

COUNCIL AGENDA

Council Meeting

Notice is hereby given pursuant to the provisions of the Local Government Act, 1999, that the next Meeting of Unley City Council will be held in the Council Chambers, 181 Unley Road Unley on

Monday 25 November 2019 7.00pm

for the purpose of considering the items included on the Agenda.

Chief Executive Officer

OUR VISION 2033

Our City is recognised for its vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership.

COUNCIL IS COMMITTED TO

- Ethical, open honest behaviours
- Efficient and effective practices
- Building partnerships
- Fostering an empowered, productive culture – “A Culture of Delivery”
- Encouraging innovation – “A Willingness to Experiment and Learn”

ACKNOWLEDGEMENT

We would like to acknowledge this land that we meet on today is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kaurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

PRAYER AND SERVICE ACKNOWLEDGEMENT

We pray for wisdom to provide good governance for the City of Unley in the service of our community.

Members will stand in silence in memory of those who have made the Supreme Sacrifice in the service of their country, at sea, on land and in the air.

Lest We Forget.

WELCOME

ORDER OF BUSINESS

ITEM	PAGE NO
1. ADMINISTRATIVE MATTERS	
1.1 APOLOGIES Councillor J. Dodd Councillor N. Sheehan	
1.2 LEAVE OF ABSENCE Nil	
1.3 CONFLICT OF INTEREST <i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
1.4 MINUTES 1.4.1 Minutes of the Ordinary Council Meeting held Monday, 28 October 2019	
1.5 DEFERRED / ADJOURNED ITEMS Nil	
2. PETITIONS/DEPUTATIONS Nil	
3. REPORTS OF COMMITTEES To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees	
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5.1.1	Notice of Motion from Councillor J Russo Re: Community Activation for 2020 AFLW Match	351
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5.2 MOTIONS WITHOUT NOTICE

Mayor to ask the Members if there are any motions without notice

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5.4 QUESTIONS WITHOUT NOTICE

Mayor to ask the Members if there are any questions without notice

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6.4 CORRESPONDENCE

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7. CONFIDENTIAL ITEMS

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SUGGESTED ITEMS FOR NEXT AGENDA

Review of Policies	
S270 Review of Decision- Crawley	
AFLW Game - Unley Oval	
BiAnnual Performance Report	
Unley Oval Upgrade - Stage 2	

NEXT MEETING

Monday 9 December 2019 - 7.00pm

Council Chambers, 181 Unley Road Unley

REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF AUDIT COMMITTEE
ITEM NUMBER:	3.1
DATE OF MEETING:	25 NOVEMBER 2019
ATTACHMENTS:	1. MINUTES OF AUDIT COMMITTEE - 11 NOVEMBER 2019

1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Audit Committee meeting held on Monday 11 November 2019 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the Audit Committee meeting held on Monday 11 November 2019, be received and the following recommendations contained therein be adopted by Council

(a) Item 2.1 - Fraud and Corruption Prevention Policy Review

That:

1. The report be received.
2. The Fraud and Corruption Prevention Policy as set out in Attachment 2 to this report (Item 2.1, Audit Committee Meeting, 11/11/2019) be further amended and returned to the Audit Committee for review, prior to presentation to Council for endorsement.

(b) Item 2.2 - Revised Risk Management Policy

That:

1. The report be received.
2. The Risk Management Policy as set out in Attachment 1 to this report (Item 2.2, Audit Committee Meeting, 11/11/2019) be further amended and returned to the Audit Committee for review, prior to presentation to Council for endorsement.

(c) Item 2.3 - 2018-2019 General Purpose Financial Statements

That:

1. The report be received.
2. Having reviewed the City of Unley's 2018-19 General Purpose Financial Statements, contained in Attachment 1 (subject to minor changes) and External Auditor, Galpins, Audit Completion Report contained in Attachment 2 (Item 2.3, Audit Committee Meeting 11/11/2019), the Audit Committee considers that the 2018-19 General Purpose Financial Statements present fairly the state of affairs of Council and recommends presentation to Council for endorsement on 25 November 2019.
3. The City of Unley's 2018-19 General Purpose Financial Statements, contained in Attachment 1 (Item 2.3, Audit Committee Meeting 11/11/2019), be certified by the Chief Executive Officer and the Mayor.
4. The Certification of Auditor Independence contained in Attachment 5 (Item 2.3, Audit Committee Meeting 11/11/2019) be noted by Council and be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee.
5. The Centennial Park Cemetery Authority General Purpose Financial Statements for 2018-19, signed by Centennial Park's External Auditor and contained in Attachment 6 (Item 2.3, Audit Committee Meeting 11/11/2019), be noted.
6. The Brown Hill and Keswick Creek's Stormwater Board General Purpose Financial Statements for 2018-19, signed by the subsidiaries External Auditor and contained in Attachment 7 (Item 2.3, Audit Committee Meeting 11/11/2019) be noted.

(d) Item 2.4 - Procurement Savings Identified

That:

1. The report be received.
2. The current Procurement Savings Identified report to the Audit Committee be discontinued.



**Minutes of the City of Unley
Audit Committee Meeting
Monday, 11 November 2019, 6.30
Council Chambers
181 Unley Road Unley**

1 PRESENT

Presiding Member D Powell (Presiding Member)
Councillor K. Anastassiadis
Councillor M. Broniecki
Independent Member N Handley
Independent Member A Martin

2 OFFICERS PRESENT

General Manager Business Support & Improvement, Ms N. Tinning
Executive Manager Office of the CEO, Ms T. Norman
A/Manager Finance & Procurement, Mr M Wetherall
Principal Risk Management Officer, Mrs L Cataldi

3 GUESTS

Councillor M Rabbitt
For Item 2.3:

- Tim Muhlhausler, Partner, Galpins
- Juliano Freitas, Audit Manager, Galpins

The meeting opened at 6.32pm

4 ACKNOWLEDGEMENT

The Presiding Member welcomed Members to the meeting and opened the meeting with the Acknowledgement.

5 1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 MINUTES

ITEM 1.4.1

MINUTES OF THE ORDINARY AUDIT COMMITTEE MEETING HELD TUESDAY, 2 JULY 2019

MOVED Independent Member N Handley

SECONDED Councillor K. Anastassiadis

That:

1. The minutes of the Ordinary Audit Committee held on Tuesday, 2 July 2019 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. AC0007/19

1.5 DEFERRED / ADJORNED ITEMS

Nil

6 2. REPORTS

Item 2.3 was brought forward for consideration.

ITEM 2.3

2018-2019 GENERAL PURPOSE FINANCIAL STATEMENTS

Mr Powell acknowledged the work of the Finance team in pulling together the financial statements for presentation to, and consideration by, the Audit Committee.

MOVED Councillor M. Broniecki

SECONDED Independent Member A Martin

That:

1. The report be received.
2. Having reviewed the City of Unley's 2018-19 General Purpose Financial Statements, contained in Attachment 1 (subject to minor changes) and External Auditor, Galpins, Audit Completion Report contained in Attachment 2 (Item 2.3, Audit Committee Meeting 11/11/2019), the Audit Committee considers that the 2018-19 General Purpose Financial Statements present fairly the state of affairs of Council and recommends presentation to Council for endorsement on 25 November 2019.

3. The City of Unley's 2018-19 General Purpose Financial Statements, contained in Attachment 1 (Item 2.3, Audit Committee Meeting 11/11/2019), be certified by the Chief Executive Officer and the Mayor.
4. The Certification of Auditor Independence contained in Attachment 5 (Item 2.3, Audit Committee Meeting 11/11/2019) be noted by Council and be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee.
5. The Centennial Park Cemetery Authority General Purpose Financial Statements for 2018-19, signed by Centennial Park's External Auditor and contained in Attachment 6 (Item 2.3, Audit Committee Meeting 11/11/2019), be noted.
6. The Brown Hill and Keswick Creek's Stormwater Board General Purpose Financial Statements for 2018-19, signed by the subsidiaries External Auditor and contained in Attachment 7 (Item 2.3, Audit Committee Meeting 11/11/2019) be noted.

CARRIED UNANIMOUSLY

Resolution No. AC0008/19

ITEM 2.1

FRAUD AND CORRUPTION PREVENTION POLICY REVIEW

MOVED Councillor K. Anastassiadis

SECONDED Independent Member N Handley

That:

1. The report be received.
2. The Fraud and Corruption Prevention Policy as set out in Attachment 2 to this report (Item 2.1, Audit Committee Meeting, 11/11/2019) be further amended and returned to the Audit Committee for review, prior to presentation to Council for endorsement.

CARRIED UNANIMOUSLY

Resolution No. AC0009/19

ITEM 2.2
REVISED RISK MANAGEMENT POLICY

MOVED Councillor K. Anastassiadis
SECONDED Councillor M. Broniecki

That:

1. The report be received.
2. The Risk Management Policy as set out in Attachment 1 to this report (Item 2.2, Audit Committee Meeting, 11/11/2019) be further amended and returned to the Audit Committee for review, prior to presentation to Council for endorsement.

CARRIED UNANIMOUSLY

Resolution No. AC0010/19

ITEM 2.4
PROCUREMENT SAVINGS IDENTIFIED

MOVED Councillor K. Anastassiadis
SECONDED Independent Member N Handley

That:

1. The report be received.
2. The current Procurement Savings Identified report to the Audit Committee be discontinued.

CARRIED UNANIMOUSLY

Resolution No. AC0011/19

7 3. OTHER BUSINESS

8 Nil

9 NEXT MEETING

Tuesday 10 December 2019 - 6.30pm

10 CLOSURE

The Presiding Member closed the meeting at 8.20pm.

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PRESIDING MEMBER

DECISION REPORT

REPORT TITLE:	2018-2019 GENERAL PURPOSE FINANCIAL STATEMENTS
ITEM NUMBER:	4.1
DATE OF MEETING:	25 NOVEMBER 2019
AUTHOR:	MICK WETHERALL
JOB TITLE:	ACTING MANAGER FINANCE & PROCUREMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. 2018-2019 GENERAL PURPOSE FINANCIAL STATEMENTS2. 2018-2019 FINANCIAL RESULTS COMPARED TO BUDGET

1. **EXECUTIVE SUMMARY**

The City of Unley's 2018-2019 General Purpose Financial Statements have now been prepared and audited by Council's external auditors, Galpins. The auditors have provided an unqualified report advising that Council's financial position and financial performance for the reporting period ending 30 June 2019 present fairly in all material respects.

The statements were considered by the Council's Audit Committee on 11 November 2019 where it was resolved that they be presented to Council for endorsement.

Following Council endorsement a copy of the statements will be forwarded to the Minister for Local Government and the South Australian Local Government Grants Commission.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The Audited 2018/19 Financial Statements contained in Attachment 1 to this report (Item 4.1, Council Meeting 25/11/2019) be adopted.
 3. The Audited 2018/19 Financial results compared to Budget contained in Attachment 2 to this report (Item 4.1, Council Meeting 25/11/2019) be noted.
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3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4.3 Our business systems are effective and transparent

4. BACKGROUND

The 2018-19 General Purpose Financial Statements have now been prepared and are attached for members consideration. They have been prepared in accordance with the Australian Accounting Standards and the SA Local Government Model Financial Statements as prescribed in the *Local Government (Financial Management) Regulations 2011*. A copy of the Financial Statements is provided as Attachment 1.

Attachment 1

The financial statements were considered by the Audit Committee at its meeting on 11 November 2019. The Audit Committee resolved that the financial statements present fairly the state of affairs of Council and that they be signed and presented to Council.

This report also includes the Audited 2018-19 Financial results compared to Budget Report which is required by legislation to be presented by Council by no later than 31 December of the relevant year.

Attachment 2

5. DISCUSSION

In accordance with the *Local Government (Financial Management) Regulations 2011*, the:

- Audit Committee resolved that the financial statements present fairly the state of affairs of Council;
- Council's Certificate of Auditor Independence has been certified by the Chief Executive Officer and Mr David Powell, the Presiding Member of the Audit Committee;
- financial statements have subsequently been certified by the Mayor and the Chief Executive Officer; and
- Audit Reports have been signed by the external auditor, Mr Tim Muhlhausler of Galpins;
- the Audited 2018-19 Financial results compared to Budget Report has been provided with the financial statements.

The following summary is made in relation to the General Purpose Financial Statements:

5.1 Statement of Comprehensive Income

The Statement of Comprehensive income shows an operating surplus (including Centennial Park Cemetery Authority and the Brown Hill and Keswick Creeks Stormwater Board) of \$4.7M for 2018-19 compared with \$4.0M in the previous year.

Statement of Comprehensive Income	2018-19	2017-18	Movement
	\$000s	\$000s	\$000s
Council Operating Surplus	4,601	3,890	711
Centennial Park Net gain	102	82	20
Brown Hill Keswick Creek Net gain	43	49	(6)
Operating Surplus	4,746	4,021	725
Net Surplus (incl. income from assets)	5,960	4,881	1,079
Other Comprehensive Income	386	(39,172)	39,558
Total Comprehensive Income	6,346	(34,291)	40,637

As shown in the table above, Council's Operating Surplus has increased from the previous year by \$725K. This improvement is due to the items explained below:

For the reporting period Council's operating revenue increased by \$2.43M (5.0%) whilst expenditure increased by \$1.71M (3.8%). Other than the change in timing of the Financial Assistance Grant, other key movements from 2018-19 include:

Income:

- Rate revenue increase of \$1.33M, reflecting the general rates increase of 2.8% and rates growth of 0.5%. (refer Note 2a in the Financial Statements).
- Other Grants, Subsidies and Contributions have increased \$1.08M, this is attributable to the receipt of grants for the King William Street redevelopment of \$700K, and the Daily Moves Program of \$248K.
- Reimbursements have increased by \$112K, mainly due to the City of Walkerville contracting Unley Council for the supply of a regulatory officer for parking management. The income is offset by corresponding expenditure and the arrangement has now concluded.
- Other Income has decreased by \$226K for 2018-19. This is due to a reduction of \$179K in the value of insurance claim revenue and a \$42K contribution from the EPA received in 2017/18 not replicated in 2018/19 for the Rain Garden Project.

Expenditure:

- Employee costs increased by \$410K or 2.5% which is compatible with the provisions in the Enterprise Bargaining Agreements.
- Materials, contracts and other expenses have increased by \$334K or 1.67% over the year which is in line with the Consumer Price Index. Savings were achieved in IT, software licensing and in consultancy costs. These savings were offset by increased waste disposal costs due to China's ban on accepting recyclables, increased temporary staff and maintenance contracts.
- An increase in the cost of depreciation of \$1.03M across all asset categories and particularly as a result of the capitalisation of streetscape developments, including Goodwood Road Reserves and Open Space and several IT projects.
- A decrease in finance costs of \$64K has occurred as a result of lower use of the cash advance facility during the year and no requirement to access new borrowings.

5.2 Statement of Financial Position

The Statement of Financial Position discloses the total assets, liabilities and Council Equity at the end of the reporting period. As at 30 June 2019 Council held net assets totalling \$513M compared with \$506M for the previous year, representing an increase of \$7.0M.

Statement of Financial Position	2018-19	2017-18	Movement
	\$'000	\$'000	\$'000
Total Assets	532,673	524,217	8,456
Total Liabilities	19,704	17,621	2,083
Net Assets	512,969	506,596	6,373

This increase in equity is due to the following movements:

Assets:

- Council experienced only minor increases in its year end balances for cash, trade and other receivables totalling \$451K.
- An increase of \$1.4M in equity accounted joint venture assets was achieved due to the Brown Hill and Keswick Creeks Stormwater Board increases its activities since establishment in 2018.
- An increase of \$6.65M in Infrastructure, Property, Plant and Equipment assets which reflects the increase in capital expenditure, particularly for projects such as King William Road redevelopment, Unley Oval Grandstand redevelopment and investment in major plant.

Liabilities:

- An increase of \$4.74M in Trade and Other Payables related to an increase in Goods and Services (outstanding creditors), payments received in advance, accrued expenses and current employee entitlements.
- Council borrowings decreased by \$2.67M to \$2.51M as at 30 June 2019. Higher repayments were achieved, and new borrowings were not required due to some capital work delays.

5.3 Cash Flow Statement

Council generated \$17.6M from its Operating Activities during the financial year compared to \$13.7M during 2017-18. Details of how this reconciles with the net surplus and changes in net assets are shown in Note 11 of the Financial Statements.

During the year, Council spent \$16.1M on the construction and purchase of assets compared to \$11.1M in 2017-18. (refer Note 7a of the Financial Statements). As a result, the Cash Flow Statement shows an increase in cash held of \$2.61M.

5.4 Financial Key Performance Indicators

The key financial indicators are summarised and discussed below and are also included as 'Note 15 Financial Indicators of the Financial Statements.

Financial Indicators	2018-19	2017-18	Adopted Target
	\$'000	\$'000	
Operating Surplus	4,746	4,021	
Adjusted Operating Surplus Ratio*	9%	7%	5%
Net Financial Liabilities Ratio	28%	26%	<80%
Asset Renewal Funding Ratio	139%	84%	100% over 10 years

*The Adjusted Operating Surplus Ratio removes the distortion of Federal Government advance payments made in 2018-19.

The Financial Indicators have been calculated in accordance with Information Paper 9 – Local Government Financial Indicators, prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

Council's Operating Surplus Ratio and Net Financial Liabilities Ratio continue to perform better than Council adopted targets whilst the Asset Renewal Funding Ratio on average performs above the Council adopted target. These results suggest that Council has positioned itself to continue to remain financially sustainable. Notwithstanding this Council will continue to review and monitor future financial results and its financial position in conjunction with its Long Term Financial Plan (LTFP).

5.5 End of Year Result Compared to Budget

Council is required, pursuant to *Regulation 10 of the Local Government (Financial Management) Regulations 2011* to consider a report showing the audited financial results of the Council for the Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.

The Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators and associated commentary for 2018-19, are shown as Attachment 2

Attachment 2

5.6 Centennial Park Cemetery Authority Financial Statements

A copy of the Centennial Park Cemetery Authority's (CPCA) financial statements for 2018-19 has been submitted as required, and is included as part of the CPCA Annual Report, which is presented separately.

The financial statements reflect a Net Surplus of \$204K for the reporting period compared to \$117K for the previous year. Council's share of this result is \$102K or 50%.

The financial statements reflect Net Assets of 31.3M as at 30 June 2019. This represents an increase of 238K for the reporting period. The equity accounted value of CPCA reflected in the City of Unley's Statement of Financial Position is \$15.6M compared to \$15.5M for the previous year.

5.7 Brown Hill and Keswick Creeks Stormwater Board Financial Statements

A copy of the Brown Hill and Keswick Creeks Stormwater Board (BHKC) financial statements for 2018-19 has been submitted as required, and is included as part of the BHKC Annual Report, which is presented separately. The BHKC Board was established on 27 February 2018 by Gazettal, and is under the control of City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens.

The financial statements reflect a Net Surplus of \$215K for the reporting period. Council's share of this result is \$43K or 20%.

The financial statements reflect Net Assets of \$6.1M as at 30 June 2019. This represents an increase of \$5.9M for the reporting period which is reflective of the entity increasing its activities since its recent inception. Council's share of equity accounted value of BHKC reflected in the City of Unley's Statement of Financial Position is \$1.2M compared to \$49K for the previous year.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Audited 2018/19 Financial Statements contained in Attachment 1 to this report (Item 4.1, Council Meeting 25/11/2019) be adopted.
3. The Audited 2018/19 Financial results compared to Budget contained in Attachment 2 to this report (Item 4.1, Council Meeting 25/11/2019) be noted.

The Audit Committee has reviewed the General Purpose Statements 2018-19 and are satisfied that they present fairly the state of affairs of Council in accordance with the requirements of the *Local Government Act 1999*, the *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.

Council is required to receive the General Purpose Statements 2018-19 and pursuant to *Regulation 10 of the Local Government (Financial Management) Regulations 2011*, consider a report showing the audited financial results of the Council for the previous financial year compared with the estimated financial results set out in the 2018-19 budget presented in a manner consistent with the Model Financial Statements by 31 December 2019.

In accordance with legislation a copy of the financial statements will be sent by Council to the Minister for Local Government and the SA Local Government Grants Commission by 30 November 2019.

There are no further options proposed.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

Council must, on or before 30 November, submit a signed copy of the audited financial statements of Council to the Minister for Local Government and the Presiding Member of the South Australian Local Government Grants Commission.

Council must also consider a report showing the audited financial results of the Council compared with the estimated financial results set out in the budget, by no later than 31 December of each year.

9. REPORT CONSULTATION

There has been considerable consultation with Council;s external auditors, Galpins, in the preparation of the General Purpose Financial Statements.

10. REPORT AUTHORISERS

Name	Title
Nicola Tinning	General Manager, Business Support & Improvement
Tami Norman	Executive Manager, Office of the CEO

The City of Unley

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2019

*Our City is recognised for its vibrant community spirit,
quality lifestyle choices, diversity, business strength and
innovative leadership.*



The City of Unley

General Purpose Financial Statements for the year ended 30 June 2019

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The City of Unley

General Purpose Financial Statements for the year ended 30 June 2019

Certification of Financial Statements

We have been authorised by the Council to certify the financial statements in their final form.

In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2019 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.

