



## **AGENDA**

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

**21 SEPTEMBER 2020 AT CONCLUSION OF BUDGET AND FINANCE  
COMMITTEE**

**IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH STREET,  
SALISBURY**

### **MEMBERS**

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

### **REQUIRED STAFF**

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

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Resources and Governance Committee Meeting held on 17 August 2020.

Presentation of the Minutes of the Confidential Resources and Governance Committee Meeting held on 17 August 2020.

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**MINUTES OF RESOURCES AND GOVERNANCE COMMITTEE MEETING HELD IN  
THE WITBER AND DR RUBY DAVY ROOMS, 34 CHURCH STREET, SALISBURY ON**

**17 AUGUST 2020**

**MEMBERS PRESENT**

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

**OBSERVERS**

Nil

**STAFF**

General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
Risk and Governance Program Manager, Ms J Crook

The meeting commenced at 6:55 pm.

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

**APOLOGIES**

No apologies were received.

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Cr P Jensen  
 Seconded Cr B Brug

The Minutes of the Resources and Governance Committee Meeting held on 20 July 2020, be taken and read as confirmed.

**CARRIED**

Moved Cr K Grenfell  
 Seconded Cr D Hood

The Minutes of the Confidential Resources and Governance Committee Meeting held on 20 July 2020, be taken and read as confirmed.

**CARRIED**

**REPORTS**

*Administration*

**3.0.1 Future Reports for the Resources and Governance Committee**

Moved Cr P Jensen  
 Seconded Cr J Woodman

1. The information be received.

**CARRIED**

*Corporate Governance*

**3.6.1 Nominations Sought for the Local Government Finance Authority Board of Trustees**

*General Manager Business Excellence, Mr C Mansueto left the meeting at 6:57 pm.*

Moved Cr A Duncan  
 Seconded Cr B Brug

1. The information be received.
2. Mr Charles Mansueto be nominated as a member of the Local Government Finance Authority Board of Trustees via the (Local Government Association / Local Government Finance Authority) process.
3. No notice of motion be submitted to the Local Government Finance Authority

**CARRIED**

*Mr C Mansueto returned to the meeting at 6:58pm*



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**OTHER BUSINESS**

Nil

**CONFIDENTIAL ITEMS**

**3.8.1 Composition of NAWMA Audit Committee**

Moved Mayor G Aldridge  
Seconded Cr J Woodman

1. *Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
  - *Non disclosure of this matter at this time will protect information contained within the report which includes personal information from applicants for the roles of independent members of the NAWMA Audit Committee. Non disclosure of this information will protect personal information of an employment nature of those applicants*

*On that basis the public's interest is best served by not disclosing the **Composition of NAWMA Audit Committee** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**CARRIED**

The meeting moved into confidence at 6:58 pm.

The meeting moved out of confidence and closed at 6:59 pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	3.0.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Future Reports for the Resources and Governance Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This item details reports to be presented to the Resources and Governance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**

1. The information be received.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

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

**2. CONSULTATION / COMMUNICATION**

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

### 3. REPORT

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

<b>Meeting Item</b>	<b>Heading and Resolution</b>	<b>Officer</b>
26/11/2018 6.5	<p><b>Council and Committee Structure</b></p> <p>2. The terms of reference be reviewed after the first 12 months of the term of office seeking Elected Member feedback and a report be provided to the Resources and Governance Committee.</p> <p><b>Due:</b> November 2020</p>	Mick Petrovski
22/07/2019 3.3.1	<p><b>Abandoned Shopping Trolleys</b></p> <p>5. That Council also monitor the new bylaws implemented by the City of Marion; and report back to Council after six months on the results of their effectiveness.</p> <p>6. That Staff provide an update to this committee at the conclusion of the Local Nuisance and Litter Control Act review noting any amendments addressing trolleys to be implemented and the likelihood of them coming into effect.</p> <p>7. Pending no action or willingness by the State Government to tackle this issue, Council review By-Law 6 Waste Management By-Law 2015 and bring a report to Council advising the process to draft changes to this bylaw and/or create a new bylaw to tackle abandoned trolleys in the City of Salisbury.</p> <p><b>Due:</b> December 2020</p>	John Darzanos
28/10/2019 6.1	<p><b>Deferred Items for Further Discussion</b></p> <p>2. That the remaining items (OB1, OB2 and OB3) be deferred until the next review of the Elected Members Allowance, Facilities and Support Policy in November 2020.</p> <p><b>Due:</b> November 2020</p>	Joy Rowett
16/12/2019 3.6.3	<p><b>Building Upgrade Finance - Policy Review</b></p> <p>2. That the associated Application Fee for Building Finance Agreements, as endorsed by Council in the 2019/20 budget and provided as Attachment 2 to this report, be waived for a trial period of twelve months until the 31 December 2020.</p> <p><b>Due:</b> February 2021</p>	Greg Ratsch

28/01/2020	<b>Cat By-Law Review</b>	John Darzanos
3.3.2	3. Should either no response be received from the Minister, or that responses from the Minister, Dog and Cat Management Board, and Local Government Association not indicate support for legislative amendments that are consistent across all Council areas, a further report be provided to Council canvassing further options for cat management and controls.	
<b>Due:</b>	December 2020	

#### 4. CONCLUSION / PROPOSAL

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

#### CO-ORDINATION

Officer: Executive Group  
Date: 14/09/2020



<b>ITEM</b>	3.2.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Appointment of an Elected Member to the Council Assessment Panel
<b>AUTHOR</b>	Chris Zafiroopoulos, Manager Development Services, City Development
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report provides information for Council to appoint an Elected Member to the Council Assessment Panel for the next term of two years.

### RECOMMENDATION

1. That \_\_\_\_\_ be appointed as the Elected Member appointment to the Council Assessment Panel for the term 1 December 2020 to 30 November 2022.

### ATTACHMENTS

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

1. Assessment Panel Members - Code of Conduct
2. CAP Terms of Reference

#### 1. BACKGROUND

- 1.1 Council is required to establish a Council Assessment Panel (CAP) to act as a delegate of Council for the assessment and determination of development applications under the Planning, Development and Infrastructure Act 2016 (or during the transition to the PDI Act, the Development Act 1993).
- 1.2 The CAP is comprised of five members and one of the members may be a member of the Council. Council can choose not to appoint an Elected Member on the Panel. This will however require appointment of a fifth independent member.
- 1.3 Council is able to determine the conditions of appointment for members on the CAP. This includes the term of office, remuneration and grounds for the removal of a member. Council's CAP terms of reference is provided in the attachments.
- 1.4 The CAP determines its own Operating Procedures that are published on Council's website.

#### 2. REPORT

- 2.1 The CAP is currently comprised of four independent members in addition to an Elected Member. The term of appointment of the current independent members concludes on 31 May 2021, prior to which Council will be required to make a

decision on the independent members for the next term of membership. The independent members are:

- Mr Terry Mosel – Presiding Member
- Mr Ross Bateup
- Ms Cherie Gill
- Mr Matthew Atkinson

2.1.2 The term of appointment of Independent Members is timed to overlap the local government elected member term to enable the incoming Council to consider and appoint independent members to the CAP.

- 2.2 Council has previously resolved fixed term appointments of the Elected Member to the CAP to also coincide with the timing of local government elections – which can be half-term (2 years) or full-term (4 years), and the timing of the usual post-election committee appointment cycle. The term of the current Elected Member, Cr. Brug, expires on 30 November 2020, reflecting that local government elections are held four yearly in November.
- 2.3 The PDI Act requires that Council be satisfied that the Elected Member that is appointed to the CAP is appropriately qualified to act as a member of the assessment panel on account of the person's experience in local government. The Elected Member will be required to complete a financial disclosure statement that is prescribed in Schedule 1 of the PDI Act.
- 2.4 The Elected Member on the CAP is appointed to make decisions in accordance with the legislative framework under the PDI Act. The member is generally unable to advocate for community members on planning considerations that are considered by the CAP, and if they do so the Elected Member should declare the fact and not participate in the debate or decision-making process in relation to that matter by declaring a conflict of interest.
- 2.5 The member is bound by the following:
- 2.5.1 Code of conduct adopted by the Minister for Planning.
- 2.5.2 Objects, Planning Principles and General Responsibilities under the Planning, Development and Infrastructure Act 2016.
- 2.5.3 Operating Procedures established by the Panel.
- 2.6 The current Elected Member on the Panel, Cr Brug, may be reappointed. In the event a new member is appointed, a training session will be provided for the Elected Member.
- 2.7 The CAP meetings are ordinarily held every fourth Tuesday of the month, commencing at 6.30pm in the Hub. The Panel may also convene special meetings to deal with urgent matters.
- 2.8 The remuneration for the Elected Member on CAP is \$320 per meeting.
- 2.9 The PDI Act provides for the establishment of Deputy Members for the CAP. This effectively provides a proxy for members. While this capability is provided, Council did not previously appoint Deputy Members as attendance at CAP meetings has historically been very high.



**3. CONCLUSION / PROPOSAL**

- 3.1 It is recommended that Council determine the Elected Member and, if considered necessary, a Deputy Elected Member for the Council Assessment Panel.

**CO-ORDINATION**

Officer: GMCID  
Date: 3/9/2020





## Assessment Panel Members – Code of Conduct

### Introduction

Under Schedule 3 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) the Minister may adopt a code of conduct to be observed by members of an assessment panel established under the PDI Act. This code of conduct sets out standards of conduct and professionalism that are to be observed by all members of assessment panels under the PDI Act. This code of conduct must be read in conjunction with the Act.

For the purposes of the PDI Act, a key requirement is that all members of assessment panels must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of development assessment under the Act.

The code is the key tool to ensure that all members of assessment panels act honestly and ethically with a high degree of accountability. If a member of an assessment panel has any doubt in regard to any function they may perform under the Act they should seek the advice of the panel's assessment manager or some other appropriate person.

While some members of an assessment panel may also be bound by other codes of conduct or professional standards issued by their respective professional associations, they have no legal status under the Act. If there is a conflict between a requirement in this code of conduct and any other professional code or standard, this code prevails for the purposes of the Act.

### Legislative framework

Under section 15 of the PDI Act, all members of assessment panels are subject to a statutory duty as described in the section as follows:

- (1) *It is expected that a person or body that—*
- (a) *seeks to obtain an authorisation under this Act; or*
  - (b) *performs, exercises or discharges a function, power or duty under this Act; or*
  - (c) *takes the benefit of this Act or is otherwise involved in a process provided by this Act, will—*
  - (d) *act in a cooperative and constructive way; and*
  - (e) *be honest and open in interacting with other entities under this Act; and*
  - (f) *be prepared to find reasonable solutions to issues that affect other interested parties or third parties.*

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Department of Planning,  
Transport and Infrastructure

- (2) Without limiting subsection (1), a person or body performing, exercising or discharging a function, power or duty under this Act must-
- (a) exercise professional care and diligence; and
  - (b) act honestly and in an impartial manner; and
  - (c) be responsible and accountable in its conduct; and
  - (d) comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.
- (3) The Minister may, after taking into account the advice of the Commission, establish and maintain service benchmarks for the purposes of this section.
- (4) The principles and benchmarks under this section— (a) do not give rise to substantive rights or liabilities; but (b) may lead to action being taken on account of a breach of a code of conduct or professional standard that applies in relation to a relevant person or body.

### **Code of conduct requirements**

In acting as a member of an assessment panel, a member must comply with the following requirements.

#### **General duties**

1. A member of an assessment panel must in performing, exercising or discharging a function, power or duty under the PDI Act, act in accordance with the general duties as set out in section 15 of the PDI Act.

#### **Act in the public interest**

2. A member of an assessment panel must act in a manner that promotes or protects the public interest.

#### **Procedures**

3. A member of an assessment panel must ensure that the procedures specified in the Act or prescribed in the *Planning Development and Infrastructure (General) Regulations 2017* are complied with.
4. A member of an assessment panel must comply with the panel procedures in relation to public comments and communication with the media

#### **Regard for honesty**

5. A member of an assessment panel must act with integrity, good faith and equity and must not discriminate toward any person in performing their duties.
6. A member of an assessment panel must advise the assessment manager and the Commission immediately if the member:
  - a. is the subject of a formal investigation into, or have been found to have, breached any other code of conduct, ethical standards or similar, either in another State or through a professional body of which they are a member; or
  - b. has been found guilty of a breach of any Act related to planning, building or a development related matter.

**Conflict of interest**

7. A member of an assessment panel who has a direct or indirect personal or pecuniary interest in a matter before the council development assessment panel (other than an indirect interest that exists in common with a substantial class of persons)—
  - a. must, as soon as he or she becomes aware of his or her interest, disclose the nature and extent of the interest to the panel; and
  - b. must not take part in any hearings conducted by the panel, or in any deliberations or decision of the panel, on the matter and must be absent from the meeting when any deliberations are taking place or decision is being made.
8. A member of an assessment panel will be taken to have an interest in a matter for the purposes of item 7 if an associate of the member (within the meaning of section 3 (7) of the PDI Act) has an interest in the matter.
9. If an interest has been declared by a member of an assessment panel the nature of the interest must be recorded in the minutes of the meeting.

**Making decisions and taking action**

10. A member of an assessment panel must take all reasonable steps to obtain all relevant facts and information when making a decision on a matter before the panel.
11. A member of an assessment panel must ensure that the member's decisions and actions are reasonable, fair and appropriate to the circumstances, based on consideration of all relevant facts obtained, and supported by adequate documentation.
12. A member of an assessment panel must not approach or discuss with an applicant or representor any application which is either before the panel or will come before the panel at some future time expect during the course of a panel meeting where the application forms part of the agenda and the applicant or representor has a right to be heard by the panel.
13. Except where required as part of the assessment of a particular decision such as a formal panel viewing of a site of a proposed development, you should not enter the site even if invited by the land owner or a neighbouring property owner or any other person.
14. A member of an assessment panel must not:
  - a. engage in consultation outside of the panel process with any party on a proposed development application that is likely to be heard by the panel;
  - b. give advice to an applicant or other third party on a development application after it has been lodged outside of a panel meeting;
  - c. speak at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a development application unless required by the Act;
  - d. express an opinion on a development application or a proposed development outside of a panel meeting; and
  - e. engage in any other act or omission which may give rise to a reasonable presumption that you have prejudged a development proposal or application.

**Public comment**

15. Only the presiding member or another person determined by the panel is permitted to speak publicly to the media and address the public on behalf of the panel. No other panel member may make comment to the media or the public in relation to any matter before the panel or any decision of the panel.

**Protection and use of information**

16. A member of an assessment panel must maintain the integrity and security of confidential information in their possession and must not use confidential information gained by virtue of the member's official position for the purpose of securing a private benefit for the member or any other person.
17. A member of an assessment panel must not disclose information acquired in the course of their professional work other than if consent of the relevant person has been granted or where there is a legal or professional duty to disclose such information.

**Proper exercise of power**

18. A member of an assessment panel must not take advantage of the member's position, power or duties for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for the member or any other person.

**Gifts and benefits**

19. A member of an assessment panel must not seek or accept a gift or benefit that is intended to, is likely to or could be perceived as likely to, cause them to act in an unfair or biased manner in the course of the member's duties.
20. A member of an assessment panel must take all reasonable steps to ensure that a person related to the member does not receive gifts or benefits that could appear to be an attempt to influence or secure or have the effect of influencing or securing a favour from the member of an assessment panel. A person is related to a member of an assessment panel for the purpose of this provision if the person is spouse, de facto partner, sibling, parent or child of the member of the assessment panel.

**Bias**

21. A member of an assessment panel should always have regard to any affiliation, disposition or any material, pecuniary or other interest that would lead to a reasonable apprehension that they may be biased in carrying out any aspect of their role under the Act.



## COUNCIL ASSESSMENT PANEL

### Terms of Reference

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*Endorsed 21 January 2019 for expression of Interest*

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## 1. Background

- 1.1. The Salisbury Council Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the City of Salisbury (**the Council**) on 21 August 2017.
- 1.2. The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.

## 2. Membership of CAP

### Appointment of Members

- 2.1. The CAP will be constituted of five (5) Members (CAP Members), to be appointed by the Council, comprising:
  - 2.1.1. One (1) Member of the Council (Council Member); and
  - 2.1.2. Four (4) Independent Members (Independent Members), not being Members of the Council or State Parliament.
- 2.2. The Council may determine that the CAP will be constituted by a different number of members for different classes of development, in which case the relevant details will be specified by the Council.
- 2.3. When appointing CAP Members, the Council may have regard to the following:
  - 2.3.1. The candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the Development Act;
  - 2.3.2. In relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;
  - 2.3.3. In relation to the Council Member, the candidate's experience in local government;
  - 2.3.4. That a balance of qualifications and experience among CAP Members is desirable;
  - 2.3.5. That gender diversity among CAP Members is desirable; and
  - 2.3.6. Such other matters as the Council considers relevant.

### Appointment of Deputy Members

- 2.4. The Council may appoint Deputy Members to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.5. Subject to clause 2.6, a Deputy Member must not be a Member of the Council or State Parliament.

- 2.6. Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.7. Where more than one Deputy Member is appointed, the Council must specify the circumstances in which each Deputy Members (or any one or more of them) will be invited to attend a CAP meeting.
- 2.8. In appointing a Deputy Member, the Council may have regard to the matters in clause 2.23, as well as to the qualifications and experience of the CAP Member or CAP Members to whom the candidate will be a deputy.
- 2.9. Unless the context otherwise requires, a reference to a CAP Member in this document includes a Deputy Member.

#### **Expression of Interest**

- 2.10. The Council will call for expressions of interest for appointment of CAP Members.

#### **Presiding Member and Acting Presiding Member**

- 2.11. The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.12. The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.13. The CAP shall determine a process for the appointment of an Acting Presiding Member in the event that the Presiding Member is not present at a meeting (or part thereof).
- 2.14. A Presiding Members is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as Presiding Member.
- 2.15. In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Members for such term and on such conditions as determined by the Council.

#### **Term of Appointment**

- 2.16. Subject to clause 5, Independent Members will be appointed for a term of up to two years and on such other conditions as determined by the Council.
- 2.17. Subject to clause 5, the Council Member will be appointed for a term of up to two years and on such other conditions as determined by the Council.
- 2.18. Deputy Members will be appointed for a term of up to two years and on such other conditions as determined by the Council.

2.19. A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term.

2.20. A CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period determined by Council.

### **3. Vacancy in Membership**

- 3.1. In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.
- 3.2. The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.
- 3.3. In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.2 or 2.88 as the case requires.
- 3.4. A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

### **4. Conditions of Appointment**

- 4.1. At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.
- 4.2. CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings.
- 4.3. Different levels of remuneration may be fixed by the Council for Independent Members, the Council Member, the Presiding Member and Deputy Members.
- 4.4. Upon the commencement of Section 83(1)(c) of the Act:
  - 4.4.1. CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act; and
  - 4.4.2. CAP Members who are Members or former Members of the Council must have sufficient experience in local government to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

## 5. Removal from Office

- 5.1. A CAP Member will automatically lose office where:
- 5.1.1. the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;
  - 5.1.2. the CAP Member has been convicted of an indictable offence punishable by imprisonment;
  - 5.1.3. in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2. Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
- 5.2.1. a breach of a condition of his or her appointment as a CAP Member;
  - 5.2.2. misconduct;
  - 5.2.3. a breach of any legislative obligation or duty of a CAP Member;
  - 5.2.4. neglect of duty in attending to role and responsibilities as a CAP Member;
  - 5.2.5. a failure to carry out satisfactorily the duties of his or her office;
  - 5.2.6. a breach of fiduciary duty that arises by virtue of his or her office;
  - 5.2.7. inability to carry out satisfactorily the duties of his or her office.
  - 5.2.8. except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member; or
  - 5.2.9. in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so; or
  - 5.2.10. for any other reason the Council considers appropriate.
- 5.3. The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 5.4. Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:

- 5.4.1. give written notice to the CAP Member of:
  - 5.4.1.1. its intention to remove the CAP Member from office pursuant to clause 5.2; and
  - 5.4.1.2. the alleged behaviour of the CAP Member falling within clause 5.2.1 or reason the Council considers it appropriate to remove the CAP Member,  
not less than 7 days before the meeting of the Council at which the matter is to be considered;
- 5.4.2. give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and
- 5.4.3. have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.



<b>ITEM</b>	3.4.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	PBAFM Proposed Alliance
<b>AUTHOR</b>	Julie Kushnir, Manager Community Experience & Relationships, Business Excellence
<b>CITY PLAN LINKS</b>	1.1 Have a community with the skills, knowledge and agility to participate in a rapidly changing economy. 3.2 Have interesting places where people want to be. 4.1 Strengthen partnerships that enable us to better address our community's priorities.
<b>SUMMARY</b>	Local Community Radio station, PBAFM has approached the City of Salisbury with a proposal that exchanges annual rental payments in return for an extensive promotional and educational package which would enable us to activate the Salisbury Community Hub and other locations, engaging our community with new media and broadcast technologies.

**RECOMMENDATION**

1. That Council:
  - a. supports the proposal in principle, noting that there is the ability to accommodate moderate content alterations if required; and
  - b. notes that PBAFM have to date received \$6,173.49 ex GST in support via waived rental payments from the City of Salisbury for April, May and June 2020 as part of the COVID-19 Community Support Measures; and
  - c. notes that PBAFM seek further waiving of their leasehold rental payments of approximately \$25,500 ex GST for the period 1 October 2020 to 30 September 2021, (anticipating a nominal rent increase will be introduced from 1 August 2021, which has been estimated in the calculations)
  - d. notes that rental fees have already been paid by PBAFM for the months of July August and September 2020
  - e. commits to entering into a Memorandum of Understanding between the City of Salisbury and PBAFM which identifies an active promotional period of 12 months from 1 October 2020, which sees the equivalent value of their annual lease payments (for 12 months) exchanged for various advertising, promotional and educational sessions as detailed further in this report.
2. That the appropriate adjustment be made in the 2020/21 First Quarter Budget Review to reflect the reduced lease income of \$18,962.55 (October 2020 to June 2021) for the 2020/21 budget.

