



AGENDA

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

**21 OCTOBER 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

An apology has been received from Cr D Hood.

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 16 September 2019.

REPORTS

Administration

- 3.0.1 Future Reports for the Resources and Governance Committee 9
- 3.0.2 White Ribbon Australia Accreditation Update 13

External Relations

- 3.4.1 Nominations Sought for a Local Government representative on the Public Library Services Standing Committee 21
- 3.4.2 Nominations Sought for a Local Government representative on the SA Power Networks Customer Consultative Panel..... 45

Corporate Governance

- 3.6.1 Nomination of Principal Office for the City of Salisbury 63
- 3.6.2 Voting Advice to Council Delegate for the Local Government Association Annual General Meeting - 31 October 2019 67

OTHER BUSINESS

CLOSE



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

16 SEPTEMBER 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) (*from 7.32pm*)
Cr J Woodman (*from 7.32pm*)

STAFF

A/Chief Executive Officer, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Manager Governance, Mr M Petrovski

The meeting commenced at 7.31 pm.

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

APOLOGIES

There were no apologies.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr K Grenfell
Seconded Cr B Brug

The Minutes of the Resources and Governance Committee Meeting held on 19 August 2019, be taken and read as confirmed.

CARRIED

Cr J Woodman entered the meeting at 7.32 pm.

Cr P Jensen entered the meeting at 7.32 pm.

REPORTS

Administration

3.0.1 Future Reports for the Resources and Governance Committee

Moved Cr K Grenfell
Seconded Mayor G Aldridge

1. The information be received.

CARRIED

Health, Animal Management and By-laws

3.3.1 Review of the Local Nuisance and Litter Control Act 2016 - Submission

Moved Cr B Brug
Seconded Mayor G Aldridge

1. That the report be received.
2. The City of Salisbury Local Nuisance and Litter Control Act Submission 2019 forming attachment 1 to the Planning and Policy Committee Agenda 16/9/19 Item 3.3.1 be provided to the Environment Protection Authority and Local Government Association for consideration.

CARRIED

External Relations

3.4.1 Nominations Sought for the South Australian Boating Facility Advisory Committee

Moved Cr P Jensen
Seconded Cr B Brug

1. Cr C Buchanan be nominated as a Local Government Member on the South Australian Boating Facility Advisory Committee.

CARRIED

3.6.1 Review of Code of Practice - Access to Meetings and Associated Documents - Results of Public Consultation

Moved Cr J Woodman
Seconded Mayor G Aldridge

1. The information be received.
2. The Code of Practice for Access to Meetings and Associated Documents as set out in Attachment 1 to this report (Resources and Governance 3.6.1, 16/09/2019) be endorsed.

CARRIED

3.6.2 Review of Outdoor Facility Hire Policy

Moved Cr K Grenfell
Seconded Mayor G Aldridge

1. The information be received.
2. The Outdoor Facility Hire Policy as set out in Attachment 1 to this report (Item No. 3.6.2, Resources and Governance Committee, 15/07/2019), be endorsed.

CARRIED

3.6.3 Review of Elected Member Recognition Policy

Moved Cr J Woodman
Seconded Cr K Grenfell

1. The Information be received.
2. The Elected Member Recognition Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.3, 19/08/2019), be endorsed, subject to the following changes:
Paragraph 10: “12” years be deleted and replaced with “10”,
Paragraph 11: “Civic Centre” be deleted and replaced with “Salisbury Community Hub”,
Paragraph 18: deletion of the following – “and there are insufficient funds within the existing budget to cover the costs”.

CARRIED

3.6.4 Variations to Delegations

Moved Mayor G Aldridge
Seconded Cr J Woodman

1. Having conducted a review of Delegations in accordance with Section 44(6) of the *Local Government Act 1999*, the Council hereby revokes its previous delegations to the Chief Executive Officer, effective from 9 October 2019 of those powers and functions under the following:
 - 1.1 *Local Government Act 1999*
 - Section 302B – Attachment 3
2. In exercise of the powers contained in Section 44 of the Local Government Act 1999, the powers and functions under the following Acts and contained in the proposed Instruments of Delegation forming attachments to this report (Attachments 2, 3, and 4, Item No. 3.6.4, Resources and Governance Committee, 16/09/2019) are hereby delegated from 10 October 2019 to the person occupying the office of Chief Executive Officer, subject to the conditions and or limitations specified herein or in the Schedule of Conditions contained in the proposed Instruments of Delegation under the *Development Act, Development (Development Plans) Amendment Act 2006, Development Regulations 2008 and Development (Waste Reform) Variation Regulations 2019, and the State Records Act 1997* as follows:

Development Act, Development (Development Plans) Amendment Act 2006, Development Regulations 2008 and Development (Waste Reform) Variation Regulations 2019

 - Clauses 2(2) and 2(3) of Schedule 1 Development (Waste Reform) Regulations – Attachment 2

State Records Act 1997

 - Complete Instrument – Attachment 4
3. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instruments of Delegation under the *Development Act, Development (Development Plans) Amendment Act 2006, Development Regulations 2008 and Development (Waste Reform) Variation Regulations 2019, and the State Records Act 1997*.

CARRIED

3.6.5 Public Interest Disclosure Act 2018 Policy

Moved Cr K Grenfell
Seconded Cr B Brug

1. That Council note the Public Interest Disclosure Act 2018 Policy to respond to the *Public Interest Disclosure Act 2018*.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 8.07 pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 October 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: November 2019	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: November 2019	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 Deferred to: November 2019 Reason: As per part 2 of the resolution of Council from 23 September 2019, staff are currently liaising with Norman Waterhouse Lawyers in relation to reviewing the Media Policy.	Julie Kushnir
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: November 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
26/08/2019 MON7.1	Building Fire Safety Committee 3. That Staff provide a further report on the appointment of an independent member with expertise in the area of fire safety. Due: December 2019	Chris Zafiroopoulos
23/09/2019 MON7.1	Review of Media Policy and Code of Conduct Procedure 1. That Council conduct an urgent review of Council's Media Policy and Code of Conduct Procedure for the handling of complaints in October 2019. Due: October 2019 Deferred to: November 2019 Reason: As per part 2 of the resolution of Council, staff are currently liaising with Norman Waterhouse Lawyers in relation to the review.	Julie Kushnir & Mick Petrovski

4. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer:	EXEC GROUP	GMCID	GMBE	GMCI
Date:	14/10/19	09/10/19	10/10/19	10/10/19

ITEM	3.0.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 October 2019
HEADING	White Ribbon Australia Accreditation Update
AUTHORS	Gail Page, Manager People and Culture, Business Excellence Julie Douglas, Senior Social Planner, Community Development
CITY PLAN LINKS	3.1 Be an adaptive community that embraces change and opportunities. 4.2 Develop strong capability and commitment to continually improve Council's performance.

SUMMARY This report provides an update on the White Ribbon Australia Workplace Accreditation Program in light of the notification that White Ribbon Australia is in liquidation. It also provides details of current organisational and community programs and initiatives relating to family violence.

RECOMMENDATION

1. Information be received.
2. The City of Salisbury does not conduct a White Ribbon Event in November 2019.
3. City of Salisbury continues to raise awareness of activities to prevent and respond to violence against women, both within the organisation and within their broader community.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The White Ribbon Australia Workplace Accreditation Program arose as a result of report responding to a Notice of Motion (Resolution Number: 1992/2017, 1893/2017):
 1. *That staff investigate the requirements for participation in the White Ribbon Australia Workplace Accreditation program and undertake an analysis for becoming accredited.*
 2. *A further report be prepared to identify other bodies (for example Beyond Blue) that Council could become accredited in.*
- 1.2 A resolution of Council on 23 October 2017 included:
 - 1.2.1 The City of Salisbury participates in the White Ribbon Australia Workplace Accreditation Program.

- 1.2.2 A New Initiative Bid for \$31,000 to include the \$15,000 accreditation fee and additional resource is put forward for Council consideration in the 2018/19 budget.
- 1.3 A New Initiative Bid was included in the FY 2019/2020 budget process to fund a White Ribbon Community, Staff & Business Event to raise awareness across Salisbury of the need to stand up, speak out and act to prevent violence against women. The New Initiative Bid was for \$42,000 over three years. This included \$22,000 in the first year and \$10,000 in the next two subsequent years.
- 1.4 City of Salisbury participated in the White Ribbon Australia Workplace Accreditation process and submitted all evidence required for accreditation by 30 September 2019, within the required timeframe.
- 1.5 On 3 October 2019, there were media reports indicating that White Ribbon Australia had gone into liquidation.
- 1.6 On 4 October, an “Advice to Stakeholders” email was received from Worrells Solvency and Forensic Accountants indicating the firm had been appointed on 2 October 2019 as Liquidators of White Ribbon Australia (WRA). Worrells Solvency and Forensic Accountants provided the following information via email:
- *“Due to our statutory obligation to maximise returns to creditors, we are obliged to consider various outcomes under which White Ribbon’s brand is preserved and its’ work continued with all community stakeholders.*
 - *Some stakeholders have been approached by the media and are uncertain whether they should respond. It is a matter for the individual stakeholder to choose whether to respond to media enquiries. You may also refer the media to our office.*
 - *If you are planning a White Ribbon Day event, we are assessing options regarding funds raised. The board of WRA has encouraged that White Ribbon Day events should continue alongside the international White Ribbon movement. We will provide more information about how funds raised for White Ribbon Day can be donated at a later stage.*
 - *If you are currently planning or undertaking a fundraising event, we are assessing options for donating funds raised. We will provide more information at a later stage.*
 - *If you are currently holding funds that have been raised on behalf of WRA, we are assessing options for donating funds raised and we will provide more information at a later stage.*
 - *If your organisation is undergoing a Workplace Accreditation Program, or reaccreditation, we are assessing options to continue the accreditations program. Workplaces that have paid for, but not completed accreditation may have a claim as creditors of WRA and therefore will receive copies of all creditor correspondence from us.”*

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 The White Ribbon Working Group was consulted in relation to the White Ribbon Event planned for November 2019 and in relation to the future of the White Ribbon Working Group.

2.2 External

- 2.2.1 Contact was made with White Ribbon Australia on 3 October 2019 in relation the accreditation process. The email was returned with an out of office message, directing all queries to Worrells Solvency and Forensic Accountants.
- 2.2.2 Email correspondence was received from Worrells Solvency and Forensic Accountants on 4 October 2019.
- 2.2.3 Email correspondence was received from Worrells Solvency and Forensic Accountants on 15 October 2019 including “Initial Advice to Creditors”.

