



# **MEMORANDUM OF UNDERSTANDING**

**Between**

**Local Government Association of South Australia  
("LGA")**

**And**

**South Australian Coastal Councils Alliance  
("SACCA")**

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## Statement of Intent

The intention of this Memorandum of Understanding (the “MOU”) is to outline the relationship between LGA and SACCA (the Parties) with respect to their shared roles in supporting South Australian councils to manage coastal issues.

This MOU confirms the commitment by both Parties to achieving a high standard of customer service for South Australian councils, recognising that the LGA and SACCA have a common interest in working together to:

- deliver quality services to South Australian councils, who are the customers of both Parties;
- undertake activities and progress outcomes that build the capacity of those South Australian councils with a coastline;
- develop a well-informed evidence base to advocacy that achieves greater influence for local government on coastal management issues; and
- makes the most of the investment made by South Australian councils to their membership bodies and in their expenditure on the management of coastal issues.

This co-operative approach incorporates a mutual respect for the roles and responsibilities of both the LGA and SACCA and is a commitment to jointly engage with each other with due regard to open communication, meaningful engagement and integrity.

## Background

### LGA

The LGA is the peak body for local government in South Australia. As the voice of local government in South Australia, the LGA provides leadership and services to councils and represents the sector to State and Federal governments and other key stakeholders. Membership of the LGA is voluntary, but all 68 of South Australia’s councils are members.

The LGA is governed by a Board of Directors. As committees of the LGA Board, Greater Adelaide Regional Organisation of Councils (GAROC) and South Australian Regional Organisation of Councils (SAROC) provide regional advocacy, policy initiation and review, leadership, engagement, and capacity building in the regions.

### SACCA

SACCA was formed in 2018 and formally launched in October 2019 to provide an informed, coordinated advocacy voice and a forum for information sharing and networking on coastal management issues facing South Australia’s 34 coastal councils.

Auspiced by the Limestone Coast LGA, SACCA has developed a Terms of Reference and Governance arrangements to establish an Executive Committee to facilitate the formation of SACCA as an ‘informal representative network’ of leadership within the local government sector.



## Description of activities

In undertaking their respective roles, both Parties will endeavour to work in partnership to:

- continue to seek feedback from, listen to and represent South Australian councils with evidence-based advocacy on coastal management issues;
- continue to develop and provide resources, services and advice that assist councils to build capacity in their management of coastal issues;
- continue to seek partnership and grant funding opportunities that support coastal management for the benefit of councils and their communities;
- collaborate and engage when developing resources, policy positions and advocacy and keep each party informed on the progress of these activities;
- share and amplify evidence-based advocacy and policy positions that have been developed collaboratively and/or by each party, and as aligned to existing LGA policy positions;
- promote positive awareness and understanding of each Parties respective roles and functions to key stakeholders;
- support each party in its respective role to provide evidence-based advocacy for the local government sector and to facilitate a consistent approach to coastal management issues;
- collaborate on the development of, and/or share relevant information and research that will assist with the development of evidence-based policy and advocacy for the South Australian local government sector on coastal management issues;
- keep each other informed of activities relevant to the role and functions of SACCA and the LGA;
- invite representatives for respective Parties to their meetings from time to time on an as needs basis and
- seek written approval from the other party before referring to or publishing LGA or SACCA reports, guides or other materials in any of its communications or agendas.

In addition, the LGA will:

- host SACCA information and resources on the LGA website, upon request and as agreed;
- invite SACCA representatives to meetings of the LGA Board of Directors, GAROC and/or SAROC from time to time on an as needs basis; and
- provide access to LGA meeting rooms and facilities for SACCA meetings and events, as availability permits.

