

APPENDIX A

6.96 REPRESENTATION REVIEW - OPTIONS PAPER

Brief

For Council to consider the Representation Options Paper developed by Kelledy Jones Lawyers and to determine the options to be presented to the Community for the first round of Community Consultation.

Moved Councillor - Tolley Wasylenko

Seconded Councillor - Kelly Thomas

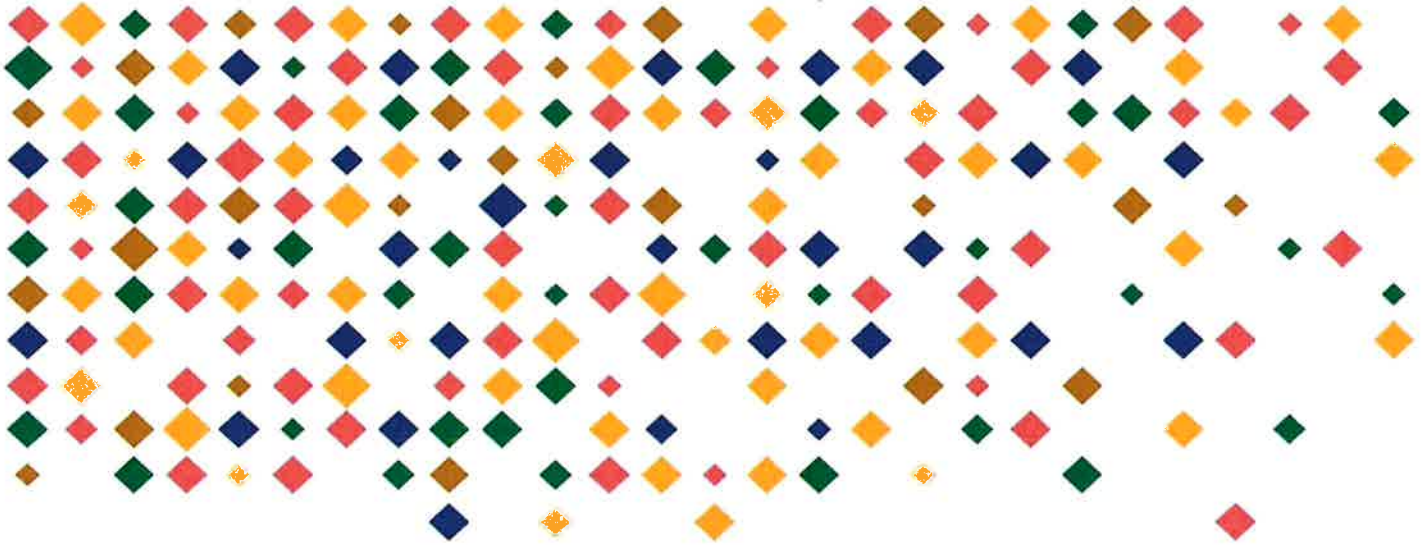
Motion

1. **That Council notes and receives the Representation Options Paper.**
2. **That Council endorse the 5 Options as detailed in Appendix A to this report for Stage 1 of the public consultation process for the City of Charles Sturt's Representation Review.**
3. **That Council endorse the Representation Community Engagement Approach as detailed in Appendix B to this report.**

Carried

Kelley Jones

APPENDIX B



**Community Engagement Approach for
*Representation Review Options Paper and Report***

October 2020

Contact:
Mary Del Giglio
Senior Governance Officer
8408 1111

mdelgiglio@charlessturt.sa.gov.au

Community Engagement Approach for *Representation Review Options Paper and Report*

1. Purpose and Objectives

The purpose of this Community Engagement Approach is to outline the various measures that will be undertaken to ensure the community, stakeholders, Elected Members and staff are appropriately engaged while conducting the Representation Review.

The purpose is to also meet the statutory requirements for consultation under the Local Government Act 1999, which not only requires Councils to conduct a Representation Review but also sets out two stages of consultation with our community in accordance with Section 12 of the Act.

Identified Legislative Requirements

Section 33 (12)	-	Council considers current arrangements and future options
Section 12 (5)	-	Prepare a Representation Options Paper
Section 12 (7)	-	Public Notice #1 (at least 6 weeks community engagement/publicsubmissions)
Section 12 (8)(a)	-	Prepare Representation Review Report
Section 12 (9)	-	Public Notice #2 (at least 3 weeks community engagement/publicsubmissions)
Section 12 (10)	-	Hearing of Submissions (Council Meeting)
Section 12 (12-21)	-	Submit final Representation Review Report to Electoral Commissioner
Section 15	-	Gazettal of the review outcome

A Representation Review is a matter set out in Part 1 of the Council's Public Consultation Policy (PCP) and needs to follow the public consultation steps prescribed under the Local Government Act 1999.

