

South Australia

## Local Government (General) Regulations 1999

under the *Local Government Act 1999*

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Legislative history

## 1—Short title

These regulations may be cited as the *Local Government (General) Regulations 1999*.

## 4—Interpretation

- (1) In these regulations, unless the contrary intention appears—  
*Act* means the *Local Government Act 1999*.
- (2) In these regulations, a reference to a form of a particular number is a reference to a form of that number set out in Schedule 1.

## 4A—Review of council composition and ward

For the purposes of section 12(4), the relevant period is the period determined by the Minister from time to time by notice published in the Gazette.

## 5—Public initiated submissions before Panel—prescribed notice

For the purposes of section 28(21) of the Act, public notice of a proposal must comply with the form set out as Form 1.

## 6—Member's declaration

For the purposes of section 60 of the Act—

- (a) a member must make an undertaking under that section in the form set out as Form 2; and
- (b) the undertaking must be made before a Justice of the Peace or some other person authorised to take declarations under the *Oaths Act 1936*.

## 7—Register of interests—members

- (1) For the purposes of clause 2(1) of Schedule 3 of the Act, a primary return under section 65 of the Act must be in the form set out as Form 3.
- (2) For the purposes of clause 2(2) of Schedule 3 of the Act, an ordinary return under section 66 of the Act must be in the form set out as Form 4.

## 8—Register of interests—officers

- (1) A word or expression used in this regulation that is defined in subclause (1) of clause 1 of Schedule 3 of the Act has the same meaning in this regulation as in that subclause (and as if any reference in that subclause to a *member* were a reference to an officer to whom Division 2 of Part 4 of Chapter 7 of the Act applies).
- (2) For the purposes of this regulation, a person who is an object of a discretionary trust is to be taken to be a beneficiary of that trust.
- (3) For the purpose of this regulation, a person is an investor in a body if—
  - (a) the person has deposited money with, or lent money to, the body that has not been repaid and the amount not repaid equals or exceeds \$10 000; or
  - (b) the person holds, or has a beneficial interest in, shares in, or debentures of, the body or a policy of life insurance issued by the body.

- (4) For the purposes of this regulation, in relation to a return by an officer—
- (a) two or more separate contributions made by the same person for or towards the cost of travel undertaken by the officer or a member of the officer's family during the return period are to be treated as one contribution for or towards the cost of travel undertaken by the officer;
  - (b) two or more separate gifts received by the officer or a person related to the officer from the same person during the return period are to be treated as one gift received by the officer;
  - (c) two or more separate transactions to which the officer or a person related to the officer is a party with the same person during the return period under which the officer or a person related to the officer has had the use of property of the other person (whether or not being the same property) during the return period are to be treated as one transaction under which the officer has had the use of property of the other person during the return period.
- (5) For the purposes of section 115 of the Act, a primary return must be in the form set out as Form 5 and contain the following information:
- (a) a statement of any income source that the officer required to submit the return or a person related to the officer has or expects to have in the period of 12 months after the date of the primary return; and
  - (b) the name of any company, or other body, corporate or unincorporate, in which the officer or a member of his or her family holds any office whether as director or otherwise; and
  - (c) the information required by subregulation (7).
- (6) For the purposes of section 115 of the Act, an ordinary return must be in the form set out as Form 6 and contain the following information:
- (a) if the officer required to submit the return or a person related to the officer received, or was entitled to receive, a financial benefit during any part of the return period—the income source of the financial benefit; and
  - (b) if the officer or a member of his or her family held an office whether as director or otherwise in any company or other body, corporate or unincorporate, during the return period—the name of the company or other body; and
  - (c) the source of any contribution made in cash or in kind of or above the amount or value of \$750 (other than any contribution by the council, by the State, by an employer or by a person related by blood or marriage) for or towards the cost of any travel beyond the limits of South Australia undertaken by the officer or a member of his or her family during the return period, and for the purposes of this paragraph *cost of travel* includes accommodation costs and other costs and expenses associated with the travel; and
  - (d) particulars (including the name of the donor) of any gift of or above the amount or value of \$750 received by the officer or a person related to the officer during the return period from a person other than a person related by blood or marriage to the officer or to a member of the officer's family; and

- (e) if the officer or a person related to the officer has been a party to a transaction under which the officer or person related to the officer has had the use of property of the other person during the return period and—
    - (i) the use of the property was not acquired for adequate consideration or through an ordinary commercial transaction or in the ordinary course of business; and
    - (ii) the market price for acquiring a right to such use of the property would be \$750 or more; and
    - (iii) the person granting the use of the property was not related by blood or marriage to the officer or to a member of the officer's family, the name and address of that person; and
  - (f) the information required by subregulation (7).
- (7) For the purposes of this regulation, a return (whether primary or ordinary) must contain the following information:
- (a) the name or description of any company, partnership, association or other body in which the officer required to submit the return or a person related to the officer is an investor; and
  - (b) a concise description of any trust (other than a testamentary trust) of which the officer or a person related to the officer is a beneficiary or trustee (including the name and address of each trustee); and
  - (c) the address or description of any land in which the officer or a person related to the officer has any beneficial interest other than by way of security for any debt; and
  - (d) any fund in which the officer or a person related to the officer has an actual or prospective interest to which contributions are made by a person other than the officer or a person related to the officer; and
  - (e) if the officer or a person related to the officer is indebted to another person (not being related by blood or marriage to the officer or to a member of the officer's family) in an amount of or exceeding \$7 500—the name and address of that other person; and
  - (f) if the officer or a person related to the officer is owed money by a natural person (not being related to the officer or a member of the officer's family by blood or marriage) in an amount of or exceeding \$10 000—the name and address of that person; and
  - (g) any other substantial interest whether of a pecuniary nature or not of the officer or of a person related to the officer of which the officer is aware and which he or she considers might appear to raise a material conflict between his or her private interest and the duty that he or she has or may subsequently have as an officer of the council.
- (8) An officer is required by this regulation only to disclose information that is known to the officer or ascertainable by the officer by the exercise of reasonable diligence.
- (9) Nothing in this regulation requires an officer to disclose information relating to a person as trustee of a trust unless the information relates to the person in the person's capacity as trustee of a trust by reason of which the person is related to the officer.

- (10) An officer may include in a return such additional information as the officer thinks fit.
- (11) Nothing in this regulation will be taken to prevent an officer from disclosing information required by this regulation in such a way that no distinction is made between information relating to the officer personally and information relating to a person related to the officer.
- (12) Nothing in this regulation requires disclosure of the actual amount or extent of a financial benefit, gift, contribution or interest.

## **9—Annual reports**

- (1) Pursuant to section 131(5)(b) of the Act, the South Australian Local Government Grants Commission is a prescribed body.
- (2) For the purposes of subsection (5) of section 131 of the Act, the relevant day by which an annual report must be submitted by a council under that subsection is 31 December in the financial year immediately following the end of the financial year to which the annual report relates.

## **9A—Service rates and charges**

- (1) In this regulation—

*CWMS Property Units Code* means the *Code for Establishing and Applying Property Units as a Factor for the Imposition of Annual Service Charges for Community Wastewater Management Systems* published by the LGA on 20 April 2006, as in force at the time that this regulation is made.
- (2) For the purposes of this regulation—
  - (a) the LGA is declared to be a prescribed body under section 303(4) of the Act; and
  - (b) the Code is adopted by these regulations pursuant to section 303(4) of the Act; and
  - (c) the principal office of the LGA (at 16 Hutt Street, Adelaide, 5000 or, if the LGA moves its principal office, at that new address) is specified for the purposes of section 303(7)(c) of the Act.
- (2a) For the purposes of section 155(2a) of the Act, the prescribed circumstances in which section 155(2) of the Act does not apply are where the land is non-rateable land of 1 of the following classes and the prescribed services are not made use of at the land:
  - (a) unalienated Crown land used wholly or primarily for—
    - (i) the conservation or protection of natural resources within the meaning of the *Natural Resources Management Act 2004*; or
    - (ii) recreational or sporting activities;
  - (b) unalienated Crown land within the meaning of the *Crown Land Management Act 2009*;
  - (c) land constituted as a reserve under the *National Parks and Wildlife Act 1972*;
  - (d) land constituted as a wilderness protection area or wilderness protection zone under the *Wilderness Protection Act 1992*;

- (e) land vested, under section 15 of the *Harbors and Navigation Act 1993*, in the Minister to whom that Act is committed.
- (3) Pursuant to section 155(3)(b) of the Act, the following factors are prescribed:
  - (a) any category of land use declared as a permissible differentiating factor under regulation 10;
  - (b) in respect of a service for the collection, treatment or disposal of wastewater or effluent—the number of property units that apply with respect to the relevant land, as determined under the CWMS Property Units Code.
- (4) For the purposes of section 155(5) of the Act, the cost of capital (as understood as an economic concept) may be taken into account when determining the cost to the council of establishing, operating, maintaining, improving or replacing the relevant service.

