – Deputy for Peter Hilhorst nominated by the Chief Officer South Australian Metropolitan Fire Service.

2. That once established, the Building Fire Safety Committee appoint an appropriate Presiding Member (Chairperson) and Deputy Presiding Member, and review its *Terms of Reference* including where necessary alterations to the terms of reference to be consistent with the State Government's "*Guide to Council Building Fire Safety Committees*".
3. That Staff provide a further report on the appointment of an independent member with expertise in the area of fire safety.

ATTACHMENTS

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

1. Guide to Council Building Fire Safety Committees

1. CONSULTATION / COMMUNICATION

1.2 External

- 1.2.1 Chief Officer of the South Australian Metropolitan Fire Service (SAMFS).

2. REPORT

- 2.1 The Building Fire Safety Committee (the BFSC) is established under the *Development Act 1993* (the Act) and its primary role is to ensure the fire safety of all buildings in the City with particular attention to those which have been identified as a high risk (eg aged care facilities, accommodation buildings including boarding houses, public assembly buildings and the like) and also those that have inadequate fire safety provisions.
- 2.2 Section 71(19)(b) of the Act provides that the period of appointment to the BFSC should be for a period not exceeding three years. As the membership of the BFSC was last reviewed in 2016, membership needs to be reviewed. Section 71(19)(a) of the Act requires that the BFSC be constituted of:
 - (i) *a person who holds prescribed qualifications in building surveying appointed by the council or councils; and*
 - (ii) *a person nominated by the Chief Officer of the South Australian Metropolitan Fire Service or the Chief Officer of the South Australian Country Fire Service (determined by the council or councils after taking into account the nature of its area or their areas); and*
 - (iii) *a person with expertise in the area of fire safety appointed by the council or councils; and*
 - (iv) *if so determined by the council or councils—a person selected by the council or councils;*
- 2.3 The Act also allows for Deputy Members to be appointed.
- 2.4 The current membership of the BFSC is:
 - 2.4.1 Mr Jeff Shillabeer (COS staff) [Presiding Member] – qualifications in building surveying;
 - 2.4.2 Mr Bahaa Tabet (City of Salisbury staff) – an accredited Building Surveyor;

- 2.4.3 Mr Rene Arens – Independent Member with specialist fire safety knowledge; and
- 2.4.4 Mr David Kubler – Member nominated by the Chief Officer South Australian Metropolitan Fire Service (SAMFS).
- 2.5 Given that the majority of the Council area lies within the jurisdiction of the SAMFS, in 2008 the Council decided it was appropriate to appoint a representative of the SAMFS, to concur with the nomination by the Chief Officer of the SAMFS and appoint his nomination to the BFSC.
- 2.6 Given occasional operational difficulties associated with meeting times Deputy Members have previously been appointed.
- 2.7 As provided for under Section 71(19)(b) of the Act, the current Membership of the BFSC includes a nominee of the Chief Officer of the relevant fire authority; SAMFS.
- 2.8 Council have been advised by the Chief Officer of the SAMFS that Mr Peter Hilhorst as has been nominated for appointment to the BSFC, with Mr Andrew Sharrad nominated as alternate. It is recommended that both nominees be appointed for a period of three (3) years.
- 2.9 Mr Jeffrey Shillabeer (COS), holding prescribed qualifications in building surveying, is recommended to be reappointed to the committee for a period of three (3) years.
- 2.10 Mr Bahaa Tabet (COS), holding prescribed qualification in building surveying is recommended to be reappointed to the committee for a period of three (3) years.
- 2.11 Mr Rene Arens, has served several terms on City of Salisbury’s BFSC. Mr Arens has however recently resigned from the committee. This position is a remunerated position. There is a need to appoint a new member who has expertise in the area of fire safety. At the time of writing this report a suitable person had not been confirmed, and staff will provide a further report to appoint an appropriate expert once the scoping process has been completed.
- 2.12 The committee, upon its first meeting shall review the operating procedures (terms of reference). The term of reference shall include but not be limited to the requirement of the BFSC to appoint a Presiding Member or chairperson from within its membership.

3. CONCLUSION / PROPOSAL

- 3.1 It is recommended that the Council accept the nominees of the Chief Officer of the South Australian Metropolitan Fire Service, and appoint those persons to the stated positions for a period concluding 31 August 2022.

- 3.2 It is recommended that the Council accept the nominees of the City of Salisbury employees, who hold the appropriate qualifications, for a period concluding 31 August 2022.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 12.08.19



Development Act 1993

Guide to Council Building Fire Safety Committees

Draft February 2001



Guide to Council Building Fire Safety Committees

Draft February 2001

Planning SA

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page **i**

TABLE OF CONTENTS

INTRODUCTION.....	3
BUILDING FIRE SAFETY COMMITTEE PROTOCOLS.....	5
What is the role of a Building Fire Safety Committee?	5
How does Council establish a Building Fire Safety Committee?.....	5
Who can be a member of a Building Fire Safety Committee?	6
What policies and procedures need to be considered and/or established by a Building Fire Safety Committee?.....	8
Why are Fire Safety Notices issued and what should they include?	11
What rights and obligations does a building owner have in relation to actions by a Building Fire Safety Committee?	14
What does a Building Fire Safety Committee do if a building owner fails to comply with a notice?.....	15
APPENDIX A: Example of a Notice of Fire Safety Defect	
APPENDIX B: Example of a Notice of Building Work Required	
APPENDIX C: Information required in an application to the ERD Court to serve a summons	
APPENDIX D: Section 7 enquiry	
APPENDIX E: Standard letters	

INTRODUCTION

Local government councils play an important role in protecting the ongoing safety of building occupiers and users through the provisions of the *Development Act 1993*.

Section 71 of the Act establishes the power for councils to investigate whether building owners are maintaining proper levels of fire safety in their buildings for the protection of all occupiers, whether they be residents and workers who use them regularly, or clients and visitors who only use them occasionally.

An 'authorised officer' from a council can inspect existing buildings to check if the fire safety is adequate. If not, a Building Fire Safety Committee, as an 'appropriate authority' under the Act, can take action to require the owner to upgrade the fire safety of the building to an appropriate level.

This guide is designed to:

- assist councils and Building Fire Safety Committee members to understand their roles and responsibilities with regard to fire safety of existing buildings; and
- outlines suggested procedures and protocols that a Building Fire Safety Committee may follow.

BUILDING FIRE SAFETY COMMITTEE PROTOCOLS

What is the role of a Building Fire Safety Committee?

The role of a Building Fire Safety Committee includes-

- developing appropriate building fire safety inspection policies
- scrutinising the fire safety of buildings that have been identified as having inadequate fire safety provisions;
- issuing Notices of Fire Safety Defect to building owners, which identify fire safety provisions that need to be upgraded to an extent that provides a reasonable level of safety for occupants;
- forwarding information on section 71 fire safety notices to council administration for Section 7 enquiries (made by a vendor when a building is available for sale or lease - refer Appendix D);
- where appropriate, negotiating a cost effective performance solution with a building owner to reduce fire safety risks to an acceptable level;
- issuing Notices of Building Work Required, which schedule prescribed building work that must be carried out in order to raise the building fire safety to a reasonable level of safety;
- initiating enforcement or other action to ensure a building owner complies with a Notice of Building Work Required; and
- revoking or varying fire safety notices when appropriate.

How does Council establish a Building Fire Safety Committee?

The process for a council to establish a Building Fire Safety Committee is generally as follows:

- 1 decide whether to have a stand alone Building Fire Safety Committee to serve its council area, or to have an agreement with one or more adjoining councils to form a regional Building Fire Safety Committee;
- 2 select and appoint appropriate Building Fire Safety Committee members;
- 3 appoint the Building Fire Safety Committee under Section 71 of the *Development Act 1993*;
- 4 note and support building fire safety inspection policies;
- 5 appoint one or more authorised officers, who may enter and inspect the fire safety of existing buildings; and
- 6 provide administrative support to the Building Fire Safety Committee.

If a regional Building Fire Safety Committee is appointed, agreement will need to be reached on matters such as cost sharing arrangements for legal proceedings etc.

Who can be a member of a Building Fire Safety Committee?

A Building Fire Safety Committee is required to have at least 3 members, of whom-

- (a) one must be a person with prescribed qualifications in building surveying appointed by the council or councils;
- (b) one must be a person nominated by the Chief Officer of the South Australian Metropolitan Fire Service or the Chief Officer of the Country Fire Service (as relevant); and
- (c) one must be a person with expertise in the area of fire safety appointed by the council or councils.

Councils have the option of appointing a fourth member to a Building Fire Safety Committee, who may be-

- (d) any person the council or group of councils considers appropriate to nominate.

