Notice of Adjourned Meeting

Notice is hereby given that the meeting of the LGA Executive Committee scheduled for 11 September 2017 will be resumed on

Thursday 28 September 2017 at 8.00am

Boardrooms at Local Government House
148 Frome Street, Adelaide

Matt Pinnegar
Chief Executive Officer

26 September 2017

For further information about the LGA Executive Committee, click here
**LGA Executive Committee Members**

**President**

<table>
<thead>
<tr>
<th>Zone</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide Metropolitan Zone</td>
<td>Mayor Lorraine Rosenberg</td>
</tr>
</tbody>
</table>

**Immediate Past President**

<table>
<thead>
<tr>
<th>Zone Stated: Murraylands and Riverland Zone</th>
<th>Name</th>
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<tbody>
<tr>
<td></td>
<td>Mayor Dave Burgess</td>
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</table>

**Vice Presidents**

<table>
<thead>
<tr>
<th>Zone</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide Metropolitan Zone</td>
<td>Cr Susan Clearihan, Mayor David Parkin</td>
</tr>
<tr>
<td>Limestone Coast Zone</td>
<td>Mayor Erika Vickery</td>
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<tr>
<td>Murraylands and Riverland Zone</td>
<td>Mayor Peter Hunt</td>
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**Advisor** (no voting rights)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Matt Pinnegar</td>
</tr>
</tbody>
</table>
AGENDA

1. Welcome, Present & Apologies
   1.1 Present
   1.2 Apologies
       Mayor Hunt, Murraylands & Riverland Zone

2. Minutes of Previous Meeting
   2.1 Minutes of previous meetings
   2.2 Resolutions and actions from previous meetings

3. Invited Guest Speakers
   Nil.

4. Reports for Discussion
   4.1 LGA Standing Orders
   4.2 LGA events and forums

5. Nominations to Outside Bodies
   5.1 State Bushfire Coordination Committee

6. Confidential Reports
   6.1 Confidential minutes of previous meetings
   6.2 Confidential resolutions and actions from previous meetings

7. Late Reports (distributed under separate cover)

8. Any Other Business

9. Next Meeting
   The next meeting of the LGA Executive Committee will be held on Thursday, 19 October 2017 at Local Government House, 148 Frome Street, Adelaide, commencing at 12.00noon.

10. Close
2.1 Minutes of Meetings held on 15 June, 7 and 21 August and 20 September 2017

Minutes of Previous Meeting

From: Jacqui Kelleher, Manager Executive Services
Meeting LGA Executive Committee 28 September 2017
ECM: 645317 Attachments: 651645, 653195, 653592, 654707

Recommendation

That the LGA Executive Committee confirms the minutes of the meetings held on 15 June, 7 and 21 August and 20 September 2017 as true and accurate records of the proceedings held.

Discussion

The draft public minutes of the LGA Executive Committee meeting held on 15 June 2017 and the special meetings held on 7 and 21 August as well as 20 September 2017 are attached for confirmation as to their accuracy. The draft confidential minutes are listed under Confidential Reports within the confidential agenda for this meeting and will be separately confirmed.
Draft Minutes of the LGA Executive Committee meeting held on Thursday 15 June 2017 at 12:00noon in the Boardrooms at Local Government House, 148 Frome Street, Adelaide.

1. Welcome, Present & Apologies

The President opened the meeting at 12.00 noon, welcomed members and staff and congratulated Mayor Vickery on receipt of recent OAM Queen’s birthday honours announcements.

1.1 Present

Mayor Lorraine Rosenberg  LGA President
Mayor Dave Burgess        Immediate Past President
Cr Sue Clearihan          Vice President - metropolitan
Mayor Peter Hunt           Vice President - country
Mayor David Parkin         Vice President - metropolitan
Mayor Erika Vickery OAM (via teleconference)  Vice President - country

LGA Secretariat:

Matt Pinnegar             Chief Executive Officer
Kathy Jarrett             Executive Director, Corporate & Member Services
Lisa Teburea              Executive Director, Public Affairs
Andrew Wroniak            Director Corporate Services
Andrea Malone             Director Legislation
Jacqui Kelleher           Manager Executive Services (minutes)

1.2 Apologies

Nil.

2 Minutes of Previous Meeting

2.1 Minutes of meeting held on 27 April 2017 and Circular Resolution of 2 June 2017

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee confirms the minutes of the meeting held on 27 April 2017, and circular resolution of 2 June 2017, as true and accurate records of the proceedings held.
2.2 Resolutions and Actions from previous meetings

Moved Cr Clearihan Seconded Mayor Vickery that the LGA Executive Committee notes progress with resolutions resulting from its meeting of 27 April 2017 and outstanding resolutions from previous meetings.

Carried

3 Invited Guest Speakers

Nil.

4 Reports for Discussion

4.1 LGA Audit Committee Minutes of Meeting held 9 May 2017

Chair of the Audit Committee, Mayor Parkin and the Executive Director Corporate & Member Services provided comments.

Moved Cr Clearihan Seconded Mayor Burgess that the LGA Executive Committee notes the draft minutes of the LGA Audit Committee meeting held 9 May 2017 and in particular noted the following items of significant importance covered by the Audit Committee:

- That significant improvements in strategic planning had occurred
- The planned outcomes are measurable, and linked to staff performance,
- Quarterly reports will be implemented outlining performance against plans
- A focus on the improvement of management systems and risk identification was to be implemented
- A recommendation to fill the casual vacancy on the Committee with the conclusion of Mr Alan Tregilgas’s term

Carried

4.2 LGA Audit Committee evaluation outcome and recommended changes if any

Moved Mayor Hunt Seconded Mayor Burgess that the LGA Executive Committee:

1. notes the outcomes of the Audit Committee’s evaluation of its performance during the first 12 months of operation, including the identified strengths, areas for improvement and that the necessary work to address the areas of improvement was built in to the Committee’s future work program;

2. endorses the recommended change to the Audit Committee’s Charter and Terms of Reference removing the Local Government Financing Authority from the list of related entities in paragraph 4.1;
3. endorses an executive search process be undertaken to seek an appropriately skilled and experienced person to fill the current independent member vacancy on the Committee; and

4. appoints Mayor Parkin, Ms Rosina Hislop and the LGA CEO (or delegate) to form an evaluation panel to interview prospective candidates and make a recommendation to the Board as to a preferred candidate for appointment to the Committee.

   Carried

4.3 Vegetation Management Around Powerlines – Regulatory Amendments

12.19pm Mayor Burgess left the meeting.

12.20pm Mayor Burgess returned to the meeting.

Moved Cr Clearihan Seconded Mayor Hunt that the LGA Executive Committee:

1. notes the report; and

2. authorise the Chief Executive Officer to send the LGA submission to the Office of the Technical Regulator reserving the final right of comment until the regulations have been considered, noting that it is integral that councils are consulted on the draft regulations prior to their adoption.

   Carried

4.4 State Wage Case

Moved Mayor Burgess Seconded Cr Clearihan that the LGA Executive Committee:

1. notes the report; and

2. approves an LGA submission to the Fair Work Commission’s Annual Wage Review that is supportive of the flow-on Fair Work Commission’s national minimum wage decision made on 6 June 2017.

   Carried

4.5 2017/18 LGA Annual Key Performance Indicators

The Executive Director Corporate & Member Services provided comments and answered questions on the additional information tabled (“Measuring our Performance”).

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee:

1. endorses the measurable targets for the 2017/18 annual key performance indicators previously adopted by the Board as outlined in appendix 1 to these minutes and updated as per the Committee’s feedback;
2. notes that the listed key performance indicators and measurable targets will be cascaded to the CEO then all work areas within the Secretariat, thus ensuring alignment between the Board’s strategic and annual priorities and the work of the Secretariat;

3. notes that a performance reporting cycle will be implemented, aligned to quarterly budget reviews and annual reporting to the Board and member councils. It is intended that the Audit Committee will review performance reports prior to their presentation to the Executive Committee and/or Board, with a focus on financial sustainability;

4. endorses the continued development and publication of the long-form 2017/18 Annual Business Plan and Budget; and

5. requests the Secretariat and the Audit Committee together prioritise examination of Local Government House as a commercial / management enterprise.

Carried

5 Nominations to Outside Bodies
5.1 Premiers Climate Change Council

The Executive Director Public Affairs provided comments.

Moved Mayor Parkin Seconded Mayor Hunt that the LGA Executive Committee forwards the following panel (at least one man and one woman) of three nominees to the Minister for Climate Change for the appointment of a representative to the Premier’s Climate Change Council, for a term of up to three years commencing on the date of appointment:

Mayor Ann Ferguson     (Mount Barker District Council)
Mayor Keith Parkes     (Alexandrina Council)
Deputy Lord Mayor Sandy Verschoor  (Adelaide City Council)
Ms Anita Crisp     (Spencer Gulf Cities)

Carried

6 Confidential Reports
6.1 Confidential Minutes of Meeting held on 27 April 2017

Moved Mayor Hunt Seconded Cr Clearihan that the LGA Executive Committee:

1. resolves to consider Agenda Item 6.1 – "Confidential Minutes of Meeting held on 27 April 2017" in confidence because it is information that the release of which could prejudice the LGA’s strategic or negotiation position (Item 7.2); and
2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.1 – Confidential Minutes of Meeting held on 27 April 2017.

Carried

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee confirms the confidential minutes of the meeting held on 27 April 2017 as a true and accurate record of the proceedings held.

Carried

Moved Mayor Hunt Seconded Mayor Parkin that the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.1 - Confidential Minutes of Meeting held on 27 April 2017 in confidence resolves to retain the attachment in confidence within the parameters of the original resolutions contained within.

