



AGENDA

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

**20 FEBRUARY 2017 AT THE CONCLUSION OF BUDGET AND FINANCE
COMMITTEE**

IN COMMITTEE ROOM 1, 12 JAMES STREET, SALISBURY

MEMBERS

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

REQUIRED STAFF

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

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 23 January 2017.

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OTHER BUSINESS

CLOSE



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

23 JANUARY 2017

MEMBERS PRESENT

Cr S Bedford (Chairman)
Cr D Balaza
Cr D Bryant
Cr L Caruso
Cr R Cook (Deputy Chairman)
Cr D Pilkington
Cr D Proleta
Cr B Vermeer

STAFF

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

The meeting commenced at 7.36pm

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

APOLOGIES

An apology was received from Mayor G Aldridge.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr L Caruso
Seconded Cr D Pilkington

The Minutes of the Resources and Governance Committee Meeting held on 12 December 2016, be taken and read as confirmed.

CARRIED

REPORTS

Administration

3.0.1 Future Reports for the Resources and Governance Committee

Moved Cr D Pilkington
Seconded Cr L Caruso

1. The information be received.

CARRIED

Development Control Administration

3.2.1 Appointment of Independent Members to Development Assessment Panel

Cr B Vermeer entered the meeting at 07:37 pm.

Cr L Caruso declared a material conflict of interest due to being a paid member of the Development Assessment Panel.

Cr L Caruso left the meeting at 07:38 pm.

Moved Cr D Pilkington
Seconded Cr B Vermeer

1. The term of the existing independent members of the Development Assessment Panel be extended until such time the requirements of the *Planning, Development and Infrastructure Act 2016* are known, but for a period not exceeding 6 months.
2. A further report is provided on the changes to Development Assessment Panels as a result of the *Planning, Development and Infrastructure Act 2016* once the full information has been released by the state government.

CARRIED

Cr L Caruso returned to the meeting at 07:46 pm.

External Relations

3.4.1 Nominations Sought for the Local Government Advisory Committee on the Implementation of the New Planning System

Moved Cr D Pilkington
Seconded Cr L Caruso

1. Mr Chris Zafiropoulos, Manager Development Services be nominated as a Local Government Member on the Local Government Advisory Committee on the Implementation of the New Planning System.

CARRIED

3.4.2 Nominations Sought for the State Records Council

Moved Cr B Vermeer
Seconded Cr L Caruso

1. Ms Laura Fischetti, Team Leader Information Management and Service Desk be nominated as a Local Government Member on the State Records Council.

CARRIED

Corporate Governance

3.6.1 Elector Representation Review

Moved Cr D Pilkington
Seconded Cr R Cook

1. The information be received.
2. The principal member of Council continue to be a Mayor elected by the community.
3. The Council area be divided into four wards as per the Proposed Ward Structure presented in Attachment 1 to this report (Item 3.6.3, Resources and Governance Committee, 23/01/2017).
4. The future elected body of Council comprise a mayor and twelve (12) ward councillors, each ward being represented by three (3) Councillors.
5. That the Council administration be authorised to prepare and forward the necessary report and documents to the Electoral Commissioner of SA, pursuant to the provisions of Section 12(11) and 12(12) of the *Local Government Act 1999*.

LOST

Moved Cr B Vermeer
Seconded Cr D Balaza

1. The information be received.
2. The principal member of Council continue to be a Mayor elected by the community.
3. The Council area be divided into eight wards as per the Ward Structure presented as Option 1, in the Representation Options Paper, (Item No 3.6.1, Resources and Governance Committee, 16/05/2016) with the eight wards to be named Central (Ward 1), East (Ward 2), South (Ward 3), Hill (Ward 4), Para (Ward 5), North (Ward 6), Levels (Ward 7) and West (Ward 8).
4. The future elected body of Council comprise a mayor and sixteen (16) ward councillors, each ward being represented by two (2) Councillors.
5. That an amended Representation Review Report be prepared proposing Option 1 from the Representation Options Paper (Item No 3.6.1, Resources and Governance Committee, 16/05/2016) as the proposed ward structure and the amended Representation Review Report be released for a further round of public consultation of not less than three weeks. At the conclusion of the consultation process a third Public Consultation Report be prepared and presented to Council.

CARRIED

3.6.2 Naming of Roads and Public Places Policy

Moved Cr D Pilkington
Seconded Cr R Cook

1. The Naming of Roads and Public Places Policy forming an attachment to this Report (Item No. 3.6.2, Resources and Governance Committee, 23/01/2017) be adopted and that public notice be given in accordance with the *Local Government Act 1999*.

CARRIED

3.6.3 Variations to Delegations

Moved Cr L Caruso
Seconded Cr R Cook

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 31 January 2017 of those powers and functions under the following:
 - 1.1 *Local Government Act 1999*
 - Section 235(1) and 236(2)
2. Council makes the following delegations under the Local Government Act 1999:
 - 2.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and Regulations and specified in the proposed ‘Instruments of Delegation’, are hereby delegated from 1 February 2017 to the person occupying the office of Chief Executive Officer, subject to the conditions and or limitations specified within the Delegations Register.
 - 2.1.1 *Local Government Act 1999*
 - Sections 236(2)
 - 2.1.2 *Local Nuisance and Litter Control Act 2016*
 - Whole Instrument of Delegation
 - 2.1.2 *Water Industry Act 2012 and Water Industry Regulations 2012.*
 - Section 86F(1), 86G(1)(c), 86G(2), 86I(3), 86I(4), 86I(6), 86I(7), 86J(1), 86K(2), 86N(3), 86Z(2), 86ZD(1), 86ZE, 86ZG(1), 86ZG(3), 86ZJ, 86ZK(5), 86ZK(6), 86ZK(8), 86ZL(1), 86ZM(7), 86ZN, 86ZR(2)
3. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the conditions and/or limitations specified in the Delegations Register.

CARRIED

3.6.4 Review the Procurement Policy for the inclusion of Australian made steel for Council construction projects - Resolution number: 1371/2016

Cr D Balaza declared a perceived conflict of interest due to being employed by a company that may be affected by this policy and chose to manage the conflict by leaving the meeting. Cr D Balaza left the meeting at 08:15 pm.

Cr D Bryant declared a material conflict of interest due to providing services to a client in the construction industry who procures steel as his main operating activity. Cr D Bryant left the meeting at 08:16 pm.

Cr D Proleta sought leave of the meeting to speak for a second time and leave was granted.

Moved Cr D Proleta
Seconded Cr R Cook

1. Where value for money can be demonstrated by Total Value of Ownership, and Australian made steel is applicable and available for the goods, services and works for:
 - a. Contracts above \$1m that involve the purchase of significant amounts of structural and/or reinforcing steel; or
 - b. Contracts above \$220,000 that involve significant fabrication of structural steelwork.

the following shall apply:

- i. A minimum 15% Australian steel industry participation weighting will form part of the overall evaluation criteria, this includes the Northern Economic Participation weighting; and
- ii. Inclusion of relevant Australian Standards (or equivalent) into the Council's scopes, specifications and designs.

Note: Contractors must be certified and comply with the relevant Australian Standards, and must be able to demonstrate compliance.

2. A review of the implications of the adoption of a variation to the Procurement Policy to use Australian made steel as set out in Part 1 (Item No. 3.6.4, Resources and Governance Committee, 23/01/2017) be undertaken in 12 months.

CARRIED

Cr D Balaza returned to the meeting at 08:34 pm.

Cr D Bryant returned to the meeting at 08:34 pm.

OTHER BUSINESS

Nil

Cr Bedford thanked the Committee for supporting him in his role as Chairperson over the past two months.

CLOSE

The meeting closed at 8.35pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	20 February 2017
HEADING	Future Reports for the Resources and Governance Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Resources and Governance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

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

2. CONSULTATION / COMMUNICATION

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

3. REPORT

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

Meeting Item	Heading and Resolution	Officer
22/06/2015 3.3.2 Due:	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. July 2017	John Darzanos
28/09/2015 3.6.1 Due:	Review of Provision of Elected Member IT Equipment 2. A revised Elected Member Allowances, Facilities and Support Policy be brought back to Council in July 2018. July 2018	Joy Rowett
27/06/2016 3.6.2 Due: Deferred to: Reason:	Mobile Food Van Policy 3. Once the State Government position in relation to Food Trucks has been finalised a report be prepared setting out a Mobile Food Van Policy for endorsement. February 2017 July 2017 Staff are still waiting for Parliament to make a decision on the Mobile Food Van Policy.	Tim Starr
28/11/2016 Cnl-OB1 Due:	Provision of IT Loan Equipment 1. That staff report on options for Council consideration to facilitate provision of IT equipment to community groups through appropriate Council locations. March 2017	Jo Cooper
19/12/2016 3.5.2 Due:	Local Government Association of SA Governance Review Update 2. Staff report back on the proposed changes from the LGA Governance Review once the LGA have finalised their position. May 2017	Charles Mansueto

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	GMBE	GMCD	GMCID	GMCI
Date:	13/02/17	09/02/17	09/02/17	09/02/17	09/02/17

ITEM	3.0.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	20 February 2017
HEADING	Appointment of Deputy Chairman - Resources and Governance Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report provides information with respect to the appointment and role of Deputy Chairman of the Resources and Governance Committee. In accordance with the Terms of Reference of the Resources and Governance Committee, an appointment is required to be made.

RECOMMENDATION

1. Cr _____ be appointed as Deputy Chairman of the Resources and Governance Committee for a term of twelve (12) months.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 At the December 2016 Council meeting it was resolved (Resolution Number 1509/2016):
 - 1.1.1 Cr R Cook be appointed as Deputy Chairman of the Resources and Governance Committee until the conclusion of the January 2017 round of meetings.
- 1.2 The Committee is now required to make a new appointment for the position of Deputy Chairman.

2. REPORT

- 2.1 The Terms of Reference for the Resources and Governance Committee provides for the appointment of the Deputy Chairman at the first meeting of the Committee for a period of 12 months, after which time the Committee will make a new 12 month appointment.
- 2.2 The Deputy Chairman acts in the role of Chairman in their absence.

3. CONCLUSION / PROPOSAL

- 3.1 In accordance with the Terms of Reference for the Resources and Governance Committee, the Committee is now asked to consider the position of Deputy Chairman and determine who should fulfil this role.

CO-ORDINATION

Officer: Executive Group
Date: 13/02/2017

ITEM	3.3.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	20 February 2017
HEADING	Dog Registration Fees 2017-2018
AUTHOR	John Darzanos, Manager Environmental Health & Safety, City Development
CITY PLAN LINKS	4.2 Develop strong capability and commitment to continually improve Council's performance. 4.3 Have robust processes that support consistent service delivery and informed decision making. 4.4 Embed long term thinking, planning and innovation across the organisation.
SUMMARY	Under the provisions of the Dog and Cat Management Act (DCM Act), Councils are able to set dog registration fees up to the maximum approved fee. In line with advice from the Dog and Cat Management Board the 2017-18 fees can be set without the approval of the Minister for Sustainability, Environment and Conservation. In 2014 the Minister approved a rise in the fee cap from \$60 to \$85. The maximum fees for 2016/17 were set with a CPI increase from \$61 to \$62.50. This report presents models for consideration by Council in setting the 2017-2018 dog registration fees, and presents considerations for registration fees for 2018-2019 when the Dog and Cat Management Act amendments introduce new registration classes.

RECOMMENDATION

1. The information be received.
2. Council endorse a maximum dog registration fee of \$65 for 2017-2018 financial year, with the eligible rebates as per the Dog Registration Fee Schedule Pro-forma provided in Attachment 5 to the Resources and Governance Committee agenda report of 20 February 2017.

ATTACHMENTS

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

1. Income and Expenditure estimates
2. Dog Registration Fee Modelling - Registration fees (\$62.50, 65, \$68, \$70)
3. Estimated revenue variance from compulsory microchipping
4. Estimated registration revenue from compulsory desexing and microchipping
5. Dog Registration Fee Schedule Proforma 2017-2018

1. BACKGROUND

- 1.1 The Dog and Cat Management Board have advised that Council registration fees and other fees associated with dog and cat management do not require approval from the Minister. Councils can approve their fees up to current fee cap of \$85' with the proposed fee cap to be \$100 subject to approval by Parliament and the amendments to the Dog and Cat Management Regulations.
- 1.2 The current cap of \$85 was as a result of a previous analysis of registration fees currently charged by Councils and approved by the Minister in 2014. Councils may charge a fee up to the maximum amount but must provide the mandatory rebates required under the Dog and Cat Management Act 1995 (DCM Act). The current rebates are for trained, de-sexed and/or micro-chipped dogs. In addition Council has adopted a 50% rebate for pensioners and eligible concession card holders, and some other minor categories.
- 1.3 The mandatory rebates in the amended DCM Act which will be implemented in 2018/19 will be for a standard dog, which is one that is desexed and microchipped, with the training rebate being removed.
- 1.4 The proposed fees for 2017/18 include all established rebates for the current population of dogs and it is proposed that a new fee categories be established for 2018/19 when the new standard dog category is introduced. This will be presented in a future report.

2. REPORT

- 2.1 The DCM Act requires that all fees generated under the Act be utilised by Council in the provision of dog management services.
- 2.2 The services currently provided by Council include those delivered by the Inspectorate Division in the enforcement and administration of the Act. However it also includes significant support services in delivering these functions as well as the provision and maintenance of numerous council facilities provided for dog owners and for dog management. These services include:
 - 2.2.1 Inspectorate Services:
 - Dog attack investigations;
 - Dogs wandering at large;
 - Dog noise and nuisance complaints;
 - Dog leashing laws;
 - Guard dog register;
 - Provide information and educational material, and participate in events such as micro-chipping day, and dogs' day out;
 - Dog registrations; and
 - After hours and weekend services.
 - 2.2.2 City Infrastructure and Support Services:
 - Organisational overheads;
 - Customer Centre staff resources;

- City Development Administration staff;
- Provision and maintenance of nine dog friendly parks;
- Provision and maintenance of dog litter bags and dispensers;
- Installation and maintenance of signage associated with dog laws and dog friendly parks and dog free areas;
- The maintenance of the dog pound; and
- Asset depreciation costs for the pound, parks and signage.

