



Contact for apologies: Sue Hammond
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Contact number for meeting venue: 8384 0614

30 April 2015

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN in accordance with Section 83 of the *Local Government Act 1999* that an **Ordinary Meeting of Council** of the City of Onkaparinga will be held on **Tuesday 5 May 2015** at the Council Chamber at the Civic Centre, Ramsay Place, Noarlunga Centre at 7pm for the purpose of considering the items included on the attached agenda.

We recognise that the land on which we meet has considerable natural and cultural heritage, including thousands of years of traditional ownership by Kurna.

A handwritten signature in black ink, appearing to read "Mark Dowd".

Mark Dowd
Chief Executive Officer

Disclaimer: Please note that the contents of the Council Agendas have yet to be considered by Council and recommendations contained herein may be altered or changed by the Council in the process of formally making decisions of Council.



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City of Onkaparinga
Agenda for the Council meeting
to be held on 5 May 2015

Venue: Council Chamber, Civic Centre
Ramsay Place, Noarlunga Centre

Meeting commenced:

Present:

Apologies: Cr W Jamieson
Cr J Deakin

Leave of absence: Cr J Gunn
Cr H Merritt
Cr B Nankivell

Absent:

Pledge:

We recognise this City's considerable natural and cultural heritage, including thousands of years of traditional ownership by Kaurna, and the more recent contribution from people either born here or who have migrated here. As we meet together, we build on this heritage by respecting and listening to each other, thinking clearly, being receptive to new ideas, speaking honestly, and deciding wisely for the current and future well-being of those we serve.

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1.	Opening of meeting	7
2.	Confirmation of minutes of the Council meeting held on Tuesday 14 April 2015.	7
3.	Adjourned business	7
4.	Leave of absence	7
4.1	Leave of absence – Cr M Bray	7
5.	Mayor’s Communication	7
5.1	Mayor's Report 5 May 2015	7
6.	Presentation	21
6.1	Awards	21
6.2	Onkaparinga Youth Committee (Jordan Corfield and Caleb Sutherland)	21
7.	Deputation	21
8.	Presentation by Committee Chairpersons and reports to Council by Council Committees.	21
8.1	Strategic Directions Committee minutes	21
9.	Reports of officers	27
9.1	Council Appointed Elected Member Liaisons to External Organisations	27
9.2	Development Assessment Panel Independent Member appointments	29
9.3	Draft Annual Business Plan 2015-16	43
10.	Nominations to external bodies	47
10.1	Appointment of representatives to the Metropolitan Seaside Councils Committee	47
11.	Questions on notice	59
12.	Motions	59
13.	Petitions	59
13.1	Petition - footpath on Brookside Road Darlington	59
13.2	Dangerous dog petition	65
14.	Urgent business	87
15.	Confidential items	87
16.	Closure	87

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1. **Opening of meeting**
2. **Confirmation of minutes of the Council meeting held on Tuesday 14 April 2015.**

3. **Adjourned business**
Nil.

4. **Leave of absence**

- 4.1 **Leave of absence – Cr M Bray**

Cr Bray has requested leave of absence from 23 May 2015 to 23 June 2015 inclusive.

5. **Mayor's Communication**

- 5.1 **Mayor's Report 5 May 2015**

External audit management letter

A copy of the Dean Newbury and Partners External Audit Management Report, Financial Year Ended 30 June 2015, has been received by the Office of the Mayor and is provided as attachment 1.

2015-16 Regional Development Fund Programs announced

Minister Geoff Brock, Minister for Regional Development and Local Government announced the next round of the State Government's Regional Development Funds program. Please find attached the media release and my response at attachment 2.

Elected member representations

Thank you to the following elected members who represented me during this period:

- Deputy Mayor Heidi Greaves, ANZAC Youth Vigil Blackwood, 24 April 2015

ANZAC Dawn Services, 25 April 2015

- Deputy Mayor Heidi Greaves, Blackwood Dawn Service
- Cr John Gunn, Pt Noarlunga and Christies Beach Dawn Service
- Cr Gail Kilby, Willunga Dawn Service
- Cr Greg Olbrich, Flagstaff Hill Dawn Service
- Cr Darryl Parslow, Cherry Gardens Dawn Service
- Cr Marion Themeliotis, Coromandel Valley Dawn Service
- Cr Hazel Wainwright, McLaren Vale Dawn Service
- Deputy Mayor Heidi Greaves, Cherry Gardens Community 100 year plaque dedication, 25 April 2015
- Cr Robyn Holtham, Together SA in the South, 29 April 2015
- Cr Darryl Parslow, SUNA ANZAC Netball match, 29 April 2015

- Deputy Mayor Heidi Greaves, Community Leadership Australia Conference, 30 April 2015
- Cr Gary Hennessy, Wirreanda High School, In defence of Our Homeland War Memorial project exhibition, 30 April 2015

EM Briefings/Workshops

21 April 2015

Noarlunga Regional Centre Revitalisation Project briefing

Engagement Review Workshop

28 April 2015

30 Year Plan update workshop

Mayor's calendar

My activities from 6 April to 28 April 2015 are reflected in attachment 3.

Thank you



Lorraine Rosenberg
Mayor

Recommendation

That Council note the 5 May 2015 Mayor's report

mayor



SCANNED	Disposal Code:
	Retention:
	No:

External Audit Management Report

Financial Year Ended 30 June 2015

March 2015

City of Onkaparinga



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17 April 2015

Mayor Lorraine Rosenberg
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168

Dear Mayor Rosenberg

Re: External Audit Management Report – Financial Year Ending 30 June 2015

As you are aware, our audit team recently completed the second audit attendance of the 2014/15 financial year audit at the City of Onkaparinga (the Council) offices.

The key areas of audit focus and sample transaction testing completed during the audit attendance was as follows:

- Accounts Payable transaction testing and a review of the internal controls surrounding the Accounts Payable and Procurement functions.
- A review of outstanding Accounts Receivable and Accounts Payable balances.
- Sample testing around the collection and processing of grant revenue.
- Review of internal controls surrounding Council's contracts.
- General Ledger control account reconciliations.
- Site visit at the Field Operations Centre.

Our commentary and audit recommendations as a result of our audit testing completed has been outlined in the attached report for your consideration.

There were no matters identified during the course of our work completed to date which would have an adverse impact on our audit opinion to be issued for the current financial year. Please note that further sample transaction testing and review of the eventual 2014/15 financial statements would need to be completed before our audit opinion is finalised.

I would like to thank the Administration for all the support they provided during the recent audit attendance. If further information is required, please contact me on 8267 4777 or sam@deannewbery.com.au.

Yours sincerely

DEAN NEWBERY & PARTNERS

Samantha Allard
Partner

C. Chief executive Officer
C. Audit Committee

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Detailed Findings

Item	Area	Audit Comments & Recommendations
1.	Accounts Payable Transaction Testing	<p>DNP undertook sample transaction testing of invoices paid during the 2014/15 financial year.</p> <p>No material matters were identified that require further action. Further transaction testing will be undertaken during future audit attendances.</p>
2.	Procurement Documented Procedures	<p>We are pleased to note that the 'Evaluation of Submissions via Procurement Services – Administration Procedure' has been developed and formally adopted by the Directors Group.</p> <p>We commend the Council's Administration on completing this task as we place a high importance on this exercise being undertaken given that it is a key internal control measure which ensures staff have access to up-to-date training materials and manuals that promote consistent procurement practices are performed to an expected standard.</p> <p>Given the increased review of internal controls within the industry due to the introduction of the new internal control opinion required from the external auditor since 1 July 2013 as per the <i>Local Government Act 1999</i>, the documented Evaluation of Submissions via Procurement Services is deemed of high importance to the overall financial internal control environment.</p>

Item	Area	Audit Comments & Recommendations
3.	Security/Access over Tender Documents	<p>In our External Audit Management Letter dated 24 April 2014 we made the following comments:</p> <p><i>Tenders are electronically downloaded and saved on Councils Electronic Contents Management (ECM) system (TechnologyOne software package) and marked 'Confidential Contract' to restrict access to the documents to authorised personnel only.</i></p> <p><i>Once the evaluation panel has been selected, the tender documents are made 'public' on ECM so that panel members can download/view documents.</i></p> <p><i>Council's IT Department are working on changing this setting so that only allocated personnel are able to be given access to the tender documents as it has been identified as a weakness in current processes.</i></p> <p>In addition, we made the following recommendation;</p> <p><i>Recommend that system upgrades to Electronic Contents Management system (ECM) be implemented where possible so that access to Tender documents are at all times restricted only to personnel who have been designated access.</i></p> <p>This matter was followed up with Procurement Department staff and their investigations into the ability for the ECM system to be adapted to only provide for access of Tender documentation to the appropriate employees at all times. The solution for this issue has not yet been resolved. We requested further investigation into this issue be undertaken and we request to be informed of any of any progress in this regard.</p>
4.	Property Leases, Licences and Permits	<p>We reviewed Council's register of property leases, licences and permits as at 2 March 2015. Upon reviewing the register, we note there are a number of leases which had expired and were being carried out as per a "holding over" clause however we note that Council's Property Department were already in the process of renewing all expired leases as required.</p> <p>We are pleased to note that Council's Property Department have internal legal expertise within their resources who are undertaking the review of expired leases and overseeing the renewal process to ensure all legal matters (i.e. compliance with the most recent legislative and regulatory requirements) are appropriately addressed in any new leases entered into by the Council.</p> <p>We will continue to monitor the progress of renewing expired leases during future audit attendances.</p>

Item	Area	Audit Comments & Recommendations
5.	Site visit at the Field Operations Centre	<p>During the audit attendance, an audit site visit at Council's Field Operations Centre (FOC) was undertaken. We reviewed the internal controls surrounding the allocation and safe/secure storage of equipment, stocktake practices and the processing of invoices.</p> <p>We are pleased to advise that our review identified no matters that required further attention. Further site visits at the FOC and other Council operated sites will continue to be undertaken during future attendances to review controls and processes.</p>
6.	Council's Self-assessment of the Internal Controls	<p>As at the time of our attendance, Council was undergoing the first self-assessment of the Council's Internal Controls applying per the core controls included in the <i>Better Practice Model</i> for the 2014/15 financial year.</p> <p>We recommend that a formal review of the Council's Internal Controls are undertaken, at a minimum, on a semi-annual basis on all deemed high risk controls. We recommend the Council engage with the Council's Audit Committee to work with the Administration in overseeing the results of the assessments and any changes to the internal control environment.</p>

Risk Matrix

The risk ratings provided in this report are based on the assessed risk assessment undertaken on the potential consequences and likelihood of occurrence of an internal control breakdown or event based on the matters raised above.

Likelihood	5. (Almost Certain)					
	4. (Highly Likely)					
	3. (Possible)			3		
	2. (Unlikely)			4	6	
	1. (Rare)					
		1. (Insignificant)	2. (Minor)	3. (Moderate)	4. (Major)	5. (Critical)
		Consequence				

Legend

	Extreme Risk
	High Risk
	Moderate Risk
	Low Risk

News Release



Minister Geoff Brock

Minister for Regional Development
Minister for Local Government

Thursday, 9 April 2015

2015-16 Regional Development Fund programs announced

The next round of the State Government's enhanced \$15 million a year Regional Development Fund opens today.

Regional Development Minister, Geoff Brock said the fund offered grants to boost investment in regional businesses and infrastructure to drive the creation of jobs and new opportunities for regional South Australia.

"The first round of grants under the RDF program in 2014-15 resulted in 43 projects across the State, representing a total investment of around \$340 million with a projected total of up to 685 jobs in regional South Australia," Mr Brock said.

"The enhanced fund, increased from \$1.6 million to \$15 million per annum through my agreement with the Premier, is helping to generate growth and increased productivity across the State," Mr Brock said.

"The success of South Australia's regions is fundamental to the success of the State," Mr Brock said.

"The creation of jobs, new opportunities and infrastructure development in regional South Australia created through these projects are driving economic growth, increasing exports and building community confidence across the State.

"This is, in turn, supporting South Australia to achieve its economic and social priorities," Mr Brock said.

In 2015-16 the RDF comprises two programs requiring **Expressions of Interest due by May 22:**

- The **Major Projects Program** for grants of between \$200,000 and \$2 million. This is aimed at supporting major economic projects, strengthening regional industries and assisting regional businesses take advantage of new opportunities.
- The **Community Infrastructure Program** for grants of between \$200,000 and \$1 million to support investment in regional communities to develop their economic infrastructure, and grow their capabilities as a foundation for future jobs and economic growth.

Projects must be located in areas defined by the State Government non-metropolitan regions boundaries as the Greater Adelaide Area and Country Regions.

The Major Projects Program only will also include the area defined as the McLaren Vale Character Preservation District by the Character Preservation (McLaren Vale) Act 2012.

Mr Brock said he looked forward to seeing a range and diversity of regional projects which would contribute towards a vibrant and sustainable future for SA.

“The RDF grant program – managed through Regions SA – provides support to regional businesses and communities to pursue expansion, diversification, and innovation , as well as providing better infrastructure facilities and services across the State.”

Staff from PIRSA's Regions SA division will be conducting information sessions in regional centres this month for those interested in applying for RDF grants.

For more information, including full guidelines and assessment criteria, visit www.pir.sa.gov.au/regions/grants_and_loans



From the office of the Mayor
City of Onkaparinga

Our Ref: 3602363

28 April 2015

Minister Geoff Brock
Minister for Regional Development & Minister for Local Government
Frome Electorate Office
PO Box 519
PORT PIRIE SA 5540

Dear Minister Brock

I am writing in regard to your news release on Thursday 9 April 2015 announcing the 2015-16 Regional Development Fund programs.