Carried

6.2 Confidential Resolutions and Actions from Previous Meetings

Moved Cr Clearihan Seconded Mayor Vickery that the LGA Executive Committee:

1. resolves to consider Agenda Item 6.2 – Confidential Resolutions and Actions from Previous Meetings in confidence because it is information that the release of which could prejudice the LGA’s strategic or negotiation position (Item 6.2); and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.2 – Confidential Resolutions and Actions from Previous Meetings.

Carried

Moved Mayor Hunt Seconded Mayor Burgess that the LGA Executive Committee notes progress of confidential resolutions resulting from the meeting of 27 April 2017.

Carried

Moved Mayor Hunt Seconded Mayor Vickery that the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.2 - Confidential Resolutions and Actions from Previous Meetings in confidence resolves to retain the attachment in confidence within the parameters of the original resolutions contained within.

Carried

6.3 LGA Audit Committee Confidential Meeting Minutes held 9 May 2017

Moved Mayor Hunt Seconded Mayor Parkin that the LGA Executive Committee:
1. resolves to consider Agenda Item 6.3 – LGA Audit Committee CONFIDENTIAL Meeting Minutes held 9 May 2017 in confidence because it is information that:
   - the release of which could prejudice the LGA’s commercial position in an upcoming tender for the supply of external audit services (Items 5.2 and 6.2)
   - could reasonably be expected to confer a commercial advantage on a person with whom the LGA is conducting (or proposing to conduct) business, or to prejudice the position of the LGA (and would, on balance, be contrary to public interest) (Item 6.1); and
   - the release of which could prejudice the LGA’s strategic or negotiation position (Items 5.3 and 5.4);
   - may contain matters affecting the security of the LGA employees, Members, Council employees or Council property, or the safety of any person (Item 6.1); and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.3 – LGA Audit Committee CONFIDENTIAL Meeting Minutes held 9 May 2017.

Carried

Moved Cr Clearihan Seconded Mayor Hunt that the LGA Executive Committee notes the confidential minutes of the LGA Audit Committee meeting held 9 May 2017.

Carried

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.3 - LGA Audit Committee CONFIDENTIAL Meeting Minutes held 9 May 2017 in confidence resolves to retain the attachment in confidence within the parameters of the original resolutions contained within.

Carried

6.4 Renewal of Treasurer’s Indemnity

Moved Mayor Burgess Seconded Mayor Vickery that the LGA Executive Committee:

1. resolves to consider Agenda Item 6.4 – Renewal of Treasurer’s Indemnity in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 6.4 is information that the release of which could prejudice the LGA’s strategic negotiation position; and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.4 – Renewal of Treasurer’s Indemnity.

Carried
Moved Mayor Vickery Seconded Mayor Burgess that the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.4 - Renewal of Treasurer’s Indemnity in confidence resolves to retain the report and resolution in confidence until such time as the renewal of the Treasurer’s Deed of Indemnity is finalised because release of the information contained within the report could prejudice the LGA’s strategic negotiation position.

Carried

6.5 Ombudsman’s Enquiry

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee:

1. resolves to consider Agenda Item 6.5 - Ombudsman’s Enquiry in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 6.5 because the item contains information, the release of which could prejudice the LGA’s strategic or negotiating position; and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.5 - Ombudsman’s Enquiry.

Carried

Moved Cr Clearihan Seconded Mayor Burgess that the LGA Executive Committee:

1. endorses the proposal to return the agendas, reports and minutes for:
   • OGM / AGM
   • LGA Board
   • Executive Committee
   • Audit Committee
   • SAROC
   • MLGG
   to the public LGA website; and

2. endorses the proposal to retain the agendas, reports and minutes for the Board and the Committees of the LGA on the public website for a period of 12 months.

Carried

Moved Mayor Burgess Seconded Mayor Vickery that the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.5 - Ombudsman’s Enquiry in confidence resolves to:

1. release the resolution;

2. release report; and

3. release attachment

in relation to this matter because the LGA has decided to release the materials under discussion onto a publicly accessible webpage.

Carried
6.6 Public Awareness Campaign

Moved Mayor Hunt Seconded Mayor Parkin that the LGA Executive Committee:

1. resolves to consider Agenda Item 6.6 – *Public Awareness Campaign* in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 6.6 is information that the release of which could prejudice the LGA’s strategic or negotiation position; and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.6 – *Public Awareness Campaign*.

Carried

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee:

1. notes the report; and

2. endorses the commencement of Phase 2 of the Local Government Rates Awareness Campaign to engage and mobilise the sector

Carried

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.6 – *Public Awareness Campaign* in confidence resolves to release the resolution and report.

Carried

6.7 Nomination to Statewide Super Board

1.59pm LGA Secretariat staff left the meeting.

Moved Cr Clearihan Seconded Mayor Hunt that the LGA Executive Committee:

1. resolves to consider Agenda Item 6.7 – *Nomination to Statewide Super Board* in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 6.7 is information that would result in the unreasonable disclosure of information concerning the personal affairs of a person; and

2. orders all observers at the meeting be excluded from attendance at the meeting for Agenda Item 6.7 – *Nomination to Statewide Super Board*.

Carried

*Matt Pinnegar, Kathy Jarrett, Lisa Teburea, Andrea Malone, Andrew Wroniak and Jacqui Kelleher left the meeting.*

Moved Mayor Burgess Seconded Mayor Parkin that the LGA Executive Committee:

1. notes the report;
2. determines to nominate the LGA CEO for appointment to the Statewide Superannuation Pty Ltd (SSPL) Board;

3. determines that the LGA CEO (whoever is in that position) will be a standing nomination to the Statewide Superannuation Pty Ltd Board for as long as the LGA has a position on the Board; and

4. any remuneration associated with this position be returned to the LGA.

Carried

A division was called.

For: Mayors Burgess, Parkin, Hunt and Vickery

Against: Cr Clearihan

The Motion was confirmed as Carried

Moved Mayor Burgess Seconded Cr Clearihan that the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.7 – Nomination to Statewide Super Board in confidence resolves to:

1. retain the report in confidence indefinitely because it contains information that would result in the unreasonable disclosure of information concerning the personal affairs of a person; and

2. release the resolution.

Carried

2.18pm The LGA Secretariat staff returned to the meeting.

7 Late Reports

Nil.

8 Any Other Business

Nil.

9 Next Meeting

The next meeting of the LGA Executive Committee will be held on Thursday 31 August 2017 at Local Government House, 148 Frome Street, Adelaide, commencing at 12.00noon.
10 Close

The meeting was declared closed at 2.35pm.

Minutes confirmed

...........................................................

Chairperson signature

Date ......................................................
Measuring Our Performance

Measuring performance is an important factor in ensuring the LGA is delivering value to our members. To do this, we have developed the following indicators against which we will report outcomes on a quarterly basis to the Board, and annually to members through our Annual Report. These indicators will also be cascaded to the CEO, and then all work areas with the Secretariat as appropriate to ensure performance management across the organisation is aligned with the Board’s strategic directions.

<table>
<thead>
<tr>
<th>Delivery of LGA Objectives</th>
<th>Performance Measure</th>
<th>Target</th>
<th>Performance Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Delivery of key 2017/18 imperatives:</td>
<td>On track against plan</td>
<td>&gt; 5% ahead of plan = 6</td>
</tr>
<tr>
<td></td>
<td>- Local Government Rates Awareness campaign</td>
<td></td>
<td>&gt; 4 to 5% ahead of plan = 5</td>
</tr>
<tr>
<td></td>
<td>- State Election campaign</td>
<td></td>
<td>&gt; 1 to +3% ahead of plan = 4</td>
</tr>
<tr>
<td></td>
<td>- Local Government elections</td>
<td></td>
<td>Achieve plan = 3</td>
</tr>
<tr>
<td></td>
<td>- Sector conduct and morale</td>
<td></td>
<td>&lt; 1 to -5% behind plan = 2</td>
</tr>
<tr>
<td></td>
<td>- Aggregated procurement, shared services</td>
<td></td>
<td>&lt; 5% behind plan = 1</td>
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<tr>
<td></td>
<td>- Schemes review</td>
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<td></td>
<td>- Governance review</td>
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<td></td>
<td>- Commercial activities</td>
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<td></td>
<td>- LG House – forward planning</td>
<td></td>
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<tr>
<td>2</td>
<td>Progress of resolutions from meetings of Members, the Board, Board Committees</td>
<td>100% resolutions completed or on time to the Board’s satisfaction within the LGA’s control</td>
<td>100% = 6</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>98 - 99% = 5</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>96-97% = 4</td>
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<td>95% = 3</td>
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<td>93-94% = 2</td>
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<td></td>
<td></td>
<td></td>
<td>&lt; 93% = 1</td>
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<tr>
<td>3</td>
<td>Financial management:</td>
<td>Performance against budget adjusted for extraordinary items</td>
<td>&gt; 3% above original budget = 6</td>
</tr>
<tr>
<td></td>
<td>- Budget</td>
<td>100% recommendations completed or on time within the LGA’s control</td>
<td>2 to 3% above original budget = 5</td>
</tr>
<tr>
<td></td>
<td>- Auditor recommendations, including recommendations relating to the improvement of ‘project’ accounting</td>
<td></td>
<td>1 to 2% above original budget = 4</td>
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<td></td>
<td></td>
<td></td>
<td>Achieve budget = 3</td>
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<td></td>
<td></td>
<td></td>
<td>1 to 2% below original budget = 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&gt; 2% below original budget = 1</td>
</tr>
<tr>
<td>Performance Measure</td>
<td>Target</td>
<td>Performance Rating Scale</td>
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<td>-----------------------------------------------------------------------------------</td>
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<td>----------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>4  Member satisfaction and perception of value</td>
<td>Validate member satisfaction outcome of 2017 survey&lt;br&gt;Establish a baseline for member’s perception of the value delivered by the LGA.</td>
<td>&gt; 5% progress to validate survey = 6&lt;br&gt;4 to 5% progress to validate survey = 5&lt;br&gt;1 to +3% progress to validate survey = 4&lt;br&gt;Survey validated = 3&lt;br&gt;&lt; 1 to -5% progress to validate survey = 2&lt;br&gt;&lt; 5% progress to validate survey = 1</td>
<td></td>
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<tr>
<td>5  Commercial activities, including commercial opportunities associated with LG House</td>
<td>Establish a baseline for commercial returns</td>
<td>&gt; 5% progress to estab. baseline = 6&lt;br&gt;4 to 5% progress to estab. baseline = 5&lt;br&gt;1 to +3% progress to estab. baseline = 4&lt;br&gt;Baseline established = 3&lt;br&gt;&lt; 1 to -5% progress to estab. baseline = 2&lt;br&gt;&lt; 5% progress to estab. baseline = 1</td>
<td></td>
</tr>
<tr>
<td>6  Strength of organisational culture</td>
<td>On track against improvement plan following 2016 culture survey&lt;br&gt;Re-test culture in second quarter 2018</td>
<td>&gt; 5% ahead of plan = 6&lt;br&gt;4 to 5% ahead of plan = 5&lt;br&gt;1 to +3% ahead of plan = 4&lt;br&gt;Achieve plan = 3&lt;br&gt;&lt; 1 to -5% behind plan = 2&lt;br&gt;&lt; 5% behind plan = 1</td>
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Draft Minutes of the LGA Executive Committee Special meeting held on Monday 7 August 2017 at 9:00 am in the Murray & Mallee Region Room at Local Government House, 148 Frome Street, Adelaide.