Peter Tsokas
CHIEF EXECUTIVE OFFICER

Michael Hewitson
MAYOR

Date: 25 November 2019

The City of Unley

Statement of Comprehensive Income

for the year ended 30 June 2019

\$ '000	Notes	2019	2018
Income			
Rates Revenues	2a	41,336	40,010
Statutory Charges	2b	1,593	1,542
User Charges	2c	1,826	1,755
Grants, Subsidies and Contributions	2g	4,713	3,631
Investment Income	2d	16	14
Reimbursements	2e	535	423
Other Income	2f	714	940
Net Gain - Equity Accounted Council Businesses	19	145	131
Total Income		50,878	48,446
Expenses			
Employee Costs	3a	16,596	16,186
Materials, Contracts & Other Expenses	3b	20,337	20,003
Depreciation, Amortisation & Impairment	3c	9,038	8,011
Finance Costs	3d	161	225
Total Expenses		46,132	44,425
Operating Surplus / (Deficit)		4,746	4,021
Asset Disposal & Fair Value Adjustments	4	69	62
Amounts Received Specifically for New or Upgraded Assets	2g	1,145	798
Net Surplus / (Deficit) ¹		5,960	4,881
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in Revaluation Surplus - I,PP&E	9a	-	(39,198)
Share of Other Comprehensive Income - Equity Accounted Council Businesses	19	386	26
Total Other Comprehensive Income		386	(39,172)
Total Comprehensive Income		6,346	(34,291)

¹ Transferred to Statement of Changes in Equity

The City of Unley

Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018
ASSETS			
Current Assets			
Cash and Cash Equivalents	5a	2,771	3,107
Trade & Other Receivables	5b	2,681	1,884
Other Financial Assets	5c	2	12
Total Current Assets		5,454	5,003
Non-Current Assets			
Financial Assets	6a	8	9
Equity Accounted Investments in Council Businesses	6b	16,930	15,571
Infrastructure, Property, Plant & Equipment	7a	510,281	503,634
Total Non-Current Assets		527,219	519,214
TOTAL ASSETS		532,673	524,217
LIABILITIES			
Current Liabilities			
Trade & Other Payables	6a	13,104	8,361
Borrowings	8b	242	3,619
Provisions	8c	3,730	3,625
Total Current Liabilities		17,076	15,605
Non-Current Liabilities			
Borrowings	8b	2,271	1,568
Provisions	8c	357	448
Total Non-Current Liabilities		2,628	2,016
TOTAL LIABILITIES		19,704	17,621
Net Assets		512,969	506,596
EQUITY			
Accumulated Surplus		147,002	145,159
Asset Revaluation Reserves	9a	365,711	361,203
Other Reserves	9b	256	234
Total Council Equity		512,969	506,596

The City of Unley

Statement of Changes in Equity

for the year ended 30 June 2019

\$ '000	Notes	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
2019					
Balance at the end of previous reporting period		145,159	361,203	234	506,596
a. Net Surplus / (Deficit) for Year		5,960	-	-	5,960
b. Other Comprehensive Income					
- Share of OCI - Equity Accounted Council Businesses	19	386	-	-	386
- Other Equity Adjustments - Equity Accounted Council Businesses	19	5	-	-	5
- Other Movements - Carpark and tree funds		-	-	22	22
Other Comprehensive Income		391	-	22	413
Total Comprehensive Income		6,351	-	22	6,373
c. Transfers between Reserves	9a	(4,508)	4,508	-	-
Balance at the end of period		147,002	365,711	256	512,969
2018					
Balance at the end of previous reporting period		140,252	400,401	219	540,872
a. Net Surplus / (Deficit) for Year		4,881	-	-	4,881
b. Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7a	-	(39,198)	-	(39,198)
- Share of OCI - Equity Accounted Council Businesses	19	26	-	-	26
- Other Movements - Carpark and tree funds		-	-	15	15
Other Comprehensive Income		26	(39,198)	15	(39,157)
Total Comprehensive Income		4,907	(39,198)	15	(34,276)
Balance at the end of period		145,159	361,203	234	506,596

The City of Unley

Statement of Cash Flows

for the year ended 30 June 2019

\$ '000	Notes	2019	2018
Cash Flows from Operating Activities			
<u>Receipts</u>			
Operating Receipts		54,399	54,288
Investment Receipts		16	14
<u>Payments</u>			
Operating Payments to Suppliers and Employees		(36,616)	(40,353)
Finance Payments		(177)	(278)
Net Cash provided by (or used in) Operating Activities	11b	17,622	13,671
Cash Flows from Investing Activities			
<u>Receipts</u>			
Amounts Received Specifically for New/Upgraded Assets		1,145	798
Sale of Replaced Assets		509	922
Repayments of Loans by Community Groups		11	9
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(12,567)	(7,654)
Expenditure on New/Upgraded Assets		(3,558)	(3,463)
Capital Contributed to Equity Accounted Council Businesses		(823)	-
Net Cash provided by (or used in) Investing Activities		(15,283)	(9,388)
Cash Flows from Financing Activities			
<u>Receipts</u>			
Proceeds from Borrowings		270	-
<u>Payments</u>			
Repayments of Borrowings		-	(2,211)
Repayment of Bonds & Deposits		(1)	(2)
Net Cash provided by (or used in) Financing Activities		269	(2,213)
Net Increase (Decrease) in Cash Held		2,608	2,070
plus: Cash & Cash Equivalents at beginning of period	11	157	(1,913)
Cash & Cash Equivalents at end of period	11	2,765	157

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

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n/a - not applicable

City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011*.

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

Particular areas involving a high degree of judgement or complexity include the estimation of future payments and timing in relation to tip restoration. Further information in relation to the estimation of these liabilities are given in the relevant sections of these Notes.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2 The Local Government Reporting Entity

The City of Unley is incorporated under the South Australian *Local Government Act 1999* and has its principal place of business at 181 Unley Road, Unley. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

3 Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as incomes during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as incomes in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In recent years the payment of untied financial assistance grants has varied from the annual allocation as shown in the table below:

	Cash Payment Received	Annual Allocation	Difference
2016/17	\$1,745,941	\$1,152,315	+\$593,626
2017/18	\$1,427,527	\$1,186,184	+\$241,343
2018/19	\$1,808,917	\$1,430,009	+\$378,908

The 2019/20 and 2020/21 Supplementary Local Road Funding of 375,580 was paid in advance in June 2019.

Because these grants are untied, the Australian Accounting Standards require that payments be

City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

5 Infrastructure, Property, Plant & Equipment

5.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and

engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

5.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are given below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Buildings	\$3,000
Drainage	\$3,000
Roads, Lanes, Kerb & Watertable	\$3,000
Pathways	\$3,000
Traffic & Lighting	\$3,000
Bridges	\$3,000
Other Assets	\$3,000
Recycled Water	\$3,000
Equipment, Furniture & Fittings - Other	\$3,000
Equipment, Furniture & Fittings - Computers	\$500

5.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

5.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

Equipment, Furniture & Fittings	1 to 10 years
Buildings	50 years
Building Fit Outs	15 years
Infrastructure:	
Roads, Lanes, Kerb & Watertable	20 to 100 years
Pathways	20 to 50 years
Drainage	35 to 100 years
Traffic and Lighting	5 to 20 years
Bridges	50 to 75 years
Recycled Water	5 to 100 years
Other Assets	5 to 20 years

5.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

5.6 Borrowing Costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in Note 3, and the

amount (if any) of interest revenue offset against borrowing costs in Note 2.

6 Payables

6.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

6.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

7 Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables".

8 Employee Benefits

8.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the

City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

Weighted avg. discount rate 1.10% (2018, 2.24%)

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

8.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

9 Equity Accounted Council Businesses

Council has a 50% share in the regional subsidiary, Centennial Park Cemetery Authority. Council's share has been recognised in the Financial Statements by including its share of the net assets within the Statement of Financial Position. The Change in the Equity Share, including any asset revaluation, is disclosed in the Statement of Comprehensive Income. Details are reported in Note 19.

As a result of changes made to the Charter of Centennial Park on August 2011, all distributions paid to Council are recorded as revenue in the Statement of Comprehensive Income. Distributions paid by Centennial Park to Council are regarded as payments for guaranteeing the liabilities of Centennial Park and accordingly are treated as an expense in the Statement of Comprehensive Income in the Financial Statements of Centennial Park.

Council is party to an agreement with the cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide in relation to the

Brown Hill Keswick Creek Project which is accounted for under AASB 11 Joint Agreements as a joint operation. As such each party is responsible for its own direct costs, and joint assets, revenue and expenses are shared on the basis set out in the agreement and Stormwater Management Plan documentation. Council's share has been recognised in the Financial Statements by including its share of joint revenue and expenditure in the Statement of Comprehensive Income and Council's share of joint assets within the Statement of Financial Position. Further details are provided in Note 19.

10 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

11 New accounting standards and UIG Interpretations

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

AASB 7 Financial Instruments - Disclosures and AASB 9 Financial Instruments commenced from 1 July 2018 and have the effect that non-contractual receivables (e.g. rates & charges) are now treated as financial instruments. Although the disclosures made in Note 13 Financial Instruments have changed, there are no changes to the amounts disclosed.

City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

The City of Unley early adopted AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities* from the year ended 30 June 2018.

AASB 15 – *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities* determine that amounts received in relation to contracts with sufficiently specific performance obligations are recognised as these obligations are fulfilled.

The early adoption resulted in capital and other specific purpose grants with sufficiently specific performance obligations being recognised as a liability and subsequently recognised progressively as revenue as the Council satisfies its performance obligations under the grant.

Grants that are not enforceable and/or not sufficiently specific and, therefore, do not qualify for deferral continue to be recognised as revenue as soon as the Council has control of the fund. Council receives a number of grants from the Federal Government and State Government for which there are no sufficiently specific performance obligations. These grants are recognised as revenue upon receipt of the fund.

AASB 16 Leases, which will commence from 1 July 2019, requires that the right of use conveyed by leasing contracts - except leases with a maximum term of 12 months and leases for non-material amounts - be recognised as a form of Infrastructure, Property, Plant and Equipment, and that the lease liability be disclosed as a liability. At 30 June 2019, Council has no leases to which this treatment will need to be applied.

Other than AASB 15 and AASB 1058, The City of Unley has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective and have not been early adopted by Council. Those standards have not been applied in these financial statements. Council will implement them when they are effective.

The following list identifies all the new and amended Australian Accounting Standards, and Interpretation, that were issued but not yet effective and have not been early adopted by

Council at the time of compiling these illustrative statements.

The standards that are not expected to have a material impact upon Council's future financial statements are:

Effective for annual reporting periods beginning on or after 1 January 2019

- AASB 16 Leases
- AASB 16 Leases (Appendix D)
- AASB 1059 Service Concession Arrangements: Grantors
- AASB 1059 Service Concession Arrangements: Grantors (Appendix D)
- AASB 2016-8 Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities
- AASB 2017-1 Amendments to Australian Accounting Standards - Transfers of Investment Property, Annual Improvements 2014-2016 Cycle and Other Amendments
- AASB 2017-4 Amendments to Australian Accounting Standards – Uncertainty over Income Tax Treatments
- AASB 2017-6 Amendments to Australian Accounting Standards – Prepayment Features with Negative Compensation
- AASB 2017-7 Amendments to Australian Accounting Standards – Long-term Interests in Associates and Joint Ventures
- AASB 2018-1 Amendments to Australian Accounting Standards – Annual Improvements 2015–2017 Cycle
- AASB 2018-2 Amendments to Australian Accounting Standards – Plan Amendment, Curtailment or Settlement
- AASB 2018-3 Amendments to Australian Accounting Standards – Reduced Disclosure Requirements

City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

- AASB 2018-4 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Public Sector Licensors
- AASB 2018-5 Amendments to Australian Accounting Standards - Deferral of AASB 1059

Effective for annual reporting periods beginning on or after 1 January 2021

- AASB 17 Insurance Contracts
- AASB 17 Insurance Contracts (Appendix D)

12 Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

13 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 2. Income

\$ '000	Notes	2019	2018
(a). Rates Revenues			
General Rates			
General Rates		40,491	39,150
Less: Mandatory Rebates		(912)	(870)
Less: Discretionary Rebates, Remissions & Write Offs		(68)	(56)
Total General Rates		39,511	38,224
Other Rates (Including Service Charges)			
Natural Resource Management Levy		1,338	1,289
Separate & Special Rates		323	315
Total Other Rates		1,661	1,604
Other Charges			
Penalties for Late Payment		118	114
Legal & Other Costs Recovered		46	68
Total Other Charges		164	182
Total Rates Revenues		41,336	40,010
(b). Statutory Charges			
Other Licences, Fees & Fines		1,593	1,542
Total Statutory Charges		1,593	1,542
(c). User Charges			
Fees for Services Provided		1,826	1,755
Total User Charges		1,826	1,755
(d). Investment Income			
Interest on Investments			
- Local Government Finance Authority		16	14
Total Investment Income		16	14
(e). Reimbursements			
Other		535	423
Total Reimbursements		535	423

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 2. Income (continued)

\$ '000	Notes	2019	2018
(f). Other Income			
Contributions, Rebates and Sundry		714	940
Total Other Income		714	940
(g). Grants, Subsidies, Contributions			
Amounts Received Specifically for New or Upgraded Assets		1,145	798
Other Grants, Subsidies and Contributions		4,713	3,631
Total Grants, Subsidies, Contributions		5,858	4,429
The functions to which these grants relate are shown in Note 12.			
(i) Sources of grants			
Commonwealth Government		2,429	1,969
State Government		2,983	1,660
Other		446	800
Total		5,858	4,429
(ii) Individually Significant Items			
Grant Commission (FAG) Grant Recognised as Income		639	644
Supplementary Local Road Funding Recognised as Income		376	-

In January and June 2019 Council received payment of the first two installments of the 2019-20 Financial Assistance Grant (FAG). As has been done in the previous years, these amounts are recognised as income upon receipt. Similarly in June 2018 first two installments of 2018-19 grant was paid and recognised as income in that year.

In addition, the 2019/20 and 2020/21 Supplementary Local Road funding of \$375,580 was paid in advance in June 2019.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 3. Expenses

\$ '000	Notes	2019	2018
(a). Employee Costs			
Salaries and Wages		13,763	13,791
Employee Leave Expense		2,274	1,968
Superannuation - Defined Contribution Plan Contributions	18	1,435	1,417
Workers' Compensation Insurance		430	441
Less: Capitalised and Distributed Costs		(1,306)	(1,431)
Total Operating Employee Costs		16,596	16,186
Total Number of Employees (full time equivalent at end of reporting period)		182	178
(b). Materials, Contracts and Other Expenses			
(i) Prescribed Expenses			
Auditor's Remuneration			
- Current Year Audit Fees		19	33
- Other Auditors		16	31
Elected Members' Expenses		271	259
Election Expenses		155	-
Subtotal - Prescribed Expenses		461	323
(ii) Other Materials, Contracts and Expenses			
Contracts		4,960	4,596
Waste Contract		3,554	3,321
Maintenance Contracts		3,061	2,763
Legal Expenses		275	303
Levies Paid to Government - NRM levy		1,338	1,285
Parts, Accessories & Consumables		2,837	3,307
Insurance (Workers Compensation, Public Liability, Assets)		609	659
Brownhill Keswick Creek Contributions		158	135
Levies & Taxes		223	246
Other Contributions & Donations		64	44
Printing		50	59
Sitting Fees		38	34
Trader Associations Contributions		321	317
Valuation Fees (Property for Rating Purposes)		184	180
Electricity		893	893
Advertising		163	213
Bank Fees & Charges		107	113
Community Program Expenses		578	601
Economic Development Program Expenses		13	24
Community Grants & Sponsorship		203	275
Sundry Materials, Contract & Expenses		247	312
Subtotal - Other Material, Contracts & Expenses		19,876	19,680
Total Materials, Contracts and Other Expenses		20,337	20,003

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 3. Expenses (continued)

\$ '000	Notes	2019	2018
(c). Depreciation and Amortisation			
Stormwater Drainage		905	882
Roads, Lanes, Kerb & Watertable		2,000	1,916
Pathways		1,240	1,308
Traffic & Lighting		351	308
Bridges		134	133
Equipment, Furniture & Fittings		1,679	1,323
Buildings		1,369	1,327
Recycled Water		241	241
Other Assets		1,119	573
Total Depreciation and Amortisation		9,038	8,011
(d). Finance Costs			
Interest on Loans		161	225
Total Finance Costs		161	225

Note 4. Asset Disposal & Fair Value Adjustments

Infrastructure, Property, Plant & Equipment

(i) Assets Renewed or Directly Replaced

Proceeds from Disposal	509	922
Less: Carrying Amount of Assets Sold	(440)	(860)
Gain (Loss) on Disposal	69	62
Net Gain (Loss) on Disposal or Revaluation of Assets	69	62

Note 5. Current Assets

(a). Cash & Cash Equivalents

Cash on Hand at Bank	4	4
Deposits at Call	2,767	3,103
Total Cash & Cash Equivalents	2,771	3,107

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 5. Current Assets (continued)

\$ '000	Notes	2019	2018
(b). Trade & Other Receivables			
Rates - General & Other		607	572
Accrued Revenues		3	15
Debtors - General		1,815	1,246
Prepayments		256	31
Sundry		-	20
Total Trade & Other Receivables		2,681	1,884
(c). Other Financial Assets (Investments)			
Loans to Community Organisations		2	12
Total Other Financial Assets (Investments)		2	12

Amounts included in other financial assets that are not expected to be received within 12 months of reporting date are disclosed in Note 13

Note 6. Non-Current Assets

(a). Financial Assets

Receivables

Loans to Community Organisations		8	9
Total Receivables		8	9
Total Financial Assets		8	9

(b). Equity Accounted Investments in Council Businesses

Centennial Park Cemetery Authority	19	15,640	15,522
Brown Hill Keswick Creek Board	19	1,290	49
Total Equity Accounted Investments in Council Businesses		16,930	15,571

Within the terminology of Section 43 of the Local Government Act 1999, the Centennial Park Cemetery Trust Incorporated is a joint controlling authority of the City of Unley and the City of Mitcham each having a 50% interest in the assets, liabilities and operations of the Authority. The Authority was established in the cemetery industry and no financial contributions have been made to the Authority in the financial year.

The Brown Hill and Keswick Creeks Stormwater Board (the Board) is a Local Government Regional Subsidiary established under Section 43 of and Schedule 2 to the Local Government Act 1999. The Regional Subsidiary is under the control of City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens.

The Board was established by a Gazettal dated 27 February 2018. The Board has been established to implement the construction and maintenance of infrastructure and other measures for the purposes of a stormwater management plan prepared by the constituent councils and approved by the Stormwater Management Authority.

The City of Unley's investment in the Authorities has been accounted for under the equity method (Note 19).

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 7a. Infrastructure, Property, Plant & Equipment

\$ '000	Fair Value Level	as at 30/6/2018					Asset Movements during the Reporting Period						as at 30/6/2019				
		At Fair Value	At Cost	Accumulated		Carrying Value	Asset Additions		WDV of Asset Disposals	Depreciation Expense (Note 3c)	WIP Transfers	Adjustments & Transfers	At Fair Value	At Cost	Accumulated		Carrying Value
				Dep'n	Impairment		New / Upgrade	Renewals							Dep'n	Impairment	
Capital Work in Progress		-	3,313	-	-	3,313	-	-	-	-	7,136	-	-	10,449	-	-	10,449
Stormwater Drainage	3	80,712	933	39,941	-	41,704	32	811	-	(905)	929	-	80,712	2,705	40,846	-	42,571
Roads, Lanes, Kerb & Watertable	3	182,400	1,926	38,730	-	145,596	-	6,620	-	(2,000)	(4,202)	-	182,400	4,344	40,730	-	146,014
Pathways	3	56,616	228	26,069	-	30,775	-	1,135	-	(1,240)	-	-	57,691	288	27,309	-	30,670
Traffic & Lighting	3	5,574	1,653	1,866	-	5,361	1,074	124	-	(351)	(1,074)	-	5,574	1,777	2,217	-	5,134
Bridges	3	9,388	16	5,912	-	3,492	-	-	-	(134)	-	-	9,388	16	6,046	-	3,358
Equipment, Furniture & Fittings		-	17,222	9,664	-	7,558	86	2,433	(440)	(1,679)	(417)	-	-	17,778	10,237	-	7,541
Land	2	48,112	-	-	-	48,112	-	-	-	-	-	-	48,112	-	-	-	48,112
Land	3	169,091	-	-	-	169,091	-	-	-	-	-	-	169,091	-	-	-	169,091
Buildings		-	-	-	-	-	-	-	-	-	-	-	74,399	991	47,134	-	28,256
Buildings	2	26,810	-	18,415	-	8,395	1,607	1,014	-	(1,369)	(1,631)	-	-	-	-	-	-
Buildings	3	47,589	-	27,349	-	20,240	-	-	-	-	-	-	-	-	-	-	-
Recycled Water	3	11,858	-	779	-	11,079	-	-	-	(241)	-	-	11,858	-	1,020	-	10,838
Other Assets		10,795	4,336	6,213	-	8,918	759	430	-	(1,119)	(741)	-	10,795	4,783	7,331	-	8,247
Total Infrastructure, Property, Plant & Equipment		648,945	29,627	174,938	-	503,634	3,558	12,567	(440)	(9,038)	-	-	650,020	43,131	182,870	-	510,281
Comparatives		677,903	30,113	167,429	-	540,586	3,463	7,653	(860)	(8,011)	-	-	648,945	29,627	174,938	-	503,634

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property

\$ '000

Valuation of Assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7a for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

Information on Valuations

Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

There is no known market for buildings, infrastructure and other assets. These assets are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Other Information

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.D5 to retain a previously established deemed cost under GAAP as its deemed cost. With subsequent addition at cost, this remains as the basis of recognition of non-material asset classes.

Upon revaluation, the current new replacement cost and accumulated depreciation are re stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 Fair Value Measurement: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, current replacement cost is taken to be the fair value.

Highest and best use

All of Council's non financial assets are considered as being utilised for their highest and best use.

Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

Land & Land Improvements

- Date of valuation: 30 June 2018
- Valuer: Public Private Property
- All acquisitions made after the valuation date are recorded at cost.

The following provides a summary of the City of Unley's asset classes together with the Public Private Property opinion of the Fair Value Hierarchy relevant to each asset group based on the quantum of observable inputs involved in the valuation relative to observable inputs.

Land : Excluded / Revoked from classification as community land - Level 2 inputs

Land : Community Land classification - Level 3 inputs

Buildings : Market Approach - Level 2 inputs

Buildings : Cost Approach (excluding highly specialised and/or heritage listed Buildings) - Level 2 inputs

Buildings : Cost Approach (inclusive of highly specialised and/or heritage listed Buildings) - Level 3 inputs

Valuations techniques used to measure fair value within Level 2, including a description of the significant input used.

Land : Excluded / Revoked from classification as community land

The valuation of all Excluded / Revoked Land has been undertaken using the Market Approach, more specifically the Direct Comparison method of valuation and by reference to comparable market data.

Buildings : Market Approach

A valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable assets, liabilities, or a group of assets and liabilities.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Land & Land Improvements (continued)

Buildings : Cost Approach (excluding highly specialised and/or heritage listed Buildings)

The calculated value is based on Replacement Costs data sourced from the Public Private Property Replacement Costs Database and/or Rawlinsons Australia Construction Handbook 2017.

Valuation techniques used to measure fair value within Level 3, including details of the significant unobservable inputs used and the relationships between unobservable inputs and fair value.

Asset Type	Valuation Technique
Land	Market Approach using the Direct Comparison Method of valuation by reference to comparable market data and subsequently adjusted to reflect the level of risk associated with alienating the Land to make it available for disposal.
Land - Structures	Market Approach using the Direct Comparison Method of valuation by reference to comparable market data and subsequently adjusted to reflect the level of risk associated with alienating the Land to make it available for disposal.
Buildings	Cost Approach using the Replacement Costs data sourced from Public Private Property Replacement Costs Database, recent constructions by local government and/or Rawlinson's Australia Construction Handbook 2013. The unique nature of such buildings and the lack of definitive valuation inputs results in some variance to rates adopted.