3. REPORT

WHITE RIBBON ACCREDITATION

- 3.1 The purpose of the White Ribbon Accreditation Program was to recognise workplaces taking active steps to prevent and respond to violence against women, both inside their organisation and within their broader community.
- 3.2 The Program included an 18 month workforce development program, and 3 years accreditation status.
- 3.3 The fee for the Program for 4.5 years is \$15,000 (excluding GST) and this was required to be paid prior to Program commencement. For the direct investment of \$15,000 the City of Salisbury received:
 - The 18 month workforce development program
 - A dedicated Program Advisor
 - Access to White Ribbon portal, extensive best practice library, toolkits
 - Tailored webinars and teleconferences
 - Quarterly reviews with Program Advisor to track progress
 - Baseline survey & follow up survey provision – spotlight on culture towards gender equality and violence towards women
- 3.4 Items outstanding as at 3 October 2019 include:
 - Assessment of accreditation submission by independent assessor
 - Accreditation status for 3 years (once achieved)
 - Ongoing collaboration across the 3 years post accreditation.
- 3.5 Key Highlights of the White Ribbon Workplace Accreditation Program included:
 - 3.5.1 Statement of Commitment signed by the Chief Executive Officer in October 2018;
 - 3.5.2 White Ribbon Support Officer appointed on a part-time basis from August 2018 to 30 September 2019;
 - 3.5.3 A White Ribbon Staff Event held in November 2018 which included two guest speakers:

Boul Juuk, Ambassador for White Ribbon & Senior Family Dispute Practitioner / CALD Liaison Officer from Relationships Australia SA;
and
David Tulley, Specialised Family Violence Practice Manager at Relationships Australia SA;

- 3.5.4 A White Ribbon Working Group established with 13 staff members, the Mayor and 2 Elected Members, chaired by the Chief Executive Officer;
- 3.5.5 Participation in a workplace survey in August 2018 and re-survey in August 2019;
- 3.5.6 Staff and Leaders provided with training from Relationships Australia SA in how to respond and support staff experiencing domestic violence;
- 3.5.7 An Intranet site set-up to provide staff access to resources relating to domestic violence;
- 3.5.8 Review of policies and procedures to ensure reference to respectful relationships and staff experiencing family emergencies are supported;
- 3.5.9 Collaboration between People and Culture and Community Development to ensure alignment in activities and programs;
- 3.5.10 Liaison with the City of Salisbury Youth Council in relation to activities undertaken to raise awareness of domestic violence, which included the Salisbury Youth Council Public Art Project, developed as part of their Domestic Violence & Family Violence project;
- 3.5.11 Participation in the “Police and the Community White Ribbon Walk” in July 2018 and again on 26 July 2019;
- 3.5.12 Cr Brug represented City of Salisbury at the White Ribbon Night event on 26 July 2019 at Woodville Town Hall;
- 3.5.13 Fundraising at White Ribbon Event November 2018 and White Ribbon Walk in July 2019 with collection of approximately \$660. City of Salisbury is currently holding funds of \$120 of this total, awaiting advice from Worrells;
- 3.5.14 Linkages between Organisational Values and White Ribbon principles recognised;
- 3.5.15 Participation in the Mayor’s Radio Show on 2 July 2019 to raise awareness of the Police and Community White Ribbon Walk;
- 3.5.16 Procurement of three White Ribbon Banners displayed in the workplace and customer service area of 12 James Street Office;

CURRENT ORGANISATIONAL PROGRAMS

City of Salisbury has a number of programs underway across the organisation that provide support to employees and raise awareness of domestic violence. These include:

- 3.6 Employee Assistance Program (EAP): Employees and their families have access to free psychological and counselling services;
- 3.7 Psychological Wellbeing Awareness Sessions for staff and leaders;
- 3.8 Fair Treatment Policy and Procedure, supported by Fair Treatment Officers, aims to eliminate discrimination and sexual harassment in the workplace;
- 3.9 Access to personal leave provisions were expanded in the current Enterprise Agreements to include “an unforeseen emergency that prevents the employee from attending their normal course of work”;

- 3.10 Annual Code of Conduct Refresher is conducted which reminds employees to “act in a reasonable, just, respectful and non-discriminatory way when dealing with people”. The theme is “Don’t Walk Past”;
- 3.11 Promotions on noticeboards and Intranet for events such as RU OK Day and programs such as beyondblue and Headspace;
- 3.12 The workplace Diversity and Inclusion Plan, to support the community Inter-Cultural Strategic Plan;
- 3.13 An ongoing commitment to the annual Mayoral breakfast for International Women’s Day which can be attended by staff and community members.

COMMUNITY PROGRAMS

- 3.14 Since 2012 the City of Salisbury has been an active member organisation of the Northern Homelessness and Violence Against Women (NHVAW) regional collaboration. The Homelessness and Violence Against Women Regional Collaborations were set up by the Department of Communities and Social Inclusion (DCSI) in 2012 as a regionalisation project to address both homelessness and domestic violence issues in all regions of South Australia. As domestic violence is a major cause of homelessness, DCSI and the Office for Women partnered to develop, implement and support the collaborations.
- 3.15 The key purpose of the NHVAW (as set out in their Terms of Reference) is to bring local organisations and community together to:
 - Facilitate coordinated, action-based approaches across the community, government and other service providers, tailored to the particular characteristic of the Inner Northern Adelaide Region.
 - Support work currently underway and provide opportunities to engage in new practical and strategic prevention and intervention initiatives.
 - Ensure that issues and responses are interconnected with the relevant groups in the region to develop cross-sectoral responses to homelessness and Domestic Violence.
 - Understand, analyse and enhance agency and community responses to homelessness and systems enhancement opportunities arising from these meetings.
- 3.16 Members of the NHVAW currently include the following organisations:
 - Housing SA
 - Relationships Australia SA (RASA)
 - Northern Adelaide Domestic Violence Service (NADVS)
 - Nungar Mi’Minar
 - SAPol
 - Anglicare
 - City of Salisbury
 - City of Tea Tree Gully
 - City of Playford

- Town of Gawler
- Centacare
- Department of Human Services
- Uniting Communities
- Salvation Army
- Department of Child Protection
- Baptist Care SA
- Northern Community Legal Service
- Uniting Communities
- Kornar Winnil Yunti Aboriginal Corporation

3.17 Projects that have been undertaken by the NHVAW include:

- Advocacy for crisis/transitional housing in the North;
- Boarding House project – to adapt local Boarding Houses to the needs of specific homeless client groups;
- Promotion of Awareness of DV in the community project (in collaboration with local licensed premises and sporting clubs);
- Submission to Residential Parks Act Review;
- Healthy Relationships program (in partnership with the Department of Corrections and Flinders University);
- Safe options for family pets for women and children escaping abusive relationships project (in partnership with Flinders University);
- Connect 2U community awareness events (in collaboration with Department of Education and Child Development and a range of local organisations) held in 2015, 2016 and 2017. This incorporated a series of free events held during school holidays and located in local primary schools in Parafield Gardens and Salisbury North to connect community members with service providers such as, Northern Domestic Violence Service, Housing SA, Relationships Australia SA, SA Police, City of Salisbury, Anglicare, Uniting Communities, Centrelink services among many others. Free activities for children were provided so they could have fun whilst parents were able to speak with service providers in a safe and informal way;
- Rough sleeper count for the northern Adelaide region;
- Regional Forums held in 2017, 2018 and forthcoming for 2019. The forums aim to build skills and knowledge for service providers and community working with and supporting people experiencing family and domestic violence.

3.18 The City of Salisbury has implemented a number of initiatives in the community that raise awareness of family and domestic violence, build skills in the sector and provide support to people who may experience family and domestic violence.

3.19 As mentioned above, City of Salisbury was successful in receiving significant grant funding for two programs:

- 3.19.1 Building Safe Communities for Women and Children 2015/2016. The Grant Funding was \$111,160 (GST exclusive). This program included the following initiatives:
- Primary school workshops
- 8 week program deployed at 5 schools
- Secondary school workshops
- 4 programs deployed at 2 schools
- Community workshops
- 6 workshops deployed to various community groups such as Elizabeth TAFE and Salisbury Football Club.
- Financial workshops
- 6 x 1 day workshops targeting financial independence for women
- An internal review was also included which is detailed in the organizational programs above.
- 3.19.2 AGD Crime Prevention Grant 2016/2017. The grant funding was \$99,980. This program included the following initiatives:
- Educational & Safety workshops –Schools, Community
 - Primary prevention workshops
 - Early intervention workshops
 - Financial workshops
 - Community awareness events
 - Promotional video clips
 - Information provision
 - Building Council capacity
- 3.20 A more recent funding application was submitted in October 2019 to the Department of Social Services National Initiatives Program: Community led projects to prevent violence against women and their children. The application extends the previous approach to provide a range primary prevention programs centred on respectful relationship programs in schools, financial counselling sessions for women seeking financial independence, assisting women build employment skills, leadership programs for women, building social connectivity, and awareness raising campaigns on family and domestic violence.
- 3.21 City of Salisbury hosted a White Ribbon Event in November 2016 entitled “Opening Doors for Domestic Violence”. The event was a collaboration between the City of Salisbury, the Northern Regional Aboriginal Family Violence Service and Marra Dreaming to present an exhibition of doors painted by Aboriginal women. The event involved an auction of the artwork and over \$9,000 was raised for programs and services for Aboriginal domestic violence survivors.

4. WHITE RIBBON EVENT

- 4.1 The White Ribbon Working Group discussed the White Ribbon Event on 22 November 2019 and given the timing of the event with the opening of the Community Hub and given the liquidation of White Ribbon Australia and the uncertainty relating to donations to White Ribbon, it was agreed that the White Ribbon Event would not continue.
- 4.2 Community Development are hosting a collaborative event on 27 November at the Mawson Centre, as part of a series of forums held over recent years during the 16 Days of Activism Against Gender-Based Violence (25 November to 10 December). The theme of this year's forum is "Why doesn't she just leave" Keeping Families Safe – working with women who stay.