2.2.3 Dog and Cat Management Plan

- The endorsed Dog and Cat Management Plan identifies a range of actions, strategies and additional dog management initiatives which can have financial implications for the organisation.
- 2.3 The operational expenditure and related costs for these services exceed the revenue generated through the Inspectorate operating budget through registration fees, expiations, and impounding fees. Attachment 1 provides a detailed summary of income and expenditure for dog control services and includes estimates based on varying registration fees.
- 2.4 Any balance of income generated by fees and charges under the Dog and Cat Management Act must be utilised to cover the other costs associated with the dog management services, including capital works and other operational activities consistent with the requirements of the DCM Act.
- 2.5 The estimated income in attachment 1 from other revenue includes expiation revenue which is based on 2015/16 expiation numbers and new expiation fees under the amended DCM Act for 2017/18. Whilst this income is subject to offences detected and committed, and our enforcement strategy, the amount has been estimated to provide a positive variance of \$130K. Expiation income is subject to enforcement activity and payment rates with many requiring enforcement to Fines Enforcement and Recovery Unit resulting in funds being recovered on a gradual basis.
- 2.6 The increase to the fee cap by the Minister was as a result of extensive modelling undertaken by the LGA to determine a fee that offered Councils an opportunity to cover costs associated with dog management through registration fees. The cap has been increased by the Minister to \$85 in 2014/15, and is proposed to be \$100 to allow for upcoming mandatory rebates of 50% for a standard dog. In 2014/15 Council did not alter the fees, however in 2015/16 fees increased by CPI and again in 2016/17. The history of increases in fee caps is provided in the table below:

Year	Fee	Fee increase	Percentage change	Notes
2003/2004	\$20	0		Prior to 2004 registration fee is capped at \$20
2004/2005	\$30	\$10	50%	Minister increases fee cap from \$20 to \$30. This is as a result of amendments to the Dog and Cat Management Act. Council endorse fee increase.
2005/2006	\$35	\$5	16.7%	Minister increases fee cap from \$30 to \$35. Council endorse fee increase.

2006/2007	\$40	\$5	14%	Minister increases fee cap from \$35 to \$45. Council endorse fee increased by \$5 each year until cap is reached
2007/2008	\$45	\$5	12.5%	Fee is capped at \$45 due to no change by Minister
2008/2009	\$45	\$0	0%	Fee is capped at \$45 due to no change by Minister
2009/2010	\$45	\$0	0%	Fee is capped at \$45 due to no change by Minister
2010/2011	\$50	\$5	11%	Minister increases fee cap from \$45 to \$60. Council endorse fee increased by \$5 each year until cap is reached
2011/2012	\$55	\$5	10%	Fee is capped at \$60 due to no change by Minister
2012/2013	\$60	\$5	9%	Fee is capped at \$60 due to no change by Minister
2013/2014	\$60	\$0	0%	Fee is capped at \$60 due to no change by Minister
2014/2015	\$60	\$0	0%	Minister increases fee cap from \$60 to \$85. Council resolves not to change the fee
2015/2016	\$61	\$1	1.7%	Fees increased by CPI 1.7%. Maximum fee set at \$61
2016/2017	\$62.50	\$1.50	2.4%	Fees increased by CPI 2.4%. Maximum fee set at \$62.50
2017/2018	TBD			Note: Forecast CPI last year was 2.4%, actual was 0.7%. Forecast CPI for 2017 is 1.7% therefore last year's inflation figure was overstated by 1.7%

- 2.7 The proposed fee structure has been modelled on the number of registered dogs in 2015/16 periods which has seen a decline in the number of registered dogs since 2014/15 (314 less registered dogs). There has also been a decline in full registrations with more people claiming rebates for one or more of the available rebates, in particular “desexed and microchipped” dogs which offer a 50% rebate on fees. This combined result has seen a decline in registration income also.
- 2.8 Attachment 2 to this report provides dog registration fee modelling broken down into different registration fee categories. The modelling provides examples for increasing the fees. Forecast CPI last year was at 2.4%, with the actual being 0.7%, and forecast CPI for 2017 is 1.7%..
- 2.9 A representative fee increase has been modelled as Council can increase fees provided it doesn't exceed the current maximum as set by legislation and the Minister at \$85 (or \$100 subject to Parliamentary approval). The model presents fees at \$65, \$68 and \$70 for comparison.
- 2.10 The following table presents the impact from incremental increases to \$65 and then accelerated increase to \$68, \$70 and the maximum fee of \$85 for comparison.

FEE	PERCENTAGE INCREASE FROM \$62.50	ESTIMATED REGISTRATION INCOME*
\$62.50	0	\$837,750
\$63.00	0.8	\$844,452
\$64.00	2.4	\$857,856
\$65.00	4.0	\$871,260
\$68.00	8.8	\$911,472
\$70.00	12.0	\$938,280
\$85.00	36.0	\$1,139,340

*Income estimated on 2015/16 registration numbers and rebates

- 2.11 An increase in registration fees will ensure that the services provided for dog management are funded as much as possible from the registration fees and other associated income such as expiations, and that limited impost is placed on rate revenue.
- 2.12 The history of registration fees indicates that as dog registration increased the income increased and it was increasingly contributing to the expenditure associated with Dog Control. However this has recently declined due to the fee cap prior to 2014/15, and the recent CPI only increases. This is presented in the following table:

	Dog Registration Fee	Dog Registration Income	Expenditure (Inspectorate - Dog Control)	Dog Registration Income as Percentage of Expenditure
2010/11	\$50.00	(\$735,727)	\$962,950	76
2011/12	\$55.00	(\$813,740)	\$1,124,283	72
2012/13	\$60.00	(\$855,227)	\$1,029,169	83
2013/14	\$60.00	(\$855,929)	\$979,454	87
2014/15	\$60.00	(\$836,264)	\$1,013,601	83
2015/16	\$61.00	(\$817,092)	\$1,069,619	76
2016/17	\$62.50	(\$850,500)	\$1,113,250	76

- 2.13 A fee increase to a maximum of \$65 (before rebates) is recommended for 2017/18 financial year in order to improve the balance of costs and income. Noting that a \$65 fee is estimated to result in a deficit of \$249,041, that will be required from rate revenue to cover the provision of services for the community relating to dog management.
- 2.14 In comparison the current City of Salisbury maximum fee of \$62.50 is below that of several adjoining Councils and others of similar size, as presented in the following table:

	2016/17 Registration Fees
Playford	\$65
Tea Tree Gully	\$68
Pt Adelaide Enfield	\$75
Charles Sturt	\$85
Onkaparinga	\$68

- 2.15 Registration fees can be reduced if residents take advantage of the rebates offered. These include 50% rebate for pensioner and other eligible concessions, as well as rebates for trained, de-sexed and or micro-chipped dogs. The rebates are cumulative. An example is an 80% rebate for a Pensioner with a de-sexed, micro-chipped and trained dog.
- 2.16 In considering the net impact from the increases it should be noted that the average fee payable as result of rebates on the current \$62.50 fee is \$26. Approximately 12.5% (3100) of all registered dogs are standard dogs with a \$62.50 fee, this is down slightly from 12.6% (3171) in 2014/15. There has also been a 2% increase in desexed and microchipped dogs, increasing from 49% (12246) to 51% (12717). Accordingly an increase in the maximum fee has limited impact upon the majority of dog owners due to the extensive concessions and rebates available.
- 2.17 In determining the fee structure and future of registration fees consideration needs to be given to the risks associated with fee increases.
- 2.18 No increase in fees has the potential for greater demand on rate revenue to fund the gap to deliver the required services, or alternatively some projects and services could not be delivered.
- 2.19 However there is a risk that increases in registration fees could discourage residents from owning a dog, could result in dogs being surrendered or not replaced due to costs, and it could also discourage residents from being responsible and registering their dog. This could potentially have a negative impact on revenue generated, noting however that due to concessions and rebates the impact of increased fees is diminished. In addition, Council is pro-active on following up un-registered dogs, including a door knock program.

Fees for 2018/19

- 2.20 Proposed changes to the Dog and Cat Management Act which come into effect on 1 July 2018 will have implications on dog registration fees, with a “standard dog” in future being a “desexed and microchipped dog.” Currently a desexed and microchipped dog receives a 50% discount on the full registration.
- 2.21 Changes to the legislation will allow Council to set their fees with a maximum set by regulations at \$100 and Council will still be required to offer a discount for a standard dog that is both microchipped and desexed.
- 2.22 The Dog and Cat Management Board have advised that the rebate to be applied to a standard dog will be 50% which is equal to that currently offered by Council. This does not include the concession and pensioner rebates offered by Council which is an additional 50% (total of 75% rebate). Concession and pensioner rebates will be optional and at Council discretion.
- 2.23 The transition to this new fee structure occurs in the 2018/19 year when the provisions for mandatory microchipping and desexing are in force.
- 2.24 These mandatory provisions will have a twofold effect. Microchipping will be a requirement for all existing dogs and all new dogs, however desexing will only be applicable for all new dogs born after the implementation date of July 2018.

- 2.25 The implications for registration fees have been modelled on current registration numbers for comparisons and are an estimate for Council consideration when considering fees for the 2017/18 year and 2018/19 and beyond.
- 2.26 All current registered dogs will be eligible for an additional 10% rebate for microchipping based on current rebates. This equates to approximately 40% of the current dog population and will have an estimated negative budgetary impact of approximately \$33K based on current registration fees of \$62.50. Please refer to Attachment 3 for estimated net impact from compulsory microchipping.
- 2.27 As of July 2018, all new born registered dogs will be a “standard dog” unless exempted. The existing dog population will eventually convert to “standard dog” through a generational transition, resulting in a 50% rebate, with pensioner and other concession rates providing a further 50% rebate on this fee (subject to Council continuing to offer these rebates).
- 2.28 This equates to approximately 34% of the current dog population that isn’t desexed and an estimated negative budget impact of approximately \$204K based on current registration fees of \$62.50. This estimate is based on all dogs registered being eventually desexed and microchipped. This budget impact will be transitional over several years, dependent on the new registration volumes and number of existing people that decide to desex and claim the rebate, and the lifecycle of the existing dog population.
- 2.29 The net impact has also been modelled at \$5 increments from \$65 to \$85. Please refer to Attachment 4 for estimated impact from compulsory desexing and microchipping with 50% rebate for Standard Dog (including concession and pensioner rebate of additional 50%). The following table summarises the net impacts based on 2015/16 registration numbers:

Fees	Income	Estimated Variation to income from 2016/17
\$62.50 current fee and with current rebates	\$837,750.00	
\$62.50 proposed Standard Dog fee with 50% rebate	\$632,968.75	-\$204,781.25
\$65 proposed Standard Dog fee with 50% rebate	\$658,287.50	-\$179,462.50
\$70 proposed Standard Dog fee with 50% rebate	\$708,925.00	-\$128,825.00
\$75 proposed Standard Dog fee with 50% rebate	\$759,562.50	-\$78,187.50
\$80 proposed Standard Dog fee with 50% rebate	\$810,200.00	-\$27,550.00
\$85 proposed Standard Dog fee with 50% rebate	\$860,837.50	\$23,087.50

- 2.30 Alternate options can be considered by Council where the current pensioner and other concession rates can be reduced from 50% to a lesser amount or not offered in future for new “standard dog” registrations.
- 2.31 It will be recommended that the training rebate be abolished as this is no longer supported legislatively and is difficult to manage and prove that dogs have been trained to an appropriate standard. It is also currently one of the lowest claimed rebates representing approximately 688 dogs (2.8%) receiving a 10% rebate. Other classes such as working dog and greyhound registrations will also be recommended to be abolished as these will fit within the definition of standard dog and non-standard dog attracting the available rebate.

- 2.32 The new fee structure indicates that registration income will decline with the introduction of the “standard dog” registration class and consideration needs to be given to increasing fees on a regular basis towards the maximum registration amount to ensure registration income is maintained.
- 2.33 Approximately 34% of the dog population isn’t currently desexed and this will transition as this population changes due to movements and lifecycle.
- 2.34 Further impacts on expenditure are anticipated with the introduction of Dogs and Cats Online (DACO) as contributions to the Dog and Cat Management Board are anticipated to increase from 20% to 22% or 24% to pay for this centralized service., However this is subject to confirmation. This increase is anticipated to be offset with expenditure savings in the area of tags, printing and mail outs which will not be required.
- 2.35 Increases in expiation income due to increases in fees will also impact on revenue and this has been considered in the modelling presented in Attachment 1.

3. CONCLUSION / PROPOSAL

- 3.1 The services provided by Council in the area of dog and cat management are diverse, resource intensive and involve a significant budget provision. The increase in the fee cap is a recognition by the Minister and the LGA that the costs for dog management services are high and registration fees need to increase to ensure that dog owners continue to contribute significantly to the provision of these services, on the ‘user pays’ principle.
- 3.2 The discount structure allows responsible dog owners and persons eligible for concessions to minimise their registration fees through a variety of discount structures ranging from 10% to 80%, with some owners being eligible for a full rebate. Changes to the legislation and rebate structure would see the rebates ranging from 0% for a non-standard dog, 50% for a standard dog, and 75% for concessions for a standard dog (if approved by Council).
- 3.3 The increase in registration fees will ensure that the services provided for dog management are funded as much as possible from registration fees and the impact on rate revenue is limited.
- 3.4 A proactive approach to registration fees will enable Council to absorb the changes to registration fees and classes and will ensure registration income is sustained as the dog population transitions into the new “standard dog registration class.”

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 13.02.17

Attachment 1 Income and expenditure estimates based on varying registration fees.

Budget Estimates	2015/16 \$61 fee	Revenue as % of Total Expenditure	Estimate with \$62.50 fee (2.4% CPI)	Revenue as % of Total Expenditure	Estimate with \$63 fee	Revenue as % of Total Expenditure	Estimate with \$64 fee	Revenue as % of Total Expenditure	Estimate with \$65 fee	Revenue as % of Total Expenditure	Estimate with \$68 fee	Revenue as % of Total Expenditure	Estimate with \$70 fee	Revenue as % of Total Expenditure
Operating Revenue - Registration Fees	(\$817,092)	59	(\$850,500)	58	(\$844,452)	56	(\$857,856)	56	(\$871,260)	57	(\$911,472)	59	(\$938,280)	61
Operating Revenue - Other	(\$296,528)	21	(\$275,200)	19	(\$405,000)	27	(\$405,000)	27	(\$405,000)	27	(\$405,000)	26	(\$405,000)	26
Total Operating Revenue	(\$1,113,620)	80	(\$1,125,700)	77	(\$1,249,452)	82	(\$1,262,856)	83	(\$1,276,260)	84	(\$1,316,472)	86	(\$1,343,280)	87
Operating Expenditure	\$1,185,038		\$1,246,276		\$1,297,536		\$1,300,217		\$1,302,898		\$1,310,940		\$1,316,302	
Capital Expenditure	\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Estimated Other Items Expenditure**	\$211,420		\$218,348		\$222,403		\$222,403		\$222,403		\$222,403		\$222,403	
Total Expenditure	\$1,396,457		\$1,464,624		\$1,519,939		\$1,522,620		\$1,525,301		\$1,533,343		\$1,538,705	
Net Deficit / (Profit)	\$282,837		\$338,924		\$270,487		\$259,764		\$249,041		\$216,871		\$195,425	

** Estimated Expenditure (Other items to be formally quantified)

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

*** Estimated Other revenue - based on 2015/16 expiation numbers, and new expiation fees under the Amended Dog and Cat Management Act for 2017/18. Income is subject to enforcement strategy and policy surrounding expiations.