2. Project Background

Councils in South Australia are required to undertake regular reviews of their elector representation arrangements (Representation Review). The City of Charles Sturt undertook its last Representation Review during the period April 2012 to April 2013.

Pursuant to Regulation 4 of the Local Government (General Regulations) 2013, the relevant period for the Council to undertake its Representation Review was determined by the Minister, by notice in the Government Gazette on 9 July 2020.

In accordance with the Gazette notice, the relevant period for the Council to undertake its Representation Review is June 2020 to October 2021.

To commence a review, Council must initiate the preparation of a Representation Options Paper.

The Representation Options Paper explores options for changes to the Council's representative structure and the implications of these options for representation and governance. The Representation Options Paper must examine the advantages and disadvantages of the options available to the Council and, in particular examine, if it is relevant:

- whether the number of members should be reduced, if the Council is comprises of more than 12 members
- if the area of the Council should be divided into wards, or whether the division of the area into wards should be abolished.

After considering all the options and issues in the Representation Options Paper and any written submissions received from the community, Council must prepare a report on its deliberations and endorsed proposal for future composition and structure within a Draft Representation Review Report.

3. Consultation Scope

The City of Charles Sturt's Representation Options Paper considers and weighs the opportunities available while taking in to consideration our Council's background and culture, size and demography in comparison to other similar Council's, and projected future growth. This is in addition to the statutory requirements that Council must follow in conducting a Representation Review.

Consideration has been taken regarding:

- election and appointment of a Principal Member (Mayor/Chairperson)
- the number of Councillors
- how our Councillors are elected (from wards or the whole of Council
- whether the Council should have wards or no wards; and
- the name of the Council and the wards (if any).

Our stakeholders will be invited to make comment in relation to Options 1 to 5 as outlined within the Representation Options Paper as follows:

- Option 1 Existing Structure – 8 Wards, with 2 Councillors each (and a Mayor)
- Option 2 No Wards – 16 Councillors (and a Mayor)
- Option 3 No Wards – 12 Councillors (and a Mayor)
- Option 4 6 Wards with 2 Councillors each (and a Mayor)
- Option 5 4 Wards with 3 Councillors each (and a Mayor)

Submissions may propose other options in relation to Council representation, including the number of wards (if these are to be retained), ward boundaries and the number of Councillors.

Feedback from the public consultation will be considered by the Council, which will determine its preferred representation structure to include with the preparation of the draft Representation Report.

Stakeholders will then be invited to make comment in relation to the preferred structure before the Council makes its final decision and submission to the Electoral Commissioner for certification.

4. Communities of Interest

Stakeholders and people who reside in, own property in, and do business in the City of Charles Sturt form our communities of interest for this project. Key stakeholders and community with an interest in this matter include:

- The City of Charles Sturt community
- Mayor and Elected Members
- Council Administration
- Adjoining Councils
- Relevant State and Federal Government Departments and Agencies
- Local resident and business groups known to Council
- Local sporting and recreational groups

5. Planning Community Engagement

Level of Engagement

The level of engagement for this project is “consult”. The reasoning for this level of engagement includes the following.

- Single issue or a few issues involved in the matter.
- Multiple issues within a localised community.
- Moderate degree of complexity across a localised or broad community of interest.
- Moderate degree of impact on the community.
- Clear process forward or clear options for the way forward.

Communication and Engagement Techniques and Promotions

The following communication and engagement techniques and promotions are proposed for both stages of community engagement.

Communication Techniques (applicable to both Stage One and Stage Two engagement)

- Government Gazette Notice
- Article in Advertiser Newspaper
- City of Charles Sturt social media platforms
- City of Charles Sturt website
- City of Charles Sturt e-Newsletter Diamond Bytes
- Your Say Charles Sturt
- Posters

Community Engagement Techniques (Stage One)

- Online engagement tools via Your Say Charles Sturt
- Invite Written submissions

Community Engagement Techniques (Stage Two)

- Online engagement tools via Your Say Charles Sturt
- Invite written submissions
- Invite submissions in person (or by representative) at a future meeting of Council

6. Reporting on Community Engagement

Community feedback received during Stage 1 consultation on the Representation Options Paper will be considered by Council and will assist in formulating a Draft Representation Review Report. Any issues raised as part of the consultation will be responded to in the Draft Representation Review Report and will then outline the preferred representation structure for a second round of consultation. At the conclusion of the second round of consultation a final Representation Review Report expected to be presented to Council in April 2021. The final report will then be submitted to the Electoral Commission for final approval.