5. CONCLUSION / PROPOSAL

- 5.1 It is proposed that the name and terms of the White Ribbon Working Group is reviewed to create a forum for collaboration between internal activities and community activities relating to prevention and support of services for family violence, gender equality and creating an inclusive workplace culture.
- 5.2 A report will be provided to the Executive Group in relation to an ongoing action plan, along with options for budgeted funding for White Ribbon events.
- 5.3 The training and education provided to staff in relation to violence against women will continue as part of an ongoing induction and training agenda to enable staff to become catalysts for change in the community.
- 5.4 The City of Salisbury Values are referenced in relation to respectful relationships within the work environment and with the community.
- 5.5 City of Salisbury will lodge a proof of debt with Worrells as a claim as a creditor of White Ribbon Australia for the \$15,000 paid for accreditation, but not received.
- 5.6 The City of Salisbury continues to actively work with the Northern Homelessness and Violence Against Women regional collaboration and contributes to regional projects that build community and sector awareness and skills in relation to family and domestic violence issues. A forthcoming regional forum will be held in the Mawson Centre on 27 November 2019, which will be attended by 100-150 people.
- 5.7 The City of Salisbury continues to seek out funding opportunities that enable the delivery of programs and initiatives that seek to reduce the occurrence and impact of family and domestic violence in our community. A funding application was submitted in October 2019 to the Department of Social Services National Initiatives Program: Community led projects to prevent violence against women and their children. This application builds on the work that the City of Salisbury (and its partners) undertook in earlier grant funded programs from 2015 onwards. If successful program delivery will commence in 2020 until 2022.

CO-ORDINATION

Officer:

Date:

ITEM	3.4.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 October 2019
HEADING	Nominations Sought for a Local Government representative on the Public Library Services Standing Committee
AUTHOR	Janet Crook, Risk & Governance Program Manager, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The LGA has published Circular 37.4 which states that nominations are invited for a local government representative on the Public Library Services Standing Committee, a standing committee of the Libraries Board of South Australia. The appointment is unpaid and for a period of three years. Nominations must be forwarded to the LGA by Friday 8 November 2019.

RECOMMENDATION

1. Cr _____ be nominated as a local government representative on the Public Library Services Standing Committee.

ATTACHMENTS

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

1. Public Library Services Standing Committee Terms of Reference
2. LGA Nominations to Outside Bodies Policy
3. Part A - Public Library Services Standing Committee - Selection Criteria
4. Part B form - Public Library Services Standing Committee - Nomination Form

1. BACKGROUND

- 1.1 The LGA has published Circular 37.4 which states that nominations are invited for a local government representative on the Public Library Services Standing Committee, a standing committee of the Libraries Board of South Australia.
- 1.2 Nominations must be forwarded to the LGA by Friday 8 November 2019.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Circular 37.4 dated 11 September 2019 from the LGA was emailed to all Elected Members, the Executive Group and Divisional Managers on 23 and 25 September 2019.
- 2.2 External
 - 2.2.1 Nil

3. REPORT

- 3.1 Nominations are now invited for a local government representative on the Public Library Services Standing Committee (“the Standing Committee”). The Standing Committee advises the Libraries Board of South Australia on policy and planning matters.
- 3.2 The appointment is unpaid and for a period of three years, with the option for the Board to renew the appointment for a further two 3 year periods. The Standing Committee generally meets monthly on the first Tuesday of the month at 3:00pm at the State Library of SA. There are ten meetings annually.
- 3.3 The function of the Standing Committee is to provide the Libraries Board with expert advice on all matters relating to the strategic direction of public library services in South Australia. The Standing Committee is responsible for endorsing budgetary strategy, establishing and achieving business objectives for Public Library Services, monitoring performance outcomes and risks.
- 3.4 The role of individual members of the Standing Committee is detailed in the Terms of Reference which appear as Attachment 1 to this report. Nominees need not meet all criteria. Elected Members may also be nominated.
- 3.5 In accordance with the LGA Nominations to Outside Bodies Policy, LGA nominees to external bodies are required to provide a short general report annually to the LGA outlining the achievements of the committee. The Nominations Policy appears as Attachment 2 to this report.
- 3.6 Nominations addressing the Selection Criteria provided in Part A for the Standing Committee must be forwarded to lgsa@lga.sa.gov.au by a council using the Part B form along with an up-to-date CV/resume by Friday 8 November 2019. Part A and Part B appear as Attachments 3 and 4 to this report respectively.
- 3.7 Nominations which meet the criteria will be considered by the LGA Board on 21 November 2019. Appointments to the Standing Committee are made by the Libraries Board.

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to determine if it wishes to put forward a nomination for a local government representative on the Standing Committee.
- 4.2 It should be noted, there is no obligation to submit a nomination.

CO-ORDINATION

Officer:

Date:



Public Library Services Standing Committee

Terms of Reference

Version 0.2 – July 2019

Lead Stakeholder: Libraries Board of South Australia

File Number:

DOCUMENT CONTROL

Authors

Name	Function
Jo Bayly	Acting Associate Director, Public Library Services
Veronica Mathews	Acting Associate Director, Public Library Services

Change History

Revision	Revision Description	Date
0.1	First Draft	8 January 2019
0.2	Second Draft	7 May 2019

Review List

Reviewed By	Comments	Date
PLS Standing Committee	Endorsed	7 May 2019
Libraries Board of South Australia	Approved	20 May 2019
Local Government Association	Endorsed	24 June 2019

Authorisation

Authorised By	Function	Date
Acting Premier	Approved final document	12 July 2019

Contact for Enquiries and Proposed Changes:

Name: Veronica Mathews

Title: Acting Associate Director, Public Library Services

Phone: 8348 2306

Fax: 8223 0964

Email: veronica.mathews@sa.gov.au

TABLE OF CONTENTS

BACKGROUND/CONTEXT 4

1. STAKEHOLDERS 4

2. GOVERNANCE 4

3. FUNCTION OF THE COMMITTEE 5

4. ROLE OF THE COMMITTEE 5

5. ROLE OF INDIVIDUAL WORKING PARTY MEMBERS 5

6. SCOPE OF COMMITTEE’S CONSIDERATION 6

7. GENERAL 6

7.1 APPOINTMENT 6

7.2 MEMBERSHIP 6

7.3 MEMBER TERMS 7

7.4 CHAIR 7

7.5 SECRETARIAL SERVICES 7

7.6 AGENDA ITEMS 7

7.7 MINUTES AND MEETING PAPERS 7

7.8 FREQUENCY OF MEETINGS 8

7.9 PROXIES 8

7.10 QUORUM REQUIREMENTS 8

7.11 REPORTING 8

7.12 FORMATION OF WORKING GROUPS AND SUB-COMMITTEES 8

BACKGROUND/CONTEXT

The Public Library Services (PLS) Standing Committee is a standing committee of the Libraries Board of South Australia in accordance with the *'Memorandum of Agreement between the Minister for the Arts and the President of the Local Government Association regarding Public Libraries and Community Information 20011-2021' (the MOA)*.

The Libraries Board objectives relating to public libraries include:

- To achieve and maintain a co-ordinated system of libraries and library services that adequately meets the needs of the whole community;
- To promote and facilitate the establishment and maintenance of libraries and library services by councils and other appropriate bodies;
- To promote a co-operative approach to the provision of library services;
- To ensure that the community has available to it adequate research and information services providing access to library materials and information stored in libraries and other institutions both within and outside the State.

The role of the Standing Committee in supporting the objectives of the Board is to:

- Formulate policies and guidelines for the provision of public library services;
- Establish, maintain and expand collections of library materials;
- Establish, maintain and expand services in response to community needs;
- Promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others;
- Investigate and plan for the future needs of the public library network.

1. STAKEHOLDERS

The key stakeholders are:

- Libraries Board of South Australia
- Premier
- Department of the Premier and Cabinet
- Local Government Association
- Department for Education
- Public Libraries South Australia (PLSA)
- South Australian Councils and Public Libraries
- Joint Use Librarians Association (JULA)
- Public Library Services
- South Australian Community

2. GOVERNANCE

The governance and reporting relationships are illustrated in Appendix A.

3. FUNCTION OF THE COMMITTEE

The Function of the PLS Standing Committee is to provide the Libraries Board of South Australia with expert advice on all matters relating to the strategic direction of public library services in South Australia. The Standing Committee is responsible for endorsing budgetary strategy, establishing and achieving business objectives for Public Library Services, monitoring performance outcomes and risks.

4. ROLE OF THE COMMITTEE

The role of the PLS Standing Committee is to provide:

- A strategic overview, advice and recommendations to the Libraries Board of South Australia on matters relating to Public Library Services and the public library network
- A communication mechanism and conduit for Local Government and public libraries on issues affecting Public Library Services and the public library network
- Strategic input into the services, directions and policies of Public Library Services and the public library network

5. ROLE OF INDIVIDUAL MEMBERS

The Role of the individual members of the PLS Standing Committee is to:

- Understand the business and strategic objectives of the Libraries Board;
- Be actively involved in the delivery of public library services and the outcomes being pursued;
- Demonstrate a commitment to collaboration and the sharing of state-wide resources;
- Be an advocate and champion for public library services;
- Appreciate the diversity within the network and take into account the various perspectives and interests of individual councils and libraries;
- Have a strong understanding of the State's public library network;
- Be committed to, and actively involved in committee activities and decision making;
- Maintain confidentiality in relation to any sensitive material.

In practice, this means they:

- Understand the strategic objectives of the South Australian public library network;
- Ensure the needs of all stakeholders including individual councils and libraries are considered when making decisions;
- Help balance conflicting priorities and resources;
- Provide support and advice to the Libraries Board on all matters pertaining to the delivery of public library services;
- Consider ideas and issues raised; and
- Review trends and identify ways to take advantage of emerging opportunities.

6. SCOPE OF COMMITTEE'S CONSIDERATION

The issues that the Committee will consider include those matters covered by the Libraries Act and the MOA, including but not exclusive to:

- Provision of public library and information services in South Australia;
- Development and strengthening of the South Australian public library network;
- Strategic partnering and co-operative arrangements;
- The utilization and allocation of the State Government Grant for public library purposes;
- The financial management of Public Library Services including the cost effectiveness of the service, budgets and grant allocations;
- The purpose and process of consultation and communication on matters concerning public libraries and the network;
- Provide governance oversight of the operations and impact of the One Card Library Management System;
- Contributing to the setting and monitoring of, agreed strategic objectives and performance outcomes by Public Library Services;
- Identification of library trends, statewide services and opportunities for future innovation;
- Making best use of new and emerging technologies.

7 GENERAL

7.1 Appointment

Members are appointed to the committee by the Libraries Board. In the interests of achieving a balanced and well-credentialed committee the stakeholders who have places on the committee will nominate two or more people for each position that they have on the committee. The Libraries Board will consider the balance of skills and experience required and make an appointment to the committee from these nominees.

7.2 Membership

The membership of the Standing Committee will consist of not more than 9 members:

- Two members of the Libraries Board including a Chairperson nominated by the Libraries Board;
- Two representatives nominated by the Local Government Association;
- President of Public Libraries South Australia (or their nominee);
- Two representatives nominated by Public Libraries South Australia;
- Associate Director Public Library Services;
- The Director, State Library and PLS Managers will attend meetings as necessary but are not considered members of the Committee.

The membership of the Committee brings a range of skills and perspectives to the Committee's deliberations. .