In addition, SACCA will:

- use the established LGA processes for raising proposed items of business to LGA meetings, including GAROC and SAROC, to progress collective advocacy and proactively identify and propose solutions to operational, policy and funding issues specific to coastal councils;

## Key stakeholders

This MOU acknowledges the Parties share many stakeholders, including but not limited to:

- South Australian community, including residents, business and visitors.
- Councils in South Australia with a coastline (34).
- Metropolitan Seaside Councils Committee
- Regional LGA Associations in South Australia (6).
- Coast Protection Board.
- Australian Coastal Councils Alliance.
- Federal and State Governments, their departments, and agencies.

## Other conditions

### Allocated Funds

The LGA, through its GAROC and SAROC committees, has previously provided funding to the Limestone Coast LGA to support the work and resourcing of SACCA.

This MOU does not anticipate or rely on any further funding for SACCA's core function and operations.

SACCA may apply for funding from the LGA from time to time through SAROC and GAROC or the Local Government Research and Development Scheme for projects, projects or activities that are of strategic importance to local government and align with LGA business plans and priorities.

### Variations to this MOU

This MOU will be reviewed from time to time, but at least annually by the Parties to ensure it reflects and responds to new or emerging issues. The Parties agree that any variations to the MOU need to be approved in writing by both Parties and can be updated through an exchange of letters.

### Dispute Resolution

If either Party has any dispute relating to this MOU, including any proposed variation, the Parties representatives agree to use their best endeavours to resolve the issue informally.

If the Parties fail to resolve a dispute, the Parties agree to escalate the matter as follows:

Stage 1 – The Parties agree that issues that cannot be resolved informally will be referred to the Parties Senior Executives for resolution; they are:

- SACCA: Chair
- LGA Chief Executive Officer

Stage 2 – Issues that cannot be resolved by the SACCA Chair and the LGA Chief Executive Officer will be referred to the SACCA committee and the LGA Board of Directors for final determination.





## **Confidentiality**

Before disclosures are made of a sensitive nature, the Party will notify the other Party that it is providing confidential information and expects the information to be kept secure and confidential and not disclosed to any third party or disseminated further within the relevant organisation. In the case there is a need to disseminate the information, for the purposes of the MOU, the relevant individuals are to be made aware it is confidential.

## **Relationship of the Parties**

The Parties acknowledge that this MOU is not intended to be legally binding. The Parties agree they enter this MOU entirely at their own risk and without exception.

## **Principle contacts**

### **SACCA Chair**

Mayor Keith Parkes, Alexandrina Council

Email: [Keith.Parkes@alexandrina.sa.gov.au](mailto:Keith.Parkes@alexandrina.sa.gov.au)

### **SACCA Executive Officer**

Mr Adam Gray

Email: [adam.gray@adam.com.au](mailto:adam.gray@adam.com.au)

### **LGA Acting CEO**

Ms Lisa Teburea

Email: [lisa.teburea@lga.sa.gov.au](mailto:lisa.teburea@lga.sa.gov.au)

### **LGA Acting Executive Director, Public Affairs**

Mr Lea Bacon

Email: [lea.bacon@lga.sa.gov.au](mailto:lea.bacon@lga.sa.gov.au)



The parties have confirmed their commitment to this mutual understanding as follows:-

AGREED this                      day of                      2021

SIGNED for and on behalf of the **South Australian Coastal Councils Alliance** by its duly authorised delegate in the presence of:

*[Handwritten Signature]*  
.....  
Signature of witness

*Tanya Cregan*  
.....  
Name of witness

*[Handwritten Signature]*  
.....  
Signature of delegate

*KEITH PARKES*  
.....  
Name of delegate

*CHAIR - SACCA*  
.....  
Position of delegate *MAYOR - ALEXANDRIA COUNCIL*

Date: *2/8/2021*

SIGNED for and on behalf of the **LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA** by its duly authorised delegate in the presence of:

*[Handwritten Signature]*  
.....  
Signature of witness

*MELISSA DAHMEN*  
.....  
Name of witness

*[Handwritten Signature]*  
.....  
Signature of delegate

*LEA BACON*  
.....  
Name of delegate

*Acting Executive Director, Public Affairs*  
.....  
Position of delegate

Date: *27/09/2021*