1. Welcome, Present & Apologies
The President opened the meeting at 9.00 am and welcomed members and staff.

1.1 Present
Mayor Lorraine Rosenberg (via teleconference) LGA President
Cr Sue Clearihan Vice President - metropolitan
Mayor Peter Hunt (via teleconference) Vice President - country
Mayor David Parkin Vice President - metropolitan

LGA Secretariat:
Matt Pinnegar Chief Executive Officer
Kathy Jarrett Executive Director, Corporate & Member Services
Lisa Teburea Executive Director, Public Affairs
Sama Reid Manager Marketing & Communications

1.2 Apologies
Mayor Dave Burgess Immediate Past President
Mayor Erika Vickery Vice President - country

2 Confidentia Reports
2.1 Awareness Campaign Update
Moved Mayor Parkin Seconded Cr Clearihan that the LGA Executive Committee:

1. resolves to consider Agenda Item 2.1 - Awareness Campaign Update in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 2.1 is information, the release of which could prejudice the LGA’s strategic or negotiation position; and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 2.1 - Awareness Campaign Update.

Carried
There were no observers present to leave the meeting.

Moved Mayor Hunt Seconded Cr Clearihan that the LGA Executive Committee moves out of confidence and having considered Agenda Item 2.1 - Awareness Campaign Update in confidence resolves to retain the report, attachment and resolution in relation to this matter and review in 12 months because it is information, the release of which could prejudice the LGA’s strategic or negotiation position.

Carried

3 Other Business

The LGA Secretariat provided a verbal update of the following matters:

- LGA Membership Subscription
- Council Members Code of Conduct
- Priorities for the Premier’s State / Local Government Forum.

4 Next Meeting

The next meeting of the LGA Executive Committee will be held on Monday 11 September 2017 in the Boardrooms at Local Government House, 148 Frome Street, Adelaide, commencing at 1.00pm.

5 Close

The meeting was declared closed at 10.40pm.

Minutes confirmed

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Chairperson signature

Date --------------------------------------
Draft Minutes of the LGA Executive Committee Special meeting held on Monday 21 August 2017 at 9:00 am in the Boardrooms at Local Government House, 148 Frome Street, Adelaide.

1. Welcome, Present & Apologies

The President opened the meeting at 9.01 am and welcomed members and staff.

1.1 Present

Mayor Lorraine Rosenberg  
Cr Sue Clearihan (via teleconference)  
Mayor Peter Hunt (via teleconference)  
Mayor David Parkin (via teleconference)  
Mayor Erika Vickery (via teleconference)  

LGA Secretariat:

Matt Pinnegar  
Lisa Teburea

1.2 Apologies

Mayor Dave Burgess

2 Confidential Reports

2.1 Public Lighting Charges Dispute Update

Moved Mayor Hunt Seconded Cr Clearihan that the LGA Executive Committee:

1. resolves to consider Agenda Item 2.1 - Public Lighting Charges Dispute Update in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 2.1 is information, the release of which could prejudice the LGA’s strategic or negotiation position; and

2. orders all observers at the meeting, with the exception of staff on duty and consultant Michael Durrant, be excluded from attendance at the meeting for Agenda Item 2.1 - Public Lighting Charges Dispute Update.

Carried

There were no observers present to leave the meeting.
Moved Mayor Parkin Seconded Mayor Hunt that the LGA Executive Committee:

1. notes the report including the timeframe for dealing with the dispute with SA Power Networks (SAPN) over the tariffs paid by public lighting customers (61 councils and DPTI) to SAPN for the regulatory period 2010-2015;

2. authorises the LGA Chief Executive Officer to write to Public Lighting Customer council CEOs seeking to enter into the Management Agreement attached to this report; and

3. notes that the LGA will commence consultation with Public Lighting Customer CEOs on a Special Purpose Levy (pursuant to Clause 128 of the LGA Constitution) payable to the LGA for the recovery of prior action costs in accordance with the terms of the draft Management Agreement attached to this report and the previous resolution of the LGA Board in January 2017.

Carried

Moved Mayor Hunt Seconded Mayor Vickery that the LGA Executive Committee:

4. agrees to delegate authority to the LGA CEO to make minor changes to the draft Management Agreement prior to finalising the agreement with councils.

Carried

Moved Cr Clearihan Seconded Mayor Hunt that the LGA Executive Committee:

5. moves out of confidence and having considered Agenda Item 2.1 - Public Lighting Charges Dispute Update in confidence resolves to: retain in confidence the Executive Committee report in relation to this matter and the attachment titled 'LGA- Public Lighting Dispute Management Deed' (ECM 653591) because it is information the release of which could prejudice the LGA’s strategic or negotiation position; and release the resolution and attachment titled ‘Dispute Management Deed’.

Carried

3 Next Meeting

The next meeting of the LGA Executive Committee will be held on Monday 11 September 2017 in the Boardrooms at Local Government House, 148 Frome Street, Adelaide, commencing at 1.00pm.

4 Close

The meeting was declared closed at 9.40am.

Minutes confirmed

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Chairperson signature

Date ........................................
Draft Minutes of the LGA Executive Committee Special meeting held on Wednesday 20 September 2017 at 9:30am in the Spencer Gulf & Cities Room at Local Government House, 148 Frome Street, Adelaide.

1. Welcome, Present & Apologies

The President opened the meeting at 9.30 am and welcomed members and staff.

1.1 Present

- Mayor Lorraine Rosenberg (via teleconference) LGA President
- Mayor Dave Burgess Immediate Past President
- Cr Sue Clearihan Vice President - metropolitan
- Mayor Peter Hunt (via teleconference) Vice President - country
- Mayor David Parkin Vice President - metropolitan
- Mayor Erika Vickery (via teleconference) Vice President - country

LGA Secretariat:

- Matt Pinnegar Chief Executive Officer
- Kathy Jarrett Executive Director, Corporate & Member Services
- Lisa Teburea Executive Director, Public Affairs

1.2 Apologies

Nil

2 Confidential Reports

2.1 Local Government Reform

Moved Mayor Hunt Seconded Mayor Vickery that the LGA Executive Committee:

1. resolves to consider Agenda Item 2.1 - Local Government Reform in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 2.1 is information that the release of which could affect the LGA’s strategic or negotiation position; and
2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 2.1 - Local Government Reform.

   Carried

There were no observers present to leave.

Moved Mayor Burgess Seconded Mayor Hunt that the LGA Executive Committee moves out of confidence and having considered Agenda Item 2.1 - Local Government Reform in confidence resolves to retain the report and resolution in confidence indefinitely in relation to this matter because it contains information, the release of which, could affect the LGA’s strategic or negotiation position.

   Carried

2.2 Premier’s State – Local Government Forum

Moved Mayor Vickery Seconded Mayor Hunt that the LGA Executive Committee:

1. resolves to consider Agenda Item 2.2 - Premier’s State - Local Government Forum in confidence being satisfied that the information received, discussed or considered in relation to Agenda Item 2.2 is information the release of which could prejudice the LGA’s strategic or negotiation position; and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 2.2 - Premier’s State - Local Government Forum.

   Carried

There were no observers present to leave.

Moved Mayor Burgess Seconded Mayor Vickery that the LGA Executive Committee:

1. notes the report; and

2. endorses the draft 2017/18 Schedule of Priorities outlined in this report being submitted to the Premier for agreement at the Premier’s State/Local Government Forum in October 2017 with the addition of “regional growth strategy” as part of Priority 3.

   Carried

Moved Mayor Hunt Seconded Mayor Burgess that the LGA Executive Committee moves out of confidence and having considered Agenda Item 2.2 - Premier’s State - Local Government Forum in confidence resolves to release the resolution, report and attachment in relation to this matter.

   Carried
3 Next Meeting
The next ordinary meeting of the LGA Executive Committee will be held on Thursday 28 September 2017 in the Boardrooms at Local Government House, 148 Frome Street, Adelaide, commencing at 8.00am.