Skills and experience required for consideration for membership by the Libraries Board include;

- Hold senior leadership position in a council
- Proven experience in strategic thinking and delivery
- Proven ability to provide ideas and advice on issues, services, strategies and priorities relating to library services
- Analytical and problem solving skills
- High level information technology skills
- Knowledge of state and local governments

7.3 Member Terms

Members will ordinarily be appointed for a three year fixed term with the option for the Board to renew a member's appointment for a further two 3 year periods i.e. for a period of up to 9 years. The occupant of the position of Associate Director is a permanent member of the Committee.

Committee members will cease to be a member of the PLS standing Committee if they:

- resign from the committee
- fail to attend 3 consecutive meetings without providing apologies to the Chairperson
- resign from their employment
- breach confidentiality

Any vacant positions will be filled on a casual basis until the term of office has expired.

7.4 Chair

The Chair will convene the Public Library Standing Committee meetings.

If the designated Chair is not available, the other Libraries Board member will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

7.5 Secretarial Services

Secretarial services are provided by the Executive Officer, Libraries Board of South Australia.

7.6 Agenda Items

All PLS Standing Committee agenda items must be forwarded to the secretariat ten (10) working days prior to the next scheduled meeting.

The PLS Standing Committee agenda, with attached meeting papers, will be distributed at least seven (7) working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

7.7 Minutes and Meeting Papers

The format of the PLS Standing Committee minutes will be in the format used by the Libraries Board.

The minutes of each PLS Standing Committee will be prepared by the Executive Officer.

Full copies of the minutes, including attachments, will be provided to all Committee members no later than ten (10) working days following each meeting.

By agreement of the PLS Standing Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

The minutes of each Committee meeting will be monitored and maintained by the Executive Officer and stored by Public Library Services as a complete record as required under provisions of the State Records Act 1997.

7.8 Frequency of Meetings

Meetings are generally held monthly prior to the meeting of the Libraries Board. This is to facilitate the inclusion of reports to the Libraries Board which have been considered and ratified by the Committee. A total of ten (10) meetings will be held each year. Electronic communication and teleconferences may be used to enable country members to participate. A special or extraordinary meeting may be called by the Committee Chair as required.

7.9 Proxies

Members of the Public Library Standing Committee will not nominate a proxy to attend a meeting if the member is unable to attend.

7.10 Quorum Requirements

A minimum of 50% plus one of members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

7.11 Reporting

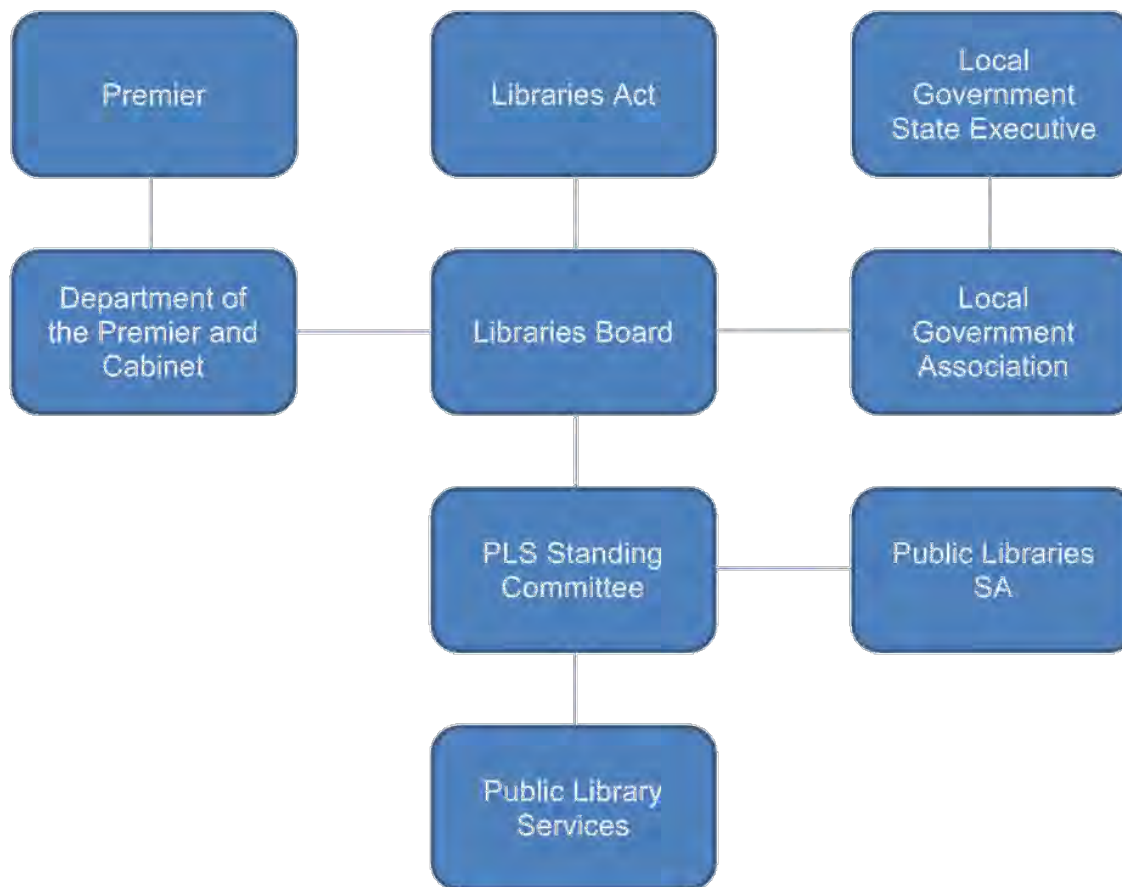
The Committee will provide written reports to the Libraries Board for inclusion in its Agenda papers for each meeting. It is further suggested that PLSA and LGA nominees provide a formal annual report to PLSA and the LGA respectively.

7.12 Formation of working groups and sub-committees

The Public Library Standing Committee may from time to time form working groups or sub-committees to undertake specific work on behalf of the committee.

APPENDIX 1

SOUTH AUSTRALIAN PUBLIC LIBRARY NETWORK
GOVERNANCE AND REPORTING RELATIONSHIPS



Title: **Appointments or Nominations to Outside Bodies**

DATE OF POLICY:	July 2006
DATE OF LAST REVIEW BY LGA:	May 2013 May 2014

Requests for Local Government nominees on boards and committees are received from Ministers, Government Agencies and other organisations regularly. The importance of Local Government nominations to boards and committees is recognised by the LGA and appointments/nominations will be made on merit based principles giving due weight to gender balance. Appointees or nominees to outside bodies are not expected to 'represent' Local Government, or the views of any particular stakeholder or interest group. They are expected to apply their skills and experience, particularly their skills and experience arising from their participation in Local Government, to the betterment of the work and understanding of the board or committee to which they are appointed.

Appointments by Minister/Governor

Appointments to be made by the Minister or Governor, drawn from nominations from the LGA, will be determined by the LGA Board or between meetings the LGA Executive Committee. The Secretariat will call for nominations from Member Councils using the proforma (attachment 1) and upon the close of nominations (attachment 2) prepare a report for consideration. The template (attachment 3) is to be prepared by the Secretariat and tabled at the relevant meeting to assist with the assessment of the most appropriate nominations. However, where the appointments are to be made to non-statutory boards or committees, the nomination selection process may be delegated to the LGA Executive Committee.

Right to Decline Nomination

The LGA reserves the right to decline to appoint or nominate a person to a board or committee, unless it is required by law. The LGA Board (or between meetings the LGA Executive Committee) will consider recommendations from the Secretariat that the LGA decline to appoint or nominate a person to a board or committee. A brief report stating the reasons for declining to appoint or nominate will be prepared by the Secretariat to be considered by the LGA Board (or between meetings, the LGA Executive Committee).

Nominees to be Current Council Members or Staff

LGA nominees to outside bodies will, unless determined otherwise by the LGA Board/LGA Executive Committee, be current Council Members or staff of a Member Council or other Local Government entity.

When an existing appointment to an outside body ceases to be a Council or staff Member or a member of another Local Government entity, then under normal circumstances that person will be requested to resign his/her membership of the outside body forthwith. However the LGA Board/LGA Executive Committee may waive this requirement in circumstances where the person:

- has unique qualifications, experience or other personal qualities which allow him or her to continue to remain on the particular board or committee and/or;
- is appointed directly by a Minister or the Governor for a fixed term, and the appointment is specific to that person.

The LGA Board or LGA Executive Committee will review the list of all existing appointments following each general Local Government Election, to consider whether existing appointments comply with this policy.

ECM 30741

Submitting Nominations to the LGA

LGA nominations to outside bodies are determined by Councils as corporate bodies. Each Council determines its own policy on how Council nominations are lodged. Only two (2) nominations will be accepted from any one Council. The LGA Board / LGA Executive Committee does not accept nominations from individual Councillors or staff.

LGA Board/LGA Executive Committee Process for Determining Appointments/Nominations

The process for determining appointments/nominations at LGA Board or LGA Executive Committee meetings is as follows:

- a) Where the LGA Board/LGA Executive Committee is being asked to appoint a member and a proxy, this will be done as two separate processes, i.e. the selection of the person to be the member is to be completed prior to the selection of who is to be the deputy. This avoids the potential problem of two names being considered at once where it is quite likely that a member is supportive of one of the people but not necessarily both.
- b) Where the appointment is to a statutory authority and is to be made by the Governor, the provisions of section 36A of the *Acts Interpretation Act 1915* apply regarding gender balance and the number of nominations to be provided (see Attachment 4). In situations where there is an insufficient number of nominations from women to achieve an appropriate gender balance, the LGA may use the Local Government Women's Register described in Attachment 5 to source the names of additional persons.
- c) If the requirement is to choose a panel of three or more names, this can be done 'on block'.
- d) Unless otherwise determined, the President or Chairperson for the meeting, will invite members to nominate a person, no seconder is required.
- e) If the number of nominations received exceeds the number of positions, the President or Chairperson shall then invite members to make any comment they wish on the merits of any of the persons who have been nominated.
- f) Each member shall then be invited to indicate their preference by way of a secret ballot using the confidential matrix provided.
- g) Each member shall be entitled to vote on as many occasions as there are positions to be filled. Counting will be conducted on the basis of 'first past the post'.
- h) The President or Chairperson shall indicate to members the nominee who has received the most votes and has been selected. The President or Chairperson shall then invite a member to formally move that the nominee(s) with the most votes be selected.
- i) Nominations received from Councils after the deadline stipulated in the relevant LGA Circular will be shown as having been received late. This does not in itself mean that such nominations are invalid. The relevant agenda item will stipulate the closing date. The LGA Board/LGA Executive Committee is able to consider any late nomination on merit, unless it determines otherwise.