7. Budget

The resources required to plan, deliver and report on the Representation Review Options Paper and Draft Representation Review Report include the following:

Resource Requirement	Budget Estimate
Internal administration costs associated with drafting the engagement approach and preparation of associated key messages and documents	Covered by operational budget
Government Gazette Notice Stage 1 and 2	Covered by operational budget
Advertiser Newspaper Article Stage 1 and 2	Covered by operational budget
Messenger Newspaper Article Stage 1 and 2	Covered by operational budget
Use of City of Charles Sturt website, Charles Sturt Your Say site and City of Charles Sturt social media platforms	Covered by operational budget
Promotional Posters for Community Centres/Libraries	Covered by operational budget
Total	Covered by operational budget

8. Timeframe

The scope for the whole project includes the following steps and timing, with step relating specifically to Community engagement have been highlighted (in blue).

	Action	Timeline
Step 1	Initiate Representation Review by resolution of the Council	Resolution of the Council on 9 June 2020 : That Kelledy Jones Lawyers be appointed to commence and undertake the Representation Review on behalf of the City of Charles Sturt
Step 2	Consider current arrangements and future options	Elected Member briefing 27 July 2020 Elected Member workshop 21 September 2020
Step 3	Prepare Representation Options Paper Presented to the Council for endorsement and approval for consultation	Council meeting of 12 October 2020
Step 4	First public consultation	To be Gazetted – Notice #1 Commencing Thursday 15 October 2020 to run for six (6) weeks – to Thursday 26 November 2020

Step 5	Consider submissions from consultation and prepare draft Representation Review Report. Present to Council for endorsement and approval of second public consultation	Report to 25 January 2021 Council meeting
Step 6	Second public notification	To be Gazetted – Notice #2 Commencing Tuesday 26 January 2021 to run for three (3) weeks concluding on Tuesday 16 February 2021
Step 7	Hearing of submissions (public hearing to be held by the Council or Council committee)	Prepare report of submissions and public to be heard at Council meeting of March 2021
Step 8	Conduct a poll (if changes to the method of selection of the principal member) (8-10 weeks)	Not required
Step 9	Finalise Representation Review Report Presented to Council for endorsement and approval to submit to Electoral Commissioner	Council meeting of April 2021
Step 10	Submit final Representation Review Report to the Electoral Commissioner for certification	After Council meeting of May 2021 Minimum one (1) month for certification
Step 11	Technical description of boundaries (only if amendments occur to internal ward boundaries pursuant to Section 12(23))	May / June 2021 (if required)
Step 12	Repeat of Step 7 if changes which are not minor are required by the Electoral Commissioner	June 2021 (if required)
Step 13	Gazettal of Representation Review outcome	To be Gazetted – Notice #3 June 2021

Step 14	Council to implement changes	Council to modify Council voters roll data base before roll closure preceding the next periodic election Inform community of changes to representation structure to come into effect as at next elections
	Completed	June 2021

9. Risk Management

The risks with not consulting in line with the Statutory requirements of Local Government Act 1999, may result in not receiving endorsement and a certificate of compliance being issued by the Electoral Commissioner within the relevant period.

In addition to the legislative risks outlined above, the following are also key issues for Council if a community engagement approach is not delivered:

- Balancing individual views with broader community views.
- Community satisfaction.
- Failing to understand community sentiments on a project.
- Impacts associated with project delays.
- Media interest.
- Reputational risks.

10. Approval of the Community Engagement Approach

The community engagement approach requires the approval of Council

Kelley Jones

APPENDIX C

LOCAL GOVERNMENT INSTRUMENTS

CITY OF CHARLES STURT
LOCAL GOVERNMENT ACT 1999
Review of Elector Representation

Notice is hereby given that the City of Charles Sturt is undertaking a review to determine whether a change of arrangements is required in respect to the Council's elector representation. The purpose of the review is to ensure that electors of the Council area are being adequately and fairly represented.

Pursuant to Section 12(7) of the *Local Government Act 1999*, notice is hereby given that the Council has prepared a Representation Options Paper that examines the advantages and disadvantages of the various options available regarding the composition and structure of the Council and the division of the Council into wards.