Mayor Parkin left the meeting at 10.30am

4 Close
The meeting was declared closed at 10.34am.

Minutes confirmed

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Chairperson signature

Date ----------------------------------------
2.2 Resolutions and Actions from previous meetings

Minutes of Previous Meeting
From: Jacqui Kelleher, Manager Executive Services
Meeting LGA Executive Committee 28 September 2017
ECM: 645351

Recommendation
That the LGA Executive Committee notes progress with resolutions resulting from the meetings of 15 June and 21 August 2017 and outstanding resolutions from earlier meetings.

Discussion
The attachment shows progress of resolutions from previous meetings of the LGA Executive Committee.
## Resolutions from the special meeting of the LGA Executive Committee  
### – 21 August 2017

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Due Date</th>
<th>Status</th>
<th>Action Taken / Progress</th>
</tr>
</thead>
</table>
| **2.1 Public Lighting Charges Dispute Update**<br>That the LGA Executive Committee:  
1. notes the report including the timeframe for dealing with the dispute with SA Power Networks (SAPN) over the tariffs paid by public lighting customers (61 councils and DPTI) to SAPN for the regulatory period 2010-2015;  
2. authorises the LGA Chief Executive Officer to write to Public Lighting Customer council CEOs seeking to enter into the Management Agreement attached to this report; and  
3. notes that the LGA will commence consultation with Public Lighting Customer CEOs on a Special Purpose Levy (pursuant to Clause 128 of the LGA Constitution) payable to the LGA for the recovery of prior action costs in accordance with the terms of the draft Management Agreement attached to this report and the previous resolution of the LGA Board in January 2017.  
4. agrees to delegate authority to the LGA CEO to make minor changes to the draft Management Agreement prior to finalising the agreement with councils. | On Track | LT – ECM 653451  
Consultation with CEOs has commenced in accordance with the resolution. |
## Resolutions from the meeting of the LGA Executive Committee – 15 June 2017

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Due Date</th>
<th>Status</th>
<th>Action Taken / Progress</th>
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</thead>
<tbody>
<tr>
<td>4.1 LGA Audit Committee Minutes of Meeting held 9 May 2017</td>
<td></td>
<td>On Track</td>
<td>Kathy ECM 650173</td>
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</tbody>
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That the LGA Executive Committee notes the draft minutes of the LGA Audit Committee meeting held 9 May 2017 and in particular noted the following items of significant importance covered by the Audit Committee:

- That significant improvements in strategic planning had occurred
- The planned outcomes are measurable, and linked to staff performance,
- Quarterly reports will be implemented outlining performance against plans
- A focus on the improvement of management systems and risk identification was to be implemented
- A recommendation to fill the casual vacancy on the Committee with the conclusion of Mr Alan Tregilgas’s term

4.2 LGA Audit Committee evaluation outcome and recommended changes if any |

That the LGA Executive Committee:

1. notes the outcomes of the Audit Committee’s evaluation of its performance during the first 12 months of operation, including the identified strengths, areas for improvement and that the necessary work to address the areas of

On Track | Kathy ECM 650242 |

The work will continue on these items. Report noted by the Executive Committee.
Resolutions from the special meeting of the LGA Executive Committee – 21 August 2017

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<thead>
<tr>
<th>Due Date</th>
<th>Status</th>
<th>Action Taken / Progress</th>
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1. Improvement was built into the Committee’s future work program;

2. Endorses the recommended change to the Audit Committee’s Charter and Terms of Reference removing the Local Government Financing Authority from the list of related entities in paragraph 4.1;

3. Endorses an executive search process be undertaken to seek an appropriately skilled and experienced person to fill the current independent member vacancy on the Committee; and

4. Appoints Mayor Parkin, Ms Rosina Hislop and the LGA CEO (or delegate) to form an evaluation panel to interview prospective candidates and make a recommendation to the Board as to a preferred candidate for appointment to the Committee.

4.3 Vegetation Management Around Powerlines – Regulatory Amendments

That the LGA Executive Committee:

1. Notes the report; and

2. Authorise the Chief Executive Officer to send the LGA submission to the Office of the Technical Regulator reserving the final right of comment until the regulations have been considered, noting that it is integral that councils are consulted on the draft regulations prior to their adoption.

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<tr>
<th>Due Date</th>
<th>Status</th>
<th>Action Taken / Progress</th>
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<tr>
<td>Complete</td>
<td></td>
<td>Complete</td>
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Lea ECM 651105

The LGA’s submission was submitted to the Office of the Technical Regulator on 21 July 2017. Upon receipt the TOR immediately confirmed that they would not proceed with amendments that did not have sector support.

With support from the LGA, SA Power Networks are re-consulting with SA councils on an updated trees list in the Electricity (Principles of Vegetation Clearance) Regulations 2010. Submissions are sought by 4 October 2017.

Please refer to Circular 33.4
### 4.4 State Wage Case

That the LGA Executive Committee:

1. notes the report; and
2. approves an LGA submission to the Fair Work Commission’s Annual Wage Review that is supportive of the flow-on Fair Work Commission’s national minimum wage decision made on 6 June 2017.

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<tr>
<th>Action</th>
<th>Progress</th>
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<tbody>
<tr>
<td>Complete</td>
<td>Grant ECM 651112</td>
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<tr>
<td></td>
<td>LGA support 3.3% flow on subsequently approved and this decision was issued by SA – IRC.</td>
</tr>
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</table>

### 4.5 2017/18 LGA Annual Key Performance Indicators

That the LGA Executive Committee:

1. endorses the measurable targets for the 2017/18 annual key performance indicators previously adopted by the Board as outlined in appendix 1 to these minutes and updated as per the Committee’s feedback;
2. notes that the listed key performance indicators and measurable targets will be cascaded to the CEO then all work areas within the Secretariat, thus ensuring alignment between the Board’s strategic and annual priorities and the work of the Secretariat;
3. notes that a performance reporting cycle will be implemented, aligned to quarterly budget reviews and annual reporting to the Board and member councils. It is intended that the Audit Committee will review performance reports prior to their presentation to the Executive Committee and/or Board, with a focus on financial sustainability;

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<tr>
<th>Action</th>
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<tbody>
<tr>
<td>On Track</td>
<td>Kathy ECM 650903</td>
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<tr>
<td></td>
<td>Staff are finalising the KPI measurements and will present them to the Executive Committee for approval during the October meeting.</td>
</tr>
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</table>
4. endorses the continued development and publication of the long-form 2017/18 Annual Business Plan and Budget; and

5. requests the Secretariat and the Audit Committee together prioritise examination of Local Government House as a commercial/management enterprise.

<table>
<thead>
<tr>
<th>5.1 Premiers Climate Change Council</th>
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<tbody>
<tr>
<td>That the LGA Executive Committee forwards the following panel (at least one man and one woman) of three nominees to the Minister for Climate Change for the appointment of a representative to the Premier’s Climate Change Council, for a term of up to three years commencing on the date of appointment:</td>
</tr>
<tr>
<td>• Mayor Ann Ferguson (Mount Barker District Council)</td>
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<td>• Mayor Keith Parkes (Alexandrina Council)</td>
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<tr>
<td>• Deputy Lord Mayor Sandy Verschoor (Adelaide City Council)</td>
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<tr>
<td>• Ms Anita Crisp (Spencer Gulf Cities)</td>
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</tbody>
</table>

| Complete | Mayor Ann Ferguson was appointed. |

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<thead>
<tr>
<th>6.5 Ombudsman’s Enquiry</th>
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<tbody>
<tr>
<td>That the LGA Executive Committee:</td>
</tr>
<tr>
<td>1. endorses the proposal to return the agendas, reports and minutes for:</td>
</tr>
<tr>
<td>• OGM / AGM</td>
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<tr>
<td>• LGA Board</td>
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<tr>
<td>• Executive Committee</td>
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</tbody>
</table>

<p>| Complete | Andrea ECM 650912 |
|          | The LGA IT section has moved to implement the resolution of the LGA board and the LGA has written to the Ombudsman to advise him of the decision. No further action is required. |</p>
<table>
<thead>
<tr>
<th></th>
<th>Audit Committee</th>
<th>SAROC</th>
<th>MLGG</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>to the public LGA website; and</td>
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<td></td>
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<tr>
<td>2.</td>
<td>endorses the proposal to retain the agendas, reports and minutes for the Board and the Committees of the LGA on the public website for a period of 12 months.</td>
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### 6.6 Public Awareness Campaign

That the LGA Executive Committee:

1. notes the report; and
2. endorses the commencement of Phase 2 of the Local Government Rates Awareness Campaign to engage and mobilise the sector

- **On Track**
- **Lisa ECM 651158**
- Phase 2 of the campaign has commenced in accordance with the resolution and campaign materials have been made available to all councils.
- Further reports will be provided to the Board on the progress of the campaign.

### 6.7 Nomination to Statewide Super Board

That the LGA Executive Committee:

1. notes the report;
2. determines to nominate the LGA CEO for appointment to the Statewide Superannuation Pty Ltd (SSPL) Board;
3. determines that the LGA CEO (whoever is in that position) will be a standing nomination to the Statewide Superannuation Pty Ltd Board for as long as the LGA has a position on the Board; and
4. any remuneration associated with this position be returned to the LGA.