### **9B—Rates and charges for services not provided at the land**

- (1) For the purposes of section 155(11), a council is authorised to impose a service rate or annual service charge (or a combination of both) for a prescribed service in respect of the collection of domestic waste in accordance with the scheme set out in subregulation (2).
- (2) For the purposes of subregulation (1), the following provisions apply to the imposition of rates or charges in relation to a particular piece of land:
  - (a) if the prescribed service is provided no more than 500 metres from the access point to the land—the full service rate or annual service charge (or a combination of both) may be charged for the prescribed service;
  - (b) if the prescribed service is provided more than 500 metres but no more 2 km from the access point to the land—75% of the service rate or annual service charge (or a combination of both) may be charged for the prescribed service;
  - (c) if the prescribed service is provided more than 2 km but less than 5 km from the access point to the land—50% of the service rate or annual service charge (or a combination of both) may be charged for the prescribed service;
  - (d) if the prescribed service is provided 5 km or more from the access point to the land—no rate or annual service charge may be charged for the prescribed service (but nothing in this paragraph prevents a council from entering into an agreement for the provision of a prescribed service in respect of the collection of waste that involves the payment of an amount for the provision of the prescribed service).
- (3) In this regulation—
  - access point* means the point on the land where the land is generally accessed;
  - domestic waste* means waste produced in the course of a domestic activity.

### **10—Differentiating factors**

- (1) In this regulation—
  - Development Regulations* means the *Development Regulations 1993*;
  - zone* means an area defined as a zone, precinct or locality by a Development Plan under the *Development Act 1993*.

- (2) For the purposes of section 156 and 167 of the Act, the following categories of land use are declared as a permissible differentiating factors:
- 1 *Residential* comprising the use of land for a detached dwelling, group dwelling, multiple dwelling, residential flat building, row dwelling or semi-detached dwelling within the meaning of the Development Regulations.
  - 2 *Commercial—Shop* comprising the use of land for a shop within the meaning of the Development Regulations.
  - 3 *Commercial—Office* comprising the use of land for an office within the meaning of the Development Regulations.
  - 4 *Commercial—Other* comprising any other commercial use of land not referred to in categories 2 or 3.
  - 5 *Industry—Light* comprising the use of land for a light industry within the meaning of the Development Regulations.
  - 6 *Industry—Other* comprising any other industrial use of land not referred to in category 5.
  - 7 *Primary Production* comprising—
    - (a) farming within the meaning of the Development Regulations; and
    - (b) horticulture within the meaning of the Development Regulations; and
    - (c) the use of land for horse keeping or intensive animal keeping within the meaning of the Development Regulations; and
    - (d) in respect of a dairy situated on a farm—the use of land for a dairy within the meaning of the Development Regulations; and
    - (e) commercial forestry.
  - 8 *Vacant land* comprising the non-use of vacant land.
  - 9 *Other* comprising any other use of land not referred to in a previous category.
- (3) For the purposes of section 156(7) of the Act, a differentiating factor based on the locality of land must comply with the following principles:
- (a) there may be differentiation according to the zone in which the land is situated;
  - (b) there may be differentiation according to whether the land is situated within or outside a township (with, at the discretion of the council, a separate differentiation according to zones);
  - (c) if there are 2 or more townships in the area—there may be differentiation according to the township in which the land is situated (with, at the discretion of the council, a separate differentiation in relation to land outside the townships and, at the discretion of the council, a separate differentiation according to zones).

## 11—Notice of valuation

For the purposes of section 168(3)(c) of the Act, notice of a valuation made by a valuer employed or engaged by the council must be given to the principal ratepayer in respect of the land to which the valuation relates—

- (a) by showing the valuation in an account for the payment of rates in respect of the land sent to the principal ratepayer at his or her address shown in the assessment record; or
- (b) by sending a notice to the principal ratepayer at his or her address shown in the assessment record in which the council—
  - (i) identifies the land to which the valuation relates; and
  - (ii) sets out the valuation.

## 12—Objections to valuations made by a council

- (1) For the purposes of subsection (9)(a) of section 169 of the Act, a request under subsection (8) of that section must be made in the form set out as Form 7.
- (2) For the purposes of section 169 of the Act, the fees set out as items 1 and 2 in Schedule 2 are prescribed.

## 13—Rates notice

- (1) Pursuant to subsection (2) of section 180 of the Act, a rates notice under that section must incorporate, or be accompanied by, the following information:
  - (a) the location or address of the land; and
  - (b) the relevant assessment number; and
  - (c) the basis on which the rate or charge is declared (see especially section 151 of the Act); and
  - (d) the valuation method used for the purposes of valuing the relevant land and the valuation adopted for the land; and
  - (e) in the case of a differential rate—the differentiating factor including—
    - (i) if the differentiating factor is or includes the use of the land—that land use;
    - (ii) if the differentiating factor is or includes the locality of the land—that locality; and
  - (f) the date on which the rate or charge was declared; and
  - (g) if relevant, the rate in the dollar that has been declared; and
  - (h) the date or dates on which a payment or payments of the rate or charge will fall due under the Act; and
  - (i) if relevant, details of any minimum amount that has been fixed under section 158 of the Act as part of the declaration of a rate; and
  - (j) details of any rebate, remission, concession or deduction that applies with respect to the imposition of the rate or charge in relation to the relevant land; and

- (k) the total amount payable by the ratepayer; and
  - (l) the options and arrangements that are available for payment of the rate or charge; and
  - (m) a brief description of the processes that apply under the Act—
    - (i) to object to the attribution of a particular land use (if relevant);
    - (ii) to object to the valuation adopted for the relevant land; and
  - (n) a contact telephone number for ratepayer enquiries; and
  - (o) a brief summary of the penalties that apply under the Act if an instalment of rates, or a charge, is not paid on or before the date on which it falls due (see especially section 181(8) of the Act); and
  - (p) a brief statement concerning the entitlement of ratepayers to be included on the voters roll for the relevant area.
- (2) A rates notice may relate to more than one rate or charge (or to a combination of one or more rates and one or more charges).
- (3) Subregulation (1)(m) does not apply with respect to a second or subsequent rates notice sent to a ratepayer in a particular financial year where at least 60 days have elapsed since service on the ratepayer of the first rates notice for that financial year.

### **13A—Postponement of rates—Seniors**

- (1) For the purposes of section 182A(1) of the Act, the prescribed proportion of rates is any amount in excess of \$500.
- (2) For the purposes of section 182A(2), the manner and form of an application will be determined by the council.
- (3) For the purposes of section 182A(3), a council may reject an application for the postponement of rates if it appears to the council that the maximum principal or other capital liability that may be or become payable or due under a mortgage, encumbrance or charge registered over the land (assuming no default) may exceed 50 per cent of the capital value of the land.
- (4) However—
  - (a) subregulation (3) does not apply in relation to a postponement for the benefit of the same person with respect to the same land in a second or subsequent year; and
  - (b) subregulation (3) does not apply in relation to a mortgage, encumbrance or charge registered after the commencement of section 182A of the Act.
- (5) For the purposes of section 182A(8), the period of 6 months from the day on which the entitlement to the postponement ceases to exist is prescribed.
- (6) Pursuant to section 182A(10), where a postponement of the payment of rates has occurred under section 182A of the Act—
  - (a) the council must inform the prescribed ratepayer that an entitlement to receive a remission of rates under the *Rates and Land Tax Remission Act 1986* may be applied, at the prescribed ratepayer's discretion, towards the proportion of rates that has not been postponed; and

- (b) any subsequent rates notice that relates to rates of the same kind must (while the same person remains entitled to a postponement of rates) include or be accompanied by:
  - (i) information about the amount of rates outstanding under the postponement; and
  - (ii) information about the amount of interest that has accrued under the postponement, as at the end of the immediately preceding quarter; and
  - (iii) a statement concerning the person's entitlements with respect to a postponement of rates without the need to make a further application; and
  - (iv) a statement to the effect that to the extent that an amount is not paid in accordance with the notice but is capable of being the subject of a postponement under section 182A of the Act will be taken to be subject to postponement under that section; and
  - (v) a statement concerning the requirement of the owner of the land to inform the council if or when the entitlement to the postponement ceases to exist.