The significant increase in available funds - from \$1.6 million to \$15 million per annum - through your agreement with the Premier is welcome news for South Australians in regional areas. As you would be aware, 75% of the City of Onkaparinga is classified as rural, therefore this is an excellent outcome for our council area.

I was particularly pleased to read that the Major Projects Program now includes the McLaren Vale Character Preservation District. Thank you for considering our feedback. This is a step in the right direction for our residents and we look forward to our organisation having the opportunity to access Regional Development Fund programs.

Yours sincerely

Lorraine Rosenberg
Mayor



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Attachment 3

Meetings and events attended by the Mayor 6 April 2015 – 28 April 2015	
April 2015	
7	Meeting with Member for Kaurna Meeting of LGA Executive Committee Meeting with community organisation Meeting with Chief Executive Officer
8	Opening of Aldinga Beach Children's Centre for Early Childhood Development and Parenting
9	Coast FM Radio interview Aberfoyle Park Primary School ANZAC memorial ceremony
10	Positive Ageing Advisory Committee Strategic Planning Day South Adelaide vs Port Adelaide
11	Youth Recognition Awards and National Youth Week Launch Willunga Golf Club Mayor's Mens Golf day
12	Lions McLaren and Districts 25 charter anniversary Mayor and elected members networking event
13	Radio media interview Meeting of Local Government Association Metropolitan Local Government Group Executive Host Shandong visitors dinner
14	Meeting with Chief Executive Officer Meeting with sporting organisation and Chief Executive Officer Meeting with staff Meeting with Wine Coast Ward Councillors Meeting of Council
15	Meeting with staff Meeting with staff 25th Rotary Club of Flagstaff Hill Art Exhibition
16	Meeting of Local Government Association Board Executive Special Meeting of Local Government Association Board Wayne Phillis Kia Grand Opening
17	Local Government Professionals Gala Awards Dinner
18	Vintage and Classic dinner
19	Vintage and Classic Breakfast and street parade Morphett Vale RSL ANZAC Sunday commemorative Service
20	Opening Bendigo Bank Willunga branch Northern Community Forum
21	NRM Park discovery day Meeting with Members for Fisher/Kaurna/Reynell Meeting with Chief Executive Officer and business representative Meeting with staff Elected member workshop
22	Media photo shoot Meeting with Minister for State Development Meeting of Kaurna Liaison Committee
24	Wakefield House ANZAC breakfast Meeting with Fleurieu Mayor's Morphett Vale RSL Youth Vigil in the South
25	Morphett Vale ANZAC Dawn service Clarendon ANZAC Dawn Service Kangarilla ANZAC Dawn service
27	Italian Radio 531am interview

Meetings and events attended by the Mayor 6 April 2015 – 28 April 2015	
	Friends of Sully's Committee meeting
28	Meeting with staff
	Meeting with councillor
	Meeting with Chief Executive Officer
	Meeting Member for Fisher
	Meeting of Strategic Directions Committee

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6. Presentation

6.1 Awards

Local Government Professionals Award – Leadership in Community Services

Local Government Professionals Award – Excellence in Risk Management

6.2 Onkaparinga Youth Committee (Jordan Corfield and Caleb Sutherland)

7. Deputation

Nil.

8. Presentation by Committee Chairpersons and reports to Council by Council Committees.

8.1 Strategic Directions Committee minutes

This is a regular or standard report.

Manager: Andrea Sargent, Manager Risk and Compliance

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments: 1. Minutes of the Strategic Directions Committee meeting held
28 April 2015 (4 pages)

A meeting of the Strategic Directions Committee was held on 28 April 2015.

There were no items that require a resolution of Council.

Recommendation

That Council note the minutes of the Strategic Directions Committee meeting held on 28 April 2015 as attached to the agenda report.

City of Onkaparinga
Minutes of the Strategic Directions Committee meeting
held on 28 April 2015

Venue: Council Chamber, Civic Centre
Ramsay Place, Noarlunga Centre

Meeting commenced: 7pm

Present: Mayor L F Rosenberg
Cr M Bray
Cr D Chapman
Cr J Deakin
Cr H Greaves
Cr G Hennessy
Cr R Holtham
Cr G Kilby
Cr H Merritt
Cr L Nicholls
Cr D Parslow (Chairperson)
Cr N Swann
Cr M Themeliotis
Cr H Wainwright

Apologies: Cr S Brown
Cr W Jamieson
Cr G Olbrich
Cr W Olsen
Cr P Schulze

Leave of absence: Cr J Gunn
Cr B Nankivell

Absent:

1. Opening of meeting

Cr Parslow officially declared the meeting open at 7pm.

2. Confirmation of minutes of the Committee meeting held on Tuesday 7 April 2015.

Cr Deakin MOVED that the minutes of the proceedings of the Strategic Directions Committee meeting held on 7 April 2015 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Kilby.

CARRIED

3. Adjourned business

Nil.

4. Chairperson's report

Nil.

5. Presentation

5.1 The 30-Year Plan for Greater Adelaide update (Department of Planning, Transport and Infrastructure)

Stuart Moseley and Sky Allen from the Department of Planning, Transport and Infrastructure gave a presentation and answered questions from elected members in relation to the 30-Year Plan for Greater Adelaide.

6. Deputation

Nil.

7. Reports of officers

7.1 State government presentation on the 30-Year Plan update

MOVED Cr Greaves.

That the Strategic Directions Committee:

- 1. note the Department of Planning, Transport and Infrastructure's presentation on the 30-Year Plan update and members had an opportunity to ask questions of the Department of Planning, Transport and Infrastructure following the presentation*
- 2. note that a workshop will be undertaken following the Strategic Directions Committee meeting 28 April 2015 to identify issues and challenges within our council area*

3. *note that a summary of the issues and opportunities raised at the workshop will be circulated via email to elected members for information in early May and will then be provided to state government.*

Seconded by Cr Themeliotis.

CARRIED

7.2 Community Wellbeing Monitor trending analysis

MOVED Cr Chapman.

That the Strategic Directions Committee:

1. *Note the response to unfavourable community wellbeing trends as presented in attachment 1 to the agenda report.*
2. *Note the previously approved Community Wellbeing Data Analysis report as presented in attachment 2 to the agenda report.*

Seconded by Cr Merritt.

CARRIED

7.3 Land Use Strategy

MOVED Cr Greaves.

That the Strategic Directions Committee:

1. *note the Land Use Strategy 2014-19 lead document (attachment 1 to the agenda report) noting that further detail will be contained in the Development Plan Amendments, which will be considered by the Strategic Directions Committee at a future date*
2. *note that on 27 February 2015, the Minister for Planning agreed to Council's Strategic Directions Report, which contained the five year Development Plan Amendment program (attachment 2 to the agenda report).*

Seconded by Cr Swann.

CARRIED

7.4 Updated work program

MOVED Cr Greaves.

That the Strategic Directions Committee note the Work Program, as attached to the agenda report (incorporating any amendments resolved by the Strategic Directions Committee).

Seconded by Cr Chapman.

CARRIED

8. Questions on notice

Nil.

9. Motions

Nil.

10. Petitions

Nil.

11. Urgent business

Nil.

12. Confidential items

Nil.

13. Closure

Cr Parslow officially declared the meeting closed at 8.15pm.

Certified CorrectChair

/ /2015

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9. Reports of officers

9.1 Council Appointed Elected Member Liaisons to External Organisations

This is a regular or standard report.

Manager: Andrea Sargent - Manager Risk & Compliance

Report Author: Glenda Parsons – Governance Officer

Contact Number: 8301 7324

Attachments: Nil

1. Purpose

The purpose of this report is to acknowledge receipt of the request from the City of Onkaparinga Pipe Band and seek Council approval to appoint Cr Heidi Greaves as elected member liaison to that external organisation.

2. Recommendation

That Council approve the appointment of Cr Heidi Greaves to act as Council liaison to City of Onkaparinga Pipe Band until 30 March 2017.

3. Background

At the Council meeting of 3 March 2015 elected members were appointed to act as liaisons to various external organisations.

On 12 April 2015 an email was received from the City of Onkaparinga Pipe Band requesting Council approval for Cr Heidi Greaves to be appointed as their Council liaison.

The liaison role is structured such that the elected members assist communication and exchange of information between the Council and the external organisation. The elected member is not appointed as a member of the external organisation's board and as such does not have any voting rights when matters are brought before the external organisation for decision.

The Council appointed elected member liaison policy has been drafted to clarify for elected members and external organisations the role and responsibilities of a Council liaison. The Policy was approved by Council on 3 March 2015.

4. Financial Implications

Council's Allowance, benefits and support procedure 2014 allows for travel expenses under Section 77(1)(b) of the *Local Government Act 1999*, to be reimbursed to elected members who are a Council appointed liaison.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Conflict of Interest	By nominating elected members in liaison roles rather than making formal appointments to the various external organisations board/committee, indemnity and conflict of interest risks for individual elected members are mitigated.
Misconception of Council support to the external organisation	The intent and objectives of the role of a Council appointed liaison member is clearly defined in Council policy.

Opportunity	
Identify	Maximising the opportunity
Community leadership and communication	Elected member involvement as Council liaisons to a range of community groups, school councils and management committees provide an ideal opportunity for not only leadership within the community but also the opportunity to hear the views of the community on many and varied topics.

9.2 Development Assessment Panel Independent Member appointments

This is a regular or standard report.

Manager: Renée Mitchell, Manager Development Services

Report Author: Renée Mitchell, Manager Development Services

Contact Number: 8384 0584

Attachments: 1. DAP Terms of Reference (9 pages)

1. Purpose

The current term of the three Independent Members of the Development Assessment Panel (excluding the Presiding Member) expires on 30 June 2015. Council's direction is sought on appointment for the next term of the panel.

2. Recommendations

That Council reappoint the following Independent Members to the Development Assessment Panel (excluding the Presiding Member), for a period of two years from 1 July 2015 to 30 June 2017:

- a. **Debra Arnold**
- b. **Grant Halstead**
- c. **Judith Urquhart.**

3. Background

The Council, at its meeting of 11 June 2013, appointed the three existing Independent Members of the Development Assessment Panel (DAP):

- Ms Debra Arnold
- Mr Grant Halstead
- Ms Judith Urquhart

with their terms expiring 30 June 2015.

The Council appointed the Independent Presiding Member, Mr Bill Chandler, at its meeting of 26 November 2013, with his term expiring 31 December 2015.

The Council, at its meeting of 9 December 2014, appointed the three existing Elected Members to the DAP:

- Cr Darryl Parslow
- Cr Bill Jamieson
- Cr Greg Olbrich

with their terms expiring 30 November 2016.

Council is now required to consider the process for appointing and/or reappointing the three Independent Members to the DAP.

4. Financial Implications

All DAP members are remunerated for attendance at panel meetings:

- \$550 per meeting for the Independent Presiding Member
- \$350 per meeting for all remaining panel members (independent and Elected Members).

No change is proposed to remuneration.

The minimum cost for engaging an external recruitment agency is approximately \$10,000.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Limited availability and/or interest from potential Independent Members	By reappointing the three existing Independent Members (who have expressed an interest in being reappointed), we prevent the scenario of insufficient or inappropriate registrations of interest for three positions.
Unknown changes to DAPs as a result of state government planning review and potential competition with other councils for independent members	The reappointment of the three Independent Members ensures continuity of experience and expertise through a period of anticipated change and does not require us to compete with other councils for independent members.

Opportunity	
Identify	Maximising the opportunity
Retention of expertise and experience on the DAP	The reappointment of the three Independent Members (not including the Presiding Member) has the advantage of retaining expertise and experience gained on the DAP over time, and providing continuity of operation of the DAP through anticipated changes to panels to be implemented by the state government in the near future.

On balance, based on the above, we suggest proceeding as per the recommendation.

6. Additional information

The Development Assessment Panel (DAP) is a body formed by Council in accordance with the requirements of section 56A of the *Development Act 1993* (the Act). The DAP is granted delegated powers which are administered in accordance with the Terms of Reference (Attachment 1) adopted by Council and the statutory requirements under the Act.

The delegations allow the DAP to act as the relevant authority for hearings and decisions on certain types of development applications, as permitted under the Act.

The DAP is required to comprise of at least one member of each gender, and as far as practicable, should desirably comprise equal numbers of men and women. It is necessary to appoint Independent Members to the DAP to enable Council to fulfil its statutory obligations under the Act.

The Presiding Member, Mr Bill Chandler, has been in his role since 1 January 2014. Mr Chandler has indicated his support for the reappointment of the three Independent Members.

The Independent Members Ms Debra Arnold and Mr Grant Halstead were appointed in 2006 following a recruitment and shortlisting process.

Ms Judith Urquhart was appointed to the DAP in December 2008, after consideration of candidates for a vacancy via an expression of interest process.

Ms Arnold, Mr Halstead and Ms Urquhart have all expressed interest in being reappointed to the DAP for a further two years.

The Act enables an extension of their appointment for up to six months, to ensure continuity of the DAP while any recruitment is occurring.

Membership criteria for the DAP is a combination of the statutory requirements set out in the Act and complementary criteria established by Council (as contained in the Terms of Reference).

The criteria for the three Independent Members of the DAP are required to be appointed having regard to the following criteria:

1. The provisions of section 56(A)(3)(c)(ii) of the Act, require as follows:
 - a. Each must be a fit and proper person to be a member of a Council Development Assessment Panel.
 - b. Subject to any provision made by the Regulations, each must be a person who is determined by the Council to have a reasonable knowledge of the operation and requirements of the Act, and appropriate qualifications or experience in a field that is relevant to the activities of the DAP.
 - c. The qualifications and experience of these members, when considered in conjunction with the qualifications and experience of the Presiding Member, must provide a reasonable balance across the fields that are relevant to the activities of the DAP.
2. Any prescribed qualifications or experience, training, examination, registration or accreditation that may be prescribed by the *Development Regulations 2008* (the Regulations have never contained any such requirements however).