Attachment 2 – Dog Registration Fee Modelling - Registration fees (\$62.50, 65, \$68, \$70)

2016 - 2017 Registration Class	Number registered in each class (15/16 data)	Discount % off Standard fee	Current Approved Fees \$62.50 fee	Estimated Income at \$62.50 rego fees	\$65 fee	Estimated Income at \$65 rego fees	\$68 fee	Estimated Income at \$68 rego fees	\$70 fee	Estimated Income at \$70 rego fees
Business Registration	44	0	\$62.50	\$2,750.00	\$65.00	\$2,860.00	\$68.00	\$2,992.00	\$70.00	\$3,080.00
Companion Dog	16	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Greyhound Reg'd with SAGRCB	33	75	\$15.63	\$515.63	\$16.25	\$536.25	\$17.00	\$561.00	\$17.50	\$577.50
Greyhound Reg'd with SAGRCB - Desexed	2	75	\$15.63	\$31.25	\$16.25	\$32.50	\$17.00	\$34.00	\$17.50	\$35.00
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & W/C	13	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	17	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	5	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	10	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Concession	2012	50	\$31.25	\$62,875.00	\$32.50	\$65,390.00	\$34.00	\$68,408.00	\$35.00	\$70,420.00
Other Concession - Desexed Trained - Dog	6	75	\$15.63	\$93.75	\$16.25	\$97.50	\$17.00	\$102.00	\$17.50	\$105.00
Other Concession - Desexed - Dog	754	70	\$18.75	\$14,137.50	\$19.50	\$14,703.00	\$20.40	\$15,381.60	\$21.00	\$15,834.00
Other Concession - Desexed - Puppy	1	70	\$18.75	\$18.75	\$19.50	\$19.50	\$20.40	\$20.40	\$21.00	\$21.00
Other Concession - Desexed Mchipped Trained - Dog	65	80	\$12.50	\$812.50	\$13.00	\$845.00	\$13.60	\$884.00	\$14.00	\$910.00
Other Concession - Desexed Microchipped - Puppy	9	75	\$15.63	\$140.63	\$16.25	\$146.25	\$17.00	\$153.00	\$17.50	\$157.50
Other Concession - Desexed Microchipped - Dog	1932	75	\$15.63	\$30,187.50	\$16.25	\$31,395.00	\$17.00	\$32,844.00	\$17.50	\$33,810.00
Other Concession - Microchipped	493	55	\$28.13	\$13,865.63	\$29.25	\$14,420.25	\$30.60	\$15,085.80	\$31.50	\$15,529.50
Other Concession - Microchipped - Puppy	19	55	\$28.13	\$534.38	\$29.25	\$555.75	\$30.60	\$581.40	\$31.50	\$598.50
Other Concession - Microchipped Trained	11	60	\$25.00	\$275.00	\$26.00	\$286.00	\$27.20	\$299.20	\$28.00	\$308.00
Other Concession - Puppy	55	50	\$31.25	\$1,718.75	\$32.50	\$1,787.50	\$34.00	\$1,870.00	\$35.00	\$1,925.00
Other Concession - Trained - Dog	0	55	\$28.13	\$0.00	\$29.25	\$0.00	\$30.60	\$0.00	\$31.50	\$0.00
Pensioner	729	50	\$31.25	\$22,781.25	\$32.50	\$23,692.50	\$34.00	\$24,786.00	\$35.00	\$25,515.00
Pensioner - Desexed - Dog	724	70	\$18.75	\$13,575.00	\$19.50	\$14,118.00	\$20.40	\$14,769.60	\$21.00	\$15,204.00
Pensioner - Desexed - Puppy	0	70	\$18.75	\$0.00	\$19.50	\$0.00	\$20.40	\$0.00	\$21.00	\$0.00
Pensioner - Desexed Microchipped - Dog	1819	75	\$15.63	\$28,421.88	\$16.25	\$29,558.75	\$17.00	\$30,923.00	\$17.50	\$31,832.50
Pensioner - Desexed Microchipped - Puppy	11	75	\$15.63	\$171.88	\$16.25	\$178.75	\$17.00	\$187.00	\$17.50	\$192.50
Pensioner - Desexed Microchipped Trained - Dog	69	80	\$12.50	\$862.50	\$13.00	\$897.00	\$13.60	\$938.40	\$14.00	\$966.00
Pensioner - Desexed Trained - Dog	7	75	\$15.63	\$109.38	\$16.25	\$113.75	\$17.00	\$119.00	\$17.50	\$122.50
Pensioner - Microchipped	199	55	\$28.13	\$5,596.88	\$29.25	\$5,820.75	\$30.60	\$6,089.40	\$31.50	\$6,268.50
Pensioner - Microchipped - Puppy	5	55	\$28.13	\$140.63	\$29.25	\$146.25	\$30.60	\$153.00	\$31.50	\$157.50
Pensioner - Microchipped Trained	6	60	\$25.00	\$150.00	\$26.00	\$156.00	\$27.20	\$163.20	\$28.00	\$168.00
Pensioner - Puppy	8	50	\$31.25	\$250.00	\$32.50	\$260.00	\$34.00	\$272.00	\$35.00	\$280.00
Pensioner - Trained	1	55	\$28.13	\$28.13	\$29.25	\$29.25	\$30.60	\$30.60	\$31.50	\$31.50
Standard Fee	3100	0	\$62.50	\$193,750.00	\$65.00	\$201,500.00	\$68.00	\$210,800.00	\$70.00	\$217,000.00
Standard Fee - Desexed - Dog	2137	40	\$37.50	\$80,137.50	\$39.00	\$83,343.00	\$40.80	\$87,189.60	\$42.00	\$89,754.00
Standard Fee - Desexed Microchipped Trained - Dog	455	60	\$25.00	\$11,375.00	\$26.00	\$11,830.00	\$27.20	\$12,376.00	\$28.00	\$12,740.00
Standard Fee - Desexed - Puppy	5	40	\$37.50	\$187.50	\$39.00	\$195.00	\$40.80	\$204.00	\$42.00	\$210.00
Standard Fee - Desexed Microchipped - Dog	8323	50	\$31.25	\$260,093.75	\$32.50	\$270,497.50	\$34.00	\$282,982.00	\$35.00	\$291,305.00
Standard Fee - Desexed Microchipped - Puppy	34	50	\$31.25	\$1,062.50	\$32.50	\$1,105.00	\$34.00	\$1,156.00	\$35.00	\$1,190.00
Standard Fee - Desexed Trained - Dog	27	50	\$31.25	\$843.75	\$32.50	\$877.50	\$34.00	\$918.00	\$35.00	\$945.00
Standard Fee - Microchipped	1386	10	\$56.25	\$77,962.50	\$58.50	\$81,081.00	\$61.20	\$84,823.20	\$63.00	\$87,318.00
Standard Fee - Microchipped - Puppy	83	10	\$56.25	\$4,668.75	\$58.50	\$4,855.50	\$61.20	\$5,079.60	\$63.00	\$5,229.00
Standard Fee - Microchipped Trained	41	20	\$50.00	\$2,050.00	\$52.00	\$2,132.00	\$54.40	\$2,230.40	\$56.00	\$2,296.00
Standard Fee - Puppy	81	0	\$62.50	\$5,062.50	\$65.00	\$5,265.00	\$68.00	\$5,508.00	\$70.00	\$5,670.00
Standard Fee - Trained	8	10	\$56.25	\$450.00	\$58.50	\$468.00	\$61.20	\$489.60	\$63.00	\$504.00
Working Dog	3	75	\$15.63	\$46.88	\$16.25	\$48.75	\$17.00	\$51.00	\$17.50	\$52.50
Working Dog - Desexed	1	75	\$15.63	\$15.63	\$16.25	\$16.25	\$17.00	\$17.00	\$17.50	\$17.50
	24759		Average Fee \$26.09	\$837,750.06	Average Fee \$27.13	\$871,260.00	Average Fee \$28.38	\$911,472.00	Average Fee \$29.22	\$938,280.00

Item 3.3.1 - Attachment 2 - Dog Registration Fee Modelling - Registration fees (\$62.50, 65, \$68, \$70)

Attachment 3 – Estimated impact from compulsory microchipping - additional 10% rebate offered to all non microchipped dogs when Microchipped

	Discount % off Standard fee	2016-2017 \$62.50 fee	Number registered in each class	Estimated Income at \$62.50 rego fees	Discount % off Standard fee (all microchipped and 10% rebate added)	2016-2017 \$62.50 fee (all dogs microchipped)	Number registered in each class	Estimated Income at \$62.50 rego fees	Estimated Variation to Income
Business Registration	0	\$62.50	44	\$2,750.00	0	\$62.50	44	\$2,750.00	\$0.00
Companion Dog	100	\$0.00	16	\$0.00	100	\$0.00	16	\$0.00	\$0.00
Greyhound Reg'd with SAGRBCB	75	\$15.63	33	\$515.63	75	\$15.63	33	\$515.63	\$0.00
Greyhound Reg'd with SAGRBCB - Desexed	75	\$15.63	2	\$31.25	75	\$15.63	2	\$31.25	\$0.00
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	13	\$0.00	100	\$0.00	13	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	17	\$0.00	100	\$0.00	17	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	5	\$0.00	100	\$0.00	5	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	10	\$0.00	100	\$0.00	10	\$0.00	\$0.00
Other Concession	50	\$31.25	2012	\$62,875.00	55	\$28.13	2012	\$56,587.50	-\$6,287.50
Other Concession - Desexed Trained - Dog	75	\$15.63	6	\$93.75	80	\$12.50	6	\$75.00	-\$18.75
Other Concession - Desexed - Dog	70	\$18.75	754	\$14,137.50	75	\$15.63	754	\$11,781.25	-\$2,356.25
Other Concession - Desexed - Puppy	70	\$18.75	1	\$18.75	75	\$15.63	1	\$15.63	-\$3.13
Other Concession - Desexed Mchipped Trained - Dog	80	\$12.50	65	\$812.50	80	\$12.50	65	\$812.50	\$0.00
Other Concession - Desexed Microchipped - Puppy	75	\$15.63	9	\$140.63	75	\$15.63	9	\$140.63	\$0.00
Other Concession - Desexed Microchipped - Dog	75	\$15.63	1932	\$30,187.50	75	\$15.63	1932	\$30,187.50	\$0.00
Other Concession - Microchipped	55	\$28.13	493	\$13,865.63	55	\$28.13	493	\$13,865.63	\$0.00
Other Concession - Microchipped - Puppy	55	\$28.13	19	\$534.38	55	\$28.13	19	\$534.38	\$0.00
Other Concession - Microchipped Trained	60	\$25.00	11	\$275.00	60	\$25.00	11	\$275.00	\$0.00
Other Concession - Puppy	50	\$31.25	55	\$1,718.75	55	\$28.13	55	\$1,546.88	-\$171.88
Other Concession - Trained - Dog	55	\$28.13	0	\$0.00	60	\$25.00	0	\$0.00	\$0.00
Pensioner	50	\$31.25	729	\$22,781.25	55	\$28.13	729	\$20,503.13	-\$2,278.13
Pensioner - Desexed - Dog	70	\$18.75	724	\$13,575.00	75	\$15.63	724	\$11,312.50	-\$2,262.50
Pensioner - Desexed - Puppy	70	\$18.75	0	\$0.00	75	\$15.63	0	\$0.00	\$0.00
Pensioner - Desexed Microchipped - Dog	75	\$15.63	1819	\$28,421.88	75	\$15.63	1819	\$28,421.88	\$0.00
Pensioner - Desexed Microchipped - Puppy	75	\$15.63	11	\$171.88	75	\$15.63	11	\$171.88	\$0.00
Pensioner - Desexed Microchipped Trained - Dog	80	\$12.50	69	\$862.50	80	\$12.50	69	\$862.50	\$0.00
Pensioner - Desexed Trained - Dog	75	\$15.63	7	\$109.38	80	\$12.50	7	\$87.50	-\$21.88
Pensioner - Microchipped	55	\$28.13	199	\$5,596.88	55	\$28.13	199	\$5,596.88	\$0.00
Pensioner - Microchipped - Puppy	55	\$28.13	5	\$140.63	55	\$28.13	5	\$140.63	\$0.00
Pensioner - Microchipped Trained	60	\$25.00	6	\$150.00	60	\$25.00	6	\$150.00	\$0.00
Pensioner - Puppy	50	\$31.25	8	\$250.00	55	\$28.13	8	\$225.00	-\$25.00
Pensioner - Trained	55	\$28.13	1	\$28.13	60	\$25.00	1	\$25.00	-\$3.13
Standard Fee	0	\$62.50	3100	\$193,750.00	10	\$56.25	3100	\$174,375.00	-\$19,375.00
Standard Fee - Desexed - Dog	40	\$37.50	2137	\$80,137.50	40	\$37.50	2137	\$80,137.50	\$0.00
Standard Fee - Desexed Microchipped Trained - Dog	60	\$25.00	455	\$11,375.00	60	\$25.00	455	\$11,375.00	\$0.00
Standard Fee - Desexed - Puppy	40	\$37.50	5	\$187.50	50	\$31.25	5	\$156.25	-\$31.25
Standard Fee - Desexed Microchipped - Dog	50	\$31.25	8323	\$260,093.75	50	\$31.25	8323	\$260,093.75	\$0.00
Standard Fee - Desexed Microchipped - Puppy	50	\$31.25	34	\$1,062.50	50	\$31.25	34	\$1,062.50	\$0.00
Standard Fee - Desexed Trained - Dog	50	\$31.25	27	\$843.75	60	\$25.00	27	\$675.00	-\$168.75
Standard Fee - Microchipped	10	\$56.25	1386	\$77,962.50	10	\$56.25	1386	\$77,962.50	\$0.00
Standard Fee - Microchipped - Puppy	10	\$56.25	83	\$4,668.75	10	\$56.25	83	\$4,668.75	\$0.00
Standard Fee - Microchipped Trained	20	\$50.00	41	\$2,050.00	20	\$50.00	41	\$2,050.00	\$0.00
Standard Fee - Puppy	0	\$62.50	81	\$5,062.50	10	\$56.25	81	\$4,556.25	-\$506.25
Standard Fee - Trained	10	\$56.25	8	\$450.00	20	\$50.00	8	\$400.00	-\$50.00
Working Dog	75	\$15.63	3	\$46.88	75	\$15.63	3	\$46.88	\$0.00
Working Dog - Desexed	75	\$15.63	1	\$15.63	75	\$15.63	1	\$15.63	\$0.00
		\$26.09	24759	\$837,750.00		\$24.59	24759	\$804,190.63	-\$33,559.38

