

Candidate Briefing Session

Life as an Elected Member

Local Government Elections 2018

Paul Deb

Chief Executive Officer, Office of the CEO



Introduction

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COUNCIL ELECTIONS
-2018-

- About the City of Burnside and its place in the Local Government Sector
- The role and duties of an Elected Member and the CEO
- Election – Key dates and activities
- What's next?
- Information Sources



Local Government Structure

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-2018-

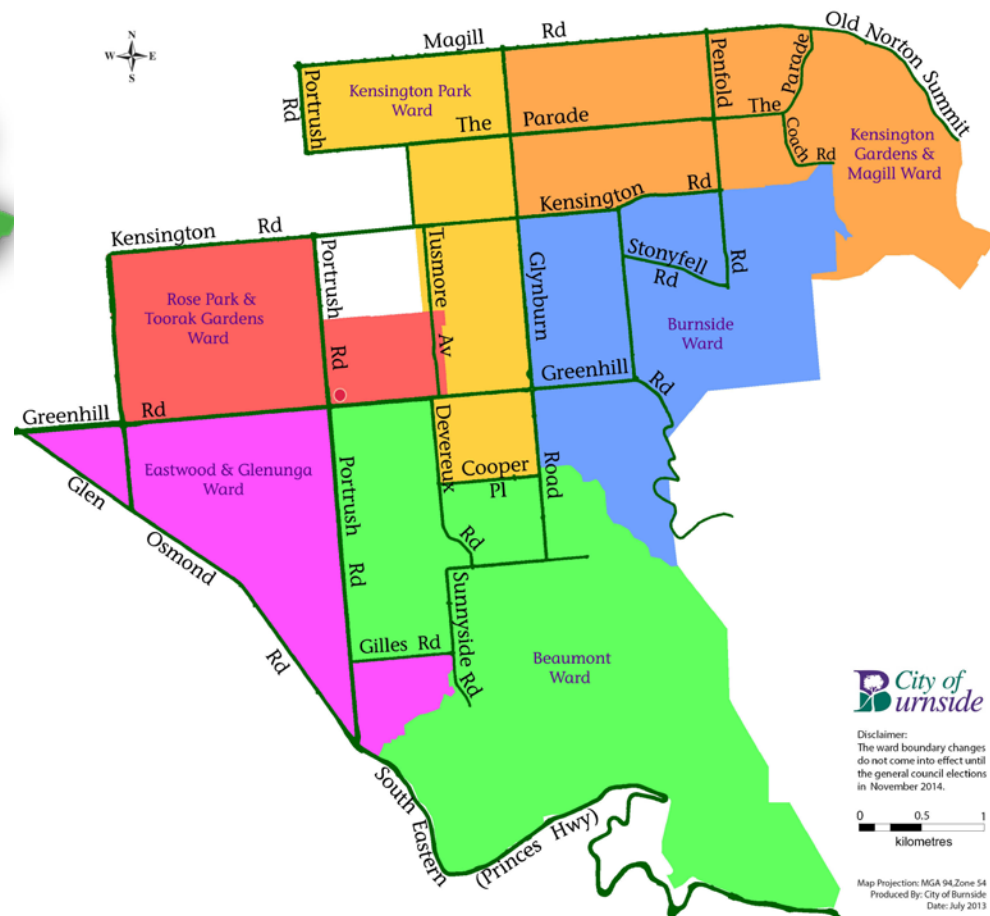
- The City of Burnside is a 13 member Council:
 - 12 Councillors elected from six wards:
 - Burnside, Beaumont, Eastwood and Glenunga, Rose Park and Toorak Gardens, Kensington Park, Kensington Gardens and Magill
 - Mayor elected by the whole of the Community and is the Presiding Member of the Council
 - Chief Executive Officer reports to the Council and is the only staff member that the Council is responsible for
 - Council elections occur every four years



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City of Burnside – Wards – Name and Boundary

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Disclaimer:
The ward boundary changes
do not come into effect until
the general council elections
in November 2018.

0 0.5 1
kilometres

Map Projection: MGA 94 Zone 54
Produced By: City of Burnside
Date: July 2013

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- 2018 -

ENROL
by 10 August 2018

NOMINATE
by 10 September 2018

VOTE
by 9 November 2018
must be received by before 5pm

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Some Statistics on our City


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-2018-




The 2016 Census revealed the following statistics for the City of Burnside:

The Estimated Resident Population of the City of Burnside as of 30 June 2016 (obtained from the Australian Bureau of Statistics) is **45,464**.