Section 56A(3)(e) of the Act enables the reappointment of DAP members at the expiration of their term of appointment. Council may choose to reappoint the existing Independent Members of Ms Arnold, Mr Halstead and Ms Urquhart for

a further two year period, which is permissible. All DAP members have undergone training in their role and have performed their role well during their terms.

The reappointment of the three existing Independent Members (not including the Presiding Member) has the advantage of retaining expertise and experience gained on the DAP over time and providing continuity to the operation of the DAP under the relatively new leadership of the Presiding Member. It also has the advantage of providing continuity during a period of anticipated change to the composition of panels, expected to be implemented as a result of the Planning Reforms.

Appointing to the three Independent Member positions following an expressions of interest process may result in new skills and expertise being brought to the DAP.

In the event the Council does not support the recommendation and chooses to declare the three Independent Members positions as vacant, the following is the alternative recommendation:

1. *That Council declare the three Independent Member positions of the Development Assessment Panel (not including the Presiding Member) as vacant as at the expiry of their terms of appointment.*
2. *A recruitment firm be appointed to identify and shortlist candidates for the Independent Member positions.*
3. *An interview panel comprising:*
 - *Mayor Lorraine Rosenberg*
 - *Cr Gail Kilby (as deputy chairperson of the Strategic Directions Committee)*
 - *Director Corporate and City Services*
 - *Manager Development Services*

be established to assess and select the shortlisted candidates in conjunction with the recruitment firm, and to make recommendations to Council on the appointment of suitable candidates.

4. *That pursuant to section 56A(4a) of the Development Act 1993, the term of appointment of Debra Arnold, Grant Halstead and Judith Urquhart be extended to expire on the date of appointment of Independent Members for a new two year term, or up to a maximum of six months to 31 December 2015, whichever is the sooner.*

Consideration needs to be given to the structure and membership of a selection panel. It is recommended that a selection panel comprising the Mayor, the deputy chairperson of the Strategic Directions Committee (as the chair is a member of the DAP), the Director Corporate and City Services and Manager Development Services be appointed to review registrations of interest and make a recommendation to Council for the vacant positions. The Corporate and City Services Department will manage the process of calling for registrations of interest for the positions.

A further report will be required for Council on the outcome of the process and recommending suitable candidates. This would be expected to occur at a meeting in July or August 2015.

In accordance with the Act, it is recommended that Council now determine how it wishes to appoint the three Independent Members of the DAP.



Development Assessment Panel

Terms of reference July 2014

1. Objectives of the group

The Development Assessment Panel ('the panel') is the body established by resolution of the Council of the City of Onkaparinga to perform the following functions pursuant to Section 56A(2) of the *Development Act 1993* (the Act):

2. Purpose of the group

- 2.1. To act as a delegate of the Council in respect to its powers and functions as a relevant authority with respect to determining whether or not to grant development plan consent under the Act.
- 2.2. As it thinks fit and within any limitations or qualifications set out in these Terms of Reference, to provide advice and reports to Council on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of applications under the Act.
- 2.3. To perform other functions (other than functions involving the formulation of policy) assigned to the panel by the Council.

3. Term of the group

Establishment of the panel is a statutory, mandatory requirement and shall remain in operation while such a statutory requirement applies.

- 3.1. Subject to clauses 3.3.1 and 3.3.3 of these Terms of Reference:
 - 3.1.1 The presiding member shall be appointed for a period of two years commencing on 1 January in the year of appointment and expiring on 31 December the second year thereafter {s56A(3)(e)}.
- 3.2. Each Council elected member of the panel shall be appointed for a term of office of two years commencing from the first Council meeting in December, commencing from December 2006, and every two years thereafter {s56A(3)(e)}.
- 3.3. Each independent member of the panel shall be appointed for a term of office of two years.
 - 3.3.1 Council may reappoint all or any members of the panel for a further term of office at their term's expiry {s56A(3)(e)}.
 - 3.3.2 The members of the panel will appoint a deputy presiding member of the panel {s56A(4b)} to act in the absence of the presiding member. This is to include any period that the Council has not appointed a presiding member. In the absence of both the presiding member and the deputy presiding member,



Development Assessment Panel

the panel shall appoint from its membership an acting presiding member for that meeting.

- 3.3.3 A member of the panel whose term of office expires, may nevertheless continue to act as a member for a period of up to six months, until he or she is re-appointed or a successor is appointed by the Council {s56A(4a)}.
- 3.3.4 The Council may remove a member of the panel from office as set out in s56A(3)(g) of the Act.

4. Membership

- 4.1. The panel shall be constituted of seven members and shall include as its members {s56A(3)(a) to (d) and (f)}:
 - 4.1.1 An independent presiding member, not being an elected member or staff member of the City of Onkaparinga, appointed by the Council having regard to the membership criteria below.
 - 4.1.2 Three persons who shall be appointed by the Council from elected members of the Council (one of whom may be the mayor) having regard to the membership criteria below.
 - 4.1.3 Three persons who are independent of council (that is, they are not members of Council or council staff) to be appointed by the Council having regard to the membership criteria below.
 - 4.1.4 At least one member of each gender.
 - 4.1.5 As far as practicable, equal numbers of men and women.
 - 4.1.6 There are no proxy members on the panel.

5. Membership Criteria

- 5.1. The presiding member of the panel shall be appointed having regard to the following criteria:
 - 5.1.1 The provisions of section 56A(3)(b) of the Act, which set out as follows:
 - a. The presiding member must not be a member or officer of the council.
 - b. The presiding member must be a fit and proper person to be a member of a development assessment panel.
 - c. Subject to any provision made by the regulations, the presiding member must be a person who is determined by the Council to have a reasonable knowledge of the operation and requirements of the Act, and appropriate qualifications or experience in a field that is relevant to the activities of the panel.
 - 5.1.2 Any prescribed qualifications or experience, training, examination, registration, or accreditation that may be prescribed by the *Development Regulations 2008*.



Development Assessment Panel

- 5.1.3 For the purposes of clause 5.1.1(c) above, the member must have demonstrated qualifications or experience in one or more of the following areas relevant to the development assessment process:
- urban or regional planning
 - urban or regional development
 - landscape design
 - heritage conservation
 - environmental conservation or management
 - natural resource management
 - planning for or the provision, operation and management of community facilities
 - commerce
 - industry
 - building construction
 - legal services.
- 5.1.4 Skills and experience in the effective and inclusive chairing of meetings.
- 5.1.5 Minimal potential as a result of employment, business, financial or personal interests for issues of conflict of interest to arise in the role of presiding member.
- 5.2. The independent members of the panel shall be appointed having regard to the following criteria:
- 5.3. The provisions of section 56A(3)(c)(ii) of the Act, which set out as follows:
- a. Each must be a fit and proper person to be a member of a Council development assessment panel.
 - b. Subject to any provision made by the regulations, each must be a person who is determined by the Council to have a reasonable knowledge of the operation and requirements of the Act, and appropriate qualifications or experience in a field that is relevant to the activities of the panel.
 - c. The qualifications and experience of these members, when considered in conjunction with the qualifications and experience of the presiding member, must provide a reasonable balance across the fields that are relevant to the activities of the panel.
- 5.3.1 Any prescribed qualifications or experience, training, examination, registration, or accreditation that may be prescribed by the *Development Regulations 2008*.
- 5.3.2 For the purposes of clause 5.3(c) above, the provisions of clause 5.1.3 above apply.
- 5.4. The elected members appointed to the panel:
- 5.4.1 Have demonstrated experience and knowledge in the development assessment process or be persons who have undertaken specific training in



Development Assessment Panel

the responsibilities as a member of a development assessment panel.

- 5.4.2 Hold any prescribed qualifications or experience, training, examination, registration, or accreditation that may be prescribed by the *Development Regulations 2008*.
- 5.5. Each member of the Development Assessment Panel will be offered remuneration fixed by resolution of Council as recompense for the reasonable time and costs incurred by the member, and recognising the role, skills, knowledge and experience required of the member.
- 5.6. A vacancy on the Panel occurs when a member {s56A3(h)}:
- dies; or
 - completes a term of office on the panel and is not reappointed; or
 - resigns from the panel by written notice to Council; or
 - becomes bankrupt or applies to take the benefit of a law for the relief of insolvent debtors; or
 - is convicted of an indictable offence punishable by imprisonment; or
 - is removed from office by the council; or
 - was an elected member of the council at the time of appointment to the panel, but is no longer an elected member of the council.
- 5.7. In the event of a vacancy during (rather than at the end of) a panel member's term of office Council may appoint a replacement member for the balance of that member's term on the panel.
- 5.8. A member of the panel who is not a member of the Council must disclose his or her financial interests in accordance with Schedule 2 of the Act {s56A(6)}.
- 5.9. Pursuant to section 56A(10) of the *Development Act 1993* a member of the panel incurs no liability for an honest act done in the exercise or performance or purported exercise or performance, of powers or function under Part 4 of the *Development Act 1993*.

6. Presiding Member

- 6.1. The role of the presiding member will include, but not be limited to:
- Ensuring that the business of the panel at meetings, including hearings, is conducted in a reasonable and appropriate manner and that any unreasonable, unruly or inappropriate behaviour is dealt with, and ensuring that appropriate meeting procedures are followed.
 - Ensuring the panel properly considers matters in terms of the *Development Act 1993* in an efficient and timely manner.
 - Ensuring that members are aware of their role and responsibilities as a panel member under the *Development Act 1993* and that elected members do not confuse that role with their role under the *Local Government Act 1999*.



Development Assessment Panel

7. Public Officer

- 7.1. The panel must have a public officer (who is not a member of the panel) appointed to it by the Council {s56A(22)}.
- 7.2. The functions of the public officer include ensuring the proper investigation of complaints about the conduct of a member of the panel {s56A(24)}.

8. Meetings

- 8.1. Decision making, participation and representation.
 - 8.1.1 That in so far as procedures for the panel are not prescribed in the *Development Act 1993* and any regulations under the Act and these Terms of Reference, the panel may determine its own procedures {s56A(19)}.
 - 8.1.2 Meetings of the panel shall be conducted in public except where the panel may exclude the public pursuant to s56A(12) of the Act.
 - 8.1.3 An act of the panel is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a member {s56A(18)}.
- 8.2. Quorum and voting
 - 8.2.1 A quorum for meetings of the panel shall be half plus one of the total number of members of panel for the time being in office (ignoring any fraction resulting from the division) {s56A(18a)}.
 - 8.2.2 In the event that a quorum is not present within 30 minutes of the commencement time for a meeting, business listed on the agenda will be dealt with at the next meeting of the panel.
 - 8.2.3 The panel decision making shall be based on consensus, following open discussion, with a formal motion to be moved in the event of failure to reach consensus. Decisions will be recorded in the minutes as either LOST or CARRIED.
 - 8.2.4 In the event of failure to reach consensus, each member present at a meeting of the panel is entitled to one vote on any matter arising for decision and if the votes are equal, the member presiding at the meeting is entitled to a second or casting vote {s56A(18b)}.
 - 8.2.5 The panel may defer its decision whether to approve or refuse an application for the purposes of requesting further information in respect of the application. Reasons for deferral should be recorded in the minutes. The panel will, however, be aware of the timeframes within which decisions are required to be made under the *Development Act 1993*.
- 8.3. Minutes
 - 8.3.1 Accurate minutes of the meetings of the panel shall be kept {s56A(13)}.



Development Assessment Panel

- 8.3.2 A disclosure under s56A(7) to (10) (conflict of interest) must be recorded in the minutes {s56A(14)}.
- 8.3.3 The minutes shall record the names of representors and applicants appearing before the panel and the decision of the panel.
- 8.3.4 Upon adoption of the minutes, the presiding member shall authorise the minutes by signature and date of adoption and by initialling each page of the minutes.
- 8.3.5 Copies of draft minutes of meetings will be available at the same locations five (5) working days after the date of the meeting. Minutes shall not be formal minutes of a meeting until adopted by the panel at the next normal meeting of the panel. However this does not preclude the issue of decision notification under the *Development Act 1993* advising of the determination of the panel of development applications immediately after a meeting at which the panel determined the particular application. The minutes of meetings must be available to the public for inspection within five business days after their adoption by the members of the panel {s56A(17)}.
- 8.3.6 The panel may exclude from the public version of the minutes information about any matter dealt with on a confidential basis by the panel {s56A(16)}.
- 8.4. Professional Advice
- 8.4.1 A report prepared by a suitably qualified person setting out the details of an application and its planning merits shall be submitted to the panel.
- 8.4.2 The reporting officer and a senior council officer with responsibilities in development assessment shall attend each meeting of the panel in an advisory capacity and shall be encouraged to provide that advice at any time during consideration of the item. Council officers and advisors are not members of the panel and do not have a role in the final decision of the panel (whether it be by consensus or by a formal vote) on an item before it.
- 8.5. Public Hearings
- 8.5.1 In the case of category 2 and category 3 development applications, the panel will conduct a public hearing to allow a person who made a valid representation to appear personally or by representative before it, to be heard in support of the representation {s38(10)} with the following exception:
The Panel will not hear representations in respect to category 2 applications that arise from clause 20 of Schedule 9 of the *Development Regulations 2008* (that is, minor development ancillary to a dwelling that comprises the construction of (or of any combination of) a carport, garage, shed, pergola, verandah, swimming pool, spa pool or outbuilding) other than where an application may be referred to the panel by the Director People, Governance and Regulatory Services or the Manager Development Services in accordance with clause 9.3 herein.