Council being of the opinion that it is not possible to attribute a value that is sufficient and reliable to qualify for recognition, land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

Estimated future costs of reinstatement of land, capitalised in accordance with AASB 116.16(c), are reviewed annually (see Note 1) and depreciated over the estimated remaining life of the relevant asset.

Buildings & Other Structures

- Basis of valuation: Fair Value / Market Value / Written down current replacement cost
- Date of valuation: 30 June 2018.
- Valuer: Public, Private, Property PTY LTD.

Infrastructure

Roads, Kerb and Gutter, Footpaths

- Date of valuation: 01 July 2017
- Valuer: Pavement Management Services & Assetic
- Basis of Valuation: Consumption based approach to the valuation of the pavement and surface assets was developed in order to more closely reflect the life cycle of the assets.

The decrease in the valuation of the network is a result of updating the calculations used to determine depth of the road and the unit rates used.

- All acquisitions made after the valuation date are recorded at cost.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Infrastructure (continued)

Pathways (Footpaths, Car Parks, Bike Paths)

- Date of valuation: 1 July 2014
- Valuer: IMG
- Basis of valuation: Level 3, please refer to summary table below
- All acquisitions made after the valuation date are recorded at cost.

Drainage (Stormwater Drains & Creeks)

- Date of valuation: 30 June 2017
- Valuer: Tonkin Consulting
- Basis of valuation: Level 3, please refer to summary table below
- All acquisitions made after the valuation date are recorded at cost.

Traffic and Lighting (Traffic Control, Street Lighting, Bus Stops)

- Date of valuation: 30 June 2015
- Valuer: Internal Council valuation
- Basis of valuation: Written down current replacement cost discounted for age and condition
- All acquisitions made after the valuation date are recorded at cost.

Bridges

- Date of valuation: 30 June 2017
- Valuer: Tonkin Consulting
- Basis of valuation: Level 3, please refer to summary table below

Recycled Water

- Date of valuation: 30 June 2016
- Valuer: Internal Council valuation
- Basis of valuation: Cost

Other Assets (Open Space and Reserve Equipment)

- Date of valuation: 30 June 2017
- Valuer: Calibre
- Basis of valuation: Level 3, please refer to summary table below
- All acquisitions made after the valuation date are recorded at cost.

Valuation Techniques used to measure fair value within Level 3, including details of the significant unobservable inputs used and the relationships between unobservable inputs and fair value.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Asset Type	Valuation Technique
Infrastructure - Pathways - Other Assets	Depreciated Replacement Cost (DRC) being the current replacement cost on an asset less, where applicable, accumulated depreciation calculated on the basis of such costs to reflect the already consumed or expired future economic benefits of the assets.
Infrastructure - Bridges	Current Replacement Cost (CRC) of the infrastructure asset minus any accumulated depreciation and impairment losses. Field inspections provided certainty of the type and condition of the assets. However, due to lack of information on bridge replacement costs at the time of valuation factored have been applied to industry rates to provide the replacement cost based on the professional judgement and experience of the Tonkin Consulting engineers.
Infrastructure - Drains	Current Replacement Cost (CRC) of the infrastructure asset minus any accumulated depreciation and impairment losses. The valuation of assets were based on rates provided by the 2014 Rawlinson's handbook and rates obtained from Humes.

Note 8. Liabilities

\$ '000	Notes	2019	2019	2018	2018
		Current	Non Current	Current	Non Current

(a). Trade and Other Payables

Goods & Services	6,788	-	4,618	-
Payments Received in Advance	3,341	-	3,060	-
Accrued Expenses - Employee Entitlements	710	-	106	-
Accrued Expenses - Finance Costs	42	-	58	-
Accrued Expenses - Other	2,214	-	509	-
Deposits, Retentions & Bonds	9	-	10	-
Total Trade and Other Payables	13,104	-	8,361	-

(b). Borrowings

Bank Overdraft	6	-	91	-
Short Term Draw Down Facility	-	-	2,859	-
Loans	236	2,271	669	1,568
Total Borrowings	242	2,271	3,619	1,568

All interest bearing liabilities are secured over the future revenues of the Council

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 8. Liabilities (continued)

\$ '000	Notes	2019		2018	
		Current	Non Current	Current	Non Current
(c). Provisions					
Employee Entitlements (including oncosts)		3,730	357	3,625	448
Total Provisions		3,730	357	3,625	448

Note 9. Reserves

\$ '000	1/7/2018	Increments (Decrements)	Transfers	Impairments	30/6/2019
Stormwater Drainage	21,760	-	-	-	21,760
Roads, Lanes, Kerb & Watertable	76,957	-	-	-	76,957
Pathways	17,668	-	-	-	17,668
Traffic & Lighting	2,680	-	-	-	2,680
Bridges	2,453	-	-	-	2,453
Land	205,475	-	-	-	205,475
Buildings	25,616	-	-	-	25,616
Recycled Water	847	-	-	-	847
Other Assets	583	-	-	-	583
JV's / Associates - Other Comprehensive Income	7,164	-	4,508	-	11,672
Total Asset Revaluation Reserve	361,203	-	4,508	-	365,711
Comparatives	400,401	(39,198)	-	-	361,203

The transfer of \$4,508k is a reclassification of amounts related to Council's share of ownership interest on the Centennial Park Asset Revaluation Reserve that was previously recorded in Accumulated Surplus.

\$ '000	1/7/2018	Tfrs to Reserve	Tfrs from Reserve	Other Movements	30/6/2019
Carpark Contribution Fund	157	2	-	-	159
Urban Tree Fund	30	2	-	-	32
Street Tree Amenity Fund	47	18	-	-	65
Total Other Reserves	234	22	-	-	256
Comparatives	219	15	-	-	234

Note 10. Assets Subject to Restrictions

The nature of some of the City of Unley's assets, and in particular Centennial Park, is such that they have restricted use either because of legal restrictions, heritage or community expectation so that these assets would continue to be held for the benefit of the community.

The City of Unley

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2019	2018
(a). Reconciliation of Cash			
Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:			
Total Cash & Equivalent Assets	5	2,771	3,107
Less: Short-Term Borrowings	8	(6)	(2,950)
Balances per Statement of Cash Flows		2,765	157
(b). Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus/(Deficit)		5,960	4,881
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		9,038	8,011
Equity Movements in Equity Accounted Investments (Increase)/Decrease		(145)	(131)
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(1,145)	(798)
Net (Gain) Loss on Disposals		(69)	(62)
Other		22	-
		13,661	11,901
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		(797)	499
Net Increase/(Decrease) in Trade & Other Payables		4,744	1,317
Net Increase/(Decrease) in Unpaid Employee Benefits		14	(61)
Net Increase/(Decrease) in Other Liabilities		-	15
Net Cash provided by (or used in) operations		17,622	13,671
(c). Financing Arrangements			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		500	500
Corporate Credit Cards		232	297
LGFA Cash Advance Debenture Facility		12,000	12,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Actual 2019	Actual 2018	Actual 2019	Actual 2018	Actual 2019	Actual 2018	Actual 2019	Actual 2018	Actual 2019	Actual 2018
\$ '000										
Business Undertakings	-	-	-	-	-	-	-	-	(2,405)	-
Office of the CEO	774	696	3,443	3,348	(2,669)	(2,652)	5	6	16,868	15,571
City Development	2,274	1,962	21,529	21,664	(19,255)	(19,702)	1,326	966	489,678	479,951
Business Support & Improvement	41,980	41,062	7,815	7,848	34,165	33,214	802	1,046	8,250	8,345
City Services	4,757	4,595	11,639	11,565	(6,882)	(6,970)	1,632	1,613	20,282	20,350
Total Functions/Activities	49,785	48,315	44,426	44,425	5,359	3,890	3,765	3,631	532,673	524,217

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, amounts received specifically for new or upgraded assets and physical resources received free of charge.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 12b. Components of Functions

\$ '000

The activities relating to Council functions are as follows:

OFFICE OF THE CEO

Business & Economic Development Program, Economic Development, Economic Development & Planning, Governance & Risk, Marketing & Communications, Office of the CEO, Strategic Projects

CITY DEVELOPMENT

City Development Management, Environmental Initiatives, Operational Services, Property Services, Recreation & Sport Planning, Strategic Asset Management, Transportation & Traffic, Urban Design, Urban Policy & Planning, Waste Management

BUSINESS SUPPORT & IMPROVEMENT

Business Support & Improvement Management, Business Systems & Solutions, Corporate Activities, Culture & Business Capability, Finance & Procurement, Human Resources

CITY SERVICES

Active Aging Program, Animal Management, Arts & Cultural Development, City Services Management, Community Bus Program, Community Centres, Community Development & Wellbeing Management, Community Events, Community Grants, Customer Experience, Development Services, Library Services, Parking Enforcement, Public & Environmental Health, Unley Museum, Unley Swimming Centre, Volunteer Development, Youth Development

Note 13. Financial Instruments

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:

Carried at lower of cost and net realisable value; Interest is recognised when earned.

Terms & Conditions:

Deposits are returning fixed interest rates of 1.5% (2018: between 1.5% and 2.15%). Short term deposits have an average maturity of 30 days and an average interest rate of 1.5% (2018: 30 days and 1.5%).

Carrying Amount:

Approximates fair value due to the short term to maturity.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 13. Financial Instruments (continued)

\$ '000

Recognised Financial Instruments

Receivables

Rates & Associated Charges

(including legals & penalties for late payment)

Accounting Policy:

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:

Secured over the subject land, arrears attract interest of 6.35% (2018: 6.75%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables

Fees & Other Charges

Accounting Policy:

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables

Other Levels of Government

Accounting Policy:

Carried at nominal value.

Terms & Conditions:

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

Carrying Amount:

Approximates fair value.

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 13. Financial Instruments (continued)

\$ '000

Recognised Financial Instruments**Liabilities****Creditors and Accruals****Accounting Policy:**

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

Terms & Conditions:

Liabilities are normally settled on 30 day terms.

Carrying Amount:

Approximates fair value.

Liabilities**Interest Bearing Borrowings****Accounting Policy:**

Carried at the principal amounts. Interest is charged as an expense as it accrues.

Terms & Conditions:

Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rates between 3.6% and 4.0% (2018: 3.6% and 6.7%)

Carrying Amount:

Approximates fair value.

Liabilities**Finance Leases****Accounting Policy:**

Accounted for in accordance with AASB 117.

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2019					
Financial Assets					
Cash & Equivalents	2,771	-	-	2,771	2,771
Receivables	2,425	-	-	2,425	2,425
Other Financial Assets	10	-	-	10	10
Total Financial Assets	5,206	-	-	5,206	5,206
Financial Liabilities					
Payables	9,763	-	-	9,763	9,763
Current Borrowings	303	-	-	303	242
Non-Current Borrowings	-	1,186	1,235	2,421	2,271
Total Financial Liabilities	10,066	1,186	1,235	12,487	12,276

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2018					
Financial Assets					
Cash & Equivalents	3,107	-	-	3,107	3,107
Receivables	1,853	9	-	1,862	1,853
Other Financial Assets	12	-	-	12	-
Total Financial Assets	4,972	9	-	4,981	4,960
Financial Liabilities					
Payables	6,547	-	-	6,547	5,301
Current Borrowings	3,714	-	-	3,714	3,619
Non-Current Borrowings	-	1,186	593	1,779	1,568
Total Financial Liabilities	10,261	1,186	593	12,040	10,488

The following interest rates were applicable to Council's Borrowings at balance date:

	30 June 2019		30 June 2018	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft		6		91
Other Variable Rates	3.60%	938	3.60%	2,859
Fixed Interest Rates	4.00%	1,575	4.45%	2,237
		2,519		5,187

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 14. Commitments for Expenditure

\$ '000	Notes	2019	2018
(a). Capital Commitments			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Infrastructure		16,656	1,436
Other		267	385
		<u>16,923</u>	<u>1,821</u>
These expenditures are payable:			
Not later than one year		16,923	1,772
Later than one year and not later than 5 years		-	49
Later than 5 years		-	-
		<u>16,923</u>	<u>1,821</u>
(b). Other Expenditure Commitments			
Other expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:			
Waste Management Services		8,299	971
Other Maintenance Contracts		867	1,695
IT Maintenance Contracts		-	92
		<u>9,166</u>	<u>2,758</u>
These expenditures are payable:			
Not later than one year		2,619	2,758
Later than one year and not later than 5 years		6,547	-
Later than 5 years		-	-
		<u>9,166</u>	<u>2,758</u>

The City of Unley was party to a Memorandum of Agreement with the Cities of Adelaide, Burnside and West Torrens in which the councils together with the City of Mitcham, established primarily for the planning and construction of flood mitigation infrastructure of a Stormwater Management Plan (SMP) for the Brown Hill and Keswick Creek catchment and providing for reuse of stormwater where feasible.

Since 2010, the five catchment councils have responded to direction from the Stormwater Management Authority (SMA) to produce an agreed SMP catering for the critical one in 100 year storm. In 2012 the Councils produced a SMP which was approved by the SMA and gazetted in March 2013. However the Plan required further investigations in relation to a flood mitigation design solution for upper Brown Hill Creek.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 14. Commitments for Expenditure (continued)

\$ '000

(b). Other Expenditure Commitments (continued)

Subsequently, the 2016 SMP, updated from the 2012 version and incorporated a solution for the upper Brown Hill Creek (increasing the creek's flow capacity together with general rehabilitation of the creek) was submitted to the SMA in March 2016 and was approved. This was gazetted in February 2017. At the same time the State Government confirmed that it would contribute 50% of the cost, and this offer was accepted by the five catchment councils. the SMP proposes that the three spheres of government (federal, state and local) will each subscribe one third of the cost.

Project works under the 2016 SMP have an estimated cost of \$140 million and a planned 10 year construction period. The Councils and the State Government continue to seek Commonwealth assistance as proposed in the SMP. Unley's share of the local government component is set at 21%, which equates to approximately \$15 million based on a 50% local government apportionment.

The Brownhill Kewsick Creeks Storm Water Board was established as a regional subsidiary pursuant to section 43 of Schedule 2 to, the Local Government Act 1999, on 27 February 2018. The Memorandum of Agreement (MOA) that catered for the relationships between the Councils contained a self-executing provision that terminated the MOA on the establishment of the Subsidiary.

Statements for the subsidiary have been prepared for the period between 27 February 2018 and 30 June 2019 to reflect the activities of the entity. Unley continues to act in an implied agency capacity for the subsidiary.

(c). Finance Lease Commitments

Council has no Finance Leases.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 15. Financial Indicators

\$ '000	Amounts	Indicator	Prior Periods	
	2019	2019	2018	2017

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

1. Operating Surplus Ratio

Operating Surplus	4,746			
Total Operating Income	50,878	9%	8%	10%

This ratio expresses the operating surplus as a percentage of total operating revenue.

2. Net Financial Liabilities Ratio

Net Financial Liabilities	14,242			
Total Operating Income	50,878	28%	26%	32%

Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.

Adjustments to Ratios

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.

Adjusted Operating Surplus Ratio	9%	7%	8%
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Adjusted Net Financial Liabilities Ratio	28%	26%	32%
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3. Asset Renewal Funding Ratio

Net Asset Renewals	12,567			
Depreciation	9,038	139%	84%	116%

Net asset renewals expenditure, as expressed in Council's Asset Management Plan, is usually used as the denominator in this indicator. Depreciation has been used this year pending completion of a review of the Asset Management Plan.

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 16. Uniform Presentation of Finances

\$ '000	2019	2018
<p>The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.</p> <p>All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.</p> <p>The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.</p>		
Income	50,878	48,446
less Expenses	<u>(46,132)</u>	<u>(44,425)</u>
Operating Surplus / (Deficit)	4,746	4,021
Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(12,567)	(7,654)
<i>add back</i> Depreciation, Amortisation and Impairment	9,038	8,011
<i>add back</i> Proceeds from Sale of Replaced Assets	<u>509</u>	<u>922</u>
Subtotal	(3,020)	1,279
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(3,558)	(3,463)
<i>add back</i> Amounts Received Specifically for New and Upgraded Assets	1,145	798
<i>add back</i> Proceeds from Sale of Surplus Assets (including Investment Property, Real Estate Developments and Non-Current Assets Held for Resale)	<u>-</u>	<u>-</u>
Subtotal	(2,413)	(2,665)
Net Lending / (Borrowing) for Financial Year	(687)	2,635
Net Financial Liabilities at Beginning of Year	(12,565)	(15,200)
Net (gain) / loss Joint Ventures & Associates	-	-
Decrease / (increase) in Other	<u>-</u>	<u>-</u>
Net Financial Liabilities at End of Year	(13,252)	(12,565)

Note 17. Operating Leases

Council does not have any Operating Leases.

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 18. Superannuation

\$ '000

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2018/19; 9.50% in 2017/18). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2017/18) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 19. Interests in Other Entities

\$ '000

Equity Accounted Council Business - Centennial Park

Within the terminology of Section 43 of the Local Government Act 1999, the Centennial Park Cemetery Trust Incorporated is a joint controlling authority of the City of Unley and the City of Mitcham each having a 50% interest in the assets, liabilities and operations of the Authority. The Authority was established in the cemetery industry and no financial contributions have been made to the Authority in the financial year. The City of Unley's investment in the Authority has been accounted for under the equity method.

Equity Accounted Council Business - Brownhill Keswick Creek

The Brown Hill Keswick Creeks Stormwater Board was established on the 27 February 2018 under section 43 of the Local Government Act 1999 and it has been recognised as a jointly controlled subsidiary of the City of Unley, City of Burnside, City of Mitcham, City of Adelaide and City of West Torrens each having a 20% interest in the assets, liabilities and operations of the Subsidiary. The City of Unley's investment in the subsidiary has been accounted for under the Equity method.

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

	Council's Share of Net Income		Council's Share of Net Assets	
	2019	2018	2019	2018
Associates	145	131	16,930	15,571
Total	145	131	16,930	15,571

(i) JOINT VENTURES, ASSOCIATES AND JOINT OPERATIONS

(a) Carrying Amounts

Name of Entity	Principal Activity	2019	2018
Brown Hill Keswick Creek Board	Stormwater Management	1,290	49
Centennial Park Cemetery Authority	Cemetery Industry	15,640	15,522
Total Carrying Amounts - Joint Ventures & Associates		16,930	15,571

(b) Relevant Interests

Name of Entity	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2019	2018	2019	2018	2019	2018
Brown Hill Keswick Creek Board	20%	20%	21%	21%	20%	20%
Centennial Park Cemetery Authority	50%	50%	50%	50%	50%	50%

The City of Unley

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 19. Interests in Other Entities (continued)

\$ '000

(c) Movement in Investment in Joint Venture or Associate

	Brown Hill Keswick Creek Board		Centennial Park Cemetery Authority	
	2019	2018	2019	2018
Opening Balance	49	-	15,522	15,414
Share in Operating Result	43	49	102	82
Share in Other Comprehensive Income	370	-	16	26
New Capital Contributions	823	-	-	-
Adjustments to Equity	5	-	-	-
Council's Equity Share in the Joint Venture or Associate	1,290	49	15,640	15,522

(d) Summarised Financial Information of the Equity Accounted Business

Statement of Financial Position	Brown Hill Keswick Creek Board		Centennial Park Cemetery Authority	
	2019	2018	2019	2018
Cash and Cash Equivalents	3,967	-	9,713	9,797
Other Current Assets	2,024	-	1,729	1,747
Non-Current Assets	3,209	249	37,192	36,973
Total Assets	9,200	249	48,634	48,517
Current Trade and Other Payables	3,059	6	2,147	2,308
Current Provisions	-	-	597	534
Non-Current Provisions	-	-	14,609	14,632
Total Liabilities	3,059	6	17,353	17,474
Net Assets	6,141	243	31,281	31,043

Statement of Comprehensive Income	Brown Hill Keswick Creek Board		Centennial Park Cemetery Authority	
	2019	2018	2019	2018
Other Income	618	407	10,724	10,239
Interest Income	16	-	249	249
Total Income	634	407	10,973	10,488
Employee Costs	235	-	4,646	4,368
Materials, Contracts & Other Expenses	182	164	4,528	4,513
Depreciation, Amortisation and Impairment	2	-	1,595	1,490
Total Expenses	419	164	10,769	10,371
Operating Result	215	243	204	117

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 19. Interests in Other Entities (continued)

\$ '000

(d) Summarised Financial Information of the Equity Accounted Business (continued)

Contingent Liabilities of the Associate

Each Member is Jointly and Severally Liable for the Debts of the Operation
- arising from Council's Share of Associate
- arising from Joint and Several Liability of all Members

The Centennial Park Cemetery Authority has contingent liabilities with respect to the redemption of unused licences in the event that the Authority ceases to take any business. The Burial and Cremation Act 2013 mandates the refund of unexercised licences at current prices less a provision for administration, maintenance and establishment costs. The calculation is determined in the regulations. The contingent liability as at 30 June 2019 is \$11,973,510 (2018: \$11,927,978). An actual liability will only arise if a claim is made by existing licence holders in the future. Based on the Board's understanding of the experience of Cemetery operators interstate when similar legislation was introduced, it is considered that the likelihood of future claims arising which could have a significant impact on Centennial Park is remote.

Total unused interment rights account for approximately 6.89% (2018: 7.10%) of 47,439 (2018: 46,658) burial interment rights currently issued.

Total unused interment rights account for approximately 7.94% (2018: 7.28%) of 39,369 (2017: 38,960) memorial interment rights currently issued. Once an interment or placement of a monument has occurred a licence cannot be redeemed.

Note 20. Non-Current Assets Held for Sale & Discontinued Operations

Council does not have any Non-Current Assets Held for Sale or any Discontinued Operations.

Note 21. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

The following assets and liabilities do not qualify for recognition in the Balance Sheet, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. LAND UNDER ROADS

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

At reporting date, Council controlled 167.2 km of road reserves of average width 12 metres.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 21. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

2. POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

3. BANK GUARANTEES

Council does not expect to incur any loss arising from these guarantees.

4. LEGAL MATTERS

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had notice of 8 appeals against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

Note 22. Events after the Balance Sheet Date

Events that occur after the reporting date of 30 June 2019, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Certification of Financial Statements as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 25/11/19.

Council is aware of the following "non adjusting events" that merit disclosure;

Council is unaware of any material or significant "non adjusting events" that should be disclosed.