**ATTACHMENTS**

There are no attachments to this report.



## 1. BACKGROUND

- 1.1 The City of Salisbury has had a long association with radio station 5PBA which was officially opened as 5PBA in 1983 by Dr. Lynn Arnold, the then state member for Salisbury, and later Premier of South Australia.
- 1.2 Since then, PBAFM has broadcast programs that represent the variety of different cultural and community groups that make up the Salisbury community. Their current schedule features 11 different non-English speaking programs.
- 1.3 As well as culturally and ethnically diverse programming, PBAFM has a fruitful partnership with the City of Salisbury's TWELVE25 Youth Enterprise Centre, who they joined forces with in 2007 to share workspaces. The station's home at the TWELVE25 complex in Salisbury has two modern and well equipped studios along with a digital production suite.
- 1.4 TWELVE25 conducts programs designed for young people to engage with the community in a positive and safe way. One way they do this is through a training program and pathway for TWELVE25 participants to make radio content with the station.
- 1.5 PBAFM has a unique environment where youth currently from the TWELVE25 enterprise centre can interact and work closely with many of the station's most experienced volunteers, some of which have been working and broadcasting at the station for the entire 35 year tenure. PBAFM fosters an environment where all volunteers learn from each other, no matter what their age, gender or background.
- 1.6 It is this collaboration which gave rise to further investigating how the City of Salisbury may engage with PBAFM in activities that activate the Salisbury Community Hub, the Civic Plaza and other select locations and/or events throughout the City.

## 2. CONSULTATION / COMMUNICATION

- 2.1 Internal
  - 2.1.1 Media Relations Advisor, City of Salisbury
  - 2.1.2 Manager, Community Experience & Relationships
  - 2.1.3 Team Leader, Twelve 25 Salisbury Youth Enterprise Centre
  - 2.1.4 Team Leader, Property, City of Salisbury
- 2.2 External
  - 2.2.1 Treasurer, Community Radio PBA-FM

## 3. REPORT

- 3.1 The recent onset of tighter financial constraints on the station's ability to obtain federal grants instigated a series of discussions and proposals which considered an exchange of promotional and educational activities and activations conducted by the station, in return for the value of their annual rent (currently \$25,283.40 pa with CPI increases yearly which will result in an estimated annual rental of \$25,500 ex GST).
- 3.2 To note is that the station has recently received rent relief from the City of Salisbury as part of its COVID-19 support as follows:



ITEM 3.4.1

- April 2020      \$2,057.83 excl GST
- May 2020      \$2,057.83 excl GST
- June 2020      \$2,057.83 excl GST
- Total:            \$6,173.49 excl GST

- 3.3 PBAFM seeks an alliance with the City of Salisbury to the value of approximately \$25,500 excl GST (anticipating that a nominal rate increase will be introduced from 1 August 2021, but as yet unconfirmed) which would see their leasehold rent payments waived in return for a reciprocal, extensive promotional and activation program.
- 3.4 The alliance would be formalised by entering into a robust Memorandum of Understanding between the City of Salisbury and PBAFM which identifies the active promotional period for (initially) 12 months from 1 October 2020 and clearly articulates the reciprocal promotional and educational value of the arrangement.
- 3.5 This alliance would feature a range of on-air engaging interactions with our community via storytelling, interviews etc. as well as “on the ground” activations at the Salisbury Community Hub and other key events (such as Australia Day and Secret Garden) with outside-broadcasts, podcast sessions plus other opportunities we may develop further together.
- 3.6 The Mayor’s regular interview segment is included in this proposal
- 3.7 The PBAFM budgeted lease income will need to be reflected in the 2020/21 first quarter budget review.
- 3.8 An outline of the proposal, due to commence 1 October 2020 for a period of 12 months is as follows:

SERVICE	FREQUENCY	NOTES	DATE	VALUE	TOTAL ex GST
5 minute event interviews	Weekly	Short interviews recorded and broadcast a number of times over the week to inform community of upcoming events and activities “what’s on for kids, school holidays, educational programs”, plus interviews with Salisbury “Achievers” and past Legends.	Throughout the year, commencing Oct 2020	\$61 x 52	\$3,172
Outside Broadcasts	Quarterly or in line with key events	Promote City of Salisbury/PBAFM partnership. Provide interesting community interaction via broadcast – with	January 2021 and beyond	\$1500 x 4	\$6,000

ITEM 3.4.1

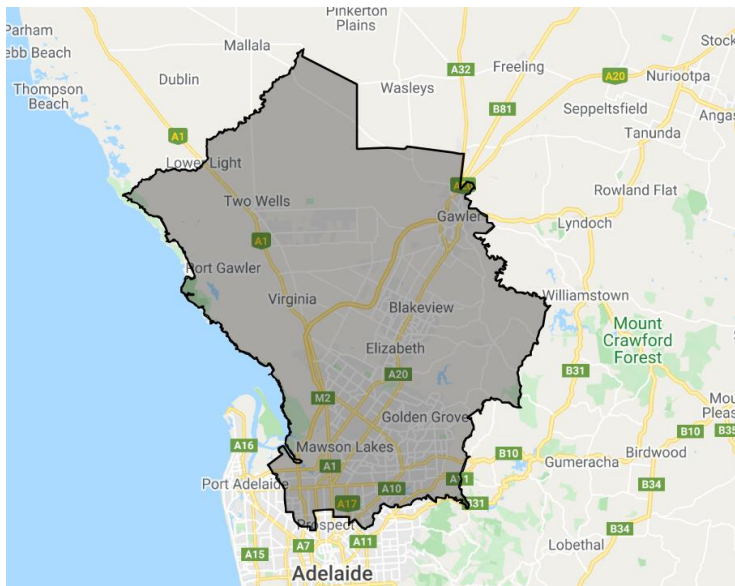
		interviews, segments etc at Australia Day, Secret Garden, Harmony Week, Salisbury Plays etc			
Podcasting Training	Three x per year	Open, inclusive workshops ticketed through Eventbrite to control numbers. Fun, inter-generational, digital-divide-busting training.	TBC	\$2,067 x 3	\$6,200
Podcast Club	Monthly	Hands-on support for those who have undergone the Podcast training. Mentoring to get podcasts on radio and/or on-line.	2020/21	Value = \$40 per session x 12 sessions yearly  Compliments of PBAFM	no charge
Special Project – Salisbury Stories	Monthly	Salisbury Stories is about creating a platform for local residents to have their say. A look into people’s worlds. Would complement SALA, Watershed Creative Prize, Citizen of the Year, Writers Week activity. Salisbury Stories is about participants learning broadcast and media skills, being involved in a challenging, community, non-school based project.	2020/21	\$41ea x 4 per month x 12 months + studio hire	\$2,988
City of Salisbury/PBAFM Writers Week	1 x per year	PBAFM would open up its Well Versed program, that last year saw 68 contributing writers) to bolster our Writers’ Week event.	March 2021		\$2,520
Tell the World		Marketing the City of Salisbury on-air, on-line and its various organisations, activities and programs. Could possibly be linked	8 months of on-line marketing 2020/21	5 x \$800 Platinum monthly package (690 x 30 second spots)	\$4,000

ITEM 3.4.1

		to #shopsalisbury.			
Mayor's radio segment		2 per month @ ½ hour each		\$55 per month	\$660
<b>Total:</b>					<b>\$25,540</b>

**4. PBAFM BROADCAST AREA AND LISTENER PROFILE**

- 4.1 The regular listening audience for Community radio station PBAFM is defined as 58% male, 40% female (2% other – undisclosed).
- 4.2 The community radio's industry peak body, the Community Broadcast Association of Australia (CBAA) estimates that 5.3 million Australians listen to community radio which equates to 1 in 4 people. When considering the greater Salisbury and surrounding area, PBAFM estimate that they have 22,000 listeners.
- 4.3 Their most popular time slots are 3pm-7pm, with 75% of their listening audience and between 9am to noon, with 58% of their listening audience tuning in.
- 4.4 The average age of the listener is 53 years of age, who state on average they listen for 12.7 hours per week.
- 4.5 73% of their surveyed listening audience feel that the station does best at Australian news and information
- 4.6 36% of their listening audience state that they speak a language other than English at home.
- 4.7 The station's broadcast area reaches a little further beyond the City of Salisbury's boundary, which in itself is advantageous to assist people from neighbouring regions to be exposed to our promotional messages and increase their interest to drive visitation.



## 5. CONCLUSION / PROPOSAL

- 5.1 The proposed alliance with PBAFM offers the City of Salisbury a very positive opportunity to avail ourselves of their technical capabilities in broadcast/multimedia to further complement our range of educational programs and place activations.
- 5.2 It is anticipated that the alliance will develop engaging, participative opportunities for our community for a relatively modest financial commitment.
- 5.3 It is recommended that the Resources & Governance Committee endorse this proposal for the September 2020 Council meeting.
- 5.4 Subject to Council approval, staff will finalise the Memorandum of Understanding to ensure it delivers the agreed value to Council and the broader community benefit.

## CO-ORDINATION

Officer: Executive Group  
Date: 14/09/2020

<b>ITEM</b>	3.4.2
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>PREV REFS</b>	
<b>HEADING</b>	Nominations Sought for the Dog and Cat Management Board
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Minister for Environment and Water has written to the LGA requesting nominations for a local government member on the Dog and Cat Management Board for a term commencing immediately upon appointment by the Minister.

**RECOMMENDATION**

1. \_\_\_\_\_ be nominated as a Local Government Member on the Dog and Cat Management Board.

**ATTACHMENTS**

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

1. Call for Nominations - Part A Selection Criteria - Dog and Cat Management Board

**1. BACKGROUND**

- 1.1 The Minister for Environment and Water has written to the LGA requesting nominations for a local government member on the Dog and Cat Management Board for a term commencing immediately upon appointment by the Minister.
- 1.2 Nominations must be forwarded to the LGA by Friday 30 October 2020.
- 1.3 There are four LGA nominated positions on the Dog and Cat Management Board one of which is currently held by Cr Shiralee Reardon.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 LGA News dated 3 September 2020 from the LGA was circulated to Elected Members, the Executive Group and Manager Environmental Health and Safety on 3 September 2020.
  - 2.1.2 At the time of writing this report no registration of interest in nominating has been received.

- 2.2 External
  - 2.2.1 Nil

### 3. REPORT

- 3.1 The Dog and Cat Management Board (DCMB) is established by the *Dog and Cat Management Act 1995*
- 3.2 The Dog and Cat Management Board's primary functions are as the public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the Dog and Cat Management Act.
- 3.3 The LGA is seeking nominations from suitably qualified council members, or employees of a council, or other local government entity, to fill a position with a term of three years, commencing immediately upon appointment by the Minister.
- 3.4 There are four LGA nominated positions on the Dog and Cat Management Board currently held by Mr Rocky Warren (Mid Murray Council), Mayor Dr Moira Jenkins (City of Victor Harbor), Cr Shiralee Reardon (City of Salisbury) and one vacancy left by Mrs Gemma Russell (DC of Yankalilla) who has recently resigned.
- 3.5 Sitting fees for Board members are \$206 per four hour session attended plus certain travel expenses.
- 3.6 The DCMB meets twelve times a year, generally on Tuesday of the fourth week of each month, between 1 and 5pm. Meetings are held in their offices in Waymouth Street, Adelaide as well as at metropolitan and regional councils.
- 3.7 In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, the Nominations Committee of the LGA Board of Directors may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors; this may include the Nominations Committee undertaking interviews and/or requesting details of referees. Only nominations submitted following a resolution of council will be considered.
- 3.8 The Policy also enables the LGA Secretariat to maintain a Nominees Database, which will record the details of nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee's preferences. The Nomination Form (Part B below) asks nominees whether they want to be listed on the database.
- 3.9 LGA nominees together must meet the legislative criteria as set out below in order to be considered for nomination:
  - 3.9.1 Local government knowledge and experience;
  - 3.9.2 Practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government;
  - 3.9.3 Experience in the administration of legislation;

- 3.9.4 Experience in financial management;
- 3.9.5 Experience in education and training.
- 3.10 The Call for Nominations Information Sheet (Part A) (attached) provides further information regarding the role, as well as any selection criteria to be addressed by the nominee.
- 3.11 The nominee and council are required to complete the Nominations Form and forward, together with a current Curriculum Vitae, to the Local Government Association by 5pm Friday 30 October 2020.

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

- 4.1 Council is asked to determine if a nomination is to be made.
- 4.2 Council should note it is not obliged to make a nomination.

#### **CO-ORDINATION**

Officer: Executive Group  
Date: 14/09/2020





## PART A

## LGA Appointments and Nominations to Outside Bodies — Call for Nominations

Dog and Cat Management Board	
<b>Governing Statute (if applicable)</b>	Section 12(1)(a) Dog and Cat Management Act
<b>Purpose/Objective</b>	Public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the Dog and Cat Management Act.
<b>Administrative Details</b>	12 meetings per year with a fee of \$206/session
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>Local government knowledge and experience</li> <li>practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government</li> <li>experience in the administration of legislation</li> <li>experience in financial management</li> <li>experience in education and training.</li> </ul>
<p><i>In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees.</i></p>	
<p><b>Liability and indemnity cover</b></p> <p><i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i></p>	
<p><b>For more information contact:</b> LGA Nominations Coordinator at <a href="mailto:nominationscoordinator@lga.sa.gov.au">nominationscoordinator@lga.sa.gov.au</a> or 8224 2000</p>	



<b>ITEM</b>	3.4.3		
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>		
<b>DATE</b>	21 September 2020		
<b>PREV REFS</b>	Council	GB8	27/07/2020
<b>HEADING</b>	Election for the Position of Local Government Association President		
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance		
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community		
<b>SUMMARY</b>	This report provides information in relation to the election of the Local Government Association President and seeks Council's determination as to its preferred candidate.		

**RECOMMENDATION**

1. Council indicates its preference for \_\_\_\_\_ for the position of Local Government Association President and instructs its delegate to vote accordingly.

**ATTACHMENTS**

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

1. Correspondence from the LGA dated 2 September 2020
2. LGA President Candidate Profiles
3. LGA President Ballot Paper
4. Correspondence from Mayor Angela Evans, City of Charles Sturt and Mayor Karen Redman, Town of Gawler seeking support for their LGA President nomination

**1. BACKGROUND**

- 1.1 On 20 July 2020 the Local Government Association (LGA) called for nominations for the position of LGA President. Council considered this matter at its meeting on 27 July 2020 where it resolved:

***Nominations Sought for Local Government Association President***

*Moved Cr C Buchanan*

*Seconded Cr J Woodman*

1. *Mayor Karen Redman from Town of Gawler be nominated for the position of Local Government Association President.*

**CARRIED**  
**0640/2020**

- 1.2 On 2 September 2020 the LGA again wrote to Council advising that, as a result of receiving more than the required number of nominations, an election for the position of LGA President will take place and providing instructions for the casting of Council's vote (Attachment 1).

## **2. CONSULTATION / COMMUNICATION**

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

## **3. REPORT**

- 3.1 Following the call for nominations for the position of LGA President, three (3) nominations have been received as follows:
- Mayor Karen Redman
  - Mayor Angela Evans
  - Mayor Jan-Claire Wisdom
- 3.2 As a result of receiving more than the required number of nominations, Council is advised that, in accordance with Clause 29.4 of the LGA Constitution an election for the position of LGA President will take place.
- 3.3 Candidate profiles have been received for each of the candidates and are attached to this report for information (Attachment 2).
- 3.4 In addition, a letter seeking support for their nominations has been received from the following candidates and are attached to this report for information (Attachment 4):
- Mayor Angela Evans
  - Mayor Karen Redman
- 3.5 Instructions on completion of the ballot paper are attached (Attachment 1).
- 3.6 For the information of Council, Cr Chad Buchanan is our current representative to the LGA with Mayor Gillian Aldridge as the deputy representative.
- 3.7 Council's completed ballot paper must be received by the LGA no later than 5:00pm Monday 19 October 2020.
- 3.8 Due to the ongoing uncertainty regarding COVID-19 health and safety considerations that may be relevant in October, the counting of votes will take place via Zoom on Tuesday 20 October 2020 commencing at 9:00am.
- 3.9 The successful candidate will take office from the conclusion of the LGA's 2020 Annual General Meeting for a term ending at the conclusion of the 2022 LGA Annual General Meeting.

## **4. CONCLUSION / PROPOSAL**

- 4.1 Council is asked to determine the candidate it wishes to vote for in the election for the position of LGA President to commence at the conclusion of the LGA's 2020 Annual General Meeting.

**CO-ORDINATION**

Officer:	Executive Group	MG
Date:	14/09/2020	11/09/2020





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In reply please quote our reference: ECM 713243 AS/AC

2 September 2020

Mr John Harry  
Chief Executive Officer  
City of Salisbury  
PO Box 8  
Salisbury SA 5108

Dear Mr Harry

**Election of LGA President**

On 20 July 2020, I wrote to councils calling for nominations for the position of LGA President. I wish to advise that at the close of nominations (5.00pm on 28 August 2020) I received nominations for the following three (3) eligible candidates (listed in the order of the ballot draw):

- Mayor Karen Redman
- Mayor Angela Evans
- Mayor Jan-Claire Wisdom

I hereby advise that in accordance with clause 29.4 of the LGA Constitution an election for the position of LGA President will take place.

I have attached a copy of each candidate's information together with a Ballot paper and voting envelopes for your council's completion in accordance with the instructions below. I require the ballot paper to be received by me in hard-copy no later than 5:00pm Monday 19 October 2020.

**Voting Instructions**

Pursuant to clause 29 of the LGA Constitution, the casting of the vote by your council must be conducted as follows:

- each Member council shall determine by resolution the candidate it wishes to elect;
- the Delegate of a Member council or in the Delegate's absence, the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate that the Member council wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" and then place this envelope inside the envelope marked "Returning Officer". Before sealing the second envelope marked "Returning Officer" the Delegate must indicate the Member council's name on the inside flap of the envelope. The second envelope may then be sealed and delivered to the Returning Officer;

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- on receipt of the envelopes the Returning Officer must:
  - open the outer envelope addressed to the "Returning Officer" and record the name of the Member council which appears on the inside flap of the envelope on the roll of Member's council eligible to vote; and
  - place the envelope marked "Ballot Paper" unopened into the ballot box;
- the Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
- at the counting of the votes the Returning Officer shall produce the unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
- the candidate with the most votes shall be deemed elected and the Returning Officer shall declare the candidate elected at the Annual General Meeting; and
- in the case of candidates receiving the same number of votes, the Returning Officer shall draw lots at the counting of the votes and the lot drawn will be the candidate elected.

I am the Returning Officer for this election and I may appoint a Deputy Returning Officer to perform any of the powers, functions or duties described above.

Due to ongoing uncertainty regarding COVID-19 health and safety considerations that may be relevant in October, the counting of votes will take place via Zoom on Tuesday 20 October 2020 commencing at 9:00am.

The successful candidate will take office from the conclusion of the LGA's 2020 Annual General Meeting for a term ending at the conclusion of the 2022 LGA Annual General Meeting.

Please contact me or Director Governance & Legislation Alicia Stewart on 8224 2037 or [alicia.stewart@lga.sa.gov.au](mailto:alicia.stewart@lga.sa.gov.au) if you have any questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matt Pinnegar'.