The largest increase in ancestry is Chinese and Indian.

 13,390 people were born overseas and 25 % of them arrived in Australia between 2011 and 2016.

 Only 3 % have difficulty communicating in English.

26 % of the population reported doing some form of voluntary work in 2016.



There are **2,841** couples with young children in the City of Burnside in 2016, comprising 16 % of households.



20.4 % of the population earned an income of \$1,750 or more per week in 2016.



34.2 % of the dwellings were medium or high density, compared to 26 % in Greater Adelaide.



35.2 % of households with a mortgage were making high loan repayments of \$2,600 or more per month.

22 % of people came from countries where English was not their first language.



371 gained citizenship in 2016/17.

Rateable properties :
20,812 (as at 1 July 2018)

Land Area : 2752 ha / 28 Km²

Operating Income :
\$46.7m

Operating Expenditure :
\$46.3m

Capital Expenditure :
\$15.9 m

Rates: 2.70 per cent rate increase for 2018/19

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-2018-


ENROL
by 10 August 2018




NOMINATE
by 18 September 2018




VOTE
by 9 November 2018
must be received by before 5pm



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Our Workforce and Team – 161.22 FTE and 400 Volunteers

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EXECUTIVE, MANAGEMENT & KEY FUNCTIONS

July 2018



Paul Deb
Chief Executive Officer

Office of the CEO Functions

- Elected Member Administration & Support
- Executive Team Administration & Support
- Council & Committee Agendas and Minutes
- Elected Member Workshop Coordination



Martin Cooper
General Manager Corporate and Development

Corporate and Development Functions

- Work Health and Safety and Risk Management
- Community Engagement and Communications
- Divisional Responsibilities



Barry Cant
General Manager Urban and Community

Urban and Community Functions

- Strategic Planning and Delivery
- Regal Theatre Cinema Management
- Divisional Responsibilities



Karishma Reynolds
Group Manager Finance and Governance

Functions

- Finance Management
- Rates and Revenue
- Procurement
- Governance



Matt Spearman
Group Manager People and Innovation

Functions

- People Experience
- Information Management
- Innovation and Technology
- Customer Experience



Magnus Heinrich
Group Manager City Development
& Safety

Functions

- Ranger Services
- Planning
- Traffic
- Compliance
- Building



Michelle Kennedy
Group Manager Assets and Infrastructure

Functions

- Capital Projects
- Asset Planning
- Property & Facilities (includes Pepper Street)



Alan Harvey
Group Manager Operations and Environment

Functions

- Arboriculture
- City Clean
- City Maintenance
- City Safe
- Environmental Assets
- Natural Resources
- Parks and Reserves
- Workshop



Farlie Taylor
Group Manager Community Connections

Functions

- Community Learning (includes Library)
- Community Centres & Events
- Community Support & Wellbeing
- Swimming Centre
- Volunteers



Council and Committees

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Council

Audit Committee



Five members, a majority shall be persons who are not members of Council (Currently two Elected Members including Mayor)
Meets every two months

Council Assessment
Panel



Panel consists of four independent members and one Elected Member of Council
Chaired by an Independent Member
Meets on the first Tuesday of the Month

Strategic Planning and
Development Policy
Committee



Consists of all Elected Members
Meets 'as required'

CEO Recruitment,
Performance
Appraisal and
Remuneration Review
Committee



Consists of the Mayor and three Elected Members
Meets 'as required'



 **City of
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Vision, Strategies & Goals

‘Be the Future of Burnside – Our Strategic Community Plan 2016/2026

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Vision:

Established and renowned for its heritage and character, green leafy streets and open spaces, Burnside is an urban oasis.

It has a collaborative, diverse and accepting community, that together with Council, works towards building upon Burnside’s historic and traditional foundations to deliver a progressive and contemporary City cognisant of its past.

Values:



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City of Burnside

2018/19 Key Projects

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- **Constable Hyde Memorial Garden Redevelopment**
- **Conyngham Street Depot Redevelopment**
- **Magill Village**
- **Kensington Gardens Reserve Master Plan**
- **Continue investigating opportunities for upgrading the Civic Centre site to ensure it provides the best value and access for the Burnside Community**
- **Partnering with State Government – Planning and Design Legislation, Natural Resources Management**

Strategic Initiatives for 2018/19

Providing and maintaining high quality services and programs for our community.