The City of Unley

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 23. Related Party Transactions

\$ '000	2019	2018
Key Management Personnel		
Transactions with Key Management Personnel		
The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the <i>Local Government Act 1999</i> . In all, 24 persons were paid the following total compensation:		
The compensation paid to Key Management Personnel comprises:		
Short-Term Employee Benefits	842	890
Long-Term Benefits	196	165
Total	1,038	1,055

Amounts paid as direct reimbursement of expenses incurred on behalf of Council have not been included above.

The City of Unley

General Purpose Financial Statements for the year ended 30 June 2019

Auditor's Report - Financial Statements

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The City of Unley

General Purpose Financial Statements for the year ended 30 June 2019

Auditor's Report - Financial Statements

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General Purpose Financial Statements for the year ended 30 June 2019

Auditor's Report - Internal Controls

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General Purpose Financial Statements for the year ended 30 June 2019

Auditor's Report - Internal Controls

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The City of Unley

General Purpose Financial Statements for the year ended 30 June 2019

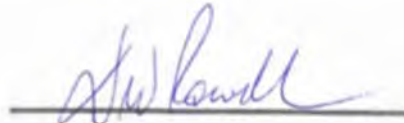
Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of The City of Unley for the year ended 30 June 2019, the Council's Auditor, Galpins has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



Peter Tsokas
CHIEF EXECUTIVE OFFICER



David Powell
PRESIDING MEMBER, AUDIT COMMITTEE

Date:

The City of Unley

General Purpose Financial Statements for the year ended 30 June 2019

Statement by Auditor

I confirm that, for the audit of the financial statements of The City of Unley for the year ended 30 June 2019, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.



Tim Muhhauser
Galpins

Dated this 6th day of November 2019.

The City of Unley

Statement of Comprehensive Income
as at 30 June 2019

\$ '000	Actuals	Budget	Variance	Notes
Income				
Rates	41,336	41,269	67	
Statutory charges	1,593	1,584	9	
User charges	1,826	1,758	68	
Grants, subsidies and contributions	4,713	2,617	2,096	A
Investment income	16	12	4	
Reimbursements	535	433	102	
Other income	714	696	18	
Net gain - joint ventures & associates	145	78	67	
Total Income	50,878	48,446	2,432	
Expenses				
Employee Costs	16,597	17,756	(1,159)	B
Materials, contracts & other expenses	20,336	19,766	570	C
Depreciation, amortisation & impairment	9,038	7,880	1,158	D
Finance costs	161	285	(124)	E
Net loss - joint ventures & associates	-	-	-	
Total Expenses	46,132	45,687	445	
Operating Surplus / (Deficit)	4,746	2,760	1,986	
Asset disposal & fair value adjustments	69	(16)	85	
Amounts received specifically for new, upgraded assets or replacement assets	1,145	4,585	(3,440)	F
Future commitment for New or Upgraded asset from Grant Funding*	-	-	-	
NET SURPLUS / (DEFICIT)	5,960	7,329	(1,369)	
Other Comprehensive Income				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	-	-	
Share of other comprehensive income - joint ventures and associates	386	-	386	G
Total Other Comprehensive Income	386	-	386	
Total Comprehensive Income	6,346	7,329	(983)	

Note	Comment – Statement of Comprehensive Income
A	The national Financial Assistance Grant (FAG) funding for 2019-20 was paid in advance (June 2019), \$639K, King William Street \$700K and Daily Moves Program \$248K increase in grants received.
B	The favourable variance for employment costs is a result of a range of vacancies spread across the organisation, these positions in most cases, are now filled.
C	Savings in IT and software licenses and consultancy costs offset by the increased costs for the Waste disposal contract due to China's ban on recyclables, increased temporary staff and maintenance contracts.
D	An increase in the level of depreciation relates to system corrections in Roads, Footways, Kerb & Watertable. There were also increases in Equipment, Furniture & Fittings and Other Assets.
E	A favourable outcome has resulted as the cash advance facility was used less often and there were no new borrowings made during the year.
F	The Implementation of the revised accounting standard AASB1058 has resulted in the deferral of income recognition for some capital projects. Savings due to less new projects undertaken in the current year.
G	Recognition of Council's share of income for Brown Hill & Keswick Creeks Stormwater Board and Centennial Park Cemetary Authority.

The City of Unley

Statement of Financial Position
as at 30 June 2019

\$ '000	Actuals	Budget	Variance	Notes
ASSETS				
Current Assets				
Cash and cash equivalents	2,771	100	2,671	A
Trade & other receivables	2,681	1,884	797	
Other financial assets	2	12	(10)	
Total Current Assets	5,454	1,996	3,458	
Non Current Assets				
Financial Assets	8	9	(1)	
Equity accounted investments in Council businesses	16,930	15,649	1,281	
Infrastructure, Property, Plant & Equipment	510,281	515,519	(5,238)	B
Total Non-current Assets	527,219	531,177	(3,958)	
TOTAL ASSETS	532,673	533,173	(500)	
LIABILITIES				
Current Liabilities				
Trade & Other Payables	13,104	9,607	3,497	C
Future Commitment in regards to Grant Funding	-	-	-	
Borrowings	242	690	(448)	D
Provisions	3,730	2,379	1,351	
Total Current Liabilities	17,076	12,676	4,400	
Non-current Liabilities				
Borrowings	2,271	6,124	(3,853)	D
Provisions	357	448	(91)	
Other Non-current Liabilities	-	234	(234)	
Total Non-current Liabilities	2,628	6,806	(4,178)	
TOTAL LIABILITIES	19,704	19,482	222	
Net Assets	512,969	513,691	(722)	
EQUITY				
Accumulated Surplus	147,002	152,488	(5,486)	
Asset Revaluation Reserves	365,711	361,203	4,508	
Available for sale Financial Assets	-	-	-	
Other Reserves	256	-	256	
TOTAL EQUITY	512,969	513,691	(722)	

Note	Comment – Statement of Financial Position
A	Cash and cash equivalents are higher due to the receipt of Grant funding for Goodwood oval of \$2.5M and \$531K for Unley Oval carried forward.
B	Infrastructure values did not meet budget due to some incomplete capital projects including the Goodwood Oval projects, LED Street Lighting, Leah Street Replacement and COU Cycling and Walking Projects.
C	An increase in Goods and Services, payments received in advance and accrued expenses.
D	Favourable operating result and some project delays resulted in lower borrowing requirements.

The City of Unley

Financial Indicators as at 30 June 2019

\$ '000	Actuals	Budget	Variance	Note
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These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

1. Operating Surplus Ratio	9.0%	5.7%	3.3%	A
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Operating Surplus

Total Operating Income

This ratio expresses the operating surplus as a percentage of total operating revenue.

2. Net Financial Liabilities Ratio	28.0%	36.1%	-8.1%	B
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Net Financial Liabilities

Total Operating Income

Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.

3. Asset Sustainability Ratio	139.0%	105.9%	33.1%	C
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Net Asset Renewals

Depreciation

Net asset renewals expenditure, as expressed in Council's Asset Management Plan, is usually used as the denominator in this indicator. Depreciation has been used this year pending completion of a review of the Asset Management Plan.

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

Note	Comment – Financial Indicators
A	The operating surplus result was better than expected primarily due to higher grant revenues and lower employee costs for the year .
B	The reduction in the level of borrowings has resulted in a better than expected net financial liabilities ratio at 30 June 2019.
C	Increased focus on Asset Renewal program expenditure during 2018-19. Segregation between New and Replacement assets is \$4.9M.

DECISION REPORT

REPORT TITLE:	ADOPTION OF ANNUAL REPORT
ITEM NUMBER:	4.2
DATE OF MEETING:	25 NOVEMBER 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. DRAFT CITY OF UNLEY ANNUAL REPORT 2018-20192. BROWN HILL AND KESWICK CREEKS STORMWATER BOARD ANNUAL REPORT 2018-20193. CENTENNIAL PARK CEMETERY AUTHORITY ANNUAL REPORT 2018-2019

1. **EXECUTIVE SUMMARY**

To satisfy the requirements of the *Local Government Act 1999* (the Act), it is necessary for Council to formally adopt the City of Unley's Annual Report (including Appendices) for 2018-19 prior to 30 November 2019.

The Financial statements for the relevant period will be presented to Council separately for endorsement following consideration by the Audit Committee at its meeting of 11 November 2019. These will then be incorporated within the attached document.

Council subsidiary annual reports must also be included within the City of Unley Annual Report. Both of Council's subsidiaries, Centennial Park Cemetery Authority and Brown Hill and Keswick Creeks Stormwater Board, have submitted their annual reports for inclusion.

Post finalisation, the 2018-19 Annual Report will be distributed and made publicly available as per the requirements of the Act, and provided:

- for presentation by each Presiding Member of both Houses of the South Australian Parliament by 31 December 2019;
- to the Local Government Grants Commission by 31 December 2019; and
- to the Parliamentary, State and National Libraries by 31 December 2019.

This report seeks adoption of the City of Unley Annual Report 2018-19.

2. RECOMMENDATION

That:

1. The report be received.
 2. The City of Unley Annual Report 2018-19 (including Appendices) (as set out in Attachment 1 to this Report (Item 4.2 Council Meeting 25/11/2019) be adopted and a copy prepared for submission to both Houses of Parliament prior to 31 December 2019, noting that Financial Statements will be incorporated into the document following their separate adoption by Council.
 3. The Council accept the Annual Report of the Centennial Park Cemetery Authority, for inclusion in the Annual Report.
 4. The Council accept the Annual Report of the Brown Hill and Keswick Creeks Stormwater Board, for inclusion in the Annual Report.
 5. The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2018-19, if required.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership
- 4.3 Our business systems are effective and transparent.

4. BACKGROUND

Under section 131 of the Act, Councils are required to adopt an Annual Report, on or before 30 November, covering the operations of Council for the financial year ending on the preceding 30 June. The draft 2018/19 Annual Report has been prepared in accordance with the prescribed information required in the Act and the *Local Government (General) Regulations 2013*.

Attachment 1

The Annual Report must include the following material:

- a copy of the audited financial statements of Council for the relevant financial year;
- a list of the registers that are required to be kept under the Act or the *Local Government (Elections) Act 1999*;
- a list of the codes of conduct or practice required under the Act or the *Local Government (Elections) Act 1999*;
- information on allowances paid to members of Council or a committee;

- information on the number of senior executive officers and information on the kinds of allowances, bonuses and benefits that are made available to those officers as part of a salary package;
- a report on the use of sections 90(2) and 91(7) by Council and its committees containing the information required by the regulations;
- a report on the applications made to Council under the *Freedom of Information Act 1991* during the relevant financial year;
- a statement of Council's representation information, and when the next representational review will be conducted;
- the annual report of any subsidiary received by Council;
- Council's performance in implementing its strategic management plans during the relevant financial year, and its projections and targets under its plans for the next financial year;
- Council's performance against its annual business plan for the relevant financial year;
- the extent to which activities of Council have been subjected to competitive tender or other measures to ensure services are delivered cost-effectively, and the extent (if any) to which Council has pursued policies for purchasing local goods and services;
- the decision-making structure of Council;
- the training and development activities for members of Council during the relevant financial year;
- the implementation of equal employment opportunity programs, and other human resource management or development programs, during the relevant financial year;
- the progress of Council in preparing or finalising any management plans for community land required under the Chapter 11 of the Act; and
- any other matters prescribed by the regulations.

Post adoption, the Annual Report will be distributed and made publicly available as per the Act, and provided:

- for presentation by each Presiding Member of both Houses of the South Australian Parliament by 31 December 2019;
- to the Local Government Grants Commission by 31 December 2019; and
- to the Parliamentary, State and National Libraries by 31 December 2019.

5. **DISCUSSION**

Whilst the Annual Report is a broad and informative publication, it primarily comprises three (3) components:

1. Council's achievements and performance against the Strategic Plan;
2. Annual Reports of Council's Regional Subsidiaries; and
3. Council's Audited Financial Statements.

FIRST COMPONENT

The first component of the 2018-19 Annual Report contains legislative requirements that have been collated using the 'Local Government Association Annual Report Guidelines'.

These guidelines ensure accountability against Council strategic directions.

SECOND COMPONENT

Council has two (2) regional subsidiaries that are required to provide annual reports to each of their constituent councils for inclusion in the Annual Report. The subsidiaries providing their annual reports for inclusion are:

1. Centennial Park Cemetery Authority; and
2. Brown Hill and Keswick Creeks Stormwater Board.

The Centennial Park Cemetery Authority is attached for acceptance by Council, and inclusion in the Annual Report.

Attachment 2

The Brown Hill and Keswick Creeks Stormwater Board is attached for acceptance by Council, and inclusion in the Annual Report.

Attachment 3

THIRD COMPONENT

Financial information will be included in the Annual Report once the Auditor's statements have been endorsed by the Audit Committee on 11 November 2019, and subsequently Council at its meeting of 25 November 2019.

The Annual Report is available to download from the Council's website, and for inspection without charge, or for purchase at the principal office of Council, the Civic Centre.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The City of Unley Annual Report 2018-19 (including Appendices) (as set out in Attachment 1 to this Report (Item 4.2 Council Meeting 25/11/2019) be adopted and a copy prepared for submission to both Houses of Parliament prior to 31 December 2019, noting that Financial Statements will be incorporated into the document following their separate adoption by Council.

3. The Council accept the Annual Report of the Centennial Park Cemetery Authority, for inclusion in the Annual Report.
4. The Council accept the Annual Report of the Brown Hill and Keswick Creeks Stormwater Board, for inclusion in the Annual Report.
5. The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2018-19, if required.

The City of Unley Annual Report 2018-19 has been prepared to meet all legislative requirements by providing an overview of Council's performance and achievements for the financial year.

This option ensures that Council is compliant with the Act and ensures that a full version of the report is available and provided to relevant agencies as specified.

There may be some minor amendments required to the Annual Report 2018-19, and Council provides delegation to the CEO to undertake those amendments, at his discretion.

Option 2 –

1. The report be received.
2. The City of Unley Annual Report 2018-19 (as set out in Attachment 1 to this Report (Item 4.2 Council Meeting 28/10/2019) be adopted, subject to the following amendments:
 - **to be determined by Council**
and a final copy submitted to both Houses of Parliament prior to 31 December 2019.
3. The Council accept the Annual Report of the Centennial Park Cemetery Authority, for inclusion in the Annual Report.
4. The Council accept the Annual Report of the Brown Hill and Keswick Creeks Stormwater Board, for inclusion in the Annual Report.
5. The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2018-19, if required.

This option allows Elected Members to make factual amendments to the Annual Report 2018-19 before endorsement.

Should this option be endorsed, an amended version will incorporate the changes identified. Under this option Council will still be compliant with the Act and a full version of the report will be available and provided to relevant agencies as specified.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Legislative/Risk Management

- To meet Council’s legislative obligations, all information required by the Act must be included, and presented to Council, and subsequent parties within the prescribed timeframes.

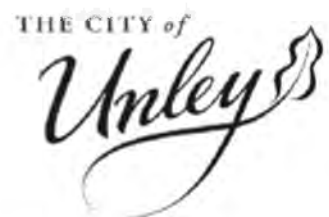
9. REPORT CONSULTATION

There is no requirement to undertake community consultation on the endorsement of the Annual Report 2018-19.

Managers and the Executive Management Team were consulted throughout the drafting process.

10. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO



CITY OF UNLEY

2018-19 Annual Report

Location:	4 kilometres south east of Adelaide CBD
Population:	39,145
Rateable properties:	18,843 (as at 30 June 2019)
Area:	14.4 square kilometres
Operating Income:	\$50.9m
Operating Expenditure:	\$46.1m
Staff:	168.33 (FTE)

We are pleased to present the City of Unley's Annual Report for 2018–19. This report describes the City of Unley's performance over the 2018–19 financial year against the objectives of the 2018–19 Business Plan and Budget, 4 Year Plan, and City of Unley Community Plan 2033.

This report is designed to meet our obligations under Section 131 of the *Local Government Act 1999*.

Our website at unley.sa.gov.au provides more information about City of Unley activities, policies and plans for the future.

If you would like more information about any item in this report, please visit unley.sa.gov.au or phone 8372 5111.

The City of Unley recognises that the Kaurna people are the traditional owners and occupiers of the land that now comprises the City of Unley, and we respect their spiritual relationship with their country.

We also acknowledge the Kaurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

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APPENDICES

Appendix 1: Financial Statements

Appendix 2: Centennial Park Cemetery Authority Annual Report 2018-19

Appendix 3: Brown Hill and Keswick Creeks Stormwater Board, Annual Report 2018-2019

MESSAGE FROM THE MAYOR

Looking back over the past year is a process of reflection and self-examination. Being elected to the office of Mayor has opened new opportunities for me to continue learning about the local government sector and the needs of our community.

I consider myself privileged to have been elected to this role, with the opportunity to guide and influence decisions about this wonderful city, to seek improvements in Council performance and, ultimately, to maintain the functions and high standard of service expected by residents and businesses in this thriving part of Adelaide.

During the year, we have seen a changing of the guard amongst our Council, and I wish to thank our outgoing elected members for their achievements whilst on Council.

I'm truly delighted to welcome our seven new female members to Council. Since being elected to office I've been impressed by the level of commitment they have demonstrated and their genuine passion for representing their constituents. I'm also proud of the fact that the makeup of our Council now makes the City of Unley a leader in recognising the significant contribution women make. At a time when we, as a society, are remembering a century of suffrage I'm pleased that our Council recognises the significant contribution women make which provides a diversity of voices in our City.

As with any new team there is a period of acclimatisation and learning how to work together. I believe it's important to have a Council where opinions differ and where everyone has a right to disagree. I am proud of the way our elected members have worked to resolve differences in their agendas and genuinely focussed on delivering value for our community.

Our dedicated Council staff also deserve praise for their commitment and professionalism across the range of fields which are crucial to a high functioning Council; community support and wellbeing, planning, environment, infrastructure maintenance, governance, finance and administration.

Beyond our Civic Centre, Unley's Community Centres, Libraries and the Museum continue to excel in the delivery of services to our community. The work achieved by our employees and their teams of volunteers is exemplary and deserves special mention. Our hardworking people are an essential element in a system that functions to ensure the City of Unley remains a beautiful place to live, work and play, and a thriving region in which to do business.

I am really pleased that Council delivered rates within 1% of CPI, which supports and maintains our financially diverse socioeconomic community. I'm also gratified that the Unley Walking and Cycling Plan has been adopted and begun implementation. I have nine grandchildren growing up in Unley and I would like them, and all children in this city, to be able to walk or ride a bike to school, independently and safely. Completing this Plan will be a key element in achieving that outcome.

There is greater community awareness of climate change and preserving our green spaces and heritage buildings. The community voice for maintaining canopy cover and

our historic character throughout the City is one I support wholeheartedly, and much work has been progressed in response to both these issues throughout the year.

As part of the plans for redevelopment of the King William Road precinct, I'm delighted with the inclusion of 80 trees and four water fountains for public use. Council is also starting to tackle another environmental concern with waste management strategies targeting plastic, and I am confident we will continue to make progress and be leaders on this issue.

I'm proud of what we've delivered for 2018/19. Again, I wish to acknowledge and sincerely thank our committed elected members, staff and volunteers, our business owners and residents who regularly engage with us to share their vision for our City to ensure it remains a special place for all of us here now - and for generations to come.

Michael Hewitson
Mayor

MESSAGE FROM THE CEO

This year's Annual Report outlines the diversity of works and initiatives the City of Unley has undertaken to ensure this is an accessible, inclusive and diverse place to live.

We cannot achieve great outcomes for our communities and businesses without good planning, effective community engagement, and active partnerships with excellent people and organisations to realise current opportunities and address future challenges.

Much of the critical thinking for the vision for the City was first outlined in the City of Unley's *Community Plan 2033*, which enunciated long-term aspirations for the community. From this, Council established a *Four Year Delivery Plan 2017-2021*, which set clear goals and objectives to ensure our City's continued development across four key themes: Community Living, Environmental Stewardship, Economic Prosperity and Civic Leadership. This document informs our annual work plan priorities, and I'm pleased to present our 2018/19 Annual Report of achievements.

A key issue impacting Council is the impending change to our State's planning system, a huge reform which promises to standardise development regulations and make planning decisions more consistent across council areas, in both rural and urban settings.

Many councils and residents are concerned that new planning rules will erode heritage and environmental protections and pave the way for unrestricted building. We are contributing to consultation processes, seeking to ensure the right balance between quality development which will stimulate our local economy while safeguarding the character and lifestyle that makes our 'city of villages' a great place to live and work.

The composition of our elected body transformed significantly following Local Government Elections. We now have an overall younger demographic and many new faces, all of whom are women. The fact that City of Unley has a female majority comprising Council is a momentous change and recognises the valuable and essential contribution women make in public life.

From an administrative viewpoint, the election of our new Council involved a considerable amount of work by our staff, which included conducting workshops prior to elections for candidates and an extensive program of development activities with newly elected members to bring them up to speed with local government processes and Council projects.

A number of other important projects have been delivered throughout the year. The major program to replace local street lights with LED technology has cut greenhouse gas emissions, reduced energy use by 80% and is expected to deliver an annual saving of over \$200,000.

The consultation and co-design stages of the King William Road redevelopment were successfully completed and construction commenced. Council's vision of transforming King William Road to Adelaide's most loved main street is close to realisation and the input from residents and businesses is a key contributor to achieving this vision.

Council values our environmental assets and the advantage in gaining an understanding of climate impacts. This year, our citizens collected data for a climate study, partnering

with RMIT and University of NSW, contributing to *Collaborative Heat Mapping for Eastern and Northern Adelaide* to better assess how heat impacts communities, infrastructure and assets. This informed Council's plan to increase the City's green canopy to keep our streets cooler and more liveable for residents. The development of this useful resource would not have been possible without the active participation of our community, and I thank everyone who participated.

We are also helping achieve a goal of greener neighbourhoods by continuing to offer our community access to our green verges initiative, which provides soil ready for planting in roadside verges. This has a range of benefits, creating more gardens, improving the aesthetic appeal of our streets, reducing temperatures and stormwater runoff, creating new environments for small creatures and encouraging more social connection and interaction.

We continue to build on our credentials as a leader in Active Ageing with a grant from Sport Australia to deliver the Daily Moves program, in partnership with Eastern Region Alliance councils. Focusing on getting older people more active and engaged in physical activity, our target is to reach about 800 participants over 65 years of age to be part of the program.

There are numerous other highlights, too many to address adequately in this short foreword, but I encourage you to read the annual report if you want to know more about what Council is doing for you, and how you can be involved in activities and programs that interest you.