Development Assessment Panel

8.5.2 Where a person appears before the panel under clause 8.14, the panel will allow the applicant a reasonable opportunity, on request, to appear personally or by representative before it in order to respond to any matter {s38(11)}.

8.6. Conflict of interest

8.6.1 Members of the panel must conduct themselves at all times in accordance with the Code of Conduct prepared by the Minister for Planning and Urban Development pursuant Section 21A of the Act.

8.6.2 A member of the panel who has a direct or indirect personal or pecuniary interest in a matter before the panel must disclose such interest and must not take part in or be present at any hearing or meeting of the panel in relation to that matter as set out under s56A (7) to (10) of the Act.

8.7. Notice of meetings

8.7.1 A minimum of three clear days' notice of scheduled meetings of the panel shall be given to panel members.

8.7.2 A copy of the agenda shall be available for viewing by the public at the Noarlunga, Willunga, Aberfoyle Park and Woodcroft area offices and on the council's public website three clear days before the meeting of the panel.

8.8. Public access to meetings

8.8.1 Members of the public shall be able to attend meetings of the panel unless resolved by the panel to be confidential pursuant to s56A(12) of the Act .

8.9. Public access to documents

8.9.1 Members of the public will be afforded access to appropriate documents relating to matters before the panel. Searches for documents or copies of documents may be charged a fee, in accordance with Council's Schedule of Fees and Charges.

8.9.2 Copies of the agenda and minutes of the panel will be available for public viewing from the council offices and on the council's website. Agendas will be available three clear days before the meeting and minutes will be available within five days following the meeting.

9. Delegations

The powers and functions of council with respect to determining whether or not to grant development plan consent under the Development Act 1993 are delegated to council's Development Assessment Panel and officers of council in accordance with Sections 34(23) and (27) of the Act, based on the following principles:

9.1. In order to determine applications in a timely and efficient manner, to meet the statutory requirements of the Act and regulations and to meet the statutory timelines for assessing applications under the Act, the following kinds of applications should be determined by appropriately qualified council staff:



Development Assessment Panel

- Complying and category 1 development.
 - Category 2 and 3 applications that are not subject to representors who wish to be heard.
 - Minor applications (eg carports and garages) that are subject to category 2 notification to adjoining neighbours only. These applications can be adequately resolved at staff level where the issues only involve adjoining neighbours and negotiation between the affected parties can be facilitated by staff.
 - Non-complying development of a minor nature.
- 9.2. Applications that are complex or controversial or subject to a high level of public interest should be determined by the panel. These include:
- Applications that are subject to public representations (that is, category 2 and 3 applications) and where valid representations have been received and the representors wish to be heard in support of their representations (these are usually more complex applications and ones where conflicting issues arise between applicants and a broader cross-section of the community).
 - Major non-complying development applications (these are applications where exceptional merit should be displayed in order to be approved, and where applicants do not have any right of appeal should the application be refused).
- 9.3. Applications that are of significant social, economic or environmental interest, but which would otherwise be dealt with under delegation to council officers (for example, category 1 development, or category 2 and 3 development not subject to representation) may, at the discretion of the Director People, Governance and Regulatory Services or the Manager Development Services, be referred to the panel for decision. These would normally include applications that are of a major scale or have a major impact but which are consistent with the primary objective of the zone and hence exempt from public notification.
- 9.4. Applications where the Minister has determined that the Council's Development Assessment Panel is the relevant authority to decide the matter (Section 34 of the Act).
- 9.5. In relation to an appeal of decision by the panel, the Manager Development Services is authorised by the panel to determine whether any 'compromise proposal' is appropriate. The Manager Development Services may, in determining whether any 'compromise proposal' is appropriate, consult with the panel or refer the matter to the panel for a decision.
- 10. Reporting**
- 10.1. The panel shall prepare a written report to the Council in August of each year in a form determined by the Council, and the presiding member will attend and present the report to Council at a suitable Council meeting.
- 10.2. An item shall be provided in Council's 'Weekly News' after finalisation of the draft minutes following each meeting of the panel, advising that the minutes are available on onkaparingacity.com and on Sugarsync.



Development Assessment Panel

- 10.3. A statistical report on decisions of the panel shall be provided to council and be incorporated into the report of development approvals appearing in each issue of 'The Quarter'.

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9.3 Draft Annual Business Plan 2015-16

This is a new proposal, concept or issue.

Manager: Darren Styler, Manager Finance
Report Author: Diane Eckermann, Team Leader Management Accounting
Contact Number: (08) 8384 1121
Attachments: 1. Draft Annual Business Plan 2015-16
(118 pages – provided under separate cover)

1. Purpose

This report seeks approval of the draft Annual Business Plan 2015–16 for community engagement purposes (the plan).

2. Recommendation

That Council approve the draft Annual Business Plan 2015–16 as detailed in the agenda report and presented at attachment 1 to the agenda report for community engagement purposes with the following amendments:

- **(details to be inserted at the meeting).**

3. Background

At the Special Council meeting of 31 March 2015 Council approved key budget components for inclusion in the plan including:

- amendments to Project and Capital Works (PCW) category quantum and related Resource Allocation Strategies for 2015-16
- the draft PCW Plan 2015–16
- the draft Major Projects Fund financial estimates and scheduling for 2015-16 and associated debt modelling.

At this meeting Council also approved approaches to address PCW funding for renewal and service level pressures, Major Projects and Strategic/Growth projects beyond 2015-16 for inclusion in the draft Long Term Financial Plan 2015-16 to 2034-35 and to inform discussions in the plan.

At the Council meeting of 14 April 2015 Council approved the draft Funding Statement 2015-16 and the draft Operating Budget by Service 2015-16 for inclusion in the plan.

At this meeting Council also confirmed that the plan include a 4.64 per cent general rate increase resulting in a balanced Funding Statement.

This report presents the plan for Council approval prior to release for community engagement.

4. Financial Implications

The plan includes the draft 2015-16 Budget for community engagement.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Failure to adopt the Annual Business Plan, budget and rate notification in a timely manner results in breaches of the <i>Local Government Act 1999</i> and exposure to reputational and financial risk.	The approved financial planning timetable for 2015-16 meets the timing obligations specified in the <i>Local Government Act 1999</i> with regard to the Annual Business Plan, budget and rate notification processes and has been designed to ensure adoption of these items in a timely manner.

6. Additional information

The plan has been developed for consideration by Council and is included as attachment 1 to this report. The plan aims to provide a clear understanding of annual planning processes from strategic planning through to measurement of organisational performance. It has been structured to align with the City of Onkaparinga Community Plan 2035.

A copy of the plan has been provided to the independent members of the Audit, Risk, Value and Efficiency Committee (the committee). Feedback from the independent committee members has already been included in the draft plan presented at attachment 1.

Council's feedback and approval of the plan is now sought prior to the commencement of the community engagement process.

Next steps

The following outlines the next steps for finalising the plan:

- The community engagement process will commence on 13 May 2015 and close on 10 June 2015
- A community engagement public meeting will be held on 9 June 2015
- A report on the outcomes from the engagement process will be presented to Council on 23 June 2015
- Adoption of the plan, budget, valuations and declaration of the rates for 2015–16 is scheduled for 30 June 2015.

Attachment 1

Draft Annual Business Plan 2015-16

Provided under separate cover (118 pages)

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10. Nominations to external bodies

10.1 Appointment of representatives to the Metropolitan Seaside Councils Committee

This is a regular or standard report.

Manager: Andrea Sargent, Manager Risk and Compliance

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments:

1. Letter from the Metropolitan Seaside Councils Committee requesting confirmation of representatives (1 page)
2. Metropolitan Seaside Councils Committee Terms of Reference (9 pages)

1. Purpose

This report seeks Council to appoint one council staff member and one elected member as representatives to the Metropolitan Seaside Councils Committee.

2. Recommendation

That Council appoint:

1. Salvador Jurado, Asset Planner – Coastal, and

2. Cr [to be inserted at meeting]

as City of Onkaparinga representatives to the Metropolitan Seaside Councils Committee.

3. Background

The Metropolitan Seaside Councils Committee (MSCC) is a Local Government committee that provides a valuable forum for councils to develop a common response to shared concerns, to facilitate collaboration to source funding to address priority concerns across council boundaries and to raise the profile of our coastal environments.

The MSCC Terms of Reference require member councils to appoint two representatives, being one elected member and one officer of council, to the committee.

We have received a letter from the MSCC requesting we advise contact details for our members (refer attachment 1).

4. Financial Implications

Membership of the MSCC is \$2,300 for the term, ie 2015 to 2018.

5. Risk and Opportunity Management

Opportunity	
Identify	Maximising the opportunity
Member councils are integral in the MSCC decision making and reporting process	The MSCC can develop a common response to coastal management issues across the metropolitan area. The MSCC can prepare funding applications on behalf of or in conjunction with member councils. Priority concerns can be addressed across council boundaries and raise the profile of the coastal environment. Preparation of submissions on behalf of member councils on coastal issues during public consultation on government initiatives. Promote cooperation between member councils, advisory organisations and stakeholders. Coordinate actions on regional issues regarding coastal issues in conjunction with the member councils.

6. Additional information

At its meeting of 5 August 2014 Council resolved to support the proposal to change the structure of the MSCC from an incorporated association to an unincorporated group and continue its involvement as a member council of the MSCC. [Link to agenda and minutes Council meeting 5/8/14](#)

The membership of the MSCC includes representatives of coastal councils between St Kilda and Sellicks Beach.

The term of meetings for the MSCC is from 2015 until the Local Government elections in 2018.

The previous MSCC met quarterly on a Thursday morning for approximately 1.5-2 hours. Future meeting times and days are subject to ratification at the first meeting.

Previous members were Salvador Jurado, Asset Planner – Coastal and Cr Bill Jamieson, with Cr Sharon Nash as proxy.

There is no sitting fee or allowance payable to members.



SCANNED	Disposal Code:
	Retention:
	No:

8 April 2015

Mark Dowd
Chief Executive Officer
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168

Dear Mr Dowd

Metropolitan Seaside Council Committee 2015 - 2018

The City of Charles Sturt will be hosting the next term of meetings for the Metropolitan Seaside Council Committee from 2015 through to 2018.

We would like to invite you to formally nominate and/ or confirm your representatives to sit on the Committee. We attach a list of current membership for your reference and will be scheduling quarterly meetings in the near future.

To progress establishment of the Committee under the revised terms of reference, we will need the Chief Executive Officers of all participating Councils to sign a Memorandum of Understanding. Once we receive confirmation of your continuing membership, we will forward the document for signing I have attached a copy for your reference. We will subsequently invoice all Councils for \$2,300 should you wish to continue with the membership.

We believe there is value in continuing the group as we move forward and consider issues associated with climate change and sea level rise, both policy development and on ground issues. A collaborative approach to the management of the coast is paramount and the group can be influential in the future development and management of such issues.

Subject to confirmation of your membership, we have scheduled the first meeting for Thursday 23 April from 10am - 12pm. If you could please confirm your involvement and contact details of your members as soon as possible, we can then schedule the meeting dates for 2015 and beyond. For reference, the previous MSCC met quarterly on a Thursday morning for approximately one and a half to two hours. Future meetings times and days would be subject to ratification at the first meeting of the MSCC.

Please contact me if you wish to discuss.

Yours faithfully

Allison Breton
Manager Open Space, Recreation and Property
Encl

15/85359

METROPOLITAN SEASIDE COUNCILS COMMITTEE

Metropolitan Seaside Councils' Committee

Working together for tomorrow's Coasts

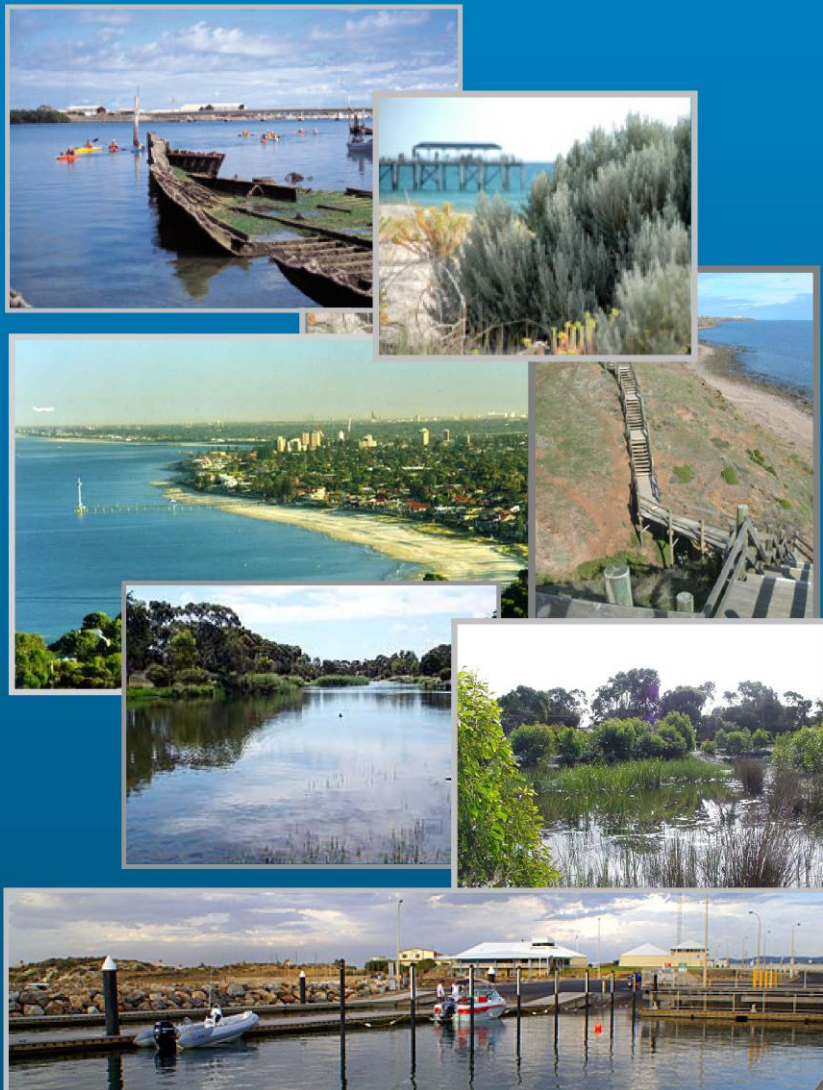


TABLE OF CONTENTS

About the Metropolitan Seaside Councils Committee.....	3
1. PRELIMINARY	4
2. AIMS AND OBJECTS.....	5
3. POWERS OF THE MSCC	6
4. MEMBERSHIP AND VOTING	6
5. INDEMNITY AND INSURANCE	7
6. HOST COUNCIL.....	7
7. CHAIRPERSON	8
8. MEETINGS.....	8
9. MINUTES.....	8
10. ALTERATION TO THE TERMS OF REFERENCE.....	9
11. DISSOLUTION	9



About the Metropolitan Seaside Councils Committee

The Metropolitan Seaside Councils Committee (MSCC) is a successor unincorporated body to the former MSCC Inc. and is a body of Local Government representatives of long standing, pre-dating the Coast Protection Act of 1972, which established the Coast Protection Board.