- Continued commitment to the Brown Hill Keswick Creek Project; a collaboration between the Cities of Burnside, Mitcham, Unley, West Torrens and the Corporation of the City of Adelaide to develop a Stormwater Management Plan for the Brown Hill and Keswick Creek catchment.
- Skate Park Research project to investigate possible locations for a skate park in the City of Burnside.
- Up to \$1.5m to undertake construction at the Conyngham Street Depot and for Civic Centre upgrades.
- \$400,000 committed to new footpath construction and \$600,000 for new drainage.
- Continue with upgrades to traffic signals to LED technology through the Traffic Signals Light Emitting Diode (LED) Upgrade project.
- Implementation of the Canopy Action Plan to address tree loss through community education and participation in Urban Forest Management.
- Early remedial works, monitoring and surveys will be undertaken to implement the recommendations of the Mount Osmond Road Stability Assessment report.



- An update and extension of the Hills Face Reserve Vegetation Management Plan to guide future biodiversity and bushfire fuel management actions.
- Design and implement upgrades to reserves, playgrounds, sports fields and tennis courts in line with the Asset Management Plan.

- Introduction of a Burnside Work for the Dole Conservation Project, subject to federal government approval, to provide extra resources and increased levels of activity to maintain environmental assets while assisting individuals to gain job ready skills.
- Continue work on the Efficiency and Effectiveness Program targeting internal process and business improvements across internal services.
- Pilot of a Place Making Grants project offering small grants to residents, schools and businesses to transform their local streets, laneways, parks and footpaths.



The Role of an Elected Member

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COUNCIL ELECTIONS
-2018-

- *Local Government Act 1999, S.59 – Roles of members of councils*
 - As a member of the governing body:
 - Participate in the deliberations and civic activities of council
 - Keep council's objectives and policies under review to ensure they are appropriate and effective
 - Keep council's resource allocation, expenditure and activities, and the efficiency and effectiveness of service delivery under review
 - As a person elected to council:
 - Represent the interests of residents and ratepayers, provide community leadership and guidance, and to facilitate communication between the community and the council



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The role of an Elected Member

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- S.58 – Specific roles of Principal Member (Mayor):
 - Preside at meetings of council
 - If requested, provide advice to the CEO between council meetings on the implementation of a council decision
 - Act as the principal spokesperson
 - Exercise other functions of the council as council determines
 - Carry out the civic and ceremonial duties of office



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The role of an Elected Member ... in practice

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- As a member of the governing body:
 - Participating in discussion and decision making at council meetings
 - Reading council agendas and business papers to prepare for meetings
 - Reviewing strategic plans, policies and budget information
 - Participating in civic events such as citizenship ceremonies and awards
 - Representing council on other bodies and meetings



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The role of an Elected Member ... in practice

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-2018-

Tuesday 4 September	6pm Council Chamber	Council Assessment Panel Meeting
Thursday 6 September	7pm Council Chamber	Candidate Briefing Session – Public Held at Burnside as part of ERA series Contact – Rob Dabrowski
Monday 10 September	10.30am Meet at Civic Centre	Boral Site Visit – Stonyfell Quarry Contact – Rob Dabrowski (As per email from GM Urban and Community)
Tuesday 11 September	Timing TBC Council Chamber	Workshop Burnside War Memorial Hospital Constitution – Proposal
Tuesday 11 September	7pm Council Chamber	Council Meeting
Tuesday 25 September	7pm Council Chamber	Council Meeting
Tuesday 2 October	6pm Council Chamber	Council Assessment Panel Meeting
Tuesday 9 October	7pm Council Chamber	Council Meeting
Monday 22 October	6pm Council Chamber	Audit Committee Meeting
Tuesday 23 October	7pm Council Chamber	Council Meeting
Friday 26 October	Timing TBC Adelaide Entertainment Centre, Port Road	2018 LGA Annual General Meeting and 2018 LGFA Annual General Meeting Contact – Rob Dabrowski