- **Complete**
- **Kathy ECM 650904**
- The LGA Secretariat wrote to the Chairman of Statewide Superannuation 27 June 2017 advising of the LGA Executive Committee’s resolution.
- A letter was also forwarded to Matt Pinnegar requiring that any fees entitled to as a result of the position, be remitted to the LGA upon receipt.
4.1 LGA Standing Orders

Reports for Discussion

From: Andrea Malone, Director Legislation
Key Initiative: K.I.2 Capacity building and sustainability
Strategy: 3C Improve LGA governance and operations with a focus on people, finances and our members
Meeting: LGA Executive Committee 28 September 2017
ECM: 653631 Attachment: 70021

Recommendation

That the LGA Executive Committee:

1. resoles to amend the LGA Standing Orders to incorporate the following processes for dealing with confidential items:
   a) determine three grounds only for moving into confidence, being ‘personal affairs’, ‘legal or legislative issues’ and ‘strategic and negotiation issues’;
   b) group all confidential reports together on the agenda;
   c) move one motion only to move into confidence to consider all reports marked as ‘confidential’;
   d) resolve under each confidential item what, if anything, should remain in confidence once the item has been considered;
   e) provide the option to retain documents in confidence ‘indefinitley, or until such time as the Board agrees to lift the confidentiality order’;
   f) remove the requirement to ‘move out of confidence’ on the basis that once the specified confidential items are concluded, confidentiality lapses automatically;
   g) remove the need for an annual review the Register of confidential items.

2. resolves to amend the LGA Standing Orders in relation to the conflict of interest provision.

Discussion

At its meeting of 20 July 2017, the Board expressed dissatisfaction with the current processes for handling agenda items in confidence. The Secretariat has reviewed the LGA the Standing Orders for Meetings of the Board, Executive Committee and other LGA Committees (Standing Orders) and has made suggested changes to the process for managing these items.

The LGA Board operates under the LGA Constitution and is not subject to the Local Government Act or the Local Government (Procedures at Meetings) Regulations 2013. However, the current provisions concerning confidential items in the Standing Orders have been based on the requirements of both the Act and the meeting procedures regulations, much of which is irrelevant or not easily applied to the requirements of the LGA in its role as a membership organisation. The following recommendations have been made as a result of discussions with relevant LGA officers.

Grounds for confidence (paragraph 1 of revised Standing Orders)

The Secretariat recommends streamlining the requirements for confidential items by reducing the number of grounds for moving into confidence to three grounds only. These grounds would be: (i) ‘the personal affairs of a person, living or dead’; (ii) ‘legal or legislative issues that should not be made public’; and (iii) ‘strategic and negotiation issues that should not be made public’. These grounds are sufficient to cover matters that require confidential consideration by the LGA Board or committees.

Group all confidential reports and move into confidence for all reports with one motion (new paragraphs 4-7 of revised Standing Orders)
The Secretariat recommends that the LGA Board should move into confidence once only, specifying in the resolution each of the agenda items to which confidence will apply.

The Secretariat is also proposing to modify the template meeting reports, both the public agenda report and the confidential report, to provide clearer draft resolutions for the LGA Board and committees to make when considering items in confidence, including a draft resolution for retaining documents in confidence or releasing them (as the case may be).

**Documents should be retained in confidence until a review is triggered by a request** (paragraph 8 of revised Standing Orders)

The Secretariat is also recommending that a document that is to be kept confidential should be retained in confidence until such time as there is a request to see them. The revised Standing Orders provides for a request for review to come through the LGA CEO, based on his or her own motion or at the request of another relevant stakeholder. At that point, the LGA Board can review the item and make a decision to release or retain the document based on the current factual and legal context.

While confidential matters should continue to be recorded on a register, the process should remove the requirement to nominate release dates for confidential items and carry out an annual review. Many of the documents considered in confidence by the LGA Board will never need to be released, such as legal advice and sensitive negotiations with third parties.

**Remove requirement to move out of confidence** (paragraph 9 of revised Standing Orders)

Once the confidential items are concluded, confidence will lapse automatically, without the need to move a resolution to move out of confidence. This is because the original motion to move into confidence will specify the particular items on the agenda to which confidence will apply and only those specified items will be covered by the motion.

‘Conflict of Interest’ Provision in the Standing Orders

In November 2015, the Board resolved to include a provision governing conflict of interest in the Standing Orders and the process for dealing with any conflict. However, the provision in the Standing Orders does not properly accord with the provision found in the LGA Office Bearers Code of Conduct. This appears to be a drafting oversight. The Secretariat therefore recommends re-drafting the provision in the Standing Orders to replicate the wording in the Code.

**Financial and Resource Implications**

This activity has been anticipated in the LGA’s work program and resources are available to progress this work.
BACKGROUND

The LGA’s Constitution (Part 23) provides that the Board may make, suspend in whole or in part, vary or revoke any standing orders which regulate the mode and conduct of proceedings at all or any of LGA meetings (Ordinary General Meetings and Annual General Meetings), and meetings of the Board, Executive Committee and other LGA Committees.

This policy was established by the former State Executive Committee and amended by the Board pursuant to the Constitution. Decisions relating to standing orders may only be made if at least two thirds of the Members of the LGA Board are present.

It sets out standing orders for meetings of the Board (Part A) and LGA Committees (Part B), and provisions relating to the keeping of Minutes and Members’ access to Minutes (Part C).

These standing orders are modelled on the ‘Local Government (Proceedings at Meetings) Regulations 2000’, which provide procedural rules for Council and Council Committee meetings. While the LGA is not bound by these Regulations, there is an expectation by Member Councils that the LGA will conduct its affairs generally in accordance with the rules applicable to Councils, insofar as they are both reasonable and relevant to the operations and business of the LGA.

PART A

STANDING ORDERS - LGA Board

Guiding Principles

The following principles should be applied with respect to the procedures to be observed at meetings. The procedures should:

1. be fair and contribute to open, transparent and informed decision-making;
2. encourage appropriate participation by the elected and appointed representatives of Member Councils;
3. reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting; and
4. be sufficiently certain to give Member Councils and other key stakeholders confidence in the deliberations undertaken at the meeting.
Commencement of Meetings and Quorums

1. In accordance with the LGA Constitution, unless the Board Members determine otherwise, a quorum for a Board meeting is the nearest whole number above 50 percent of the members of the Board and who are present in person or by Deputy Board Member.

2. Meetings will commence as soon after the time specified in the notice of the meeting as a quorum is present.

3. If the number of apologies received in advance of a meeting indicates that a quorum will not be present, the meeting may be adjourned to a specified day and time.

4. If a quorum is not present at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement, the Chair of the Board meeting or, in his/her absence, the Chief Executive Officer, will adjourn the meeting to a specified day and time.

5. If a meeting is adjourned to another day, the Chief Executive Officer must give notice of the adjourned meeting to each Member, setting out the date, time and place of the meeting.

Member to Vacate Office

With the exception of the office of President, a Board Member vacates office if the Member is removed from office by resolution of the Board on the ground that he or she has been absent, without leave of the Board, from 3 successive meetings of the Board each of which meetings was scheduled under clause 91 of the Constitution.

Conflict of Interest

All members must declare any conflict of interest during discussion on either the public or confidential agenda and exclude themselves from the meeting when necessary. The Code of Conduct for LGA Office Bearers is based broadly on the Code of Conduct for Council Members. It contains provisions relating to Conflict of Interest including that an office bearer should not participate in discussions or decisions on matters if they have an actual or perceived interest. In this regard, it is up to the office bearer to declare the interest and leave the meeting.

Office Bearers must be committed to making decisions without bias and in the best interests of the whole community. An Office Bearer has an interest in a matter before the Board if there is a possibility of conflict between the Office Bearer’s private interests and the impartial fulfilment of their official duties. An Office Bearer with an actual or perceived interest in a matter before the Board must disclose that interest and not participate in discussions or decisions on that matter.

Confidential Matters

1. From time to time it may be necessary or appropriate for a meeting to consider a matter in confidence. There are three grounds for moving into confidence, which are:

   • The matter concerns the personal affairs of a person, living or dead
   • The matter concerns legal or legislative issues that should not be made public

   •
• The matter concerns issues of strategy or negotiation that should not be made public.
1. Examples include (but are not limited to) matters which may:
2. result in the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
3. confer a commercial advantage on a person, prejudice the commercial position of the LGA, or disclose a trade secret (including considering tenders for the supply of goods and services);
4. be contrary to the public interest;
5. affect the security of the LGA including Board Members and LGA officers, employees, property or assets;
6. prejudice the maintenance of the law, including the prevention, detection or investigation of a criminal offence, the right to a fair trial, or any other legal obligation or duty conferred by the courts or by legislation;
7. involve information relating to actual or anticipated litigation; or
8. The Chief Executive Officer may determine, as an interim measure, that a matter to come before the Board should be considered in confidence, and may mark a report or agenda accordingly.
3. Upon receipt of a report or agenda item marked 'confidential', Members will not disclose its contents to any person, prior to the meeting at which it is to be discussed.
4. All items marked ‘confidential’ will be grouped together on the agenda.
5. Prior to consideration of a matter or matters which is or are proposed to be treated in confidence (including any report, verbal report, or motion), the Board shall first vote on a separate motion to declare the matter or matters as confidential. The separate motion shall give details of the grounds for why the matter or matters is or are to be considered in confidence and specify the agenda item number for each of the reports to be considered in confidence. This will allow all confidential items to be considered in confidence without the need for further motions.