Concern by metropolitan councils over increasing storm damage led to a predecessor of the current MSCC commissioning the University of Adelaide to undertake a study of metropolitan beaches. The outcome of this study – The Culver Report 1970 – proposed both the modern sand replenishment strategy and a Coast Protection Act.

The MSCC has existing links to the Coastal Protection Board, through the Chair of the MSCC being an advisory member of the Board, Natural Resources Adelaide and Mount Lofty Ranges Region and Adelaide Shores (West Beach Trust). Council staff representatives are drawn from parks, engineering and planning departments, at middle to senior management level.

The MSCC provides a valuable forum for councils to develop a common response to shared concerns, to facilitate collaboration to source funding to address priority concerns across council boundaries, and to raise the profile of our coastal environments. Other benefits to councils include preparation of submissions on coastal issues during public consultation on government initiatives which specifically relate to the coastal environment.



TERMS OF REFERENCE

1. PRELIMINARY

1.1. Name

The name of this unincorporated association is the "Metropolitan Seaside Councils' Committee".

1.2. Interpretation

In these Terms of Reference unless the contrary is apparent:

- 1.2.1. "Act" means the *Local Government Act 1999* (SA).
- 1.2.2. "Council" means a council constituted under the Local Government Act 1999 and any other authority of a local government nature constituted or established under South Australian legislation.
- 1.2.3. "Representative" means a representative appointed by a Member Council for the purposes of these Terms of Reference to represent a Member Council at meetings of MSCC.
- 1.2.4. "Elected Member" means any councillor of a Council.
- 1.2.5. "Host Council" means the Member Council that is chosen to be the Host Council for the MSCC for the term of 4 years.
- 1.2.6. "Member Council" means a Council which is a signatory to the MSCC Memorandum of Understanding.
- 1.2.7. "MSCC" means the Metropolitan Seaside Councils Committee.
- 1.2.8. "Suitable advisory organisation" means a Government entity or other association which meets the requirements of the MSCC for membership.
- 1.2.9. Words importing the masculine gender include the feminine gender and vice versa.
- 1.2.10. Words importing the singular include the plural and vice versa.



2. AIMS AND OBJECTS

2.1. Aims

The principal aims of the MSCC are to:

- 2.1.1. Ensure the maintenance and improvement of coastal environments;
- 2.1.2. Re-establish and rehabilitate coasts areas where possible;
- 2.1.3. Determine the present and future conditions of the Adelaide metropolitan coast, and the best method of preserving and improving the foreshore and beaches.
- 2.1.4. Develop strategic partnerships to protect, enhance and promote the coast.

2.2. Objects

The Primary Objects of the MSCC are to:

- 2.2.1. Promote cooperation between Member Councils and advisory organisations and stakeholders, and coordinate actions on issues of regional significance regarding the sustainability of the urban coastal environment.
- 2.2.2. Ensure the co-operation and co-ordination of all the Member Councils and advisory organisations and stakeholders to take any action necessary for the improvement and betterment of facilities, amenities and conveniences in order to provide enjoyment and recreation to the public.
- 2.2.3. Represent the Member Councils and advocate on issues relating to the sustainability of coastal and estuarine environments to regional, state and federal bodies.
- 2.2.4. Facilitate the sustainable and integrated planning and management of natural and built coastal and estuarine assets.
- 2.2.5. Identify and address emerging issues affecting metropolitan coasts and estuaries, including any human impacts upon St Vincent's Gulf, through research and project development.
- 2.2.6. Facilitate knowledge and tools development and exchange to enhance community awareness and engagement on sustainability of coasts and estuaries.
- 2.2.7. Develop strategic partnerships with other appropriate organisations to devise, prioritise and implement protection strategies and address emerging issues which affect the metropolitan coast.



3. POWERS OF THE MSCC

- 3.1. To associate with other associations (both incorporated and unincorporated), clubs and organisations having similar objects to those of the MSCC.
- 3.2. To seek funding through the Host Council for suitable coastal management projects.
- 3.3. To publish material such as reports and papers.
- 3.4. To do things which are conducive to the Objects of these Terms of Reference and to further the interests of the MSCC.
- 3.5. To as required, with the assistance of the Host Council, raise funds at any time from Government Grants or other external sources as required to carry out the aims and objectives of the MSCC.

4. MEMBERSHIP AND VOTING

4.1. Eligibility for Membership

- 4.1.1. A Council shall be eligible for membership if the Council has a coastal boundary as defined by the Coast Protection Board's Metropolitan Coastal Protection District and has signed the MSCC Memorandum of Understanding.
- 4.1.2. Eligible Member Councils and suitable advisory organisations shall each be represented by two Representatives from each organisation - one elected member and one officer of a Council, or two staff of an advisory organisation.

4.2. Appointment of Representatives

- 4.2.1. The recording of the names and contact details of all Representatives, the date of appointment and the Member Council they represent shall be the responsibility of the Host Council.
- 4.2.2. The appointment of additional Representatives to the MSCC shall be at the discretion of, and in a manner determined by, the Member Council's.
- 4.2.3. The office of a Representative shall become vacant if:
 - 4.2.3.1. The Representative resigns by letter addressed to the Council which appointed him/her;
 - 4.2.3.2. The Representative is replaced by his/her Council at any time.
 - 4.2.3.3. The Representative ceases to remain an Elected Member or staff member of that Council.
- 4.2.4. Where the office of a Representative becomes vacant, the Council concerned may appoint another Representative.

4.3. Voting

- 4.3.1. Each Member Council will have one vote per Representative;



4.3.2. Advisory organisations invited by the MSCC to participate in its meetings will not have voting rights;

4.3.3. The Chairperson shall have a deliberative vote only.

4.4. Opportunity and respect

4.4.1. All Members of the MSCC will be provided with equal opportunity in an atmosphere of equal respect in discussions and voting.

5. INDEMNITY AND INSURANCE

5.1. The Representatives of each Member Council will be protected by the general protections for Council members and employees as provided for in the Act.

6. HOST COUNCIL

6.1. The Representatives shall at the Meeting following the Local Government elections elect a Host Council from amongst the Member Councils of the MSCC which have indicated a willingness to accept that position and role.

6.2. The Host Council will maintain that position for a term, being the four years between Local Government periodic elections.

6.3. A Host Council shall not be elected to this position for any more than two consecutive terms.

6.4. The Host Council will provide administration services and support to assist in the ongoing management of the MSCC, as well as hosting the MSCC's meetings.

6.5. The Host Council will maintain an account to hold the funds of the MSCC and will provide access to those funds when requested.

6.6. The Host Council will pursue funding on behalf of the MSCC when required.

6.7. The Host Council shall keep and retain proper books of accounts and records of accounting records and meeting proceedings to correctly record and explain the financial transaction and financial position of the MSCC.

6.8. The Host Council will receive and bank all monies and issue receipts for the same, pay all accounts which have been passed by the MSCC and shall keep a proper record of all such receipts and payments in such a manner as an auditor may determine.

6.9. The Host Council shall prepare or have prepared a full financial statement and balance sheet annually.



7. CHAIRPERSON

- 7.1. The Representatives shall appoint a Chairperson from the Representatives of the Host Council as well as a Vice Chairperson from the other Representatives of the MSCC.
- 7.2. The Chairperson or in his/her absence, a Vice Chairperson shall preside at all meetings of the MSCC.
- 7.3. The Chairperson and Vice Chairperson shall hold office for a period of 4 years.
- 7.4. The Chairperson and Vice Chairperson may be removed from office at any time by a resolution carried by two thirds of the MSCC Representatives.
- 7.5. If at any stage the office of Chairperson or Vice Chairperson becomes vacant a replacement Chairperson may be appointed by the MSCC to hold office for the balance of the term of the original appointment.

8. MEETINGS

- 8.1. Meetings of the MSCC shall be held at regular quarterly intervals. The MSCC may also choose to hold additional meetings throughout the year.
- 8.2. 14 days' notice of a meeting will be given to all Members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- 8.3. The notice may be delivered by email or by post.
- 8.4. Meetings of the MSCC will be held at the Host Council's offices which will be the official address of the MSCC or at an agreed location as notified.
- 8.5. The quorum of any meeting of the MSCC shall be the attendance of at least one Representative from a minimum of half the Member Councils plus one.
- 8.6. If there are insufficient Members present to constitute a quorum, the meeting shall take place but no decisions will be made.
- 8.7. An ordinary resolution is a resolution passed by a simple majority at a meeting.

9. MINUTES

- 9.1. Minutes of all proceedings of meetings of the MSCC shall be entered within one month after the relevant meeting in minute books for the purpose.
- 9.2. The minutes kept pursuant to this rule must be confirmed by the Representatives at a subsequent meeting.



- 9.3. The minutes kept pursuant to this rule shall be signed by the Chairperson of the meeting at the succeeding meeting at which the minutes are confirmed.

10. ALTERATION TO THE TERMS OF REFERENCE

These Terms of Reference may be amended by a resolution of two thirds of all the Member Council's.

11. DISSOLUTION

- 11.1. The MSCC may be dissolved or wound up by resolution of two thirds of all the Member Council's.
- 11.2. If after the winding up of the association there remains 'surplus funds', these funds are to be distributed amongst the Member Councils in an equal proportion.



11. Questions on notice

Nil.

12. Motions

Nil.

13. Petitions

13.1 Petition - footpath on Brookside Road Darlington

This is a receiving report for a petition.

Manager: Britt Gowing, Manager Assets

Report Author: Wayne Turner, Asset Planner - Footpaths

Contact Number: 8384 0160

Attachments: 1. Petition (4 pages)

1. Purpose

A petition containing 159 signatures (attachment 1) has been received requesting a footpath along at least one side of Brookside Road, Darlington.

2. Recommendations

1. That the petition be received.

2. That the matter be investigated and a further report presented to Council on 26 May 2015.

3. The head petitioner be notified of Council's decision.

3. Background

The requested project is for a footpath from Main South Road to the end of Brookside Road at the private property of the Sturt River Caravan Park. A project containing part of the requested path was scheduled for a 2016-17 allocation within the 2015-16 Project & Capital Works program (PCW) endorsed by Council on 31 March 2015.

4. Financial Implications

There are no short term financial implications.

5. Risk and Opportunity Management

Petitions provide a way of the public informing Council of their needs and concerns and/or provide information that may assist or influence Council's decision.

Kelly Sambevski

From: John Jones <austpos@internode.on.net>
Sent: Friday, 3 April 2015 2:36 PM
To: Asset Infrastructure
Cc: Paul Kirkham
Subject: Re Your Reference 3435556/kf - Request for Footpath - Brookside Road Darlington
Attachments: Brookside Rd - Signatures Supporting Footpath Request.compressed.pdf

to : Kelly Foster

Business Support Officer
Asset Management
City Operations

cc : Paul Kirkham

Team Leader
Infrastructure Asset Management

Dear Kelly and Paul,

I am writing to you today as a follow-up to your email to me on 8 December 2014.

I acknowledge the letter attached to that email, which expressed a commitment to put forward to Council for the 2016/17 year a proposal for a footpath running the full length of Brookside Road (i.e. between South Road and the Sturt River Caravan Park). I further acknowledge that such proposal will be, as you've stated, "ultimately dependent on Council's funding and acceptance of this project".

As a ratepayer who's somewhat ignorant of Council's acceptance/funding processes I would imagine that, should more proposals be put up than can be accepted by Council, a 'culling' process of some sort will occur. Therefore, to ensure my proposal is not eliminated without Council being fully aware of all its merits, I thought it appropriate to now submit an attachment that will demonstrate to Council just how many people, resident or working in Brookside Road, have actually signed a document that demonstrates their support for this footpath.

The attachment, which takes the form of a petition, contains a list of signatures that I collected prior to my email to Council dated 19 November 2014, in which I made the written request for a footpath. This list was the basis for the following statement in my email ... **"Having made contact with some 100 residents, business owners and employees the full length of Brookside Rd. and Watervale Court, I can confirm that there is overwhelming support for a properly constructed footpath for the length of the road between South Rd. and the Lucas TCS & Caravan Park boundary"**.