Nett Impact -\$33,559.38

Item 3.3.1 - Attachment 3 - Estimated revenue variance from compulsory microchipping

Attachment 4 - Estimated registration income from compulsory desexing and microchipping with 50% rebate for Standard Dog (including concession and pensioner rebate of additional 50%)

Current Rebate Structure	Discount % off Standard fee	2016-2017 \$62.50 fee	Number registered in each class	Estimated Income at \$62.50 rego fees
Business Registration	0	\$62.50	44	\$2,750.00
Companion Dog	100	\$0.00	16	\$0.00
Greyhound Reg'd with SAGRCD	75	\$15.63	33	\$515.63
Greyhound Reg'd with SAGRCD - Desexed	75	\$15.63	2	\$31.25
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	13	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	17	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	5	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	10	\$0.00
Other Concession	50	\$31.25	2012	\$62,875.00
Other Concession - Desexed Trained - Dog	75	\$15.63	6	\$93.75
Other Concession - Desexed - Dog	70	\$18.75	754	\$14,137.50
Other Concession - Desexed - Puppy	70	\$18.75	1	\$18.75
Other Concession - Desexed Mchipped Trained - Dog	80	\$12.50	65	\$812.50
Other Concession - Desexed Microchipped - Puppy	75	\$15.63	9	\$140.63
Other Concession - Desexed Microchipped - Dog	75	\$15.63	1932	\$30,187.50
Other Concession - Microchipped	55	\$28.13	493	\$13,865.63
Other Concession - Microchipped - Puppy	55	\$28.13	19	\$534.38
Other Concession - Microchipped Trained	60	\$25.00	11	\$275.00
Other Concession - Puppy	50	\$31.25	55	\$1,718.75
Other Concession - Trained - Dog	55	\$28.13	0	\$0.00
Pensioner	50	\$31.25	729	\$22,781.25
Pensioner - Desexed - Dog	70	\$18.75	724	\$13,575.00
Pensioner - Desexed - Puppy	70	\$18.75	0	\$0.00
Pensioner - Desexed Microchipped - Dog	75	\$15.63	1819	\$28,421.88
Pensioner - Desexed Microchipped - Puppy	75	\$15.63	11	\$171.88
Pensioner - Desexed Microchipped Trained - Dog	80	\$12.50	69	\$862.50
Pensioner - Desexed Trained - Dog	75	\$15.63	7	\$109.38
Pensioner - Microchipped	55	\$28.13	199	\$5,596.88
Pensioner - Microchipped - Puppy	55	\$28.13	5	\$140.63
Pensioner - Microchipped Trained	60	\$25.00	6	\$150.00
Pensioner - Puppy	50	\$31.25	8	\$250.00
Pensioner - Trained	55	\$28.13	1	\$28.13
Standard Fee	0	\$62.50	3100	\$193,750.00
Standard Fee - Desexed - Dog	40	\$37.50	2137	\$80,137.50
Standard Fee - Desexed Microchipped Trained - Dog	60	\$25.00	455	\$11,375.00
Standard Fee - Desexed - Puppy	40	\$37.50	5	\$187.50
Standard Fee - Desexed Microchipped - Dog	50	\$31.25	8323	\$260,093.75
Standard Fee - Desexed Microchipped - Puppy	50	\$31.25	34	\$1,062.50
Standard Fee - Desexed Trained - Dog	50	\$31.25	27	\$843.75
Standard Fee - Microchipped	10	\$56.25	1386	\$77,962.50
Standard Fee - Microchipped - Puppy	10	\$56.25	83	\$4,668.75
Standard Fee - Microchipped Trained	20	\$50.00	41	\$2,050.00
Standard Fee - Puppy	0	\$62.50	81	\$5,062.50
Standard Fee - Trained	10	\$56.25	8	\$450.00
Working Dog	75	\$15.63	3	\$46.88
Working Dog - Desexed	75	\$15.63	1	\$15.63
		\$26.09	24759	\$837,750.00

\$62.50 fee

	Discount % off Standard fee*	2016-2017 \$62.50 fee**	Variation to fee	Estimated Income at \$62.50 rego fees	Estimated Variation to Income from 2016/17
Business Registration	0	\$62.50	\$0.00	\$2,750.00	\$0.00
Companion Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Greyhound Reg'd with SAGRCB	75	\$15.63	\$0.00	\$515.63	\$0.00
Greyhound Reg'd with SAGRCB - Desexed	75	\$15.63	\$0.00	\$31.25	\$0.00
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	\$0.00	\$0.00	\$0.00
Other Concession	75	\$15.63	-\$15.63	\$31,437.50	-\$31,437.50
Other Concession - Desexed Trained - Dog	75	\$15.63	\$0.00	\$93.75	\$0.00
Other Concession - Desexed - Dog	75	\$15.63	-\$3.13	\$11,781.25	-\$2,356.25
Other Concession - Desexed - Puppy	75	\$15.63	-\$3.13	\$15.63	-\$3.12
Other Concession - Desexed Mchipped Trained - Dog	75	\$15.63	\$3.13	\$1,015.63	\$203.13
Other Concession - Desexed Microchipped - Puppy	75	\$15.63	\$0.00	\$140.63	\$0.00
Other Concession - Desexed Microchipped - Dog	75	\$15.63	\$0.00	\$30,187.50	\$0.00
Other Concession - Microchipped	75	\$15.63	-\$12.50	\$7,703.13	-\$6,162.50
Other Concession - Microchipped - Puppy	75	\$15.63	-\$12.50	\$296.88	-\$237.50
Other Concession - Microchipped Trained	75	\$15.63	-\$9.38	\$171.88	-\$103.12
Other Concession - Puppy	75	\$15.63	-\$15.63	\$859.38	-\$859.37
Other Concession - Trained - Dog	75	\$15.63	-\$12.50	\$0.00	\$0.00
Pensioner	75	\$15.63	-\$15.63	\$11,390.63	-\$11,390.62
Pensioner - Desexed - Dog	75	\$15.63	-\$3.13	\$11,312.50	-\$2,262.50
Pensioner - Desexed - Puppy	75	\$15.63	-\$3.13	\$0.00	\$0.00
Pensioner - Desexed Microchipped - Dog	75	\$15.63	\$0.00	\$28,421.88	\$0.01
Pensioner - Desexed Microchipped - Puppy	75	\$15.63	\$0.00	\$171.88	\$0.00
Pensioner - Desexed Microchipped Trained - Dog	75	\$15.63	\$3.13	\$1,078.13	\$215.63
Pensioner - Desexed Trained - Dog	75	\$15.63	\$0.00	\$109.38	\$0.00
Pensioner - Microchipped	75	\$15.63	-\$12.50	\$3,109.38	-\$2,487.50
Pensioner - Microchipped - Puppy	75	\$15.63	-\$12.50	\$78.13	-\$62.50
Pensioner - Microchipped Trained	75	\$15.63	-\$9.38	\$93.75	-\$56.25
Pensioner - Puppy	75	\$15.63	-\$15.63	\$125.00	-\$125.00
Pensioner - Trained	75	\$15.63	-\$12.50	\$15.63	-\$12.50
Standard Fee	50	\$31.25	-\$31.25	\$96,875.00	-\$96,875.00
Standard Fee - Desexed - Dog	50	\$31.25	-\$6.25	\$66,781.25	-\$13,356.25
Standard Fee - Desexed Microchipped Trained - Dog	50	\$31.25	\$6.25	\$14,218.75	\$2,843.75
Standard Fee - Desexed - Puppy	50	\$31.25	-\$6.25	\$156.25	-\$31.25
Standard Fee - Desexed Microchipped - Dog	50	\$31.25	\$0.00	\$260,093.75	\$0.00
Standard Fee - Desexed Microchipped - Puppy	50	\$31.25	\$0.00	\$1,062.50	\$0.00
Standard Fee - Desexed Trained - Dog	50	\$31.25	\$0.00	\$843.75	\$0.00
Standard Fee - Microchipped	50	\$31.25	-\$25.00	\$43,312.50	-\$34,650.00
Standard Fee - Microchipped - Puppy	50	\$31.25	-\$25.00	\$2,593.75	-\$2,075.00
Standard Fee - Microchipped Trained	50	\$31.25	-\$18.75	\$1,281.25	-\$768.75
Standard Fee - Puppy	50	\$31.25	-\$31.25	\$2,531.25	-\$2,531.25
Standard Fee - Trained	50	\$31.25	-\$25.00	\$250.00	-\$200.00
Working Dog	75	\$15.63	\$0.00	\$46.88	\$0.01
Working Dog - Desexed	75	\$15.63	\$0.00	\$15.63	\$0.01
		\$19.02		\$632,968.75	-\$204,781.25

Nett Impact - \$204,781.25

* Discount % off Standard fee (all microchipped and desexed and rebate added plus concession - but removed training rebate)

** all dogs microchipped and desexed)

3.3.1 Estimated registration revenue from compulsory desexing and microchipping

\$65 fee

	Discount % off Standard fee*	\$65 fee**	Variation to fee	Estimated Income at \$65 rego fees	Estimated Variation to Income from 2016/17
Business Registration	0	\$65.00	\$2.50	\$2,860.00	\$110.00
Companion Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Greyhound Reg'd with SAGRCB	75	\$16.25	\$0.63	\$536.25	\$20.63
Greyhound Reg'd with SAGRCB - Desexed	75	\$16.25	\$0.63	\$32.50	\$1.25
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	\$0.00	\$0.00	\$0.00
Other Concession	75	\$16.25	-\$15.00	\$32,695.00	-\$30,180.00
Other Concession - Desexed Trained - Dog	75	\$16.25	\$0.63	\$97.50	\$3.75
Other Concession - Desexed - Dog	75	\$16.25	-\$2.50	\$12,252.50	-\$1,885.00
Other Concession - Desexed - Puppy	75	\$16.25	-\$2.50	\$16.25	-\$2.50
Other Concession - Desexed Mchipped Trained - Dog	75	\$16.25	\$3.75	\$1,056.25	\$243.75
Other Concession - Desexed Microchipped - Puppy	75	\$16.25	\$0.63	\$146.25	\$5.63
Other Concession - Desexed Microchipped - Dog	75	\$16.25	\$0.63	\$31,395.00	\$1,207.50
Other Concession - Microchipped	75	\$16.25	-\$11.88	\$8,011.25	-\$5,854.38
Other Concession - Microchipped - Puppy	75	\$16.25	-\$11.88	\$308.75	-\$225.63
Other Concession - Microchipped Trained	75	\$16.25	-\$8.75	\$178.75	-\$96.25
Other Concession - Puppy	75	\$16.25	-\$15.00	\$893.75	-\$825.00
Other Concession - Trained - Dog	75	\$16.25	-\$11.88	\$0.00	\$0.00
Pensioner	75	\$16.25	-\$15.00	\$11,846.25	-\$10,935.00
Pensioner - Desexed - Dog	75	\$16.25	-\$2.50	\$11,765.00	-\$1,810.00
Pensioner - Desexed - Puppy	75	\$16.25	-\$2.50	\$0.00	\$0.00
Pensioner - Desexed Microchipped - Dog	75	\$16.25	\$0.63	\$29,558.75	\$1,136.88
Pensioner - Desexed Microchipped - Puppy	75	\$16.25	\$0.63	\$178.75	\$6.88
Pensioner - Desexed Microchipped Trained - Dog	75	\$16.25	\$3.75	\$1,121.25	\$258.75
Pensioner - Desexed Trained - Dog	75	\$16.25	\$0.63	\$113.75	\$4.38
Pensioner - Microchipped	75	\$16.25	-\$11.88	\$3,233.75	-\$2,363.13
Pensioner - Microchipped - Puppy	75	\$16.25	-\$11.88	\$81.25	-\$59.38
Pensioner - Microchipped Trained	75	\$16.25	-\$8.75	\$97.50	-\$52.50
Pensioner - Puppy	75	\$16.25	-\$15.00	\$130.00	-\$120.00
Pensioner - Trained	75	\$16.25	-\$11.88	\$16.25	-\$11.88
Standard Fee	50	\$32.50	-\$30.00	\$100,750.00	-\$93,000.00
Standard Fee - Desexed - Dog	50	\$32.50	-\$5.00	\$69,452.50	-\$10,685.00
Standard Fee - Desexed Microchipped Trained - Dog	50	\$32.50	\$7.50	\$14,787.50	\$3,412.50
Standard Fee - Desexed - Puppy	50	\$32.50	-\$5.00	\$162.50	-\$25.00
Standard Fee - Desexed Microchipped - Dog	50	\$32.50	\$1.25	\$270,497.50	\$10,403.75
Standard Fee - Desexed Microchipped - Puppy	50	\$32.50	\$1.25	\$1,105.00	\$42.50
Standard Fee - Desexed Trained - Dog	50	\$32.50	\$1.25	\$877.50	\$33.75
Standard Fee - Microchipped	50	\$32.50	-\$23.75	\$45,045.00	-\$32,917.50
Standard Fee - Microchipped - Puppy	50	\$32.50	-\$23.75	\$2,697.50	-\$1,971.25
Standard Fee - Microchipped Trained	50	\$32.50	-\$17.50	\$1,332.50	-\$717.50
Standard Fee - Puppy	50	\$32.50	-\$30.00	\$2,632.50	-\$2,430.00
Standard Fee - Trained	50	\$32.50	-\$23.75	\$260.00	-\$190.00
Working Dog	75	\$16.25	\$0.63	\$48.75	\$1.88
Working Dog - Desexed	75	\$16.25	\$0.63	\$16.25	\$0.63
		\$19.78		\$658,287.50	-\$179,462.50

Nett Impact - \$179,462.50

* Discount % off Standard fee (all microchipped and desexed and rebate added plus concession - but removed training rebate)