**Matt Pinnegar**  
**Chief Executive Officer / Returning Officer**

Telephone: (08) 8224 2039

Email: [matt.pinnegar@lga.sa.gov.au](mailto:matt.pinnegar@lga.sa.gov.au)

Attach: Candidate Information; Ballot Paper; Ballot Paper envelope; reply envelope addressed to Returning Officer





Local Government Association  
of South Australia

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## Candidate Information Sheet

### LGA President

(word limit is strictly 1,000 words)

Name:	<i>Karen Redman</i>
Council:	<i>Town of Gawler</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• <i>Mayor Town of Gawler (2014-)</i></li> <li>• <i>Council Member, Town of Gawler (2010-)</i></li> <li>• <i>Director Local Government Association of South Australia (LGA)</i></li> <li>• <i>Chair, Greater Adelaide Region of Councils (GAROC)- a committee of the LGA</i></li> <li>• <i>Board Member, Australian Local Government Association (ALGA)</i></li> <li>• <i>Member, LGA Audit and Risk Committee</i></li> <li>• <i>High level strategic thinking and capacity to see big picture</i></li> <li>• <i>Strong performance in governance and strategic decision making</i></li> <li>• <i>Broad-based advocacy experience on issues relevant to the local government sector</i></li> <li>• <i>Key negotiating and collaboration skills at State and Federal Level:</i> <ul style="list-style-type: none"> <li>• <i>Gawler Civic Centre Federally funded 2015 (5.6M grant success)</i></li> <li>• <i>Successfully negotiated an agreement for affordable housing locally with significant savings to the Town of Gawler</i></li> </ul> </li> <li>• <i>Experience in championing important initiatives ably demonstrated by leadership/advocacy for stronger protection for neighbourhood character and heritage as part of our new planning system</i></li> <li>• <i>Experience in mentoring others and senior leadership</i> <ul style="list-style-type: none"> <li>• <i>Mayors Young Women's Leadership Program</i></li> <li>• <i>Long term leader in health with conference speaking engagements nationally and internationally</i></li> </ul> </li> </ul>
Local Government Policy Views & Interests	<p><i>A Fresh Approach</i></p> <ul style="list-style-type: none"> <li>• <i>As someone who is passionate about the important role community plays in our society, and not afraid to advocate on issues relevant to our sector, I will bring a fresh yet experienced approach to this important leadership role.</i></li> <li>• <i>Raised in Gawler and with strong family connections to regional South Australia I am committed to ensuring our collective voice is heard on issues that matter</i></li> </ul>



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- *A strong background in health and engaged at senior level on clinical governance issues ensures I will bring a high degree of ethical decision making to the Presidency*
- *Our sector is undergoing great change and requires a fresh yet experienced approach as we work through the significant reforms, not least of which is the local government reform bill currently before the Parliament.*
- *Gawler is steeped in history, so it's no surprise that planning reform and heritage has been a hot topic. My community supported me as I advocated for change to the planning reforms that are sweeping the state. Some of these reforms are needed however concern around good design, neighbourhood character and appropriate heritage protection remains.*
- *I have led GAROC as we supported advocacy on heritage matters and others such as infill development which is an emerging problem in metropolitan Adelaide. Leading this highly skilled committee of the LGA has been a privilege with more change to come as regions are formed across Adelaide.*
- *Most recently, with the COVID-19 pandemic hitting our communities, GAROC supported a series of webinars to assist local government as we navigate this new world and its impacts on our economies and our communities. As Chair I have been involved in each session, all of which have been extremely well received drawing interest from across South Australia, generating some fantastic ideas and resources we all can use going forward.*
- *As a Board Director of the LGA and in collaboration with President Mayor Sam Telfer and the secretariat, it's been a busy time as we navigate change to the LGA's constitution, a new Board structure, and a vision of sensible advocacy and support for our local government sector.*
- *The Australian Local Government Association is also facing a changing landscape with the impact of COVID-19, and the need for intelligent, effective leadership at Board level to support our national President and ensure local government has a voice that is heard by our federal decision makers.*
- *Being an active contributor to my community, the LGA, and ALGA has allowed me to develop strong advocacy, experience and knowledge relevant to local government. My background in health is a strength, with critical thinking, empathy, balance, the ability to collaborate and work with others, and a fresh, pragmatic style, central to my leadership.*
- *Over the next two years we will see a changing landscape for our communities across South Australia. A strong yet caring local government sector will be critical as we navigate this new way of living.*

Item 3.4.3 - Attachment 2 - LGA President Candidate Profiles



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	<ul style="list-style-type: none"> <li>• <i>Balanced, intelligent and compassionate leadership is required to ensure the LGA supports Councils to achieve this aim. I therefore look for your support in my nomination for President of the Local Government Association of South Australia.</i></li> </ul>
<p>Other information</p>	<ul style="list-style-type: none"> <li>• <i>Member, Australian Local Government Women's Association, SA Branch</i></li> <li>• <i>Master of Health Science (Nurse Practitioner, Cancer Care)</i></li> <li>• <i>Member, Senior Governance Group, Breast and Endocrine, Central Adelaide Local Health Network</i></li> <li>• <i>Board Member, Gawler Care and Share Group</i></li> <li>• <i>Member, Australian Nurses and Midwifery Federation</i></li> </ul>

## Candidate Information Sheet

### LGA President

(word limit is strictly 1,000 words)

Name:	Mayor Angela Evans
Council:	City of Charles Sturt
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• 2020-current - Climate Emergency Australia Strategic Advisory Group - Member</li> <li>• 2020-current - Central Adelaide Waste and Recycling Authority (CAWRA) Board - Member</li> <li>• 2019-current - GAROC - Member</li> <li>• 2018-current - Mayor, City of Charles Sturt</li> <li>• 2014-2018 - Mayor, City of Charles Sturt</li> <li>• 2010/11, 2013/14 - Deputy Mayor, City of Charles Sturt</li> <li>• 2010-2014 - Councillor, West Woodville Ward, City of Charles Sturt</li> <li>• 2006-2010 - Councillor, West Woodville Ward, City of Charles Sturt</li> </ul> <p><b>Other experience includes:</b></p> <ul style="list-style-type: none"> <li>• Australian Local Government Women's Association of SA – Branch Committee Member – 2009-2011</li> <li>• Local Government Association Board - Member - May 2015-August 2018</li> <li>• Metropolitan Local Government Group - Member - January 2015-September 2018</li> <li>• Metropolitan Local Government Group Executive Committee - Member - February 2017-June 2018</li> <li>• CCS Gender Matters Panel – Member – 2007-2014</li> <li>• City of Charles Sturt Working Group for Domestic Violence – Member - 2018</li> <li>• Western Business Leaders Executive Committee - Member - November 2014-current</li> <li>• Various community and sports club memberships</li> </ul>
Local Government Policy Views & Interests	Key areas of interest include: to ensure the LGASA continues to connect with Councils, both regional and metro; to support their drive to innovate and improve service delivery through economic and community development, the natural and built environment; and supporting the LGASA to continue to develop and strengthen our collective ability to achieve community, professional and political excellence.





The voice of local government.

	<p>I will provide a non-partisan voice for local government at the state and federal level on matters such as funding, the environment and climate change and economic recovery. I will work with the Past President, Sam Telfer and the Secretariat to ensure continuity of leadership and collaboration into the future.</p> <p>Whilst the LGASA's task is to identify issues of state-wide concern to local government and to arrive at a consensus view as to local government's position on the issues identified, I will ensure there is support and collaboration between rural and metropolitan Councils, partnering and advocating with the ALGA and other professional associations to enhance relationships and strengthen our advocacy to achieve the best outcome for the sector.</p> <p>I am passionate about identifying new opportunities within the COVID environment, focusing on how the sector can provide leadership, organisation, delivery and the promotion of SA economic development through the current and future challenges of the pandemic.</p>
<p>Other information</p>	<p>I have been the City of Charles Sturt Mayor since elected in the November 2014 Local Government Elections. Throughout my terms as Mayor, I have led a cohesive, collaborative and collegiate Council and has overseen the redevelopment of major Charles Sturt precincts, successful improvements within communities and strategically positioned the City's financial approach for future generations. I work collaboratively with Mayors across the Western suburbs with a recent example being the joint Materials Recovery Facility developed with the City of Port Adelaide Enfield to process councils' recyclables. I am a passionate driver behind Charles Sturt's important community connections work, and place making initiatives aimed at supporting grassroots communities to be innovative and collaborative.</p> <p>In 2015 and 2016, I was involved in leading economic missions to China, where I guided a delegate of aged care providers from the Charles Sturt area and forged official trade partnerships between the Shandong Province in Yantai and the City of Charles Sturt.</p> <p>I was previously the Deputy Mayor of Charles Sturt in 2010/11 and 2013/14, as well as Ward Councillor for the Woodville West Ward from 2006 to 2014. My involvement with Council, Community and Local Government committees during my time on Council is extensive and includes participation in the Gender Matters Panel, the Greater Adelaide Region Organisation of Councils, Central Adelaide Waste and Recycling Authority and the Climate Emergency Australia Strategic Advisory Group.</p> <p>The term ahead presents a range of challenges for our sector that we will need to consider and address in a way that reflects the best interests of our communities and our sector. I am determined to achieve this in a way that enhances our brand and our reputation as a constructive partner.</p> <p>I understand that issues such as the Planning Act and the Local Government Act reforms are not new to the sector, but will require our continued focus</p>

Item 3.4.3 - Attachment 2 - LGA President Candidate Profiles




The voice of local government.

	<p>and voice. The sector's response to climate change through the very tangible local government responsibilities of waste management and infrastructure delivery positions us to be more than a vocal contributor. Additionally, my awareness of COVID and its continued effect on our community's health and connectedness is strong, and I believe this is an area where local government again plays a critical role. My belief is that the economic impacts and the role we must play – both directly and through our advocacy to support the financial and economic recovery will be vital.</p> <p>I am a leader committed to providing responsible governance in a framework of strategic planning, enhancing relationships and fostering community connections. I have led a progressive Council that actively attracts positive and constructive connections, and that does not attract negative criticism. I, with the City of Charles Sturt, make every effort to enhance the brand and reputation of the sector.</p> <p>My leadership style purposefully empowers and encourages respectful, collaborative and solution focused behaviours in all interactions, from the formal through to the informal. I have the ability to keep the focus on the pertinent issues at hand and debate matters in a respectful manner which is constructive and effective in bringing about the best outcomes for the community in a way that is transparent, timely and in line with strategic plans. I am committed to being a hardworking, available and inclusive President.</p>
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## Candidate Information Sheet

### LGA President

(word limit is strictly 1,000 words)

Name:	Mayor Jan-Claire Wisdom
Council:	Adelaide Hills Council
Local Government Experience & Knowledge	 <ul style="list-style-type: none"> <li>• 2018 – current Elected Mayor of Adelaide Hills Council</li> <li>• 2010 – current Elected Member of Adelaide Hills Council (Deputy Mayor for 6 years)</li> <li>• 2018 – current LGA Board Director</li> <li>• 2017 – current GAROC Board Member</li> <li>• 2017 – current Southern &amp; Hills LGA Director</li> <li>• 2012 – Member of AHC CEO Performance Review Panel since 2012 (Chair 2 years)</li> <li>• 2012 - AHC CEO Selection Panel</li> <li>• Member of many AHC Committees and Advisory Groups</li> <li>• 2012 – 2018 State Libraries Board Member (Ministerial appointment)</li> <li>• 2018 – State Library Director Selection and Appointment Panel</li> <li>• Key knowledge/skills: Strategic Planning, Leadership, Collaboration and Partnerships, Advocacy, Public Speaking, Policy Development and Review, Communications, Community Development &amp; Resilience, Listening, Crisis Management</li> </ul>
Local Government Policy Views & Interests	<p><b>Support</b></p> <ul style="list-style-type: none"> <li>• sustainable funding for LGA's Emergency Manager function including the Functional Support Group, R&amp;D, Data Collection and Mapping, Education and Training programs</li> <li>• opposition to Rates Oversight Bill 2018</li> <li>• reform of CM Code of Behaviour</li> <li>• renegotiating MOU with State Government for sustainable public libraries</li> <li>• resisting and mitigating State Government cost shifting</li> <li>• delaying implementation of parts of the new PDI code until fully tested</li> <li>• protection of local heritage and the spirit of local development plans</li> <li>• benchmarking for sector services</li> <li>• climate change mitigation including coastal protection</li> </ul>



	<p><b>Interest</b></p> <ul style="list-style-type: none"> <li>• raising the profile and respect given to the LG sector</li> <li>• trying new initiatives to both survive and thrive in a COVID shaped future</li> <li>• tooling up to better prepare communities for emergencies through a Community Ready program including supporting mental health initiatives</li> <li>• opportunities to diversify local government revenue</li> <li>• LG leadership in waste management economy and procurement</li> <li>• building local government, university and industry sector collaboration and partnerships</li> <li>• greater role for local government in tourism development</li> <li>• developing improved community engagement processes</li> </ul>
<p>Other information</p>	<ul style="list-style-type: none"> <li>• Fellow of the Governor's Leadership Foundation (2015)</li> <li>• Excellence in Local Government Leadership Award (2014)</li> <li>• Governor, Glenunga International High School (2009–13)</li> <li>• Qualifications:             <ul style="list-style-type: none"> <li>• Doctor of Philosophy (PhD) in Policy Analysis</li> <li>• Masters in Communications</li> <li>• BA in English and Philosophy</li> <li>• Post-graduate degrees in Dip. Library &amp; Information Systems, BLitt Journalism</li> </ul> </li> <li>• Currently Adjunct Research Fellow in Business School of UniSA</li> <li>• Member Industry Advisory Group at UniSA's Centre for Tourism Management</li> <li>• developed Health Services Director for group of 6 SA Councils (2018-19)</li> <li>• Professionally qualified Librarian, Systems and Business Analyst, Journalist, Management Consultant, small business owner/operator</li> <li>• served 10 years as Defence Force (Army) reservist in Intelligence Corps</li> </ul>
<p>Personal Statement</p>	<p>Mayor Sam Telfer has done an excellent job over the past two years moving the organisation forward from previous difficult times and I have no doubt that the other candidates for this position known to me (Mayors Redman and Evans) would also both do an excellent job. What I bring to the position is a unique perspective and experience which I believe are particularly suited to our current COVID-impacted times.</p> <p>There is no greater test for a community leader than when a natural disaster hits home. The recent Cudlee Creek Bushfire that raged through our landscape burnt through 30% of my council district causing widespread damage and leaving physical and mental scarring in its wake. The response, relief and ongoing recovery from this event have honed my skills of empathy, communication and negotiation as well the ability to exercise diplomacy and play hardball at times when chasing down recovery funding promises. I've learnt to be a steady listener and key spokesperson in a crisis, and how to handle media liaison from many directions.</p>





Locally I've driven initiatives and championed not only my own fire impacted district but all SA fire-affected communities, in particular when I took an economic recovery plan to Canberra in January this year. I am still chasing down bushfire funding promises from State and Federal sources even while COVID has now muddied the funding pipeline.

I have the insight and understanding of serving on the current LGA Board and GAROC for the past two years as well as being on the Board of the Southern and Hills Local Government Association (SHLGA). For those of you in rural South Australia I have had the good fortune to visit every community in the State that has a library as part of my eight year tenure on the State Libraries Board, giving me some insight into the heartbeat of rural communities. These combined experiences mean I bring a unique value proposition to the President's role that should serve both our metro and rural communities and the sector well at a time when community capacity building, resilience, economic development, climate change mitigation and environmental management are critical for us to both survive and thrive our immediate and longer term future.

As a sector we must prepare for future disruptions while continuing to deliver quality services. We need to be both 'Council Ready' and 'Community Ready'. There are new jobs in waste recovery, tourism, renewables and building community infrastructure. Councils are influential in stimulating community and economic growth and we can change behaviours through education and sustainable initiatives. We can respond to future natural disasters and pandemics with ingenuity, pragmatism and passion if we visualise and grasp these new opportunities while never forgetting that local communities are at the heart of everything we do.

The LGA's mission is to Advocate for greater influence in matters affecting our communities; to assist members build capacity and increase sustainability; and to advance the sector through best practice and continuous improvement.

The LGA continues to have a critical role voicing the hopes and fears of Local Government and advocating for progress and betterment of communities throughout the sector, the state and the nation. Our voices need to be heard and respected.

I seek your support to spearhead the LGA SA and deliver a brighter future for us all.





The voice of local government.

# Ballot Paper

## Election for LGA President 2020-2022

1 Person Required

**Ballot closes 5:00pm Monday 19 October 2020**

**Important Note:** In accordance with Clause 29.5.4 of the LGA Constitution, the Delegate of a Member Council (or in the Delegate's absence, the chair of the meeting for that Member Council) shall mark the ballot paper with an "X" next to the candidate that the Member Council wishes elected, then seal the ballot paper in the envelope marked "Ballot Paper" and place it inside the envelope marked "Returning Officer". The name of the Member council must be indicated on the inside flap of the envelope marked "Returning Officer" and the envelope must then be sealed and delivered to the Returning Officer.

	<b>REDMAN, Karen</b>	Mayor
	<b>EVANS, Angela</b>	Mayor
	<b>WISDOM, Jan-Claire</b>	Mayor

Item 3.4.3 - Attachment 3 - LGA President Ballot Paper



72 Woodville Road, Woodville  
South Australia 5011  
PO Box 1, Woodville SA 5011

T 08 8408 1111  
F 08 8408 1122  
charlessturt.sa.gov.au



3 September 2020

*Office of the Mayor*

Mayor Gillian Aldridge  
City of Salisbury

BY EMAIL: [galdridge@salisbury.sa.gov.au](mailto:galdridge@salisbury.sa.gov.au)  
Cc: [jharry@salisbury.sa.gov.au](mailto:jharry@salisbury.sa.gov.au)

Dear Mayor Aldridge

**Local Government Association SA (LGA SA) President nominations**

I am writing to you regarding the upcoming LGA SA President nominations.

I love Local Government and the time to step up, to create positive change, is now.

To be President means you are 'inside the tent'; it is an opportunity to do some good, solve problems and deliver important benefits to Councils and the communities they serve.

I have the skills and experience to meet the requirements of the role. I have been in Local Government for nearly 14 years and currently, am serving a second term as Mayor of the City of Charles Sturt. I am a GAROC member and advocate directly and indirectly on many other issues through board and committee involvement.

I bring to the role of President of LGA SA:

- **Trouble-free leadership**  
My leadership style is collaborative and aims for fair outcomes for all. I have a track record of partnering with Metropolitan Councils on project delivery, as well as supporting regional Councils in times of need. My track record of leading a trouble-free council is beneficial to this crucial role of sector representative and role model.
- **Fair representation**  
I am non-partisan; I have a respect for all leaders in our political system and am professional in all my undertakings with them. I am committed to the regional and the metropolitan councils – we are in this together! (I am encouraged by the ongoing involvement of Sam Telfer, as the outgoing President, on the LGA SA Board.)
- **Issues focus**  
Continued focus on the Planning Act and the Local Government Act reforms; the sectors response to climate change through the very tangible local government responsibilities of waste management and infrastructure delivery; and, the effects of COVID and opportunities for our community's health, connectedness and advocacy to support financial and economic recovery.

20/225404



I encourage you to consider my application and to contact me on 8408 1103 or [angelaevans@charlessturt.sa.gov.au](mailto:angelaevans@charlessturt.sa.gov.au), should you wish to discuss any aspect of the information I have provided. I also request this letter be included in your Council agenda along with my nomination information. Please note the closure of the election is 5pm on Monday, 19 October 2020.

Yours sincerely



**Angela Evans**  
Mayor



Gawler



## OFFICE OF THE MAYOR

Town of Gawler Administration Centre

43 High Street  
Gawler East SA 5118  
PO Box 130  
Gawler SA 5118  
Phone: (08) 8522 9211  
council@gawler.sa.gov.au  
gawler.sa.gov.au

Contact: Mayor Redman

Ref: KR  
CR20/189

10 September 2020

Dear Mayors, Elected Members and Chief Executive Officers

I write to you today seeking your support for my nomination of President of the Local Government Association (LGA) of South Australia. Our sector is undergoing significant change and requires a fresh, yet experienced approach as we work through the significant reforms of our sector not least of which is the Local Government Reform Bill currently before the Parliament.

### A Fresh Approach

As someone with a highly respected background in health, is passionate about the role community plays in our society, and not afraid to advocate on issues relevant to our sector, I will bring a fresh approach to this important leadership role. With strong connections to regional South Australia I am committed to ensuring our collective voice is heard on issues that matter.

My relevant skills and experience include:

- Council Member, Town of Gawler (2010- present)
- Mayor Town of Gawler (2014-present)
- Board Director, Local Government Association of South Australia (LGA)
- Chair, Greater Adelaide Region of Councils (GAROC)- a committee of the LGA
- Board Member, Australian Local Government Association (ALGA)
- Member, LGA Audit and Risk Committee
- Senior clinician, cancer care, SA Health

I am currently in my second term as Mayor of the historic town of Gawler, where planning reform and heritage has been a hot topic. My community supported me as I advocated for change to the planning reforms that are sweeping the State. Many of these reforms are needed however concern around good design, neighbourhood character and appropriate heritage protection remains.

GAROC supported advocacy on this issue and others such as infill development which is an emerging problem in metropolitan Adelaide. Leading this highly skilled committee of the LGA has been a privilege with more change to come as we form our respective regions across Adelaide.

Most recently, with the COVID-19 pandemic hitting our communities, GAROC supported a series of webinars to assist local government as we navigate this new world and its impacts on our economies and communities. These sessions have been extremely well received with some fantastic ideas and resources we all can use going forward.

Letter to Mayors, Elected Members and Chief Executive Officers – 2020 LGA President 2  
10 September 2020

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As a Board Director of the LGA and in collaboration with President, Mayor Sam Telfer and the Secretariat, it's been a busy time as we navigate change to the LGA's constitution, a new Board structure, with a vision of sensible advocacy and support for our local government sector.

The Australian Local Government Association is also facing a changing landscape with the impact of COVID-19, and the need for intelligent, effective leadership at Board level to support our national President and ensure local government has a voice that is heard by our federal decision makers.

Being an active contributor in my community, the LGA, and ALGA has allowed me to develop strong advocacy, experience, and knowledge relevant to local government. My background in health is a strength, with empathy, balance, the ability to collaborate and work with others, and a fresh, pragmatic style, central to my leadership.

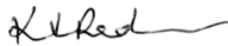
Over the next two years we will see a changing landscape for our communities across South Australia. Indeed, the pandemic has crystallised the role local government plays in our collective social and economic recovery.

A strong local government sector will be critical as we navigate this new way of living. Balanced, intelligent and compassionate leadership is required to ensure we achieve this aim.

I therefore ask for your support as the next President of the Local Government Association of South Australia.

If you wish to chat more about my candidacy, my contact details are: 0421839359.

Kind regards



**Karen Redman**  
Mayor

Direct line: 0421839359  
Email: [Mayor@gawler.sa.gov.au](mailto:Mayor@gawler.sa.gov.au)



<b>ITEM</b>	3.4.4
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Election of Two Representative Members to the Local Government Finance Authority Board
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	Further to the report to Council in August seeking nominations for members on the Local Government Finance Authority (LGFA) Board of Trustees, nine nominations were received for two available positions and as such an election will now be conducted.

**RECOMMENDATION**

1. Council indicates its two preferences for:
  - a. \_\_\_\_\_; and
  - b. \_\_\_\_\_for the position of representative members of the Board of Trustees for the Local Government Finance Authority and instructs its delegate to complete the ballot paper.

**ATTACHMENTS**

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

1. Correspondence from the Local Government Finance Authority dated 1 September 2020
2. LGFA Board Election: Candidate Profiles
3. LGFA Board Election: Ballot Paper

**1. BACKGROUND**

- 1.1 Nine nominations were received for the two available positions on the LGFA Board of Trustees and as such, an election will now be conducted by postal ballot.