In fact, if you review the attached document, you will see that there are actually a total of 159 signatures, being 88 housing residents, 25 caravan park residents, 42 employees of Lucas TCS and 4 business owners or managers (McDonalds, Shell Service Station and Sturt River Caravan Park). As a final comment, I can state that the only housing residents missing from this list are those I wasn't able to contact, save one person who said to me "I think it's a good idea but I don't sign petitions!".

Please note that the final 5 **white pages** in this supporter list were provided by Lucas TCS (at my request) and the wording on those pages includes one extra sentence at the end which relates to **large rocks** located beside the kerb.

In closing, I would be grateful if you would include this document in your internal file for this footpath proposal and ensure, at the time of submission of the proposal for consideration by Council, that this evidence of significant community support is included.

Regards,

John Jones
Presiding Officer of Community Corporation C20799 (32 Brookside Rd. Darlington)

0427 973 922

Petition


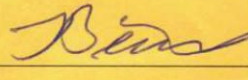
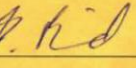
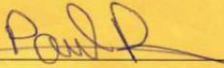
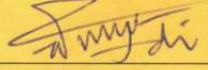
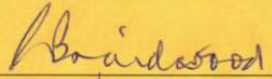
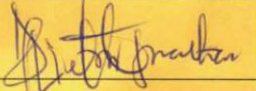
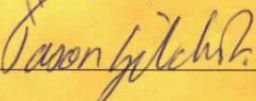
**to ONKAPARINGA COUNCIL requesting that a PEDESTRIAN FOOTPATH
 be constructed in Brookside Road Darlington.**

Your Reference No. 1026833 – October 23, 2014

We, the undersigned, being residents of premises and/or owners of homes or businesses in or near Brookside Road Darlington SA, hereby request that Onkaparinga Council construct a pedestrian footpath on at least one side of Brookside Road Darlington for the full length between its South Rd. intersection and the private land that commences at the Caravan Park/Lucas TCS boundary adjacent to lot 11/32 Brookside Rd.

We make this request because pedestrians are frequently seen walking on the actual roadway, particularly when conditions are wet and muddy, and we consider there to be a real danger that someone will eventually be hit by a car or by one of the large and heavy vehicles that frequently use the road to access the Lucas TCS premises adjacent to the Sturt River Caravan Park.

We also note that the risk of pedestrian death or injury is elevated because the roadway has several blind corners where drivers of vehicles may be unaware of the presence of pedestrians until it's too late.

Date	Signature	Name	Address
23/10/14		JOHN JONES	5/32 BROOKSIDE RD. DARLINGTON
23/10/14	Ben Meakin	Ben Meakin	12/2 Brookside RD
23/10/14		Megan Benke	12/32 Brookside RD
23/10/14		B. BIRD	16/32 BROOKSIDE RD DARLINGTON
23/10/14		P. ROTH	16/32 BROOKSIDE RD DARLINGTON
23/10/14		WAHYU INDRAYATI	1/31 BROOKSIDE RD DARLINGTON
23/10/2014		LYALL BRAIDWOOD	30 BROOKSIDE RD DARLINGTON
23/10/2014		JONATHAN DIETROR	28 BROOKSIDE RD DARLINGTON
23/10/14		JASON GILCHRIST	26 Brookside Rd Darlington,

Petition

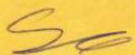
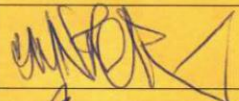
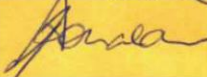
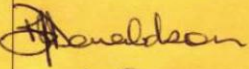

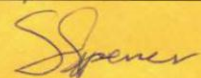

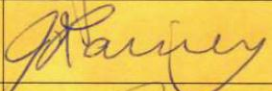

to ONKAPARINGA COUNCIL requesting that a PEDESTRIAN FOOTPATH
 be constructed in Brookside Road Darlington.

Your Reference No. 1026833 – October 23, 2014

We, the undersigned, being residents of premises and/or owners of homes or businesses in or near Brookside Road Darlington SA, hereby request that Onkaparinga Council construct a pedestrian footpath on at least one side of Brookside Road Darlington for the full length between its South Rd. intersection and the private land that commences at the Caravan Park/Lucas TCS boundary adjacent to lot 11/32 Brookside Rd.

We make this request because pedestrians are frequently seen walking on the actual roadway, particularly when conditions are wet and muddy, and we consider there to be a real danger that someone will eventually be hit by a car or by one of the large and heavy vehicles that frequently use the road to access the Lucas TCS premises adjacent to the Sturt River Caravan Park.

We also note that the risk of pedestrian death or injury is elevated because the roadway has several blind corners where drivers of vehicles may be unaware of the presence of pedestrians until it's too late.

Date	Signature	Name	Address
23/10		Sarah G	51 Brookside road
23/10		Shqun	24 Brookside rd.
23/10		John	22 Brookside Rd.
23/10		BEV	22 Brookside Rd.
23/10		Andrew	18 Brookside Rd
23/10		Shane	18 Brookside
23/10.		Christina	11 Brookside
23/10		Janet	19 Watervale
23/10		Jacqui	18 Watervale Court.

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13.2 Dangerous dog petition

This is a receiving report for a petition.

Report Author:	Alison Hancock, Director Corporate & City Services
Contact Number:	8384 0507
Attachments:	<ol style="list-style-type: none">1. Sections 50, 51 & 52 <i>Dog and Cat Management Act 1995</i> (3 pages)2. Dog and Cat Management Board, Incident Severity Guideline (14 pages)3. Petition (2 pages)

1. Purpose

A petition containing eighteen (18) signatures has been received requesting council rehome or remove a dangerous dog from the neighbourhood.

2. Recommendations

1. **That the petition be received.**
2. **That Council note that a Control Dangerous Dog Order has been served on the dog owner.**
3. **That the head petitioner be advised of the reasons for the decision to issue a Control Dangerous Dog Order including the requirements of the Order.**

3. Background

The petition follows the investigation of two dog attacks that took place on Tennyson Street Seaford Rise on 22 January and 27 February 2015. A dog attack report was received after the second attack and was subsequently investigated by Rangers (Dog and Cat Management Officers). At the conclusion of our investigation the offending dog owner was fined for the attack and a Control Dangerous Dog Order was served in relation to the offending dog.

The power to serve a Destruction or Control Order and the requirements of the order are contained within the *Dog and Cat Management Act 1995*, along with the grounds on which orders may be made and the procedure for making or revoking orders. An extract of the relevant sections of the Act are provided at attachment 1. Destruction or Control Orders are served by officers with delegated authority in response to identified offences under the *Dog and Cat Management Act*.

To aid in the determination of the most appropriate control order (Nuisance, Menacing, Dangerous or Destruction) the Dog and Cat Management Board have prepared guidelines and an incident severity scale to apply to individual circumstances (attachment 2). These guidelines are used to ensure consistency in Order making.

4. Financial Implications

No financial implications.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
<p>No power exists to cause a dog to be removed or rehomed in relation to this matter. Our options are:</p> <ol style="list-style-type: none"> 1. to leave the Dangerous Dog Order in place, or 2. revoke the Order and issue a Destruction Order 	<ol style="list-style-type: none"> 1. While this option is not supported by the proponents of this petition the decision to issue a Dangerous Dog Order in this matter most closely aligns with the grounds provided by the <i>Dog and Cat Management Act</i> and the Board's Incident Severity Guidelines. As such it is consistent with other attacks of this nature and takes into consideration available actions to rectify the dogs dangerous nature (desexing and training) and preventative measures such as containment of the dog and requirements to walk the dog on-leash and to wear a muzzle in public. 2. A Destruction Order is the most serious response available in relation to a dog attack. The dog must be unduly dangerous with the guidelines referring to dogs that kill an owned animal or bite such that a body cavity is punctured or a bone is broken. Furthermore the guidelines encourage additional matters be taken into consideration: the harm is of a serious nature; and the dangerous nature of the dog's behaviour is such that it is unlikely to be rectified by appropriate training or other relevant measures (ie desexing). For any Order issued under the Act the dog owner has a right of review and a right of appeal. An appeal is more likely to be successful where a decision is not provided for by the Act or deviates from the Board's guidelines.

Opportunity	
Identify	Maximising the opportunity
<p>Petitions provide a way of the public informing Council of their needs and concerns and/or to provide information that may assist or influence Council's decision</p>	<p>Council is charged with legislative responsibilities which protect individuals and the community as a whole. While it is ultimately the responsibility of individuals and other bodies to comply with the law, Dog and Cat Management Officers are required to carry out activities which enforce compliance.</p> <p>The <i>Dog and Cat Management Act 1995</i> empowers Council to Order a person to do or refrain from doing an act or action under certain circumstances as provided for by legislation. The Act also provides powers to issue directions about how an Order may be complied with.</p> <p>Procedures are laid out within the Act for making and revoking Orders and for advising the person of a Proposed Order and inviting submissions with respect to the matter (pre-Orders). Orders require the recipient to comply with the terms of the Order.</p> <p>The person receiving the Order has a right of appeal to the appropriate court if the Order is considered unreasonable.</p> <p>These considerations form part of the Community Safety Enforcement Policy which along with administrative procedures for Rangers and the Dog and Cat Management Board's guidelines aid lawful and consistent decision making.</p>

6. Additional information

The dog that is the subject of this petition caused injuries to the victim dog between level four and five on the Dog and Cat Management Board's incident severity scale for behaviour in relation to an owned animal.

The recommended control order for level four is Dangerous and for level five, Destruction.

In this case the decision to propose a Control Dangerous Dog Order instead of a Destruction Order was made for the following reasons:

1. The bites inflicted by the offending dog did not puncture the body cavity or result in a broken bone.
2. A Dangerous Dog Order requires that the dog be desexed and the dog owner successfully complete dangerous dog training by an approved trainer. These actions are likely to rectify the dangerous nature of the dog.
3. Since the attack on 27 February and prior to the issuing a proposed Order the offending dog owner undertook proactive steps to prevent their dog from re-offending, including securing their premises, walking their dog on a leash and muzzling their dog in public.

Attachment 1

Excerpt from the Dog and Cat Management Act 1995

50—Destruction and control orders

- (1) A council may, in accordance with this Division, make an order of any of the following classes in relation to a specified dog:
- (a) a Destruction Order;
 - (b) a Control (Dangerous Dog) Order;
 - (c) a Control (Menacing Dog) Order;
 - (d) a Control (Nuisance Dog) Order;
 - (e) a Control (Barking Dog) Order.
- (2) A Destruction Order requires—
- (a) the dog to be destroyed within the period specified in the order (but not less than one month after the date the order takes effect); and
 - (b) the dog, until destroyed, to be kept or detained at a place specified in the order (or at some other place subsequently approved by the council).
- (3) A Control (Dangerous Dog) Order requires—
- (a) the dog to be desexed within the period specified in the order; and
 - (b) the dog to be identified by means of an implanted microchip; and
 - (c) the dog, while on premises of which the person who is responsible for the control of the dog is the occupier, to be kept indoors or in an enclosure that is constructed so as to prevent the dog escaping from it; and
 - (d) the dog, at all times, to wear a collar that complies with the requirements of the Board (except while the dog is suffering from injury, disease or sickness to the extent that the wearing of a collar would be injurious to the health of the dog); and
 - (e) the dog, except while confined to premises of which the person who is responsible for the control of the dog is the occupier—
 - (i) to have a muzzle securely fixed on its mouth so as to prevent it from biting any person or animal; and
 - (ii) to be under the effective control of a person by means of physical restraint; and
 - (f) warning signs (complying with the requirements of the Board) to be prominently displayed at all entrances to premises where the dog is usually kept warning people that a dangerous dog is kept on the premises; and
 - (g) the dog and the person who is responsible for the control of the dog to successfully complete an approved training course specified in the order; and
 - (h) all reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the order.
- (4) A Control (Menacing Dog) Order requires—
- (a) the dog to be identified by means of an implanted microchip; and

- (b) the dog, while on premises of which the person who is responsible for the control of the dog is the occupier, to be kept indoors or for the premises to be fenced so as to prevent the dog escaping from the premises; and
 - (c) the dog, at all times, to wear a collar that complies with the requirements of the Board (except while the dog is suffering from injury, disease or sickness to the extent that the wearing of a collar would be injurious to the health of the dog); and
 - (d) the dog, except while confined to premises of which the person who is responsible for the control of the dog is the occupier—
 - (i) to have a muzzle securely fixed on its mouth so as to prevent it from biting any person or animal; and
 - (ii) to be under the effective control of a person by means of physical restraint; and
 - (e) all reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the order.
- (5) A Control (Nuisance Dog) Order requires—
- (a) the dog, while on premises of which the person who is responsible for the control of the dog is the occupier, to be kept indoors or in an enclosure that is constructed so as to prevent the dog escaping from it; and
 - (b) the dog, except while confined to premises of which the person who is responsible for the control of the dog is the occupier, to be under the effective control of a person by means of physical restraint; and
 - (c) all reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the order.
- (6) A Control (Barking Dog) Order requires all reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the order.
- (7) In this section—
- approved training course*** means a training course approved for the time being by the Board for the purposes of subsection (3).