** all dogs microchipped and desexed)

\$70 fee

	Discount % off Standard fee*	\$70 fee**	Variation to fee	Estimated Income at \$70 rego fees	Estimated Variation to income from 2016/17
Business Registration	0	\$70.00	\$7.50	\$3,080.00	\$330.00
Companion Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Greyhound Reg'd with SAGRCB	75	\$17.50	\$1.88	\$577.50	\$61.88
Greyhound Reg'd with SAGRCB - Desexed	75	\$17.50	\$1.88	\$35.00	\$3.75
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	\$0.00	\$0.00	\$0.00
Other Concession	75	\$17.50	-\$13.75	\$35,210.00	-\$27,665.00
Other Concession - Desexed Trained - Dog	75	\$17.50	\$1.88	\$105.00	\$11.25
Other Concession - Desexed - Dog	75	\$17.50	-\$1.25	\$13,195.00	-\$942.50
Other Concession - Desexed - Puppy	75	\$17.50	-\$1.25	\$17.50	-\$1.25
Other Concession - Desexed Mchipped Trained - Dog	75	\$17.50	\$5.00	\$1,137.50	\$325.00
Other Concession - Desexed Microchipped - Puppy	75	\$17.50	\$1.88	\$157.50	\$16.88
Other Concession - Desexed Microchipped - Dog	75	\$17.50	\$1.88	\$33,810.00	\$3,622.50
Other Concession - Microchipped	75	\$17.50	-\$10.63	\$8,627.50	-\$5,238.13
Other Concession - Microchipped - Puppy	75	\$17.50	-\$10.63	\$332.50	-\$201.88
Other Concession - Microchipped Trained	75	\$17.50	-\$7.50	\$192.50	-\$82.50
Other Concession - Puppy	75	\$17.50	-\$13.75	\$962.50	-\$756.25
Other Concession - Trained - Dog	75	\$17.50	-\$10.63	\$0.00	\$0.00
Pensioner	75	\$17.50	-\$13.75	\$12,757.50	-\$10,023.75
Pensioner - Desexed - Dog	75	\$17.50	-\$1.25	\$12,670.00	-\$905.00
Pensioner - Desexed - Puppy	75	\$17.50	-\$1.25	\$0.00	\$0.00
Pensioner - Desexed Microchipped - Dog	75	\$17.50	\$1.88	\$31,832.50	\$3,410.63
Pensioner - Desexed Microchipped - Puppy	75	\$17.50	\$1.88	\$192.50	\$20.63
Pensioner - Desexed Microchipped Trained - Dog	75	\$17.50	\$5.00	\$1,207.50	\$345.00
Pensioner - Desexed Trained - Dog	75	\$17.50	\$1.88	\$122.50	\$13.13
Pensioner - Microchipped	75	\$17.50	-\$10.63	\$3,482.50	-\$2,114.38
Pensioner - Microchipped - Puppy	75	\$17.50	-\$10.63	\$87.50	-\$53.13
Pensioner - Microchipped Trained	75	\$17.50	-\$7.50	\$105.00	-\$45.00
Pensioner - Puppy	75	\$17.50	-\$13.75	\$140.00	-\$110.00
Pensioner - Trained	75	\$17.50	-\$10.63	\$17.50	-\$10.63
Standard Fee	50	\$35.00	-\$27.50	\$108,500.00	-\$85,250.00
Standard Fee - Desexed - Dog	50	\$35.00	-\$2.50	\$74,795.00	-\$5,342.50
Standard Fee - Desexed Microchipped Trained - Dog	50	\$35.00	\$10.00	\$15,925.00	\$4,550.00
Standard Fee - Desexed - Puppy	50	\$35.00	-\$2.50	\$175.00	-\$12.50
Standard Fee - Desexed Microchipped - Dog	50	\$35.00	\$3.75	\$291,305.00	\$31,211.25
Standard Fee - Desexed Microchipped - Puppy	50	\$35.00	\$3.75	\$1,190.00	\$127.50
Standard Fee - Desexed Trained - Dog	50	\$35.00	\$3.75	\$945.00	\$101.25
Standard Fee - Microchipped	50	\$35.00	-\$21.25	\$48,510.00	-\$29,452.50
Standard Fee - Microchipped - Puppy	50	\$35.00	-\$21.25	\$2,905.00	-\$1,763.75
Standard Fee - Microchipped Trained	50	\$35.00	-\$15.00	\$1,435.00	-\$615.00
Standard Fee - Puppy	50	\$35.00	-\$27.50	\$2,835.00	-\$2,227.50
Standard Fee - Trained	50	\$35.00	-\$21.25	\$280.00	-\$170.00
Working Dog	75	\$17.50	\$1.88	\$52.50	\$5.63
Working Dog - Desexed	75	\$17.50	\$1.88	\$17.50	\$1.88
		\$21.30		\$708,925.00	-\$128,825.00

Nett Impact - \$128,825.00

* Discount % off Standard fee (all microchipped and desexed and rebate added plus concession - but removed training rebate)

** all dogs microchipped and desexed)

3.3.1 Estimated registration revenue from compulsory desexing and microchipping

\$75 fee

	Discount % off Standard fee*	\$75 fee**	Variation to fee	Estimated Income at \$75 rego fees	Estimated Variation to Income from 2016/17
Business Registration	0	\$75.00	\$12.50	\$3,300.00	\$550.00
Companion Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Greyhound Reg'd with SAGRCB	75	\$18.75	\$3.13	\$618.75	\$103.13
Greyhound Reg'd with SAGRCB - Desexed	75	\$18.75	\$3.13	\$37.50	\$6.25
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	\$0.00	\$0.00	\$0.00
Other Concession	75	\$18.75	-\$12.50	\$37,725.00	-\$25,150.00
Other Concession - Desexed Trained - Dog	75	\$18.75	\$3.13	\$112.50	\$18.75
Other Concession - Desexed - Dog	75	\$18.75	\$0.00	\$14,137.50	\$0.00
Other Concession - Desexed - Puppy	75	\$18.75	\$0.00	\$18.75	\$0.00
Other Concession - Desexed Mchipped Trained - Dog	75	\$18.75	\$6.25	\$1,218.75	\$406.25
Other Concession - Desexed Microchipped - Puppy	75	\$18.75	\$3.13	\$168.75	\$28.13
Other Concession - Desexed Microchipped - Dog	75	\$18.75	\$3.13	\$36,225.00	\$6,037.50
Other Concession - Microchipped	75	\$18.75	-\$9.38	\$9,243.75	-\$4,621.88
Other Concession - Microchipped - Puppy	75	\$18.75	-\$9.38	\$356.25	-\$178.13
Other Concession - Microchipped Trained	75	\$18.75	-\$6.25	\$206.25	-\$68.75
Other Concession - Puppy	75	\$18.75	-\$12.50	\$1,031.25	-\$687.50
Other Concession - Trained - Dog	75	\$18.75	-\$9.38	\$0.00	\$0.00
Pensioner	75	\$18.75	-\$12.50	\$13,668.75	-\$9,112.50
Pensioner - Desexed - Dog	75	\$18.75	\$0.00	\$13,575.00	\$0.00
Pensioner - Desexed - Puppy	75	\$18.75	\$0.00	\$0.00	\$0.00
Pensioner - Desexed Microchipped - Dog	75	\$18.75	\$3.13	\$34,106.25	\$5,684.38
Pensioner - Desexed Microchipped - Puppy	75	\$18.75	\$3.13	\$206.25	\$34.38
Pensioner - Desexed Microchipped Trained - Dog	75	\$18.75	\$6.25	\$1,293.75	\$431.25
Pensioner - Desexed Trained - Dog	75	\$18.75	\$3.13	\$131.25	\$21.88
Pensioner - Microchipped	75	\$18.75	-\$9.38	\$3,731.25	-\$1,865.63
Pensioner - Microchipped - Puppy	75	\$18.75	-\$9.38	\$93.75	-\$46.88
Pensioner - Microchipped Trained	75	\$18.75	-\$6.25	\$112.50	-\$37.50
Pensioner - Puppy	75	\$18.75	-\$12.50	\$150.00	-\$100.00
Pensioner - Trained	75	\$18.75	-\$9.38	\$18.75	-\$9.38
Standard Fee	50	\$37.50	-\$25.00	\$116,250.00	-\$77,500.00
Standard Fee - Desexed - Dog	50	\$37.50	\$0.00	\$80,137.50	\$0.00
Standard Fee - Desexed Microchipped Trained - Dog	50	\$37.50	\$12.50	\$17,062.50	\$5,687.50
Standard Fee - Desexed - Puppy	50	\$37.50	\$0.00	\$187.50	\$0.00
Standard Fee - Desexed Microchipped - Dog	50	\$37.50	\$6.25	\$312,112.50	\$52,018.75
Standard Fee - Desexed Microchipped - Puppy	50	\$37.50	\$6.25	\$1,275.00	\$212.50
Standard Fee - Desexed Trained - Dog	50	\$37.50	\$6.25	\$1,012.50	\$168.75
Standard Fee - Microchipped	50	\$37.50	-\$18.75	\$51,975.00	-\$25,987.50
Standard Fee - Microchipped - Puppy	50	\$37.50	-\$18.75	\$3,112.50	-\$1,556.25
Standard Fee - Microchipped Trained	50	\$37.50	-\$12.50	\$1,537.50	-\$512.50
Standard Fee - Puppy	50	\$37.50	-\$25.00	\$3,037.50	-\$2,025.00
Standard Fee - Trained	50	\$37.50	-\$18.75	\$300.00	-\$150.00
Working Dog	75	\$18.75	\$3.13	\$56.25	\$9.38
Working Dog - Desexed	75	\$18.75	\$3.13	\$18.75	\$3.13
		\$22.83		\$759,562.50	-\$78,187.50

Nett Impact -\$78,187.50

* Discount % off Standard fee (all microchipped and desexed and rebate added plus concession - but removed training rebate)

** all dogs microchipped and desexed)

\$80 fee

	Discount % off Standard fee*	\$80 fee**	Variation to fee	Estimated Income at \$80 rego fees	Estimated Variation to income from 2016/17
Business Registration	0	\$80.00	\$17.50	\$3,520.00	\$770.00
Companion Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Greyhound Reg'd with SAGRCB	75	\$20.00	\$4.38	\$660.00	\$144.38
Greyhound Reg'd with SAGRCB - Desexed	75	\$20.00	\$4.38	\$40.00	\$8.75
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	\$0.00	\$0.00	\$0.00
Other Concession	75	\$20.00	-\$11.25	\$40,240.00	-\$22,635.00
Other Concession - Desexed Trained - Dog	75	\$20.00	\$4.38	\$120.00	\$26.25
Other Concession - Desexed - Dog	75	\$20.00	\$1.25	\$15,080.00	\$942.50
Other Concession - Desexed - Puppy	75	\$20.00	\$1.25	\$20.00	\$1.25
Other Concession - Desexed Mchipped Trained - Dog	75	\$20.00	\$7.50	\$1,300.00	\$487.50
Other Concession - Desexed Microchipped - Puppy	75	\$20.00	\$4.38	\$180.00	\$39.38
Other Concession - Desexed Microchipped - Dog	75	\$20.00	\$4.38	\$38,640.00	\$8,452.50
Other Concession - Microchipped	75	\$20.00	-\$8.13	\$9,860.00	-\$4,005.63
Other Concession - Microchipped - Puppy	75	\$20.00	-\$8.13	\$380.00	-\$154.38
Other Concession - Microchipped Trained	75	\$20.00	-\$5.00	\$220.00	-\$55.00
Other Concession - Puppy	75	\$20.00	-\$11.25	\$1,100.00	-\$618.75
Other Concession - Trained - Dog	75	\$20.00	-\$8.13	\$0.00	\$0.00
Pensioner	75	\$20.00	-\$11.25	\$14,580.00	-\$8,201.25
Pensioner - Desexed - Dog	75	\$20.00	\$1.25	\$14,480.00	\$905.00
Pensioner - Desexed - Puppy	75	\$20.00	\$1.25	\$0.00	\$0.00
Pensioner - Desexed Microchipped - Dog	75	\$20.00	\$4.38	\$36,380.00	\$7,958.13
Pensioner - Desexed Microchipped - Puppy	75	\$20.00	\$4.38	\$220.00	\$48.13
Pensioner - Desexed Microchipped Trained - Dog	75	\$20.00	\$7.50	\$1,380.00	\$517.50
Pensioner - Desexed Trained - Dog	75	\$20.00	\$4.38	\$140.00	\$30.63
Pensioner - Microchipped	75	\$20.00	-\$8.13	\$3,980.00	-\$1,616.88
Pensioner - Microchipped - Puppy	75	\$20.00	-\$8.13	\$100.00	-\$40.63
Pensioner - Microchipped Trained	75	\$20.00	-\$5.00	\$120.00	-\$30.00
Pensioner - Puppy	75	\$20.00	-\$11.25	\$160.00	-\$90.00
Pensioner - Trained	75	\$20.00	-\$8.13	\$20.00	-\$8.13
Standard Fee	50	\$40.00	-\$22.50	\$124,000.00	-\$69,750.00
Standard Fee - Desexed - Dog	50	\$40.00	\$2.50	\$85,480.00	\$5,342.50
Standard Fee - Desexed Microchipped Trained - Dog	50	\$40.00	\$15.00	\$18,200.00	\$6,825.00
Standard Fee - Desexed - Puppy	50	\$40.00	\$2.50	\$200.00	\$12.50
Standard Fee - Desexed Microchipped - Dog	50	\$40.00	\$8.75	\$332,920.00	\$72,826.25
Standard Fee - Desexed Microchipped - Puppy	50	\$40.00	\$8.75	\$1,360.00	\$297.50
Standard Fee - Desexed Trained - Dog	50	\$40.00	\$8.75	\$1,080.00	\$236.25
Standard Fee - Microchipped	50	\$40.00	-\$16.25	\$55,440.00	-\$22,522.50
Standard Fee - Microchipped - Puppy	50	\$40.00	-\$16.25	\$3,320.00	-\$1,348.75
Standard Fee - Microchipped Trained	50	\$40.00	-\$10.00	\$1,640.00	-\$410.00
Standard Fee - Puppy	50	\$40.00	-\$22.50	\$3,240.00	-\$1,822.50
Standard Fee - Trained	50	\$40.00	-\$16.25	\$320.00	-\$130.00
Working Dog	75	\$20.00	\$4.38	\$60.00	\$13.13
Working Dog - Desexed	75	\$20.00	\$4.38	\$20.00	\$4.38
		\$24.35		\$810,200.00	-\$27,550.00

Nett Impact -\$27,550.00

* Discount % off Standard fee (all microchipped and desexed and rebate added plus concession - but removed training rebate)