#### **14—Certificates of liabilities—fee**

For the purposes of section 187(3)(e) of the Act, the fee set out as item 3 in Schedule 2 is prescribed.

#### **14A—Fees and charges**

For the purposes of section 188(1)(h) of the Act, if a council incurs costs and expenses associated with the appointment and work of a conciliator under section 271 of the Act, half of the costs and expenses so incurred is a prescribed matter.

#### **15—Compulsory acquisition of land**

Pursuant to section 191(2) of the Act, the following are classified as approved purposes for which Ministerial approval is not required for the compulsory acquisition of land:

- (a) a purpose for which the compulsory acquisition of land is approved or authorised under an Act;
- (b) for the acquisition of land required for the construction of a septic tank effluent drainage scheme;
- (c) for the acquisition of land required for the purpose of carrying out work for the prevention or mitigation of floods.

#### **15A—Exemption of certain leases or licences over community land from consultation requirements**

- (1) Pursuant to section 202(3)(b) of the Act, a council is not required to comply with its public consultation policy with respect to a lease or licence over community land if—
  - (a) the lease or licence is being granted to the Crown, or to a Minister or other agency or instrumentality of the Crown; and

- (b) it is a term of the lease or licence that there is to be no substantial change in the use of the land (disregarding trifling, insignificant or subsidiary uses).
- (2) Pursuant to section 202(3)(b) of the Act, The Corporation of the City of Adelaide is not required to comply with its public consultation policy with respect to a lease or licence over land within the Central Market Complex.
- (3) In this regulation—

**Central Market Complex** means the area within the Certificate of Title Register Book Volume 5307 Folio 824 or Volume 5574 Folio 706.

## 16—Register of community land

For the purposes of subsection (2)(a) of section 207 of the Act, a register of community land under that section must contain, in respect of each piece of community land in the area:

- (a) the legal description of the land (being, in the case of land that has been brought under the provisions of the *Real Property Act 1886*, the Certificate of Title Register Book Volume and Folio Numbers); and
- (b) the street address of the land (if any); and
- (c) the name of the locality or suburb in which the land is situated; and
- (d) the name by which the land is commonly known (if any); and
- (e) the area of the land; and
- (f) the name of the owner of the land (see sections 4 and 189 of the Act); and
- (g) the following details concerning any lease or licence granted over the land:
  - (i) the name of the lessee or licensee; and
  - (ii) the term of the lease or licence (including information on the term of any extension or renewal stated in the lease or licence); and
  - (iii) the actual land to which the lease or licence relates (which may be identified by a plan kept in conjunction with the register); and
  - (iv) the purpose for which the lease or licence has been granted.<sup>1</sup>

**Note—**

- 1 The register must also contain copies of current management plans—see section 207(2)(b) of the Act.

## 16A—Minor alterations of roads—section 221

- (1) Pursuant to section 221(3)(c) of the Act, the installation, maintenance, replacement or removal of a telecommunication subscriber connection is classified as a minor alteration to a road.
- (2) In subregulation (1)—

**telecommunication subscriber connection** means any pipes, wires, cables, optical fibre or other material suspended above the ground and used to connect a subscriber to a telecommunications or electronic network, and includes any fixture or fitting directly associated with making such a connection.

## 17—Public consultation—section 223

- (1) Pursuant to section 223(1)(c) of the Act, public consultation is required in relation to a proposal—
  - (a) to authorise the use of a road for cultivation purposes under section 222(1) of the Act where any part of the road is to be fenced; or
  - (b) to authorise the use of a road for any other business purpose under section 222(1) of the Act where any part of the road is to be fenced, enclosed or partitioned so as to impede the passage of traffic to a material degree.
- (2) Pursuant to section 223(2) of the Act, the following administrative units of the Public Service must be notified of a proposal to grant an authorisation within the ambit of subregulation (1)(a) other than in relation to a road that has been formed and surfaced:
  - (a) the administrative unit that is, under a Minister, responsible for the administration of the *Development Act 1993*;
  - (b) the administrative unit that is, under a Minister, responsible for the administration of the *Recreational Greenways Act 2000*.

## 18—Register of public roads

For the purposes of subsection (2) of section 231 of the Act, a register of public roads under that section must include, in respect of each public road, the following information:

- (a) the name of the public road; and
- (b) the situation of the public road; and
- (c) the approximate extent of the public road; and
- (d) the approximate width of the public road; and
- (e) within the public road—the approximate width of the carriageway, including any associated kerbing, verges or footpaths (where formed).

## 18AA—Removal of vehicles

- (1) For the purposes of section 237(1) of the Act, a prescribed warning notice must be in the form set out as Form 7A.
- (2) For the purposes of section 237(4)(a) of the Act, a written notice must be in the form set out as Form 7B.

## 18A—By-laws—roads

Pursuant to section 239(1)(g) of the Act, a council is authorised to make by-laws about the following:

- (a) the use of roads for camping;
- (b) the prevention of the obstruction of—
  - (i) any road; or
  - (ii) any footway, water-channel, or watercourse in a road.

## **19—By-laws—certificate of legal practitioner**

For the purposes of section 249(4) of the Act, the form set out as Form 8 is prescribed.

## **20—Review of an order**

- (1) For the purposes of section 256(2) of the Act, the following information is prescribed:
  - (a) a statement that it is possible for the person to whom the order is directed to apply for a review of the order under the Act; and
  - (b) a statement that an application for review is made to the District Court and should be made within 14 days after service of the order; and
  - (c) a statement that the operation of the order continues pending the determination of an application for review unless the District Court, or the council, makes an interim order suspending the operation of the order; and
  - (d) a statement that the District Court has the power, if satisfied that it is appropriate and just in the circumstances to do so, to vary or set aside the order on an application for review.
- (2) A statement under section 256(1) of the Act may also include—
  - (a) a statement about the ability of the council to vary or revoke the order if satisfied that it is appropriate to do so; and
  - (b) a warning that if the order is not complied with within the time fixed for compliance or, if relevant, within 14 days after the completion of any review, then the council may—
    - (i) take the action required by the order (subject to the outcome of any review); and
    - (ii) recover the reasonable costs and expenses incurred by the council in taking that action from a person who fails to comply with the requirements of the order.

## **21—Prescribed percentage rate—section 257(5)(a)**

For the purposes of section 257(5)(a) of the Act, the prescribed percentage rate per annum will be the cash advance debenture rate for the financial year in which the period within which the relevant amount must be paid expires.

## **21A—Local government sector employers**

The local government sector employers referred to in Schedule 3 are brought within the ambit of subsection (1) of section 302A of the Act.

## **21B—Whistleblowing**

For the purposes of section 302B of the Act, the prescribed qualifications are the qualifications determined by the Minister for the purposes of this regulation.

## **22—Local government indemnity schemes**

For the purposes of clause 2(1)(b)(iii) of Schedule 1 of the Act, the following are prescribed bodies:

Southern Success Business Enterprise Centre Inc

Northern Regional Development Board  
Fleurieu Regional Development Corporation  
Northern Adelaide Development Board Inc  
Control Boards established under the *Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986*  
Local Government Finance Authority of South Australia  
Local Government Superannuation Scheme  
Local Government Training Authority of SA Inc  
Council Purchasing Co-operative Limited  
Flinders Mobile Library  
Maxima Training Group Inc.

## **22A—Schedule 4—Annual reports**

- (1) For the purposes of clause 1(ga) of Schedule 4 of the Act—
- (a) in the case of a report on the use of section 90(2) of the Act, the following information is required:
    - (i) the total number of orders made under that subsection in the financial year;
    - (ii) in relation to each paragraph ((a) to (n)) of section 90(3) of the Act—the number of times in the financial year that an order made under section 90(2) was made on the basis that the information or matter fell within the ambit of the paragraph; and
  - (b) in the case of a report on the use of section 91(7) of the Act, the following information is required:
    - (i) the total number of orders made under that subsection in the financial year;
    - (ii) the number of orders made under that subsection that expired, ceased to apply or were revoked during the financial year;
    - (iii) the number of orders made under that subsection that remained operative at the end of the financial year (but not including orders made before the commencement of this paragraph).
- (2) Pursuant to clause 1(i) of Schedule 4 of the Act, the report required under section 270(8) of the Act is prescribed.