The prescribed qualifications for member (a) are set out in the *Development Regulations* as either a person with current accreditation as a Building Surveyor or, for buildings having a rise in storeys not exceeding 3 and having a floor area not exceeding 2000 square metres, a person with current accreditation as an Assistant Building Surveyor.

In relation to member (b) from the Fire Services, the council or group of councils will need to write to the Chief Officer relevant to its area of jurisdiction, asking that an officer be nominated for appointment to its Building Fire Safety Committee.

For areas under the jurisdiction of the Metropolitan Fire Services contact-

The Chief Officer
SA Metropolitan Fire Service
GPO Box 98 ADELAIDE SA 5001
www.samfs.sa.gov.au

For areas under the jurisdiction of the Country Fire Services contact-

The Chief Officer
SA Country Fire Service
GPO Box 2468 ADELAIDE SA 5001
www.cfs.org.au/splash.shtml

For areas with dual jurisdiction (MFS and CFS), it would be advisable to contact both jurisdictions and ask that they collaborate with each other and nominate the most appropriate officer.

In relation to member (c), 'a person with expertise in the area of fire safety', this person would be expected to have significant practical and technical knowledge and experience in the principles of building fire safety, including (but not limited to)-

- Detection;
- Communication;
- Evacuation;
- Containment; and
- Extinguishment.

In some areas the Council may consider that a person with qualifications in building as defined in Regulation 87(3), who has had training in the principles of building fire safety relative to the size and complexity of buildings likely to be scrutinised, would be suitable.

In other cases the council may regard a person who has previously been a member of a Building Fire Safety Committee (including under Part VA of the repealed *Building Act 1971*) as having appropriate building fire safety expertise, or that appointing a fire safety engineer is more appropriate.

With regard to member (d), the Council has the option of appointing any person it considers appropriate under their particular circumstances.

In some cases the Council may decide to appoint a fourth member on an as needs basis. For example, using a fire engineer or other expert to match knowledge with building types and complexity of fire safety issues.

Deputy members:

Deputies can be appointed and it is recommended that a deputy for each member is nominated when the Building Fire Safety Committee is established to ensure that meetings are held at the appropriate times.

Conflict of interest

Under the *Development Act 1993*, a member of a Building Fire Safety Committee who has a personal interest or a direct or indirect pecuniary interest in any matter before the Building Fire Safety Committee must not take part in any deliberations or decisions of the Building Fire Safety Committee in relation to that matter.

What policies and procedures need to be considered and/or established by a Building Fire Safety Committee?

Once established, a Building Fire Safety Committee will need to determine its procedures and protocols. These are likely to include:

- Where and how often it will meet;
- How many members constitute a quorum;
- Who will chair the meetings;
- Who will act as the minute secretary;
- How records are to be kept, filed and stored;
- What types/classes of buildings are to be scrutinised;
- Who the Council has appointed as authorised officer to undertake inspections;
- Procedures for Building Fire Safety Committee inspections;
- Appropriate formats for fire safety notices, correspondence etc;
- Procedures for issuing, varying and revoking notices; and
- Procedures for prosecutions/appeals.

Meeting procedures and protocols

A Building Fire Safety Committee will need to meet on a regular basis to consider and determine matters such as-

- appropriate action to take following a fire safety inspection;
- whether upgrading works outlined in a fire safety report submitted by an owner are appropriate;
- negotiating and agreeing appropriate performance solutions with building owners;
- issuing, varying or lifting fire safety notices;
- monitoring progress and checking if owners are complying with fire safety notices; and
- instigation of prosecution and/or enforcement action.

The Building Fire Safety Committee may decide to meet monthly until it has had an opportunity to assess the particular needs of the area.

Quorum

It is recommended that for a 3-member Building Fire Safety Committee, two members should constitute a quorum and that one of those members be the Fire Services representative.

For a 4-member Building Fire Safety Committee, it is recommended that three members should constitute a quorum and that one of those members be the Fire Services representative.

Each Building Fire Safety Committee will need to determine what to do if a majority decision cannot be reached. Some options include:

- provisions for one particular member (eg the Chair) to have a second or casting vote; or
- deferral until a majority decision can be reached.

Chair

It is recommended that each Building Fire Safety Committee has a Chairperson to preside at meetings. It may be that member (a) who has building surveying qualifications would be the most appropriate person for this role, however, this is not mandatory. In the absence of the Chair, the Committee should appoint the next most appropriate person to preside at meetings.

Secretarial and administrative support

A council or group of councils may provide a staff member to act as secretary to the Building Fire Safety Committee, or the Building Fire Safety Committee may decide that one of its members will undertake this function.

Regardless of the administrative support, it is important that proper, accurate minutes and records be kept of Building Fire Safety Committee proceedings and actions, as they may later form the basis of:

- legal proceedings should an appeal be made against a decision of the Building Fire Safety Committee; or
- a history of sites with recurrent issues over long periods of time.

Irrespective of who will take minutes, additional administrative support will need to be provided by council(s) to:

- prepare and issue correspondence and notices;
- co-ordinate information for Section 7 enquiries;
- track progress of actions; and
- file, store and retrieve records.

[Refer to Appendix D for details of Section 7 statements and Appendix E for examples of standard letters that may be useful]

Specialist support

The Building Fire Safety Committee will need to check if the council(s) has appointed an authorised officer to undertake fire safety inspections of buildings in its area, and if procedures are in place for forwarding fire safety reports to the Building Fire Safety Committee.

Inspection policy

Once appointed, a Building Fire Safety Committee will need to develop a broad inspection policy that sets out the basis for undertaking inspections. Inspections must be carried out at the request of the fire authority, but may also be carried out when:

- a) a complaint is received;
- b) on an audit basis; or
- c) on a targeted high risk basis.

In determining its policy, a Building Fire Safety Committee should have regard to the types of buildings and/or occupancies within its area of jurisdiction to identify those that may constitute a high fire safety risk and need to be systematically inspected. For instance;

- buildings that provide overnight accommodation for unrelated persons might be identified as a high-risk priority (even though many of these were upgraded under processes in place under the repealed Building Act 1971); or
- buildings where large crowds congregate during operating hours, such as shops or assembly buildings.

When a Building Fire Safety Committee has determined its policy on buildings to be scrutinised, it would be good practice to have that policy noted by the elected council members.

A fire safety inspection policy also needs to address how the policy is to be monitored.

Issuing of Notices

It is advisable for a Building Fire Safety Committee to inspect a building before issuing a Notice of Building Work Required so that it can make better informed decisions regarding the fire safety adequacy and extent of upgrading work it may require.

Before undertaking an inspection, the Building Fire Safety Committee should advise the building owner in writing of its intention to do so, to give the owner the opportunity to be present during the inspection.

Under the Act, the Building Fire Safety Committee can authorise the following fire safety notices to be served on a building owner -

- a Notice of Fire Safety Defect; and
- a Notice of Building Work Required.

In order to reduce exposure to criticism or legal challenge it would be advisable to have at least two members of a Building Fire Safety Committee sign notices issued under Section 71 of the *Development Act 1993*.

It may also be appropriate to seek legal advice regarding any notices before they are issued to ensure technical and procedural soundness and avoid exposure to actions in relation to due process.

The Building Fire Safety Committee can vary or revoke a fire safety notice at any time if it is satisfied that it is appropriate to do so. For example, the Building Fire Safety Committee should revoke a Notice of Building Work Required once it is satisfied that the prescribed works scheduled in the notice have been completed.

Both the building owner and the council administration responsible for providing information for Section 7 enquiries must be notified of any change to a fire safety notice.

Why are Fire Safety Notices issued and what should they include?

Notice of Fire Safety Defect

A Notice of Fire Safety Defect is issued to alert the building owner that the building fire safety is considered inadequate, and that certain work needs to be undertaken to rectify the situation.

The Act stipulates that such a notice may-

- require the owner to report to the Building Fire Safety Committee on building work or other measures necessary to ensure that the fire safety of the building is adequate; or
- require the owner to carry out a program of work, or other measures to overcome any fire hazard, or
- require evacuation of the building or part of a building until the Building Fire Safety Committee is satisfied that the fire hazard no longer exists.

A list of building work or other measures that the Building Fire Safety Committee considers should be carried out to make the fire safety of the building or structure adequate may be attached as a schedule to the Notice of Fire Safety Defect.

The Notice of Fire Safety Defect must stipulate a period of time (not less than 2 months) in which the owner can make representations to the Building Fire Safety Committee about the fire safety of the building and work or other measures to be carried out.

The Notice of Fire Safety Defect should also inform the owner of his/her right to appeal within 14 days to the Environment, Resources and

Development (ERD) Court if he or she disputes anything in the notice or schedule.