If a matter is considered in confidence, the Board may order that the relevant documents and minutes be kept confidential, which should include the duration of the order, or the circumstances under which the order will cease to apply or period after which the order has to be reviewed.
6. Following a decision by the Board to treat a matter or matters as confidential, the Chair of the Board meeting may immediately ask any person or persons (not including Members or Deputy Members of the Board) to leave the room while the matter is considered.
7. If a matter is to be considered in confidence, the Board report will contain a recommendation for the relevant documents and/or minutes to be kept confidential ‘indefinitely or until such time as the Board orders its/their release’ or be ‘released immediately’, whichever is appropriate in the circumstances.
8. A register of all confidential items will be maintained. However, a review of a confidential item will only be triggered by a request from the LGA CEO which may be on his or her own motion or result from a request from a relevant stakeholder.
9. Once all confidential matters that are the subject of the initial Board resolution have been considered, the confidential items are concluded and confidentiality ceases. There is no need for a resolution to ‘go out of confidence’ as this occurs automatically at the conclusion of the specified agenda items.
Steps summarised as follows:

**Step 1** *(appears in the public minutes)*
Motion to move into confidence including each item that is to be considered in confidence
- give grounds
- determine persons to remain in the meeting

**Step 2** *(in confidence)*
Consideration of each confidential report and debate

**Step 3** *(appears in the confidential minutes)*
Make resolution (as printed in report or as otherwise determined by the Board, including details of what is to remain in confidence and what may be released)

**Step 4**
Motion to:
- a) move out of confidence
- b) determine if report/attachments and/or resolution remain in confidence and if a specific timeframe applies to the confidentiality order (components released are noted in the public minutes).

10. Notwithstanding a decision by the Board to treat a matter as confidential, nothing shall prevent the staff of the LGA Secretariat from conveying the Board’s decision on the matter to those persons who have an interest in it need to know. Confidential agenda papers will be provided via an extranet of which Board Members and Deputy Members may log into in order to view the material.

**Questions**
1. A Member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least ten clear days before the date of the meeting at which the question is to be asked.
2. If notice of a question is given, the Chief Executive Officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked, and the question and the reply must be entered in the minutes of the relevant meeting.

3. A Member may ask a question without notice at a meeting. The Chair of the Board meeting may allow the reply to a question without notice to be given at the next meeting.

4. A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the Members present at the meeting resolve that an entry should be made.

5. The Chair of the Board meeting may rule that a question with or without notice not be answered if, in his or her opinion, the question is vague, irrelevant, insulting or improper.

**Motions**

1. A Member may bring forward any business in the form of a written notice of motion. The notice of motion must be given to the Chief Executive Officer at least ten clear days before the date of the meeting at which the motion is to be moved.

2. A Member may also bring forward any business by way of a motion without notice.

3. The Chair of the Board meeting may refuse to accept a motion without notice if he or she considers that the motion should be dealt with by way of a written notice of motion, or if the subject matter is, in his or her opinion, beyond the power of the LGA, or if the motion is vague, irrelevant, insulting or improper.

4. A motion will lapse if it is not seconded at the appropriate time.

5. A Member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.

6. A Member may only speak once to a motion except to provide an explanation in regard to a material part of his or her speech.

**Amendments to Motions and Variations**

1. An amendment will lapse if it is not seconded at the appropriate time.

2. A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.

3. If an amendment is lost, only one further amendment may be moved to the original motion.

4. If an amendment is carried, only one further amendment may be moved to the original motion.

5. The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw a motion or amendment.

**Addresses by Members**

1. A Member must not speak for longer than five minutes at any one time without leave of the meeting.

2. A Member may, with leave of the meeting, raise a matter of urgency.

3. A Member may, with leave of the meeting, make a personal explanation.

4. The subject matter of a personal explanation may not be debated.
**Voting**
1. The Chair of the meeting, or any other Member, may ask the Chief Executive Officer to read out a motion before a vote is taken.
2. The Chair of the meeting will, in taking a vote, ask for the votes of those Members in favour of the motion and then for the votes of those Members against the motion (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
3. A person who is not in his or her seat is not permitted to vote.
4. All motions will be determined on the basis of a majority vote of Members present and entitled to vote.
5. The Chair of the meeting shall have a deliberative vote, and if there are equal numbers of votes on any motion, a second or casting vote.

**Divisions**
1. A division will be taken at the request of a Member.
2. If a division is called for, it must be taken immediately and the previous decision of the Chair of the meeting as to whether the motion was carried or lost is set aside.
3. The Chief Executive Officer will record in the minutes the names of the Members who voted in the affirmative and the names of the Members who voted in the negative (in addition to the result of the vote).

**Suspension of Standing Orders**
1. If the Chair of the meeting considers that the conduct of a meeting would benefit from suspending the operation of all or some of these standing orders for a period of time in order to allow or facilitate informal discussions, the Chair may do so, with the approval of the majority of the Members present at the meeting. However standing orders relating to the maintenance of a quorum may not be suspended under any circumstances.
2. The period of suspension will come to an end when the Chair of the meeting so determines, or when a majority of the Members present at the meeting resolve to do so.

**Points of Order**
1. The Chair of the meeting may call to order a Member who is in breach of these standing orders.
2. A Member may draw to the attention of the Chair of the meeting a breach of these standing orders, and must state briefly the nature of the alleged breach.
3. A point of order takes precedence over all other business until determined.
4. The Chair of the meeting will rule on a point of order.
5. If an objection is taken to the ruling of the Chair, a motion that the ruling not be agreed with must be moved immediately.
6. The Chair of the meeting is entitled to make a statement in support of the ruling before a motion under part 5 above is put.

**Interruption of Meetings**
1. A Member must not, while at a meeting behave in an improper or disorderly manner; or interrupt another Member who is speaking, except to object to words used by a Member who is speaking; or call attention to a point of order; or the lack of a quorum.
2. If the Chair of the meeting considers that a Member may have acted in contravention of part 1 above, the Member must be allowed to make a personal explanation.

3. The relevant Member must then leave the meeting while the matter is considered by the meeting.

4. If the remaining Members resolve that a contravention of part 1 has occurred, those Members may, by resolution suspend the Member for a part, or for the remainder of the meeting.

**PART B**

**STANDING ORDERS - OTHER LGA COMMITTEES**

LGA Committees other than the Board (including the Executive Committee, SAROC and the Metropolitan Local Government Group), may use the above standing orders as a guide to the conduct of their meetings.

Each Committee and/or its Presiding Member may dispense with or vary any provision of the standing orders they consider necessary or appropriate, having regard to the Guiding Principles outlined on page 1 of this policy.

However no Committee shall meet and conduct business unless a quorum of Members is present, if required either by the LGA Constitution or by the terms of reference of the Committee.
PART C

MINUTES AND MEMBERS’ ACCESS TO MINUTES

1. Minutes

The LGA must keep at its principal office minute books (in hard copy or electronic format) in which it records within 5 days of the meeting to which they relate:

1.1 proceedings and resolutions of general meetings;
1.2 proceedings and resolutions of Board meetings;
1.3 proceedings and resolutions of Executive Committee meetings; and
1.4 proceedings and resolutions of committees of the LGA.

The LGA must ensure that minutes of a meeting are approved within 14 days after the meeting by the chair of the meeting or by the chair of the next meeting of the same body, and are made available thereafter on its website.

The minutes of a meeting must include:

• the names of the Members present and the zones they represent;
• the time at which each Member present entered or left the meeting (unless the Member is present for the whole meeting);
• each motion or amendment, and the names of the mover and seconder;
• any amendment or withdrawal of a motion or amendment;
• whether a motion or amendment is carried or lost;
• any disclosure of interest made by a Member;
• an account of any personal explanation given by a Member;
• details of any adjournment of business; and
• details of any resolution that a report, discussion or document should be considered in confidence, and the details of any resolution ordering that associated documents be kept confidential.

2. Members’ access to minutes

Within 5 days after request, and to the extent requested, the LGA must send to a Constituent making the request a copy of minutes of general meetings. If at the time of the request the minutes have yet to be approved as clause 140 requires, a copy need not be provided until 5 days after those minutes are so approved. The approved minutes will be submitted to the next general meeting and after approval will be signed and dated by the President as a true and accurate record.

REVIEW

This policy may be reviewed and amended from time to time by the Board as it considers necessary, in accordance with the requirements of the LGA Constitution.
4.2 LGA Events and Forums

Reports for Discussion

From: Lisa Teburea, Executive Director Public Affairs
Key Initiative: K.I 3 Best practice and continuous improvement
Strategy: 3C Improve LGA governance and operations with a focus on people, finances and our members
Meeting LGA Executive Committee 28 September 2017
ECM: 653922

Recommendation

That the LGA Executive Committee:

1. notes the report; and
2. notes that the LGA Secretariat is undertaking a review of major LGA events and forums and will report to the LGA Board in January 2018 with the outcomes of the review and recommendations regarding:
   a. the purpose and format of each LGA major event and forum;
   b. opportunities to enhance the role of major events and forums in sector-wide policy and strategy development;
   c. opportunities to enhance member networking and engagement;
   d. venues, catering and logistics; and
   c. pricing structure and value for money.

Discussion

Through the LGA governance review consultation, the evaluation process that follows each LGA major event or forum and discussions with the LGA President and CEO; LGA members have provided significant feedback recently on the purpose, format and value of major events and forums, which include each year:

- Ordinary General Meeting and Showcase;
- Annual General Meeting and Conference;
- Roads and Works Conference;
- Mayors and Chairs Forum;
- Elected Members Forum; and
- Chief Executive Officers Forum.

It should be noted that the majority of the feedback received about these events and forums is overwhelmingly positive and that the LGA membership sees the value in coming together to learn, share, network and set policy and strategy.

However, the LGA Secretariat is committed to continuous improvement and has initiated a review of these major events and forums to develop recommendations about opportunities for improvement and how the member experience can be enhanced.

This will be undertaken internally as a collaboration between the Communications and Marketing team and the Education and Training team as this is an area of joint responsibility across the organisation.

It is proposed that the review be finalised and presented to the LGA Board in January 2018 to allow the feedback from the Annual General Meeting and Conference to be included. It is also proposed that further
member feedback will be sought using two research methodologies. A small number of focus groups and a short survey will be promoted through the President and CEO newsletters.