51—Grounds on which orders may be made

- (1) A council may, on its own initiative or on application, make a Destruction Order in relation to a dog if satisfied that—
 - (a) the dog is unduly dangerous; and
 - (b) the dog has attacked, harassed or chased a person or an animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against this Act.
- (2) A council may, on its own initiative or on application, make a Control (Dangerous Dog) Order, a Control (Menacing Dog) Order or a Control (Nuisance Dog) Order in relation to a dog if satisfied that—
 - (a) the dog is dangerous, menacing or a nuisance; and
 - (b) the dog has attacked, harassed or chased a person or an animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against this Act.
- (3) A council may, on its own initiative or on application, make a Control (Barking Dog) Order in relation to a dog if satisfied that—
 - (a) the dog is a nuisance; and
 - (b) the dog has created noise by barking or otherwise in circumstances that would constitute an offence against this Act.

52—Procedure for making and revoking orders

- (1) Before making an order under this Division in relation to a dog, the council must take reasonable steps—
 - (a) to ascertain all persons who own or are responsible for the control of the dog; and
 - (b) to give each of the persons so ascertained at least 7 days written notice—
 - (i) identifying the dog in relation to which it is proposed that the order be made; and
 - (ii) setting out the terms of the proposed order; and
 - (iii) inviting the owner or other person to make submissions to the council (within 7 days or such longer period as is allowed by the council) with respect to the matter.
- (2) An order—
 - (a) must be made in the manner and form required by the Board; and
 - (b) must be noted in the register kept by the council under this Act; and
 - (c) takes effect when the council first gives a copy of the order to a person who owns or is responsible for the control of the dog.
- (3) The council must take reasonable steps to give a copy of the order to each person who owns or is responsible for the control of the dog.
- (4) An order may be revoked by a council by written notice to a person who owns or is responsible for the control of the dog.
- (5) A note of the revocation must be entered in the register kept by the council under this Act.

The Dog and Cat Management Board

Incident Severity Scale Guideline



Government of South Australia

Dog and Cat Management Board

Document Control:

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Creator	Dog and Cat Management Board
Author/s	Executive Officer / Urban Animal Management Officer, Dog and Cat Management Board
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Description	A guideline that assists authorised officers to determine if a control order is appropriate based on harm inflicted.
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Coverage	South Australian Councils as defined under the <i>Dog and Cat Management Act 1995</i> .
Associated Documents	N/A

Authorisation:

Dog and Cat Management Board

APRIL 2014

Guideline

1. Background

The *Dog and Cat Management Act 1995* (Part 5, Division 3, Section 50) provides for Councils to make destruction and control orders in relation to a specified dog.

In the *Dog and Cat Management Act 1995* (the Act), the grounds for making a Control (Nuisance Dog) Order, Control (Menacing Dog) Order or Control (Dangerous Dog) Order are the same and the terms 'nuisance', 'menacing' and 'dangerous' are not defined. This is deliberate as the potential or actual impact of a dog depends on the injuries sustained by the victim and the circumstances of the incident. For example, an 80kg dog that bites an 8kg victim will likely have a greater impact than an 8kg dog biting an 80kg victim. Causative factors are also relevant in determining which control order is appropriate. For example, two dogs that inflict a similar bite may not be subject to the same order if the first dog bit without provocation and the second dog bit to reasonably defend itself.

a. Court's power to make control orders in criminal proceedings

If a person is found guilty of a criminal offence under the Act, a court may in addition to, or instead of imposing a penalty make an order in accordance with Section 47. How orders are placed by the Court is determined by the judiciary and is not included in this guideline.

2. Legislative Context

Division 3—Council powers to make destruction and control orders

50—Destruction and control orders

- (1) A council may, in accordance with this Division, make an order of any of the following classes in relation to a specified dog:
- (a) a Destruction Order;
 - (b) a Control (Dangerous Dog) Order;
 - (c) a Control (Menacing Dog) Order;
 - (d) a Control (Nuisance Dog) Order;
 - (e) a Control (Barking Dog) Order.

Division 3A—Prohibition orders

59A—Prohibition orders

- (1) A council may, in accordance with this Division, make a Prohibition Order against a person.

3. Purpose of the Guideline

The Board has developed an Incident Severity Scale. The Incident Severity Scale will:

- assist councils to determine which control order is appropriate; and
- ensure that councils are consistent in making control orders.

To further promote consistency, the Board's Incident Severity Scale aligns with the 'Aggression Incident Severity Scale' developed by the Urban Animal Management Reference Group of the Australian Veterinary Association in 2004. This will ensure that South Australian data will correlate in the event that a national dog attack database is established.

This guideline provides information in relation to incidents that cause harm or have the potential to cause harm, therefore Control (Barking Dog) Orders will not be considered further.

4. Incident Severity Scale

The severity scale sets out examples of dog behavior, and scores them from one (least serious) to eight (most serious) and indicates:

- The most appropriate control order for dog behavior at each level.
- Requirements placed on a dog owner when a control order is made.
- Recommendations for additional conditions that may be included in the control order.

a. Incident Severity Guide

The incident Severity Scale above provides general guidance. Below is a specific Incident Severity Guide that relates dog behavior, the harm or injury and any causative factors directly to the order that should be applied in those circumstances. It is imperative that Animal Management Officers follow this guide so that orders are predictable and consistent state-wide. This guideline can also be utilised by councils to evidence and justify decisions, in relation to orders, to dog owners. A summary of requirements for destruction, prohibition and control orders is at Attachment A.

DOG AND CAT MANAGEMENT BOARD INCIDENT SEVERITY SCALE			
Level	Description of attack/harass incident	Control Order	Conditions In addition to those required under the <i>Dog and Cat Management Act 1995</i>
No score	Nuisance behaviours aggression, no harm	Expiation / Nuisance if repeated	Required*: <ul style="list-style-type: none"> • Dog must be identified using an Australian Standard microchip and registry • Dog must be on leash and under control at all times when off the owner's property *relates to order only expiations do not include conditions
			Recommended: <ul style="list-style-type: none"> • Owner and dog may undergo a training course
1	Dog that exhibits unacceptable aggression without actually biting e.g. growling	Menacing	Required: <ul style="list-style-type: none"> • Dog must be identified using an Australian Standard microchip and registry
			Recommended: <ul style="list-style-type: none"> • Must not have access to path between gate and front door and with an approved warning sign. • Owner and dog may undergo a training course
2	Dog that inflicts a single (not severe) bite wound where provocation of the dog has been established as a significant causal factor. e.g. bruising	Menacing	Required: <ul style="list-style-type: none"> • Dog must be identified using an Australian Standard microchip and registry
			Recommended <ul style="list-style-type: none"> • Must not have access to path between gate and front door and with an approved warning sign. • Owner and dog may undergo a training course • Dog must be on leash and under control at all times when off the owner's property
3	Dog that inflicts a single (not severe) bite wound without provocation. 1 – 4 puncture wounds	Dangerous	Required: <ul style="list-style-type: none"> • Dog must be identified using an Australian Standard microchip and registry • Owner and dog must undergo a training course • Dog must be on leash, under control and muzzled at all times when off premises. • Dog must be desexed at owner's expense. • Approved identifying collar
			Recommended <ul style="list-style-type: none"> • Must not have access to path between gate and front door. • Owner must obtain public liability insurance to keep the dog.

DOG AND CAT MANAGEMENT BOARD INCIDENT SEVERITY SCALE			
Level	Description of attack/harass incident	Control Order	Conditions In addition to those required under the <i>Dog and Cat Management Act 1995</i>
4	Dog that inflicts multiple bite wounds in a situation where provocation of the dog has been established as a significant causal factor.	Dangerous	<p>Required:</p> <ul style="list-style-type: none"> • Dog must be identified using an Australian Standard microchip and registry. • Owner and dog must undergo a training course. • Dog must be on leash, under control and muzzled at all times when off premises. • Dog must be desexed at owner's expense. • Approved identifying collar. <p>Recommended</p> <ul style="list-style-type: none"> • Must not have access to path between gate and front door.
5	Dog that inflicts multiple bite wounds without provocation	Destruction	<p>Required:</p> <ul style="list-style-type: none"> • Euthanasia. • Prohibition order for owner (if appropriate).
6	Life threatening attack (potential grievous bodily harm)	Destruction	<p>Required:</p> <ul style="list-style-type: none"> • Euthanasia. • Prohibition order for owner (if appropriate).
7	Attack of level 2 or above whilst the subject of a Control (Dangerous Dog) Order or a Destruction Order	Destruction and Prohibition	<p>Required:</p> <ul style="list-style-type: none"> • Euthanasia. • Prohibition order for owner.
8	Attack of level 3 or above and the owner has had a dog in the previous 5 years that was subject to a Control (Dangerous Dog) Order or a Destruction Order	Destruction and Prohibition	<p>Required:</p> <ul style="list-style-type: none"> • Euthanasia. • Prohibition order for owner.

Dog and Cat Management Board Incident Severity Guide - Control (Nuisance Dog) Order

Examples of behaviour that warrant a Control (Nuisance Dog) Order.

Incident Severity Scale – No score

In Relation to a Person	In Relation to an Owned Animal
Dog continuously at a school ground chasing children.	Chasing an owned animal without actually harming it.
Dog that exhibits no aggression but may cause injury, for example chasing and knocking someone off a bike.	Dog wandering at large because of another dog on heat and continues to harass dog and owner of dog.
Nips a child when playing.	Nips or bites a dog that attacks it.

(Note: the above offences may be expiated or prosecuted. However, if the offence is committed repeatedly, councils may impose a control order.)

Requirements of a Nuisance Dog Order

- The dog, while on premises of which the person who is responsible for the control of the dog is the occupier, to be kept indoors or in an enclosure that is constructed so as to prevent the dog escaping from it; and
 - The dog, except while confined to premises of which the person who is responsible for the control of the dog is the occupier, to be under the effective control of a person by means of physical restraint; and
 - All reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the Order.
-

Dog and Cat Management Board Incident Severity Guide - Control (Menacing Dog) Order

Examples of behavior that warrant a Control (Menacing Dog) Order.

Incident Severity Scale - Level One

In Relation to a Person	In Relation to an Owned Animal
Persistently displaying aggression and rushing at people whilst in public (whether or not on lead).	Chasing an owned animal and displaying unacceptable aggression without causing harm.
Dog that exhibits unacceptable aggression without actually biting.	Excessive snarling or barking at animals or people in adjacent properties.

Incident Severity Scale - Level Two

In Relation to a Person	In Relation to an Owned Animal
Dog that inflicts a single (not severe) bite wound in a situation where provocation of the dog has been established as a significant causal factor.	The dog attacks another animal causing minor skin injuries only, where provocation of the dog has been established as a significant causal factor.

Requirements of a Menacing Dog Order

- The dog, while on premises of which the person who is responsible for the control of the dog is the occupier, to be kept indoors or for the premises to be fenced so as to prevent the dog escaping from the premises.
- The dog to be identified by means of an implanted microchip.
- The dog, at all times, to wear a collar that complies with the requirements of the Board (except while the dog is suffering from injury, disease or sickness to the extent that the wearing of a collar would be injurious to the health of the dog).
- The dog, except while confined to premises of which the person who is responsible for the control of the dog is the occupier, to have a muzzle securely fixed on its mouth so as to prevent it from biting any person or animal.
- The dog, except while confined to premises of which the person who is responsible for the control of the dog is the occupier, to be under the effective control of a person by means of physical restraint; and
- All reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the Order.

Incident Severity Scale - Level One

Recommended Directions for compliance – for consideration (if appropriate as an addendum)

- Must not have access from the driveway to the front door of the owner's property.

Incident Severity Scale - Level Two

Recommended Directions for compliance – for consideration (if appropriate as an addendum)

- Must not have access from the driveway to the front door of the owner's property.
 - Owner and dog must undergo approved training courses (if appropriate).
-

Dog and Cat Management Board Incident Severity Guide – Control (Dangerous Dog) Order

Examples of behavior that warrants a Control (Dangerous Dog) Order.

Incident Severity Scale - Level Three

In Relation to a Person	In Relation to an Owned Animal
Dog that inflicts a single (not severe) bite less than ½ as deep as the dog's canine without provocation.	The dog is involved in a minor fight and is clearly the instigator.
A single bite but more than ½ as deep as the dog's canine in circumstances which may amount to provocation but in which the person the subject of the attack is acting in a way in which a person may be reasonably expected to act in circumstances which may be reasonably expected to occur.	The dog, unprovoked, attacks an animal causing superficial damage.
Dog that inflicts 1 – 4 punctures ½ as deep or less as the dog's canine in a situation where provocation of the dog has been established as a significant causal factor.	The dog is involved in a fight where the circumstances of what happened are unclear (e.g. both dogs off lead in public and the instigator cannot be determined) or is attacked and responds with undue force.

Incident Severity Scale - Level Four

In Relation to a Person	In Relation to an Owned Animal
Dog that inflicts multiple bite wounds in a situation where provocation of the dog has been established as a significant causal factor.	The dog is involved in a fight in which the opponent suffers multiple bites less than ½ as deep as the dog's canine or bites feet, legs or abdomen regardless of the instigator.
The dog causes a serious injury because it perceived its owner as being under threat.	The dog, is provoked and attacks another animal causing the opponent multiple bite wounds more than ½ as deep as the dog's canine or bites feet, legs or abdomen.

Requirements of a Dangerous Dog Order

- The dog to be desexed within the period specified in the Order.
- The dog to be identified by means of an implanted microchip.
- The dog, while on premises of which the person who is responsible for the control of the dog is the occupier, to be kept indoors or in an enclosure that is constructed so as to prevent the dog escaping from it.
- The dog, at all times, to wear a collar that complies with the requirements of the Board (except while the dog is suffering from injury, disease or sickness to the extent that the wearing of a collar would be injurious to the health of the dog).
- The dog, except while confined to premises of which the person who is responsible for the control of the dog is the occupier, to have a muzzle securely fixed on its mouth so as to prevent it from biting any person or animal; and to be under the effective control of a person by means of physical restraint.
- Warning signs (complying with the requirements of the Board) to be prominently displayed at all entrances to premises where the dog is usually kept warning people that a dangerous dog is kept on the premises.
- The dog and the person who is responsible for the control of the dog to successfully complete an approved training course specified in the Order.
- All reasonable steps to be taken to prevent the dog repeating the behavior that gave rise to the Order.