A suggested format for a Notice of Fire Safety Defect can be found in Appendix A.

Information regarding fire safety notices must be declared by the council if a Section 7 enquiry is made to the council. *[Refer to Appendix D]*

Notice of Building Work Required

A Notice of Building Work Required is issued to require a building owner to undertake appropriate upgrading work to rectify matters identified in a Notice of Fire Safety Defect.

The Development Act 1993 stipulates that such a notice may-

- require the owner to seek development authorisation to carry out a program of work or other measures to make the fire safety of the building or structure adequate; or
- prohibit occupation of the building, or part of the building, until the Building Fire Safety Committee is satisfied that the fire hazard no longer exists.

In addition, a schedule detailing the building work required to be undertaken must be attached as a schedule to a Notice of Building Work Required.

A Notice of Building Work Required must also stipulate a period of time in which the prescribed works are to be completed. The specified time period may include time for the owner to obtain development approval (if required).

It is recommended that when issuing a Notice of Building Work Required the Building Fire Safety Committee informs the owner of his/her right to appeal within 14 days to the ERD Court if he/she disputes anything in the notice or schedule.

A suggested format for a Notice of Building Work Required is included in Appendix B.

Information regarding fire safety notices must be declared by the council in Section 7 statements. *[Refer to Appendix D]*

Prescribed building work

When determining what work is appropriate to include in a schedule or program of prescribed building work (forming part of a Notice of Building Work Required), it is recommended that the Building Fire Safety Committee take a performance approach and take the following into consideration-

- any representation made by the building owner;

- any report/s submitted by the building owner;
- any risk analysis undertaken of the building by the building owner;
- any action plans previously prepared by the building owner to eliminate or minimise identified risks at the earliest opportunity, including those identified by the Building Fire Safety Committee; and
- the cost implications for the owner (minimise whenever possible and/or allow works to be staged).

Staged works

A Building Fire Safety Committee may allow an owner to undertake fire safety rectification work in stages, provided that the agreed program of work eliminates or minimises risks that threaten the life safety of occupants as a first priority.

Staging the works can reduce the cost burden for an owner to a manageable level. It may also be useful in cases where the building owner elects to take the opportunity to progressively upgrade the whole building to meet current Building Code requirements (ie over and above the elimination of urgent high priority risks).

What rights and obligations does a building owner have in relation to actions by a Building Fire Safety Committee?

Fire safety notices

A building owner served with a Notice of Fire Safety Defect has at least two months in which to develop an appropriate upgrading proposal and report to the Building Fire Safety Committee on work or measures proposed to be undertaken to make the fire safety of the building adequate.

A building owner can:

- during that period make representations to the Building Fire Safety Committee about the fire safety of the building and the work or other measures that need to be carried out;
- apply to the Building Fire Safety Committee at any stage to have a fire safety notice varied or revoked; or
- appeal to the ERD Court against the service of a notice under Division 6 of the Act.

An owner must comply with a fire safety notice or risk prosecution and/or enforcement action through the ERD Court.

On completion of any work required by a fire safety notice, the owner must notify the Building Fire Safety Committee in writing that the work has been completed.

Appeals with the ERD Court

Appeals are lodged with and determined by the ERD Court.

An appeal must be lodged within 14 days after a notice is given unless the Court allows longer time.

The operation of a fire safety notice is not suspended pending the determination of an appeal, unless the ERD Court orders otherwise.

To initiate an appeal the applicant must-

- submit a notice of appeal with the ERD Court; and
- pay the prescribed fee.

A notice of appeal must be in writing, in a form determined by the ERD Court, setting out the grounds of the appeal, with a copy of the disputed notice attached.

The Building Fire Safety Committee may only become aware of the appeal when the notice of appeal is served on them by the ERD Court.

What does a Building Fire Safety Committee do if a building owner fails to comply with a notice?

If a building owner fails to comply with a notice, the Building Fire Safety Committee can apply to the ERD Court for an enforcement order, and/or apply for a summons to be issued for the defendant to appear at a prosecution hearing (both procedures can run concurrently).

Prosecution

A building owner is guilty of an offence if he/she contravenes or fails to comply with a fire safety notice. The maximum penalties are:

- failure to comply with a notice under s71 (3) (b) or (6) - a division 5 penalty (max 2 yrs imprisonment or \$8,000 fine), and a default penalty (\$50) payable for every day that the owner continues to fail to comply.
- failure to comply with a notice under s71 (3) (a) - a division 7 penalty (max 6 months imprisonment or a \$2,000 fine).

Offences under the *Development Act* lie within the criminal jurisdiction of the ERD Court. A prosecution may be commenced within 3 years after the date of the alleged offence or at a later date with the authorisation of the Attorney General.

With any ERD Court activities the Building Fire Safety Committee must provide reasonable information to the Court as to the nature of the charge including a statement of the specific offence with reference to the relevant section of the *Development Act*.

A summons for appearance of defendant (in duplicate) will-

- be directed to the defendant charged by the information;
- state shortly the matter charged; and
- require the defendant to appear before the Court at a specified time and place to answer the charge.

Enforcement of notices

The Building Fire Safety Committee may apply to the ERD Court for an order to remedy or restrain a breach of the *Development Act*.

If the Court is satisfied on the balance of probabilities that the respondent has breached the Act, the Court may make an order requiring the respondent to comply with the order or take any other action as the Court thinks fit under the circumstances. This can include ordering the respondent to pay penalties for failing to comply with a notice as prescribed in the regulations.

Application to Court for an enforcement order

A Building Fire Safety Committee can commence proceedings for an enforcement order by filing the following documents with the ERD Court-

- (a) an application seeking leave to serve a summons;
- (b) the summons in respect of which leave is sought;
- (c) one or more supporting affidavits; and
- (d) where the applicant brings the proceedings in a representative capacity, a memorandum.

Every application must-

- be in writing and give the full name of the applicant;
- identify the person or persons on whom it is sought to serve the summons;
- specify the address for service of the applicant and, if available, the telephone and facsimile numbers of the applicant; and
- be signed by the applicant, or on his or her behalf by a solicitor, agent or other representative.

Every summons must be in a format prescribed by the ERD Court Rules. An example of a summons is given in Appendix C.

Every accompanying affidavit must set out-

- the facts and circumstances upon which the applicant relies; and
- the name, address, telephone and facsimile numbers of any person who, in the opinion of the deponent, either has or might reasonably be expected to have a legal or equitable interest in the land the subject of the application.

Every memorandum must specify all the people or organisations upon behalf of whom or which the proceedings are brought and signed by all the people or organisations in such manner as shows that all the people or organisations consent to the proceedings being brought on their behalf.

Leave to serve a summons

On hearing an application to serve a summons, the ERD Court may refuse to grant the application or amend or strike out part of the summons.

If leave is granted by the Court to serve a summons it must be issued within one month of the leave being granted, and once issued it remains in force for three months unless the Court extends such period.

As soon as is reasonably practicable after a summons and accompanying affidavits have been served, the applicant must file an affidavit verifying such service.

Non Compliance with Court order

A person who fails to comply with a Court order shall be guilty of contempt of Court and be liable to imprisonment or a fine or both.

ITEM	3.6.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	19 August 2019
PREV REFS	
HEADING	Review of Elected Members Records Management Policy
AUTHORS	Laura Fischetti, Team Leader Information Management, Business Excellence Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report presents the Elected Members Records Management Policy to Council for consideration and endorsement. The Policy has been reviewed and no changes of substance are required.
RECOMMENDATION	
	<ol style="list-style-type: none">1. The Information be received.2. The Elected Members Records Management Policy as set out in Attachment 1 to this report (Item No. 3.6.1, Resources and Governance Committee, 19/08/2019), be endorsed.
ATTACHMENTS	
	This document should be read in conjunction with the following attachments: <ol style="list-style-type: none">1. Elected Members Records Management Policy
BACKGROUND	
	<ol style="list-style-type: none">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 This Policy is due for review, and was last endorsed by Council in April 2017.
2. CONSULTATION / COMMUNICATION	
	<ol style="list-style-type: none">2.1 Internal<ol style="list-style-type: none">2.1.1 Consultation with staff as to the continuing relevance of the policies and any changes that may be required.2.2 External - Nil
3. REPORT	
	<ol style="list-style-type: none">3.1 This Policy has been reviewed by the Policy Owner.3.2 To ensure continued relevance of the Policy, three additional clauses have been inserted that deal with Elected Members' access to information held by Council.