I wish to thank everyone who worked so diligently over the last twelve months to progress our plans or bring projects to fruition – our staff, business owners and residents, project partners, consultants and everyone who has had a hand contributing to the life of this wonderful part of the world, the City of Unley.

Peter Tsokas
Chief Executive Officer

STRATEGIC MANAGEMENT FRAMEWORK

The City of Unley is committed to an integrated approach to strategic planning.

Informed by South Australia's Strategic Plan 'In a Great State', our *Community Plan 2033* provides the vision, strategies and framework for the future of the City of Unley.

Our Long Term Financial Plan is used to guide our financial decision-making to ensure we remain financially sustainable in the medium to long term while still achieving the objectives detailed in our *Community Plan 2033*.

Our 4 Year Plan outlines how we will deliver the vision, strategies and framework set out in our *Community Plan 2033*, and informs the Annual Business Plan and Budget process.

The Council's Strategic Management Framework ensures:

- Accountability to the community
- Effective use of existing resources to maximise economic, social, and environmental outcomes
- Accurate measuring and reporting processes
- A strong knowledge base for decision-making
- Clear strategic directions and corporate goals
- Effective administrative and governance procedures.

OUR VISION

"Our City is recognised for its enviable lifestyle, environment, business strength and civic leadership."

Our vision is encompassed in the 4 Year Plan under four key goal areas, and these goals inform Council's project planning throughout the year.

Goal 1 - Community Living

People value our City with its enviable lifestyle, activities, facilities and services.

Objectives

- 1.1 Our Community is active, healthy and feels safe.
- 1.2 Our Community participates in community activities, learning opportunities and volunteering.
- 1.3 Our City meets the needs of all generations.
- 1.4 Our Community is proud to be part of our City.
- 1.5 Our City is connected and accessible.

Goal 2 – Environmental Stewardship

We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing leadership to our Community.

Objectives

- 2.1 Unley's urban forest is maintained and improved.
- 2.2 Excellence in waste management is achieved through avoidance, re-use and diversion.
- 2.3 The energy efficiency of the City is increased and our carbon footprint is reduced.
- 2.4 Efficient, effective and sustainable water management is ensured.
- 2.5 The City's resilience to climate change is increased.

Goal 3 – Economic Prosperity

Our businesses are valued because of the range of goods, services and facilities they provide, and new businesses are supported, not burdened with bureaucracy.

Objectives

- 3.1 Unley is recognised as an easy place to do business.
- 3.2 Thriving main streets and other business activities operate across our City.

Goal 4 – Civic Leadership

Council will listen to the community and make transparent decisions for the long term benefit of the City.

Objectives

- 4.1 We have strong leadership and governance.
- 4.2 Council provides best value service to the community.
- 4.3 Our business systems are effective and transparent.

Key outcomes achieved under each of the Goals are summarised on the following pages.

KEY OUTCOMES: GOAL 1 - COMMUNITY LIVING

People value our City with its enviable lifestyle, activities, facilities and services.

Kenilworth Road Streetscape Improvements

Streetscape improvements were undertaken on Kenilworth Road in May-June 2019. As part of the Local Area Traffic Management study undertaken in Parkside in 2017/18, traffic volume and speed of vehicles on Kenilworth Road was highlighted as a concern by residents.

As the road was due to be resealed, this presented an opportunity to realign kerbs at six intersections to reduce speeds, as well as provide motorists with better visibility at intersections.

The streetscape upgrade included widening the footpath/verge area at intersections to provide an additional 125m² of landscaping in the street, as well as opportunities for additional street trees in the near future.

This highlights Council's approach to help achieve multiple objectives within the one project as well as make improvements when our assets are due for renewal.

Signage Rationalisation & Pole Removal

Addressing 'Community Living – Outcome 2' of the City of Unley's 4-year plan (Orientate regulatory and compliance activities to enhance community safety and confidence in the governance of business, leisure and visitor activities in the City), this project was focused on improving the visual amenity and reducing the clutter of the local streetscape through rationalising and relocating parking control signs to adjacent Stobie poles and then removing the surplus posts. This project also helped deliver a key component of the objectives and outcomes of the Unley Integrated Transport Study; namely to provide adequate, visible, accessible and convenient parking throughout the City for all modes of transport and trip purposes.

There were 302 surplus poles removed within the LATM 1 area (Goodwood, Unley, Wayville – the area bounded by Greenhill Road, Unley Road, Park & Mitchell Streets) and a further 184 surplus poles removed within the LATM 2 area (Parkside – the area bounded by Greenhill Road, Glen Osmond Road, Fullarton Road and Wattle Street) for a total of 486 poles removed.

Unley Oval Dog Poo Project "Doggy Doo Is A Doggy Don't"

Unley Oval is a popular spot for pet owners to walk and exercise their dogs. However, Unley Oval has many other public uses as well, including exercising, children playing, picnics, and more. In addition, Unley Oval is also the home ground of the Sturt Football Club. With such a wide variety and diverse range of users, it can sometimes be difficult to achieve the right balance to provide accessible and high amenity to all.

This project was instigated for the purpose of gaining a greater understanding of what nearby residents, and oval users felt about one topic in particular – dog poop!

The Council undertook an extensive educational and engagement campaign including a community survey, a media release, a social media program, additional signage being installed around the oval, on-site educational sessions (including giveaways) and increased patrols/enforcement.

The project outcome showed that the public enjoyed the multiple uses of the oval and didn't believe there was a need for any changes. The findings indicated that dog owners were predominantly responsible and respectful to all other oval users.

One finding from the project was that participants believed there weren't enough dog poo bag dispensers at the oval (additional dispensers have now been installed). The project also gathered feedback that there is insufficient lighting, new signage should be installed to improve clarity of what is expected from oval users, and that oval maintenance should occur later in the day (after 9am) to cater for early morning use by dogs and their owners.

Overall this project confirmed Council's belief that Unley Oval is a well-used and much-loved asset to our Council. It was clear that not only do the wide variety of patrons love the oval, but they are also passionate about, and take great pride in, the facilities.

It is intended that similar campaigns Council will be undertaking in 2019/20 will include other popular sporting and recreational ovals.

All Connections to Unley Art Prize

The City of Unley invited South Australian artists, of all ages and career stages, to create artworks for entry to the All Connections to Unley Art Prize 2019. The Prize is for works depicting the theme of connection to the City of Unley and was initially launched in 2016.

Finalists were displayed in a special exhibition at the Hughes Gallery, Fullarton Park Community Centre, in June 2019.

The overall winner of the major prize of \$5,000 was announced at the finalist exhibition launch on Friday 7 June 2019. Emma Young's artwork, *Park Pair*, was awarded the major prize. The Elected Members Choice Award of \$500 was awarded to Corey Gray for his artwork *Blue Boys*.

Emma Young's *Park Pair* have been reproduced as posters which are displayed on public bins on roads and in the major parks across the City of Unley. Limited-edition residential bin stickers are also available to City of Unley residents.

Commonwealth Home Support Program

The City of Unley currently provides a range of high-quality in-home support, home maintenance, gardening, home modification, social activities in a group setting or on an individual basis and community transport; either in a Council bus or with volunteers in cars to approximately 1500 older people each year.

Through support from Council and funding from the Commonwealth Home Support Program (CHSP), these services make a vital contribution to the health and wellbeing of seniors in the City of Unley community.

An initial CHSP client survey in 2018 delivered a baseline to measure the usage, satisfaction and importance of these services. In 2019, CHSP again surveyed their clients on service performance and compared these results to the baseline measures.

Following responses from 366 clients, results revealed an average of 95.6% satisfaction rate with current services, which is an increase of 5.6% from the previous year. Additionally, 90.2% of respondents rated the services they received as important or very important to them.

Overall findings show our services continue to provide the ageing community with much needed assistance of a high-quality, along with improved performance and overall increased satisfaction for most service areas.

Not surprisingly, in-home and home maintenance services continue to be the most utilised options. These positive responses suggest that providing these services will become increasingly important in the future.

Customer Experience

The Customer Experience Team have undergone a significant change program resulting in new systems, new faces and now a new centre.

A new telephony system, "Touchpoint" was seamlessly implemented in March, which adds value to the way we do business, providing excellent reporting and also introduced the platform to launch "Web Chat", which is due for release early in the new financial year.

Corporate Customer Service KPI's have been met and exceeded with "Overall Satisfaction" ratings, surpassing the original expectations, and "First Point of Call Resolution" scores also moving forward in a positive way.

The delivery of multiple service partnering agreements have also been completed, comprising a significant body of work between the Customer Experience team and their key internal customers. This forms a key component of our 'customer-centric' approach, working towards improved customer satisfaction, maximising efficiency and ensuring the City of Unley is an easy place to do business.

2018 Double Shot Coffee Fiesta

The 2018 Double Shot Coffee Fiesta once again brought to life the stunning setting of the Soldiers Memorial Gardens on a glorious spring day in November. More than 12,000 coffee lovers from across South Australia and interstate flocked to Unley to enjoy some of Australia's best speciality coffee and see our most talented baristas in action.

The Fiesta offered free coffee tastings, gourmet food, live entertainment from local musicians and a fun, family-friendly atmosphere. This free community event featured a kid's corner with art and craft activities and an industry demonstration stage where visitors learnt from technical brewing, milk texturing and latte art demonstrations and workshops.

Local businesses showcasing their offerings and serving food and drink on the day included Nutrition Republic, Gateaux 259, Lo.Ki, By Blackbird, Lukoumades - The Greek Donut, Candela Latin American Food, The Unley, Natures Providore, Complete Café Services and Trouble & Strife.

In the Unley Town Hall, SA's and WA's top baristas battled it out at the Australian Specialty Coffee Association's Western Region Championships which attracted visitors and competitors from interstate. The opportunity to host these competitions has cemented the event as one of Australia's leading coffee events, significantly boosting the City of Unley's tourism profile and the local economy through visitor spend in the area.

The Double Shot Coffee Fiesta was made possible via the overwhelming support and collaboration of local businesses, the South Australian coffee industry, sponsors and media.

Unley Museum

The Unley Museum continues to be acknowledged as a nationally significant museum and gallery. In 2019 the Unley Museum received a Fringe Award for its contemporary art exhibition *Things of Nature*, and was also a nominee for the Peace Foundation Award. The program included a tea festival and an exhibition, *Tea Inspired*, and *Unley's Own Returning Home* – celebrating the lives of returned soldiers from WWI, CUT by Will Nolan as part of the SALA Festival, Cosmopolitan Unley which focussed on the cultural diversity of Unley's past and present community. We also launched an innovative new display system, *Touch on History*, that enables visitors to interact with the collection using touchscreen technology.

The Museum's significant photographic collection of more than 9,000 photographs was digitised through a funding program facilitated by History SA and will soon become available to the community online.

The Museum's ongoing education package offered to local schools, dynamic exhibition and activity program, bus tours, family history and research service attracted more than 2,500 participants and visitors.

Unley Gourmet Gala & Tour Down Under 2019

The Unley Gourmet Gala is Council's annual signature event, historically held on the eve of Unley's Santos Tour Down Under Stage Start and is arguably one of Adelaide's most prestigious outdoor gourmet food and wine events. The 2019 events attracted crowds in excess of 20,000 people to King William Road, including visitors to the City from throughout Greater Adelaide, interstate and overseas.

In 2019, the 19th Unley Gourmet Gala was held, confirming its place as the longest running associated event of the Santos Tour Down Under.

The event showcased a record number of local businesses and provided a wonderful evening of gourmet food, fashion and entertainment. The world music stage had the crowd up and dancing with energetic performances from across the globe. The fashion stage highlighted Unley's unique fashion houses as they showcased their summer trends.

Flinders Private Hospital supported the event as a major partner and presented a children's area with interactive dance performances, free photo booth and circus performers.

In conjunction with the South Australian Youth Arts Theatre Company, the event presented a “Teen Takeover” where young people took over the event stages for 1 hour and presented music, poetry, cooking, performances and fashion.

Cycling fans and enthusiasts lined King William Road the following day to witness the Stage Start of the Santos Tour Down Under, bringing an influx of shoppers and cycling enthusiasts to the precinct.

In 2018/19 the Unley Gourmet Gala was awarded the South Australian Tourism Award for Best Festival and Event and the Mainstreet SA Award for Best Event.

Unley Libraries

Unley Libraries continue to deliver for our community and beyond, servicing over 470,000 loans and welcoming just under 2,000 new members.

Service delivery continues to be improved by the introduction of mobile devices for our library team to assist digital enquiries, as well as the introduction of a new readers advisory tool “Good Reading” and the implementation of Boomerang bags, highlighting our commitment to eco-friendly practices.

In addition to our ongoing programs, the library has introduced Reboot for Kids – a digital and tech program for children, Read and Reflect - a book club/reading program for residents in aged care homes and to promote the library service as a whole; and our new video promotion ‘Check this Out!’, starring Ruth and Jake.

In recognising the needs of our community, the team have also identified the opportunity for the City of Unley to be a dementia-friendly organisation, have undertaken training from Dementia Australia and have introduced a new dementia-friendly collection, including in our Toy Library, which now stocks resources to support people with dementia.

Arts in Your Space

Arts in Your Space is a series of six diverse and unique public arts projects and one of many public art initiatives commissioned across the Council area.

The project - instrumental in reviving interest for art in public spaces - encouraged selected artists to reconsider highly visible locations in Unley as cultural canvases.

In every pocket of the City colourful and engaging artworks can be found that have been carefully designed and created to positively impact the cultural, social and physical fabric of the City of Unley. Detailed documentation of all the projects: *Unley Colour Court.*, *This Time Another Year*, *The Beehives of Goodwood*, *Ways of Walking*, *Poolside* and *This way and that way* can be viewed on the City of Unley website: www.unley.sa.gov.au.

Arts in Your Space was supported by a public art and design grant from Arts South Australia and was a public arts initiative as part of Council's *Involve Unley: Public Arts Strategy* endorsed in 2014.

Community Centres Round Up

Community Centres Annual Satisfaction Survey:

Our 2018 Community Centre Customer Satisfaction Survey, undertaken in October 2018 saw 148 responses, 5 more than 2017. Of the 148 respondents:

- 91% said our customer service and support is either good or very good
- 94% said our price/affordability is either good or very good
- 81% said our range of programs was either good or very good
- 84% said our range of information available was either good or very good
- 87% said our facilities are either good or very good for what they need

Clarence Park Community Centre Partnership Agreement:

The City of Unley has been working in partnership with the Clarence Park Community Centre since 2002. This partnership model of community centre management has proven very successful with both parties working collaboratively to ensure the centre offers maximum value for local residents. During the year the City of Unley and the Clarence Park Community Centre signed off on another three year partnership agreement for 2018 – 2021.

Some additional achievements from 2018:

- School holiday programs were extremely popular again across 2018 with almost all activities booking out across Fullarton Park Community Centre and Clarence Park Community Centre
- Unley Community Centre was host to yet another outstanding Christmas lunch, providing a three course meal for 98 people.
- Fullarton Park Community Centre welcomed five large, indigenous totem poles in the northern grounds, hand painted by Marra Dreaming. City of Unley reconciliation statement is now on display in front of the poles and the gazebo in the Southern grounds has also been painted by Marra Dreaming.
- Clarence Park Community Centre again hosted the Premier's Cabinet meeting, received an upgrade to the 'Men's Shed' and the installation of a bike repair station.
- Continued delivery of free or subsidised programs supported by State Government, provided funding to run the popular 'Cooking 101' program at Unley Community Centre, the youth drop-in service and parenting seminars attended by hundreds of local families at Fullarton Park, and the very busy Playgroup at Clarence Park.

Daily Moves Program

The City of Unley was one of 27 organisations to receive a grant from Sport Australia with more than \$590,000 in funding over two years (April 2019-April 2021) awarded. This grant will deliver the Daily Moves program, with the City of Unley coordinating the program on behalf of the Eastern Region Alliance which includes the Cities of Norwood, Payneham, St Peters, Prospect, Walkerville, Campbelltown and Burnside.

The Daily Moves program aims to engage about 800 participants aged over 65 through providing physical health assessments and developing personalised exercise plans. The aim of the project is to get older people more active and engaged in physical activities.

Program participants will be assessed for health factors, including balance, sleep quality and grip strength, which will then inform the development of a personalised physical exercise plan. The plan will include recommendations about local activities in fitness businesses, clubs and community settings. Specific needs of individuals will be supported through modified fitness activities or through a home-based program.

Program partners consist of sporting clubs, local gyms, community centres and other interested parties, who are assessed on being age-friendly and provided with resources to ensure program participants have their needs met.

Community Events

The 2018/19 events program saw bumper attendances with a total of 90,000 people attending Council-run or supported events in the City of Unley. Events delivered included:

Fringe in Unley presented the magic of the Adelaide Fringe to those who would otherwise be unable to attend. As part of the 2019 Adelaide Fringe, City of Unley was proud to deliver a "Thanks for the Memories" jazz tribute to some of the community's more isolated residents. The performance was toured to several residential aged care facilities, with a free public performance held at the Clarence Park Community Centre.

Ignite Unley Outdoor Cinema continued its popularity, entering its sixth year, with a multicultural themed series of events. Council partnered with three community groups to provide an opportunity to showcase their culture and traditions to the community. The three featured nationalities were Mexican, African and Chinese and the events positively impacted on these groups by giving them a platform to celebrate their culture. Each group was encouraged to create authentic experiences for attendees and were able to personalise the event by sharing their language, music and culture with the audience.

Council's **Community Event Sponsorship Program** supported 20 community-run events that attracted in excess of 47,000 people and activated many of the City of Unley's public spaces and community facilities. This included the hugely popular ETSY Made Local and the French Market which saw more than 12,000 people enjoy a wide array of eclectic market stalls, food and entertainment in Oxford Terrace and the Soldiers Memorial Gardens. Additionally, Council attracted and supported some exciting events in the City including:

- The Travelling Table - a pop-up restaurant featuring dinners and cooking workshops that explore, present and share cultural wisdom, migration stories and family recipes from migrant communities who made a new life for their families in South Australia
- Wild Imagination – a nature-play based event held in Ridge Park
- Fork on the Road – featuring SA's best food trucks

Along with supporting local favourite events including:

- Unley Greek Festival and Goodwood Greek Festival

- Evening Under the Stars
- Carols in the Rotunda
- Parkinson's Walkathon
- Dogapalooza
- Australia Sri Lanka Association Food and Cultural Festival

Unley Swimming Centre

The Swimming Centre's final attendance for the year was 95,953, up by 8,573 from the previous year. The season was a measured success with growth experienced in most areas of operation, including membership sales and program participation. The swim school conducted lessons for 1,127 students, contributing 8,937 visitations.

Season highlights include:

- A customer satisfaction rating of 6.5 out of a possible 7, against a national benchmark of 5.9, with an overall satisfaction rating of 97%;
- The 14th Annual MS Mighty Swim in February, raised just over \$102,000 for those living with Multiple Sclerosis in our community;
- Collaborating with the Australian Refugee Association during the 'Friday for a cause initiative', to raise \$1098 and provide 572 patrons with affordable access to the facility;
- The introduction of the age-friendly discount, celebrating that our community is living longer and healthier, was a huge success. In total 2929 patrons took advantage of this discount. This fee structure is the first of its kind in South Australia continuing the City of Unley's leadership in active ageing;
- Finally, the Swimming Centre received recognition for the Recreation South Australia 2019 Program of the Year: 'Sea Shore', a water safety program for new Australians. Operated in community partnership with Surf Life Saving South Australia, the program has now provided lessons to 102 new Australians since 2017 and has evolved and improved each year. This year the program hosted 40 participants of ages ranging from 12 to 58 years, both male and female, representing 12 different countries.

Unley Legends Season 2

Unley Legends is a partnership project between Resthaven and City of Unley that explores and shares the perspective of our older people as they age. Following the success of Unley Legends in 2017, a new series of short videos were made celebrating local legends of the Unley Community: Rosemary and Vili Milisits, Liz Scarce, Bernice Roberts, Ashley Campbell, Roger Rigney and Neila and Geoff Foggo.

The films were screened at the Capri Theatre as part of ZestFest in October, with over 650 people in attendance. Now available on social media, the films continue to challenge stereotypes and celebrate the incredible contribution made by older people in the Unley community.

Volunteer Management

Volunteers develop and strengthen the bond between Council and the community, and contribute to creating a vibrant, healthy and positive place to live. The City of Unley is proud of the 267 active volunteers, who each provide a valuable contribution throughout the City across 75 roles including community support and transport, events and Justice of the Peace services.

In 2018, volunteers for the City of Unley provided more than 20,000 hours of volunteering, valued at approximately \$835,000. Council confirmed its commitment to volunteers with a revised Volunteer Management Policy, reinforcing its focus on the value of volunteers in the community. Our volunteers celebrated their achievement and contribution at the annual Christmas celebration and were recognised for their efforts at a movie screening at the Capri Theatre during National Volunteer Week. At this event two volunteers were awarded the 2019 Premier's Certificate of Recognition for Outstanding Volunteer Service for completing 20 and 30 years of service to the Unley community – an outstanding achievement!

KEY OUTCOMES: GOAL 2 - ENVIRONMENTAL STEWARDSHIP

We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing leadership to our Community.

Greening Verges

The second round of the Greening Verges Incentive was again very popular with 41 dolomite verges converted to soil ready for planting by the adjacent residents. This has increased green cover by 1084m² and enhanced streetscapes throughout the City. Some of the benefits of greened verges include:

- Providing a healthier environment for street trees
- Softening the effect of hard surfaces such as roads and footpaths
- Improving air quality
- Working as natural air conditioners through moisture in leaves
- Reducing stormwater run-off and
- Providing habitat for small creatures like bees and butterflies.

Living Streets

The Living Streets Pilot Program is an initiative to help make our local streets safer, greener and more accessible. As part of this initiative, a Co-Design Community Engagement process was undertaken over the 2018/19 Financial Year, with three shortlisted Living Street Candidates – Maud Street, Norman Terrace and Richards Terrace. Residents from each street worked together with their neighbours to identify opportunities for change and develop new design ideas, rethinking how we value our streets.

LED Street Lighting Bulk Replacement

The City of Unley completed a major project to replace all of our P-Category (Local Streets) street lighting with LED energy efficient lights. The project involved the replacement of almost 2600 street lights at a cost of approximately \$900,000.

There are significant cost savings associated with the replacement project as well as significant environmental benefits. The P-category street light energy usage will be reduced by up to 80% which equates to a saving of over \$160,000 per annum. A Maintenance Tariff reduction from SA Power Networks of a further \$50,000 per annum will result in up to \$210,000 savings per annum.