Copies of the Representation Options Paper are available on the Council's website at www.charlessturt.sa.gov.au and for inspection at the Council Office:

- Civic Centre - 72 Woodville Road, Woodville

Written submissions are invited from interested persons from Thursday, 15 October 2020 and must be received by close of business on Thursday, 26 November 2020. Written submissions should be addressed to:

Representation Review
City of Charles Sturt
Via mail to: PO Box 1, Woodville SA 5011
Via email to: council@charlessturt.sa.gov.au
Via Yoursay at: www.yoursaycharlessturt.com.au
In person: Civic Centre - 72 Woodville Road, Woodville

Information regarding the Representation Review can be obtained by contacting Mary Del Giglio on (08) 8408 1120 or email mdelgiglio@charlessturt.sa.gov.au

Dated: 13 October 2020

PAUL SUTTON
Chief Executive Officer

CITY OF SALISBURY
LOCAL GOVERNMENT ACT 1999
Revocation of Community Land Classification

Pursuant to Section 194 of the *Local Government Act 1999*(2)(b), The City of Salisbury proposes to revoke the Community Land Classification from a portion of community land.

The City of Salisbury is the registered owner of the land described as Prettejohn Gully, Allotment 827 in Deposited Plan 6755, described in Certificate of Title Volume 5550, Folio 512. A portion measuring approximately 460 square meters is required to be revoked of its Community Land Classification for the purpose of constructing a roundabout and declaring as road adjacent Kesters Road and Nelson Road, Para Hills.

A copy of the plans detailing the proposals and location are available for public inspection at Council's Community Hub at 34 Church Street, Salisbury.

Any objection to the proposal must set out the full name and address of the person making the objection and must be fully supported by reasons.

Any submissions must be made in writing prior to the Friday, 6 November 2020 to the Council at PO Box 8, Salisbury SA 5108.

Where submissions are made Council will give notification of a meeting to deal with the matter.

Enquiries may be directed to Liz Lynch on (08) 8406 8216 or by email to elynch@salisbury.sa.gov.au.

Dated: 6 October 2020

JOHN HARRY
Chief Executive Officer



**CITY OF CHARLES STURT
LOCAL GOVERNMENT ACT 1999
Review of Elector Representation**

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Representation Review
City of Charles Sturt
Via mail to: PO Box 1, Woodville SA 5011
Via email to: council@charlessturt.sa.gov.au
Via Yoursay at : www.yoursaycharlessturt.com.au
In person: Civic Centre – 72 Woodville Road, Woodville

Information regarding the Representation Review can be obtained by contacting Mary Del Giglio on 8408 1120 or email mdelgiglio@charlessturt.sa.gov.au

Dated: 13 October 2020
PAUL SUTTON
Chief Executive Officer

City of Charles Sturt digital post report

Representation Review – October 2020

Website

Page views: 168

Unique page views: 150 - A unique view means a different user each time – IE if I visit the page 100 times it still only counts 1 unique view

Average time on page: 2:43 - This is quite high for the content – makes me think it's an outlier where somebody might've opened the page and gone to make a cup of tea or something then returned, bumping up the average

Exit percentage: 62.50% - This again is quite high but in this case I think that's a positive. We had links to the YourSay engagement page in this article which is where we wanted to direct users. So a high exit rate infers the page has done its job in directing people to YourSay.

Facebook

2 x organic posts

- 1577 - cumulative reach
- 27 - cumulative engagement

<https://www.facebook.com/CityOfCharlesSturt/posts/3533136200040391>

<https://www.facebook.com/CityOfCharlesSturt/posts/3647350761952267>



City Of Charles Sturt

Published by Sprout Social · 15 October ·

...

How do you want to be represented? We are currently reviewing the composition and structure of our council area and ward division to ensure you, as an elector, are being fairly represented.

As part of our Representation Review, tell us what you want to see:

- A change in the number of councillors?
- Should the number of wards change?
- Should we be led by a Mayor or Chairperson?

Have your say. Consultation closes 5pm on 26 November 2020.



CHARLESSTURT.SA.GOV.AU

Elector Representation Review

How do you want to be represented?

Twitter

2 x posts

665 x impressions

11 x engagements

<https://twitter.com/CharlesSturtSA/status/1331486788674867200>

<https://twitter.com/CharlesSturtSA/status/1316607857111060480>



Last chance to have your say. We are reviewing the composition and structure of our council area and ward division to ensure you, as an elector, are being fairly represented. Consultation of our Representation Review closes 5pm, Thursday 26 November 2020.

fal.cn/3bNOh



5:06 PM · Nov 25, 2020 · Falcon Social Media Management

Linked In

1 x post

796 x impressions

22 x engagement (shares, clicks and reactions)



How do you want to be represented? We are currently reviewing the composition and structure of our council area and ward division to ensure you, as an elector, are being fairly represented. ...see more



Elector Representation Review
charlessturt.sa.gov.au · 1 min read

<https://www.linkedin.com/feed/update/urn:li:activity:6722374097541578752>