**2. CONSULTATION / COMMUNICATION**

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

**3. REPORT**

- 3.1 The LGFA have advised nine nominations have been received for the two available positions and as such, an election will now be conducted by postal ballot.
- 3.2 The two positions are currently held by Ms Annette Martin (City of Charles Sturt) and Mr Michael Sedgman (The Rural City of Murray Bridge).
- 3.3 The candidates are listed below (in the same order as the ballot paper, being alphabetical) and profiles on each candidate are attached (Attachment 2):
- |                  |  |
|------------------|--|
| Mary Couros      | Elected Member, City of Adelaide                       |
| Peter Field      | Elected Member, City of Tea Tree Gully                 |
| Karen Hockley    | Elected Member, City of Mitcham                        |
| Charles Mansueto | General Manager Business Excellence, City of Salisbury |
| Annette Martin   | Manager Financial Services, City of Charles Sturt      |
| Michael Sedgman  | CEO, Rural City of Murray Bridge                       |
| John Smedley     | Elected Member, City of Holdfast Bay                   |
| Sotirios Stuppos | Elected Member, Whyalla City Council                   |
| Michael Rabbitt  | Elected Member, City of Unley                          |
- 3.4 Instructions on completion of the ballot paper are attached (Attachment 1).
- 3.5 For the information of Council, Cr Natasha Henningsen is our current representative to the LGFA with Cr Lisa Braun as the deputy representative.
- 3.6 Council's completed ballot paper must be received by the LGFA no later than 5:00pm Friday 16 October 2020.
- 3.7 The two successful candidates will be declared at the LGFA Annual General Meeting taking place on Thursday 29 October 2020.

**4. CONCLUSION / PROPOSAL**

- 4.1 Council is asked to determine the two preferred candidates it wishes to vote for in the election for representative member positions on the Local Government Finance Authority Board and direct its' delegate to complete the ballot paper.

**CO-ORDINATION**

Officer:	Executive Group	MG
Date:	14/09/2020	11/09/2020



Local Government  
Finance Authority

**TO: Chief Executive Officer**

**RE: Elections for the positions of Representative Members of the Board of Trustees**

Our circular of 7 July 2020 called for nominations to fill the two representative board member positions (provided by Section 7(1)(a) of the Local Government Finance Authority Act 1983) currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (The Rural City of Murray Bridge).

Nine nominations have been received for the two positions and, as previously indicated in the abovementioned circular, the election will be conducted by postal ballot.

Enclosed please find details supplied by each candidate to assist councils in determining the candidates for whom they wish to vote. If councils wish to ascertain further details, they may contact the individual candidates direct.

In order to comply with the Rules of the Authority, the casting of the vote by your council must be conducted as follows:-

1. The voting must be on the enclosed ballot paper which has all the candidates listed in alphabetical order together with the closing date for the election.
2. The council must by Resolution determine which candidates (being not more than two) they wish to elect.
3. The council's representative to the AGM of the Local Government Finance Authority of South Australia (or in his absence the councillor chairing the council meeting) shall at the council meeting in his own handwriting mark the ballot paper with an "x" next to the two candidates whom the council wishes elected. Please do not type in the "x" after the meeting or mark the ballot paper in any other way.
4. (a) The ballot paper should then be inserted in the attached white small envelope addressed to the Returning Officer which is marked "Confidential Ballot Paper".
4. (b) The "Confidential Ballot Paper" envelope should then be placed in the middle sized envelope addressed to the Returning Officer and the council's name is to be recorded only on this particular envelope. It will be noted that the signature of the appointed AGM delegate should be added (if the delegate is absent the signature of the Chairman of the council meeting).
4. (c) Finally, the middle sized envelope is to be returned to the Chief Executive Officer, Local Government Finance Authority of South Australia, Suite 1205, 147 Pirie Street, Adelaide, 5000, in the self addressed large envelope which is included for that purpose.

C/... 2

Local Government Finance Authority of South Australia  
Suite 1205, 147 Pirie Street, Adelaide SA 5000  
P: 08 8223 1550 E: admin@lgfa.com.au W: www.lgfa.com.au ABN: 80 189 672 209

- 2 -

5. All votes must be received by the Returning Officer by 5.00 pm on **Friday 16 October 2020**.
6. Only use the ballot paper enclosed with the signature of G Hollitt on the reverse, and if an error is made, return the spoilt ballot paper to this office and another will be returned to you.

If you have any further queries on the matter, please contact the undersigned, or Geoff Hollitt at this office.

Kindly arrange for this circular to be included on the council's next agenda for the information of the elected members.



Davin Lambert  
Chief Executive Officer



Geoff Hollitt  
Returning Officer

1 September 2020

Ballot Paper to go into envelope -

Small size

A)

CONFIDENTIAL BALLOT PAPER

The Returning Officer  
Local Government Finance Authority of South Australia  
Suite 1205, 147 Pirie Street  
ADELAIDE SA 5000

then small envelope into middle size envelope

B)

The Returning Officer  
Local Government Finance Authority of South Australia  
Suite 1205, 147 Pirie Street  
ADELAIDE SA 5000

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COUNCIL NAME                      SIGNATURE AGM REPRESENTATIVE

then POST to LGFA in large envelope provided

C)

Chief Executive Officer  
Local Government Finance Authority of South Australia  
Suite 1205, 147 Pirie Street  
ADELAIDE SA 5000



**NAME:** MARY COUROS

**OCCUPATION:** Real Estate Agent

**QUALIFICATIONS & AWARDS:** Diploma in Business Real Estate

**CURRENT POSITION IN LOCAL GOVERNMENT:** Councillor  
City of Adelaide

**PERIOD IN LOCAL GOVERNMENT** Since November 2018

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Present:

- City of Adelaide  
Deputy Chair, The Committee
- Adelaide Convention Bureau  
Board member
- Australian 3 Day Event  
Board member

**NAME:** PETER FIELD

**OCCUPATION:** Elected Member

**QUALIFICATIONS & AWARDS:** Bachelor of Economics  
Masters of Business Administration

**CURRENT POSITION IN LOCAL GOVERNMENT:** Councillor  
City of Tea Tree Gully

**PERIOD IN LOCAL GOVERNMENT** 4 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Present:

- City of Tea Tree Gully, Councillor
- Chair (Presiding Member) Audit Committee
- Member Traffic Safety Committee
- Member CEO Performance and Remuneration Review Committee
- Member Policy and Strategic Development Committee



**NAME:** KAREN HOCKLEY

**OCCUPATION:** Liveability Real Estate Specialist

**QUALIFICATIONS & AWARDS:** Masters of Business Administration  
Bachelor of Commerce (Accounting)  
CPA Australia Professional Program  
Associate Diploma in Accounting

**CURRENT POSITION IN LOCAL GOVERNMENT:** Elected Member  
City of Mitcham

**PERIOD IN LOCAL GOVERNMENT** 6 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Past:

City of Mitcham  
Development Assessment Panel  
Audit Committee

Eastern Waste Management Authority (East Waste)  
Chair - Recycling Review Technical Working Committee  
General Manager Recruitment Committee  
Audit and Risk Committee

Murray Darling Basin Authority

Present:

Blackwood Recreation Centre Association Board

Centennial Park Cemetery Authority Board

**NAME:** CHARLES MANSUETO

**OCCUPATION:** General Manager Business Excellence

**QUALIFICATIONS & AWARDS:** Bachelor of Accountancy  
Masters in Business Administration  
CPA (Associate)

**CURRENT POSITION IN LOCAL GOVERNMENT:** General Manager Business Excellence  
City of Salisbury

**PERIOD IN LOCAL GOVERNMENT** 20 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Past:

Barossa Regional Development Board

Gawler River Flood Management Authority  
Board member

Local Government Workers Compensation Scheme  
Board member

Present:

Northern Adelaide Waste Management Authority  
Board member

**NAME:** ANNETTE MARTIN

**OCCUPATION:** Accountant (Manager Financial Services)

**QUALIFICATIONS & AWARDS:** B.A. Accountancy  
Certified Practising Accountant (CPA)  
Graduate Australian Institute of Company Directors

**CURRENT POSITION IN LOCAL GOVERNMENT:** Manager Financial Services  
City of Charles Sturt

**PERIOD IN LOCAL GOVERNMENT** 21 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Past:

SALGFMG

President SALGFMG 2010-2014

Chair of SALGFMG internal controls working party for development and review the legislated Better Practise Financial Internal Controls framework

Chair and/or active member of SALGFMG work groups for project such as such development of internal financial controls framework, asset management and financial management addressing updates of information papers, development of model financial statements and harmonisation of reporting, development of long-term financial plans, industry ratios for financial sustainability.

Member as SALGFMG nominee on working parties for Grants Commission 2012/13 and CPA Guide Valuation and Depreciation for public and Not for profit sectors under AASB accounting standards 2015/16

Local Government Inquiry Reference Group

Member for the South Australian Productivity Commission

Present:

Local Government Finance Authority of South Australia

Board member

Audit and Risk Committee member

South Australian Local Government Financial Management Group (SALGFMG)

Executive member

Chair Asset Management working party

Member of working groups for fees and charges, LTFP and financial management

Life member for services to industry

City of Unley

Independent member of Audit Committee

**NAME:** MICHAEL SEDGMAN

**OCCUPATION:** Chief Executive Officer

**QUALIFICATIONS & AWARDS:** Master of Commercial Law  
Master of Business Administration  
Bachelor of Commerce  
Fellow of CPA Australia  
Fellow of Governance Institute of Australia  
Fellow of Chartered Institute of Secretaries

**CURRENT POSITION IN LOCAL GOVERNMENT:** Chief Executive Officer  
Rural City of Murray Bridge

**PERIOD IN LOCAL GOVERNMENT** 22 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Past:

- Local Government Association Workers Compensation Scheme (2011 - 2015)
- Local Government Association Mutual Liability Scheme (2019 - 2015)
- Waste Care SA (2010 - 2013)
- South Australian Local Government Consulting (2006 - 2009)
- Yarra-Melbourne Regional Library Corporation (1999 - 2004, 2006)
- Inner Northern Group Training Limited (2000 - 2004)

Present:

- Local Government Finance Authority of South Australia (2019 – Present)  
Board member  
Audit and Risk Committee member
- Murray River Lakes & Coorong Tourism Alliance (2016 - Present)
- Overview Committees of: (2017 - Present)  
LGA Asset Mutual Fund  
LG Income Protection Fund

**NAME:** JOHN SMEDLEY

**OCCUPATION:** Finance Consultant

**QUALIFICATIONS & AWARDS:** Master of Business Administration  
Fellow of Financial Services Institute of Australasia  
Diploma in Banking & Finance

**CURRENT POSITION IN LOCAL GOVERNMENT:** Councillor  
City of Holdfast Bay

**PERIOD IN LOCAL GOVERNMENT** 6.5 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Present:

- City of Holdfast Bay
  - Audit Committee
  - Executive Committee member
- Southern Regional Waste Resource Authority (SRWRA)
  - Board member

**NAME:** SOTIRIOS STUPPOS

**OCCUPATION:** Director/Accountant

**QUALIFICATIONS & AWARDS:** BA Accy  
FCA  
FCPA  
GAICD  
REGISTERED TAX AGENT

**CURRENT POSITION IN LOCAL GOVERNMENT:** Councillor  
Whyalla City Council

**PERIOD IN LOCAL GOVERNMENT** 2 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

Present:  
City of Whyalla  
Audit Committee

**NAME:** MICHAEL RABBITT  
**OCCUPATION:** Business Manager  
**QUALIFICATIONS & AWARDS:** Bachelor of Business (Banking & Finance)  
Diploma of Financial Planning  
**CURRENT POSITION IN LOCAL GOVERNMENT:** Councillor  
Corporation of the City of Unley

**PERIOD IN LOCAL GOVERNMENT** 6 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

**Past:**

City of Unley  
Audit & Governance Committee  
City Strategy & Development Policy Committee  
Unley Business & Economic Development Committee  
Strategic Property Committee  
CEO Performance Review Panel

**Present:**

City of Unley  
City Strategy & Development Policy Committee  
Strategic Property Committee  
  
Centennial Park Cemetery Authority  
Board member  
Café Committee member







LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA

BALLOT PAPER

REPRESENTATIVE BOARD MEMBER

Two (2) Required:-

Place "X" next to two names you wish to vote for.

- COUROS, M.
- FIELD, P.
- HOCKLEY, K.
- MANSUETO, C.
- MARTIN, A.
- RABBITT, M.
- SEDGMAN, M.
- SMEDLEY, J.
- STUPPOS, S.

**CLOSING DATE:** 5.00 PM at the office of the LGFA, Friday 16 October 2020

lgfaballot2020



<b>ITEM</b>	3.4.5
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Election of Two Representative Members to the Greater Adelaide Regional Organisation of Councils (Northern Regional Grouping)
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	Further to the report to Council in July seeking nominations for members on the Greater Adelaide Regional Organisation of Councils (GAROC), three nominations were received for two available positions in the Northern Grouping and as such, an election will now be conducted.

**RECOMMENDATION**

1. Council indicates its two preferences for:
  - a. \_\_\_\_\_; and
  - b. \_\_\_\_\_for the position of representative members of the Greater Adelaide Regional Organisation of Councils (Northern Grouping) and instructs the Presiding Member of the Council Meeting to complete the ballot paper.

**ATTACHMENTS**

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

1. Correspondence from the Local Government Association dated 2 September 2020
2. GAROC Election: Candidate Profiles
3. GAROC Election: Ballot Paper

**1. BACKGROUND**

- 1.1 The Local Government Association (LGA) have advised three nominations were received for the two positions allocated to the North Regional Grouping of the Greater Adelaide Regional Organisation of Councils and as such, an election will now be conducted by postal ballot.

## **2. CONSULTATION / COMMUNICATION**

### 2.1 Internal

2.1.1 Nil.

### 2.2 External

2.2.1 Nil.

## **3. REPORT**

3.1 The LGA have advised that at the close of nominations, the following three nominations for the two positions allocated to the North Regional Grouping (listed in the order of the ballot draw) were received:

- Councillor Damian Wyld City of Tea Tree Gully
- Mayor Gillian Aldridge City of Salisbury
- Mayor Karen Redman Town of Gawler

3.2 Profiles on each candidate are attached (Attachment 2).

3.3 Instructions on completing the ballot paper are attached (Attachment 1).

3.4 Council's completed ballot paper must be received by the LGA no later than 5:00pm Monday 19 October 2020.

3.5 Due to the ongoing uncertainty regarding COVID-19 health and safety considerations that may be relevant in October, the counting of votes will take place via Zoom on Tuesday 20 October 2020 commencing at 9:30am.

3.6 The successful candidates will take office from the conclusion of the LGA's 2020 Annual General Meeting for a term ending at the conclusion of the 2022 LGA Annual General Meeting.

## **4. CONCLUSION / PROPOSAL**

4.1 Council is asked to determine the candidates it wishes to vote for in the election for two positions in the North Regional Grouping of the Greater Adelaide Regional Organisation of Councils to commence at the conclusion of the LGA's 2020 Annual General Meeting.

## **CO-ORDINATION**

Officer:	Executive Group	MG
Date:	14/09/2020	11/09/2020



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In reply please quote our reference: ECM 717851 AS/AC

2 September 2020

Mr John Harry  
Chief Executive Officer  
City of Salisbury  
PO Box 8  
Salisbury SA 5108

Dear Mr Harry

**Election of North Regional Grouping Representatives to GAROC**

On 21 July 2020 I wrote to Member Councils of the Greater Adelaide Regional Organisation of Councils (GAROC) calling for nominations to fill two (2) positions allocated to each Regional Grouping of Members on GAROC.

I wish to advise that at the close of nominations (5.00pm on Friday 28 August 2020) I received the following three (3) nominations for the two (2) positions allocated to the North Regional Grouping (listed in the order of the ballot draw):

- Councillor Damian Wyld                      City of Tea Tree Gully
- Mayor Gillian Aldridge                      City of Salisbury
- Mayor Karen Redman                      Town of Gawler

As a result of receiving more nominations than available positions, I hereby advise that in accordance with clause 4.4.4 of the GAROC Terms of Reference an election for the two (2) positions on the North Regional Grouping of Members of GAROC will take place.

I have attached a copy of each candidate's information together with a ballot paper and voting envelopes for your completion in accordance with the instructions below. I require the ballot paper to be received by me in hard copy no later than 5.00pm Monday 19 October 2020.

Pursuant to clause 4.4.5 of the GAROC Terms of Reference, the election process must be conducted as follows:

- each Member council shall determine by resolution the two (2) candidates it wishes to elect;
- the chair of the meeting for that Member council shall mark the ballot paper with an "X" next to the two (2) candidates that the Member council wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" and then place this envelope inside the envelope marked "Returning Officer". Before sealing the second envelope marked "Returning Officer" the chair must indicate the Member council's name on the inside flap of the envelope. The second envelope may then be sealed and delivered to the Returning Officer;
- on receipt of the envelopes the Returning Officer must:

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- open the outer envelope addressed to the "Returning Officer" and record the name of the Member council which appears on the inside flap of the envelope on the roll of Member council's eligible to vote; and
- place the envelope marked "Ballot Paper" unopened into the ballot box.
- the Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
- at the counting of the votes the Returning Officer shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
- the two (2) candidates with the most votes shall be deemed elected in respect of your Regional Grouping of Members and the Returning Officer shall declare the candidates elected at the Annual General Meeting; and
- in the case of candidates receiving the same number of votes, the Returning Officer shall draw lots at the counting of the votes to determine which candidate is elected.

I am the Returning Officer for this election and I may appoint a Deputy Returning Officer to perform any of the powers, functions or duties described above.

Due to ongoing uncertainty regarding COVID-19 health and safety considerations that may be relevant in October, the counting of votes will take place via Zoom on Tuesday 20 October 2020 commencing at 9:30am.

The successful candidates will take office from the conclusion of the LGA's 2020 Annual General Meeting for a term ending at the conclusion of the 2022 LGA Annual General Meeting.

If you have any queries please contact me or Director Governance & Legislation Alicia Stewart on 8224 2037 or [alicia.stewart@lga.sa.gov.au](mailto:alicia.stewart@lga.sa.gov.au).

Yours sincerely

**Matt Pinnegar**  
**Returning Officer / Chief Executive Officer**

Telephone: (08) 8224 2039

Email: [matt.pinnegar@lga.sa.gov.au](mailto:matt.pinnegar@lga.sa.gov.au)

Attach: Candidate Information; Ballot Paper; Ballot Paper envelope; reply envelope addressed to Returning Officer



Local Government Association  
of South Australia

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## Candidate Information Sheet

### GAROC

(word limit is strictly 1,000 words)

Name:	<i>Cr Damian Wyld</i>
Council:	<i>City of Tea Tree Gully Council</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• <i>Deputy Mayor, 2018 – current.</i></li> <li>• <i>Council principle spokesperson, LGA &amp; ALGA delegate, 2020 – current.</i></li> <li>• <i>Presiding Member, Policy &amp; Strategic Development Committee, 2018 – current.</i></li> <li>• <i>Presiding Member, Strategic Planning &amp; Development Policy Committee, 2015 – 2018.</i></li> <li>• <i>Member, Council (Development) Assessment Panel, 2015 – current.</i></li> <li>• <i>Former member of other committees (i.e. Governance &amp; Policy, Traffic Management &amp; Safety).</i></li> <li>• <i>Diploma of Local Government (Elected Members).</i></li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li>• <i>Constructive participation in the Local Government reform process.</i></li> <li>• <i>Meeting many of the challenges confronting Local Government including, but not limited to: diversification of income, cost-shifting, the future of waste management and recycling, and managing community expectations.</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li>• <i>Former Army Reserve officer (and current Standby Reserve member).</i></li> <li>• <i>Former national board member of a large Catholic charity, 2016 – 2018.</i></li> </ul>



## Candidate Information Sheet

### GAROC

(word limit is strictly 1,000 words)

Name:	Mayor Gillian Aldridge, OAM
Council:	City of Salisbury
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>Originally elected as a Councillor for the Para Ward in October 1988, Gillian has played a key role in representing Salisbury residents' views in the deliberations of Council. Gillian held the position of Deputy Mayor for 7 years between May 2000 and November 2007 and was elected to the position of Mayor in March 2008. Gillian has successfully faced two subsequent elections, her most recent being a hotly contested election in November 2018.</li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li>Mayor Aldridge is a firm believer that Local Government has a role to play in delivering leadership to the community, and to ensuring the City is one which people feel proud to be a part of.</li> <li>Salisbury is one of the larger local governments in South Australia, with an annual budget of around \$120 million and a City population of more than 137,000. The City of Salisbury is a rapidly developing residential area in northern Adelaide, with a strong commercial sector focussing in defence research, electronics and information technology, automotive industries, food and value added agriculture.</li> <li>Gillian is passionate about continuing the City's sustainability initiatives, developing housing opportunities which couple with retail and commercial opportunities, as a way of creating community prosperity and connectedness.</li> <li>A successful business owner, Gillian has an interest in building the economic, social and environmental assets of the City of Salisbury. Her goal to establish Salisbury as the best City not only in this state, but in Australia, is testament to her passion for the local area and its people.</li> </ul>



	<ul style="list-style-type: none"> <li>Gillian's style is based on inclusivity, the strength of others and openness in all communication. She is passionate about the needs of young people and people from culturally and linguistically diverse backgrounds. Gillian is a positive role model for women in the community and confidently shares stories amongst many women from diverse and often disadvantaged backgrounds. She embraces every opportunity to model empowerment for all, whilst leading with dignity.</li> </ul>
Other information	<ul style="list-style-type: none"> <li>Gillian is a participating member of a broad range of Policy, Budget, Governance and Works Committees with specific engagement in cultural, Sister Cities and indigenous groups.</li> <li>Gillian is also a member of the Local Government Association Board of Directors and the Greater Adelaide Regional Organisation of Councils (GAROC) Committee.</li> <li>Privately, Gillian is a Director of two companies involved in building, development and investments</li> </ul>