Dog and Cat Management Board Incident Severity Guide - Destruction Order

Examples of behaviour that warrants a Destruction Order.

Incident Severity Scale - Level Five

In Relation to a Person	In Relation to an Owned Animal
Dog that inflicts multiple bite wounds without provocation.	Dog bites an animal such that a body cavity is punctured or a bone is broken.
Dog that inflicts multiple bite wounds more than ½ as deep as the dog's canine.	The dog is involved in a fight and the other dog is killed, regardless of which dog instigated the fight.

Incident Severity Scale - Level Six

In Relation to a Person	In Relation to an Owned Animal
Life threatening attack (potential grievous bodily harm).	Dog unprovoked kills an owned animal.
Bite results in broken bones or penetrating cavity injuries.	The dog is involved in a fight and the other dog is killed, regardless of which dog instigated the fight.

In issuing a Destruction Order, Council should take additional matters into account in considering the harm inflicted in relation to a person or animal.

- First, that the harm is of a serious nature; and
- Second that the dangerous nature of the dog's behavior is such that it is unlikely to be rectified by appropriate training or other relevant measures.

Should Council determine that either of these considerations is not met, i.e. that either the attack was minor or the dog is manageable, the Council may decide that the dog is not to be destroyed. Under these circumstances, the following Recommended Directions for compliance may be considered.

Incident Severity Scale - Level Five

Recommended Directions for compliance – for consideration

- Euthanasia unless owner prepared to make exceptional efforts including all of the above for Levels 4 & 5 plus confinement to a child/dog proof enclosure.

Requirements of a Destruction Order

- the dog to be destroyed within the period specified in the Order (but not less than one month after the date the Order takes effect); and
 - The dog, until destroyed, to be kept or detained at a place specified in the Order (or at some other place subsequently approved by the Council).
-

Dog and Cat Management Board Incident Severity Guide - Prohibition Order

Examples of behaviour that warrants a Prohibition Order.

Incident Severity Scale - Level Seven

In Relation to a Person	In Relation to an Owned Animal
Attack of Level 3 or above whilst the subject of a Dangerous Dog or Destruction Order.	

Incident Severity Scale - Level Eight

In Relation to a Person	In Relation to an Owned Animal
Attack of Level 3 or above and the owner has had a dog in the previous 5 years that was the subject of a Dangerous Dog or Destruction Order.	

Requirements of a Prohibition Order

- The dog to be destroyed within the period specified in the Order (but not less than one month after the date the Order takes effect);
 - Prohibits the person from acquiring or becoming responsible for the control of any dog for the period specified in the Order and all dogs owned by that person to be destroyed and impounded (as per kill and hold below).
 - All dogs owned by the person are impounded until the appeal period is complete then euthanise if appeal is not upheld and they are not permitted to obtain another dog.
-

5. Reporting dog attacks

The Dog and Cat Management Board receives dog attack statistics annually from all South Australian councils. Analysis of these figures shows that currently, council reporting is inconsistent i.e. in some cases, attacks on owned animals are included and in others they are not. Some council's only report bites, others report dogs rushing or being aggressive. The Board has established a declared dog database however, this will mean very little unless councils are reporting dog attacks, and councils are consistent in making control orders.

a. Dog Attack Report Form

A Dog Attack Report Form (the form) is included at Attachment B. The form is based on hospital admission information. Completion of a form for each attack/harass incident that's is reported to council will provide data to the Board and council's about the prevalence and causative factors of dog attack and improving our understanding of dog management. The form may also be used in medical and veterinary practices.

b. Medical Practitioners

Section 31A of the Act requires medical practitioners to report dog attacks to the Board if they are of the opinion that the attack is of a nature that it should be reported. The development of criteria may assist in such reporting, but has not been addressed in this guideline.

Attachment A

Order Requirements Summary													
	No Dog	Euthanise	Hold	Desex	Microchip	Enclosure	Fence	Collar	Muzzle	Lead	Signs	Train	Steps
Destruction		√	√										
Dangerous				√	√	√	√	√	√	√	√	√	√
Menacing					√	√	√	√	√	√			√
Nuisance						√				√			√
Barking													√
Prohibition	√	√	√										
Summary of Abbreviation													
No Dog	Prohibit a person from acquiring or becoming responsible for the control of a dog for the period specified in the order; and require each dog owned or under the control of the person to be destroyed at the time the order takes effect or disposed of in a specified manner, within a specified period (but not less than one month after the order takes effect).												
Euthanise	The dog to be euthanised within the period specified in the order (but not less than one month after the date the order takes effect).												
Hold	<i>Dangerous Dog Order</i> - the dog until destroyed, to be kept or detained at a place specified in the control order (or at some other place subsequently approved by the council). <i>Prohibition Order</i> - the dog until destroyed or disposed of to be kept or detained at a place specified in the order (or at some other place subsequently approved by the council).												
Desex	The dog to be desexed within the period specified in the control order.												
Chip	The dog to be identified by an implanted microchip.												
Enclosure	The dog while on the owner's (or person responsible for control of the dog) premises, to be kept indoors or in an enclosure that is constructed so as to prevent the dog escaping.												
Fence	The dog while on the owner's (or person responsible for control of the dog) premises, to be kept indoors or for the premises to be fenced so as to prevent the dog escaping from the premises.												
Collar	The dog to wear a collar that complies with the requirements of the Board at all times (except while the dog is suffering from injury, disease or sickness to the extent that the wearing of a collar would be injurious to the health of the dog).												
Muzzle	The dog to be muzzled when not confined to the owner's (or person responsible for control of the dog) premises. The muzzle must be securely fixed to the dog's mouth and prevent the dog biting a person or an owned animal.												
Lead	Under effective control of a person by means of physical restraint –see Section 8 of the <i>Dog and Cat Management Act 1995</i> .												
Signs	Warning signs that comply with the requirements of the Board must be prominently displayed at all entrances to premises where the dog is usually kept (registered address).												
Train	The dog and the person who is responsible for its control to successfully complete an approved training course.												
Steps	All reasonable steps to be taken to prevent the dog repeating the behaviour that gave rise to the order.												

Dog Attack Report Form



Government
 of South Australia
 Dog and Cat
 Management Board

Definition of attack:
A dog causes direct physical harm or injury to a person or owned animal

Complete only for first attendance of a particular episode

This form is to be completed by Council in the case of a dog attack on a person or on another animal. Please return completed form to Dog and Cat Management Board, GPO BOX 1047, ADELAIDE SA 5001, by FAX: 08 8124 4648, or by EMAIL: dcmb@sa.gov.au

A. REPORTING PARTY

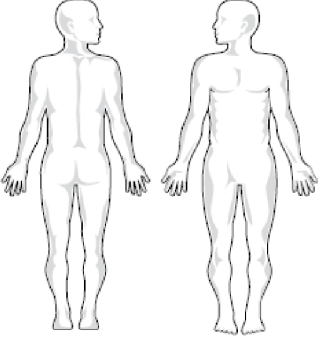
Name	Phone
Address	Post Code
Do we have permission to contact them again? YES <input type="checkbox"/> NO <input type="checkbox"/>	

B. INCIDENT INFORMATION

Date of Incident	Time of incident	AM <input type="checkbox"/> PM <input type="checkbox"/>	
Address of Incident	Post Code		
Place of occurrence	On public footpath <input type="checkbox"/>	At home <input type="checkbox"/>	On a reserve <input type="checkbox"/>
	Home of friend/family <input type="checkbox"/>	In a vehicle <input type="checkbox"/>	At a dog park <input type="checkbox"/>
	Other (please specify) <input type="checkbox"/>		
Were there any witnesses? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, provide details</i>			
What happened? (Attach an A4 sheet if required)			
Was the attacking dog provoked? YES <input type="checkbox"/> <i>If yes, how?</i> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>			
Who was in charge of the dog at the time of the attack?			
Was the attacking dog on a leash? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>			

C. INJURED ANIMAL INFORMATION

OWNER	Name	Phone	
	Address	Post Code	
ANIMAL	Name	Species/Breed	
	Physical Description (colour, markings etc.)		
	Desexed?	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	
	Sex	M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	
	Age		
Nature of most severe injury	Fracture <input type="checkbox"/>	Cut/Laceration <input type="checkbox"/>	Superficial Abrasion <input type="checkbox"/>
	Bruise <input type="checkbox"/>	Crushing Injury <input type="checkbox"/>	Penetrating Wound <input type="checkbox"/>
	Puncture <input type="checkbox"/>	Other (describe) <input type="checkbox"/>	
Body part affected (Also circle image)			
Head <input type="checkbox"/>	Abdomen <input type="checkbox"/>		
Neck <input type="checkbox"/>	Forelegs <input type="checkbox"/>		
Back <input type="checkbox"/>	Hind legs <input type="checkbox"/>		
Tail <input type="checkbox"/>	Forelegs <input type="checkbox"/>		
Other (specify) <input type="checkbox"/>			
Outcome/ Treatment			
None <input type="checkbox"/>	Hospital Admission <input type="checkbox"/>		
Vet Consult <input type="checkbox"/>	Death/Euthanasia <input type="checkbox"/>		
Other (specify) <input type="checkbox"/>			

D. ATTACKING DOG INFORMATION (one form per dog)					
DOG OWNER	Name			Phone	
	Address			Post Code	
DOG	Name			Breed	
	Physical Description (colour, markings, etc.)				
	Desexed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	
	Sex	M <input type="checkbox"/>	F <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	
	Age				
Was the dog registered with Council at the time of the incident? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>					
Was the dog involved in any previous incidents or complaints? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>					
If yes, please provide details (attach A4 where relevant)					
What in your opinion what was a possible reason(s) for the attack?					
E. INJURED PERSON INFORMATION					
Name			Phone		
Address			Post Code		
Gender	M <input type="checkbox"/>	F <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	Age of Victim	
Nature of most severe injury	Fracture	<input type="checkbox"/>	Cut/Laceration	<input type="checkbox"/>	Superficial Abrasion <input type="checkbox"/>
	Bruise	<input type="checkbox"/>	Crushing Injury	<input type="checkbox"/>	Penetrating Wound <input type="checkbox"/>
	Puncture	<input type="checkbox"/>	Other (describe)	<input type="checkbox"/>	
Do we have permission to contact them again?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Were multiple bites delivered by a single attacking dog?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Did the injured person know the dog?			YES <input type="checkbox"/> <i>If Yes, how?</i>	NO <input type="checkbox"/>	
Body Part Affected (Also circle image)					
Head/Face	<input type="checkbox"/>	Back	<input type="checkbox"/>		
Neck	<input type="checkbox"/>	Arms/Hands	<input type="checkbox"/>		
Stomach	<input type="checkbox"/>	Legs/Feet	<input type="checkbox"/>		
Chest	<input type="checkbox"/>	Backside	<input type="checkbox"/>		
Other (specify) <input type="checkbox"/>					
Outcome/Treatment					
None	<input type="checkbox"/>	GP Consult	<input type="checkbox"/>		
Hospital	<input type="checkbox"/>	Death	<input type="checkbox"/>		
Other (specify) <input type="checkbox"/>					
F. COUNCIL ONLY					
COUNCIL	Name			Phone	
	Address			Post Code	
Filled in by	Name			Position	
What, if any, orders will be issued to the dog or its owner?					
If an order is NOT issued, please give reasons					
Has the Boards aggression Incident Severity Scale been reviewed for this attack?					
Microchip Number			Registration Number		

Petition

To the Mayor and Councillors of the City of Onkaparinga

Petition contact person: Jayne Keightley
 Telephone: 0405 130 886
 Address: 3 Tennyson Street
 Date: 30/3/2015

The petition of (identify the individuals or group eg residents of the City of Onkaparinga...)

The Keightley family and the residents of Tennyson Street and surrounding.
 draws attention of the Council (identify the circumstances of the case).

The presence of a dangerous dog.

The petitioners therefore request that the Council(Outline the action that the Council should or should not take):-

Rehome / remove the dog from the premises.

Name	Address	Signature
<u>J. Wilcox</u>	<u>1 Tennyson St Seaford Rise</u>	<u>John Wilcox</u>
<u>Kesley Wilcox</u>	<u>1 Tennyson St Seaford.</u>	<u>K. Wilcox</u>
<u>Andrew Tranku</u>	<u>2 Tennyson St Seaford Rise</u>	<u>A. Tranku</u>
<u>Aimee Poulton</u>	<u>9 Tennyson Street Seaford Rise</u>	<u>A. Poulton</u>
<u>Julie Cleary</u>	<u>13 Tennyson St Seaford Rise</u>	<u>J. Cleary</u>
<u>Vinny Cleary</u>	<u>13 Tennyson St Seaford Rise</u>	<u>V. Cleary</u>
<u>Jessica Styles</u>	<u>13 Tennyson St Seaford Rise</u>	<u>J. Styles</u>
<u>Daryl Chatfield</u>	<u>6 Tennyson St, Seaford Rise</u>	<u>D. Chatfield</u>
<u>MICHAEL A. YUNNO</u>	<u>7 Tennyson St Seaford Rise</u>	<u>M. Yunno</u>

Once submitted to Council this petition will become a public document.

14. Urgent business

15. Confidential items

Nil.

16. Closure