- 3.3 The intent of the change is to make explicit a protocol (already practised by the administration) that recognises the responsibilities upon the administration to give effect to the principles at sections 6(a) and 99(1) of the *Local Government Act 1999* (the Act) to ensure that all such relevant information is provided equally to all elected members.
- 3.4 Section 6 the Act deals with the principal role of a council, and section 6(a) states...*”to act as a representative, informed and responsible decision-maker in the interests of its community”*.
- 3.5 Section 99(1) of the Act (role of the Chief Executive Officer), is as follows:
- (1) The functions of the chief executive officer include —*
- a) to ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner;*
 - b) to undertake responsibility for the day-to-day operations and affairs of the council;*
 - c) to provide advice and reports to the council on the exercise and performance of its powers and functions under this or any other Act;*
 - d) to co-ordinate proposals for consideration by the council for developing objectives, policies and programs for the area;*
 - e) to provide information to the council to assist the council to assess performance against its strategic management plans;*
 - f) to ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council;*
 - g) to ensure that the assets and resources of the council are properly managed and maintained;*
 - h) to ensure that records required under this or another Act are properly kept and maintained;*
 - i) to give effect to the principles of human resource management prescribed by this Act and to apply proper management practices;*
 - j) to exercise, perform or discharge other powers, functions or duties conferred on the chief executive officer by or under this or other Acts, and to perform other functions lawfully directed by the council.*

4. CONCLUSION / PROPOSAL

- 4.1 The Elected Members Records Management Policy as contained within Attachment 1 is recommended to Council for endorsement.

CO-ORDINATION

Officer:	EXECUTIVE GROUP	MG
Date:	12/08/2019	15/08/2019



Elected Members Records Management Policy

Policy Type:	Policy		
Approved By:	Council Council	Decision No:	2015/307 , 2017/1714
Approval Date:	27 April 2015	Last Reapproval Date:	24 April 2017 26 August 2019
Review Date:	27 April 2019 August 2021	Internal Reference No.:	
Department:	Business Excellence	Division:	Business Systems and Solutions
Function:	13 - Information Management	Responsible Officer:	Manager, Business Systems and Solutions

A - PREAMBLE

1. The City of Salisbury is committed to implementing best practice in the management of its records and information and in accordance with business and legislative requirements.

B - SCOPE

1. This policy applies to all Elected Members and corporate records created and received in the conduct of their role, including emails and letters and records in all formats and media (paper and digital).

C – POLICY PURPOSE/OBJECTIVES

1. The Elected Members Records Management Policy (the Policy) outlines and directs the practices of Elected Members of the City of Salisbury (Council) in relation to the management of their records.
2. Records of Council are created and received as a result of interaction with residents and ratepayers, other agencies, government departments and businesses.
3. Adherence to this Policy will ensure Elected Members are able to:
 - Meet their legislative responsibilities;
 - Provide evidence of business transactions and accountability;
 - Validate and support their decisions and actions;
 - Protect their interests and those of Council.
4. Records are critical to establish the history, corporate memory, build context, meet legislative requirements and to ensure the transparency, accountability and security of Council.

D - DEFINITIONS

1. The definitions within the Policy have been taken from the Glossary of Records Management Terms produced by State Records of South Australia.

Access – Right, opportunity, means of finding, using or retrieving information.

Capture – Deliberate action that results in the registration of a record into Dataworks ECM, assigning a unique identity on its entry into that system.

Dataworks ECM – An automated system used to manage the creation, use, management and disposal of physical and electronically created documents and records for the purposes of supporting the creation, revision and management of digital documents, improving an organisations work-flow and providing evidence of business activities.

Destruction – Process of eliminating or deleting records beyond any possible reconstruction as per the relevant General Disposal Schedule.

Digital Documents/Records – A record created, and/or maintained by means of digital computer technology. Includes records that are ‘born digital’ or have undergone conversion from a non-digital format (i.e. digitised using OCR or imaging technology).

Disposal – the range of processes associated with implementing records retention, destruction or transfer decisions, which are documented in disposal authorities or other instruments.

Document(s) – Structured units of recorded information, published or unpublished, in hard copy or electronic form, and managed as discrete units in information systems.

Elected Member – mean the Mayor and Councillors of the City of Salisbury.

Record – Corporate information created, received and maintained as evidence and information by an agency or person, in the pursuance of legal obligations or in the transaction of business (e.g. email, letter, image). *State Records Act 1997* defines an official record as a record made or received by an agency in the conduct of its business.

Stakeholder – Client, customer, organisation, other agency or government department who conducts business and/or has a relationship with Council.

E - POLICY STATEMENT

1. The business activities of the Elected Members of the City of Salisbury will be documented, recorded and managed to protect the integrity, enhance the efficiency, preserve the history and provide a business context of Council.
2. The Mayor and Elected Members are responsible for ensuring:
 - 2.1 Record Creation
 - 2.1.1 Records created within the conduct of their role at the City of Salisbury are the property of Council and therefore must be managed and cared for in accordance with the Policy, associated policies and legislation.
 - 2.1.2 Records are captured within Dataworks ECM as soon as practicable, after an event, decision, agreement or business action.
 - 2.1.3 Records should be complete, accurate and meaningful to provide a valid and reliable account of what they document.
 - 2.2 Records Capture
 - 2.2.1 Electronic records, which have not been sent to a @salisbury.sa.gov.au e-mail address should be copied or forwarded upon creation and receipt to city@salisbury.sa.gov.au. These records will then be captured into the corporate Dataworks ECM system.
 - 2.2.2 All original hard copy documentation including records handed to Elected Members must be forwarded to the Manager, Governance or the Governance

Coordinator at Council Meetings or Workshops as soon as possible. These records will then be captured into the corporate Dataworks ECM system by Information Management Staff.

2.3 Records Retention and Disposal

- 2.3.1 There is to be no intentional deletion, destruction or alteration of official records. Records are only to be disposed of in accordance with the provisions of the *State Records Act 1997* by authorised Information Management staff.
- 2.3.2 The illegal destruction of records carries penalties under the *State Records Act 1997*. If prosecuted, penalties will apply to the individual Elected Member involved.
- 2.3.3 The Mayor's diary will be retained as a permanent record in hard copy.

2.4 Access and Privacy

- [2.4.1](#) Access to Council held information by Elected Members will need to be requested through the CEO.
- [2.4.2](#) Elected Members are entitled, at any reasonable time, to access information held by the Council that is relevant to the performance of their functions/duties.
- [2.4.3](#) Where information is sought by an Elected Member in relation to their decision-making responsibilities at a formal meeting, it is deemed that the same information has equal relevance for all other Elected Members who are also involved in that decision-making process at a formal meeting, and therefore that information will be provided equally to all Elected Members at the same time.
- ~~2.4.1~~[2.4.4](#) Where the administration has identified information of relevance to the decision-making responsibilities of Elected Members at a formal meeting (and consistent with informed and responsible decision-making) that information will be provided equally to all other Elected Members of the administration's own initiative.
- ~~2.4.2~~[2.4.5](#) Records may contain information that is confidential in nature and should not be divulged to other parties.

2.5 Public Access to Information

- 2.5.1 Requests by the public or media for access to Council information and records are to be managed by a Freedom of Information Accredited Officer. Access by the public or media to information is protected by provisions in the *Freedom of Information Act 1991* and advice should be sought from Governance or a Freedom of Information Accredited Officer when enquiries are received prior to allowing access.

2.6 Council Systems

- 2.6.1 The Mayor and Elected Members - must not use private email systems for City of Salisbury business purposes.
- 2.6.2 The signature block used on Elected Member emails is to comply with the City of Salisbury Default Email Signature and contain appropriate information as to current role etc.

2.7 Integrity of Information

- 2.7.1 Under the *Freedom of Information Act 1991*, Ombudsman's investigations and legal discovery, the public may apply to access Council records. It is important that a professional approach be taken in relation to documenting and recording

all forms of communication with staff, elected members and customers, actions, transactions, decisions and agreements.

- 2.7.2 Comments of a personal or derogatory nature should not be documented in or on records, including emails, under any circumstance. This includes comments on “post it” notes attached to a document as they become part of the official record.

F - LEGISLATION

1. *State Records Act 1997*
2. *Freedom of Information Act 1991*
3. *Local Government Act 1999*

G - REFERENCES

1. *Australian Records Management Standard AS ISO 15489-2002*

H - ASSOCIATED POLICIES/PROCEDURES

1. City of Salisbury Information Management Policy
2. City of Salisbury Information Management Procedures

Document Control

Document ID	Elected Members Records Management Policy
Prepared by	Laura Fischetti
Release	23,00
Document Status	Approved
Date Printed	

ITEM	3.6.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	19 August 2019
HEADING	Summary Report for Attendance at Training and Development Activity - Cr Julie Woodman
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Elected Member Training and Development Policy sets out requirements for reports to be presented by members after attendance at certain activities.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

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

1. Summary Report for Attendance at the National Australian Local Government Womens Association (ALGWA) Conference in Blacktown, New South Wales; 15-17 May 2019

1. BACKGROUND

- 1.1 The Elected Member Training and Development Policy sets out requirements for reports to be presented by members after attendance at certain activities. Clause 25 of the policy states:
 25. *Following attendance at a conference Elected Members must prepare and submit to Council a written report in relation to their attendance at the conference.*

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Not required.
- 2.2 External
 - 2.2.1 Not required.