Street lighting is Council's major carbon producer; consequently this project has also resulted in a reduction of greenhouse gas emissions by 8kt CO₂-e.

Council staff and consultants Iron Bark Sustainability worked closely with SA Power Networks and their contractor Enerven to complete the replacement program over an 8 week period.

Citizen Science & Heat Mapping

Unley has been mapping heat from the air and the ground to better understand the impact of heat on the urban environment, with a view to building resilience to cope with the inevitable impacts and challenges of climate change.

In February, Unley residents took part in a National Citizen Science Microclimate Study looking at thermal comfort. Unley was a partner in the project with RMIT and the University NSW.

The online heat map was also launched as part of the Collaborative Heat Mapping for Eastern and Northern Adelaide. Unley was one of nine partner councils that worked together on the aerial heat mapping study to better understand how heat impacts our communities, assets and infrastructure. For more information visit www.resilienteast.com.

Nesting Boxes

The wildlife box program has been expanded around Goodwood Oval with 16 more boxes installed this winter (4 brushtail, 2 small parrot, 2 medium parrot, 2 large parrot and 2 bat).

The boxes were built and painted with the excellent help of Year 5 students from Goodwood Primary School in May, which provided a great opportunity to involve some of the City's youngest residents, to connect them to nature and enable them to help their local community.

KEY OUTCOMES: GOAL 3 - ECONOMIC PROSPERITY

Our businesses are valued because of the range of goods, services and facilities they provide, and new businesses are supported, not burdened with bureaucracy.

Private Parking Enforcement Expansion

The City of Unley currently has agreements with four shopping centres to enforce the parking restrictions within their private car parks. This provides great value to the shopping centres as it encourages drivers to comply with the restrictions set out by the property owners to ensure that all their customers have a reasonable opportunity to access convenient parking.

In October 2018 Council employed a Parking Inspector on a 12 month fixed term contract to focus predominantly on private parking enforcement in order to best service the four private parking arrangements.

The most recent agreement was negotiated in 2018 with the shopping centre commonly referred to as the Foodland (Wayville) shopping centre.

Overall the City of Unley continues to provide a valued service to these shopping centres. Our vision is to increase the number of these agreements which will assist Council in improving our relationship with owners of other private parking areas within our city.

Unley Business Breakfast

The Unley Business Breakfast, now in its 8th year, continues to be a much supported business networking event. This year Business SA was welcomed as a collaborating partner, joining Hyde Park Rotary and the City of Unley in bringing the events together.

Held bi-monthly, 300 people attended the six events held in 2018/19 with a variety of interesting and influential speakers including:

- Ray Borda – Macro Group Australia
- Anthony Penny – Business SA
- Bronte Eckermann - Entrepreneur
- David Pender and David Hart – SA Defence Industry
- Greg Starkey – Online Security
- Martin Haese – Outlook and ambitions for South Australian businesses

Design King William / King William Road Upgrade

In July and August 2018, Council continued with the final stage of the 4 month co-design engagement process, Design King William, to establish a shared vision and detailed design to transform King William Road and reclaim its position as Adelaide's most loved main street.

Over 600 conversations influenced the final detailed design which will create a more beautiful, active and accessible main street that maximises the opportunity for change along a more flexible paved street.

Following Council's endorsement of the detailed design in August 2018, the tender process for an experienced contractor, including methodology and staging to suit the needs of the street and individual traders and wider community, was undertaken. The first stage was an expression of interest followed by an Early Contractor Engagement (ECI) process.

On the 29 April 2019, Council awarded the contact to transform King William Road to BMD Construction. Work on the transformation began in May 2019 with completion scheduled for February 2020. The transformation of King William Road is a major economic development initiative and aims to maximise support for local industry participation.

KEY OUTCOMES: GOAL 4 - CIVIC LEADERSHIP

Council will listen to the community and make transparent decisions for the long term benefit of the City.

Compliance Policy

Unley Council adopted a new Compliance Policy in February 2019 that established a clear framework for dealing with all Council compliance matters.

The Policy provides for a common understanding of Council's position in educating the community and considering and actioning enforcement matters. It seeks to ensure consistency and that any action is proportionate to the alleged offence, and assists in informing the public while ensuring transparency and procedural fairness principles are applied in any enforcement action.

Council considers that prevention of a breach of the legislation is always preferable to taking action after a breach has occurred and has committed to providing education on compliance-related activities, including:

- Signage on Council's streets and reserves
- Factsheets, brochures and general information on Council's website
- Information provided to individuals or the community from Council officers
- Targeted education campaigns

Development Compliance Trial

This year the City of Unley trialled a Development Compliance approach that proactively monitored the implementation of approved developments. This included creating a part-time Development Compliance Officer position, with a particular focus on managing and monitoring approvals relating to regulated or significant trees, to ensure their ongoing protection and the planting of replacement trees where required.

The trial was successful and resulted in a number of compliance matters being identified and effectively resolved, and Council has now extended the Development Compliance Officer position for a further two years.

The benefits of this approach include:

- Early detection and resolution of compliance issues;
- Improved compliance with development approvals and conditions;
- Protection of important regulated and significant trees; and
- Ensuring replacement tree planting occurs and contributes to Unley's tree canopy.

2018 Local Government Elections

The local government elections were held in November 2018. The Electoral Commission SA managed the election process which was conducted by postal ballot.

Three candidates nominated for the position of Mayor, with Michael Hewitson being elected to the position.

The candidates from Fullarton Ward, Peter Hughes and Jordan Dodd; and Unley Park Ward, Michael Rabbitt and Monica Broniecki, were elected unopposed.

There were elections conducted in the remaining four wards with a total of 25 candidates nominating for the eight Councillor positions.

Jennie Boisvert and Don Palmer were both returned in the Ward of Clarence Park, and Mike Hudson was returned in the Parkside Ward.

A number of new councillors were elected:

- *Goodwood Ward* - Emma Wright and Nicole Sheehan
- *Parkside Ward* - Kay Anastassiadis
- *Unley Ward* - Sue Dewing and Jane Russo

Unley's voter turnout increased from 27.7% at the 2014 elections to 31.4% of the total number of people eligible to vote.

The Elected Members will serve a four year term, with the next periodic election scheduled for November 2022.

Annual Business Plan Reporting

The Annual Business Plan for 2018-19 was prepared in accordance with the priorities of Unley's Community Plan and 4 Year Delivery Plan, whilst ensuring the financial targets adopted by Council are met. The four key themes of the Community Plan and Four Year Delivery Plan guide how the city develops. The key projects for 2018-19 were as follows:

Community Living: Key Projects 2018-19	
Implementation of the local area traffic management study for Parkside and Fullarton and local area traffic management study for Clarence Park	<p>This year's Local Area Traffic Management projects focused on implementation of the previously approved LATM 2 – Parkside. These outcomes included the design, consultation and documentation for three Young Street Driveway Entry Treatments. These works are soon to be implemented to reduce 'rat-running' along Young Street.</p> <p>In addition, streetscape improvement work along Kenilworth Road was undertaken in conjunction with the road surface renewal, to improve traffic calming, pedestrian connectivity and provide additional greening.</p> <p>The LATM 2 works also included more detailed investigation regarding a neighbourhood-wide consultation with residents of Parkside on parking access and controls, as well as concept development for a pedestrian refuge on Fullarton Road and signalisation of the Young Street/ Unley Road intersection. These will be subject to future Council consideration.</p> <p>The Council also undertook the development of the next study area, LATM 3 – Clarence Park/Millswood. Its approach was consistent with past plans and focused on local issues associated with traffic management, parking and walking and cycling. It was developed by the Council in partnership with the community, with over 600 submissions and conversations with stakeholders. The final Report nominated 19 recommendations for implementation, including key priorities in the 2019/20 financial year.</p>
Continued increased level of service for reactive footpath maintenance	<p>The additional funding approved to improve reactive footpath maintenance has resulted in a significant reduction in trip hazards and improving the overall condition of the City's footpath network.</p> <p>This results in the City's footpaths being safer for the community and in particular aged residents.</p>

Community Living: Key Projects 2018-19	
Unley Oval Grandstand upgrade	<p>Works to provide enhanced changeroom facilities for players and umpires within the MacKay and Oatey Grandstands at Unley Oval were completed late in 2018.</p> <p>The project was jointly funded by the City of Unley, Government of South Australia (Female Facilities Grant), Sturt Football Club, AFL and SANFL.</p> <p>The new facilities include increased changeroom facilities (from 2 to 4), upgraded umpire facilities and enlarged gym and warm-up spaces. The project also included a new canteen building for use on game days.</p> <p>The upgraded facility supports sporting diversity and recognises the growth in female and junior sports as well as the growth in professionalism of the senior team groups.</p>
Goodwood Oval Grandstand upgrade	<p>The existing 60+ year old grandstand and sports facility has provided great service, however unfortunately no longer supports contemporary needs and can't be effectively upgraded.</p> <p>With invaluable funding from the State Government Office of Recreation, Sport and Racing, and support from the Local Member, a new multiple football, cricket, male, female, junior and disability facility is to be realised to best support participants, officials, club members and visitors.</p> <p>Work has progressed steadily through a series of community engagements, concepts and building design leading towards securing approval to proceed. It is anticipated the tendering, appointment of a builder and commencement of construction will occur by late 2019 and the project completed before the end of 2020.</p>

Community Living: Key Projects 2018-19	
<p>Place activation and community development through staging of major events including Unley Gourmet Gala, Tour Down Under, Public Arts and a diverse Community Events Program</p>	<p>Events</p> <p>Council's events program attracted in excess of 85,000 people to Unley throughout 2018/19 which showcased the City of Unley, local businesses and main street precincts. Council successfully staged the City's signature events including the Unley Gourmet Gala, Tour Down Under, ZestFest, Ignite Unley outdoor cinema series and the Double Shot Coffee Fiesta. This last event was awarded 'Best Small Event' at the Australian Event Awards.</p> <p>Council sponsored 23 local events staged by community groups and businesses which help to ensure that the City's main streets and open spaces are active, alive and economically prosperous. The diverse and expanding calendar of events continues to provide opportunities for increased community interaction, celebration and gathering throughout Unley.</p> <p>Public Arts</p> <p><i>Arts in Your Space</i> is a series of six diverse and unique public arts projects commissioned across the Council area.</p> <p>"Echo" by artist Jason Sims is Council's single largest public art commission at Heywood Park.</p> <p><i>Arts in Your Space</i> and <i>Echo</i> were public arts initiatives as part of Council's <i>Involve Unley: Public Arts Strategy</i>, endorsed in 2014.</p> <p>Both projects were supported by three public art and design grants from Arts South Australia totalling over \$ 100 000.</p>
<p>Continuation of Councils Active Ageing programs.</p>	<p>Council has continued to show leadership as SA's first Age Friendly City and aligns with its commitment to supporting residents to age well within their own homes and community.</p> <p>In 2018/19, Council's 'Forget Me Not' Dementia Awareness program was coordinated and evaluated in two local schools and involved children working on collaborative arts projects and shared activities with older people living in residential aged care sites. Council has continued to improve local streets as part of the Age Friendly Street Scapes program. Significant funding was achieved for promoting healthy ageing through the Daily Moves program. Additionally, local businesses have been supported through the Age Friendly Businesses initiative.</p> <p>The Active Ageing Alliance, a forum of active citizens, continued to meet regularly to provide invaluable engagement and advocacy in support of Council's Active Ageing Strategy. In 2018/19, the Alliance hosted a public event showcasing community models for ageing well and has been exploring options to address the important issue of social isolation of older people.</p>

Economic Prosperity: Key Projects 2018-19	
King William Road year 1 of 2 year project	<p>The Design King William Road project aims to transform King William Road into a vibrant, well-patronised and loved mainstreet. The major transformation extends south from Park/Mitchell north to Arthur Street and is creating a more aesthetic, active and accessible streetscape.</p> <p>The final design for King William Road was endorsed by Council in August 2018, and the construction contract was awarded in early April 2019. The staged construction began in May 2019, with works planned to conclude in early 2020.</p> <p>To balance the needs of local businesses and residents with the construction requirements, the works have been staged into key packages of works, aiming to minimise disruption during the construction process.</p>
Support the main street precincts through main street improvements	<p>This is a program that encourages infrastructure with an Economic Development purpose. Council supported the four mainstreet precincts with infrastructure improvement projects, working closely with the individual trader Associations. As part of the program, a variety of infrastructure projects were proposed.</p> <p>The greening of Unley Road project investigated opportunities to plant trees and other greening options along Unley Road and increase canopy cover. Service congestion within the footpaths limits the opportunity for planting and further investigation will be undertaken in 2019/20. The bud lighting in the heart of Goodwood Road was continued, adding vibrancy to the newly upgraded precinct at night.</p> <p>The installation of new planter pots on Fullarton Road will be continued, with locations identified and infrastructure to be rolled out in 2019/20. The Parklet Program was successfully implemented for the final time before the commencement of the King William Road Upgrade, with Morchella Café and Mulo's Patisserie the successful applicants.</p>
Trader event sponsorships	<p>Events are a great opportunity to promote a destination and encourage visitation. In 2018/19 Council provided sponsorship to three of the Trader Associations to run an event with an economic development focus. Each Association successfully delivered an event on behalf of their members and the traders within their precinct.</p> <p>As part of their month-long SALA activation, Goodwood Road Business Association held SALA on Saturday with kids' activities, food, wine and entertainment. Unley Road Association ran their annual 'Taste of Unley Road' promotion and 'An Evening Under the Stars' Community Event. The King William Road Traders Association delivered 'Christmas on King William' with Christmas activities and Santa Photos.</p>

Environmental Stewardship: Key Projects 2018-19	
<p>Council's contribution to the Brown Hill Keswick Creek regional project works and establishment of subsidiary</p>	<p>The Brown Hill and Keswick Creeks Stormwater Board, regional subsidiary of the City of Adelaide, the City of Burnside, the City of Mitcham, the City of Unley and the City of West Torrens was successfully implemented during the 2018/19 financial year. The Constituent Council endorsed the following Board members:</p> <ul style="list-style-type: none"> • Judy Choate (Chair) • Rachel Barratt • Paul Bowler • Paul Gelston • Geoff Vogt <p>The Board is tasked with execution of the Stormwater Management Plan. The Plan's operation is critical to the mitigation of potential flood risk for the community, and improvement of the stormwater quality that is discharged into Gulf St Vincent.</p> <p>Since the Board's appointment, a number of stormwater flood mitigation projects have been approved to commence. These projects include the Victoria Park detention basins in the South Park Lands, and Hawthorn Reserve in Mitcham.</p>
<p>Implementation of Council's Cycling and Walking Plan-Year 3</p>	<p>Year 3 of the Walking and Cycling Plan 2016-2021 included the design and installation of a new cyclist/pedestrian refuge on King William Road.</p> <p>This safer crossing point forms part of a long-term plan to link the Glen Osmond Creek walking and cycling path with the Mike Turtur Bikeway.</p> <p>In addition, the design of Stage 2 of the Rugby/Porter Bikeway was completed, with further improvements at four intersections soon to be implemented to improve pedestrian and cycle safety.</p> <p>Council secured Blackspot Funding for the road safety upgrade of the Cambridge Terrace Roundabouts on Wattle and Fisher Streets, which were identified from the Walking and Cycling Plan and then Blackspot Funding was secured.</p> <p>The road safety upgrade will minimise the frequency and severity of road crashes, while encouraging more active modes of transport. Designed with a Safe Systems approach, the roundabouts are being upgraded from the current, higher speed 'tangential' design to a slower speed 'radial' design.</p>

Environmental Stewardship: Key Projects 2018-19

Continuation of ongoing environmental initiatives and programs including second generation street tree implementation, greening of verges, water sensitive urban design initiatives, investigation of alternative lighting solutions for street lighting, alternative green energy options and water well installations

Resilient East – Climate Ready Eastern Adelaide.

The City of Unley is one of eight eastern partner Councils working with the State Government to improve the resilience of communities, assets and the natural environment to cope with the challenges and opportunities of climate change.

Council supported the development of an aerial heat map of the City of Unley which was launched at Heatwave Hypothetical, a public event hosted at the Adelaide Town Hall on 6 February 2019.

Unley residents also participated in national climate research, measuring heat and thermal comfort on local parks and streets as a partner with RMIT and University NSW. The researchers relied on volunteers to collect a large dataset for the Australia-wide Citizen Science Microclimate Study.

Using airborne thermal imagery from the Western Adelaide Urban Heat Mapping Project, and City of Unley's land surface temperature modelling from the Microclimate Benefits Project, a map was created to gain insight into local heat distribution, including urban heat island locations.

The objective of the project included:

- Identifying patterns of heat across the municipality
- Identifying urban heat islands
- Identifying public spaces most susceptible to urban heat
- Identifying where urban heat is likely to impact particularly vulnerable members of the community
- Investigating how urban heat is influenced by the design and distribution of landscape features
- Prioritising areas for water sensitive urban design (WSUD) and green infrastructure features
- Modelling the potential microclimatic benefits of implementing WSUD and green infrastructure features

The heat mapping and citizen science increases understanding of how heat moves through cities to allow better planning and management of urban heat.

Environmental Stewardship: Key Projects 2018-19	
<p>Continuation of ongoing environmental initiatives and programs including second generation street tree implementation, greening of verges, water sensitive urban design initiatives, investigation of alternative lighting solutions for street lighting, alternative green energy options and water well installations</p>	<p>Greening Verges</p> <p>The second year of the Greening Verges Incentive converted another 41 dolomite verges to soil ready for planting. This has resulted in an increase in green cover of 1,084m².</p> <p>This project is an excellent partnership with the Unley community as it relies on residents 'adopting' the verge to source plants and maintain the verge gardens. Green verges across the city are helping to promote healthier street trees, improve air quality, cool the city, provide habitat, reduce stormwater run-off and increase kerb appeal.</p> <p>Council has also continued to successfully install water wells in numerous streets across the City. Greener streets can also create healthier communities by encouraging more people to walk in pleasant neighbourhoods.</p> <p>Canopy Action Plan</p> <p>A detailed tree canopy study was presented to Council in September 2018 showing a steady decline in tree coverage across the city. In March 2019 a Canopy Improvement Action Plan was endorsed with the goal to keep Unley leafy for future generations. The target is to increase canopy cover by 20% by 2045 which equates to 14,000 trees.</p> <p>The Canopy Improvement Action Plan proposes a range of advocacy, practical, supportive and education projects across a five-year period with an outlook to the 2045 targets and includes the following seven themes: Target Investment, Council Planting, Community Education, Maintain Existing Trees, Advocating for Canopy Cover on Private Land, Council Collaboration and Collaboration with Resilient East.</p>
<p>Replace existing council owned street lights with LED lights in residential streets</p>	<p>Council has successfully replaced approximately 2600 street lights with LED lighting technology within the local street network for the P-Category street lighting. The replacement work was undertaken by SA Power Networks (Enerven) over a two month period.</p> <p>This project has resulted in an energy cost saving of over \$200,000 per annum with a significant reduction in carbon emissions. Street Lighting is Council's largest energy consumer and this project has resulted in a reduction in energy usage by over 60%.</p> <p>Following the successful replacement of residential street lighting (P-Category) with LED technology, Council will look to replace street lighting on the City's Collector roads (V-Category) with LED lighting.</p> <p>The V-Category Lighting is anticipated to be replaced during the 2019/20 financial year, following the necessary investigation to ensure the lighting design is compliant with Australian Standards.</p>

Civic Leadership: Key Projects 2018-19	
Year 2 of the review of services using a Target Operating Model approach	Council has undertaken several services and structural reviews, inclusive of the Finance Team, People and Culture Team, Depot operations and procurement resourcing. Further reviews will be undertaken in the 2019/20 financial year.
Implementation of Digital Transformation Plan year 1 to enhance and modernise existing online functionality and add new delivery and self-help functions	<p>Service Platforms</p> <p>Redesign of the City of Unley website is well underway including the procurement of a new platform which will prioritise the delivery of customer services online. Research for the website review has been customer-led, in response to most frequent customer queries and observed behaviours on the existing site, surveys and interviews.</p> <p>The transition of manual to online processes for improved customer experience is also underway to enable customer 'self service' where appropriate. An online Expiation Reviews process has been trialled and implemented as part of this work, which connects customer forms with internal Council systems to streamline administration.</p> <p>Procurement of a new Digital Workplace platform is underway following research collected by staff across the organisation. The aim of this work will be to utilise internal resources and streamline processes across the organisation.</p>
	<p>Change Projects</p> <p>A 'people centred design' framework has been developed to support staff to deliver customer-centred services and guide the management of projects.</p> <p>The framework has been utilised to manage staff on-boarding to Skype for Business and to conduct an in-depth research project of parking behaviours in a busy residential street which meets high density businesses on Greenhill Road.</p>

Civic Leadership: Key Projects 2018-19	
<p>Implementation of Digital Transformation Plan year 1 to enhance and modernise existing online functionality and add new delivery and self-help functions</p>	<p><i>Smart City Initiatives and New Technologies</i></p> <p>Smart parking has been incorporated into the design for the King William Road precinct. The Smart Parking solution features an app for customers and live digital signage to direct drivers to free spaces.</p> <p>The smart technology upgrade in Heywood Park included environmental sensors to measure air quality and temperature, noise levels, and counting of people and amenities utilisation.</p> <p>A 3D mapping application, 'Unley 3D', has been delivered to assist people to develop and refine building proposals and support staff in the assessment of development applications.</p> <p>Skype for Business and Microsoft Office365 were implemented for all staff, facilitating better, faster communication and increasing opportunities for improved staff collaboration.</p> <p>A modern contact centre has been implemented to enable advanced reporting and online webchat. This is currently undergoing extensive testing to determine monitoring and support needs.</p> <p>In 2018 the newly elected member body were provided with 'Surface' tablets allowing secure access to email, calendars and confidential Council documents.</p> <p>At the Unley Swimming Centre, connectivity has been upgraded to a high-speed internet service allowing improved access to Council communication systems.</p> <p>Public internet at libraries has been upgraded to broadband speeds using SABRENet fibre.</p>

Civic Leadership: Key Projects 2018-19

Council Elections

Council elections were conducted from September to November 2018. Prior to the opening of candidate nominations, Candidate Briefing sessions were held to provide information on the role of an Elected Member to those considering nominating. Nominations opened on 4 September. At close of nominations on 18 October a total of 32 nominations were received for 13 vacant positions. The Fullarton and Unley Park Wards received two nominations each for two vacancies, with those candidates being elected to office unopposed.