** all dogs microchipped and desexed)

3.3.1 Estimated registration revenue from compulsory desexing and microchipping

\$85 fee

	Discount % off Standard fee*	\$85 fee**	Variation to fee	Estimated Income at \$85 rego fees	Estimated Variation to Income from 2016/17
Business Registration	0	\$85.00	\$22.50	\$3,740.00	\$3,677.50
Companion Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Greyhound Reg'd with SAGRCB	75	\$21.25	\$5.63	\$701.25	\$685.63
Greyhound Reg'd with SAGRCB - Desexed	75	\$21.25	\$5.63	\$42.50	\$26.88
Guide Dog/Therapeutic Dog/Dis. Dog - Desexed & M/C	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Desexed	100	\$0.00	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog - Microch	100	\$0.00	\$0.00	\$0.00	\$0.00
Other Concession	75	\$21.25	-\$10.00	\$42,755.00	\$42,723.75
Other Concession - Desexed Trained - Dog	75	\$21.25	\$5.63	\$127.50	\$111.88
Other Concession - Desexed - Dog	75	\$21.25	\$2.50	\$16,022.50	\$16,003.75
Other Concession - Desexed - Puppy	75	\$21.25	\$2.50	\$21.25	\$2.50
Other Concession - Desexed Mchipped Trained - Dog	75	\$21.25	\$8.75	\$1,381.25	\$1,368.75
Other Concession - Desexed Microchipped - Puppy	75	\$21.25	\$5.63	\$191.25	\$175.63
Other Concession - Desexed Microchipped - Dog	75	\$21.25	\$5.63	\$41,055.00	\$41,039.38
Other Concession - Microchipped	75	\$21.25	-\$6.88	\$10,476.25	\$10,448.13
Other Concession - Microchipped - Puppy	75	\$21.25	-\$6.88	\$403.75	\$375.63
Other Concession - Microchipped Trained	75	\$21.25	-\$3.75	\$233.75	\$208.75
Other Concession - Puppy	75	\$21.25	-\$10.00	\$1,168.75	\$1,137.50
Other Concession - Trained - Dog	75	\$21.25	-\$6.88	\$0.00	-\$28.13
Pensioner	75	\$21.25	-\$10.00	\$15,491.25	\$15,460.00
Pensioner - Desexed - Dog	75	\$21.25	\$2.50	\$15,385.00	\$15,366.25
Pensioner - Desexed - Puppy	75	\$21.25	\$2.50	\$0.00	-\$18.75
Pensioner - Desexed Microchipped - Dog	75	\$21.25	\$5.63	\$38,653.75	\$38,638.13
Pensioner - Desexed Microchipped - Puppy	75	\$21.25	\$5.63	\$233.75	\$218.13
Pensioner - Desexed Microchipped Trained - Dog	75	\$21.25	\$8.75	\$1,466.25	\$1,453.75
Pensioner - Desexed Trained - Dog	75	\$21.25	\$5.63	\$148.75	\$133.13
Pensioner - Microchipped	75	\$21.25	-\$6.88	\$4,228.75	\$4,200.63
Pensioner - Microchipped - Puppy	75	\$21.25	-\$6.88	\$106.25	\$78.13
Pensioner - Microchipped Trained	75	\$21.25	-\$3.75	\$127.50	\$102.50
Pensioner - Puppy	75	\$21.25	-\$10.00	\$170.00	\$138.75
Pensioner - Trained	75	\$21.25	-\$6.88	\$21.25	-\$6.88
Standard Fee	50	\$42.50	-\$20.00	\$131,750.00	\$131,687.50
Standard Fee - Desexed - Dog	50	\$42.50	\$5.00	\$90,822.50	\$90,785.00
Standard Fee - Desexed Microchipped Trained - Dog	50	\$42.50	\$17.50	\$19,337.50	\$19,312.50
Standard Fee - Desexed - Puppy	50	\$42.50	\$5.00	\$212.50	\$175.00
Standard Fee - Desexed Microchipped - Dog	50	\$42.50	\$11.25	\$353,727.50	\$353,696.25
Standard Fee - Desexed Microchipped - Puppy	50	\$42.50	\$11.25	\$1,445.00	\$1,413.75
Standard Fee - Desexed Trained - Dog	50	\$42.50	\$11.25	\$1,147.50	\$1,116.25
Standard Fee - Microchipped	50	\$42.50	-\$13.75	\$58,905.00	\$58,848.75
Standard Fee - Microchipped - Puppy	50	\$42.50	-\$13.75	\$3,527.50	\$3,471.25
Standard Fee - Microchipped Trained	50	\$42.50	-\$7.50	\$1,742.50	\$1,692.50
Standard Fee - Puppy	50	\$42.50	-\$20.00	\$3,442.50	\$3,380.00
Standard Fee - Trained	50	\$42.50	-\$13.75	\$340.00	\$283.75
Working Dog	75	\$21.25	\$5.63	\$63.75	\$48.13
Working Dog - Desexed	75	\$21.25	\$5.63	\$21.25	\$5.63
		\$25.87		\$860,837.50	\$860,811.41

Nett Impact \$23,087.50

* Discount % off Standard fee (all microchipped and desexed and rebate added plus concession - but removed training rebate)

** all dogs microchipped and desexed)

Summary

Fees	Income	Estimated Variation to income from 2016/17
\$62.50 current fee and with current rebates	\$837,750.00	
\$62.50 proposed Standard Dog fee with 50% rebate	\$632,968.75	-\$204,781.25
\$65 proposed Standard Dog fee with 50% rebate	\$658,287.50	-\$179,462.50
\$70 proposed Standard Dog fee with 50% rebate	\$708,925.00	-\$128,825.00
\$75 proposed Standard Dog fee with 50% rebate	\$759,562.50	-\$78,187.50
\$80 proposed Standard Dog fee with 50% rebate	\$810,200.00	-\$27,550.00
\$85 proposed Standard Dog fee with 50% rebate	\$860,837.50	\$23,087.50

Dog Registration Fee Schedule Proforma 2017-2018

Registration Class	Discount % off Standard fee	2017/18 Fees \$65.00 fee	Late Fee 25%*	Tortal Fee Including Late fee +25%*
Standard Fee	0	\$65.00	\$16.25	\$81.25
Standard Fee - Desexed - Dog	40	\$39.00	\$9.75	\$48.75
Standard Fee - Desexed Microchipped Trained - Dog	60	\$26.00	\$6.50	\$32.50
Standard Fee - Desexed - Puppy	40	\$39.00	\$9.75	\$48.75
Standard Fee - Desexed Microchipped - Dog	50	\$32.50	\$8.15	\$40.65
Standard Fee - Desexed Microchipped - Puppy	50	\$32.50	\$8.15	\$40.65
Standard Fee - Desexed Trained - Dog	50	\$32.50	\$8.15	\$40.65
Standard Fee - Microchipped	10	\$58.50	\$14.65	\$73.15
Standard Fee - Microchipped - Puppy	10	\$58.50	\$14.65	\$73.15
Standard Fee - Microchipped Trained	20	\$52.00	\$13.00	\$65.00
Standard Fee - Puppy	0	\$65.00	\$16.25	\$81.25
Standard Fee - Trained	10	\$58.50	\$14.65	\$73.15
Pensioner	50	\$32.50	\$8.15	\$40.65
Pensioner - Desexed - Dog	70	\$19.50	\$4.90	\$24.40
Pensioner - Desexed - Puppy	70	\$19.50	\$4.90	\$24.40
Pensioner - Desexed Microchipped - Dog	75	\$16.25	\$4.05	\$20.30
Pensioner - Desexed Microchipped - Puppy	75	\$16.25	\$4.05	\$20.30
Pensioner - Desexed Microchipped Trained - Dog	80	\$13.00	\$3.25	\$16.25
Pensioner - Desexed Trained - Dog	75	\$16.25	\$4.05	\$20.30
Pensioner - Microchipped	55	\$29.25	\$7.30	\$36.55
Pensioner - Microchipped Puppy	55	\$29.25	\$7.30	\$36.55
Pensioner - Microchipped Trained	60	\$26.00	\$6.50	\$32.50
Pensioner - Puppy	50	\$32.50	\$8.15	\$40.65
Pensioner - Trained	55	\$29.25	\$7.30	\$36.55
Other Concession	50	\$32.50	\$8.15	\$40.65
Other Concession - Desexed - Dog	70	\$19.50	\$4.90	\$24.40
Other Concession - Desexed - Puppy	70	\$19.50	\$4.90	\$24.40
Other Concession - Desexed Trained - Dog	75	\$16.25	\$4.05	\$20.30
Other Concession - Desexed Mchipped Trained - Dog	80	\$13.00	\$3.25	\$16.25
Other Concession - Desexed Microchipped - Puppy	75	\$16.25	\$4.05	\$20.30
Other Concession - Desexed Microchipped - Dog	75	\$16.25	\$4.05	\$20.30
Other Concession - Microchipped	55	\$29.25	\$7.30	\$36.55
Other Concession - Microchipped - Puppy	55	\$29.25	\$7.30	\$36.55
Other Concession - Microchipped Trained	60	\$26.00	\$6.50	\$32.50
Other Concession - Puppy	50	\$32.50	\$8.15	\$40.65
Other Concession - Trained - Dog	55	\$29.25	\$7.30	\$36.55
Working Dog	75	\$16.25	\$4.05	\$20.30
Working Dog - Desexed	75	\$16.25	\$4.05	\$20.30
Business Registration	0	\$65.00	\$16.25	\$81.25
Greyhound Reg'd with SAGRCB	75	\$16.25	\$4.05	\$20.30
Greyhound Reg'd with SAGRCB - Desexed	75	\$16.25	\$4.05	\$20.30
Guide Dog/Therapeutic Dog - Desexed	100	\$0.00	\$0.00	\$0.00
Guide Dog/Therapeutic Dog/Disability Dog	100	\$0.00	\$0.00	\$0.00
Companion Dog	100	\$0.00	\$0.00	\$0.00
Other Fees	2016/17	2017/18		
Transfer of Registration	\$10.00	\$10.00		
Replacement Disc Fee	\$10.00	\$10.00		
Late Registration Penalty (applies 3 clear business days from last day to pay annual registration)	Varies (25% of fee)	Varies (25% of fee)		
Percentage Rebate after Jan 1 st and until end of current period for puppies 12 weeks old	Varies (50% of fee)	Varies (50% of fee)		
Percentage Rebate after April 1 st and until end of current period for new dogs not previously registered in the area	Varies (50% of fee)	Varies (50% of fee)		
Fees Unrelated to Registrations				
Seizure Fee (Dog Wandering at large)	\$74.00	\$74.00		
Fees for Keeping Dog at Pound daily (or part thereof)	\$43.00	\$43.00		
Certified Extract from register (per page)	\$10.00	\$10.00		

ITEM	3.6.1
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	20 February 2017
HEADING	Review of Flag Policy
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report presents the Flag Policy to Council for consideration and endorsement. The Policy has been reviewed and only minor changes are required.

RECOMMENDATION

1. The Information be received.
2. The Flag Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.1, 20/02/2017), be endorsed.

ATTACHMENTS

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

1. Flag Policy

BACKGROUND

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Flag Policy was last reviewed in February 2015 and is now due for review.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Consultation with staff as to the continuing relevance of the policies and any changes that may be required.
- 2.2 External
 - 2.2.1 Nil

3. REPORT

- 3.1 The Flag Policy has been reviewed by the Policy Owner. No changes of substance are required in the content of the Policy to ensure its continuing relevance. Minor editorial changes may have been applied together with changes to Officer and Departmental titles on the Policy in line with organisational changes.

4. CONCLUSION / PROPOSAL

- 4.1 The Flag Policy as contained within Attachment 1 is recommended to Council for endorsement.

CO-ORDINATION

Officer:	Executive Group	MG
Date:	13/02/2017	09/02/2017



Flag Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	2013/1756, 2017/XXXX
Approval Date:	24/06/2013	Last Reapproval Date:	23-27 February 2015 2017
Review Date:	23 February 2017 2019	Internal Reference No.:	
Department:	CEO and Governance	Division:	CEO
Function:	9 - Governance	Responsible Officer:	<u>Executive Assistant to the CEO/Mayor Manager Governance</u>

A - PREAMBLE

1. The City of Salisbury will fly flags at the Council Offices at 12 James Street Salisbury as an expression of Council's governance responsibilities and will ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position.

B - SCOPE

1. In the first instance, this Policy applies to the flying of flags on the flag poles situated immediately outside the City of Salisbury Municipal Office at 12 James Street, Salisbury.
2. This Policy may also be applied to the flag poles situated within the Town Square, or any Council owned flag pole in any other location within the City at the discretion of the Chief Executive Officer.

C – POLICY PURPOSE/OBJECTIVES

1. The purpose of this policy is to identify the protocols used and provide operational guidelines for flying flags on flag poles under Council's care and control

D - POLICY STATEMENT

1. All flags will be flown in accordance with the requirements of the Flags Act 1953 and the "Australian Flags – Part 2: The protocols for the appropriate use and the flying of the flag" publication.
2. The flag poles at the Municipal Office will be used to display flags and banners to encourage local and national pride and to mark events of community and wider significance.
3. Flags may be flown for the purpose of governance if they are:
 - A recognised National Flag (pursuant to the Commonwealth Flags Act 1953, including subsequent Proclamations);
 - The South Australian State Flag (State Proclamation 1904);
 - Council's corporate image and brand;
 - Approved by specific resolution of Council;
 - Approved by the CEO in accordance with this Policy.

4. The national or city flags of the City of Salisbury's sister cities will be flown during visits by the mayor (or his or her delegate) of a sister city. On those occasions the order of precedence would be adjusted to recognize the flying of another National Flag.
5. Where a specific Council resolution approves the display of another flag, subject to the requirements of the Flags Act and the "Australian Flags" publication, that flag will be flown beside the Australian National Flag; unless otherwise specified by Council.
6. Where declared by the Commonwealth or State Government, a special flag or flags may be flown. When Council receives advice on such "special declarations" by the government then the Salisbury Flag and/or State Flag will be replaced with the special flag(s) of the special declaration if the display cannot otherwise be appropriately accommodated on the flag poles.
7. **Standard Flag Display**
 - a) The standard flag display will comprise (in order of precedence from left to right of a person facing the building)
 - i) The Australian National Flag
 - ii) The South Australian Flag
 - iii) The Aboriginal Flag
 - iv) The City of Salisbury Flag
 - b) The fifth flag pole is to be used to fly alternative flags as and when required.
8. **Flying alternative flags and banners**
 - a) Where Council has endorsed an Action Plan or Strategy, which includes opportunities for acknowledgement or recognition through they flying of a flag or banner, these flags or banners may be flown (subject to the relevant order of precedence requirements) from the flag poles located at the Council Office without further reference to Council.
 - b) The Chief Executive Officer and Mayor may consider applications from other parties to fly flags and banners from the flag poles and make a determination as to whether such flags and banners will be flown.
 - c) Each application to fly a flag or banner other than the standard display must comply with the requirements set out in this Policy. The following additional criteria will guide the consideration of any applications received:
 - i) Relevance to the City of Salisbury
 - ii) Alignment to (or conflict with) activities taking place within the City of Salisbury

E - LEGISLATION

1. Flags Act 1953

F - REFERENCES

1. Australian Flags–Part 2: The protocols for the appropriate use and flying of the flag

G - ASSOCIATED PROCEDURES

1. Nil

Document Control

Document ID	Flag Policy
Prepared by	<u>Belinda Hanlan</u> Tami Norman
Release	<u>23.00</u>
Document Status	<u>Draft Approved</u>
Date Printed	<u>09/02/2017</u> 01/12/2016

ITEM	3.6.2
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	20 February 2017
HEADING	Review of Protocol for Civic Events/Functions Policy
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report presents the Protocol for Civic Events/Functions Policy to Council for consideration and endorsement. The Policy has been reviewed and only minor changes are required.