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## Candidate Information Sheet

### GAROC

(word limit is strictly 1,000 words)

Name:	Karen Redman
Council:	Town of Gawler
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• Mayor Town of Gawler (2014-)</li> <li>• Council Member, Town of Gawler (2010-)</li> <li>• Director Local Government Association of South Australia (LGA)</li> <li>• Chair, Greater Adelaide Region of Councils (GAROC)- a committee of the LGA</li> <li>• Board Member, Australian Local Government Association (ALGA)</li> <li>• Member, LGA Audit and Risk Committee</li> <li>• High level strategic thinking and capacity to see big picture</li> <li>• Strong performance in governance and strategic decision making</li> <li>• Broad-based advocacy experience on issues relevant to the local government sector</li> <li>• Key negotiating and collaboration skills at State and Federal Level:</li> <li>• Gawler Civic Centre Federally funded 2015 (5.6M grant success)</li> <li>• Successfully negotiated an agreement for affordable housing locally with significant savings to the Town of Gawler</li> <li>• Experience in championing important initiatives ably demonstrated by leadership/advocacy for stronger protection for neighbourhood character and heritage as part of our new planning system</li> <li>• Experience in mentoring others and senior leadership</li> <li>• Mayors Young Women's Leadership Program</li> <li>• Long term leader in health with conference speaking engagements nationally and internationally(insert)</li> </ul>
Local Government Policy Views & Interests	<p>A Fresh Approach</p> <ul style="list-style-type: none"> <li>• As someone who is passionate about the important role community plays in our society, and not afraid to advocate on issues relevant to our sector, I will bring a fresh yet experienced approach to this important leadership role.</li> <li>• Raised in Gawler and with strong family connections to regional South Australia I am committed to ensuring our collective voice is heard on issues that matter</li> <li>• A strong background in health and engaged at senior level on clinical governance issues ensures I will bring a high degree of ethical decision making to the Presidency</li> </ul>



	<ul style="list-style-type: none"> <li>• Our sector is undergoing great change and requires a fresh yet experienced approach as we work through the significant reforms, not least of which is the local government reform bill currently before the Parliament.</li> <li>• Gawler is steeped in history, so it's no surprise that planning reform and heritage has been a hot topic. My community supported me as I advocated for change to the planning reforms that are sweeping the state. Some of these reforms are needed however concern around good design, neighbourhood character and appropriate heritage protection remains.</li> <li>• I have led GAROC as we supported advocacy on heritage matters and others such as infill development which is an emerging problem in metropolitan Adelaide. Leading this highly skilled committee of the LGA has been a privilege with more change to come as regions are formed across Adelaide.</li> <li>• Most recently, with the COVID-19 pandemic hitting our communities, GAROC supported a series of webinars to assist local government as we navigate this new world and its impacts on our economies and our communities. As Chair I have been involved in each session, all of which have been extremely well received drawing interest from across South Australia, generating some fantastic ideas and resources we all can use going forward.</li> <li>• As a Board Director of the LGA and in collaboration with President Mayor Sam Telfer and the secretariat, it's been a busy time as we navigate change to the LGA's constitution, a new Board structure, and a vision of sensible advocacy and support for our local government sector.</li> <li>• The Australian Local Government Association is also facing a changing landscape with the impact of COVID-19, and the need for intelligent, effective leadership at Board level to support our national President and ensure local government has a voice that is heard by our federal decision makers.</li> <li>• Being an active contributor to my community, the LGA, and ALGA has allowed me to develop strong advocacy, experience and knowledge relevant to local government. My background in health is a strength, with critical thinking, empathy, balance, the ability to collaborate and work with others, and a fresh, pragmatic style, central to my leadership.</li> <li>• Over the next two years we will see a changing landscape for our communities across South Australia. A strong yet caring local government sector will be critical as we navigate this new way of living.</li> <li>• Balanced, intelligent and compassionate leadership is required to ensure the LGA supports Councils to achieve this aim. I therefore look for your support in my nomination for President of the Local Government Association of South Australia.</li> </ul>
<p>Other information</p>	<ul style="list-style-type: none"> <li>• Member, Australian Local Government Women's Association, SA Branch</li> <li>• Master of Health Science (Nurse Practitioner, Cancer Care)</li> <li>• Member, Senior Governance Group, Breast and Endocrine, Central Adelaide Local Health Network</li> <li>• Board Member, Gawler Care and Share Group</li> <li>• Member, Australian Nurses and Midwifery Federation</li> </ul>

Item 3.4.5 - Attachment 2 - GAROC Election: Candidate Profiles







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# Ballot Paper

## Election for GAROC Regional Grouping North 2020-2022

2 Persons Required

**Ballot closes 5:00pm Monday 19 October 2020**

**Important Note:** In accordance with Clause 4.4.5(d) of the GAROC Terms of Reference, the chair of the meeting for that Member Council shall mark the ballot paper with an "X" next to the two (2) candidates that the Member Council wishes elected, then seal the ballot paper in the envelope marked "Ballot Paper" and place it inside the envelope marked "Returning Officer". The name of the Member Council must be indicated on the inside flap of the envelope marked "Returning Officer" and the envelope then sealed and delivered to the Returning Officer.

<input style="width: 100%; height: 100%;" type="checkbox"/>	WYLD, Damian	Cr	City of Tea Tree Gully
<input style="width: 100%; height: 100%;" type="checkbox"/>	ALDRIDGE, Gillian	Mayor	City of Salisbury
<input style="width: 100%; height: 100%;" type="checkbox"/>	REDMAN, Karen	Mayor	Town of Gawler

Item 3.4.5 - Attachment 3 - GAROC Election: Ballot Paper



<b>ITEM</b>	3.5.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Smart Salisbury - Delivering a Smarter City for our Community
<b>AUTHOR</b>	David Bevan, Manager Business Systems and Solutions, Business Excellence
<b>CITY PLAN LINKS</b>	1.1 Our City is attractive and well maintained 3.3 Our infrastructure supports investment and business activity 4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	This report provides a summary of the review of the ‘Switching on Darwin’ program and considers the alignment with existing work within the City of Salisbury relating to the development of a digital strategy that supports the City Plan.

**RECOMMENDATION**

1. That the information be received.
2. Council notes the review of ‘Switching on Darwin’ and the alignment with the draft Smart Salisbury Implementation Plan 2020 – 2022.
3. That feedback is provided on the elements of the three phases of the ‘Switching on Darwin’ considered relevant to the City of Salisbury and alignment with the City Plan 2035.
4. Council notes that further consultative work will be performed on the Smart Salisbury Framework and Smart Salisbury Implementation Plan 2020 – 2022 and that a Smart Salisbury governance model will be established.

**ATTACHMENTS**

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

1. Smart Salisbury Framework
2. Smart Salisbury Implementation Plan 2020 - 2022
3. Aligning the Smart Salisbury Implementation Plan 2020 - 2022 with the City Plan 2035

**1. BACKGROUND**

- 1.1 Local Government Professionals Australia – National Congress and Business Expo (November 2019)
  - 1.1.1 Four Elected Members attended the above event, which was hosted in the City of Darwin, NT between 31 July and 2 August 2019.
  - 1.1.2 This report is in response to the part resolution of Council at its November 2019 meeting as follows:

**3.6.2 Summary Report for Attendance at Training and Development Activity - 2019 Local Government Professionals Australia National Congress and Business Expo, Darwin**

3. That staff prepare and bring back to the relevant Council Committees, a report/s that considers the prospective implementation of:

- e. a cost benefit analysis of possible implementation of the SmartCities program akin to the City of Darwin experience;

Resolution No. 0332/2020

**2. CONSULTATION / COMMUNICATION**

2.1 Internal

2.1.1 General Manager Business Excellence

2.2 External

2.2.1 Successful projects in Round One of the Smart Cities and Suburbs Program, Department of Infrastructure, Transport, Regional Development and Communications, Australian Government.

2.2.2 City of Darwin 2020/21 Municipal Plan

**3. REPORT**

3.1 The City of Darwin / 'Switching on Darwin'

3.1.1 The City of Darwin is a local government area in the Northern Territory covering the Darwin city centre and around two-thirds of the metropolitan population.

3.1.2 The City of Darwin covers an area of 111 square kilometres and serves a residential population of almost 83,000.

3.1.3 By way of comparison, the City of Salisbury covers an area of 158 square kilometres and a population of around 140,000.

3.1.4 Switching on Darwin is part of Smart Darwin within the Transforming Darwin initiative as follows:

*"We're working to transform Darwin for the future, through infrastructure improvements and major projects. We're always looking to keep our great city a vibrant and exciting place to be."*

3.1.5 The City of Darwin successfully submitted a project in the first round of the Smart Cities and Suburbs Program and was allocated \$5 million. Co-contributions totalled a further \$5 million for a total project value of \$10 million. The summary for the project is:

*"This project will implement city-scale smart infrastructure in Darwin including smart services (lighting, parking, wifi) integrated through an open IoT platform. Smart technology will contribute to city rejuvenation and, together with open data, will help to stimulate new partnerships and business growth,*



*creating new job opportunities and helping to combat social and safety challenges.”*

3.1.6 The City of Darwin has developed a number of Smart Darwin pillars that are defined by a goal towards 2021, with the achievement of the goals through the realization of a number of key objectives.

3.1.7 The five pillars are:

- Developing and connecting vibrant, safe, strategic precincts;
- Building a resilient and productive economy;
- Enabling sustainable and smart environmental management;
- Creating inclusive, smart, healthy communities that attract new residents;
- Delivering an agile, innovative and collaborative city government.

3.1.8 Within each pillar there are between three and five key objectives.

3.1.9 The delivery program is broken down into three phases:

- Roll-out Phase 1 (2018-2019);
- Emerging Opportunities (2019-2021);
- Transformative Opportunities (beyond 2021)

3.1.10 The elements of each phase are summarized below:

Roll-out Phase (2018-2019)	<ol style="list-style-type: none"> <li>1. Smart Street Lighting;</li> <li>2. Public Wi-Fi and Analytics;</li> <li>3. CCTV;</li> <li>4. Video Analytics;</li> <li>5. Parking;</li> <li>6. Environmental and Noise Sensors;</li> <li>7. Smart City Platform;</li> <li>8. Open Data Platform;</li> <li>9. Microclimate Sensors</li> <li>10. Location Insights</li> </ol>
Emerging Opportunities (2019-2021)	<ol style="list-style-type: none"> <li>11. Water and wastewater monitoring;</li> <li>12. Leak Detection;</li> <li>13. Device Proximity Detection;</li> <li>14. Waste Management Sensors;</li> <li>15. Energy Monitoring;</li> <li>16. Vehicle Fleet Communications;</li> <li>17. Transportation Optimization;</li> <li>18. Inventory Monitoring;</li> </ol>

	19. Real-time Public Transport Updates; 20. Smart Kiosks; 21. Community Innovation; 22. Advanced Video Analytics;
Transformative Opportunities (beyond 2021)	23. Drone Delivery; 24. Emergency Services Drone; 25. Development Surveying Drone; 26. Maintenance Drone; 27. Autonomous Vehicles; 28. Augmented Reality; 29. Road Condition Monitoring; 30. Community App Development

### 3.2 City of Salisbury / Smart Cities thinking

- 3.2.1 The City of Salisbury submitted projects in round one and round two of the Smart Cities Program.
- 3.2.2 The project in round one related to smart lighting and the project in round two related to a Smart precinct within the Salisbury City Centre.
- 3.2.3 Submissions to the Smart Cities Program required the applicant to provide match funding. In preparation for our round two application \$250,000 was included as part of the budget process in an earlier financial year.
- 3.2.4 This funding has been carried forward and is available for delivery of relevant initiatives within Smart Salisbury.
- 3.2.5 As part of the work associated with these submissions, staff attended various workshops and meetings and held a number of internal workshops.
- 3.2.6 Staff also reviewed publicly available information from other local government organisations around Australia.
- 3.2.7 The outcome of this work has been updated in line with the City Plan 2035 and is summarised in the attachments to this report as follows:
- (a) Smart Salisbury Framework
  - (b) Smart Salisbury Implementation Plan 2020 – 2022
  - (c) Aligning the Smart Salisbury Implementation Plan 2020 – 2022 with the City Plan 2035
- 3.2.8 The information in these documents is based on a combination of existing and proposed projects that fit within Smart City definitions.
- 3.2.9 Further work will be required to engage with a wider group of internal stakeholders and with the community.

*Smart Salisbury Framework*

- 3.2.10 The Smart Salisbury Framework is based on earlier work with internal stakeholders to develop a digital strategy linked to the City Plan 2020.
- 3.2.11 The draft tagline is:  
*“Smart Salisbury – Delivering a smarter City for our community”*
- 3.2.12 The framework sets out:
- (a) The intent of Smart Salisbury
  - (b) Guiding principles
  - (c) Key activities
- 3.2.13 The details within the nine intentions, nine guiding principles and thirteen key activities can be broadly linked to many of the foundations and critical actions in the City Plan 2035 (see 3.2.18 below).  
*Smart Salisbury Implementation Plan 2020 - 2022*
- 3.2.14 The Smart City Implementation Plan is broken down into three themes:
- (a) Understanding and improving our City;
  - (b) A connected City;
  - (c) Inform and engage.
- 3.2.15 The actions within each section are based on a combination of existing projects or programs that fit within the Smart Salisbury Framework and a number of proposed projects that fit within the Smart Salisbury Framework and track back to specific foundations and critical actions in the City Plan 2035.
- 3.2.16 Some of the projects are funded and reasonably well scoped.
- 3.2.17 Others are more speculative, not funded and yet to be fully scoped, but fit within the intent and direction of a number of the foundations and critical actions within the City Plan 2035.  
*Aligning the Smart Salisbury Implementation Plan 2020 – 2022 with the City Plan 2035*
- 3.2.18 The Aligning the Smart Salisbury Implementation Plan 2020 – 2022 with the City Plan 2035 document summarises existing and proposed projects within the Smart Salisbury Implementation Plan 2020 – 2022 against the relevant foundations and critical actions within the four directions in the City Plan 2035.
- 3.3 City of Darwin / City of Salisbury
- 3.3.1 Based on earlier work to review Smart City plans and frameworks for local government organisation, and noting the local government organisations irrespective of size, face similar challenges and opportunities, there are common themes in the plans and frameworks.
- 3.3.2 The review of ‘Switching on Darwin’ and comparing to the information that has been developed by the City of Salisbury shows a number of common themes.

- 3.3.3 There is a very close overlap between all of the elements in the City of Darwin's *Roll-out Phase (2018-19)* and some of the elements in the *Emerging Opportunities (2019-2021)*.
- 3.3.4 The City of Darwin is the capital city of the Northern Territory and some of their initiatives are more aligned to initiatives within the equivalent City of Adelaide plans and the plans of other capital cities within Australia.
- 3.3.5 There are a number of elements within the City of Darwin's *Transformative Opportunities (beyond 2021)* that have not yet been considered within the City of Salisbury, such as the delivery of goods by drone and using drones to assist with development surveying and maintenance activities. Also in this section of their plan, they note the use of self-driving vehicles to provide public transport services.

#### 4. CONCLUSION / PROPOSAL

##### 4.1 "Switching on Darwin"

- 4.1.1 Switching on Darwin is part of Smart Darwin within the Transforming Darwin initiative.
- 4.1.2 The City of Darwin successfully obtained \$5 million from the Smart Cities and Suburbs Program and together with match funding of a further \$5 million has initiated a multi-year \$10 million program to implement city-scale smart infrastructure in Darwin.

##### 4.2 Smart Salisbury – Delivering a smarter City for our community

- 4.2.1 Work performed by the City of Salisbury as part of the two unsuccessful applications to the Smart Cities and Suburbs Program as well as work associated with the development of a digital strategy to support the City Plan 2020 has been summarised in a draft Smart Salisbury Framework and a draft Smart Salisbury Implementation Plan 2020 – 2022.
- 4.2.2 Proposals for the Smart Cities and Suburbs Program needed to demonstrate a commitment of match funding, and as the City of Salisbury's applications were not successful, there is \$250,000 in funds that will be used for Smart Salisbury-related initiatives.
- 4.2.3 Some of the projects within the Smart Salisbury Implementation Plan 2020 – 2022 are in the scoping or delivery phase, while others are proposed projects that align with foundations and critical actions within the City Plan 2035.
- 4.2.4 Feedback is sought on the draft Smart Salisbury Framework and the work proposed within the draft Smart Salisbury Implementation Plan 2020 – 2022.
- 4.2.5 The information in these documents is based on a combination of existing and proposed projects that fit within Smart City definitions.
- 4.2.6 Further work will be required to engage with a wider group of internal stakeholders and with the community in relation to the Smart Salisbury Framework and Smart Salisbury Implementation Plan 2020 – 2022.
- 4.2.7 It is proposed a governance model be established for Smart Salisbury.

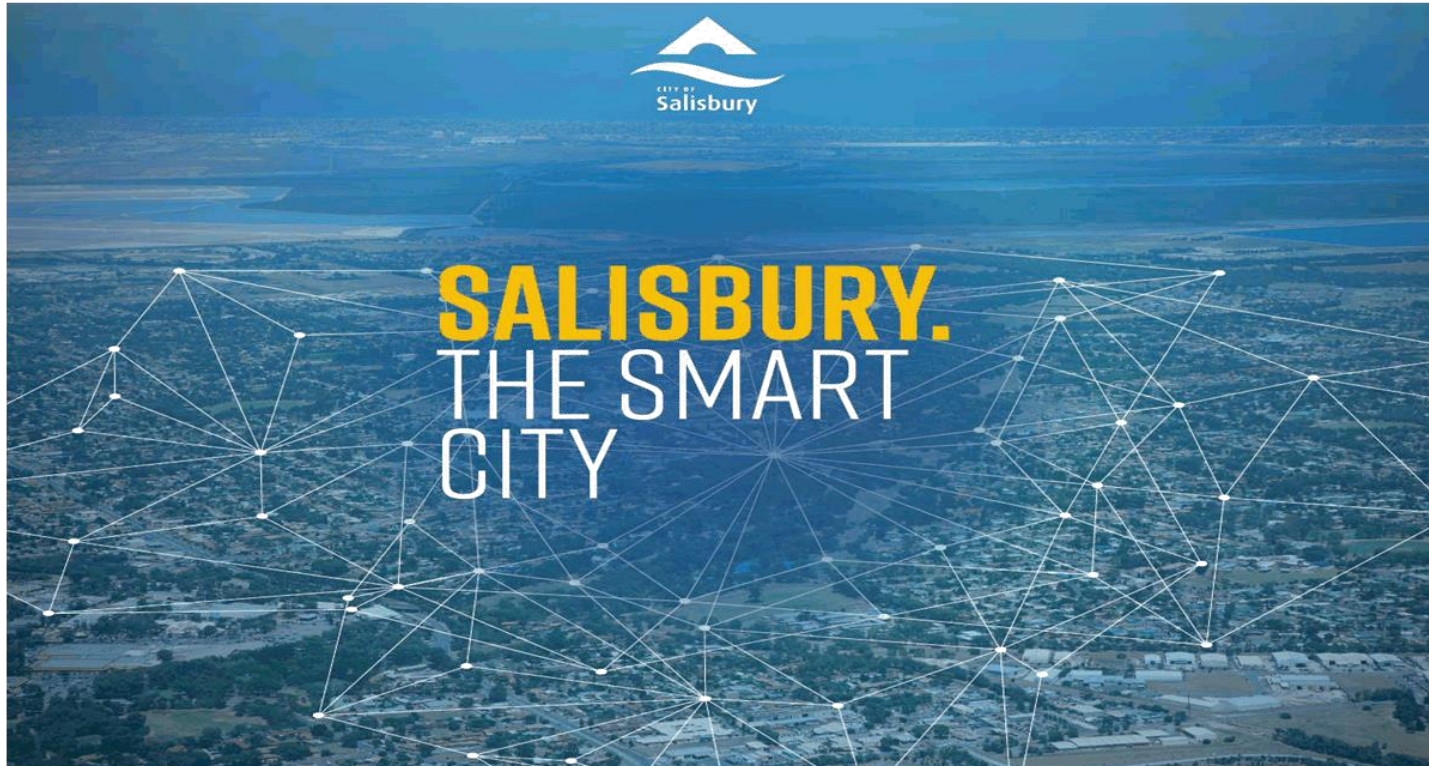
4.3 City of Darwin / City of Salisbury

- 4.3.1 The outcome of the review of the ‘Switching on Darwin’ program and similar work already performed within the City of Salisbury noted similarities with almost all of the first phase and parts of the second phase of the City of Darwin program.
- 4.3.2 There are several elements of the third phase of the City of Darwin program that have not yet been considered within the City of Salisbury.
- 4.3.3 Feedback is sought on the elements within “Switching on Darwin’ and specifically those within the *Transformative Opportunities (beyond 2021)* that are of interest and relevance to Elected Members and their constituents.