3. REPORT

- 3.1 In accordance with the Elected Member Training and Development Policy (the policy), Cr Julie Woodman attended the National Australian Local Government Womens Association (ALGWA) Conference in Blacktown, New South Wales from the 15 to 17 May, Cr Woodman has provided the attached summary of her attendance.

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to receive Cr Woodman's attendance report.

CO-ORDINATION

Officer: Exec Group
Date: 12/08/19

Report by Cr Julie Woodman

2019 National ALGWA Conference – 15–17 May 2019

The theme for this year's conference was 'celebrating 100 years of women' by highlighting the significant roles women play in our local communities and to also spotlight the issues and challenges faced by those women.

The 2019 conference was hosted by the Blacktown City Council.

Blacktown is home to more than 370,000 people who represent 188 birthplaces and speak 182 languages. The top five nationalities represented are Philippines, India, New Zealand, Fiji and England.

Blacktown has four Sister City partnerships with Porirua City, New Zealand; Suseong-Gu, Daegu City, Republic of Korea; Liaocheng City, Shandong Province, Peoples Republic of China; Liverpool Plains Shire Council, NSW and an agreement with the League of Cities, Philippines.

Wednesday 15 May

The conference Welcome Reception was held at The Ponds Community Hub.

We were treated to a smoking ceremony put on by local Aboriginal community members and then there was dancing by women from the community.

Excellent networking opportunity and not too many speeches.

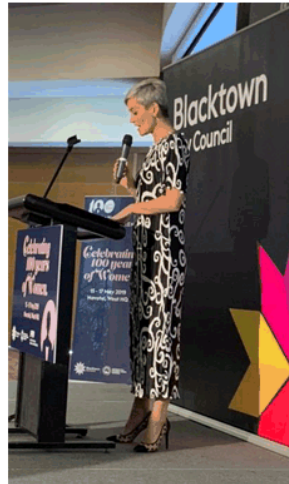


Thursday 16 May

There was an opportunity to take part in a yoga session at 6.30 am. I hope those who attended enjoyed it!

The conference took place in the Novotel West HQ, Rooty Hill conference room.

The MC was **Jessica Rowe, AM**. She did a great job and kept things flowing smoothly.



The Mayoral welcome was given by Mayor **Stephen Bali, MP** and Mayor of Blacktown City. (They do things differently in NSW!)

The **ALGWA National President, Coral Ross**, also welcomed participants.

Coral retired as President at the AGM held during the conference as she had completed the maximum two terms of two years as President.

Coral referred to the 100 year anniversary this year of the first woman in Australia to hold a position as an elected member – Susan Grace Benny who was elected to Brighton Council in South Australia.

Coral mentioned that when ALGWA was founded in 1951 only 1% of elected members in Australia were women.

At the most recent Local Government elections the average rose to 34.94% with 39.9 % in Tasmania being the highest.

The Lord Mayor of Melbourne has amended the Code of Conduct to include Sexual Harassment –this is a first apparently.

Finally a quote:

*Men do not have to justify over representation.
Perhaps we should be asking "Why do we need men in Local Government"*

Libby Lyons – Keynote Speaker

Libby is the Director, Australia's Workplace Gender Equality Agency and the grand daughter of Edith Lyons who was the founder of ALGWA in 1951.

Libby referred to the Centenary of Susan Grace Benny's election and also showed the song video "I am Woman". The whole room joined in.

Referring to the gender pay gap is currently 21.3% down for women which includes shift allowances and superannuation.

Women hold 39.1% of managerial positions and only 43% of promotions within management go to women.

70% of employers now have strategies in place to close the gaps and equality is expected to be achieved by 2030.

Board positions are only 26% filled by women – and much less when you consider paid board positions.

Libby mentioned that men will benefit when there is equality for women. She gave the example of the male dominated building industry. A toxic work regime with long hours and 6 – 7 days a week. Industry is hostile to parental leave entitlements (no workplace and home balance).

She suggested that Local Government has the power to enforce terms and conditions on Development Applications.

Government sector organisations can influence change outside their own workplace also.

Tenderers should be expected to have gender equality credentials.

Do construction projects take a holistic approach regarding health, welfare, safety of employees?

There are two suicides a week on average within the construction industry.

Kate Jenkins – Australian Sex Discrimination Commissioner

History of Sex Discrimination: then and now

One hundred years ago women were given the right to vote (SA being the first).

Since then only one female Governor General, one female Prime Minister and only a few Premiers.

Marriage ban on women working was removed in 1960's.

Women were allowed to drink in hotel bars in 1965.

Equal pay for equal work came in in the 1970's.

In 2017 women allowed to play national football.

Domestic Violence is now a crime – one woman a week dies at the hand of a partner and one in three women have experienced sexual harassment over the past five years.

***The highest rate of homelessness in Australia is women over 65 years of age.*

Maryam Zahid – Afghan Women on the Move

Maryam was a 20 yo when she came to Australia. She wanted to have an education so went to high school and got her HSC in 1999. She then studied Social Work and Health and got work in the field in 2003.

Maryam now works with women in her community who have mental health issues.

She has received support from the Blacktown City Council for Arts Projects and has written short stories and plays which depict the struggles of people growing up in war torn countries.

The tradition in her homeland was that “good women do not speak out”. Maryam has written a book called “The Good Woman” which she hopes will inspire young women from patriarchal societies to find a voice.

Victoria Weekes – Australian Gender Equality Council “Are we at a tipping point for gender equality?”

75% of employers have overall gender equality strategy – but only 31.4% have a plan.

Recommended we visit “Destroy the Joint” site.

Women exceeded men in degree qualifications in 1985 (57.5%) but only 5.5% of CEO's are women and 6.5% of chairmen are women.

The percentage of women receiving degrees is now even higher.

With current trends it will be 2235 before there is parity.

The workforce consists of 50.1% women but women Executive Managers are approximately 30%.

21.3% of women receive less remuneration – and for those who say it is trending up – this reflects a **4% drop** during the 4 years 2014 – 2018.

Over the past 14 years there has been 0.8% drop.

5.4% of men work part-time whilst 16% of women are part-time.

Female dominated occupations pay less – eg teachers get paid less than tradies.

Australia has dropped 24 places in 14 years in gender pay gap. New Zealand is in 7th place.

Child care is an issue to be addressed.

Girls should be encouraged to do STEM subjects at school and develop leadership skills.

In primary school boys and girls have the same level as confidence.

Once girls enter secondary education and the workplace their confidence declines.

Interesting fact:

*80% of deaths as a result of the Boxing Day Tsunami were women.
Why? Girls are not allowed to climb trees.*

Discussion Panel - Equality at work – the ongoing challenge

Panelists – Polly Makim – Mosman Municipal Council, Soraya Mahomed – Mosman Municipal Council and Tessa Sullivan – Former Councillor – City of Melbourne.

Lunch followed at the Novotel Bar & Grill.

After lunch there were two concurrent workshops.

- 1. Dealing with Difficult People**
- 2. E-Safety: Managing Risk and Staying Safe Online**

I attended the E-Safety workshop run by **Rosalie O’Neale** who works for the eSafety Commissioner.

She said that women are targeted as victims most often.

For many people who are targeted it affects their wellbeing, mental health, confidence and relationships.

Suggestions:

- Block, ignore, mute, report. Maybe try responding with wit.
- Report to Police if feeling unsafe and set security settings on phone.
- Remember to check privacy settings – especially after an upgrade.
- Support others online if you see they are being abused.
- For serious crimes (up skirting; intimate images, threatening to share by ex) go to safety.gov.au/women. They have an 80% success rate in having them removed.
- Use wi-fi cautiously – especially with banking.
- Helpful site: safety.gov.au/reportcyberbullying.
- Green Smart Parent Tour - esafetyparents

Amanda Spalding - from Amanda Spalding Consulting ‘Whistle blowing – disloyalty or duty of care

Amanda told the story of how being a whistle blower at Hay Council destroyed her career and affected her relationships.

Vanessa Parkes – Director City Living, Blacktown City Council ‘Sustainability in our City’

Vanessa said “it’s not just light bulbs”.