RECOMMENDATION

1. The Information be received.
2. The Protocol for Civic Events/Functions Policy as set out in Attachment 1 to this report (Resources and Governance 3.6.2, 20/02/2017), be endorsed.

ATTACHMENTS

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

1. Protocol for Civic Events/Functions Policy

BACKGROUND

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.2 The Protocol for Civic Events/Functions Policy was last reviewed in February 2015 and is now due for review.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Consultation with staff as to the continuing relevance of the policies and any changes that may be required.
- 2.2 External
 - 2.2.1 Nil

3. REPORT

- 3.1 The Protocol for Civic Events/Functions Policy has been reviewed by the Policy Owner. No changes of substance are required in the content of the Policy to ensure its continuing relevance. Minor editorial changes may have been applied together with changes to Officer and Departmental titles on the Policy in line with organisational changes.

4. CONCLUSION / PROPOSAL

- 4.1 The Protocol for Civic Events/Functions Policy as contained within Attachment 1 is recommended to Council for endorsement.

CO-ORDINATION

Officer: Executive Group
Date: 13/02/2017



Protocol for Civic Events/Functions Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	2014/2470, 2014/2644, 2017/XXXX
Approval Date:	23 June 2014	Last Reapproval Date:	23-27 February 2015 2017
Review Date:	23 February 2017 2019	Internal Reference No.:	
Department:	CEO and Governance	Division:	Governance/CEO
Function:	9 - Governance	Responsible Officer:	Manager, Governance Executive Assiatnt to the CEO/Mayor

A - PREAMBLE

1. The City of Salisbury seeks to ensure that appropriate representatives from the community are invited to its events and functions and that individuals attending events and functions on behalf of the City of Salisbury represent the Council appropriately.

B - SCOPE

1. This Policy applies to Civic Events/functions hosted by the City of Salisbury and Elected Members attending those events/functions.

C – POLICY PURPOSE/OBJECTIVES

1. This Policy provides guidance to ensure appropriate representatives are invited to City of Salisbury Civic events/functions and that an appropriate dress code for attending City of Salisbury representatives is in place.

D - DEFINITIONS

1. *Elected Members* mean the Mayor and Councillors of the City of Salisbury.
2. *Civic Events/functions* are those activities hosted by the City of Salisbury to celebrate special occasions and to promote the City. Such events would include the Mayoral Breakfast, Living Legends, Australia Day Awards, Citizenship Ceremonies and launches of key publications and projects.
3. *Events of Strategic/City Wide importance* are events that relate to activities or initiatives of relevance to the entire city, or provide the opportunity to promote the City of Salisbury as a whole, for example, the launch of the revitalised City Square, launch/release of key strategic publications or the Mayoral Breakfast. These events may also have direct relationships with State or Federal Government initiatives, activities or programs affecting the Northern region and would generally be relevant to the City of Salisbury's Strategic Directions

4. **Events of Local importance** are events that relate to activities or initiatives occurring within specific parts of the City and have particular relevance to that area. It also includes events that provide the opportunity to promote a particular program, piece of work or location within the City, for example, the Para Hills 50th Birthday celebration or the St Kilda Picnic Event
5. **Appropriate attire** means clothing appropriate for the business environment, which does not indicate party/political preference or affect the reputation or neutrality of Council, or a decision before the Council.
6. **Candidate** means a person seeking election to federal, state or local government at an upcoming election.

E - POLICY STATEMENT

1. Where a Civic event/function is hosted by the City of Salisbury, the following protocol will apply when determining the invitation list for those occasions.
 - Where the Civic event/function is of strategic/city wide importance, the following are to be considered:
 - State/Federal Members of Parliament
 - Members of the Upper House (Senators and Legislative Council)
 - Representatives from Local Businesses
 - Representative from the Education sector (Schools, Universities & TAFEs)
 - Relevant State Government Departments
 - Elected Members
 - Appropriate community and not for profit representatives
 - City of Salisbury Staff (Executive, Managers, and relevant officers as determined by the Chief Executive Officer)
 - Where the Civic event/function is of local importance invitations may be directed to the following, depending on the nature of the event:
 - State/Federal Members of Parliament
 - Representatives from Local Businesses
 - Representative from the Education sector (Schools, Universities & TAFEs)
 - Representatives from Local Churches
 - Community Group Presidents (e.g. RSL, Rotary etc)
 - Relevant State Government Departments
 - Australia Day Award Winners from previous five years
 - Past and present Living Legends of Salisbury
 - Sporting Club Representatives
 - Youth Council Representatives
 - Local Developers
 - SAPOL
 - Elected Members
 - Metropolitan Council's Mayors and CEOs
 - Former Mayors of the City of Salisbury
 - City of Salisbury Staff (Executive, Managers, and relevant officers as determined by the Chief Executive Officer)
2. Elected Members are required to wear appropriate attire when representing Council at Civic events/functions and also at Council, Committee and Sub-Committee meetings.

F – GUIDELINES FOR CANDIDATES ATTENDING CIVIC EVENTS AS REPRESENTATIVES OF INVITED GUESTS DURING THE LEAD UP TO FEDERAL, STATE OR LOCAL GOVERNMENT ELECTIONS.

1. From time to time invited guests may not be able to attend a Civic Event they are invited to. It is common practice in those situations for a representative to be nominated to attend in their place. In some instances, candidates for election to federal, state or local government may be nominated as that representative.
2. Where a candidate for election at any level of government is in attendance at a City of Salisbury Civic Event as a representative of an invited guest, it is expected that they will not use the event for campaigning purposes. Actions at the event should be consistent with celebrating the occasion for which it has been convened and with the roles and responsibilities of the invited guest the candidate is representing.
3. The City of Salisbury Caretaker Policy provides specific guidance regarding the use of council resources during a local government caretaker period and current Elected Members must be cognisant of their obligations under that policy when attending Civic Events during a caretaker period.

G - LEGISLATION

1. Nil

H - REFERENCES

1. Nil

I - ASSOCIATED PROCEDURES

1. Nil

Document Control

Document ID	Civic Events/Functions Policy
Prepared by	Tami Norman Belinda Hanlan
Release	34.00
Document Status	Draft
Date Printed	

ITEM	3.6.3
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	20 February 2017
HEADING	Local Government Association Ordinary General Meeting 21/04/2017 - Call for Notices of Motion
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report presents information with respect to the Ordinary General Meeting of the Local Government Association (LGA) to be held on Friday 21 April 2017 and seeks information concerning any Notices of Motion that Council wishes to submit and information on voting delegates.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The LGA Ordinary General Meeting will be held on Friday 21 April 2017 at the Adelaide Convention Centre. When the draft program for this event is available, all Elected Members will have an opportunity to review to determine if they wish to attend.

2. CONSULTATION / COMMUNICATION

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

3. REPORT

Council Notices of Motion - Timeframe

- 3.1 The 2017 LGA Ordinary General Meeting (OGM) will be held on the morning of Friday 21 April 2017. Pursuant to clause 25 of the LGA Constitution, all Council Notices of Motion for the LGA OGM must be received by the LGA no later than 42 days prior to the meeting, ie **by close of business on Friday 10 March 2017.**

Proposed Notices of Motion

3.2 At the time of writing this report, there are no motions being proposed from staff.

General Meeting - Voting Delegates

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

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

3.5 In the event the motions are not available in time to be considered by an ordinary meeting of Council, in accordance with resolution 1391 of October 2016, a special meeting will be convened for this purpose.

4. CONCLUSION / PROPOSAL

4.1 Council is asked to determine if there are any issues which warrant submission to the LGA Ordinary General Meeting being held 21 April 2017 in the form of a Notice of Motion.

CO-ORDINATION

Officer:	EXEC GROUP	MG
Date:	13/02/2017	08/02/2017

ITEM	3.6.4
	RESOURCES AND GOVERNANCE COMMITTEE
DATE	20 February 2017
HEADING	Media Policy Review
AUTHORS	Craig Treloar, Team Leader, Corporate Communications, Business Excellence Michael Bennington, Manager Communications & Customer Relations, Business Excellence
CITY PLAN LINKS	4.2 Develop strong capability and commitment to continually improve Council's performance. 4.3 Have robust processes that support consistent service delivery and informed decision making. 4.4 Embed long term thinking, planning and innovation across the organisation.
SUMMARY	Following a request from Council, a revised Media Policy has been developed for consideration following a review of the existing <i>Elected Member Media Policy</i> and <i>Media Policy and Procedure</i> documents.

RECOMMENDATION

1. The Media Policy, as set out at Attachment 1 to this report (Item No. 3.6.4, Resources and Governance Committee, 20/02/2017) be endorsed.

ATTACHMENTS

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

1. Proposed Media Policy
2. Current Elected Member Media Policy
3. Current Media Policy & Procedures

1. BACKGROUND

- 1.1 At the Council meeting on 26 September 2016, Council resolved:

OB2 Council Spokesperson Policy

1. *That staff bring back a report and that Council review the media policy with consideration given to how Councillors interact with the media.*

Resolution No. 1348/2016

2. CONSULTATION / COMMUNICATION

- 2.1 Internal

- 2.1.1 Communications & Customer Relations Division, Governance

3. REPORT

- 3.1 The City of Salisbury's general and social media policy and procedures are currently guided by two (2) documents; the *Elected Member Media Policy*, which applies to Elected Members and the *Media Policy and Procedure (MPP)*, which applies to staff. Both documents are scheduled for review in February 2017.
- 3.2 This policy review has identified an opportunity to both simplify processes and clarify the roles and responsibilities of Elected Members, official Council spokespeople and staff through the amalgamation of current documents into one comprehensive Media Policy, applicable to both Elected Members and staff.
- 3.3 The single document provides clear guidance in relation to:
 - 3.3.1 Management of media enquiries/contact
 - 3.3.2 Authorised spokespersons; and
 - 3.3.3 Use of social media
- 3.4 The proposed Media Policy includes guidance to Media to assist with reporting on Council events/activity to ensure appropriate management of privacy obligations and that the necessary authorisations are sought prior to filming/recording of council events/activities occurs.
- 3.5 A draft City of Salisbury Media Policy is attached to this report for endorsement by Council. The Policy aims to combine the best practices of the two existing documents with a focus on the social media environment, given the prevalence of its use by community members, Elected Members and staff and Council's current Customer Relationship Management System (CRM) as the primary system for managing requests for service.
- 3.6 For ease of reference/review, a copy of the two existing documents is also provided.
- 3.7 The operational and procedural elements of the MPP are being updated to reflect the current Communications & Customer Relations Division processes and will be contained in an internal document to guide staff. The elements around ensuring pro-active media relations and proper approval processes will remain in place.

4. CONCLUSION / PROPOSAL

- 4.1 The City of Salisbury's media and communications activity is currently guided by two documents, which were scheduled for review in February 2017.
- 4.2 A new, single City of Salisbury Media Policy has been drafted for consideration as the basis of management of Council's media and communications activity into the future.

CO-ORDINATION

Officer: Executive Group
Date: 13/02/2017



Media Policy

Policy Type:	Policy		
Approved By:		Decision No:	
Approval Date:		Last Reapproval Date:	
Review Date:		Internal Reference No.:	
Department:	Business Excellence	Division:	Communications & Customer Relations
Function:	2 - Community Relations	Responsible Officer:	Manager, Communications and Customer Relations

A - PREAMBLE

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

B - SCOPE

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

C – POLICY PURPOSE/OBJECTIVES

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

appropriate conduct when engaging in social media.

D - DEFINITIONS

1. Corporate Social Media Accounts – Refers to all official City of Salisbury social media accounts such as the City of Salisbury Facebook page, Twitter account, YouTube channel, Pinterest account, Instagram account, St Kilda Playground Facebook page e.t.c

E - POLICY STATEMENT

1. All media contact should be coordinated via the Communications & Customer Relations Division.
2. Only authorised spokespersons may speak to the media or respond to media requests.
3. General Managers via the Communications & Customer Relations Division can approve responses to incoming media enquiries and authorise proactive media approaches where both the risk is determined to be low and attributable quotes are not required.
4. Staff other than the CEO must not present themselves as official City of Salisbury spokespersons.
5. All official City of Salisbury social media accounts must be authorised by the Manager Communications & Customer Relations.
6. All communication via the City of Salisbury’s social media accounts (including responding to public queries) is the responsibility of the Communications & Customer Relations team and will be undertaken in line with Council’s Customer Relationship Management (CRM) system.

F - SPOKESPERSONS

1. Official spokespeople for the City of Salisbury are:
 - 1.1. The Mayor and CEO - The Mayor is the default principal spokesperson in accordance with section 58 (1)(c) of the Local Government Act 1999, however where appropriate the CEO in consultation with the Mayor may be the preferred spokesperson.
 - 1.2. The Deputy Mayor - If the Mayor is unavailable, the Deputy Mayor will assume the responsibilities as described for the Mayor.
 - 1.3. Standing Committee Chairs - If neither the Mayor or Deputy Mayor is available, the spokesperson will be the Standing Committee Chair for issues concerning the deliberations and decisions made by that Committee and subsequently endorsed by Council. For matters unrelated to committee decisions, the CEO will determine who the nominated spokesperson will be.
2. Official spokespeople will receive support from the Communications & Customer Relations team in the form of drafting and dissemination of media releases, arranging of photo and interview opportunities, and briefings before interviews.
3. As Local Government representatives, Elected Members are entitled to speak on any topic, but may not act as an authorised Council spokesperson except in the circumstances outlined above. In accordance with the requirements of the Code of Conduct for Council Members, Elected Members must ensure that personal comments to the media are clearly identified as being their own private view, and not that of the Council.
4. Once Council has reached a decision on a matter, any personal or official comments to media by Elected Members must support Council’s endorsed position.

5. Staff can be interviewed by media on a private basis on matters not directly related to Council business or an employee's work. Staff can only speak on matters regarding Council if authorised to do so by the CEO as outlined above, and only on the subject that the authorisation relates to.