**CO-ORDINATION**

Officer:	Executive Group	GMBE
Date:	14/09/2020	17/09/2020





Smart Salisbury – Delivering a smarter City for our community

Draft for internal review  
14 September 2020



### Smart Salisbury: Our Intent

- OI 1 **Providing the framework for** imagining, creating, managing, delivering and monitoring digital activities of Council.
- OI 2 **Meeting community expectations** that they can engage with Council and do business with us online whenever and where ever it suits them.
- OI 3 Meeting the expectations of the **Elected Members** to provide multiple ways to engage with the community.
- OI 4 Ensuring that our use of **technology aligns with our City Plan 2035** and helps deliver it.
- OI 5 **Identifying all our current digital-related activities** ensuring they deliver the digital services the community need.
- OI 6 Positioning the City of Salisbury as a **destination for entrepreneurs** and data driven opportunities.
- OI 7 Positioning ourselves to take advantage of **smart community innovations** of innovations to build a liveable, sustainable, workable city.
- OI 8 **Improving our capability and capacity to anticipate community needs**, to be flexible and agile about how we meet them.
- OI 9 **Improving our business intelligence** to effectively manage operations and services to the community.

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**Smart Salisbury: Our guiding principles**

<b>GP 1</b>	<b>Community benefit</b>	We will use activities and solutions to provide direct benefit to the community by ensuring they are devised, organised, explained and delivered from the view of those using the service.
<b>GP 2</b>	<b>Communicate and engage</b>	We engage with our community to collect and analyse data and feedback to improve our understanding of community needs to improve current services and to inform what new services are needed.
<b>GP 3</b>	<b>Innovation and transformation</b>	We realign business systems and practices to leverage digital channels and we imagine and create new digitally driven information and services to improve Salisbury's reputation and improve awareness and uptake of our information and services.
<b>GP 4</b>	<b>Economic catalyst</b>	We use technology and smart city thinking to support new and existing business and research opportunities.
<b>GP 5</b>	<b>Productivity and efficiency</b>	We use technologies to reduce the time and cost of providing information and services to the community by actively improving internal and external processes.
<b>GP 6</b>	<b>Digital first</b>	Our information and services are delivered wherever possible using digital solutions. Where that is not possible, the service management and delivery of the service is enhanced by digital solutions.
<b>GP 7</b>	<b>Informed decision-making</b>	We will use digital technologies to collect and analyse data to provide timely and relevant information for decisions-making by the community and Council.
<b>GP 8</b>	<b>Smart community</b>	We will use technologies to enhance the lives of the Salisbury Community by being connected, invested and inclusive.

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**GP 9 Open data**

We will make data available to the community to consume and enhance.

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### Smart Salisbury: Key activities

<b>KA 1</b>	<b>Digital inclusion &amp; leadership</b>	Raise the level of digital literacy among community and staff to enable them to participate in the digital world. Council will take leadership role in defining digital literacy levels and providing opportunities to increase user confidence and access.
<b>KA 2</b>	<b>Community engagement &amp; co-design</b>	Our digital channels and online content and services are co-designed with staff and representatives from the people who use them, and tested with the target audiences regularly.
<b>KA3</b>	<b>Improved community engagement</b>	Improve the usability and transactional functions of our existing digital solutions and monitor the digital channels used by the community to understand their needs and preferences.
<b>KA 4</b>	<b>Smart community</b>	Provide opportunities to trial technologies that will improve the lives of the community.
<b>KA 5</b>	<b>Business intelligence</b>	Develop a platform that will collate, analyse and provide insights into the services provided to the community and how the organisation manages operations.
<b>KA 6</b>	<b>Digital infrastructure</b>	Develop infrastructure to enable the community and organisation to exploit digital opportunities.
<b>KA 7</b>	<b>Transformation &amp; innovation</b>	Transform business processes and services so they are digital-enabled. Ensure high-volume transactions are digitised and available online.
<b>KA 8</b>	<b>Culture &amp; change management</b>	Staff embrace the Smart Salisbury framework and are supported in transitioning their work practices and approach to community experience is in line with the framework.
<b>KA 9</b>	<b>Enabling digital channels</b>	Technical solutions are developed and managed to support a single view the community and to provide insights into community needs and behaviours.

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<b>KA 10</b>	<b>Open and transparent information</b>	Share via Data SA forum public data to encourage innovation, self-empowerment, and participation and ensure transparency and democratic control
<b>KA 11</b>	<b>Resourcing &amp; capacity building</b>	Provide appropriate levels of suitable resources – people, time, training and budget – for implementing and maintaining Smart Salisbury.
<b>KA 12</b>	<b>Governance &amp; management</b>	Establish and maintain appropriate governance of the Smart Salisbury framework and policies and procedures to manage all of its aspects.
<b>KA 13</b>	<b>Review the Smart Salisbury framework</b>	Ensure there are regular reviews and evaluations of this framework and amendments made as required.

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### Smart Salisbury Implementation Plan 2020 - 2022

#### Smart Salisbury: Understanding and improving our City

*Use a range of Smart-technology solutions to better understand how our community uses different areas of the City and help us plan more effectively for the future*

What we already do	Our plan	Our actions
CCTV in the Salisbury City Centre and a number of key locations around the City of Salisbury.  Trialling mobile CCTV solutions across the City.	To improve community safety around our City.	Develop a CCTV implementation plan to help make our City a safer place for our community.
Own and manage over 20,000 street lights around the City of Salisbury	Replace all City of Salisbury-owned streetlights with energy efficient ones, which will help us reduce the amount of money we spend each year on energy and maintenance.	Replace around 10,000 streetlights with energy efficient ones with the balance to follow in the next phase of asset replacement works.
Trialled the use of parking sensor solutions within Mawson Lakes.	Continue to evaluate parking sensor solutions to help us better manage parking at key locations within the City of Salisbury.	Consider the implementation of parking sensor solutions as part of the Church and John Street upgrade program in the Salisbury City Centre.
Trialled technology-enabled waste bins in a small number of locations	Incorporate technology-enabled waste bins as part of our Place Activation Strategy.	Identify priority locations for the installation of technology-enabled waste bins.
Use sensors as part of the irrigation management program	Use technology to monitor environmental indicators to help us maintain a healthy and natural environment for our community to enjoy.	Install environmental sensors as part of the Church and John Streets upgrade program in the Salisbury City Centre.
We perform traffic counts in various locations around our City on a campaign basis	Use technology to help us understand how people and vehicles move around our City, which will be used to inform future urban renewal and asset management plans.	Work with the South Australian Government to investigate how we can expand their traffic monitoring solution within the City of Salisbury to provide travel time information to key locations around our City and the wider metropolitan area.

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**Smart Salisbury Implementation Plan 2020 - 2022**

		<p>Install sensors in the Salisbury City Centre as part of the Church and John Streets upgrade program.</p> <p>Install sensors at regional (formal and informal) recreation places, for example Bridgestone Reserve, Burton and The Paddocks.</p>
Operate a fleet of predominantly diesel powered vehicles	Improve the energy efficiency of Council operations	Purchase two hybrid vehicles to evaluate how we can reduce our fuel costs.
The City of Salisbury is part of the Connected Cities project along with a number of other local government organisations in the Adelaide metropolitan area	Ensure adequate coverage across the City of Salisbury service area for a publically accessible the Internet of Things network that can be used by the community.	Develop a program of work to understand the gaps in coverage area within the City.

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**Smart Salisbury Implementation Plan 2020 - 2022**

**Smart Salisbury: A connected City**

*Fast and reliable access to the internet is important to our community and the businesses that operate in our area.*

What we already do	Our plan	Our actions
Free public Wi-Fi within a small area of the Salisbury City Centre.	Expand the coverage of the free public Wi-Fi in the Salisbury City Centre.	Provide free high-speed public Wi-Fi as part of the upgrade of Church and John Streets in the Salisbury City Centre to provide wider free public Wi-Fi coverage.
Free high-speed Wi-Fi within the Salisbury Community Hub and Wi-Fi at some of our other community centres and libraries	Provide free high-speed Wi-Fi at more community hubs  Free public Wi-Fi at reserves and parks	Provide free high-speed public Wi-Fi as part of the upgrade of Burton and Ingle Farm community hubs.  Upgrade/provide free high-speed public Wi-Fi at (list of other libraries)  Provide free public Wi-Fi at Bridgestone Reserve as part of the new Bridgestone Athletics Centre project.  Look at the need and opportunities to provide free Wi-Fi at regional (formal and informal) recreation places.
Provide public access computers at community hubs and libraries	Provide more technology solutions at our libraries so more people without their own devices can have high-speed access to the Internet at our locations.	Provide more public access computers as part of the upgrade of Burton and Ingle Farm community hubs.
Gig City network available within Technology Park, Mawson Lakes	Understand where the lack of high speed internet affects businesses in the City of Salisbury.	Look for further opportunities to leverage the Gig City network, or similar offering, for the benefit of our residents and businesses that operate in the City.

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### Smart Salisbury Implementation Plan 2020 - 2022

5G mobile coverage available in parts of the City of Salisbury	Understand where the lack of 5G mobile coverage affects businesses in the City of Salisbury.	Work with the major mobile network providers to understand their 5G deployment programs within the City of Salisbury service area.
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**Smart Salisbury Implementation Plan 2020 - 2022**

**Smart Salisbury: Inform and Engage**

*Review how we share information about what we do and make it easier for our community to understand what we are doing and how it affects them*

What we already do	Our plan	Our actions
<p>We publish a whole range of information on the City of Salisbury website and we have an active presence on a range of social media platforms.</p> <p>We provide more information about our area on the Discover Salisbury and Salisbury City Centre websites.</p> <p>Our business community is served by our Salisbury Business, Invest in Salisbury and Polaris Centre websites.</p>	<p>Make the City of Salisbury website easier to access from mobile devices.</p> <p>Make as much data about our City available for community and business use.</p>	<p>Upgrade the City of Salisbury to a mobile-friendly platform.</p> <p>Continue our work to identify data sets that should be made publically available.</p> <p>Implement a platform to make it easier to find more information about the City of Salisbury and the services we deliver.</p> <p>Increase the number of data sets available on Data SA, the South Australian Government data directory.</p>
<p>Digital signage within the Salisbury Community Hub and on Church Street.</p>	<p>Increase the number of digital signs to provide another channel to share information about our City.</p>	<p>Install digital signage on the junction of Main North Road and Park Terrace and on the junction of Salisbury Highway and Park Terrace.</p> <p>Install digital signage on John Street as part of the Church and John Street upgrade project within the Salisbury City Centre.</p>

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**Smart Salisbury Implementation Plan 2020 - 2022**

		<p>Install digital signage at Burton and Ingle Farm community hubs as part of the upgrade projects.</p> <p>Install digital signage at our larger libraries.</p>
Have rooms at the Salisbury Community Hub and some of our reserves available for community use.	Make it easier to find out more about what we have available and book them online.	Implement an online booking solution which will make it easier for the community to book rooms at our community hubs, libraries and reserves.
Publish some information about our maintenance and capital works programs on the City of Salisbury website.	Make it easier to find information about how we keep our City attractive and well maintained, such as our verge maintenance program and our asset renewal program.	Implement a platform that has regularly updated information about our maintenance and asset renewal programs.

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Aligning the Smart Salisbury Implementation Plan 2020 – 2022 with the City Plan 2035

Direction	Foundation	Commitment or Critical action	Smart Salisbury
A welcoming and liveable City	Our City is attractive and well maintained	Improve our playgrounds and sporting facilities and cycle paths	Install sensors at regional (formal and informal) recreation places, for example Bridgestone Reserve, Burton and The Paddocks, to help us understand how our facilities are being used, which will inform future planning.  Identify priority locations for the installation of technology-enabled waste bins.
	People are valued and they feel safe, included and connected	Implement Council’s community safety strategy, including CCTV coverage	Develop a CCTV implementation plan to help make our City a safer place for our community.
		Upgrade community hubs at Burton and Ingle Farm	At each community hub provide: <ol style="list-style-type: none"> <li>1. Free Wi-Fi</li> <li>2. Digital signage solutions</li> </ol>
A sustainable City	We make the most of our resources including water, waste and energy.	Replace all Council-owned street lights with energy-efficient lighting	Replace all City of Salisbury-owned streetlights with energy efficient ones, which will help us reduce the amount of money we spend each year on energy and maintenance.
		Improve the energy efficiency of Council’s operations	Purchase two hybrid vehicles to evaluate how we can reduce our fuel costs.
	Salisbury has a balance of green spaces and natural environments that support biodiversity	Involve people and use sensors to better understand and improve our environments health	Install sensors that monitor a range of environmental indicators in:

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Aligning the Smart Salisbury Implementation Plan 2020 – 2022 with the City Plan 2035

Direction	Foundation	Commitment or Critical action	Smart Salisbury
			<ol style="list-style-type: none"> <li>Salisbury City Centre</li> <li>A regional (formal and informal) recreation place</li> </ol>
A growing City that creates new opportunities	Our infrastructure supports investment and business activity	Enhance the Salisbury City Centre by upgrading Church and John Streets and investment by the private sector into surplus Council sites	Install digital signage solutions on John Street  Free public Wi-Fi along John and Church Streets  Install sensors on John and Church Streets that will help us understand how people move around the Salisbury City Centre.
		Improve parking in Salisbury City Centre and Mawson Lakes Central, business and recreation precincts	Evaluate parking sensor solutions to help us better manage parking in the Salisbury City Centre and Mawson Lakes areas of our City.
	Salisbury is a place of choice for businesses to start, invest and grow	Edinburgh Parks to be business ready as a modern industrial area with efficient freight routes to the Northern Connector, fast digital connectivity and access to alternative energy sources and recycled water	Look for further opportunities to leverage the Gig City network, or similar offering, for the benefit of our residents and businesses that operate in our area.
		Support new and existing businesses and industries to grow and create jobs.	Understand where the lack of 5G mobile coverage affects businesses in the City of Salisbury.

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Aligning the Smart Salisbury Implementation Plan 2020 – 2022 with the City Plan 2035

Direction	Foundation	Commitment or Critical action	Smart Salisbury
Innovation and Business Development	Members of our community receive an exceptional experience when interacting with Council	Use technology so people can better access Council services	<p>Update the City of Salisbury website and make it easier to access information on mobile devices.</p> <p>Improve the way we share information about capital projects and making it easier to understand what is going on in different parts of the City.</p> <p>Implement an online booking solution which will make it easier for the community to book rooms at our community hubs, libraries and reserves.</p>
	We plan effectively to address community needs and identify new opportunities	Improve how we use data to better inform decision making	Make as much data about our City available for community and business use.
	We engage meaningfully and our community is aware of Council initiatives	Improve communications with community members to increase awareness of Council initiatives	<p>Install digital signage solutions:</p> <ol style="list-style-type: none"> <li>1. At the junctions of Main North Road and Park Terrace and Salisbury Highway and Park Terrace</li> <li>2. At all our libraries</li> <li>3. On John Street in the Salisbury City Centre</li> </ol>
	We deliver quality outcomes that meet the needs of our community	Develop a digital strategy and framework to implement technology-based initiatives to improve the management of the City	Review the number of core technology solutions we have and look for ways to improve and further automate our business processes/

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Item 3.5.1 - Attachment 3 - Aligning the Smart Salisbury Implementation Plan 2020 - 2022 with the City Plan 2035



<b>ITEM</b>	3.6.1
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Variations to Delegations - Planning Development and Infrastructure Act 2016
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report provides information with respect to and seeks Council endorsement of amended and new delegations under the <i>Planning Development and Infrastructure Act 2016</i> .

**RECOMMENDATION**

1. Having conducted a review of Delegations in accordance with Section 44(6) of the *Local Government Act 1999*, the Council hereby revokes its previous delegations to the Chief Executive Officer, effective from 30 September 2020 of those powers and functions under the *Planning Development and Infrastructure Act 2016*.
2. In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the *Planning Development and Infrastructure Act 2016* contained in the complete proposed Instrument of Delegation A1 contained in Attachment 1 to this report (Item No. 3.6.1 Resources and Governance, 21/09/2020) are hereby delegated effective from 1 October 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
3. In exercise of the power contained in Section 100 of the *Planning Development and Infrastructure Act 2016* the powers and functions under the *Planning Development and Infrastructure Act 2016* contained in the complete proposed Instrument of Delegation B1 contained in Attachment 2 to this report (Item No. 3.6.1 Resources and Governance, 21/09/2020) are hereby delegated effective from 1 October 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
4. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

**ATTACHMENTS**

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



1. Instrument of Delegation A1 - Planning Development and Infrastructure Act 2016
2. Instrument of Delegation B1 - Planning Development and Infrastructure Act 2016

## 1. BACKGROUND

- 1.1 Councils have certain duties which they must perform, and certain powers which they may exercise, pursuant to the Act, as well as a range of other Acts. In most cases the relevant acts grant those obligations and powers directly on the Council as a body.
- 1.2 Delegations are the way in which Council enables other people/bodies (usually Council Officers) to undertake these duties or exercise these powers on its behalf. Delegations enhance decision-making processes and allow nominated routine matters to be resolved efficiently and effectively without the need for submission to Council. However, in order to do this, Council must take formal steps to delegate to such people and bodies, the authority to make decisions, or undertake activities on its behalf. It is usual for Council to make delegations to the Chief Executive Officer which will then make sub-delegations to the appropriate Council Officers.
- 1.3 This report deals with variations to the delegations as a result of changes to and commencement of new provisions under the *Planning, Development and Infrastructure Act 2016* (the Act).

## 2. REPORT

- 2.1 This report includes amendments to the Act as a result of amendments to existing provisions and commencement of new provisions as follows:

*Planning, Development and Infrastructure Act 2016*

- Instrument of delegation A1 – complete instrument (Attachment 1).
- Instrument of delegation B1 – complete instrument (Attachment 2)

### 2.2 Process to be followed

- 2.2.1 In order for the statements contained in Instruments of Delegation A1 and B1 under the Act to come into effect, Council must first resolve to revoke any existing relevant delegations under the Act that have been amended or deleted with Council then resolving to adopt the new delegations contained in the relevant Instruments of Delegation attached. As the changes are numerous, it has been decided to revoke all existing delegations under the Act and then resolve to adopt delegations contained within the complete Instruments of Delegation A1 and B1 (attached).
- 2.2.2 Any sub-delegations that have been made in relation to any existing delegations become void as soon as the head delegation is revoked. In order to ensure that Council Officers have necessary powers to continue their day to day activities, the resolution is worded so that the revocation of any existing delegations under the Act occurs on Wednesday 30 September 2020 with the new delegations under the Act coming into force from Thursday 1 October 2020. The new delegations will take effect immediately prior to the Chief Executive Officer's approval of the sub-delegations.

- 2.2.3 The exercise of powers and functions delegated by Council shall be undertaken in accordance with existing Council Policies. Even though Council may delegate its powers, functions and duties, this does not prevent Council from acting in the same matters at any time should the need arise.

### **3. CONCLUSION / PROPOSAL**

- 3.1 A review of Council Delegations has been conducted following amendments to and commencement of new provisions under the *Planning, Development and Infrastructure Act 2016*.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 14/09/2020



## ATTACHMENT 1

**INSTRUMENT OF DELEGATION A1 UNDER THE  
PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016  
OF POWERS OF A COUNCIL AS:**

- **A COUNCIL;**
- **A DESIGNATED AUTHORITY;**
- **A DESIGNATED ENTITY**

**NOTES**

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

**POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT**

<b>1.</b>	<b>Planning Regions and Greater Adelaide</b>
1.1	The power pursuant to Section 5(5)(b) of the Planning, Development and Infrastructure Act 2016 ( <b>the PDI Act</b> ) to make submissions to the Minister on a proposed proclamation under Section 5 of the PDI Act.
<b>2.</b>	<b>Subregions</b>
2.1	The power pursuant to Section 6(3)(b) of the PDI Act to make submissions to the Minister on the Minister's proposed course of action.
<b>3.</b>	<b>Environment and Food Production Areas – Greater Adelaide</b>
3.1	The power pursuant to Section 7(5)(b) of the PDI Act, in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments to concur in the granting of the development authorisation to the development.
<b>4.</b>	<b>Functions</b>
4.1	The power pursuant to Section 22(4)(a)(i) of the PDI Act to, if an inquiry is conducted by the Commission under Section 22(1)(e) of the PDI Act make submissions or representations.
<b>5.</b>	<b>Planning Agreements</b>
5.1	The power pursuant to Section 35(1)(a) of the PDI Act and subject to Section

FXD\INSTRUMENT A1- PDI-ACT-2016-COUNCIL-DESIGNATED-AUTHORITY-DESIGNATED-ENTITY A1 – July 2019

- 2 -

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016 OF POWERS OF A COUNCIL  
AS: A COUNCIL, A DESIGNATED AUTHORITY, A DESIGNATED ENTITY**

	35 of the PDI Act to enter into an agreement ( <b>a planning agreement</b> ) with the Minister relating to a specified area of the State.
5.2	The power pursuant to Section 35(3) of the PDI Act to, in a planning agreement, include provisions that outline the purposes of the agreement and the outcomes that the agreement is intended to achieve and to provide for:
5.2.1	the setting of objectives, priorities and targets for the area covered by the agreement; and
5.2.2	the constitution of a joint planning board including, in relation to such a board:
5.2.2.1	the membership of the board, being between 3 and 7 members (inclusive); and
5.2.2.2	subject to Section 35(4) of the PDI Act, the criteria for membership; and
5.2.2.3	the procedures to be followed with respect to the appointment of members; and
5.2.2.4	the terms of office of members; and
5.2.2.5	conditions of appointment of members, or the method by which those conditions will be determined, and the grounds on which, and the procedures by which, a member may be removed from office; and
5.2.2.6	the appointment of deputy members; and
5.2.2.7	the procedures of the board; and
5.2.3	the delegation of functions and powers to the joint planning board (including, if appropriate, functions or powers under another Act); and
5.2.4	the staffing and other support issues associated with the operations of the joint planning board; and
5.2.5	financial and resource issues associated with the operations of the joint planning board, including:
5.2.5.1	the formulation and implementation of budgets; and
5.2.5.2	the proportions in which the parties to the agreement will be responsible for costs and other liabilities associated