Top Five solutions:

1. Manage refrigeration chemicals
2. Onshore turbines
3. Cut down on food waste
4. Eat more plants and less animals
5. Restore tropical forests

Reduce all emissions: electricity, transport, waste, gas

Their council won the overall Sustainability Award for Metro Sydney – greening of Blacktown; Water in the landscape; Energy and solar; Waste management; Engaging the community.

Their target is zero emissions by 2030.

They want to increase the green canopy by 10%.

Their heat related deaths have been three times higher than Sydney. Actions taken:

- Environmental stormwater management
- Water sensitive design programs to clean water
- Solar panels on Council buildings
- Introduction of electric cars
- Produced a video about recycling – 40,000 views
- Donated free soft serves at council fete for 10 pieces of litter collected
- Fines for littering
- Encourage purchasing of products made from recycled materials
- Worm farm in canteen eats food waste
- Sustainable living workshops for residents
- Waste app for residents

The conference closed for the day but the **ALGWA AGM** then took place.

I attended the AGM as the representative for the SA State President, Betty Gill. Coral Ross made her final speech as ALGWA National President. New Executive was elected.



It was noted that numbers attending the conference were down partly because the Novotel Hotel in which the conference was held is owned by the Rooty Hill RSL.

Approximately 10 councils so far in Melbourne have passed motions to not hold any Council related events in premises that have poker machines.

A motion was moved that ALGWA conferences in future avoid pokie venues – *Motion was passed.*

Gala Evening – Theme 1920's

Entertainment and three course meal held at the Novotel.

Friday 17 May

At 7.15 am we boarded a bus to **Featherdale Wildlife Park** in Doonside where we had breakfast and a talk from one of the Featherdale staff.

We returned to the Conference Centre at 9.30 am.



Glennys James, Assistant Chief Executive Officer and Director Planning and Development, Blacktown City Council

From Zero to Hero – changing attitudes to women at work

Much progress has been made in accepting women executives since the 70's. Glennys has been a Town Planner for 43 years.

Success factors:

- Four significant male mentors and outstanding Mayors who gave her opportunities
- She worked harder and longer than men – never said "no"
- Always thought of herself as equal
- Resilient – adapted to change
- Remained true to herself

Major obstacles that she had to overcome:

- Non supportive husband
- Worked through pregnancy
- Did school drop-offs

Deborah Thomas – Former Councillor, Woollahra Municipal Council and former Editor, The Australian Women’s Weekly

Challenges & opportunities: careers, motherhood and dealing with negative publicity

Deborah spoke about the issues she faced when she was Editor of the Women’s Weekly.

She then talked about the personal trauma she faced when she was the Chairman and Manager during the Sea World disaster.

Helen L’Orange – President Waverton Hub Board

The importance of the strength of local communities

Helen shared a booklet “Ageing well in your own neighbourhood” that was produced by the Waverton Hub. A copy is available online at www.wavertonhub.com.au

The Waverton Hub is an incorporated association which operates like a mutual for the benefit of its members. It was set up in 2013 by its members to enable their neighbours and themselves to age well and meaningfully in their own homes

They have approx. 300 members aged from their fifties to nineties. They share information about services with each other, do small tasks for each other and generally look out for one another.

*Before lunch we all attended a **Dharma Drumming session with Jessica Varela** of Blacktown City Council called Drumming with Purpose*

We were each given a drum and quite surprisingly by the end of the session we actually sounded great and enjoyed it thoroughly.



Kate De Costa – NSW Campaigner, Alliance for Gambling Reform

Why Councils can, should and do support gambling Reform

Chart was produced on Annual expenditure of Australians:

Gambling	\$24b
Alcohol	\$14.9 b
Illegal drugs	\$ 9.3b
Tobacco	\$6b

75% of all non casino poker machines are in Australia – there are none in WA and NSW has half of them.

\$5.4m a week is lost in pokies in Blacktown.

In Blacktown the amount of money lost on pokies is double the annual rate revenue raised.

They are endeavouring to have dangerous and addictive e characteristics removed from poker machines.

"Woollies should be 'family friendly' not a gambling organisation"

*** **

I must thank the four Councillors from The City of Port Adelaide Enfield for kindly allowing me to travel as their 'additional baggage' from Sydney Airport to Blacktown and then again returning from Blacktown to the airport.

Thanks Helen Wright, Carol Martin, Barbara Clayton and Vanessa Tulloch.

Also thanks to our new friend, Cr Christine Tuon from Willoughby City Council who was an honorary South Australian for the duration of the conference.

ITEM	3.6.3
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	19 August 2019
HEADING	Elected Member Training and Development Policy
AUTHOR	Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>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 2018/2019 financial year.</p> <p>The report also provides information in response to a resolution of Council from April 2019 calling for a report “<i>advising on the budget allocation for Elected Members’ training and development, Council delegate activities, attendance at conferences and seminars and adjusting the allocation by CPI at the beginning of each financial year</i>”.</p>
RECOMMENDATION	<ol style="list-style-type: none"> 1. That the information be received. 2. Council determine whether to adjust the budget allocation for Elected Members’ training and development, Council delegate activities, and attendance at conferences and seminars, by CPI at the beginning of each financial year.
ATTACHMENTS	<p>This document should be read in conjunction with the following attachments:</p> <ol style="list-style-type: none"> 1. Elected Member Training and Development Budget - 2018/19 Summary of Expenditure (Current Council) 2. Elected Member Training and Development Budget - 2018/19 Summary of Expenditure (Outgoing Elected Members) 3. Elected Member Training and Development Budget - Individual Carry Forwards to 2019/20 4. Elected Members Training and Development Policy

1. BACKGROUND

- 1.1 An allocation for Elected Member Training and Development activities is made each year as part of the budget process. For 2018/19 the amount allocated was \$48,600. 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	\$12,000
Council delegate activities	\$6,000
Individual Elected Member development	\$30,600 / 17 Elected Members (Jul-Nov 18) / 15 Elected Members (from Nov 18) = \$1,960 per member/per annum
	\$48,600

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 2018/19, including details of expenditure (Attachment 1: Current Council and Attachment 2: Outgoing Elected Members).
- 2.2 Of the \$48,600 allocated for Elected Member Training and Development, \$18,470 was spent in 2018/19.
- 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 3 is a summary of individual Elected Member allocations for training and development detailing 2018/19 expenditure, and a final individual allocation for the 2019/20 financial year, taking into account the ability to carry funds forward for one year.

Council Comparison

- 2.5 Information was sought from comparable Councils in metropolitan Adelaide in order to offer some comparison for Members' consideration.

Port Adelaide Enfield Council (Mayor, 17 Councillors)

Travel for EMs (except Mayor)	\$ 1,500
Travel (Mayor only)	\$ 1,000
Conferences for EMs (except Mayor)	\$ 30,000
Conferences (Mayor only)	\$ 5,500
Total	\$ 38,000

Marion Council (Mayor, 12 Councillors)

Training Budget for all EMs Total \$ 10,000

Onkaparinga Council (Mayor, 12 Councillors)

Conferences (for all EMs, including accommodation)	\$ 20,000
In-house training for all EMs	\$ 20,000
<u>Total</u>	<u>\$ 40,000</u>

It should be noted that unlike the City of Salisbury, none of the Councils contacted allow the carryover of unspent training funds into the following financial year.

CPI Increases

- 2.6 The budget allocation amounts as shown in paragraph 1.1 above have been in place for approximately nine years, with the exception of the “whole of Council training and development” allocation being increased from \$7,000 to \$12,000 in 2016/17. The Council resolution in April 2019 sought advice re: “adjusting the allocation by CPI at the beginning of each financial year”.
- 2.7 The total allocation for Elected Members Training and Development is \$48,600. Current CPI is 1.6%. If CPI had been applied to the current budget allocation the impact would be an increase of \$778 in the first year.

Pro rata allocation of training budget

- 2.8 When the Elected Members training and development budget allocation was discussed in April 2019, Members sought clarification regarding the “pro rata” application of the budget allocation. The reference to applying the budget on a pro rata basis relates to the proportional allocation of the total budget of \$1,960 for an individual Elected Member during a financial year, for newly Elected Members. It is only applied during a financial year when an election takes place.
- 2.9 In other words, new Elected Members commenced their term during the fifth month of the financial year, accordingly their pro rata allocation commenced in early November 2018 until 30 June 2019.
- 2.10 Pro rata allocation is also applied at the end of the term, commencing 1 July of an election year until the election.

Attendance Summary Reports

- 2.11 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.
- 2.12 There are currently no outstanding summary reports for the 2018/19 period.

3. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer:	EXEC GROUP	CEO
Date:	12/08/2019	15/08/2019

Elected Member Training and Development Budget 2018/19 Summary of Expenditure (Current Council)

	Mayor Aldridge	Cr Blackmore	Cr Braun	Cr Brug	Cr Buchanan	Cr Duncan	Cr Grenfell	Cr Henningsen	
Whole of Council Training & Development	\$ 852.00	\$ 816.00	\$ 852.00	\$ 816.00	\$ 852.00	\$ 816.00	\$ 852.00	\$ 852.00	
(details & date provided)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop: did not attend Sat (\$110), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$110), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop: did not attend Sat (\$110), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop: did not attend (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)
Council Delegate Activities	-			\$ 2,572.00	\$ 190.00				
(details & date attended)	13/7/18 - LGA Special General Meeting			16-19/6/19 - National General Assembly of Local Government, Canberra	12/4/19 - LGA Ordinary General Meeting				
	\$ 190.00								
	26/10/18 - LGA Annual General Meeting								
	\$ 190.00								
	12/4/19 - LGA Ordinary General Meeting								
Individual Elected Member Development		-			-			-	
(includes activity, accommodation & travel) (details & date attended)		7/3/19 - Understanding a Council Budget (ALGWA)			13/7/18 - LGA Special General Meeting			7/3/19 - Understanding a Council Budget (ALGWA)	
					\$ 87.19			-	
					3/8/18 - KelledyJones LG Elections Breakfast			13/6/19 - Integrated Social Infrastructure Planning Reform	
	\$ 1,232.00	\$ 816.00	\$ 852.00	\$ 3,388.00	\$ 1,129.19	\$ 816.00	\$ 852.00	\$ 852.00	

Elected Member Training & Development Policy entitlements

Item 3.6.3 - Attachment 1 - Elected Member Training and Development Budget - 2018/19 Summary of Expenditure (Current Council)

**Elected Member Training and Development Budget
2018/19 Summary of Expenditure
(Current Council)**

	Cr Hood	Cr Jensen	Cr Ouk	Cr Proleta	Cr Reardon	Cr Reynolds	Cr Woodman
Whole of Council Training & Development	\$ 816.00	\$ 852.00	\$ 852.00	\$ 852.00	\$ 852.00	\$ 816.00	\$ 816.00
(details & date provided)	21/11/18 - Council Member Essential Induction: did not attend (\$117), 3/12/18 - Understanding Meetings and Gatherings Training: did not attend (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$110), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction: did not attend (\$117), 3/12/18 - Understanding Meetings and Gatherings Training: did not attend (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$146), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$110), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)	21/11/18 - Council Member Essential Induction (\$117), 3/12/18 - Understanding Meetings and Gatherings Training (\$72), 5/12/18 - Public Integrity Issues Training (\$117), 16+17/2/19 - EM Strategic Weekend Workshop (\$110), 3/4/19 - Financial Management and Reporting Training (\$100), 1/5/19 - Customer Experience Training (\$233), 11/6/19 Risk Management Training/Workshop (\$67)
Council Delegate Activities							
(details & date attended)							
Individual Elected Member Development			-		-		\$ 1,758.00
(includes activity, accommodation & travel) (details & date attended)			7/3/19 - Understanding a Council Budget (ALGWA)		2/5/19 - Waste Essentials for Council Members		15-17/5/19 - ALGWA National Conference, NSW
	\$ 816.00	\$ 852.00	\$ 852.00	\$ 852.00	\$ 852.00	\$ 816.00	\$ 2,574.00

Elected Member Training & Development Policy entitlements

**Elected Member Training and Development Budget
2018/19 Summary of Expenditure
(Outgoing Elected Members)**

Elected Member Training & Development Policy entitlements		Cr Balaza	Cr Bedford	Cr Bryant	Cr G Caruso	Cr L Caruso	Cr Cook	Cr Gill	Cr Pilkington	Cr White	Cr Zahra	
	Whole of Council Training & Development (details & date provided)											
	Council Delegate Activities (details & date attended)											
	Individual Elected Member Development (includes activity, accommodation & travel) (details & date attended)			- 13/7/18 - LGA Special General Meeting							\$ 920.00 29-31/8/18 - LGA Roads and Works Conference, Tanunda	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 920.00	\$ -

**Elected Member Training and Development Budget
Summary of Individual Allocations including Carry Forwards to 2019/20
(Current Council)**

	Mayor Aldridge	Cr Blackmore	Cr Braun	Cr Brug	Cr Buchanan	Cr Duncan	Cr Grenfell	Cr Henningsen
17/18 funds carried fwd to 18/19	\$ 1,800.00	n/a	n/a	\$ 1,167.00	\$ 1,800.00	n/a	n/a	n/a
spent in 18/19	\$ 380.00	\$ -	\$ -	\$ -	\$ 87.19	\$ -	\$ -	\$ -
balance from 17/18 funds carried forward is lost	\$ 1,420.00	\$ -	\$ -	\$ 1,167.00	\$ 1,712.81	\$ -	\$ -	\$ -
18/19 allocation	\$ 1,960.00	\$ 1,360.00	\$ 1,360.00	\$ 1,960.00	\$ 1,960.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00
debit balance carried fwd to 18/19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
funds to be carried fwd to 19/20	\$ 1,960.00	\$ 1,360.00	\$ 1,360.00	\$ 1,960.00	\$ 1,960.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00
19/20 allocation	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00
19/20 available balance	\$ 3,920.00	\$ 3,320.00	\$ 3,320.00	\$ 3,920.00	\$ 3,920.00	\$ 3,320.00	\$ 3,320.00	\$ 3,320.00

	Cr Hood	Cr Jensen	Cr Ouk	Cr Proleta	Cr Reardon	Cr Reynolds	Cr Woodman	
17/18 funds carried fwd to 18/19	n/a	n/a	n/a	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	
spent in 18/19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,757.72	
balance from 17/18 funds carried forward is lost	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 42.28	
18/19 allocation	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	
debit balance carried fwd to 18/19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Total to be carried forward
funds to be carried fwd to 19/20	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 24,600.00
19/20 allocation	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	
19/20 available balance	\$ 3,320.00	\$ 3,320.00	\$ 3,320.00	\$ 3,920.00	\$ 3,920.00	\$ 3,920.00	\$ 3,920.00	



Elected Members Training and Development Policy

Policy Type: Policy

Approved By:	Council	Decision No:	2009/1481, 2011/413, 2012/1286, 2012/1365, 2015/370, 2017/1788, 0117/2019
Approval Date:	23 March 2009	Last Reapproval Date:	25 February 2019
Review Date:	February 2021	Internal Reference No.:	
Department:	CEO and Governance	Division:	Governance
Function:	9 - Governance	Responsible Officer:	Manager, Governance

A - PREAMBLE

1. The City of Salisbury is committed to training and development activities for its Elected Members, including the mandatory training requirements under the *LGA Training Standards*, and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the *Local Government Act 1999*.
2. Following the amendment to the *Local Government Act 1999* and the *Local Government (General) Regulations 2013* in November 2014, this policy incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office, which complies with the *LGA Training Standards* as defined in regulation 8AA of the *Local Government (General) Regulations 2013*.

B - SCOPE

1. This policy applies to Elected Members of the City of Salisbury.

C – POLICY PURPOSE/OBJECTIVES

1. This policy states the City of Salisbury's commitment to developing Elected Members' professional skills. It provides for a consistent and equitable approach to access to development opportunities by Elected Members, including opportunities to undertake the required training in accordance with the *LGA Training Standards* and any other appropriate training and development activities relevant to their roles and functions.

D - DEFINITIONS

1. **Conferences and seminars** (directly related to the role of an Elected Member) – includes workshops and forums, local or interstate, specific to, and directly related to, Local Government.
2. **Council Delegate** – an Elected Member who has been nominated by Council to vote, or otherwise conduct business, on behalf of the City of Salisbury at specific forums and

functions.

3. **Elected Members** – shall mean the duly elected representatives of the community, including the Mayor and all Councillors.
4. **Training and Development Activity**– shall mean any activity with the objective of increasing a Council Members knowledge, skills and competencies in relation to the performance of their roles and responsibilities as Elected Members at the City of Salisbury.

E - POLICY STATEMENT

Training and Development Plan

1. Council will develop and adopt a Training and Development Plan so as to ensure that activities available to all Council Members comply with the Regulations and contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.
2. Particular emphasis will be given in the Training and Development Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Council Members.
3. In preparing its Training and Development Plan, a range of strategies will be utilised to identify the needs of Council and match these needs against its strategic and good governance objectives.
4. Training needs will be identified by assessment of committee performance, questionnaires and/or workshops.
5. Council recognises that in order to carry out their roles and responsibilities to the community Council members will need specific training and refresher courses about their legislative and governance roles and functions. The *LGA Training Standards* consist of the following modules:
 - Module 1 – Introduction to Local Government – Role and function of Council members
 - Module 2 – Legal Responsibilities
 - Module 3 – Council and Committee meetings
 - Module 4 – Financial Management and Reporting
6. Elected Members who are new to Council will be required to undertake all four modules.
7. Returning Elected Members will undertake the appropriate modules identified through a gap analysis/self-assessment of their skills and training needs.
8. Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.
9. It is recognised that a range of delivery methods will be required to support the training needs of Elected Members, including:
 - Informal (briefing) sessions conducted by Council with appropriate guest speakers and presenters;
 - Attendance at workshops, seminars and conferences offered by training providers such as the Local Government Association of SA, Australian Local Government Association, and other private providers that provide an opportunity for Elected Members to gain new skills and network with other Elected Members.