LGA staff are also working within the events teams for the major events managed by Western Australian Local Government Association (WALGA) and Local Government Association of Queensland (LGAQ) this year to identify any different approaches that could be incorporated into our event planning, programming and delivery.

The scope of the review is based on the feedback that has been received and is proposed to include:

- the purpose and format of each LGA major event and forum;
- opportunities to enhance the role of major events and forums in sector-wide policy development;
- opportunities to enhance member networking and engagement;
- venues, catering and logistics; and
- pricing structure and value for money.

Advice from the LGA Executive Committee will be included in relation to the proposed scope of the review.

A summary of each of the proposed review considerations follows.

### Purpose and format

Some of the key reasons that council members and staff have said they attend the LGA’s major events and forums include:

- networking;
- informing sector-wide policy development;
- learning from and sharing ideas with peers;
- updates on LGA and sector activities;
- professional development; and
- interesting speakers.

The review will consider the different purpose and format of each event and consider whether recent programs have achieved a reasonable balance in meeting the varied expectations of members.

### Role of major events and forums in sector-wide policy setting

There has been significant feedback provided through the governance review that the current process of submitting Notices of Motion for debate at the OGM and AGM is not meeting members’ expectations in terms of strategic policy development for the sector.

It is considered that large gatherings of members present an opportunity to run workshops on complex or strategic policy issues that may attract diverse views, but require a clear LGA policy position upon which to base advocacy activities. A stronger focus on policy discussion was trialled in some sessions at the Council Best Practice Showcase in April 2016 and 2017 and this received positive feedback from members.

The review will consider how opportunities for policy setting leading into the formal OGM and AGM can be enhanced.

### Member network and engagement

As noted in the purpose and format section, members enjoy and value the opportunity to network with peers at these events. The majority of networking occurs during the catering breaks and at the formal dinner associated with the event.

The review will consider whether there are better ways to integrate networking and engagement within the event programs to enhance opportunities to participate and link networking to the overall purpose of the event.
Venues, catering and logistics

For the three major events each year that attract more than 250 delegates and a number of sponsors/exhibitors, there are limited options available in terms of where these events can be accommodated. It is also necessary to make advance bookings (with a deposit) for these venues to ensure that suitable dates can be secured. For the purposes of the review, it is important to note that the following venues are locked in for these future events (Conference & AGM and Showcase & OGM):

- Adelaide Oval- Conference & AGM November 2017;
- Adelaide Town Hall- Showcase & OGM April 2017;
- Entertainment Centre- Conference & AGM October 2017; and
- The Barossa Valley has been selected as the region to host the 2018 Roads and Works Conference, with a venue to be confirmed.

There is greater flexibility in terms of the venues for the Mayors & Chairs, CEOs and Elected Member forums, which have fewer attendees and less logistical requirements in terms of AV, sponsors and concurrent sessions.

The availability of convenient accommodation and/or transport is an important consideration in determining a suitable event and dinner venue.

Pricing structure

The LGA has been advised that the cost of attending events and forums (including accommodation and travel costs for regional members) can be a barrier to participation.

Presently for events facilitated by Education and Training the administration of these major events is undertaken on a cost recovery basis including resourcing costs. For other major events, the registration cost for members is also set at cost recovery, and where possible is supplemented by sponsorship deals. The review will consider the registration fees and overall costs for each event and benchmark against the events managed by interstate associations and also similar size events in South Australia.

To encourage greater attendance by council members and staff, from April 2017, the LGA introduced a discounted price for councils that register multiple delegates. The effectiveness of this approach will be evaluated. Another consideration of the review will be whether from 2018/19, a number of registrations to LGA events and forums can be incorporated with the LGA subscription fee.

Financial and Resource Implications

A budget has been determined for LGA major events in 2017/18, including anticipated income from registrations and event sponsorship. Any significant changes to the format or pricing of events and forums will require further consideration from a financial perspective.
5.1 State Bushfire Coordination Committee

Nominations to Outside Bodies
From: Neville Hyatt, Senior Policy Officer
Key Initiative: K.I 1 Leadership and Advocacy
Strategy: 1B Contribute to state-wide and local policy
Meeting LGA Executive Committee 28 September 2017
ECM: 653540 Attachments: 650170, 654461, 653850, 653848

Recommendation
That the LGA Executive Committee forward a panel (at least one man and one woman) of three nominees to the Minister for Emergency Services for the appointment of one member and one deputy to the State Bushfire Coordination Committee, for a three year term commencing on 1 July 2017.

Discussion
After an initial call for nominations, at its meeting of 20 July 2017 the LGA Board requested a further call as insufficient nominations had been received.

The State Bushfire Coordination Committee (SBCC) is the peak bushfire management committee that has responsibility for all aspects of bushfire management in South Australia.

The Fire and Emergency Services Act 2005 assigns the following general functions to the committee:

- to advise the Minister on bushfire prevention in the country and in designated urban bushfire risk areas;
- to advise the Minister on matters related to bushfire management;
- as far as is reasonably practicable to promote the State-wide coordination and integration of policies, practices and strategies relating to bushfire management activities;
- to provide guidance, direction and advice to bushfire management committees;
- to prepare, and to keep under review, the State Bushfire Management Plan;
- to oversee the implementation of the State Bushfire Management Plan and to report to the Minister on any failure or delay in relation to the implementation of the plan;
- to prepare, or initiate the development of, other plans, policies, practices, codes of practice or strategies to promote effective bushfire management within the State;
- to convene forums to discuss bushfire management issues, and to promote public awareness of the need to ensure proper bushfire management within the State;
- at the request of the Minister, or on its own initiative, to provide a report on any matter relevant to bushfire management.

Appointments to the SBCC commence 1 July 2017 for a period not exceeding 3 years. The LGA was recently represented by Cr Katherine Stanley-Murray, of the Alexandrina Council and Cr John Neal of Regional Council of Goyder, as her Deputy. Their terms on the Committee expired on 30 June 2017. Cr Neal is eligible for re-appointment.

Sitting Fees of $206 per 4 hour session are payable, plus travel expenses.

The SBCC meets quarterly at a metropolitan location for 2-3 hours, during business hours.

The selection criterion for the State Bushfire Coordination Committee is set out in the attached Part A.

After the first call Cr Shiralee Reardon's (Salisbury) nomination was the only valid one received and accepted by the LGA Board at its meeting of 20 July 2017. Because three nominees must be forwarded to the Minister (at least one male and one female) an additional call was made by LGA circular and nominations were invited from all Councils. As a result three additional nominations (above) were...
received by the LGA by the closing date of 7 September 2017. The nominees are listed below (in alphabetical order) and their nominations are attached.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Nominated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heidi Greaves</td>
<td>Cr</td>
<td>City of Onkaparinga</td>
</tr>
<tr>
<td>John Neal</td>
<td>Cr</td>
<td>Regional Council of Goyder</td>
</tr>
<tr>
<td>Bryan Trigg</td>
<td>Mr</td>
<td>District Council of Cleve</td>
</tr>
</tbody>
</table>

The Executive Committee was delegated by the LGA Board to finalise the matter at its next meeting. It will therefore need to determine the two additional nominees whose names with Cr Reardon’s will be supplied to the Minister.
## Nominations to Outside Bodies - PART A

<table>
<thead>
<tr>
<th>Name of Body</th>
<th>State Bushfire Coordination Committee (SBCC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Status of Body</td>
<td>Committee established pursuant to s71 of the Fire and Emergency Services Act 2009</td>
</tr>
<tr>
<td>Summary Statement</td>
<td>The SBCC is the peak bushfire management committee that has responsibility for all aspects of bushfire management in South Australia. The LGA has a member and deputy member appointed to the Committee.</td>
</tr>
</tbody>
</table>

## SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES
The following selection criteria must be addressed when completing Part B

<table>
<thead>
<tr>
<th>Qualifications Required</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>(formal qualifications relevant to the appointment)</td>
<td></td>
</tr>
<tr>
<td>Industry Experience</td>
<td>Preferable: Volunteer fire fighter, membership on a Bushfire Management Committee, bushfire response operations, bushfire prevention planning.</td>
</tr>
<tr>
<td>Board / Committee Experience</td>
<td>Membership on high level intergovernmental committees. Member on Bushfire Management Committee Membership of Council or Council Committees</td>
</tr>
<tr>
<td>Key Expertise (other relevant experience i.e. those requirements established for a Board/Committee under an Act)</td>
<td>Knowledge of legislation appropriate to the position. Understanding of current best practice bushfire management principles. Understanding of Local Government and its relationship with the emergency services.</td>
</tr>
</tbody>
</table>

## LIABILITY AND INDEMNITY COVER
The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)

| Insurance information (Certificates of Currencies or equivalent) | Yes |
| Insurance Policies are Valid & Current | Yes |
PART B: Nominations to Outside Bodies

This form:
- must not exceed 2 pages;
- must be submitted by a Council; and
- must be emailed in PDF format to basa@lga.sa.gov.au. Att: (insert LGA contact officer name)
- upon receipt at the LGA, will be acknowledged by return email.