## **23—Variation of Schedule 5—Access to documents**

Pursuant to section 132(4) of the Act, Schedule 5 of the Act is amended by inserting ", other than the Register of Interests kept for the purposes of Chapter 7 Part 4 Division 2" after "Registers required under this Act or the *Local Government (Elections) Act 1999*".

## Schedule 1—Forms

### Form 1

*Local Government Act 1999*  
(section 28)

#### Notice of a proposal

**PUBLIC NOTICE** is given of a proposal submitted to the *Boundary Adjustment Facilitation Panel* under section 28 of the *Local Government Act 1999*.

The proposal relates to the following councils and their areas: .....

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

The proposal was submitted to the Panel on: .....

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

The Panel provides the following information in relation to the proposal: .....

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

The *Local Government Act 1999* provides that a poll of electors must be conducted in relation to the proposal if the required number of electors request a poll. To request a poll, the following steps must be taken: .....

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

You should direct any questions concerning the matters contained in this notice to: .....

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

## Form 2

*Local Government Act 1999*  
(section 60)

### Undertaking to be made by a member of a council before assuming office

I, <sup>1</sup> .....having been elected or appointed to the office of a member of <sup>2</sup> ..... do hereby undertake to discharge my duties conscientiously and to the best of my abilities.

<sup>3</sup> .....  
*Signature*

This undertaking was made before me on the ..... day of ..... <sup>4</sup>

<sup>5</sup> .....  
*Justice of the Peace etc<sup>6</sup>*

*1 Insert full name of member of the council.*

*2 Insert full name of council.*

*3 Insert signature of member.*

*4 Insert date on which undertaking is made.*

*5 Insert signature of person before whom undertaking is made.*

*6 The undertaking must be made before a Justice of the Peace or other person authorised to take declarations under the Oaths Act 1936 (being a Commissioner for Taking Affidavits, or a proclaimed manager of an office of a bank, building society or credit union, or a proclaimed member of the police force).*

**Form 3****Register of members' interests****Primary return**

Please read instructions and notes below before completing this return.

SURNAME	OTHER NAMES
<b>OFFICE HELD</b>	
	Details
Registrable interests	
1	Provide a statement of any income source <sup>2</sup> that you have or a person related to you <sup>3</sup> has or expects to have in the period of 12 months after the date of the primary return.
2	State the name of any company or other body, corporate or unincorporate, in which you hold, or a member of your family <sup>4</sup> holds, any office whether as director or otherwise.
3	State the name or description of any company, partnership, association or other body in which you or a person related to you <sup>3</sup> is an investor <sup>5</sup> .
3A	State the name and business address of any employer for whom you work and, if you are employed, the name of the office or place where you work or a concise description of the nature of your work.
4	State the name of any political party, any body or association formed for political purposes or any trade or professional organisation <sup>6</sup> of which you are a member.
5	Provide a concise description of any trust (other than a testamentary trust) of which you or a person related to you <sup>3</sup> is a beneficiary or trustee, and the name and address of each trustee.
6	Provide the address or description of any land in which you have or a person related to you <sup>3</sup> has any beneficial interest <sup>7</sup> other than by way of security for any debt.
7	Provide details of any fund in which you or a person related to you <sup>3</sup> has an actual or prospective interest to which contributions are made by a person other than you or a person related to you <sup>3</sup> .
8	If you are or a person related to you <sup>3</sup> is indebted to another person (not being related by blood or marriage) in an amount of or exceeding \$7 500—state the name and address of that other person.
9	If you are or a person related to you <sup>3</sup> is owed money by a natural person (not being related by blood or marriage) in an amount of or exceeding \$10 000—state that person.
10	Declare any other substantial interest of yours or of a

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person related to you whether of a pecuniary nature or not, of which you are aware and which you consider might appear to raise a material conflict between your private interest and the public duty that you have or may subsequently have as a member of the council.

---

- 11 Provide any other additional information which you think fit.
- 

.....  
*Signature of Member*

Date     /     /

**Instructions/notes**

- 1 This return is to be completed in block letters except for signatures. If there is not sufficient space on this return for all of the information you are required to provide, you may attach additional papers for that purpose. Each such paper must be signed and dated.
- 2 Under the Act, **income source**, in relation to a person, means—
- (a) any person or body of persons with whom the person entered into a contract of service or held any paid office; and
  - (b) any trade, vocation, business or profession engaged in by the person.
- 3.1 Under the Act, **a person related to a member** means—
- (a) a member of the member's family;
  - (b) a family company of the member;
  - (c) a trustee of a family trust of the member.
- 3.2 A **family company** of a member means a proprietary company—
- (a) in which the member or a member of the member's family is a shareholder; and
  - (b) in respect of which the member or a member of the member's family, or any such persons together, are in a position to cast, or control the casting or, more than one-half of the maximum number of votes that might be cast at a general meeting of the company.
- 3.3 A **family trust** of a member means a trust (other than a testamentary trust)—
- (a) of which the member or a member of the member's family is a beneficiary; and
  - (b) which is established or administered wholly or substantially in the interests of the member or a member of the member's family, or any such persons together.
- 4.1 Under the Act, **family**, in relation to a member, means—
- (a) a spouse of the member; and
  - (b) a child of the member who is under the age of 18 years and normally resides with the member.
- 4.2 A **spouse** includes a *de facto* spouse.
- 5 For the purpose of this return, a person is an investor in a body if—
- (a) the person has deposited money with, or lent money to, the body that has not been repaid and the amount not repaid equals or exceeds \$10 000; or
  - (b) the person holds, or has a beneficial interest in, shares in, or debentures of, the body or a policy of life insurance issued by the body.

- 6 Under the Act, *trade or professional organisation* means a body, corporate or unincorporate, of—
- (a) employers or employees; or
  - (b) persons engaged in a profession, trade or other occupation,
- being a body of which the object, or one of the objects, in the furtherance of its own professional, industrial or economic interest or those of any of its members.
- 7 Under the Act, *beneficial interest* in property includes a right to re-acquire the property.

**Note—**

- A member is required only to disclose information that is known to the member or ascertainable by the member by the exercise of reasonable diligence.
- A member is not required to disclose information relating to a person as trustee of a trust unless the information relates to the person in the person's capacity as trustee of a trust by reason of which the person is related to the member.
- A member may include in a return such additional information as the member thinks fit.
- Nothing in this return will be taken to prevent a member from disclosing information in such a way that no distinction is made between information relating to the member personally and information relating to a person related to the member.
- A member is not required to disclose the actual amount or extent of a financial benefit, gift, contribution or interest.

## Form 4

### Register of members' interests

#### Ordinary return

Please read instructions and notes below before completing this return.

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SURNAME	OTHER NAMES
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OFFICE HELD	
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Registrable interests	Details
1 Provide a statement of any income source of a financial benefit <sup>2</sup> that you have or a person related to you <sup>3</sup> has received, or was entitled to receive, during the return period.	
2 State the name of any company or other body, corporate or unincorporate, in which you held, or a member of your family <sup>4</sup> held, any office during the return period whether as director or otherwise.	
3 If you, or a member of your family, received a contribution in cash or in kind of or above the amount of \$750 for or towards the cost of travel <sup>5</sup> beyond the limits of the State during the return period (other than a contribution by the council, the State, an employer or a person related to you by blood or marriage), state the source of the contribution.	
4 Provide particulars (including the name of donor) of any gift <sup>6</sup> of or above the amount or value of \$750 received by you or a person related to you <sup>3</sup> during the return period other than a person related by blood or marriage.	
5 If you, or a person related to you <sup>3</sup> , has, as a party to a transaction, had the use of property of the other person during the return period and (a) the use of property was not acquired for adequate consideration or through an ordinary commercial transaction or in the ordinary course of business; and (b) the market value of the right is \$750 or more; and (c) the person granting the right is not related by blood or marriage, state the name and address of that other person.	
6 State the name or description of any company, partnership, association or other body in which you or a person related to you <sup>3</sup> is an investor <sup>7</sup> .	
7 State the name of any political party, any body or association formed for political purposes or any trade or professional organisation <sup>8</sup> of which you are a member.	

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7A State the name and business address of any employer for whom you work and, if you are employed, the name of the office or place where you work or a concise description of the nature of your work.