Friday 29 June	6pm Council Community Centre	Awards and Grants Ceremony (Refer Indo Doc 12 June 2018)
Saturday 30 June	11am – 2pm Conyngham Street Depot	Conyngham Street Depot Redevelopment Information Day Contact: Barry Cant, GM Urban and Community
Tuesday 3 July	6pm	Council Assessment Panel Meeting
Tuesday 10 July	6pm	Workshop SA Planning and Design Code Discussion Paper – Facilitated by DPTI (Refer Info Doc 25 June 2018)



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The role of an Elected Member ... in practice

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- **Council Meetings:**
 - Start at 7pm on the 2nd and 4th Tuesday of the month (new Council will need to resolve as to a schedule)
 - Special Council Meetings in accordance with legislative provisions
- **Council Committees:**
 - Generally 6pm start on a Monday (current)
 - Terms of Reference give guidance
- **Workshops / Informal Gatherings / Training & Development sessions:**
 - Scheduled as required on Tuesdays at 6pm



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The role of an Elected Member ... in practice

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COUNCIL ELECTIONS
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- Civic events
 - Australia Day Event, Awards & Citizenship Ceremony
 - Anzac Day Dawn Service
 - Consultation sessions – Annual Business Plan & Budget
 - Citizenship ceremonies (subject to need)
 - Invitations extended to Elected Members from the Public and Organisations



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The role of an Elected Member ... in practice

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- As a representative of the community:
 - Keeping yourself informed about current state and national issues that may affect the area
 - Being available to discuss and advise community members on individual concerns and relay these through the appropriate channels
 - Attending meetings of local organisations
 - Responding to telephone calls and emails from community members
 - Meeting with members of the community



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Support for Elected Members

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- Allowances
 - Independently determined by the Remuneration Tribunal.
 - New Determination released in August 2018; Council members entitled to payment of these allowances commencing from the conclusion of the 2018 local government elections.
 - Set at \$17,270 for next council term (with annual adjustments).
 - Statutory Provisions and Council Policies provide for reimbursement of appropriate expenses, incurred throughout your role as Elected Members



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Support for Elected Members

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- **Resources/Equipment**

- Council must resolve the resources to be made available – will occur at first meeting.
- Communication equipment: computing equipment, internet connection, etc.
- Access to Elected Members room
- Light catering prior to most meetings/briefings
- Specific to Mayor: Mayoral office/parlour, Executive/Office Management resources, mobile phone

- **Training & Development**

- Mandatory training first 12 months
- Whole of Council development
- Individual development



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Support for Elected Members

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- Other support

- Insurance cover, **whilst discharging duties as a representative of council**; refer Section 39 of the *Local Government Act 1999*
- Not personally liable for actions of council where it is acting in good faith and exercising powers and functions (cannot be personally sued by someone disputing a council action)
- Access to information/Executive staff;
- Business cards/EM office space /
- name badge



- All resources provided must only be used for discharge of official functions and duties



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Ethical and Legal Issues

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-2018-



- Code of Conduct for Council Members
- Public Officers
 - ICAC obligations to report any reasonable suspicion of corruption or serious/systemic misconduct or maladministration
- Conflict of Interest – legislated provisions
 - Must declare conflict between private interests and your role as a decision maker
 - Material / Perceived / Actual conflicts
 - Training will be provided



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Ethical and Legal Issues

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- **Registers**

- Register of Interests – Public disclosure of specified information about your personal, family, business and financial interests – annual reporting
- Register of Gifts and Benefits (Code of Conduct obligations)
- Register of allowances and benefits



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Election – Key dates and activities

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Roll Close	5pm Friday 10 August
Nominations Open	Tuesday 4 September
Nominations Close	12 noon Tuesday 18 September
Draw for position of candidate names on ballot paper	4pm Tuesday 18 September
Mail out of voting material to electors	Monday 22 October to Friday 26 October
Last day for postal issue/reissue of voting material	5pm Wednesday 7 November
Last day for personal issue/reissue of voting material	5pm Friday 9 November
Close of voting	5pm Friday 9 November
Scrutiny and count	9am Saturday 10 November



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Information Sources

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- Electoral Commission SA:
www.ecsa.sa.gov.au/elections/council-elections-home
- Local Government Association SA:
www.lga.sa.gov.au/councilelections
- City of Burnside website: www.burnside.sa.gov.au
- Contact at Council:
 - Group Manager, Finance and Governance – 8366 4200
 - Office of the CEO – 8366 4200



QUESTIONS

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