FXD\INSTRUMENT A1- PDI-ACT-2016-COUNCIL-DESIGNATED-AUTHORITY-DESIGNATED-ENTITY A1 – July 2019

- 3 -

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016 OF POWERS OF A COUNCIL  
AS: A COUNCIL, A DESIGNATED AUTHORITY, A DESIGNATED ENTITY**

	with the activities of the board; and
5.2.6	such other matters as the delegate thinks fit.
5.3	The power pursuant to Section 35(5)(a) of the PDI Act, at the expiry of a planning agreement, to replace it with a new agreement (in the same or different terms).
5.4	The power pursuant to Section 35(5)(b) of the PDI Act, to vary or terminate a planning agreement by agreement between the parties to the agreement.
<b>6.</b>	<b>Appointment of Administrator</b>
6.1	The power pursuant to Section 41(2)(a) of the PDI Act to make submissions to the Minister on the Minister appointing an administrator under Section 41 of the PDI Act.
<b>7.</b>	<b>Community Engagement Charter</b>
7.1	The power pursuant to Section 44(6)(a) of the PDI Act, to make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 of the PDI Act that is relevant to the Council (unless the proposal has been initiated by the Council).
7.2	The power pursuant to Section 44(9)(b) of the PDI Act to the extent that Section 44(9)(a) of the PDI Act does not apply, have regard to, and seek to achieve, any principles or performance outcomes that apply in a relevant case.
7.3	The power pursuant to Section 44(10) of the PDI Act to:
7.3.1	seek the approval of the Commission to adopt an alternative way to achieving compliance with a requirement of the Charter; and
7.3.2	with the approval of the Commission, adopt an alternative way to achieving compliance with a requirement of the Charter.
<b>8.</b>	<b>Preparation and Amendment of Charter</b>
8.1	The power pursuant to Section 45(2)(c) of the PDI Act to make representations (including in writing or via the SA Planning portal) on a proposal to prepare or amend the Charter.
<b>9.</b>	<b>Preparation and Amendment</b>
9.1	The power pursuant to Section 73(2)(b)(iv) of the PDI Act to:

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9.1.1	seek the approval of the Minister to initiate a proposal to amend a designated instrument; and
9.1.2	initiate a proposal to amend a designated instrument with the approval of the Minister acting on the advice of the Commission.
9.2	The power pursuant to Section 73(6) of the PDI Act where the Council is authorised or approved under Section 73 of the PDI Act, after all of the requirements of Section 73 of the PDI Act have been satisfied:
9.2.1	to prepare a draft of the relevant proposal; and
9.2.2	to comply with the Community Engagement Charter for the purposes of consultation in relation to the proposal; and
9.2.3	to the extent that paragraph (b) of Section 73(6) of the PDI Act does not apply, in the case of a proposed amendment to a regional plan that has been prepared by a joint planning board where the amendment is not being proposed by the joint planning board – to consult with the joint planning board; and
9.2.4	to the extent that paragraph (b) of Section 73(6) of the PDI Act does not apply, in the case of a proposed amendment to the Planning and Design Code that will have a specific impact on 1 or more particular pieces of land in a particular zone or subzone (rather than more generally) – to take reasonable steps to give:
9.2.4.1	an owner or occupier of the land; and
9.2.4.2	an owner or occupier of each piece of adjacent land,
	a notice in accordance with the regulations; and
9.2.5	to consult with any person or body specified by the Commission and any other person or body as the delegate thinks fit; and
9.2.6	to carry out such investigations and obtain such information specified by the Commission; and
9.2.7	to comply with any requirement prescribed by the regulations.
9.3	The power pursuant to Section 73(7) of the PDI Act, after complying with Section 73(6) of the PDI Act to prepare a report in accordance with any practice direction that applies for the purposes of Section 73 of the PDI Act (including information about any change to the original proposal that the delegate considers should be made) and furnish a copy of the report to the

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	Minister.
9.4	The power pursuant to Section 73(8) of the PDI Act, after the Council has furnished a report to the Minister under Section 73(7) of the PDI Act, to ensure that a copy of the report is published on the SA planning portal in accordance with a practice direction that applies for the purposes of Section 73 of the PDI Act.
9.5	The power pursuant to Section 73(9) of the PDI Act to enter into an agreement with a person for the recovery of costs incurred by the Council in relation to an amendment of the Planning and Design Code or a design standard under Section 73 of the PDI Act (subject to the requirement to charge costs under Section 73(4)(b) of the PDI Act (if relevant)).
<b>10.</b>	<b>Parliamentary Scrutiny</b>
10.1	The power pursuant to Section 74(8) of the PDI Act if the ERD Committee is proposing to suggest an amendment under Section 74(4) of the PDI Act and the amendment is specifically relevant to the Council, to provide comment and a response within the period of 2 weeks.
<b>11.</b>	<b>Entities Constituting Relevant Authorities</b>
11.1	The power pursuant to Section 82(d) of the PDI Act, subject to the PDI Act, to appoint an assessment panel.
<b>12.</b>	<b>Panels Established by Joint Planning Boards or Councils</b>
12.1	The power pursuant to Section 83(1) of the PDI Act in relation to an assessment panel appointed by the Council under Division 1 of Part 6 of the PDI Act, to:
12.1.1	appoint more than 1 assessment panel and if the delegate does so, to clearly specify which class of development each assessment panel is to assess;
12.1.2	determine:
12.1.2.1	the membership of the assessment panel, being no more than 5 members, only 1 of which may be a member of a Council, and, if the delegate thinks fit, on the basis that the assessment panel will be constituted by a different number of members depending on the particular class of development that is being assessed by the assessment panel; and
12.1.2.2	the procedures to be followed with respect to the

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	appointment of members; and
12.1.2.3	the terms of office of members; and
12.1.2.4	conditions of appointment of members, or the method by which those conditions will be determined, (including as to their remuneration) and the grounds on which, and the procedures by which, a member may be removed from office; and
12.1.2.5	the appointment of deputy members; and
12.1.2.6	who will act as the presiding member of the panel and the process for appointing an acting presiding member.
12.2	The power pursuant to Section 83(1)(h) of the PDI Act to arrange the staffing and support required for the purposes of the operations of the panel.
12.3	The power pursuant to Section 83(1)(i) of the PDI Act to substitute the existing members of the panel with new members if directed to do so by the Minister acting on recommendation of the Commission under Section 86 of the PDI Act.
12.4	The power pursuant to Section 83(2) of the PDI Act to form the opinion and be satisfied that a person to be appointed as a member of an assessment panel who is a member, or former member, of a Council is appropriately qualified to act as a member of the assessment panel on account of the person's experience in local government.
<b>13.</b>	<b>Panels Established by Minister</b>
13.1	The power pursuant to Section 84(1)(c)(ii)(A) of the PDI Act to request the Minister to constitute a regional assessment panel in relation to the combined areas of the Council and one or more other councils.
13.2	The power pursuant to Section 84(1)(c)(ii)(B) of the PDI Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council and one or more other councils (or parts of such areas).
<b>14.</b>	<b>Substitution of Local Panels</b>
14.1	The power pursuant to Section 86(2)(a) of the PDI Act to make submissions to the Commission in relation to an inquiry.
<b>15.</b>	<b>Notification of Acting</b>

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15.1	The power pursuant to Section 89(b) of the PDI Act to require an accredited professional to provide such information or documentation as the delegate may require.
<b>16. Essential Infrastructure – Alternative Assessment Process</b>	
16.1	The power pursuant to Section 130(6) of the PDI Act to report to the Commission on any matters contained in a notice under Section 130(5) of the PDI Act.
16.2	The power pursuant to Section 130(14) of the PDI Act to, if the Council has, in relation to any matters referred to the Council under Section 130(5) of the PDI Act, expressed opposition to the proposed development in its report under Section 130(6) of the PDI Act, withdraw the Council's opposition.
<b>17. Initiation of Scheme</b>	
17.1	The power pursuant to Section 163(3)(b) of the PDI Act to request the Minister initiate a proposal to proceed under Section 163 of the PDI Act.
17.2	The power pursuant to Section 163(10) of the PDI Act to make submissions to the Minister in relation to the draft outline.
<b>18. Consideration of Proposed Scheme</b>	
18.1	The power pursuant to Section 166(1)(c) of the PDI Act to consult with a scheme coordinator in relation to a scheme in accordance with the Community Engagement Charter.
<b>19. Adoption of Scheme</b>	
19.1	The power pursuant to Section 167(7) of the PDI Act to make submissions to the Minister in relation to a variation to an outline of a scheme.
<b>20. Funding Arrangements</b>	
20.1	The power pursuant to Section 169(2)(b) of the PDI Act in relation to a scheme that provides for the collection of contributions under Subdivision 8 of the PDI Act to apply for any matter to be considered or determined by ESCOSA or some other prescribed person or body as part of a periodic review of the levels and amounts of those contributions.
20.2	The power pursuant to Section 169(9) of the PDI Act to make submissions to the Commission in relation to a funding arrangement that is specifically relevant to the Council.

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<b>21. Contributions by Constituent Councils</b>
21.1 The power pursuant to Section 177(4) of the PDI Act to make submissions to the Minister in relation to the Council's share.
21.2 The power pursuant to Section 177(5) of the PDI Act to, at the request of the Minister, supply the Minister with information in the possession of the Council to enable the Minister to determine shares under Sections 177(2) and (3) of the PDI Act.
<b>22. Imposition of Charge by Councils</b>
22.1 The power pursuant to Section 180(7) of the PDI Act, if the Council incurs costs in recovering a charge as a debt, to claim the reimbursement of those costs (insofar as they are reasonable) from the relevant fund established under subdivision 9, Division 1, Part 13 of the PDI Act.
<b>23. Authorised Works</b>
23.1 The power pursuant to Section 187(1) of the PDI Act, subject to Section 187(3) of the PDI Act, to carry out any infrastructure works if the Council is authorised to so do by or under the PDI Act or any other Act.
23.2 The power pursuant to Section 187(5) of the PDI Act, subject to Section 187(6) of the PDI Act, in relation to a proposal that involves disturbing the surface of a road, or that otherwise relates to a road to:
23.2.1 inform the relevant road maintenance authority of the proposal at least 28 days before the proposed commencement of any work; and
23.2.2 give the relevant road maintenance authority a reasonable opportunity to consult with the Council in relation to the matter; and
23.2.3 ensure that proper consideration is given to the views of the road maintenance authority.
23.3 The power pursuant to Section 187(5)(b) of the PDI Act to make submissions to the relevant road maintenance authority in relation to the matter.
23.4 The power pursuant to Section 187(6) of the PDI Act, in a case of emergency, to only comply with Section 187(5) of the PDI Act to such extent as is practicable in the circumstances.
<b>24. Entry onto Land</b>
24.1 The power pursuant to Section 188(1) of the PDI Act to authorise a person for the purpose of undertaking any work or activity in connection with the

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exercise of a power under Division 2 of Part 13 of the PDI Act to:	
24.1.1	enter and pass over any land; and
24.1.2	bring onto any land any vehicles, plant or equipment; and
24.1.3	temporarily occupy land; and
24.1.4	do anything else reasonably required in connection with the exercise of the power.
24.2	The power pursuant to Section 188(4) of the PDI Act to pay reasonable compensation on account of any loss or damage caused by the exercise of a power under Section 188(1) of the PDI Act.
<b>25. Acquisition of Land</b>	
25.1	The power pursuant to Section 189(1) of the PDI Act, to:
25.1.1	seek the consent of the Minister to acquire land for a purpose associated with infrastructure works under and in accordance with the <i>Land Acquisition Act 1969</i> ; and
25.1.2	with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the <i>Land Acquisition Act 1969</i> .
<b>26. Appointment of Authorised Officers</b>	
26.1	The power pursuant to Section 210(1) of the PDI Act to:
26.1.1	appoint a person to be an authorised officer for the purposes of the PDI Act; and
26.1.2	appoint a person who holds the qualifications prescribed by the regulations to be an authorised officer for the purposes of the PDI Act if the Council is required to do so by the regulations.
26.2	The power pursuant to Section 210(2) of the PDI Act to make an appointment of an authorised officer subject to conditions.
26.3	The power pursuant to Section 210(3) of the PDI Act to issue each authorised officer an identity card:
26.3.1	containing a photograph of the authorised officer; and
26.3.2	stating any conditions of appointment limiting the authorised officer's

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	appointment.
26.4	The power pursuant to Section 210(5) of the PDI Act to, at any time, revoke an appointment which the Council has made, or vary or revoke a condition of such an appointment or impose a further such condition.
<b>27.</b>	<b>Enforcement Notices</b>
27.1	The power pursuant to Section 213(1) of the PDI Act, if the delegate has reason to believe on reasonable grounds that a person has breached the PDI Act or the repealed Act, to do such of the following as the delegate considers necessary or appropriate in the circumstances:
27.1.1	direct a person to refrain, either for a specified period or until further notice, from the PDI Act, or course of action, that constitutes the breach;
27.1.2	direct a person to make good any breach in a manner, and within a period, specified by the delegate;
27.1.3	take such urgent action as is required because of any situation resulting from the breach.
27.2	The power pursuant to Section 213(2) of the PDI Act to give a direction under Section 213(1) of the PDI Act by notice in writing unless the delegate considers that the direction is urgently required.
27.3	The power pursuant to Section 213(5) of the PDI Act, if a person fails to comply with a direction under Section 213(1)(b) of the PDI Act within the time specified in the notice, to cause the necessary action to be taken.
27.4	The power pursuant to Section 213(6) of the PDI Act to recover the reasonable costs and expenses incurred by the Council (or any person acting on behalf of the Council) under Section 213 of the PDI Act, as a debt due from the person whose failure gave rise to the action.
27.5	The power pursuant to Section 213(7) of the PDI Act, if an amount is recoverable from a person by the Council under Section 213 of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.
<b>28.</b>	<b>Applications to Court</b>
28.1	The power pursuant to Section 214(1) of the PDI Act to apply to the Court for an order to remedy or restrain a breach of the PDI Act or the repealed Act (whether or not any right of that person has been or may be infringed by or as

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	a consequence of that breach).
28.2	The power pursuant to Section 214(2) of the PDI Act to consent to proceedings under Section 214 of the PDI Act being brought in a representative capacity on behalf of the Council.
28.3	The power pursuant to Section 214(4) of the PDI Act to make an application without notice to any person and to make an application to the Court to serve a summons requiring the respondent to appear before the Court to show cause why an order should not be made under Section 214 of the PDI Act.
28.4	The power pursuant to Section 214(6) of the PDI Act to make submissions to the Court on the subject matter of the proceedings.
28.5	The power pursuant to Section 214(9) of the PDI Act to appear before a final order is made and be heard in proceedings based on the application.
28.6	The power pursuant to Section 214(10) of the PDI Act to make an application to the Court to make an interim order under Section 214 of the PDI Act.
28.7	The power pursuant to Section 214(11) of the PDI Act to make an application for an interim order without notice to any person.
28.8	The power pursuant to Section 214(12) of the PDI Act, if the Court makes an order under Section 214(6)(d) of the PDI Act and the respondent fails to comply with the order within the period specified by the Court, to cause any work contemplated by the order to be carried out, and recover the costs of that work, as a debt, from the respondent
28.9	The power pursuant to Section 214(13) of the PDI Act, if an amount is recoverable from a person by the Council under Section 214(12) of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.
28.10	The power pursuant to Section 214(17) of the PDI Act to apply to the Court to vary or revoke an order previously made under Section 214 of the PDI Act.
<b>29.</b>	<b>Proceedings for Offences</b>
29.1	The power pursuant to Section 219(1) of the PDI Act to commence proceedings for an offence against the PDI Act.
<b>30.</b>	<b>Adverse Publicity Orders</b>
30.1	The power pursuant to Section 223(2) of the PDI Act to make an application

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	to the Court for an adverse publicity order.
30.2	The power pursuant to Section 223(4) of the PDI Act, if the offender fails to give evidence to the Council in accordance with Section 224(1)(b) of the PDI Act to:
30.2.1	take the action or actions specified in the order; and
30.2.2	authorise a person in writing to take the action or actions specified in the order.
30.3	The power pursuant to Section 223(5) of the PDI Act, if:
30.3.1	the offender gives evidence to the Council in accordance with Section 223(1)(b) of the PDI Act; and
30.3.2	despite the evidence, the delegate is not satisfied that the offender has taken the action or actions specified in the order in accordance with the order,
	to apply to the court for an order authorising the Council, or a person authorised in writing by the Council, to take the action or actions and to authorise a person in writing to take the action or actions.
30.4	The power pursuant to Section 223(6) of the PDI Act, if the Council, or a person authorised in writing by the Council, takes an action or actions in accordance with Section 223(4) of the PDI Act or an order under Section 223(5) of the PDI Act, to recover from the offender an amount in relation to the reasonable expenses of taking the action or actions, as a debt, due to the Council.
<b>31. Civil Penalties</b>	
31.1	The power pursuant to Section 225(1) of the PDI Act, subject to Section 225 of the PDI Act, if the delegate is satisfied that a person has committed an offence by contravening a provision of the PDI Act, to, as an alternative to criminal proceedings, recover, by negotiation or by application to the Court, an amount as a civil penalty in respect of the contravention.
31.2	The power pursuant to Section 225(2) of the PDI Act, in respect of a contravention where the relevant offence does not require proof of intention or some other state of mind, to determine whether to initiate proceedings for an offence or take action under Section 225 of the PDI Act, having regard to the seriousness of the contravention, the previous record of the offender and any other relevant factors.
31.3	The power pursuant to Section 225(3) of the PDI Act to serve on the person a

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	notice in the prescribed form advising the person that the person may, by written notice to the Council, elect to be prosecuted for the contravention.
31.4	The power pursuant to Section 225(13) of the PDI Act to seek the authorisation of the Attorney-General to the commencement of proceedings for an order under Section 225 of the PDI Act.
31.5	The power pursuant to Section 225(17) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 225 of the PDI Act.
<b>32.</b>	<b>Make Good Orders</b>
32.1	The power pursuant to Section 228(7) of the PDI Act to apply to the Court to vary or revoke an order under Section 228 of the PDI Act.
<b>33.</b>	<b>Recovery of Economic Benefit</b>
33.1	The power pursuant to Section 229(5) of the PDI Act to apply an amount paid to the Council in accordance with an order under Section 229(1) of the PDI Act for the purpose of acquiring or developing land as open space and to hold it in a fund established for the purposes of Section 198 of the PDI Act.
<b>34.</b>	<b>Enforceable Voluntary Undertakings</b>
34.1	The power pursuant to Section 230(1) of the PDI Act to accept (by written notice) a written undertaking given by a person in connection with a matter relating to a contravention or alleged contravention by the person of the PDI Act.
34.2	The power pursuant to Section 230(4) of the PDI Act if the delegate considers that a person has contravened an undertaking accepted by the Council, to apply to the Court for enforcement of the undertaking.
34.3	The power pursuant to Section 230(7) of the PDI Act to agree in writing with a person who has made an undertaking to:
34.3.1	vary the undertaking; or
34.3.2	withdraw the undertaking.
34.4	The power pursuant to Section 230(11) of the PDI Act to accept an undertaking in respect of a contravention or alleged contravention before proceedings in respect of that contravention have been finalised.
34.5	The power pursuant to Section 230(12) of the PDI Act if the delegate accepts an undertaking before the proceedings are finalised, to take all reasonable

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	steps to have the proceedings discontinued as soon as possible.
34.6	The power pursuant to Section 230(14) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 230 of the PDI Act.
<b>35.</b>	<b>Charges on Land</b>
35.1	The power pursuant to Section 239(1) of the PDI Act if a charge on land is created under a provision of the PDI Act in favour of the Council, to deliver to the Registrar-General a notice in a form determined by the Registrar-General, setting out the amount of the charge and the land over which the charge is claimed.
35.2	The power pursuant to Section 239(6) of the PDI Act if a charge in the Council's favour exists and the amount to which the charge relates is paid, to by notice to the appropriate authority in a form determined by the Registrar-General, apply for the discharge of the charge.
<b>36.</b>	<b>Registering Authorities to Note Transfer</b>
36.1	The power pursuant to Section 240(1) of the PDI Act to apply to the Registrar-General or another authority required or authorised under a law of the State to register or record transactions affecting assets, rights or liabilities, or documents relating to such transactions, to register or record in an appropriate manner the transfer to the Council of an asset, right or liability by regulation, proclamation or notice under the PDI Act.
<b>37.</b>	<b>Review of Performance</b>
37.1	The power pursuant to Clause 3(3) of Schedule 4 of the PDI Act to explain the Council's actions, and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action), to the Minister.
37.2	The power pursuant to Clause 3(14) of Schedule 4 of the PDI Act to make submissions to the Minister on the report on which the PDI Action to be taken by the Minister under Clause 3(13) of Schedule 4 of the PDI Act is based.
37.3	The power pursuant to Clause 3(15) of Schedule 4 of the PDI Act, if the Minister makes a recommendation to the Council under Clause 3(13)(a) of Schedule 4 of the PDI Act and the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, to make submissions to the Minister in relation to the directions of the Minister.
37.4	The power pursuant to Clause 3(16) of Schedule 4 of the PDI Act to comply

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with a direction under Clauses 3(13) or (15) of Schedule 4 of the PDI Act.	
<b>38.</b>	<b>Planning and Design Code</b>
38.1	The power pursuant to Clause 9(6)(a) of Schedule 8 of the PDI Act to apply to the Minister for approval to commence the process under Section 25 of the repealed Act.
<b>39.</b>	<b>General Schemes</b>
39.1	The power pursuant to Clause 30(3) of Schedule 8 of the PDI Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the PDI Act in relation to a scheme.