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8 Provide a concise description of any trust (other than a testamentary trust) of which you or a person related to you<sup>3</sup> is a beneficiary or trustee, and the name and address of each trustee.

---

9 Provide the address or description of any land in which you have or a person related to you<sup>3</sup> has any beneficial interest<sup>9</sup> other than by way of security for any debt.

---

10 Provide details of any fund in which you or a person related to you<sup>3</sup> has an actual or prospective interest to which contributions are made by a person other than you or a person related to you<sup>3</sup>.

---

11 If you are or a person related to you<sup>3</sup> is indebted to another person (not being related by blood or marriage) in an amount of or exceeding \$7 500—state the name and address of that other person.

---

12 If you are or a person related to you<sup>3</sup> is owed money by a natural person (not being related by blood or marriage) in an amount of or exceeding \$10 000—state that person

---

13 Declare any other substantial interest of yours or of a person related to you whether of a pecuniary nature or not, of which you are aware and which you consider might appear to raise a material conflict between your private interest and the public duty that you have or may subsequently have as a member of the council.

---

14 Provide any other additional information which you think fit.

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.....  
*Signature of Member*

Date     /     /

#### **Instructions/notes**

- 1.1 This return is to be completed in block letters except for signatures. If there is not sufficient space on this return for all of the information you are required to provide, you may attach additional papers for that purpose. Each such paper must be signed and dated.
- 1.2 The **return period** for the purposes of this return is as follows:
- (a) if your last return was a **primary return** under the Act—the period between the date of the primary return and 30 June next following;

- (b) in any other case—the period of 12 months expiring on 30 June, or within 60 days after 30 June in any year.
- 2.1 Under the Act, **income source**, in relation to a person, means—
- (a) any person or body of persons with whom the person entered into a contract of service or held any paid office; and
  - (b) any trade, vocation, business or profession engaged in by the person.
- 2.2 Under the Act, **financial benefit**, in relation to a person, means—
- (a) any remuneration, fee or other pecuniary sum exceeding \$1 000 received by the person in respect of a contract of service entered into, or paid office held by, the person; and
  - (b) the total of all remuneration, fees or other pecuniary sums received by the person in respect of a trade, profession, business or vocation engaged in by the person where that total exceeds \$1 000,
- but does not include an annual allowance, fees, expenses or other financial benefit payable to the person under the Act.
- 3.1 Under the Act, **a person related to a member** means—
- (a) a member of the member's family;
  - (b) a family company of the member;
  - (c) a trustee of a family trust of the member.
- 3.2 A **family company** of a member means a proprietary company—
- (a) in which the member or a member of the member's family is a shareholder; and
  - (b) in respect of which the member or a member of the member's family, or any such persons together, are in a position to cast, or control the casting or, more than one-half of the maximum number of votes that might be cast at a general meeting of the company.
- 3.3 A **family trust** of a member means a trust (other than a testamentary trust)—
- (a) of which the member or a member of the member's family is a beneficiary; and
  - (b) which is established or administered wholly or substantially in the interests of the member or a member of the member's family, or any such persons together.
- 4.1 Under the Act, **family**, in relation to a member, means—
- (a) a spouse of the member; and
  - (b) a child of the member who is under the age of 18 years and normally resides with the member.
- 4.2 A **spouse** includes a *de facto* spouse.
- 5 The **cost of travel** includes accommodation costs and other costs and expenses associated with the travel.
- 6 Under the Act, **gift** means a transaction in which a benefit of pecuniary value is conferred without consideration or for less than adequate consideration, but does not include an ordinary commercial transaction or a transaction in the ordinary course of business.
- 7 For the purpose of this return, a person is an investor in a body if—
- (a) the person has deposited money with, or lent money to, the body that has not been repaid and the amount not repaid equals or exceeds \$10 000; or
  - (b) the person holds, or has a beneficial interest in, shares in, or debentures of, the body or a policy of life insurance issued by the body.

- 8 Under the Act, *trade or professional organisation* means a body, corporate or unincorporate, of—
- (a) employers or employees; or
  - (b) persons engaged in a profession, trade or other occupation,
- being a body of which the object, or one of the objects, in the furtherance of its own professional, industrial or economic interest or those of any of its members.
- 9 Under the Act, *beneficial interest* in property includes a right to re-acquire the property.

**Note—**

- In relation to a return by a member—
  - (a) two or more separate contributions made by the same person for or towards the cost of travel undertaken by the member or a member of the member's family during the return period are to be treated as one contribution for or towards the cost of travel undertaken by the member;
  - (b) two or more separate gifts received by the member or a person related to the member from the same person during the return period are to be treated as one gift received by the member;
  - (c) two or more separate transactions to which the member or a person related to the member is a party with the same person during the return period under which the member or a person related to the member has had the use of property of the other person (whether or not being the same property) during the return period are to be treated as one transaction under which the member has had the use of property of the other person during the return period.
- A member is required only to disclose information that is known to the member or ascertainable by the member by the exercise of reasonable diligence.
- A member is not required to disclose information relating to a person as trustee of a trust unless the information relates to the person in the person's capacity as trustee of a trust by reason of which the person is related to the member.
- A member may include in a return such additional information as the member thinks fit.
- Nothing in this return will be taken to prevent a member from disclosing information in such a way that no distinction is made between information relating to the member personally and information relating to a person related to the member.
- A member is not required to disclose the actual amount or extent of a financial benefit, gift, contribution or interest.

## Form 5

### Register of interests—officers

#### Primary return

Please read instructions and notes below before completing this return.

SURNAME		OTHER NAMES
OFFICE HELD		
	Registrable interests	Details
1	Provide a statement of any income source <sup>2</sup> that you have or a person related to you <sup>3</sup> has or expects to have in the period of 12 months after the date of the primary return.	
2	State the name of any company or other body, corporate or unincorporate, in which you hold, or a member of your family <sup>4</sup> holds, any office whether as director or otherwise.	
3	State the name or description of any company, partnership, association or other body in which you or a person related to you <sup>3</sup> is an investor <sup>5</sup> .	
4	Provide a concise description of any trust (other than a testamentary trust) of which you or a person related to you <sup>3</sup> is a beneficiary or trustee, and the name and address of each trustee.	
5	Provide the address or description of any land in which you have or a person related to you <sup>3</sup> has any beneficial interest <sup>6</sup> other than by way of security for any debt.	
6	Provide details of any fund in which you or a person related to you <sup>3</sup> has an actual or prospective interest to which contributions are made by a person other than you or a person related to you <sup>3</sup> .	
7	If you are or a person related to you <sup>3</sup> is indebted to another person (not being related by blood or marriage) in an amount of or exceeding \$7 500—state the name and address of that other person.	
8	If you are or a person related to you <sup>3</sup> is owed money by a natural person (not being related by blood or marriage) in an amount of or exceeding \$10 000—state that person	
9	Declare any other substantial interest of yours or of a person related to you whether of a pecuniary nature or not, of which you are aware and which you consider might appear to raise a material conflict between your private interest and the duty that you have or may subsequently have as an officer of the council.	
10	Provide any other additional information which you think fit.	

.....  
*Signature of Officer*  
Date / /

**Instructions/notes**

- 1 This return is to be completed in block letters except for signatures. If there is not sufficient space on this return for all of the information you are required to provide, you may attach additional papers for that purpose. Each such paper must be signed and dated.
- 2 Under the regulations, *income source*, in relation to a person, means—
  - (a) any person or body of persons with whom the person entered into a contract of service or held any paid office; and
  - (b) any trade, vocation, business or profession engaged in by the person.
- 3.1 Under the regulations, *a person related to an officer* means—
  - (a) a member of the officer's family;
  - (b) a family company of the officer;
  - (c) a trustee of a family trust of the officer.
- 3.2 A *family company* of an officer means a proprietary company—
  - (a) in which the officer or a member of the officer's family is a shareholder; and
  - (b) in respect of which the officer or a member of the officer's family, or any such persons together, are in a position to cast, or control the casting or, more than one-half of the maximum number of votes that might be cast at a general meeting of the company.
- 3.3 A *family trust* of an officer means a trust (other than a testamentary trust)—
  - (a) of which the officer or a member of the officer's family is a beneficiary; and
  - (b) which is established or administered wholly or substantially in the interests of the officer or a member of the officer's family, or any such persons together.
- 4.1 Under the regulations, *family*, in relation to an officer, means—
  - (a) a spouse of the officer; and
  - (b) a child of the officer who is under the age of 18 years and normally resides with the officer.
- 4.2 A *spouse* includes a *de facto* spouse.
- 5 For the purpose of this return, a person is an investor in a body if—
  - (a) the person has deposited money with, or lent money to, the body that has not been repaid and the amount not repaid equals or exceeds \$10 000; or
  - (b) the person holds, or has a beneficial interest in, shares in, or debentures of, the body or a policy of life insurance issued by the body.
- 6 Under the regulations, *beneficial interest* in property includes a right to re-acquire the property.