ECM 30741

- j) Where there are insufficient nominations the LGA Board/LGA Executive Committee may delegate to the LGA Chief Executive Officer, in consultation with the LGA President, approval to seek further nominations and forward these nominations to the relevant Minister, Government agency or organisation.

If a member of the LGA Board/LGA Executive Committee or an officer of the LGA Secretariat is nominated, that person must leave the room prior to the matter being discussed and determined.

Advising of LGA Nominees and Policy

When LGA nominees to an outside body have been determined by LGA Board/LGA Executive Committee in accordance with this policy, the names of the nominees and a copy of this policy shall be provided to the relevant Minister or agency, highlighting the conditions of the nomination.

Responsibilities of Appointees

While recognising that the deliberations of many external boards and committees are confidential in nature, this policy nevertheless requires LGA nominees and appointees to external bodies to provide a short general report annually, outlining the achievements of the board or committee which are likely to be of interest to Local Government.

Insurance for LGA Appointees

Where a Board is a Statutory Board or Committee of the State Government or a State agency the South Australian Insurance Corporation (SAICORP) provides insurance cover. In the event that insurance is not available through SAICORP the LGA through contact with the outside body or its Mutual Liability Scheme will ensure that the appointee is adequately covered.

Review

This Policy may be reviewed by the LGA Board from time to time as necessary, to ensure that it remains up to date and relevant.

ECM 30741

Nominations to Outside Bodies**PART A**

Name of Body	
Legal Status of Body	**Delete those that don't apply: Statutory Authority Incorporated Body Committee Advisory Committee Other (please provide information)
Summary Statement	
<u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u> The following selection criteria must be addressed when completing Part B	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	
Industry Experience	
Board / Committee Experience	
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	
LIABILITY AND INDEMNITY COVER The LGA requires that nominees to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis) **CHECK THE BODY INSURED**	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

ECM 30741



Nominations to Outside Bodies

PART B: This form must be completed by Council electronically and emailed as a word document to:
##@lga.sa.gov.au
 (Nominee's details must not exceed this single page)

Name of Body: ****Insert name of body**

Council Name:			
Full Name of Nominee:			
Position/Title:			
Address:			
Work Phone:		Facsimile:	
A/H Phone:		Mobile:	
Email:			
1. <u>Summary of relevant skills, knowledge and/or experience</u>			
2. <u>Other comments in relation to this role</u>			

DO NOT EXCEED ONE PAGE
An email confirming receipt of your nomination will be forwarded

ECM 30741

Attachment 4

Extract from the *Acts Interpretation Act 1915*

36A—Gender balance in nomination of persons for appointment to statutory bodies

- (1) This section applies if an Act provides for a member of a body to be appointed by the Governor or a Minister on the nomination of a non-government entity.
- (2) If the Act provides for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that the panel—
 - (a) must include at least 1 woman and 1 man; and
 - (b) must, as far as practicable, be comprised of equal numbers of women and men.
- (3) If the Act does not provide for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that—
 - (a) the non-government entity must nominate a panel of persons comprised of not less than twice the number of members of the body to be appointed on the nomination of the entity plus one; and
 - (b) the panel—
 - (i) must include at least 1 woman and 1 man; and
 - (ii) must, as far as practicable, be comprised of equal numbers of women and men; and
 - (c) the Governor or Minister must select the person for appointment from the panel.
- (4) This section does not derogate from the need to properly assess merit in selecting persons for appointment.
- (5) In this section—

non-government entity means a person or body other than an officer, agency or instrumentality (including a Minister) of the Crown in right of the State or the Commonwealth or another State or a Territory of the Commonwealth.

ECM 30741

Attachment 5**Local Government Women's
Board and Committee Membership Register**

The LGA will establish and maintain a register of Local Government women interested in being appointed to Local Government related Boards and Committees. (The 'LG Women's Register')

The process of establishment and maintenance of the LG Women's Register will include:

- 1 An LGA Circular will advise of the establishment of the LG Women's Register and request interested women (Council Members and Council Officers) to complete a registration of interest form providing:
 - name and contact details
 - fields of interest
 - details of previous skills, knowledge and experience relevant to board or committee membership
 - names and contact details of two referees
 - permission to supply details provided above to Local Government stakeholders requiring female board or committee members.
 - advice if/when the applicant requires their details to be removed from the Register.
- 2 Information about the LG Women's Register will be provided on the LGA website on the front page under *LGA.net for Councils*, the *Women on the Move* page and the *Governance* page, with a link to the registration of interest form.
- 3 The LGA will record information on the LG Women's Register when a registration of interest is received. The LGA will use this information to assist with filling Local Government related board or committee positions, only when sufficient nominations are not received as part of its 'Representatives on Outside Bodies' Process. The LGA will not disclose the information from the LG Women's Register to a third party without the express permission of the relevant person.
- 4 The LGA will also promote the LG Women's Register to all Local Government stakeholders advising them to contact the LGA if they are seeking a female Board or Committee member.
- 5 Upon request, the LGA may provide external stakeholders with the details of individual(s) listed on the LG Women's Register, but only if the registered person(s) have consented to their information being made available to third parties. The stakeholder will be invited to contact the person(s) direct.

DME 42172

Nominations to Outside Bodies - Part A

Public Library Services Standing Committee	
Legal Status of Body	Standing Committee is established by the Libraries Board pursuant to the Libraries Act but is not a statutory authority
Summary Statement	The Public Library Services Standing Committee is a committee established to assist the Libraries Board on policy and planning matters. It is governed by Terms of Reference available in the LGA Circular.
Selection criteria	
<i>The following selection criteria based on the Committee's Terms of Reference must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	<ul style="list-style-type: none"> Hold a senior leadership position in a council
Industry Experience	<ul style="list-style-type: none"> Proven experience in strategic thinking and delivery Proven ability to provide ideas and advice on issues, services, strategies and priorities relating to library services
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<ul style="list-style-type: none"> Analytical and problem-solving skills High level information technology skills Knowledge of state and local governments
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes



The voice of local government.

Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to lgasa@lga.sa.gov.au; and
- upon receipt at the LGA, will be acknowledged by return email.

Public Libraries Standing Committee

Council details	
Name of council submitting the nomination	
Name of council officer submitting this form – refer LGA Policy	Name: Position: Email: Telephone:
Nominee details	
Name of Nominee	
<input type="checkbox"/> Current Elected Member or <input type="checkbox"/> Current council officer	
Home / Postal Address	
Phone	Mobile:
Email	
Is a CV attached or will it be forwarded separately?	
Information relevant to the appointment sought	
<i>(address the selection criteria from Part A)</i>	
Qualifications:	
Industry Experience:	
Key Expertise:	
Any other comments:	
Undertaking:	
<i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards</i>	

FCM 678508

Local Government Association of South Australia



The voice of local government.

and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes No

Signature of Nominee: _____



ITEM	3.4.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 October 2019
HEADING	Nominations Sought for a Local Government representative on the SA Power Networks Customer Consultative Panel
AUTHOR	Janet Crook, Risk & Governance Program Manager, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The LGA has published Circular 38.4 which states that nominations are invited for a local government representative on the SA Power Networks Customer Consultative Panel. Representatives are entitled to a sitting fee of up to \$2,500 per annum. The appointment is for a period of two years. Nominations must be forwarded to the LGA by Friday 8 November 2019.
RECOMMENDATION	
	1. Cr _____ be nominated as a local government representative on the SA Power Networks Customer Consultative Panel.
ATTACHMENTS	
	This document should be read in conjunction with the following attachments:
	1. SA Power Networks Customer Engagement - Customer Consultative Panel Information Pack - September 2019
	2. LGA Nominations to Outside Bodies Policy
	3. Part A - SA Power Networks Customer Consultative Panel - Selection Criteria
	4. Part B - SA Power Networks Customer Consultative Panel - Nomination form
1. BACKGROUND	
	1.1 The LGA has published Circular 38.4 which states that nominations are invited for a local government representative on the SA Power Networks Customer Consultative Panel (“the Panel”).
	1.2 Nominations must be forwarded to the LGA by Friday 8 November 2019.
2. CONSULTATION / COMMUNICATION	
	2.1 Internal
	2.1.1 Circular 38.4 dated 16 September 2019 from the LGA was emailed to all Elected Members, the Executive Group and Divisional Managers on 24 September 2019.
	2.2 External
	2.2.1 Nil

3. REPORT

- 3.1 Nominations are now invited for a local government representative on the Panel.
- 3.2 Representatives on the Panel are entitled to a sitting fee of up to \$2,500 per member per annum. The appointment is for a period of two years with an option to renew for a further two year term. The Panel meets quarterly for three-hour meetings on a day to be decided by the Panel. Panel members should also be available to attend and participate in occasional Community Information Sessions.
- 3.3 The Panel was established to ensure customer views are incorporated into decision making. The function of the Panel includes providing input into SA Power Networks decision making by representing the interests of customers, advocating for the needs and priorities of all customers, drive co-design with customers of services, products and processes and ensuring alignment with customer priorities in a rapidly changing environment.
- 3.4 The role of the members of the Panel includes a desire to work collaboratively with SA Power Networks, representing the interests of local government and ensuring information from meetings is fed back to the LGA, identifying areas for additional customer engagement activities or co-design with customers, and identify priority topics for discussion by the Panel. Further information is contained in the Information Pack which appears as Attachment 1 to this report.
- 3.5 In accordance with the LGA Nominations to Outside Bodies Policy, LGA nominees to external bodies are required to provide a short general report annually to the LGA outlining the achievements of the committee. The Panel Information Pack also requires members to report back to the organization they represent. A copy of the Nominations Policy appears as Attachment 2 to this report.
- 3.6 Nominations addressing the Selection Criteria provided in Part A for the Panel must be forwarded to lgasa@lga.sa.gov.au by a council using the Part B form along with an up-to-date CV/resume by Friday 8 November 2019. Part A and Part B appear as Attachments 3 and 4 to this report respectively.
- 3.7 Nominations which meet the criteria in the LGA Policy and Panel Information Pack will be considered by the LGA Board on 21 November 2019.

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to determine if it wishes to put forward a nomination for a local government representative on the SA Power Networks Customer Consultative Panel.
- 4.2 It should be noted, there is no obligation to submit a nomination.

CO-ORDINATION

Officer:

Date:



SA Power Networks engage with a diverse range of stakeholders across the State, and we are committed to improving the way we engage and consider their needs in our decision-making. By working together, we can better deliver services our customers expect and value, while helping to build trust.

The Opportunity

A Customer Consultative Panel (CCP) was established in 2005 to ensure customer views were considered in our decision-making.