**PLANNING, DEVELOPMENT AND INFRASTRUCTURE (TRANSITIONAL  
PROVISIONS) REGULATIONS 2017**

<b>40.</b>	<b>Adoption of DPAs</b>
40.1	The power pursuant to Regulation 8(1)(c) of the Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017 ( <b>the Transitional Provisions Regulations</b> ) to apply to the Minister under Regulation 8 of the Transitional Provisions Regulations in accordance with any requirement determined by the Minister.

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**SCHEDULE OF CONDITIONS**

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

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

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

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**ATTACHMENT 2****INSTRUMENT OF DELEGATION B1 UNDER THE  
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1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

**POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT**

<b>1. Environment and Food Production Areas – Greater Adelaide</b>	
1.1	The power pursuant to Section 7(5)(a) and (d) of the Planning, Development and Infrastructure Act 2016 ( <b>the PDI Act</b> ), in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments:
1.1.1	to seek the concurrence of the Commission in the granting of the development authorisation to the development;
1.1.2	to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016  
OF POWERS OF A COUNCIL AS A RELEVANT AUTHORITY**

**SCHEDULE OF CONDITIONS**

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

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

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



<b>ITEM</b>	3.6.2
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Summary of Elected Member Training and Development Expenditure and Outstanding Summary Reports
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community

**SUMMARY** The Elected Member Training and Development Policy requires staff to report on progress against the expenditure of the Elected Member Training and Development budget on an annual basis. This report presents information on progress against the expenditure for the 2019/2020 financial year. Information in relation to training and development summary reports is also included.

#### **RECOMMENDATION**

1. The information be received.

#### **ATTACHMENTS**

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

1. Elected Member Training and Development Budget - 2019/20 Summary of Expenditure
2. Elected Memnber Training and Development Budget - Individual Carry Forwards to 2020/21 and Budget Allocations
3. Cr Reardon: Summary of Attendance at Emergency Management Seminar 12 and 13 September 2019

#### **1. BACKGROUND**

- 1.1 An allocation for Elected Member Training and Development activities is made each year as part of the budget process. For 2019/20 the amount allocated was \$48,600. Consistent with the categories specified in the Elected Member Training and Development Policy, the budget allocation was split as follows:

Whole of Council training and development	\$12,000
Council delegate activities	\$6,000
Individual Elected Member development	\$30,600 / 15 Elected Members = \$2,040 per member/per annum
	<b>\$48,600</b>

## 2. REPORT

### Training and Development Expenditure

- 2.1 Attached to this report is a summary of training and development activities attended by Elected Members during 2019/20, including details of expenditure (Attachment 1).
- 2.2 Of the \$48,600 allocated for Elected Member Training and Development, \$39,829 was spent in 2019/20.
- 2.3 Clause 12(c) of the Elected Member Training and Development Policy specifies that any unspent allocations for individual Elected Member development may be carried forward for one year.
- 2.4 Attachment 2 is a summary of individual Elected Member allocations for training and development detailing 2019/20 expenditure, and a final individual allocation for the 2020/21 financial year, taking into account the ability to carry funds forward for one year.
- 2.5 In accordance with the resolution of Council 28 October 2019, funds for the Elected Member Training and Development budget increase by March CPI at the beginning of each financial year.

### Attendance Summary Reports

- 2.6 Clause 28 of the Elected Member Training and Development Policy requires staff to report on an annual basis, details of any outstanding Elected Member training and development summary reports.
- 2.7 The only outstanding summary report is by Cr Reardon for her attendance at the Emergency Management Seminar held on 12 and 13 September 2019.
- 2.8 Cr Reardon has now provided a summary of her attendance at the above event, which is attached to this report (Attachment 3).

## 3. CONCLUSION / PROPOSAL

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

### CO-ORDINATION

Officer:	Executive Group	MG
Date:	14/09/2020	11/09/2020

### Elected Member Training and Development Budget 2019/20 Summary of Expenditure

		Mayor Aldridge	Cr Blackmore	Cr Braun	Cr Brug	Cr Buchanan	Cr Duncan	Cr Grenfell	
<b>Elected Member Training &amp; Development Policy entitlements</b>	<b>Whole of Council Training &amp; Development</b>	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,738.00	
	(details & date provided)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop: did not attend Day 1 (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session: did not attend (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop: did not attend Day 1 (\$156) / 17/03/20 - Risk Management Workshop: did not attend (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session: did not attend (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher: did not attend (\$116) / 06/11/19 - EM Strategic Development Session: did not attend (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop: did not attend (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher: did not attend (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 25/02/20 - Audit Committee Training (\$350) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	
	<b>Council Delegate Activities</b>					\$ 190.00			
	(details & date attended)					31/10/19 - LGA Ordinary General Meeting			
	<b>Individual Elected Member Development</b>	\$ 190.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 3,526.00		\$ 350.00	
	(includes activity, accommodation & travel) (details & date attended)	31/10/19 - LGA Annual General Meeting	13/11/19 - Enhanced Public Speaking and Presenting for EM's	13/11/19 - Enhanced Public Speaking and Presenting for EM's	13/11/19 - Enhanced Public Speaking and Presenting for EM's	30/07 - 02/08/19 - LG Professionals National Congress, Darwin		13/11/19 - Enhanced Public Speaking and Presenting for EM's	
		\$ 425.00			\$ 3,595.00			\$ 3,700.00	
	04/12/19 - Mayors Leadership Forum				30/07 - 02/08/19 - LG Professionals National Congress, Darwin			30/07 - 02/08/19 - LG Professionals National Congress, Darwin	
	\$ 2,004.00	\$ 1,739.00	\$ 1,739.00	\$ 5,334.00	\$ 5,105.00	\$ 1,389.00	\$ 5,788.00		

### Elected Member Training and Development Budget 2019/20 Summary of Expenditure

		Cr Henningsen	Cr Hood	Cr Jensen	Cr Ouk	Cr Proleta	Cr Reardon	Cr Reynolds	Cr Woodman	Sub Totals
<b>Elected Member Training &amp; Development Policy entitlements</b>	<b>Whole of Council Training &amp; Development</b>	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,389.00	\$ 1,738.00	\$ 1,389.00	\$ 21,533.00
	(details & date provided)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session: did not attend (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop: did not attend (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop: did not attend Day 1 (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop: did not attend (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session (\$907) / 25/02/20 - Audit Committee Training (\$350) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	09/10/19 - Social Media Training (\$118) / 05/11/19 - EM Workshop: LG Fundamentals and Refresher (\$116) / 06/11/19 - EM Strategic Development Session: did not attend (\$907) / 29/02 + 01/03/20 - EM Weekend Workshop (\$156) / 17/03/20 - Risk Management Workshop (\$92)	
	<b>Council Delegate Activities</b>									\$ 190.00
	(details & date attended)									
<b>Elected Member Training &amp; Development Policy entitlements</b>	<b>Individual Elected Member Development</b>	\$ 350.00			\$ 350.00		\$ 550.00	\$ 350.00		\$ 18,106.00
	(includes activity, accommodation & travel)	13/11/19 - Enhanced Public Speaking and Presenting for EM's			13/11/19 - Enhanced Public Speaking and Presenting for EM's		19/08/19 - EM Leadership Session	13/11/19 - Enhanced Public Speaking and Presenting for EM's		
	(details & date attended)				\$ 3,495.00 30/07 - 02/08/19 - LG Professionals National Congress, Darwin		\$ 175.00 12 + 13/09/19 - LG Emergency Management Seminar			
		\$ 1,739.00	\$ 1,389.00	\$ 1,389.00	\$ 5,234.00	\$ 1,389.00	\$ 2,114.00	\$ 2,088.00	\$ 1,389.00	<b>TOTAL</b>
										\$ 39,829.00

**Elected Member Training and Development Budget  
Summary of Individual Allocations including Carry Forwards to 2020/21**

	Mayor Aldridge	Cr Blackmore	Cr Braun	Cr Brug	Cr Buchanan	Cr Duncan	Cr Grenfell	Cr Henningsen
18/19 funds carried fwd to 19/20	\$ 1,960.00	\$ 1,360.00	\$ 1,360.00	\$ 1,960.00	\$ 1,960.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00
spent in 19/20	\$ 615.00	\$ 350.00	\$ 350.00	\$ 3,945.48	\$ 3,525.89	\$ -	\$ 4,049.53	\$ 350.00
balance from 18/19 funds carried forward is lost	\$ 1,345.00	\$ 1,010.00	\$ 1,010.00	-\$ 1,985.48	-\$ 1,565.89	\$ 1,360.00	-\$ 2,689.53	\$ 1,010.00
19/20 allocation	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00
debit balance carried fwd to 19/20	\$ -	\$ -	\$ -	-\$ 1,985.48	-\$ 1,565.89	\$ -	-\$ 2,689.53	\$ -
funds to be carried fwd to 20/21	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 54.52	\$ 474.11	\$ 2,040.00	-\$ 649.53	\$ 2,040.00
20/21 allocation	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00
<b>20/21 available balance</b>	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>	<b>\$ 2,139.52</b>	<b>\$ 2,559.11</b>	<b>\$ 4,125.00</b>	<b>\$ 1,435.47</b>	<b>\$ 4,125.00</b>

	Cr Hood	Cr Jensen	Cr Ouk	Cr Proleta	Cr Reardon	Cr Reynolds	Cr Woodman	
18/19 funds carried fwd to 19/20	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	
spent in 19/20	\$ -	\$ -	\$ 3,845.28	\$ -	\$ 725.00	\$ 350.00	\$ -	
balance from 18/19 funds carried forward is lost	\$ 1,360.00	\$ 1,360.00	-\$ 2,485.28	\$ 1,960.00	\$ 1,235.00	\$ 1,610.00	\$ 1,960.00	
19/20 allocation	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	
debit balance carried fwd to 19/20	\$ -	\$ -	-\$ 2,485.28	\$ -	\$ -	\$ -	\$ -	
funds to be carried fwd to 20/21	\$ 2,040.00	\$ 2,040.00	-\$ 445.28	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	
20/21 allocation	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	\$ 2,085.00	
<b>20/21 available balance</b>	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>	<b>\$ 1,639.72</b>	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>	<b>Total to be carried forward</b>
								<b>\$ 21,873.82</b>

**Item 3.6.2 - Attachment 2 - Elected Member Training and Development Budget - Individual Carry Forwards to 2020/21 and Budget Allocations**





## EMERGENCY MANAGEMENT SEMINAR

### Adelaide Entertainment Centre Star Room

#### “Think big plan together .”

The Local Government Emergency Management Seminar has become an annual event that aims to explore emerging concepts, consider new technologies, and deepen understanding about the roles of local government in emergency management.

The program, “think big, plan together” was aimed to broaden thinking about what emergency management means to local government, and how councils working together can strengthen the resilience of our communities.

It was a two - day event, which had an interesting seminar approach. The seminar had only one keynote speaker each day, which lasted about 40-50 minutes, followed by about 10 minutes of question time. There were several speakers which spoke for about 30 minutes each. The rest of the time was filled with Spotlight sessions which lasted about 10 minutes, gave quick overall or updates on different topics, interesting concept which was informative and designed to maintain your interest. Good idea to keep interest only drawback was, several topics were only discussed briefly – enough to gain your interest and attention and then it finished.

The Keynote Speaker **Breaking Business as Usual**, Jill Edwards (AFAC Director Capability and Member Services and Principal, Beyond Business as Usual.) spoke about how we can create new ways to address systemic and disaster risk when we know that our business-as-usual approaches won't suffice. She shared some emerging ideas about emergency and climate risk information from her experiences with the National Resilience taskforce. In particular, the best and quickest way to deliver new information and technology out in to the field.

Some of the Spotlight sessions topics, from Day one, Included **s Disaster Resilience Strategy** by Sue Gould from SAFECOM. Some of the other Spotlight sessions, such as **LDFSG Partnerships** covered the partnership work, including the joint operating guidelines between SES and Local Government for community sandbag locations. The State Emergency Service – **Heatwaves: the new warning system & impacts**-spoke about the new heatwave warning systems being implemented by the SES and the research which supports this change.

The afternoon consisted of an **Exercise: White Heat** by the Local Government Functional Support Group based on a catastrophic heatwave event impacting multiple councils and exploring the preparedness for this, the impacts on the Councils and the community.



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DAY TWO commenced with the Keynote Speaker –Anne Leadbeater OAM, Leadbeater Consulting with **Community Continuity: an integrated approach to emergency planning**. The concept, value and importance of community-led recovery is well established in research and the approach the agencies and government seek to work with communities after disaster.

Once again the Spotlight sessions were of great interest with such topics as **Fire Prevention in Councils** – the importance of the role of the Fire Prevention Officers within Councils supporting their communities.

**Developing Playford's Recovery Arrangements**- the work that the City of Playford is doing in partnership with council Ready to develop arrangements that guide council's roles in recovery.

Other spotlight topics were **Emergency management learning and development** - Learning and development opportunities available to councils and staff through the LG Emergency Management Development Program.

One chilling topic **We are all in this together** present by State Recovery Office and the LGA, discussed roles played by councils and different agencies and the need to all work together to help communities thrive after an emergency.

One of the most important Spotlight: **The future of the Fire Damage ratings and warning system**. Finally some uniformity amongst the states – The CFS explained the work done on a new Australian Fire Danger Rating System and Multi-Hazard Warning System. Hopefully all on the same page using the same systems and criteria.

You can see by the topics covered that the main theme was the changing and extreme weather conditions that continue to be experienced throughout Australia, especially during the last few years. Unfortunately, I see this to be a continuing event and thus the need to work together has never be greater.

It is pleasing and perhaps inevitable to see Councils taking more of a lead role to help prevent and assist communities in their recovery efforts. This seminar covered and provided and update in the amount of work that continues to occur within this field.

The seminar provided a great deal of information and detailed the progress of Councils and the role they play in their communities before and after disaster events. I found the seminar extremely interesting and informative, and many of the topics discussed have a direct impact on issues discussed at the State Bushfire Management Committee of which I am currently a serving Board Member.

To anyone with even a passing interest in Emergency Management this would have provided much up to date information and it pleasing to see it well attended by Local Government.

Cr Shiralee Reardon

<b>ITEM</b>	3.6.3
	<b>RESOURCES AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	21 September 2020
<b>HEADING</b>	Audit Committee membership - Appointment of Independent Members
<b>AUTHOR</b>	Janet Crook, Risk & Governance Program Manager, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This report summarises the proposed process to appoint an independent member to the Audit Committee and seeks Council's endorsement of the process. The report also recommends the reappointment of Neil Ediriweera and Craig Johnson as independent members of the Audit Committee.

#### **RECOMMENDATION**

1. Council re-appoints Mr Neil Ediriweera as an independent member of the Audit Committee until 30 November 2024.
2. Council re-appoints Mr Craig Johnson as an independent member of the Audit Committee until 30 November 2024.
3. Council approves the recruitment process for an independent member of the Audit Committee as set out in paragraphs 2.9 and 2.10 of this report (Item 3.6.3, Resources and Governance Committee, 21 September 2020).
4. The Audit Committee Terms of Reference be amended to reflect that the longest serving independent member will vacate their membership at the end of the four year term of office.

#### **ATTACHMENTS**

There are no attachments to this report.

#### **1. BACKGROUND**

- 1.1 The Audit Committee of Council is established in accordance with the requirements of section 126 of the *Local Government Act 1999* (the Act).
- 1.2 Section 126(2) of the Act provides that the membership of an audit committee may include members who are not members of the council and must be determined in accordance with the requirements of the regulations. Regulation 17 of the *Local Government (Financial Management) Regulations 2011* provides that the audit committee of a council must have between 3 and 5 members (inclusive) and must include at least one person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of the audit committee.

- 1.3 Paragraph 5.2 of the City of Salisbury Audit Committee Terms of Reference provides that the Audit Committee will consist of five members, three of whom will be independent of the council and City of Salisbury and will have the necessary skills, knowledge and experience (including recent, relevant financial experience) to ensure the effective discharge of the responsibilities of the committee.
- 1.4 Current members and appointment terms of the Audit Committee are:
  - 1.4.1 Cr Graham Reynolds (Chair) – for the remainder of the term of council;
  - 1.4.2 Cr Kylie Grenfell (Deputy Chair) – for the remainder of the term of council;
  - 1.4.3 Mr Craig Johnson – term concludes November 2020;
  - 1.4.4 Mr Neil Ediriweera – term concludes November 2020; and
  - 1.4.5 Ms Kristyn Verrall – term concludes November 2020.
- 1.5 Kristyn Verrall has advised City of Salisbury that she will not seek reappointment to the Audit Committee at the conclusion of her term.
- 1.6 Neil Ediriweera and Craig Johnson have indicated their intention to seek re-appointment to the Audit Committee at the conclusion of their terms.

## 2. REPORT

### Process for appointment of independent members to the Audit Committee

- 2.1 In 2017, in preparation for the conclusion of the appointment of Mr Peter Brass, a process of recruitment was undertaken seeking applications for membership on the Audit Committee from suitably qualified applicants. A short list of three candidates was identified for interview by a panel comprising the elected members on the Audit Committee, the CEO, the General Manager Business Excellence and the Manager Governance. The preferred candidate, Mr Neil Ediriweera was put forward for appointment by Council.
- 2.2 The Audit Committee Terms of Reference provide that independent members will be appointed for a four year term (or part thereof) concluding two years after a general election. Independent members may, at the discretion of the council, be appointed for subsequent terms.
- 2.3 In 2017, Neil Ediriweera was appointed for a term concluding November 2020. To align appointments to the Terms of Reference, the appointments of Craig Johnson and Kristyn Verrall were extended to November 2020. Therefore, all of the appointments of the independent members conclude in November 2020.
- 2.4 The following process is recommended for appointment of independent members of the Audit Committee in November 2020.
  - 2.4.1 Council re-appoint Craig Johnson as an independent member of the Audit Committee for a term concluding 30 November 2024; and
  - 2.4.2 Council re-appoint Neil Ediriweera as an independent member of the Audit Committee for a term concluding 30 November 2024; and
  - 2.4.3 A recruitment process be undertaken to appoint an independent member of the Audit Committee to fill the vacant position left by Kristyn Verrall.

- 2.5 The Audit Committee completes a self-assessment process annually. It has been determined through that process that the current Committee Members' qualities (i.e. financial literacy and skills, understanding of City of Salisbury, industry and capital markets) as a whole, is appropriate to discharge the Committee's oversight responsibilities on behalf of Council.
- 2.6 The independent members of the Audit Committee will have the necessary skills, knowledge and experience (including recent, relevant financial experience), to ensure the effective discharge of the responsibilities of the committee. Committee members are required to:
- review annual financial statements to ensure they present fairly the state of affairs of the council; and
  - propose and provide information relevant to, a review of the council's strategic management plans or annual business plan; and
  - proposing and reviewing the exercise of powers under section 130A of the Act; and
  - liaise with the council's external auditor; and
  - review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of council on a regular basis.
- 2.7 The City of Salisbury also considers the following to be critical components of the role of the Audit Committee:
- Reviewing significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, significant changes in accounting policies or their application, recent professional and regulatory pronouncements and their corresponding impact on the financial statements;
  - Reviewing all reports on the council's operations from the external auditor and monitoring management responsiveness to the external auditor's findings and recommendations;
  - Reviewing the annual financial statements and considering whether they are complete and consistent with information known to the committee members and that they reflect appropriate accounting principles;
  - Reviewing other sections of the annual report and related regulatory filings before approval and considering the accuracy and completeness of the information;
  - Understanding how management develops interim financial information and the nature and extent of internal and external audit involvement in this process;
  - Reviewing council arrangements for dealing with public information provided under the public information disclosure legislation; considering and making recommendations on the program of internal audits; reviewing the operation and effectiveness of the internal audit function and all reports on the council's operations from the Internal Auditor, including the monitoring of management responses to the Internal Auditor's findings and recommendations;
  - Provide guidance and overseeing the supply of non-audit services by the external auditor;

- Reviewing the appropriateness and effectiveness of the council's internal controls and risk management frameworks; and instituting and overseeing special investigations as and when necessary.
- 2.8 The recruitment process to fill the vacancy left by Kristyn Verrall will ensure that the successful applicants meet the above criteria.
- 2.9 The vacancy will be advertised through appropriate channels. Upon closure of the advertisement, a short list of applicants will be prepared by the Manager Governance for discussion with the CEO and General Manager Business Excellence.
- 2.10 An interview panel comprising the elected members on the Audit Committee, the CEO, the General Manager Business Excellence and the Manager Governance will conduct interviews of the short list of applicants with a view to providing a recommendation to council in November 2020.

Audit Committee tenure for Independent Members

- 2.11 The Terms of Reference for the Audit Committee provide that independent members may, at the discretion of the council, be appointed for subsequent terms.
- 2.12 It is useful for independent members to perform multiple terms on the Audit Committee. It is in this way that an in depth knowledge and understanding of the City of Salisbury and its business is built and maintained.
- 2.13 The Terms of Reference do not provide a limit to how many terms an independent member can serve.
- 2.14 Moving forward, it is recommended that the longest serving independent member be asked to retire from the Committee at the conclusion of every term. A recruitment process will be conducted to fill the resultant vacancy. This will balance the requirement for continuity of membership with the benefit of injecting a fresh perspective from a new member during each term.
- 2.15 If council agrees this will be incorporated into the Terms of Reference.

### 3. CONCLUSION / PROPOSAL

- 3.1 It is recommended that the council:
- 3.1.1 reappoint Neil Ediriweera and Craig Johnson as independent members of the Audit Committee until 30 November 2024;
  - 3.1.2 approve the recruitment process for the vacant position as outlined in the report; and
  - 3.1.3 approve the recommended changes to the Terms of Reference.

### CO-ORDINATION

Officer: Executive Group  
Date: 14/09/2020