Postal ballot papers were issued by the Electoral Commission SA from 22 October, with voting closing on 9 November. A total of 27,438 ballot papers were issued to eligible voters within the City of Unley with a return rate of 31.17% achieved.

The results of the election saw seven new members elected, and six former members returned to office as follows:

Mayor Michael Hewitson

- Clarence Park: Cr Jennie Boisvert and Cr Don Palmer
- Fullarton: Cr Jordon Dodd and Cr Peter Hughes
- Goodwood: Cr Nicole Sheehan and Cr Emma Wright
- Parkside: Cr Kay Anastassiadis and Cr Mike Hudson
- Unley: Cr Sue Dewing and Cr Jane Russo
- Unley Park: Cr Monica Broniecki and Cr Michael Rabbitt

OUR ORGANISATION

Organisational Structure



Our Executive Team

The City of Unley's Executive Team consists of the Chief Executive Officer, Executive Manager, and three General Managers. The team is responsible for leading and developing the administration, as well as building the organisational capability and culture required to deliver the vision, strategies and framework set out in Council's *Community Plan 2033*.

The members of the executive team are paid a salary package, which varies for each individual. These packages include 9.5 per cent compulsory superannuation and the provision of a motor vehicle for unrestricted private use on a salary sacrifice basis.

Our Values

The City of Unley has a clear vision for a constructive culture that is performance based and customer focused. This vision is supported by a set of organisational values that specify the way we want all employees and volunteers to behave.

A Workplace of Possibilities

- **Pursue Excellence**
We strive for the best in all that we do
- **Achieve Together**
We deliver results by working together across all of Council
- **Demonstrate Integrity**
We do the right thing at all times
- **Customer First**
We understand and deliver on customer expectation
- **Be Progressive**
We think outside the box to innovate and improve

Staff Overview

Staff numbers as at 30 June 2019 are shown as Full-Time Equivalent (FTE) while the gender ratio is reflective of headcount. The difference in these figures reflects the number of part time staff employed by the City of Unley, and highlights the flexible working conditions that are offered to employees. Providing flexibility to our staff allows us to attract and retain high quality people.

Division	Staffing Numbers
Office of the CEO	9.2
Business Support and Improvement	20
City Services	76.79
City Development	62.34
Total	168.33

Division	Female*	Male*	Total*
Office of the CEO	9	2	11
Business Support and Improvement	12	9	21
City Services	111	32	143
City Development	12	52	64
Total	144	95	239

*On a head count basis.

Organisational Development

The organisation continues to work on our response to workplace culture survey results in non-survey years, deploying initiatives that impact on employee engagement, organisational performance, innovation in the work environment, and most importantly, a positive experience for employees and customers when interacting with the City of Unley.

Staff have undertaken training and development in the areas such as

- Mental Health and Wellbeing
- Food Safety and Inspections
- Policy Preparation
- WHS and Task Specific Safety Training
- ICAC Awareness
- First Aid Training
- Leadership Training for Frontline Supervisors
- Mental Health First Aid
- Child Safe Environment
- Sharps and Infectious Waste
- Health and Safety Representative Training
- WHS Incident Reporting
- Asbestos Awareness
- Remote and Isolated Worker Safety
- Emergency Evacuation Program

OUR COUNCIL

City of Unley Ward Overview

The City of Unley is located immediately south of the City of Adelaide, and is bounded by Greenhill Road in the north, Glen Osmond Road in the east, Cross Road in the south and South Road and Anzac Highway in the west. The City is bounded by the local government areas of the City of Adelaide in the north, City of Burnside in the east, City of Mitcham in the south and the Cities of Marion and West Torrens in the west.

With a total land area of 14 square kilometres, our City is predominantly residential, with some commercial and industrial areas and includes the suburbs of Black Forest, Clarence Park, Everard Park, Forestville, Fullarton, Goodwood, Highgate, Hyde Park, Keswick (part), Kings Park, Malvern, Millswood, Myrtle Bank, Parkside, Unley, Unley Park and Wayville.

The six Council wards are Clarence Park, Fullarton, Goodwood, Parkside, Unley, and Unley Park.



City of Unley Ward Boundary Map

Elector Representation

The representation quota is the number of electors for the Council area divided by the number of Elected Members (including the Mayor). The City of Unley's representation quota is 1:2,106 with 27389 electors and compares with other similar councils.

Council	Electors	Representation
City of Burnside (13)	31,453	1:2,419
City of Campbelltown (11)	35,020	1:3,183
City of Holdfast Bay (13)	27,660	1:2,127
City of Norwood, Payneham & St Peters (14)	25,108	1:1,793

Source: [2018-19 Representation Quotas - Local Government Association of SA](#).

The legislation specifies that if a council is divided into wards, then the number of electors in each ward must fall within a ward quota so that there is fair representation on Council.

A council is required to conduct a review of its representation at least once in each relevant period as prescribed by the regulations of the *Local Government Act 1999* (The Act). The Minister for Local Government from time to time will publish a timing schedule for determination of the relevant period. The next Representation Review for the City of Unley will occur in 2020.

Elected Members

Councils are part of the democratic framework of Australia and the community gets the chance to elect its Council Members every four years. The most recent Council Elections were held in November 2018, with the next election scheduled for November 2022.

More information about Council elections is available on the Council website.

Set out below are details of the Councillors for Term 1 (July 2018- November 2018) and Term 2 (November 2018- June 2019)

Term 1: July 2018 – November 2018

Fullarton Ward Councillors

- Peter Hughes - Acting Mayor
- Anthony Lapidge

Goodwood Ward Councillors

- Bob Schnell
- Luke Smolucha

Clarence Park Ward Councillors

- Jennie Boisvert
- Don Palmer

Parkside Ward Councillors

- Mike Hudson

**Parkside Ward Councillor John Koumi resigned in January 2018, therefore the position remained vacant until the November 2018 Elections.*

Unley Ward Councillors

- Michael Hewitson AM
- Rufus Salaman

Unley Park Ward Councillors

- Michael Rabbitt
- Rob Sangster

Term 2: November 2018 - June 2019*Mayor*

- Michael Hewitson AM

Fullarton Ward Councillors

- Peter Hughes - Deputy Mayor
- Jordan Dodd

Goodwood Ward Councillors

- Nicole Sheehan
- Emma Wright

Clarence Park Ward Councillors

- Jennie Boisvert
- Don Palmer

Parkside Ward Councillors

- Kay Anastassiadis
- Mike Hudson

Unley Ward Councillors

- Sue Dewing
- Jane Russo

Unley Park Ward Councillors

- Monica Broniecki
- Michael Rabbitt

Elected Member Allowances and Benefits

Section 76 of the *Local Government Act 1999* provides that Elected Members are entitled to receive an allowance that is determined by the Remuneration Tribunal of South Australia, which is adjusted annually by a formula prescribed by the *Local Government (Members Allowances and Benefits) Regulations 2010*.

Elected Member Allowances & Benefits	
Term 1: July 2018 – November 2018	
Acting Mayoral Allowance	\$63,600 Plus a fully maintained vehicle for Council related business
Total amount paid to other Elected Members including Presiding Member Allowances and allowances for the members of the CAP Committee	\$71,773.00
Elected Member Annual Allowance	\$15,900
Presiding Member Annual Allowance (includes Elected Member allowance)	\$19,875

Elected Member Allowances & Benefits	
Term 2: November 2018 - June 2019	
Mayoral Allowance from November 2018	\$70,880
Total amount paid to other Elected Members including Presiding Member Allowances and allowances for the members of the CAP Committee	\$194,025.00
Elected Member Annual Allowance	\$17,720
Presiding Member Annual Allowance (includes Elected Member allowance)	\$22,150

Elected Member Training Seminars and Conferences

In accordance with the City of Unley's Elected Member Training and Development Policy, Council members were provided with the opportunity to undertake training and development activities during 2018-19 as per the table below.

Elected Member Training Seminars & Conferences		
Term 1: July 2018 – November 2018		
Name	Date	Details
Acting Mayor Hughes	12-Jul-18	Unley Business Breakfast
	18-Jul-18	Liberal Party of Australia - Budget Breakfast
	26-Sep-19	SA Press Club Lunch
	26-Sep-19	KESAB Event
	20-Nov-18	2018 LGA Conference and AGM
	23-Nov-18	Patrick Ho - Life Changer Charity - ANZ Boardroom
Cr Hewitson	20-Nov-18	2018 LGA Conference and AGM
Cr Boisvert		
Cr Hudson	12-Jul-18	Unley Business Breakfast
Cr Lapidge		
Cr Palmer	12 Jul-18	Unley Business Breakfast
	26-Aug-18	SA Press Club Lunch
Cr Rabbitt		
Cr Sangster	12-Jul-18	Unley Business Breakfast
Cr Schnell		
Cr Smolucha	12-July-18	Unley Business Breakfast

Elected Member Training Seminars & Conferences		
Term 2: November 2018 – June 2019		
Name	Date	Details
Mandatory Training-All Elected Members*	27-Nov-2018	Module 1: Introduction to Local Government
	15-Jan-19	Module 2: Legal Responsibilities
	01-Dec-18	Module 3: Meeting Procedures Media Training
	18- Feb-19	Module 4: Financial Management
Mayor Hewitson	4-Dec-19	Unley Business Breakfast
	14-Jan-19	SA Press Club Luncheon
	29-Mar-19	Tennis SA Awards Dinner
	1-Apr-19	Unley Business Breakfast
	2-Apr-19	Commonwealth Club Luncheon
	5-Apr-19	Liberal Party of Australia - Budget Breakfast
	4-May-19	HKABA – SA - 2019 Annual Food, Wine & Beer Dinner
	8-May-19	SA Press Club lunch
	4-Jun-19	Unley Business Breakfast
Cr Hughes	4-Dec-19	Unley Business Breakfast
	14-Jan-19	SA Press Club Luncheon
	5-Feb-19	Unley Business Breakfast
	11-12 May 2019	2019 Council Best Practice Showcase and LGA OGM
	4-Jun-19	Unley Business Breakfast
Cr Anastassiadis	9-Apr-19	LGA Audit Committees - for Audit Committee Members
	5-Jun-19	Elected Member Bus Tour
Cr Boisvert		
C Broniecki	9-Apr-19	LGA Audit Committees - for Audit Committee Members
	8-May-19	SA Press Club lunch
	19-Jun-19	SA Press Club lunch, Hotel Grand Chancellor

Elected Member Training Seminars & Conferences		
Term 2: November 2018 – June 2019		
Name	Date	Details
Cr Dewing	5-Feb-19	Unley Business Breakfast
	4-Jun-19	Unley Business Breakfast
	19-Jun-19	SA Press Club lunch, Hotel Grand Chancellor
Cr Dodd	5-Feb-19	Unley Business Breakfast
	1-Apr-19	Unley Business Breakfast
	8-May-19	SA Press Club lunch
		Online Mandatory Training Module 4:
Cr Hudson		Online Mandatory Training Module 1: Introduction to Local Government
Cr Palmer	5-Feb-19	Unley Business Breakfast
	11-12 May 19	2019 Council Best Practice Showcase and LGA OGM
	19-Jun-19	SA Press Club lunch, Hotel Grand Chancellor
	5-Jun-19	Elected Member Bus Tour
Cr Rabbitt	1-Apr-19	Unley Business Breakfast
	11-May-19	2019 Council Best Practice Showcase and LGA OGM
	4-Jun-19	Unley Business Breakfast
	5-Jun-19	Elected Member Bus Tour
Cr Russo	1-Apr-19	Unley Business Breakfast
	8-May-19	SA Press Club lunch
	4-Jun-19	Unley Business Breakfast
	19-Jun-19	SA Press Club lunch, Hotel Grand Chancellor
Cr Sheehan	5-Mar-19	Property Council of Australia seminar "SA Mainstreets of the Future"
	8-May-19	SA Press Club lunch
	4-Jun-19	Unley Business Breakfast
	5-Jun-19	Elected Member Bus Tour
Cr Wright	8-May-19	SA Press Club lunch
	5-Jun-19	Elected Member Bus Tour

* If a member was not able to attend the mandatory training group sessions, online modules provided by the LGA were completed as noted.

DECISION MAKING STRUCTURE

The Local Government system is integral to the democratic system of government in Australia and provides vital infrastructure, social and environmental support for communities.

The City of Unley is responsible for providing strategic direction for the local area, planning and development control, setting policy, providing and maintaining infrastructure and services, and regulating activities whilst complying with and enforcing many diverse pieces of legislation.

The City of Unley operates autonomously within the framework of the *Local Government Act 1999*, and the elected body may delegate authority to the Chief Executive Officer in accordance with legislative requirements, budgets, strategic planning policy and corporate structure.

Unley Council has a number of committees that assist in the decision-making process.

Council Meetings

Council Meetings are an important part of the Council's operations. The decisions made by the Elected Members at formal Council Meetings provide the direction and authority for the ongoing operation of the Council.

During the 2018-19 financial year, Council meetings were held on the fourth Monday of every month at 7pm at the Civic Centre, 181 Unley Road, Unley (entrance from Oxford Terrace), with appropriate adjustments to accommodate public holidays. When required, additional Council meetings were scheduled for the second Monday of a month to assist the decision-making process.

All Council Meetings were open to the public and were conducted in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*; with the exception of items that were identified as falling within the provision of Section 90 of the *Local Government Act 1999*. These items were considered in confidence and members of the public were excluded from the meetings during those items.

Council Committees

Under Section 41 of the *Local Government Act 1999*, the Council has the power to establish committees that will assist Council in the performance of its functions. These committees make recommendations to the Council.

A brief summary of the functions, membership and meeting arrangements for each committee follows. The complete Terms of Reference for the Committees can be found on the Council's website.

TERM 1: July 2018 – November 2018

For the period July 2018 to November 2018, the City of Unley had the following four Section 41 Committees:

- Audit and Governance Committee
- Unley Business and Economic Development Committee
- City Strategy and Development Policy Committee
- Strategic Property Committee

AUDIT & GOVERNANCE COMMITTEE

The City of Unley Audit and Governance Committee was appointed by Council and was tasked with reviewing the annual financial statements and Business Plan, monitoring financial indicators and targets in the Long Term Financial Plan, obtaining independent professional advice, and liaising with the Council's auditor. The Committee also had oversight of the City's risk management and audit initiatives, and was a source of advice to the Council and Chief Executive Officer.

MEMBERS

Membership comprised of three independent members and two Elected Members.

- Mr John Rawson (Presiding Member)
- Mr Ed Parker
- Mr Sean Tu
- Cr Rob Sangster
- Cr Michael Rabbitt

The Terms of Reference provided that the Committee would meet at least four times per year at appropriate times in the financial reporting cycle, and when the Committee may otherwise deem necessary. The committee met three times during 2018-19.

Sitting fees for independent members were as follows:

- Presiding Member \$450 per meeting attended
- Independent Members \$300 per meeting attended
- Independent Members attendance at workshops, \$150 per workshop

STRATEGIC PROPERTY COMMITTEE

The Committee was established to investigate and make recommendations to Council on strategic opportunities for property acquisition or divestment to support Council's Community Plan.

MEMBERS

Membership comprised of five Elected Members and the Acting Mayor in an Ex officio capacity:

- Cr Don Palmer (Presiding Member)
- Cr Luke Smolucha
- Cr Anthony Lapidge
- Cr Rufus Salaman
- Cr Michael Rabbitt
- Acting Mayor Peter Hughes (Ex officio)

The Presiding Member received a sitting fee of \$150 per meeting attended, limited to an aggregate allowance of \$900 per annum.

CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE

The Committee was established to:

- Provide advice to the Council in relation to proposals of, and the extent to which, the Council's strategic planning and development policies accord with the State Planning Strategy 30 Year Plan for Greater Adelaide;
- Assist the Council in strategic reviews of the City of Unley Development Plan and consider specific changes initiated by the State Government;
- Provide advice to the Council (or act as its delegate under Section 101A of the *Development Act 1993*) when preparing a Strategic Directions Report or Development Plan Amendment proposal;
- Review relevant State legislative, strategy and policy changes;
- Receive reports from the Development Assessment Panel;
- Provide advice to the Council regarding strategies and policies re major changes to urban form and changing demographics.

MEMBERS

Membership comprised of three independent members, four Elected Members, and the Acting Mayor in an Ex officio capacity:

- Cr Michael Rabbitt (Presiding Member)
- Cr Jennie Boisvert
- Cr Michael Hewitson
- Cr Don Palmer
- Acting Mayor Peter Hughes (Ex Officio)
- Mr Doug Wallace
- Mr Lloyd Roberts
- Dr Iris Iwanicki

The sitting fees are as follows:

- Independent members \$300 per meeting attended

UNLEY BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE

The Unley Business and Economic Development (UBED) Committee was established to provide advice and recommendations to the Council in relation to enhancing and sustaining the economic viability of the commercial and retail precincts and the City of Unley generally. This committee was not reinstated following the 2018 Election.

MEMBERS

Membership comprised of three independent representatives, three trader representative, four Elected Members and the Acting Mayor in an Ex officio capacity:

Independent Representatives

- Mr Houssam Abiad
- Ms Alison Snel
- Mr Doug Strain

Trader Representatives

- Mr James Morris
- Mr Matthew Hassan
- Ms Susan Straschko

Council Representatives

- Cr Anthony Lapidge (Presiding Member)
- Cr Don Palmer
- Cr Luke Smolucha
- Cr Michael Rabbitt
- Acting Mayor Peter Hughes (Ex Officio)

The Committee met once during the financial year. The sitting fees were as follows:

- Independent Members \$300 per meeting attended

COUNCIL ASSESSMENT PANEL

The Council Assessment Panel (CAP) is established under the *Planning, Development and Infrastructure Act 2016* (the PDI Act). The CAP is convened under the PDI Act and operates under the Terms of Reference derived from the legislation.

MEMBERS

Membership comprised of four independent members, one Elected Member, and a Deputy Member:

- Mr Brenton Burman (Presiding Member)
- Mr Roger Freeman
- Mrs Ann Nelson
- Ms Nicole Dent
- Cr Rufus Salaman (Elected Member)
- Cr Jennie Boisvert (Deputy Member – will only act if the Elected Member is unable to attend a meeting)

The sitting fees were as follows:

- Presiding Member \$520 per meeting attended
- Independent Member \$416 per meeting attended
- Elected Members \$400 per meeting attended
- If Independent Members are required to attend formal Council training or workshops \$150 per workshop.

TERM 2: November 2018- June 2019

For the period November 2018 to June 2019, the City of Unley had the following Section 41 Committees:

- Audit Committee
- City Strategy and Development Policy Committee

AUDIT COMMITTEE

The City of Unley Audit Committee is appointed by Council and is tasked with reviewing the annual financial statements and Business Plan, monitoring financial indicators and targets in the Long Term Financial Plan, obtaining independent professional advice, and liaising with the Council's auditor. The Committee also has oversight of the City's risk management and audit initiatives, and is a source of advice to the Council and Chief Executive Officer.

MEMBERS

Membership is comprised of three Independent members and two Elected Members:

- David Powell (Presiding Member)
- Nicholas Handley
- Annette Martin

- Cr Monica Broniecki
- Cr Kay Anastassiadis

The Terms of Reference provide that the Committee will meet at least four times per year at appropriate times in the financial reporting cycle, and when the Committee may otherwise deem necessary. The committee met one time prior to 30 June 2019.

Sitting fees for independent members are as follows:

- Presiding Member \$450 per meeting attended
- Independent Members \$300 per meeting attended
- If Independent Members are required to attend a workshop, \$150 per workshop

CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE

The Committee is established to:

- Provide advice to the Council in relation to proposals of, and the extent to which, the Council's strategic planning and development policies accord with the State Planning Strategy *30 Year Plan for Greater Adelaide*;
- Assist the Council in strategic reviews of the City of Unley Development Plan and consider specific changes initiated by the State Government;
- Provide advice to the Council (or act as its delegate under Section 101A of the *Development Act 1993*) when preparing a Strategic Directions Report or Development Plan Amendment proposal;
- Review relevant State legislative, strategy and policy changes;
- Receive reports from the Development Assessment Panel;
- Provide advice to the Council regarding strategies and policies re major changes to urban form and changing demographics.

MEMBERS

Membership is comprised of the Full Council:

- Cr Jordan Dodd (Presiding Member)
- All members of Council

COUNCIL ASSESSMENT PANEL

The Council Assessment Panel (CAP) is established under the *Planning, Development and Infrastructure Act 2016* (the PDI Act). The CAP is convened under the PDI Act and operates under the Terms of Reference derived from the legislation.

MEMBERS

Membership comprises of four Independent members, one Elected Member, and a Deputy Member:

- Shanti Ditter (Presiding Member)
- Roger Freeman
- Brenton Burman
- Alexander Wilkinson
- Cr Jennie Boisvert (Elected Member)
- Cr Emma Wright (Deputy Member – will only act if the Elected Member is unable to attend a meeting)

The sitting fees were as follows:

- Presiding Member \$520 per meeting attended
- Independent Member \$416 per meeting attended
- Elected Members \$400 per meeting attended
- If Independent Members are required to attend formal Council training or workshops \$150 per workshop.

Meeting Times, Dates, Agendas & Minutes

Agendas and minutes for the Unley Council and Council Committee meetings and information regarding Elected Members Briefings are available on the City of Unley website.

CONFIDENTIALITY

In accordance with Section 90(1) of the *Local Government Act 1999* all Council and Committee meetings were conducted in a place open to the public.

On every occasion that the provision to exclude the public within Section 90(2) of the *Local Government Act 1999* was utilised, the minutes included the proceedings for making a confidentiality order and the grounds on which the order was made.

The table below shows the number of confidentiality orders issued during the 2018/19 financial year.

Section 91(7) & (9) of the <i>Local Government Act 1999</i>	Number
Council	11
Audit & Governance	1
Audit Committee	0
Unley Business & Economic Development	0
City Strategy & Development Policy Committee	0
Strategic Property Committee	1

The table below shows the confidentiality orders made during the financial year, the grounds for those orders, and on what date, if any, the order expired or was lifted.