**Note—**

- An officer is required only to disclose information that is known to the officer or ascertainable by the officer by the exercise of reasonable diligence.
- An officer is not required to disclose information relating to a person as trustee of a trust unless the information relates to the person in the person's capacity as trustee of a trust by reason of which the person is related to the officer.
- An officer may include in a return such additional information as the officer thinks fit.
- Nothing in this return will be taken to prevent an officer from disclosing information in such a way that no distinction is made between information relating to the officer personally and information relating to a person related to the officer.
- An officer is not required to disclose the actual amount or extent of a financial benefit, gift, contribution or interest.

## Form 6

### Register of interests—officers

#### Ordinary return

Please read instructions and notes below before completing this return.

SURNAME	OTHER NAMES	
OFFICE HELD		
	Registrable interests	Details
1	Provide a statement of any income source of a financial benefit <sup>2</sup> that you have or a person related to you <sup>3</sup> has received, or was entitled to receive, during the return period.	
2	State the name of any company or other body, corporate or unincorporate, in which you held, or a member of your family <sup>4</sup> held, any office during the return period whether as director or otherwise.	
3	If you, or a member of your family, received a contribution in cash or in kind of or above the amount of \$750 for or towards the cost of travel <sup>5</sup> beyond the limits of the State during the return period (other than a contribution by the council, the State, an employer or a person related to you by blood or marriage), state the source of the contribution.	
4	Provide particulars (including the name of donor) of any gift <sup>6</sup> of or above the amount or value of \$750 received by you or a person related to you <sup>3</sup> during the return period other than a person related by blood or marriage.	
5	If you, or a person related to you <sup>3</sup> , has, as a party to a transaction, had the use of property of the other person during the return period and (a) the use of property was not acquired for adequate consideration or through an ordinary commercial transaction or in the ordinary course of business; and (b) the market value of the right is \$750 or more; and (c) the person granting the right is not related by blood or marriage, state the name and address of that other person.	
6	State the name or description of any company, partnership, association or other body in which you or a person related to you <sup>3</sup> is an investor <sup>7</sup> .	
7	Provide a concise description of any trust (other than a testamentary trust) of which you or a person related to you <sup>3</sup> is a beneficiary or trustee, and the name and address of each trustee.	
8	Provide the address or description of any land in which you have or a person related to you <sup>3</sup> has any beneficial interest <sup>8</sup> other than by way of security for any debt.	
9	Provide details of any fund in which you or a person related to you <sup>3</sup> has an actual or prospective interest to which contributions are made by a person other than you or a person related to you <sup>3</sup> .	

- 
- 10 If you are or a person related to you<sup>3</sup> is indebted to another person (not being related by blood or marriage) in an amount of or exceeding \$7 500—state the name and address of that other person.
- 
- 11 If you are or a person related to you<sup>3</sup> is owed money by a natural person (not being related by blood or marriage) in an amount of or exceeding \$10 000—state that person
- 
- 12 Declare any other substantial interest of yours or of a person related to you whether of a pecuniary nature or not, of which you are aware and which you consider might appear to raise a material conflict between your private interest and the duty that you have or may subsequently have as an officer of the council.
- 
- 13 Provide any other additional information which you think fit.
- 

.....  
*Signature of Officer*

Date        /        /

#### Instructions/notes

- 1.1 This return is to be completed in block letters except for signatures. If there is not sufficient space on this return for all of the information you are required to provide, you may attach additional papers for that purpose. Each such paper must be signed and dated.
- 1.2 The **return period** for the purposes of this return is as follows:
- (a) if your last return was a **primary return** under the Act—the period between the date of the primary return and 30 June next following;
  - (b) in any other case—the period of 12 months expiring on 30 June, or within 60 days after 30 June in any year.
- 2.1 Under the regulations, **income source**, in relation to a person, means—
- (a) any person or body of persons with whom the person entered into a contract of service or held any paid office; and
  - (b) any trade, vocation, business or profession engaged in by the person.
- 2.2 Under the regulations, **financial benefit**, in relation to a person, means—
- (a) any remuneration, fee or other pecuniary sum exceeding \$1 000 received by the person in respect of a contract of service entered into, or paid office held by, the person; and
  - (b) the total of all remuneration, fees or other pecuniary sums received by the person in respect of a trade, profession, business or vocation engaged in by the person where that total exceeds \$1 000,
- but does not include an annual allowance, fees, expenses or other financial benefit payable to the person under the Act.
- 3.1 Under the regulations, **a person related to an officer** means—
- (a) a member of the officer's family;
  - (b) a family company of the officer;
  - (c) a trustee of a family trust of the officer.
- 3.2 A **family company** of an officer means a proprietary company—
- (a) in which the officer or a member of the officer's family is a shareholder; and

- (b) in respect of which the officer or a member of the officer's family, or any such persons together, are in a position to cast, or control the casting or, more than one-half of the maximum number of votes that might be cast at a general meeting of the company.
- 3.3 A *family trust* of an officer means a trust (other than a testamentary trust)—
- (a) of which the officer or a member of the officer's family is a beneficiary; and
- (b) which is established or administered wholly or substantially in the interests of the officer or a member of the officer's family, or any such persons together.
- 4.1 Under the regulations, *family*, in relation to an officer, means—
- (a) a spouse of the officer; and
- (b) a child of the officer who is under the age of 18 years and normally resides with the officer.
- 4.2 A *spouse* includes a *de facto* spouse.
- 5 The *cost of travel* includes accommodation costs and other costs and expenses associated with the travel.
- 6 Under the regulations, *gift* means a transaction in which a benefit of pecuniary value is conferred without consideration or for less than adequate consideration, but does not include an ordinary commercial transaction or a transaction in the ordinary course of business.
- 7 For the purpose of this return, a person is an investor in a body if—
- (a) the person has deposited money with, or lent money to, the body that has not been repaid and the amount not repaid equals or exceeds \$10 000; or
- (b) the person holds, or has a beneficial interest in, shares in, or debentures of, the body or a policy of life insurance issued by the body.
- 8 Under the regulations, *beneficial interest* in property includes a right to re-acquire the property.

**Note—**

- In relation to a return by an officer—
  - (a) two or more separate contributions made by the same person for or towards the cost of travel undertaken by the officer or a member of the officer's family during the return period are to be treated as one contribution for or towards the cost of travel undertaken by the officer;
  - (b) two or more separate gifts received by the officer or a person related to the officer from the same person during the return period are to be treated as one gift received by the officer;
  - (c) two or more separate transactions to which the officer or a person related to the officer is a party with the same person during the return period under which the officer or a person related to the officer has had the use of property of the other person (whether or not being the same property) during the return period are to be treated as one transaction under which the officer has had the use of property of the other person during the return period.
- An officer is required only to disclose information that is known to the officer or ascertainable by the officer by the exercise of reasonable diligence.
- An officer is not required to disclose information relating to a person as trustee of a trust unless the information relates to the person in the person's capacity as trustee of a trust by reason of which the person is related to the officer.
- An officer may include in a return such additional information as the officer thinks fit.
- Nothing in this return will be taken to prevent an officer from disclosing information in such a way that no distinction is made between information relating to the officer personally and information relating to a person related to the officer.
- An officer is not required to disclose the actual amount or extent of a financial benefit, gift, contribution or interest.

## Form 7

*Local Government Act 1999*  
(section 169)

### Application for review of valuation

**Note—**

- 1 A separate application is required for each review sought and the grounds of review must be fully stated on the application Form.
- 2 Notwithstanding this review, any rate assessed on the valuation must be paid by the due date.

To: .....  
(Insert name of council)

I give notice that I seek a review of the Valuation No ..... located at:

House number

Street name

Suburb or town

Lot or Section

Hundred

I have previously objected to this valuation and an advice in relation to this objection from the council was dated ..... The \*value/values as determined by the council and shown on the \*notice/notices \*is/are:

\* Annual value           \$  
\* Capital value           \$  
\* Site value               \$

I contend that the \*value/values should be:

\* Annual value           \$  
\* Capital value           \$  
\* Site value               \$

*\*Delete irrelevant items.*

A detailed statement of the grounds for this review application must be given below and should include a description of the land and premises and its present use.