The purpose of the Panel is to enable the views of a diverse range of customers to be represented, discussed and heard and ensure views are considered in and used to guide SA Power Networks decision-making in an ongoing way. The Panel provides a forum for two-way and transparent communication, with the aim of building and evolving effective relationships between SA Power Networks and its customers.

We are seeking expressions of interest from individuals or groups who are willing to share their time, skills, expertise and experience to work collaboratively with SA Power Networks to shape our service delivery.

Who is SA Power Networks?

SA Power Networks is the sole distribution network service provider in South Australia. We supply electricity to approximately 860,000 homes and businesses across the state.

Our network extends more than 89,000km along difficult and remote terrain and includes more than 400 substations, 77,000 transformers, 647,000 Stobie poles, 174,000km of overhead conductors and 18,000km of underground cables.

Approximately 70% of our customers reside in major metropolitan areas, however the extensive area serviced by our distribution system means 70% of the network infrastructure (in route length) delivers energy to the remaining 30% of customers.

SA Power Networks is regulated at both the State and Federal level and is required to abide by the local regulatory environment and the National Electricity Law (NEL) and National Electricity Rules (NER) in managing the distribution network. We contribute to around a quarter of the average residential customer's electricity bill and are recognised at the national level as the most efficient distributor on a state-by-state basis, based on 'total factor productivity' (Australian Energy Regulator, 2017).

We are committed to working with our customers to build trust, understand the services our customers value and meet customer expectations.

What's in it for you?

By getting involved in our CCP you will have the opportunity to:

- provide input into our decision-making by representing the interests of customers;
- advocate for the needs and priorities of all customers;
- drive co-design with customers of services, products and processes; and
- ensure alignment with customer priorities in a rapidly changing environment.

Our expectations

Your role as a member of our CCP would require:

- your expertise and knowledge;
- a desire to work collaboratively with SA Power Networks;
- representing the interests of the groups and organisations you represent and ensure information from meetings is fed back to these groups and organisations;
- identifying areas for additional customer engagement activities or co-design with customers;
- identifying priority topics for discussion by the Panel;
- your attendance at quarterly 3-hour meetings, plus other meetings, stakeholder events or other activities that may arise (to be determined by CCP and SA Power Networks); and
- your commitment to serve for a minimum term of 2 years (option to renew for a further 2-year term subject to review).

The IAP2 spectrum for engagement will be used as a guide and different levels of engagement with the Panel, from inform to collaborate, will be undertaken as appropriate.

SA Power Networks engages with customers in a number of ways and our engagement with our Panel and consultative groups is one way we seek customer input into our decision-making. In addition to our CCP we have a number of specialist Reference Groups and Working Groups for particular topics or areas of interest.



SA Power Networks will provide a range of resources to the Panel to support you in undertaking this role, including secretariat support; access to SA Power Networks staff and relevant data; a full induction program; and resources to enable the commissioning of specialist analysis or research as required.

Panel Members should also be available to attend and participate in Community Information Sessions with the broader community in metropolitan Adelaide, rural and regional locations on occasion (a program of engagement to be developed in consultation with the CCP for 2020 and 2021).

Skills and Experience

It is expected that customers will have a basic understanding or interest in the electricity industry and a willingness to commit time to working with SA Power Networks. We are looking for people who want to engage in discussion with SA Power Networks and its stakeholders and represent the broader interests of customers.

We are seeking expertise and skills from the following customers, sectors or groups:

- Business – large, medium and small business customers
- Residential – metropolitan, rural and regional customers
- Local Government and economic development
- Renewable sector and emerging energy technologies
- Community and not for profit sector
- Customer advocacy groups and multicultural communities
- Environmental – vegetation management, special interest groups
- Future planning / development / infrastructure
- Research / thought leaders
- Government/ Policy
- Information Technology

And expertise and knowledge on one or more of the following areas would be highly desirable:

- Innovation and the future of energy
- Social inclusion
- Basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates

Remuneration

SA Power Networks acknowledges and is grateful for the time investment from members participating on the CCP. There is an expectation that members will commit their time to working with SA Power Networks and being prepared to make a difference and add value to the discussion.

SA Power Networks is pleased to offer members a sitting fee of up to \$2,500 per member per annum. This is based on \$1,500 for work outside of meetings plus \$1,000 for attendance and participation at four meetings @ sitting fee of \$250 per meeting to be paid retrospectively.

In addition, members travelling from interstate will receive reimbursement of their flight costs or for any intrastate travel and accommodation associated with CCP activities.

Interested in being involved?

To arrange an informal discussion about SA Power Networks and the Panel, please contact **Alexandra Lewis**, Customer Consultation Lead on 0428 695 173 or alex.lewis@sapowernetworks.com.au

To apply, please submit a covering letter and your resume to Alexandra Lewis by 1 November 2019.

Your covering letter should include a brief outline of why you are interested in being on our CCP, what area(s) of expertise you feel you could bring and how you will seek advice and report information back to groups you represent.

For further information on SA Power Networks please visit www.sapowernetworks.com.au

Title: Appointments or Nominations to Outside Bodies

DATE OF POLICY:	July 2006
DATE OF LAST REVIEW BY LGA:	May 2013 May 2014

Requests for Local Government nominees on boards and committees are received from Ministers, Government Agencies and other organisations regularly. The importance of Local Government nominations to boards and committees is recognised by the LGA and appointments/nominations will be made on merit based principles giving due weight to gender balance. Appointees or nominees to outside bodies are not expected to 'represent' Local Government, or the views of any particular stakeholder or interest group. They are expected to apply their skills and experience, particularly their skills and experience arising from their participation in Local Government, to the betterment of the work and understanding of the board or committee to which they are appointed.

Appointments by Minister/Governor

Appointments to be made by the Minister or Governor, drawn from nominations from the LGA, will be determined by the LGA Board or between meetings the LGA Executive Committee. The Secretariat will call for nominations from Member Councils using the proforma (attachment 1) and upon the close of nominations (attachment 2) prepare a report for consideration. The template (attachment 3) is to be prepared by the Secretariat and tabled at the relevant meeting to assist with the assessment of the most appropriate nominations. However, where the appointments are to be made to non-statutory boards or committees, the nomination selection process may be delegated to the LGA Executive Committee.

Right to Decline Nomination

The LGA reserves the right to decline to appoint or nominate a person to a board or committee, unless it is required by law. The LGA Board (or between meetings the LGA Executive Committee) will consider recommendations from the Secretariat that the LGA decline to appoint or nominate a person to a board or committee. A brief report stating the reasons for declining to appoint or nominate will be prepared by the Secretariat to be considered by the LGA Board (or between meetings, the LGA Executive Committee).

Nominees to be Current Council Members or Staff

LGA nominees to outside bodies will, unless determined otherwise by the LGA Board/LGA Executive Committee, be current Council Members or staff of a Member Council or other Local Government entity.

When an existing appointment to an outside body ceases to be a Council or staff Member or a member of another Local Government entity, then under normal circumstances that person will be requested to resign his/her membership of the outside body forthwith. However the LGA Board/LGA Executive Committee may waive this requirement in circumstances where the person:

- has unique qualifications, experience or other personal qualities which allow him or her to continue to remain on the particular board or committee and/or;
- is appointed directly by a Minister or the Governor for a fixed term, and the appointment is specific to that person.

The LGA Board or LGA Executive Committee will review the list of all existing appointments following each general Local Government Election, to consider whether existing appointments comply with this policy.

ECM 30741

Submitting Nominations to the LGA

LGA nominations to outside bodies are determined by Councils as corporate bodies. Each Council determines its own policy on how Council nominations are lodged. Only two (2) nominations will be accepted from any one Council. The LGA Board / LGA Executive Committee does not accept nominations from individual Councillors or staff.

LGA Board/LGA Executive Committee Process for Determining Appointments/Nominations

The process for determining appointments/nominations at LGA Board or LGA Executive Committee meetings is as follows:

- a) Where the LGA Board/LGA Executive Committee is being asked to appoint a member and a proxy, this will be done as two separate processes, i.e. the selection of the person to be the member is to be completed prior to the selection of who is to be the deputy. This avoids the potential problem of two names being considered at once where it is quite likely that a member is supportive of one of the people but not necessarily both.
- b) Where the appointment is to a statutory authority and is to be made by the Governor, the provisions of section 36A of the *Acts Interpretation Act 1915* apply regarding gender balance and the number of nominations to be provided (see Attachment 4). In situations where there is an insufficient number of nominations from women to achieve an appropriate gender balance, the LGA may use the Local Government Women's Register described in Attachment 5 to source the names of additional persons.
- c) If the requirement is to choose a panel of three or more names, this can be done 'on block'.
- d) Unless otherwise determined, the President or Chairperson for the meeting, will invite members to nominate a person, no seconder is required.
- e) If the number of nominations received exceeds the number of positions, the President or Chairperson shall then invite members to make any comment they wish on the merits of any of the persons who have been nominated.
- f) Each member shall then be invited to indicate their preference by way of a secret ballot using the confidential matrix provided.
- g) Each member shall be entitled to vote on as many occasions as there are positions to be filled. Counting will be conducted on the basis of 'first past the post'.
- h) The President or Chairperson shall indicate to members the nominee who has received the most votes and has been selected. The President or Chairperson shall then invite a member to formally move that the nominee(s) with the most votes be selected.
- i) Nominations received from Councils after the deadline stipulated in the relevant LGA Circular will be shown as having been received late. This does not in itself mean that such nominations are invalid. The relevant agenda item will stipulate the closing date. The LGA Board/LGA Executive Committee is able to consider any late nomination on merit, unless it determines otherwise.

ECM 30741

- j) Where there are insufficient nominations the LGA Board/LGA Executive Committee may delegate to the LGA Chief Executive Officer, in consultation with the LGA President, approval to seek further nominations and forward these nominations to the relevant Minister, Government agency or organisation.

If a member of the LGA Board/LGA Executive Committee or an officer of the LGA Secretariat is nominated, that person must leave the room prior to the matter being discussed and determined.

Advising of LGA Nominees and Policy

When LGA nominees to an outside body have been determined by LGA Board/LGA Executive Committee in accordance with this policy, the names of the nominees and a copy of this policy shall be provided to the relevant Minister or agency, highlighting the conditions of the nomination.

Responsibilities of Appointees

While recognising that the deliberations of many external boards and committees are confidential in nature, this policy nevertheless requires LGA nominees and appointees to external bodies to provide a short general report annually, outlining the achievements of the board or committee which are likely to be of interest to Local Government.