G – MEDIA MONITORING

1. Monitoring of media activity is conducted by the Communications & Customer Relations team as well as a contracted media monitoring agency on a daily basis. The outcomes are distributed on weekdays to the Mayor, Deputy Mayor, Elected Members, Executive Group and Divisional Managers, as well as the Customer Centre for circumstances where any media activity is likely to be raised by callers / customers at the reception desk. If coverage relates to a specific officer and / or manager, the daily monitor will also be forwarded to them.

H – MEDIA REPORTING ON COUNCIL ACTIVITY

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

I – SOCIAL MEDIA –PRIVATE ACCOUNTS

1. The City of Salisbury logo or official corporate colours must not be used on any private social media accounts.
2. Private social media accounts must not, in any way, give the appearance that it is an official City of Salisbury presence or that the individual is speaking publicly on behalf of the Council or in their capacity as employee of the City of Salisbury.
3. Publicly visible comments or posts must not damage the City of Salisbury's reputation, commercial interests, or bring the City of Salisbury into disrepute.
4. Publicly visible comments or posts must not breach Council policies and must not be illegal, libellous, defamatory, abusive, obscene, or infringe Equal Employment Opportunity.

J – SOCIAL MEDIA – OFFICIAL ELECTED MEMBER ACCOUNTS

1. Elected Members wanting to utilise social media in their capacity as a Councillor are encouraged to set up an official Elected Member social media account that is separate from their private account/s for interactions with the community and Council's social media presences.
2. It is recommended that:
 - 2.1. Official Elected Member social media accounts are clearly labelled as being owned by an Elected Member. For Facebook, it is advisable to use a Facebook Page instead of a

personal account to engage the public, as per Facebook's own rules.

- 2.2. Where Elected Members do not wish to create separate social media accounts they must always identify themselves as being an Elected Member when interacting with any of the City of Salisbury social media accounts, i.e. *"I think there should be more recreation spaces – Cr John Smith"*, or when speaking to a member of the public in their capacity as an Elected Member, i.e. *"Thank you for bringing this to my attention, I'll definitely raise it at the next Council meeting – Cr John Smith"*.
- 2.3. Elected Members should refrain from tagging or @mentioning the City of Salisbury in their posts or tweets unless it is in direct relation to their role as an Elected Member.
- 2.4. Social media accounts should contain advice to the public that views expressed are the author's own and not that of the City of Salisbury.
- 2.5. Elected Members need to be aware that they are directly and legally responsible for any comments that are posted to their social media accounts by members of the public. If a member of the public posts material that is defamatory, obscene, racist, sexist or likely to cause offence, it is in the Elected Member's best interest to immediately remove such material to avoid possible legal action being taken against them.
- 2.6. Elected Members are encouraged to share content from City of Salisbury social media accounts to their own accounts.
- 2.7. Elected Members may tag themselves in any City of Salisbury photo where they appear.
- 2.8. If a resident raises a query or request with Council via the City of Salisbury's social media accounts, the query will be managed by the Communications & Customer Relations team in accordance with Council's CRM system.
- 2.9. If a resident raises a query or request via an Elected Member's social media account, Elected Members should refer them to Council's CRM system. i.e. *"Hi, if you have a request for service, please call our customer centre on 8406 8222 or fill out our online request form at www.salisbury.sa.gov.au/Services/Lodge_a_request and our friendly support staff will be able to get this resolved as quickly as possible for you – Cr John Smith"*.
3. The City of Salisbury logo or official corporate colours are not to be used on any private social media accounts. However, if an Elected Member has established a social media account specifically for their role as an Elected Member and they are identified as such, then the corporate logo can be utilised.
4. All Elected Member social media account/s should be deactivated as soon as an individual is no longer an elected representative of the City of Salisbury, and return to utilising their personal social media account/s.

K – SOCIAL MEDIA – ELECTED MEMBER TRAINING

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

1. Document Control

2. Document ID	3. City of Salisbury Media Policy
4. Prepared by	5. Craig Treloar
6. Release	7. 1.00
8. Document Status	9. Draft
10. Date Printed	11. 15/02/2017



Elected Member Media Policy

Policy Type:	Policy		
Approved By:		Decision No:	
Approval Date:		Last Reapproval Date:	
Review Date:		Internal Reference No.:	
Department:	Community Development	Division:	Communications & Customer Relations
Function:	2 - Community Relations	Responsible Officer:	Manager, Communications & Customer Relations

A - PREAMBLE

1. Traditional media (e.g. press, TV, magazine, radio) and social media (e.g. Facebook, Twitter, MySpace, YouTube) are avenues via which the City of Salisbury can communicate and engage with its community and stakeholders. However, it is important to manage the use of these mediums to ensure the City of Salisbury's message is consistent.
2. Council has identified spokespeople, in addition to the Mayor who holds the role of Principal Spokesperson in accordance with section 58(1)(c) of the *Local Government Act 1999*.

B - SCOPE

1. This policy applies to all Elected Members and their dealings with staff and media representatives.

C – POLICY PURPOSE/OBJECTIVES

1. To provide guidance and support to Elected Members identified as an approved Spokesperson for Council regarding interaction with media.

E - POLICY STATEMENT

1. As Local Government representatives in the community, Elected Members are entitled to speak on any topic but may not act as an authorised Council spokesperson except in the circumstances outlined in this Policy.
2. In accordance with the requirements of the Code of Conduct for Council Members Elected Members must ensure that personal comments to the media or other public comments, on Council decisions and other matters, clearly indicated that it is a private view, and not that of the Council.
3. Official spokespeople for the City of Salisbury are:

- The Mayor - Principal spokesperson in accordance with section 58(1)(c) of the *Local Government Act 1999*.
 - The Deputy Mayor - If the Mayor is unavailable, the Deputy Mayor will assume the responsibilities as described for the Mayor.
 - If neither the Mayor or Deputy Mayor is available, the CEO will determine who the nominated spokesperson will be on a particular matter.
 - Standing Committee Chairman - in relation to issues concerning the deliberations and decisions made by that Committee and subsequently endorsed by Council.
4. To ensure consistent information is provided to the Media the Mayor and Standing Committee Chairman are encouraged to liaise with each other when dealing with Media enquiries.
 5. Official spokespeople will receive support from the Communications and Customer Relations team in the form of drafting and dissemination of media releases, arranging of photo and interview opportunities, and briefings before interviews.
 6. Where a briefing in relation to a media issue is prepared, that information will be provided to the Mayor, Deputy Mayor and appropriate Standing Committee Chairman for information.
 7. **Proactive media liaison:**
 - The Manager Communications and Customer Relations, supported by other members of the Communications and Customer Relations team, will identify and initiate media liaison that supports the objectives of the Council, in consultation with the Mayor, Deputy Mayor and appropriate Standing Committee Chairman.
 - Official spokespeople seeking news coverage of an event or issue may seek support from the Manager Communications and Customer Relations who will assess and provide advice on alternatives for briefing relevant media outlets.
 - If a media release is required, it will be drafted by the Communications and Customer Relations team for approval by the relevant spokesperson being the Mayor, or in his or her absence, the Deputy Mayor or the appropriate Standing Committee Chairman in consultation with the CEO.
 - Media releases will, where practicable, contain attributable quotes from the nominated spokesperson.
 - Responses to inquiries as a result of a media release will be made by the spokesperson, coordinated through the Communications team.
 8. **Social Media**
 - Elected Members are encouraged to identify themselves as such when actively participating on City of Salisbury social media sites.
 9. **Media reporting on Council activity**
 - Media representatives are welcome to report on Council projects, events and decisions, and to interview nominated Council spokespeople. All inquiries should be directed to the Communications and Customer Relations team.
 - Media representatives are not permitted to film or record the proceedings of a Council meeting unless prior permission has been sought from the Mayor or Committee Chairman through the Manager Communications and Customer Relations.
 - Media must also check-in with the facility / event manager and be accompanied on-site during their visit, where required.

- Council expects that all media taking photographs/filming at Council facilities and events abide by privacy laws, especially those relating to photographing minors, and seek permission from anyone they wish to photograph/film, including non-Council employees.



Media Policy and Procedure

Policy Type:	Policy		
Approved By:	MANEG	Decision No:	MANEG 1060
Approval Date:		Most Recent Approval:	
Review Date:		Internal Reference No.:	
Department:	Community Development	Division:	Marketing & Customer Relations
Function:	2 - Community Relations	Responsible Officer:	Manager, Marketing & Customer Relations

A - PREAMBLE

Traditional media (e.g. press, TV, magazine, radio) and social media (e.g. Facebook, Twitter, MySpace, YouTube) are avenues via which the City of Salisbury can communicate and engage with its community and stakeholders. However, it is important to manage the use of these mediums to ensure the City of Salisbury's message is consistent and accurate.

The Marketing & Customer Relations team is responsible for managing and initiating Council's media liaison. The most appropriate team members to assist are the Team Leader Corporate Communications and the Marketing & Customer Relations Manager.

B - SCOPE

This policy/procedure details how all staff are required to initiate or respond to media inquiries and how they can use social media tools in both an official and personal capacity.

It applies whether staff are operating in an official capacity or where they refer to their association with the City of Salisbury in a personal capacity.

It applies to the use of social media from any location, network or device, at any time, whether during business hours or not.

C – POLICY PURPOSE/OBJECTIVES

- To ensure all media liaison takes place via a central point of contact so that the City of Salisbury is able to actively monitor and respond to media issues.
- To limit the number of official spokespeople, so that the Council has a better opportunity to provide a consistent message and image.
- To provide guidelines for staff about the City of Salisbury's expectations regarding use and appropriate conduct when engaging in social media.

D - POLICY STATEMENT

1. All media contact should be coordinated via Marketing & Customer Relations.

3.6.4 Current Media Policy & Procedures

2. The City of Salisbury Mayor and CEO are the official and primary spokespersons. The Mayor is the default spokesperson, however where the issue is highly technical and/or high risk, the CEO is the preferred spokesperson.
3. General Managers can respond to incoming media enquiries and authorise proactive media approaches where risk is determined to be low. Liaison with the media should be coordinated via Marketing & Customer Relations.
4. Other employees must not present themselves as official City of Salisbury representatives without authorisation from the Manager of Marketing & Customer Relations and the relevant General Manager.
5. All official City of Salisbury social media presences (e.g. Facebook or Twitter accounts) must be authorised by the Manager of Marketing & Customer Relations.

6. Proactive media liaison:

- In instances where news coverage of events or issues is required or anticipated, Marketing & Customer Relations is to be notified at the earliest opportunity.
- The team will assess and determine the most appropriate method of briefing the relevant media outlets and obtain approval from the relevant staff. The responsible Division Manager or General Manager will seek approval from the CEO and undertake a Mayoral briefing if they determine it necessary.
- If an official statement is required, it is distributed via the Marketing & Customer Relations team. Responses to the media release will then be made by the nominated spokesperson.
- In instances where a desired outcome has not been achieved, a review of the situation may be necessary. In this case a further briefing may be requested by either the initiating officer or the Marketing & Customer Relations Manager to reassess and implement appropriate strategies.
- The Marketing & Customer Relations team will, as appropriate, identify and initiate media liaison that will support the objectives of the organisation.

7. Responding to media inquiries:

- The City of Salisbury is often contacted by various media outlets for information or comments on a wide range of issues.
- When an enquiry is made by any media outlet, it is to be directed to Marketing & Customer Relations. All incoming enquiries will be emailed through to the CEO's office, providing the CEO with the opportunity to become involved early in the process, if desired. The Team Leader Corporate Communications must receive an answer from the CEO that determines whether or not he would like to be involved before any responses are issued.
- The Marketing team will then determine the nature of the enquiry, the most appropriate method of response, and undertake any research necessary to brief the Mayor or CEO to assist them to make an informed, considered and timely response.
- In instances where the nature of the media inquiry is deemed to be of a technical nature or of low risk, the Marketing & Customer Relations team will direct the enquiry to the relevant General Manager or Manager to respond. Each General Manager must use his or her judgement to decide whether CEO approval is necessary before the Marketing & Customer Relations representative sends the response to the media.
- In developing written responses and briefing notes, Marketing & Customer Relations representatives will ensure consideration is given to the strategic context and address the organisation's key messages where possible.
- Where mitigation of issues in the media becomes necessary, a strategy will be agreed between the Marketing & Customer Relations Manager and the CEO. This may include the use of the organisation's website and other social media presences.

8. Media Monitoring:

- Monitoring of media outlets is conducted by the Marketing & Customer Relations team and outcomes reported to the Mayor and CEO as a matter of course, and the relevant officers and/or their General Managers as required.

- Marketing & Customer Relations also contracts a media monitoring agency to monitor media issues on talkback radio, the internet, press and television.
- The agency reports any relevant media issues to Marketing & Customer Relations in the form of News Alerts – a précis of the news at hand.

9. Making private statements in the Media:

- It is important for staff to distinguish between instances where they are called upon to comment through the media in an official or private capacity.
- Enquiries where a staff member is asked to give an opinion or statement of a political and/or policy nature are considered to be comments on behalf of the Council and therefore should be referred to the CEO.
- Staff should ensure that interviews on a private basis are restricted to comments, personal insights or views on matters not directly related to the Council or an employee’s work. For comments regarding Council matters, employees should not speak to the media unless authorised to do so by their General Manager or the CEO.
- In this instance, staff should notify Marketing & Customer Relations.

10. Social Media (Personal Usage):

- Staff using Social Media tools must ensure that personal comments are not misconstrued by readers as representing official City of Salisbury policy or position – a disclaimer should be used.
- Information provided or comments made, must not damage the organisation’s reputation, commercial interests or bring the City of Salisbury into disrepute.
- Employees are only allowed to disclose publicly available information.
- Any City of Salisbury information must be informed and accurate.
- No comments should be made about legal matters or litigation.
- The City of Salisbury logo is not to be used on any personal Social Media outlets.
- Information posted relating to the City of Salisbury or its business must not be illegal, libellous, defamatory, abusive, and obscene or infringe Equal Employment Opportunity or Fair Treatment policies.

11. Social Media (Official Usage):

- All official City of Salisbury presences (e.g. Facebook or Twitter accounts) must be authorised by the Manager of Marketing & Customer Relations.
- Staff must state that they are a City of Salisbury employee and indicate their area of responsibility
- Staff must only disclose publicly available information.
- Ensure that any information provided is factually accurate and complies with all Council policies.
- Only offer advice, support or comment on topics that fall within your area of responsibility.
- Information posted must not be illegal, libellous, defamatory, abusive, and obscene or infringe Equal Employment Opportunity or Fair Treatment policies.
- Do not disclose any other individual’s personal information without their prior consent.
- Any information sent or received is a corporate record and must be registered in Council’s official record keeping system

1. Document Control

2. Document ID	3. Media Policy and Procedure
4. Prepared by	5. Jane Miller
6. Release	7. 1.0
8. Document Status	9. Approved
10. Issue Date	11.