Name of Body: State Bushfire Coordination Committee (SBCC)

<table>
<thead>
<tr>
<th>COUNCIL DETAILS</th>
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<tbody>
<tr>
<td>Name of Council submitting the nomination</td>
</tr>
</tbody>
</table>

| Name of person submitting this form on behalf of Council | Name: Katrina French |
| Email: katfre@onkaparinga.sa.gov.au |
| Telephone: 8384 0612 |

<table>
<thead>
<tr>
<th>NOMINEE DETAILS</th>
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<tbody>
<tr>
<td>Name of Nominee</td>
</tr>
</tbody>
</table>

Current Elected Member: X
Current Council Officer: 

<table>
<thead>
<tr>
<th>Home / Postal Address</th>
<th>5 Cowper Court</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willunga SA 5172</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td>8226 3181</td>
</tr>
<tr>
<td>Facsimile:</td>
<td></td>
</tr>
<tr>
<td>A/H Phone</td>
<td>0433 904 492</td>
</tr>
<tr>
<td>Mobile:</td>
<td>0433 904 492</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:HGreaves@onkaparinga.sa.gov.au">HGreaves@onkaparinga.sa.gov.au</a></td>
</tr>
</tbody>
</table>

INFORMATION RELEVANT TO THE APPOINTMENT SOUGHT (forms part of the selection criteria for nomination)

Formal qualifications:
See CV

Experience:
Volunteer Firefighter (Willunga) since 2008 – currently hold rank of Lieutenant (4 years), logistics officer.

Board/Committee Experience:
Member of Onkaparinga Council (10 years)
Deputy Board Member – Southern Regional Waste and Resource Authority (current)
Board Member – Life FM (2003 – 2006)
Chair – various Council Committees.
SA Government Representative on a range of Commonwealth intergovernmental committees in the International Education and Training sector.

Key Expertise:
Working knowledge of the SA Fire and Emergency Services Act 2005 and sound understanding of the role of Councils in bushfire management planning and the treatment of bushfire risk including prevention and compliance activities.
As an operational fire fighter and having undertaken significant training in bushfire operations, including tactical command and leadership, I have a sound knowledge of bushfire management principles along with several years of practical experience.
# PART B: Nominations to Outside Bodies

**Any other comments:**

<table>
<thead>
<tr>
<th>Undertaking:</th>
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<tbody>
<tr>
<td>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current Local Government Members or officers. If you leave Local Government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</td>
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<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tr>
<td>![Yes]</td>
<td>![No]</td>
</tr>
</tbody>
</table>

Signature of Nominee: [Signature]
PART B: Nominations to Outside Bodies

This form:
- must not exceed 2 pages;
- must be submitted by a Council; and
- must be emailed in PDF format to lga@lga.sa.gov.au. Att: Insert LGA contact officer name.
- upon receipt at the LGA, will be acknowledged by return email.

Name of Body: State Bushfire Coordination Committee (SBCC)

<table>
<thead>
<tr>
<th>COUNCIL DETAILS</th>
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<tbody>
<tr>
<td>Name of Council submitting the nomination</td>
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<tr>
<td>Name of person submitting this form on behalf of Council</td>
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<thead>
<tr>
<th>NOMINEE DETAILS</th>
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<tbody>
<tr>
<td>Name of Nominee</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Current Elected Member</td>
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<tr>
<td>Home / Postal Address</td>
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<td></td>
</tr>
<tr>
<td>Work Phone</td>
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<tr>
<td>A/H Phone</td>
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<tr>
<td>Email</td>
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</tbody>
</table>

INFORMATION RELEVANT TO THE APPOINTMENT SOUGHT (forms part of the selection criteria for nomination)

Formal qualifications:
- Level 3 Fire Fighting Training: CFS Officer Training
- Australian Government Corporate Governance & Risk Management Training

Experience:
- Fourth Generation Farmer in Hills Country Cropping and Sheep
- Chair of the Robertstown CFS: 40 years service. Former Deputy Group Officer
- Chair of the Goyder Bushfire Prevention Committee: Previous Regional Rep on the Bushfire Prevention Committee

Board/Committee Experience:
- SA Farmers Federation Board Member, Vice President & Treasurer
- Member Federal $32m Grants Council
- Elected Member Regional Council of Goyder

Key Expertise:
- Local Government Deputy Member on the State Bushfire Coordination Committee
- Assisted in drawing up the initial State Bushfire Committee
- Member of several Bushfire Management Committees: Local and Regional

Any other comments:

Undertaking:
The LGA Board resolved in January 2018 to ensure that appointees to external Boards and Committees remain current Local Government Members or officers. If you leave Local Government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes [X] No

Signature of Nominee:

FCM #37471
PART B: Nominations to Outside Bodies

This form:
- must not exceed 2 pages;
- must be submitted by a Council; and
- must be emailed in PDF format to lgyas@lga.sa.gov.au Attn: (insert LGA contact officer name)
- upon receipt at the LGA, will be acknowledged by return email.

Name of Body: State Bushfire Coordination Committee (SBCC)

<table>
<thead>
<tr>
<th>COUNCIL DETAILS</th>
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<tbody>
<tr>
<td>Name of Council submitting the nomination</td>
<td>District Council of Cleve</td>
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<table>
<thead>
<tr>
<th>Name of person submitting this form on behalf of Council</th>
<th>Name: Peter Arnold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email: <a href="mailto:peter@cleve.sa.gov.au">peter@cleve.sa.gov.au</a></td>
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<tr>
<td></td>
<td>Telephone: 0886282004</td>
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<table>
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<th>NOMINEE DETAILS</th>
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<tbody>
<tr>
<td>Name of Nominee</td>
<td>Mr Bryan Trigg</td>
</tr>
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</table>

<table>
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<tr>
<th>Current Elected Member</th>
<th>OR</th>
<th>Current Council Officer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home / Postal Address</th>
<th>3 Airport Road</th>
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<tr>
<td></td>
<td>CLEVE SA 5640</td>
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<tr>
<td>08 86282424</td>
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<tr>
<th>A/H Phone</th>
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<td>08 86282424</td>
<td>0488 059501</td>
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<tr>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:bryan.trigg@cleve.sa.gov.au">bryan.trigg@cleve.sa.gov.au</a></td>
</tr>
</tbody>
</table>

INFORMATION RELEVANT TO THE APPOINTMENT SOUGHT (forms part of the selection criteria for nomination)

Formal qualifications:

Experience:
- I have been a CFS Volunteer for 50 years and have served as a fireman, a lieutenant, a captain and since 1992 a CFS Group Officer.
- I am currently a member of the Cleve Council Bushfire working party and am an Authorised permit issuer for the council for fire permits through the fire season.
- I am heavily involved with the Eastern Eyre group and Region six bushfire response planning, taking a leading role because of my Bushfire combat experience.
- In our district and on Eyre Peninsula I have taken a leading role in Bushfire prevention and planning because I believe that prevention is better than fighting a fire and if a fire does occur good prevention methods will reduce the impact of the fire.
- I have advised and trained DWNER staff on bushfire operations, safety and prevention methods.
PART B: Nominations to Outside Bodies

Board/Committee Experience:
- I am Deputy Mayor of the District Council of Cleve
- I am Deputy Chair of the Whyalla Eyre Peninsula Regional Development Board and am currently acting as Chair while Mayor Jim Pollock is on sick leave.
- I have been a member of the Chief Officers advisory committee since 1996 and my term ends in September this year.
- I have been a Board member of a National Rural Business based in Sydney.
- This year I have completed a Not for Profit Directors course, and have completed all the mandatory LGA training required to be a District Councillor.

Key Expertise:
- I lead a committee that re wrote the CFS Group and Brigade constitutions and so have a good knowledge of the Act and Regulations.
- I have lead the CFS in its understanding with the method of Narrow Row Burning which is becoming popular with farmers.
- I have had a major role with the establishment of the Harvest code of practise and the Broad acre burning code of practise.
- I am constantly consulted by CFS staff and LGA personal on the best and emerging best practise methods for bushfire management.
- On Eyre Peninsula I have played a role with the improved relationship between the EP LGA and all of the Emergency services.

Any other comments:

Undertaking:
The LGA Board resolved in January 2016 to ensure that appointees to external Boards and Committees remain current Local Government Members or officers. If you leave Local Government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes [x] No [ ]

Signature of Nominee: [Signature]

ECM 637471
6.1 Confidential Minutes of Meetings held on 15 June, 7 August and 20 September 2017 – Grounds for moving into confidence

Confidential Reports
From: Jacqui Kelleher, Manager Executive Services
Meeting: LGA Executive Committee 28 September 2017
ECM: 653715

Recommendation

Resolution to move into confidence:
That the LGA Executive Committee:
1. resolves to consider Agenda Item 6.1 – Confidential Minutes of Meetings held on 15 June, 7 August and 20 September 2017 in confidence because it is:
   information that the release of which could prejudice the LGA’s strategic or negotiation position (Item 6.4 of 15 June 2017, Item 2.1 of 7 August 2017 and Item 2.1 of 20 September 2017); and
2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.1 – Confidential Minutes of Meetings held on 15 June, 7 August and 20 September 2017.

Resolution to move out of confidence:
That the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.1 - Confidential Minutes of Meetings held on 15 June, 7 August and 20 September 2017 in confidence resolves to retain the attachment in confidence within the parameters of the original resolutions contained within.

Discussion
Refer to confidential report.
6.2 Confidential Resolutions and Actions from Previous Meetings – Grounds for moving into confidence

Confidential Reports
From: Jacqui Kelleher, Manager Executive Services
Meeting LGA Executive Committee 28 September 2017
ECM: 653719

Recommendation

Resolution to move into confidence:
That the LGA Executive Committee:

1. resolves to consider Agenda Item 6.2 – Confidential Resolutions and Actions from Previous Meetings in confidence because it is information that the release of which could prejudice the LGA's strategic or negotiation position (Item 6.2); and

2. orders all observers at the meeting, with the exception of staff on duty, be excluded from attendance at the meeting for Agenda Item 6.2 – Confidential Resolutions and Actions from Previous Meetings.

Resolution to deal with the information discussed in confidence:
That the LGA Executive Committee moves out of confidence and having considered Agenda Item 6.2 - Confidential Resolutions and Actions from Previous Meetings in confidence resolves to retain the attachment in confidence within the parameters of the original resolutions contained within.

Discussion
Refer to confidential report.