Insurance for LGA Appointees

Where a Board is a Statutory Board or Committee of the State Government or a State agency the South Australian Insurance Corporation (SAICORP) provides insurance cover. In the event that insurance is not available through SAICORP the LGA through contact with the outside body or its Mutual Liability Scheme will ensure that the appointee is adequately covered.

Review

This Policy may be reviewed by the LGA Board from time to time as necessary, to ensure that it remains up to date and relevant.

ECM 30741

Nominations to Outside Bodies**PART A**

Name of Body	
Legal Status of Body	**Delete those that don't apply: Statutory Authority Incorporated Body Committee Advisory Committee Other (please provide information)
Summary Statement	
<u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u> The following selection criteria must be addressed when completing Part B	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	
Industry Experience	
Board / Committee Experience	
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	
LIABILITY AND INDEMNITY COVER The LGA requires that nominees to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis) **CHECK THE BODY INSURED**	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

ECM 30741

Nominations to Outside Bodies



PART B: This form must be completed by Council electronically and emailed as a word document to:
##@lga.sa.gov.au
 (Nominee's details must not exceed this single page)

Name of Body: ****Insert name of body**

Council Name:			
Full Name of Nominee:			
Position/Title:			
Address:			
Work Phone:		Facsimile:	
A/H Phone:		Mobile:	
Email:			
1. <u>Summary of relevant skills, knowledge and/or experience</u>			
2. <u>Other comments in relation to this role</u>			

DO NOT EXCEED ONE PAGE
An email confirming receipt of your nomination will be forwarded

ECM 30741

Attachment 4

Extract from the *Acts Interpretation Act 1915*

36A—Gender balance in nomination of persons for appointment to statutory bodies

- (1) This section applies if an Act provides for a member of a body to be appointed by the Governor or a Minister on the nomination of a non-government entity.
- (2) If the Act provides for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that the panel—
 - (a) must include at least 1 woman and 1 man; and
 - (b) must, as far as practicable, be comprised of equal numbers of women and men.
- (3) If the Act does not provide for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that—
 - (a) the non-government entity must nominate a panel of persons comprised of not less than twice the number of members of the body to be appointed on the nomination of the entity plus one; and
 - (b) the panel—
 - (i) must include at least 1 woman and 1 man; and
 - (ii) must, as far as practicable, be comprised of equal numbers of women and men; and
 - (c) the Governor or Minister must select the person for appointment from the panel.
- (4) This section does not derogate from the need to properly assess merit in selecting persons for appointment.
- (5) In this section—

non-government entity means a person or body other than an officer, agency or instrumentality (including a Minister) of the Crown in right of the State or the Commonwealth or another State or a Territory of the Commonwealth.

ECM 30741

Attachment 5**Local Government Women's
Board and Committee Membership Register**

The LGA will establish and maintain a register of Local Government women interested in being appointed to Local Government related Boards and Committees. (The 'LG Women's Register')

The process of establishment and maintenance of the LG Women's Register will include:

- 1 An LGA Circular will advise of the establishment of the LG Women's Register and request interested women (Council Members and Council Officers) to complete a registration of interest form providing:
 - name and contact details
 - fields of interest
 - details of previous skills, knowledge and experience relevant to board or committee membership
 - names and contact details of two referees
 - permission to supply details provided above to Local Government stakeholders requiring female board or committee members.
 - advice if/when the applicant requires their details to be removed from the Register.
- 2 Information about the LG Women's Register will be provided on the LGA website on the front page under *LGA.net for Councils*, the *Women on the Move* page and the *Governance* page, with a link to the registration of interest form.
- 3 The LGA will record information on the LG Women's Register when a registration of interest is received. The LGA will use this information to assist with filling Local Government related board or committee positions, only when sufficient nominations are not received as part of its 'Representatives on Outside Bodies' Process. The LGA will not disclose the information from the LG Women's Register to a third party without the express permission of the relevant person.
- 4 The LGA will also promote the LG Women's Register to all Local Government stakeholders advising them to contact the LGA if they are seeking a female Board or Committee member.
- 5 Upon request, the LGA may provide external stakeholders with the details of individual(s) listed on the LG Women's Register, but only if the registered person(s) have consented to their information being made available to third parties. The stakeholder will be invited to contact the person(s) direct.

DME 42172



The voice of local government.

Nominations to Outside Bodies - Part A

South Australia Power Networks Customer Consultative Panel	
Legal Status of Body	The Panel is established by SAPN and is not a statutory authority
Summary Statement	The Panel was established in 2005 to ensure customer views are considered in SAPN's decision-making and is governed by the Customer Consultative Panel Information Pack available in the LGA Circular.
Selection criteria <i>The following selection criteria based on the Panel Information Pack must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	<ul style="list-style-type: none"> Local government experience as a council member or staff member Other relevant qualifications
Industry Experience	<ul style="list-style-type: none"> Basic understanding of and interest in the electricity industry
Key Expertise	Expertise and knowledge in: <ul style="list-style-type: none"> Innovation and the future of energy Social inclusion Basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates
Liability and indemnity cover <i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to lgasa@lga.sa.gov.au; and
- upon receipt at the LGA, will be acknowledged by return email.

Customer Consultative Panel

Council details	
Name of council submitting the nomination	
Name of council officer submitting this form – refer LGA Policy	Name: Position: Email: Telephone:
Nominee details	
Name of Nominee	
<input type="checkbox"/> Current Elected Member	or <input type="checkbox"/> Current council officer
Home / Postal Address	
Phone	Mobile:
Email	
Is a CV attached or will it be forwarded separately?	
Information relevant to the appointment sought	
<i>(address the selection criteria from Part A)</i>	
Qualifications:	
Industry Experience:	
Key Expertise:	
Any other comments:	
Undertaking:	
<i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards</i>	

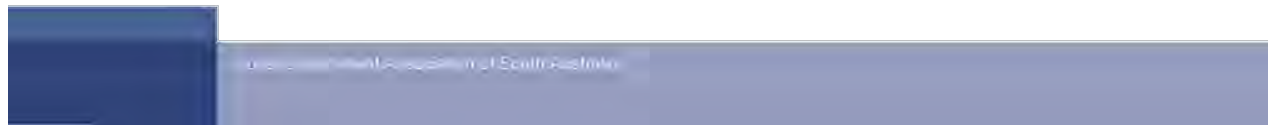


The voice of local government.

and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes No

Signature of Nominee: _____



ITEM	3.6.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 October 2019
HEADING	Nomination of Principal Office for the City of Salisbury
AUTHOR	Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance
CITY PLAN LINKS	3.1 Be an adaptive community that embraces change and opportunities. 4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY This report provides information concerning the requirements of the Local Government Act 1999 in relation to nominating the principal office of Council and seeks Council endorsement to proceed to community consultation.

RECOMMENDATION

1. The information be received.
2. That the principal office of Council be:
City of Salisbury
34 Church Street
SALISBURY SA 5108
3. That community consultation advising of the principal office of Council for a period of not less than 21 days be undertaken in accordance with Section 45(3) of the *Local Government Act 1999* and Council's Public Consultation Policy.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 This report provides information concerning the requirements of the Local Government Act 1999 in relation to nominating the principal office of Council and its business hours and seeks Council endorsement to proceed to community consultation.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Nil
- 2.2 External
 - 2.2.1 The recommendation proposes public consultation.

3. REPORT

- 3.1 In accordance with Section 45 of the Local Government Act 1999 (the Act), Council is required to nominate a place as its principal office for the purposes of the Act.
- 3.2 The Salisbury Community Hub will be the principal office and is located at 34 Church Street, Salisbury, SA 5108.
- 3.3 The principal office of a council must be open to the public for the transaction of business during hours determined by Council
- 3.4 Customer Service hours of business will remain the same and are from 8.30am to 5.00pm, Monday to Friday.
- 3.5 Council is required to undertake community consultation in accordance with section 45 (3) of the Act and Council's Public Consultation Policy.
- 3.6 Section 45 of the Act states:

Division 5—Principal office

45—Principal office

- (1) *A council must nominate a place as its principal office for the purposes of this Act.*
- (2) *Subject to subsection (3), the principal office of a council must be open to the public for the transaction of business during hours determined by the council.*
- (3) *A council should consult with its local community in accordance with its public consultation policy about the manner, places and times at which its offices will be open to the public for the transaction of business, and about any significant changes to these arrangements.*

- 3.7 Council's Public Consultation Policy provides:

F – LOCAL GOVERNMENT ACT 1999 REQUIREMENTS

28. *In circumstances where the Act specifically requires reference to a Council's Public Consultation Policy, then Council will comply with the Act, in particular with regard to:*

...

- a) *Principal Office – Opening hours (section 45)*

...

29. *The steps to be followed when consulting on the above matters are outlined in section G of this Policy and Appendix A.*

G - PUBLIC CONSULTATION STEPS AS REQUIRED UNDER THE ACT

34. *For each matter listed in Section F, section 28, Council staff will:*

- 34.1. *Prepare a document that sets out Council's proposal in relation to the matter; and*

- 34.2. *Publish a notice:*

- *describing the matter under consideration;*
- *in newspapers circulating within the area of the Council; and*
- *inviting interested persons to make submissions within a period stated in the notice (being at least 21 days).*

35. *When submissions have been received by the specified date, Council staff will:*
- 35.1. *Summarise and analyse the information;*
- 35.2. *Prepare a report for Council or the relevant Council Committee which:*
- *summarises the public consultation outcomes;*
 - *presents the information in the broader context of the matter under consideration;*
 - *makes recommendations for Council or the Committee to consider when deciding on the matter/s; and*
 - *is included on the agenda for the next available Council or Committee meeting.*
36. *Council will consider the report and relevant recommendation/s and decide on the matter/s.*
37. *The right to address Council or a Committee of Council by way of deputation in support of any submission may be granted at the discretion of the Mayor or Presiding Member, unless otherwise prescribed in the relevant legislation.*

Appendix A

*Public Consultation – Schedule of Requirements: for matters **where Council is specifically required** by the Local Government Act 1999 to follow the steps set out in its Public Consultation Policy (Listed in Section F, item 28 of this Policy).*

<i>Matter</i>	<i>Section of the Act</i>	<i>Summary of Public Consultation Steps</i>
<p>a) <u>Principal Office – Opening hours</u> <i>Council should consult with its local community in accordance with this Policy about the manner, places and times at which its offices will be open to the public for the transaction of business, and about any significant changes to those arrangements.</i></p> <p><i>Note: the principal office of the City of Salisbury is at 12 James Street, Salisbury, SA 5108.</i></p>	s. 45	<i>As per the steps set out in section G of this Policy.</i>

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to endorse the principal office of Council as being 34 Church Street, Salisbury, SA 5108 and for public consultation to be undertaken in accordance with Section 45 of the Local Government Act 1999 and Council's Public Consultation Policy.