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

*(If space is insufficient, use the back of the form or attach a statement of grounds)*

---

Rental details (if premises let)			Detailed valuation of land and premises		
Gross rents	Particulars	\$	Particulars		\$

---

.....

*Signed*

Dated this                      day of

Postal Address

Notes—

- If the application for review is signed by an agent, a written authority signed by the owner must be attached.
- This request must be directed to the council which made the valuation. The matter will then be referred by the council to the Valuer-General under section 169(1) of the *Local Government Act 1999*. A valuer selected from a special panel will then review the valuation.
- A valuation will not be altered on a review if the alteration would have the effect of increasing or decreasing the valuation by a proportion of one-tenth or less.

### **Form 7A—Removal of vehicles—warning notice (section 237(1))**

Date and time of issue:

Name and contact details of authorised officer:

Council:

Description of vehicle (registration number, make, model, etc):

Location of vehicle:

Warning—

- (a) this vehicle has been left at the stated location for at least 24 hours; and
- (b) if the vehicle is not moved within 24 hours of the time of issue of this notice—
  - (i) the vehicle may be removed by an authorised officer to an appropriate place; and
  - (ii) notification of the removal of the vehicle and the place to which it has been removed will be given to the owner of the vehicle; and
  - (iii) if the owner of the vehicle does not, within 1 month after service of the notice referred to in subparagraph (ii)—
    - (A) take possession of the vehicle; and
    - (B) pay all expenses in connection with the removal, custody and maintenance of the vehicle and of serving, posting or publishing the notice,

the council will take steps to sell or dispose of the vehicle in accordance with section 237 of the *Local Government Act 1999*.

**Form 7B—Removal of vehicles—notice (section 237(4))**

Date and time of service/postage (person-to-person registered post):

Name and contact details of authorised officer:

Council:

Description of vehicle (registration number, make, model, etc):

Date and time of removal of vehicle:

Location from which vehicle was removed:

Place to which vehicle was removed:

Take note—

- (a) your vehicle has been removed to the place stated in this notice;
- (b) if you do not, within 1 month after service of this notice—
  - (i) take possession of the vehicle; and
  - (ii) pay all expenses in connection with the removal, custody and maintenance of the vehicle and of serving, posting or publishing this notice,

the council will take steps to sell or dispose of the vehicle in accordance with section 237 of the *Local Government Act 1999*.

## Form 8

*Local Government Act 1999*  
(section 249)

### Certificate of validity

Please read the notes below before completing and signing this certificate

I, <sup>1</sup> .....  
.....  
of <sup>2</sup> .....

being a legal practitioner within the meaning of the *Legal Practitioners Act 1981*, declare that I have examined the following by-law:

<sup>3</sup> .....  
.....  
.....

and do certify that in my opinion:

<sup>4</sup> .....

has power to make the by-law by virtue of the following statutory provision:

<sup>5</sup> .....  
.....  
.....

and the by-law is not in conflict with the *Local Government Act 1999*.

<sup>6</sup>DATED

<sup>7</sup> .....

*Signature of Legal Practitioner*

#### Notes—

- 1 The full name of the legal practitioner must be inserted here.
- 2 The principal business address of the legal practitioner must be inserted here.
- 3 A description of the by-law sufficient properly to identify it must be inserted here.
- 4 The full name of the council proposing to make the by-law must be inserted here.
- 5 A description of the statutory provision sufficient properly to identify it must be inserted here.
- 6 The date of the execution of the certificate must be inserted here.
- 7 The legal practitioner must place his or her usual signature here.

## Schedule 2—Prescribed fees

- 1 For the purposes of section 169(9)(c) of the Act, where the valuation is—
  - (a) of land used by the objector solely as his or her principal place of residence, the prescribed fee is \$93.50
  - (b) of any other land, the prescribed fee is \$231.00

- 2 For the purposes of section 169(16) of the Act, the fee payable in relation to a review is the amount of the allowances payable under section 25A(8) of the *Valuation of Land Act 1971* in relation to the review
- 3 For the purposes of section 187(3)(e) of the Act the fee fixed under the Act is \$29.00

### **Schedule 3—Local government sector employers**

#### **Councils**

The Corporation of the City of Adelaide  
Adelaide Hills Council  
Alexandrina Council  
The Barossa Council  
District Council of Barunga West  
The Berri Barmera Council  
City of Burnside  
The Corporation of the City of Campbelltown  
The District Council of Ceduna  
City of Charles Sturt  
Clare and Gilbert Valleys Council  
The District Council of Cleve  
District Council of Coober Pedy  
The Coorong District Council  
District Council of the Copper Coast  
The District Council of Elliston  
The Flinders Ranges Council  
The District Council of Franklin Harbour  
Town of Gawler  
Regional Council of Goyder  
District Council of Grant  
City of Holdfast Bay  
Kangaroo Island Council  
The District Council of Karoonda East Murray  
The District Council of Kimba  
Kingston District Council  
Light Regional Council  
District Council of Lower Eyre Peninsula  
District Council of Loxton Waikerie  
The District Council of Mallala  
The Corporation of the City of Marion

**Councils**

Mid Murray Council  
City of Mitcham  
The District Council of Mount Barker  
City of Mount Gambier  
The District Council of Mount Remarkable  
Rural City of Murray Bridge  
Naracoorte Lucindale Council  
Northern Areas Council  
The Corporation of the City of Norwood Payneham and St Peters  
City of Onkaparinga  
District Council of Orroroo/Carrieton  
District Council of Peterborough  
City of Playford  
City of Port Adelaide Enfield  
The Corporation of the City of Port Augusta  
City of Port Lincoln  
Port Pirie Regional Council  
City of Prospect  
Renmark Paringa Council  
The District Council of Robe  
Municipal Council of Roxby Downs  
City of Salisbury  
Southern Mallee District Council  
The District Council of Streaky Bay  
The District Council of Tatiara  
City of Tea Tree Gully  
The District Council of Tumby Bay  
The Corporation of the City of Unley  
City of Victor Harbor  
Wakefield Regional Council  
The Corporation of the Town of Walkerville  
Wattle Range Council  
City of West Torrens  
The Corporation of the City of Whyalla  
Wudinna District Council  
The District Council of Yankalilla  
District Council of Yorke Peninsula

**Subsidiaries established under section 42 of Act**

Adelaide Central Market Authority  
Adelaide Park Lands Authority  
Doctor's House Management Authority  
Nuriootpa Centennial Park Authority  
Rundle Mall Management Authority

**Regional subsidiaries established under section 43 of Act**

Adelaide Hills Region Waste Management Authority  
Centennial Park Cemetery Authority  
Central Local Government Region of SA Inc  
Council Solutions Regional Authority  
Eastern Health Authority Inc  
Eastern Waste Management Authority Inc  
Eyre Peninsula Local Government Association  
Fleurieu Regional Waste Authority  
Gawler River Floodplain Management Authority  
Highbury Landfill Authority  
Livestock Saleyards Association of South Australia  
Murray Mallee Community Transport Scheme  
Murray and Mallee Local Government Association  
Northern Adelaide Waste Management Authority  
Provincial Cities Association of South Australia  
South East Local Government Association Inc  
Southern & Hills Local Government Association  
Southern Eyre Peninsula Subsidiary  
Southern Region Waste Resource Authority  
Waste Care SA  
Western Region Waste Management Authority

**Other entities**

Local Government Association of South Australia  
The Local Government Association Mutual Liability Scheme South Australia  
Local Super  
Local Government Disaster Fund  
Stormwater Management Authority

## Legislative history

### Notes

- Variations of this version that are uncommenced are not incorporated into the text.
- Please note—References in the legislation to other legislation or instruments or to titles of bodies or offices are not automatically updated as part of the program for the revision and publication of legislation and therefore may be obsolete.
- Earlier versions of these regulations (historical versions) are listed at the end of the legislative history.
- For further information relating to the Act and subordinate legislation made under the Act see the Index of South Australian Statutes or [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

### Legislation revoked by principal regulations

The *Local Government (General) Regulations 1999* revoked the following:

*Local Government (Certificate of Liabilities) Regulations 1989*

*Local Government (Certificates of Validity for By-Laws) Regulations 1986*

*Local Government (Electoral Signs - Moveable signs) Regulations 1995*

*Local Government (Forms) Regulations 1984*

*Local Government (Land Use) Regulations 1989*

*Local Government (Performance of Councils - Prescribed Criteria) Regulations 1996*

*Local Government (Register of Officers' Interests) Regulations 1994*

*Local Government (Section 34A - Prescribed Bodies) Regulations 1987*

*Local Government (Section 42A - Annual Reports) Regulations 1992*

*Local Government (Section 162 - Prescribed Professional Bodies) Regulations 1992*

*Local Government (Section 193 - Prescribed Municipalities) Regulations 1989*

*Local Government (Section 201 - Prescribed Controlling Authorities) Regulations 1997*

*Local Government (Valuation) Regulations 1989*

### Principal regulations and variations

New entries appear in bold.