- Printed material, including training booklets and discussion papers, that may be distributed for information;
 - On-line self-paced learning; and
 - CD Rom/DVD information
10. Council's Training and Development Plan will include the agreed delivery method to respond to the needs of Elected Members identified during the development of the training plan.

Annual Budget Allocation

11. Council will approve an allocation in the budget each financial year for Elected Members to attend training and development activities, Council delegate activities and conferences and seminars. The budget allocation will provide for associated travel and accommodation. Progress against expenditure of the budget allocation will be reported on a six-month and annual basis.
12. The budget allocation will comprise:
- a) **Elected Members Training and Development:** An amount to be utilised for the purpose of Training and Development activities for the whole of Council and will include training in accordance with the *LGA Training Standards*. Funds from this allocation that are not spent do not accumulate and will return to the City of Salisbury budget at the end of each financial year.
 - b) **Council Delegate Activities:** An amount to be utilised for the purpose of costs associated with Council Delegate activities, where Elected Members are required to vote, or otherwise conduct business, on behalf of the City of Salisbury. Funds from this allocation that are not spent do not accumulate and will return to the City of Salisbury budget at the end of each financial year.
 - c) **Individual Elected Member Development:** An amount for each Elected Member for the purpose of attending Training and Development activities and Conferences and Seminars (including associated travel and accommodation costs), including any additional training in accordance with the *LGA Training Standards* undertaken separate to that already provided inhouse by Council. Unspent allocations (up to the amount provided by this clause) may be carried forward for one year.
13. Any additional funding required for Training and Development activities, Council Delegate activities or attendance at Conferences and Seminars must be approved by Council.
14. The budget allocation will become available on 1 July of each year. In the event that it is an election year a pro-rata allocation (equivalent to four months) will be made to each Elected Member on 1 July. The balance of the allocation will be made to Elected Members after the conclusion of the election.
15. In the event of a mid term by-election, a new Elected Member will receive a pro-rata allocation for the period commencing on the date of their appointment and concluding on 30 June.

Approval of expenditure

The following approvals for expenditure will be required:

16. **Elected Members Training and Development:**

- approval required by the Chief Executive Officer prior to incurring the expense.
17. **Council Delegate Activities:**
 - for activities where costs do not exceed \$1,000, approval required by the Chief Executive Officer prior to incurring the expense.
 - for activities where costs exceed \$1,000, approval required by Council prior to incurring the expense.
 18. **Individual Elected Member Development:**
 - for activities where costs are less than or equal to the individual allocation (as provided for in E12.c) approval required by the Chief Executive Officer prior to incurring the expense;
 - for activities where costs exceed the individual allocation (as provided for in E12.c) approval required by Council.
 19. The Training and Development Plan will determine the nature of training to be made available, however access to training programs not directly conducted by the Council will require approval upon application and must link to the training plan unless otherwise agreed by the Council.
 20. For all interstate activities, regardless of total costs, approval is required by Council, having regard to:
 - Alignment with the Strategic Plan;
 - Anticipated benefits to the Elected Member attending; and
 - Anticipated benefits to the City of Salisbury.
 21. Where approval has been granted for an Elected Member to attend a training and development activity, the Elected Member may seek the reimbursement of approved expenses in accordance with the relevant provisions of the *Local Government Act 1999* and *Regulations* and Council's Elected Members Allowances and Benefits Policy.
 22. Costs for attendance and travel by family members will not be met by Council.

Attendance at Training Programs and Record Keeping

23. Elected Members are encouraged to attend at least one professional development activity each year.
24. The CEO will keep a record of all training attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members Code of Conduct.
25. Following attendance at a conference Elected Members must prepare and submit to Council a written report in relation to their attendance at the conference. Written reports should be submitted to the Project Officer, Governance who will arrange for it to be presented to Council at the earliest opportunity.
26. Following attendance at a training and development activity Elected Members may give a verbal report in relation to their attendance at the training and development activity at the next Council meeting following attendance where appropriate.
27. All written reports as required in clause 22 above are to be provided within 3 months of attending the relevant activity. Should a written report not be provided within 3 months, funds for attendance at activities covered by this policy will be withheld until such time as overdue reports are presented.

28. Staff will prepare on an annual basis, a report that sets out any outstanding Elected Member Development Activity Report.
29. In accordance with Section 79 of the *Local Government Act 1999*, details of attendance at professional development activities by Elected Members will be recorded in the Elected Members' Allowances and Benefits Register.
30. Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training and Development Plan, attendances by Elected Members and expenditure allocated and used for training of Elected Members.

F - LEGISLATION

1. Local Government Act 1999 – section 78: Provision of facilities and support – section 79: Register of Allowances and Benefits – section 80A: Training and Development
2. Local Government (Members Allowances and Benefits) Regulations 1999 – Regulation 6: Expenses requiring council approval – Regulation 8AA: Training and Development
3. Local Government Act 1999 – Schedule 4: Material to be included in the annual report of a council.

G - REFERENCES

1. Local Government Association of SA: Training and Development Policy and Plan for Council Members – Model Policy – December 2014
2. LGA Training Standards - accessed on the LGA website at <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard>

Document Control

Document ID	Elected Members Training and Development Policy
Prepared by	Joy Rowett
Release	7.0
Document Status	Endorsed
Date Printed	

CITY OF SALISBURY

DRAFT COUNCIL MEMBERS TRAINING AND DEVELOPMENT PLAN

The following table provides mandatory training in accordance with the LGA Training.

Details	Available to	Provider
LGA Training Standards		
Module 1 - Introduction to Local Government	All new Elected Members	In house
Module 2 - Legal Responsibilities	All Elected Members	In house
Module 3 - Council and committee meetings	All new Elected Members	In house
Module 4 - Financial Management and Reporting	All Elected Members	In house / External

The following table provides Council/ Committee specific training

Details	Available to	Provider
Council and Committee Procedures and Chairing Skills	All Elected Members	In house / Lawyers
Media and social media Skills for Elected members	All Elected Members	In house / Lawyers
Public Speaking	All Elected Members	In house / consultant
Risk Management	All Elected Members	In house / consultant
Council Assessment Panel Member Training	CAP Members	Consultant / Lawyers
Council Assessment Panel Workshops for relevant P&D issues eg Code of Conduct	CAP Members	In house / Lawyers
Other Committee specific training sessions	As appropriate	

The following table outlines additional courses, seminars and conferences that may be available to Elected Members. Details on dates are available on the LGA website.

Details	Available to	Provider
LGA Education and Training Services		
Public Speaking Skills for Council members	All Council Members	LGA*
Chairing and Chamber Etiquette	All Council Members	LGA*
Media Skills for for Mayors and Chairpersons	Mayor, Deputy Mayor and Chairpersons	LGA*
Information Management for Elected Members Part 1 - Securing the Digital Highway Part 2 - Social Media Etiquette and Branding	All Council Members	LGA*
CEO Performance	All Council Members	LGA*
Conflict of Interest, Governance Roles and Responsibilities	All Council Members	LGA*
Fraud and Corruption	All Council Members	LGA*
CAP Fundamentals	CDAP Members	LGA*
Strategic Financial Sustainability for Good Governance Decision Making	All Council Members	LGA*
Other relevant training programs provided by LGA		
Local Conferences and Seminars		
Residential Programs as scheduled from time to time by the LGA	All Council Members	LGA
Mayors & Chairpersons Residential Seminar	Mayor/Chairperson	LGA
LGA Annual Conference and/or Showcase	All Council Members	LGA
LGMA (SA) Annual Conference	All Council Members	LGMA

Other relevant local conferences that may be identified throughout the year	All Council Members	
Other relevant short seminars and special interest sessions throughout the year		
Interstate Conferences and Seminars[#]		
Local Government Managers Australia (LGMA) National Congress [location]	All Council Members	LGMA
ALGA National General Assembly of Local Government [location]	All Council Members	ALGA
Other interstate conferences that may be identified throughout the year	As appropriate	

[#] **Note:** All interstate conferences or seminars require an individual Council approval by resolution