CO-ORDINATION

Officer:

Date:

ITEM	3.6.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	21 October 2019
HEADING	Voting Advice to Council Delegate for the Local Government Association Annual General Meeting - 31 October 2019
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	In accordance with a previous Council resolution, this report presents the items to be considered at the Local Government Association Annual General Meeting (LGA AGM) to be convened on Thursday 31 October 2019 and provides guidance to enable Council to instruct its delegate how to vote in relation to each item.

RECOMMENDATION

1. Council direct its voting delegate (Cr Chad Buchanan or Mayor Gillian Aldridge as proxy) to vote on the recommendations of the Local Government Association Annual General Meeting as set out in the attachment to this report (Council, 28 October 2019, Item 3.6.2).

ATTACHMENTS

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

1. Proposed Voting Guidance for the Local Government Association Annual General Meeting to be Held on 31 October 2019

1. BACKGROUND

- 1.1 At the February 2015 meeting of Council, it was resolved that Council direct the City of Salisbury's voting delegate in relation to voting on Local Government Association (LGA) General Meeting recommendations. To give effect to this resolution a report is prepared prior to each LGA Ordinary General Meeting (OGM) and Annual General Meeting (AGM) that summarises the matters being considered and puts forward a recommended position for each matter, based on advice from the Chief Executive Officer (CEO).

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Recommendations contained within this report are as a result of discussions between the Manager Governance and the Chief Executive Officer.
- 2.1 External
 - 2.1.1 Nil.

3. REPORT

- 3.1 Due to the size of the agenda (in its entirety 351 pages), a hard copy of the full agenda is not distributed to all Elected Members. Cr Chad Buchanan, current voting delegate and Mayor Gillian Aldridge (proxy delegate) have been given a copy of the agenda. A printed copy has also been made available for review by Elected Members in the Members' Room adjacent to the Council Chamber.
- 3.2 The full agenda contained within LGA Circular 40.3 was circulated by email to Elected Members on 3 October 2019.
- 3.3 Attachment A to this report contains a list of each of the recommendations to be considered at the LGA AGM taking place on Thursday 31 October 2019. The CEO has provided guidance regarding the appropriate voting position for the City of Salisbury.

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to review the items listed in the attachment and confirm or vary the voting guidance provided by the CEO.

CO-ORDINATION

Officer:	Exec Group	MG
Date:	14/10/19	11/10/19

DRAFT VOTING GUIDANCE FOR LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING
Thursday 31 October 2019, 11.00am, Adelaide Oval

Item No	Item Description	Agenda Page No	Voting Guidance
6.	LGA BUSINESS		
6.1	LGA Annual Report 2018-2019 That the Annual General Meeting receives and adopts the Local Government Association of South Australia's Annual Report for the year 2018-2019.	35	SUPPORT
6.2	Financial Statements 2018-2019 That the Annual General Meeting receives and adopts the LGA of SA and controlled entities Financial Statements for the year 2018-2019.	36	SUPPORT
6.3	Annual Reports of LGA Committees That the Annual General Meeting notes the Annual Reports for the year 2018-2019 of the following Committees established under the LGA Constitution: a) Greater Adelaide Region Organisation of Councils (GAROC) b) South Australian Region Organisation of Councils (SAROC) c) CEO Advisory Group d) Audit and Risk Committee	86	SUPPORT
6.4	LGASA Mutual Annual Report 2018-2019 That the Annual General Meeting receives and notes the LGASA Mutual Annual Report for the year 2018-2019.	114	SUPPORT
6.5	LGA Procurement Annual Report 2018-2019 That the Annual General Meeting receives and notes the LGA Procurement Annual Report for the year 2018-2019.	115	SUPPORT

DRAFT VOTING GUIDANCE FOR LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING

Thursday 31 October 2019, 11.00am, Adelaide Oval

Item No	Item Description	Agenda Page No	Voting Guidance
6.6	LGA 2019 Value Proposition and Pricing Methodology That the Annual General Meeting notes the report.	116	SUPPORT
6.7	LGA Advocacy Update That the Annual General Meeting notes the report.	179	SUPPORT
6.8	LGASA Commercial Update That the Annual General Meeting notes the report on LGASA Commercial activities.	218	SUPPORT
6.9	Local Government Research & Development Scheme That the Annual General Meeting notes the report.	220	SUPPORT
6.10	Local Government Financial Indicators 2019 That the Annual General Meeting notes the report.	231	SUPPORT
6.11	Amendments to LGA Constitution and Ancillary Documents That the Annual General Meeting adopts amendments, as presented, to the: a. LGA Constitution b. GAROC Terms of Reference c. SAROC Terms of Reference d. LGA Meeting Procedures with the amendments to the LGA Meeting Procedures to take effect upon conclusion of the Annual General Meeting, and with the amendments to the LGA Constitution, GAROC Terms of Reference and SAROC Terms of Reference to take effect upon approval by the Minister.	242	SUPPORT

DRAFT VOTING GUIDANCE FOR LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING

Thursday 31 October 2019, 11.00am, Adelaide Oval

Item No	Item Description	Agenda Page No	Voting Guidance
6.12	LGA Board and Committee Member Allowances and Expenses That the Annual General Meeting adopts LGA policy GP02 Board and Committee Member Allowance and Expenses.	309	SUPPORT
6.13	LGA Audit and Risk Committee - Remuneration That the Annual General Meeting endorses the LGA Board's decision that the LGA Audit and Risk Committee remuneration remains unchanged from their current levels for the next 12 months.	315	SUPPORT
7.	RECOMMENDATION REPORTS FROM THE SAROC COMMITTEE		
7.1	Crown Lands as Economic Drivers That the Annual General Meeting requests that the LGA write to the Minister for Environment and Water requesting the State Government work in partnership with local government to undertake a comprehensive review of all Crown Lands with the aim of identifying areas of under-utilised Crown Land which could be made available to help stimulate economic development in regional areas.	317	SUPPORT
8.	RECOMMENDATION REPORTS FROM THE GAROC COMMITTEE		
8.1	Corflute Election Signs (Campbelltown) That the Annual General Meeting requests the LGA to advocate to the State Government for stronger regulation of corflute election signs, ideally with consideration of their complete ban (except for signage at polling booths), or alternatively additional measures to restrict use.	319	SUPPORT

DRAFT VOTING GUIDANCE FOR LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING

Thursday 31 October 2019, 11.00am, Adelaide Oval

Item No	Item Description	Agenda Page No	Voting Guidance
8.2	<p>State of Climate Emergency (Gawler)</p> <p>That the Annual General Meeting:</p> <ol style="list-style-type: none"> notes the October 2018 Special Report of the Intergovernmental Panel on Climate Change (IPCC) and the Federal Government's latest emissions data showing increased carbon emissions; strengthens the LGA's 'Managing the Risks of Climate Change' Policy Statement to acknowledge that climate change poses a serious risk to local communities and ecosystems, and that all levels of government are urged to take action that will help address the effects of climate change in local communities; and continues to lobby the State and Federal Government to prioritise climate change action, in particular advocate for greater State and Federal funding in initiatives that will assist local governments and their communities to mitigate and adapt to the effects of climate change. 	324	SUPPORT
8.3	<p>Electric Vehicles (Gawler)</p> <p>That the Annual General Meeting:</p> <ol style="list-style-type: none"> requests the LGA to develop a policy for the issues and opportunities associated with predicted increased use of electric vehicles in the Local Government sector and the general community; and to satisfy the item of business, requests that the LGA Policy Manual be amended to include the following draft Policy Statement on Electric Vehicles: <p><i>Local government recognises that electric vehicles provide for zero emission transport and reduce negative impacts such as toxic emissions, engine noise and greenhouse gas emissions and that councils, because of their roles and responsibilities as road authorities, infrastructure providers, fleet managers and representatives of their local communities, can support and encourage the use of electric vehicles through their planning, policies, investment and procurement activities.</i></p>	329	SUPPORT

DRAFT VOTING GUIDANCE FOR LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING

Thursday 31 October 2019, 11.00am, Adelaide Oval

Item No	Item Description	Agenda Page No	Voting Guidance
8.4	<p>Fairer Allocation of Open Space Funding (Campbelltown)</p> <p>That the Annual General Meeting requests the LGA write to the Minister for Planning requesting that the Minister, in conjunction with local government, undertake a review of the Planning and Development Fund to investigate a financial model that is more equitable and appropriate for councils that are experiencing higher volumes of infill development, including multi storey development.</p>	333	SUPPORT
8.5	<p>Contributory Items (Gawler)</p> <p>That the Annual General Meeting requests the LGA write to the Minister of Planning to:</p> <ol style="list-style-type: none"> a. reinforce local government's position that all existing Conservation Zones and Contributory Items should be transitioned into the first generation of the Planning and Design Code; and b. outline the following concerns local government has with the State Government's proposed approach to transitioning Contributory Items to Local Heritage Places: <ol style="list-style-type: none"> i. the requirement to use the 'Heritage in Transition – Practitioner Guide' dated August 2019, which is considered to be flawed, contrary to the Burra Charter, undermines the legislative criteria and will have the effect of greatly limiting the number of places which meet the criteria; ii. the requirement for the Heritage Assessment sheets to be completed by councils prior to the Statement of Intent, which needs to be lodged by November 2019; and iii. the costly heritage assessment, investigations and preparation of the DPA needing to be finalised by July 2020 to provide the State Planning Commission and Minister with a six-month period to consider the DPA. 	339	SUPPORT

DRAFT VOTING GUIDANCE FOR LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING

Thursday 31 October 2019, 11.00am, Adelaide Oval

Item No	Item Description	Agenda Page No	Voting Guidance
8.6	<p>Review of the Impacts of Infill Development</p> <p>That the Annual General Meeting requests the LGA:</p> <ol style="list-style-type: none"> 1. write to the Minister of Planning to seek, in conjunction with local government, a comprehensive review of the cumulative impacts of infill development in South Australia to inform evidence-based decision making about the capacity of identified infill areas to sustain further growth and development; 2. request the preparation of a new State Planning Policy for Infill Development under the Planning, Development and Infrastructure Act 2016; and 3. advocate to and work with the State Planning Commission to ensure that South Australia's planning system reflects leading practice and that the Planning and Design Code and associated instruments deliver quality planning and design outcomes that improve the amenity, liveability and sustainability of communities. 	344	SUPPORT
8.7	<p>Reform in the aged care sector (Gawler)</p> <p>That the Annual General Meeting requests the LGA to assist councils to navigate the changes to the Aged Care sector through information provision and advocacy.</p>	348	SUPPORT