Year	No	Reference	Commencement
1999	243	<i>Gazette 25.11.1999 p2855</i>	1.1.2000: r 2
2000	41	<i>Gazette 25.5.2000 p2673</i>	25.5.2000: r 2
2000	104	<i>Gazette 25.5.2000 p2804</i>	1.7.2000: r 2
2001	18	<i>Gazette 1.3.2001 p821</i>	1.3.2001: r 2
2001	52	<i>Gazette 31.5.2001 p1956</i>	1.7.2001: r 2
2001	225	<i>Gazette 4.10.2001 p4375</i>	4.10.2001: r 2

2002	99	<i>Gazette 20.6.2002 p2607</i>	1.7.2002: r 2
2003	139	<i>Gazette 29.5.2003 p2373</i>	1.7.2003: r 2
2004	118	<i>Gazette 27.5.2004 p1666</i>	1.7.2004: r 2
2005	55	<i>Gazette 26.5.2005 p1406</i>	1.7.2005: r 2
2006	58	<i>Gazette 25.5.2006 p1479</i>	1.7.2006: r 2
2006	111	<i>Gazette 15.6.2006 p1776</i>	1.7.2006: r 2
2007	2	<i>Gazette 25.1.2007 p279</i>	25.1.2007: r 2
2007	142	<i>Gazette 7.6.2007 p2525</i>	1.7.2007: r 2
2008	55	<i>Gazette 5.6.2008 p1886</i>	1.7.2008: r 2
2009	154	<i>Gazette 4.6.2009 p2650</i>	1.7.2009: r 2
2009	224	<i>Gazette 27.8.2009 p3872</i>	27.8.2009: r 2
2009	302	<i>Gazette 17.12.2009 p6363</i>	1.1.2010: r 2
2010	11	<i>Gazette 28.1.2010 p356</i>	Pt 8 (r 10)—1.2.2010: r 2
2010	56	<i>Gazette 10.6.2010 p2704</i>	1.7.2010: r 2
2010	148	<i>Gazette 17.6.2010 p3083</i>	17.6.2010: r 2
2010	226	<i>Gazette 11.11.2010 p5332</i>	15.11.2010: r 2
2011	101	<i>Gazette 9.6.2011 p2162</i>	1.7.2011: r 2
2012	36	<i>Gazette 10.5.2012 p1720</i>	10.5.2012: r 2
2012	124	<i>Gazette 31.5.2012 p2471</i>	1.7.2012: r 2
2012	163	<i>Gazette 21.6.2012 p2849</i>	21.6.2012: r 2
2012	209	<i>Gazette 13.9.2012 p4459</i>	13.9.2012: r 2
2013	77	<i>Gazette 6.6.2013 p2169</i>	1.7.2013: r 2
<b>2013</b>	<b>159</b>	<b><i>Gazette 14.6.2013 p2578</i></b>	<b>14.6.2013: r 2</b>

## Provisions varied

New entries appear in bold.

Entries that relate to provisions that have been deleted appear in italics.

Provision	How varied	Commencement
<i>rr 2 and 3</i>	<i>omitted under the Legislation Revision and Publication Act 2002</i>	<i>1.7.2004</i>
r 9A	inserted by 41/2000 r 3	25.5.2000
	substituted by 58/2006 r 4	1.7.2006
r 9A(2a)	inserted by 226/2010 r 4	15.11.2010
r 4A	inserted by 36/2012 r 4	10.5.2012
r 9A		
r 9A(4)	inserted by 36/2012 r 5	10.5.2012
r 9B	inserted by 36/2012 r 6	10.5.2012
r 10		
r 10(1)		
zone	inserted by 2/2007 r 4(1)	25.1.2007
r 10(3)	inserted by 2/2007 r 4(2)	25.1.2007
r 13		

**Local Government (General) Regulations 1999—14.6.2013 to 30.6.2013**

Legislative history

r 13(3)	inserted by 225/2001 r 3	4.10.2001
r 13A	inserted by 2/2007 r 5	25.1.2007
r 14A	inserted by 226/2010 r 5	15.11.2010
r 15A	r 15A inserted by 41/2000 r 4	25.5.2000
	r 15A redesignated as r 15A(1) by 18/2001 r 3	1.3.2001
r 15A(2) and (3)	inserted by 18/2001 r 3	1.3.2001
r 16	varied by 225/2001 r 4	4.10.2001
r 16A	inserted by 225/2001 r 5	4.10.2001
r 17		
r 17(2)	substituted by 11/2010 r 10	1.2.2010
r 18AA	inserted by 226/2010 r 6	15.11.2010
r 18A	inserted by 225/2001 r 6	4.10.2001
	varied by 36/2012 r 7	10.5.2012
r 21A	inserted by 302/2009 r 4	1.1.2010
r 21B	inserted by 226/2010 r 7	15.11.2010
r 22A		
r 22A(1)	inserted by 226/2010 r 8	15.11.2010
r 22A(2)	r 22A inserted by 2/2007 r 6	25.1.2007
	r 22A redesignated as r 22A(2) by 226/2010 r 8	15.11.2010
r 23	inserted by 225/2001 r 7	4.10.2001
Sch 1	varied by 41/2000 r 5	25.5.2000
	varied by 225/2001 r 8	4.10.2001
Form 3	varied by 226/2010 r 9(1)	15.11.2010
Form 4	varied by 226/2010 r 9(2)	15.11.2010
Forms 7A and 7B	inserted by 226/2010 r 9(3)	15.11.2010
<i>Sch 2 before substitution by 56/2010</i>	<i>substituted by 104/2000 r 3</i>	<i>1.7.2000</i>
	<i>substituted by 52/2001 r 3</i>	<i>1.7.2001</i>
	<i>substituted by 99/2002 r 3</i>	<i>1.7.2002</i>
	<i>substituted by 139/2003 r 4</i>	<i>1.7.2003</i>
	<i>substituted by 118/2004 r 4</i>	<i>1.7.2004</i>
	<i>substituted by 55/2005 r 4</i>	<i>1.7.2005</i>
	<i>substituted by 111/2006 r 4</i>	<i>1.7.2006</i>
	<i>substituted by 142/2007 r 4</i>	<i>1.7.2007</i>
	<i>substituted by 55/2008 r 4</i>	<i>1.7.2008</i>
	<i>substituted by 154/2009 r 4</i>	<i>1.7.2009</i>
cl 2	<i>substituted by 224/2009 r 4</i>	<i>27.8.2009</i>
Sch 2	substituted by 56/2010 r 4	1.7.2010
	substituted by 101/2011 r 4	1.7.2011
	substituted by 124/2012 r 4	1.7.2012
	substituted by 77/2013 r 4	1.7.2013—not incorporated
Sch 3	inserted by 302/2009 r 5	1.1.2010
	varied by 148/2010 r 4	17.6.2010

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varied by 163/2012 r 4	1.7.2012
varied by 209/2012 r 4(1), (2)	13.9.2012
<b>varied by 159/2013 r 4(1), (2)</b>	<b>14.6.2013</b>

## Historical versions

Reprint No 1—25.5.2000

Reprint No 2—1.7.2000

Reprint No 3—1.3.2001

Reprint No 4—1.7.2001

Reprint No 5—4.10.2001

Reprint No 6—1.7.2002

Reprint No 7—1.7.2003

1.7.2004

1.7.2005

1.7.2006

25.1.2007

1.7.2007

1.7.2008

1.7.2009

27.8.2009

1.1.2010

1.2.2010

17.6.2010

1.7.2010

15.11.2010

1.7.2011

10.5.2012

21.6.2012

1.7.2012

13.9.2012