Council/Committee	Subject	Grounds	Period
Council Item 1233 - 23 July 2018	Appointment of Members to the Brown Hill and Keswick Creeks Stormwater Subsidiary	Section 90(2) and (3)(a)	Until endorsed by the five (5) constituent councils to the BHKC subsidiary
Council Item 1252- 23 July 2018	CEO 2017/18 Performance	Section 90(2) and (3)(a)	Report and attachment confidential for the duration of the employment of the CEO
Council Item 1252- 30 July 2018	CEO 2017/18 Performance	Section 90(2) and (3)(a)	Report and attachment confidential for the duration of the employment of the CEO
Council Item 1279 / 1280 - 27 August 2018	Confidential Minutes of the Audit and Governance Committee – 21 August 2018	Section 90(2) and (3)(d)(i) and (ii)	5 years

Council/Committee	Subject	Grounds	Period
Council Item 1281 - 27 August 2018	Confidential Minutes of the Strategic Property Committee – 20 August 2018	Section 90(2) and (3)(d)(i) and (ii)	1 year or finalisation of the sale of the property whichever is earlier
Council Item 1283 - 27 August 2018	Brown Hill Keswick Creek – Wilberforce Walk	Section 90(2) and (3)(b)(i) and (ii)	Until completion of property negotiations
Council Item 1389/1390 29 January 2019	Council Assessment Panel – Appointment of Members for the Period 1 March 2019 – 28 February 2021	Section 90(2) and (3)(a)	Resumes to remain in confidence until June 2023
Council Item 1392 / 1393- 29 January 2019	Chief Executive Officer Review Panel – Terms of Reference and Membership	Section 90(2) and (3)(a)	2 years
Council Item 1442 / 1443- 15 April 2019	Brown Hill Keswick Creek – Wilberforce Walk	Section 90(2) and (3)(b)(i) and (ii)	Until completion of property negotiations
Council Item 1475 / 1476 - 29 April 2019	King William Road Redevelopment – Construction Contract Award	Section 90(2) and (3)(b)(i) and (ii)	Contract value released at execution Report and attachments for 12 months (until 1 May 2020)
Council Item 7.2- 27 May 2019 Resolution No. C0017/19 –	Appointment of Independent Member to Audit Committee	Section 90(2) and (3)(a)	Resumes to remain in confidence until June 2023

A cumulative total of 61 confidentiality orders made by Council or its Committees under section 91(7) remained operative from the date the new reporting requirements under *Local Government (General) Regulation 22A* commenced.

The table below shows all items remaining in confidence from November 2010 up to and including June 2018, the grounds for those orders and on what date, if any, the order expired or was lifted.

Council/Committee	Subject	Grounds	Revoked/Expired
GP&ED Cttee 30/6/03, Item 1. Council 30/6/03, Item 48	Annual Performance Assessment – CEO	(a) personal affairs	
Council 30/1/04, Item 244	Mayor for Performance Appraisal Committee re Performance Appraisal and Remuneration – CEO	(a) personal affairs (g) duty of confidence (h) legal advice	
Special Council 30/1/04, Item 246	Mayor re Dispute – Employment Agreement with the CEO	(a) personal affairs (g) duty of confidence (h) legal advice	
Special Council 21/6/04, Item 351	Mayor re Contract of Employment – CEO	(d) commercial information (a) personal affairs	
Council 28/6/04, Item 377	Contract Dispute between ex-employee and Council	(a) personal affairs (h) legal advice	
Council 26/7/04, Item 394	Contract Dispute between ex-employee and Council	(a) personal affairs (h) legal advice	
Council 29/3/05, Item 575	Contract Dispute between ex-employee and Council	(a) personal affairs	
Council 28/8/06, Item 889	Contract Dispute between ex-employee and Council	(a) personal affairs	
Council 26/2/07, Item 64	Settlement of Employment Dispute	(a) personal affairs	
City Strategy and Policy 21/9/09, Item 259	Water Supply Council Reserves	(d) commercial information	
Council 27/04/10, Item 660	Brown Hill Keswick Creek Stormwater Project – Legal opinion – Stormwater Management Plan and Implications	(h) legal advice Information provided in confidence	

Council/Committee	Subject	Grounds	Revoked/Expired
CEO Recruitment Committee 05/09/11, Item 9	Presentation by Stillwell Management Consultants re Applicants	(a) personal affairs	
CEO Recruitment Committee 15/09/11, Item 12	Applicants for the position of Chief Executive Officer	(a) personal affairs	
CSP 27/08/12, Adjourned item 132 Council, Item 556	Street Tree Removal 26 Porter Street Parkside – Attachments 6 and 7 only remain confidential	(h) legal advice (i) litigation	
Council 26/11/12, Item 615	CPCA Provision of Services to Other Local Government Councils	(d) commercial information	
Council March 2013, Item 715	CPCA Strategic Plan 2012-2033	(d) commercial information	
Council May 2013, Item 780	CPCA Operating Budget	(d) commercial information	
Council 24/06/13, Item 808	Council Owned Property 166 – 168 Unley Road Unley	(d) commercial information	
Council 22/07/13, Item 842	CPCA Operating Budget 2013-2014	(d) commercial information	
Council 22/07/13, Item 845	CPCA Operating Budget 2013-2014	(d) commercial information	
Council 26/05/14, Item 1161	CPCA Draft Operating Budget 2014-15	(d) commercial information	
Council 11/08/14, Item 1226	Unley Central Precinct Property Development Options	(b) commercial advantage	
Council 25/05/15, Item 151	CEO Employment Contract	(a) personal affairs	
Council 27/06/15, Item 173	Centennial Park Cemetery Authority Proposal	(b) commercial advantage	
Council 27/07/15, Item 207	CEO Performance Review	(a) personal affairs	
Council 24/08/15, Item 238	Strategic Land Acquisition	(b) commercial advantage	

Council/Committee	Subject	Grounds	Revoked/Expired
Council 24/08/15, Item 241	CEO Contract	(a) personal affairs	
Council 28/09/15, Item 275	Unley Central	(b) commercial advantage	
Council 23/11/15, Item 321	Centennial Park Cemetery Authority Quarterly Progress Report	(b) commercial advantage	
Council December 2015, Item 356	Unley Central Property Development Opportunities	(b) commercial advantage	
Council January 2016, Item 375	Property Development Opportunities Unley Central	(b) commercial advantage	
Council April 2016, Item 459	Goodwood Community Centre Lease	(d) commercial information	
Council May 2016, Item 480	Unley Central Property Development	(b) commercial advantage	
Special Council June 2016, Item 6 Council June 2016, Item 516	CEO Remuneration Review	(a) personal affairs	
Audit & Governance, Item 33 Council June 2016, Item 510	Centennial Park Cemetery Authority – Upkeep Fund	(b) commercial advantage	
Council 27/06/16, Item 513	Centennial Park Cemetery Authority – Operating Budget	(b) commercial advantage	
Council 22/08/16, Item 569	Centennial Park Cemetery Authority Progress Report	(b) commercial advantage	
Council 22/08/16, Item 578	Unley Central Property Development Project	(b) commercial advantage	
Council 12/09/16, Item 592	Property Development Project	(b) commercial advantage	
Council 26/09/16, Item 619	Centennial Park Cemetery Authority Business Case	(b) commercial advantage	

Council/Committee	Subject	Grounds	Revoked/Expired
Council 26/09/16, Item 622	Brown Hill Keswick Creek Update	(j) information provided in confidence	
Council 28/11/16, Item 691	Strategic Property Development	(b) commercial advantage	
Council 28/11/16, Item 688	Tree Prosecution	(f) prejudice maintenance of law (h) legal advice	
Council 23/01/17, Item 748	King William Road Traders Association	(g) breach any law	
Council 23/01/17, Item 44 A&G	Centennial Park Cemetery Authority Strategic Plan and Asset Management Plan	(d) commercial information	
Council 23/01/17, Item 4 Strategic Property Committee.	Investigation of Potential Future Property Purchases	(b) commercial advantage	
Council 27/03/17, Item 796 Item 9 Strategic Property Committee Item 12 Strategic Property Committee	Item 9 – Property Details Item 12 – Other Business	(b) commercial advantage	
Council 27/03/17, Item 798 Item 19 Strategic Property Committee Item 22 Strategic Property Committee	Item 19 – Possible Strategic Land Acquisition – Multiple Properties Item 22 – Motion Without Notice – Potential Properties for Further Investigation	(b) commercial advantage	
Council 22/05/17, Item 852 Item 26 – Strategic Property Committee	Unley Road Property and Goodwood Road Property	(d) commercial information	
Council 22/05/1, Item 852 Item 29 – Strategic Property Committee	105 – 109 Goodwood Road	(d) commercial information	

Council/Committee	Subject	Grounds	Revoked/Expired
Council 24/07/17, Item 920	Walter Street	(d) commercial information	
Council 24/07/17, Item 920	King William Road	(d) commercial information	
Council 24/07/17, Item 925	Centennial Park Cemetery Authority Operating Budget	(d) commercial information	
Council 24/07/17, Item 928	Strategic Property Development	(b) commercial advantage	
Council 14/08/17, Item 938	Co-working Space Report still confidential	(b) commercial advantage	
Council 28/08/17, Item 967	CEO Remuneration 2016/17	(a) personal affairs	
Council 23/10/17, Item 1009	Appointment Independent Member City Strategy	(a) personal affairs	
Council 23/10/17, Item 1012	Recommendation for Item 40 SPC Walter Street Property	(b) commercial advantage	
Council 27/11/17, Item 1036	Unley Central Update	(b) commercial advantage	
Council 11/12/17, Item 1060	Property Acquisition Opportunity	(b) commercial advantage	
Council 29/01/18, Item 1088	Strategic Property Acquisition Opportunities	(b) commercial advantage	
Council 26/03/18, Item 1130	Minutes of the Audit and Governance Committee	Section 90(2)	
Council 23/04/18, Item 1154	Minutes of the Strategic Property Committee	(b) commercial advantage	
Council 14/05/18, Item 1165	Unley Central Precinct	(b) commercial advantage	
Council 23/07/18, Item 1233	Appointment of Members to the Brown Hill and Keswick Creeks Stormwater Subsidiary	(a) personal affairs	

Council/Committee	Subject	Grounds	Revoked/Expired
Council 23/07/18, Item 1252	CEO 2017/18 Performance	(a) personal affairs	
Council 07/08/18, Item 1279 / 1280	Confidential Minutes of the Audit and Governance Committee – 21 August 2018	(d) commercial information	
Council 27/08/18, Item 1281	Confidential Minutes of the Strategic Property Committee – 20 August 2018	(d) commercial information	
Council 27/08/18, Item 1283	Brown Hill Keswick Creek – Wilberforce Walk	(b) commercial advantage	
Council 29/01/19, Item 1389/1390	Council Assessment Panel – Appointment of Members for the Period 1 March 2019 – 28 February 2021	(a) personal affairs	Expired, Council Assessment Panel Member Appointment finalised.
Council 29/01/19, Item 1392 / 1393	Chief Executive Officer Review Panel – Terms of Reference and Membership	(a) personal affairs	
Council 15/04/19, Item 1442 / 1443	Brown Hill Keswick Creek – Wilberforce Walk	(b) commercial advantage	
Council 29/04/19, Item 1475 / 1476	King William Road Redevelopment – Construction Contract Award	(b) commercial advantage	Contract value released at execution
Council 27/05/19, Item 7.2	Appointment of Independent Member to Audit Committee	(a) personal affairs	

The table below shows the number of confidential items dealt with by the Council Assessment Panel:

Regulation 13(2) Planning, Development and Infrastructure (General) Regulations 2018-19	Number
Development Assessment	3

COUNCIL REPORTING

Council By-Laws

Council has by-laws for permits and penalties, the regulation of activities on roads, local government land, moveable signs and the keeping of dogs.

Freedom of Information

During the 2018-19 financial year the City of Unley received 43 applications for information under the Freedom of Information legislation. The fee charged per application was \$36.75.

- 39 Development Applications
- 4 General Applications

Internal Review Applications

During the 2018-19 financial year there was one (1) request for internal review under s270 of the *Local Government Act 1999*.

Date Requested	Matter	Decision	Closed
9 May 2019	Young Street Children's Crossing, Parkside	Original Decision Upheld	8 July 2019
24 May 2019	Young Street Children's Crossing, Parkside	Original Decision Upheld	24 July 2019

APPLICATION OF COMPETITION PRINCIPLES

The City of Unley has determined that the Centennial Park Cemetery Authority is the only activity assessed as a Significant Business Activity under the National Competition Policy.

To separate this activity from ordinary operations, the City of Unley has created a regional subsidiary in partnership with the City of Mitcham.

COMMUNITY LAND MANAGEMENT PLANS

Community Land Management Plans identify the purpose and objectives for each parcel of land contained within the City of Unley's Community Land Register.

These plans reflect existing policies and strategies and operate under Section 196 of the *Local Government Act 1999*, grouping parcels of land that have similar purposes, objectives, management policies, and performance targets.

They are measured by four categories:

- Major parks
- Minor parks and streetscape areas
- Sports clubs and recreational facilities
- Other community land.

Community Land Management Plans and a register of Community Land Management Agreements can be viewed on the City of Unley website.

COMPETITIVE TENDERING ARRANGEMENTS

The City of Unley's Procurement Policy guides the practices and procedures for the acquiring of goods and services. It provides clear direction for procurement within the organisation to ensure consistency and control over procurement activities and to encourage best practice.

It also ensures that all procurement activities are conducted in accordance with five key principles, which are:

- Open and effective competition
- Value for money
- Ethical behaviour and fair dealing
- Social, economic and environmental sustainability, and
- Risk management.

The Policy and Framework guides the competitive tendering processes to ensure the Council obtains value for money when approaching the marketplace.

Procurements greater than \$10,000 are generally subject to a competitive process, which in 2018/19 resulted in a total of 121 tenders and quotations being sought.

Council is committed to maximising the positive impact of its activities to benefit the local economy and its community and will endeavour to, at its discretion and to the full extent permitted by law, support local businesses. Where all other considerations are equal, Council may give preference to local contractors and suppliers by:

- Actively promoting to local businesses opportunities to supply to Council
- Structuring the purchasing processes to be accessible to all businesses
- Giving preference to local business
- Ensuring, where possible, that specifications and purchasing descriptions are not structured so as to potentially exclude local suppliers and contractors.

RATING POLICY

Individual property rates are calculated by multiplying the property's capital valuation (as determined by the Valuer General) by a rate in the dollar that will be sufficient to achieve the amount of income required.

The total amount of income required to deliver the broad range of services provided by Council and achieve the outcomes in the 4 Year Plan is derived from a number of sources. Rates provide the primary source of income, but other income sources include statutory fees, user charges, grants and subsidies.

When the City of Unley establishes the level of income required from rates it considers the:

- 4 Year Plan
- Current economic climate
- Funding needs to deliver the agreed service levels
- Savings identified through the service review program and
- Specific issues and the impact of rates on the community.

INCOME

During the 2018-19 financial year the City of Unley received income from:

- Rates \$41.336m
- Statutory Charges \$1.593m
- User Charges \$1.826m
- Operating Grants and Contributions \$4.713m
- Investments \$0.016m
- Reimbursements \$0.535m
- Other \$0.714m

SUBSIDIARY – CENTENNIAL PARK CEMETERY AUTHORITY

Centennial Park Cemetery was established on 8 June 1936 and is located on Goodwood Road, Pasadena.

With more than 50 themed gardens and award-winning chapels, the Centennial Park Cemetery Authority (CPCA) is South Australia's largest provider of cremation, burial and memorial services.

With \$31.3m of net assets, the Cemetery is jointly owned by the City of Unley and the City of Mitcham, and is managed by the CPCA.

The CPCA operates as a regional subsidiary under the *Local Government Act 1999* and is jointly administered by a Board comprising of three independent members and two councillors from each constituent Council. Councillors Hughes and Smolucha represented the City of Unley on the Subsidiary for until November 2018, and were replaced by Councillors Michael Rabbitt and Jane Russo.

In accordance with the Charter and responsible business management practices, the CPCA allocates a financial contribution to the City of Unley and City of Mitcham each financial year. A payment of \$313k was made to each Council during 2018-19.

The CPCA's Annual Report can be found at www.centennialpark.org.au.

Centennial Park Cemetery Authority's Annual Report is attached at Appendix 2.

SUBSIDIARY – BROWN HILL & KESWICK CREEKS STORMWATER BOARD

The Brown Hill and Keswick Creeks Stormwater Board was established on 28 February 2018 as a regional subsidiary of the City of Adelaide, the City of Burnside, the City of Mitcham, the City of Unley, and the City of West Torrens.

The principal purpose of the Board is to have the Stormwater Management Plan works designed, constructed and maintained, subject to the councils' approval of any material changes in the design or cost of any works.

The Board is comprised of five members, appointed for a three-year term, excepting that the first appointments are made on a differential basis – two members for three years, two members for two years and one member for one year. Elected members and officers of the constituent councils are precluded from Board membership.

The current Board of management consists of the following members:

- Judy Choate (Chair)
- Rachel Barratt
- Paul Bowler
- Paul Gelston
- Geoff Vogt

Operational expenditure is fully funded by Constituent Councils and is invoiced biannually in advance. Each Council contributes a 20% share of the required budget.

Capital expenditure is funded equally between the Constituent Councils and the SMA. Of the 50% funded by the Constituent Councils, the percentage share is as follows:

- City of Adelaide 8%
- City of Burnside 12%
- City of Mitcham 10%
- City of Unley 21%
- City of West Torrens 49%

The more information about the project can be found at www.bhkcstormwater.com.au.

The Brown Hill and Keswick Creeks Stormwater Board Annual Report is attached at Appendix 3.

LIST OF REGISTERS & CODES

The following table provides a list of registers, policies, codes and other documents that legislation requires Council to make available for inspection without charge. The documents listed below are available at the Civic Centre and most are on the Council's website. When a hard copy is requested a fee may apply, or the item may be downloaded free of charge from the website: www.unley.sa.gov.au

Document	Section of Local Government Act 1999	Mandatory for public view	Website	Customer service	Hard copy
Annual Business Plan, Budget & Audited Financial Statements	123	√	√	√	√
Annual Report	131	√	√	√	√
Codes					
Code of Conduct for Council Employees	110	√	√	√	√
Code of Conduct for Council Members	63	√	√	√	√
Code of Practice for Access to Council Meetings and Documents	92	√	√	√	√
Code of Practice Meeting Procedures	Reg 6	√	√	√	√
Complaint handling procedure under Council Members Code of Conduct	S63	√	√	√	√
Council and Committee Agendas and Minutes	84 & 91(4)	√	√	√	√
Development Act					
Code of Conduct for Development Assessment Panel	S21A	√	√	√	√
Register of Interests for DAP members	56A(6) & Schedule 2	on request			
Building and Swimming Pool Inspection Policy	71A(1)		√	√	√
Planning, Development and Infrastructure Act					
Code of Conduct for Council Assessment Panel	Schedule 3	√	√	√	√
Register of Interests for CAP members	Schedule 1	on request			
Building and Swimming Pool Inspection Policy	S156(5)		√	√	√

Document	Section of Local Government Act 1999	Mandatory for public view	Website	Customer service	Hard copy
Policies					
Caretaker <i>Local Government (Elections) Act 1999</i>	91A		√	√	√
Procurement (i.e. Contracts & Tenders)	49	√	√	√	√
Elected Member Allowances and Benefits policy	76(2), 76(9) & 77	√	√	√	√
Elected Member Training and Development	80A	√	√	√	√
Internal Financial Control (Various)	125				
Internal Review of Council Decisions Procedure	270	√	√	√	√
Order making	259	√	√	√	√
Prudential Project Management	48(aa1)		√	√	√
Public Consultation	50	√	√	√	√
Requests for services, compliments and complaints	270(a1)	√	√	√	√
Risk and Opportunity Management	134(4)(b)		√		
Naming of Roads & Council assets	219		√	√	√
Registers					
By-Laws	252	√	√	√	√
Campaign donations returns <i>Local Government (Elections) Act 1999</i>	80 & 87	on request	N/a	N/a	N/a
Community Land	207	√	√	√	√
Delegations	44	√	√		
Dogs (Dog Cat Management Act 1995)	26	√	N/a	√	√
Gifts and Benefits - Council Employees	Code of Conduct 2.21	√	√	√	√
Gifts and Benefits – Elected Members	Code of Conduct 3.10	√	√	√	√
List of Fees and Charges	188(6)	√	√	√	√
Land Management Agreements	196	√	√	N/a	√
Members Allowances and Benefits	79	√	√	√	√

Document	Section of Local Government Act 1999	Mandatory for public view	Website	Customer service	Hard copy
Members' Interests	65+68	on request	N/a	N/a	N/a
Members' Interests – short form	70(a1)	√	√	√	N/a
Independent Members of Section 41 Committees Interests	65 & 66 & 72	on request	N/a	N/a	N/a
Officers' Interests	116	N/a	N/a	N/a	N/a
Officer Salaries	105	√	N/a	√	√
Public Roads	231	√	√	√	√
Rate Assessment	172 & 174	√	N/a	√	√
Other Legislation					
Freedom of Information Act 1991 – Annual Statement	9		√		

Brown Hill Keswick Creek STORMWATER PROJECT



Annual Report 2018/19

Brown Hill and Keswick Creeks Stormwater Board

FOR THE CITIES OF ADELAIDE, BURNSIDE, MITCHAM, UNLEY AND WEST TORRENS







Annual Report 2018/19

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Appendix 3 – Audited Financial Statements

1. Introduction

The Brown Hill Keswick Creek ('BHKC') Stormwater Project (the 'Project') is a collaborative undertaking between the Cities of Adelaide, Burnside, Mitcham, Unley and West Torrens (the 'Constituent Councils').

Brown Hill, Keswick, Glen Osmond and Park Lands Creeks are important drainage watercourses in metropolitan Adelaide. The creeks have a low standard of flood protection resulting in a history of flooding. Their combined catchment is predominantly contained within the Local Government area of the five Constituent Councils, which are home to more than 200,000 residents. The Project is designed to mitigate serious flood risks and help safeguard properties across the catchment through the implementation of a stormwater management plan ('SMP') that was approved and gazetted in February 2017.

The SMP satisfies best practice outcomes for stormwater management as set out in the Stormwater Management Planning Guidelines of the Stormwater Management Authority ('SMA').

The scope and complexity of the Project are such that it could only be delivered effectively and efficiently by the five catchment Councils working collaboratively through a single entity. The Councils have therefore established the Brown Hill and Keswick Creeks Stormwater Board (the 'Board') as a regional subsidiary under the Local Government Act to co-ordinate implementation of the SMP.



2. Chairperson's Report

This is the second annual report of the Brown Hill and Keswick Creeks Stormwater Management Board, a regional subsidiary established in February 2018 pursuant to the Local Government Act (SA).

The report in respect of the period from the appointment of the current directors in August 2018 until the appointment of the current Project Director in January 2019 reflects the focus of the Board on a variety of establishment-related matters, including the constitution of an Audit and Risk Committee, engagement of bookkeeping, accounting services and corporate secretarial services, appointment of an auditor, establishment of bank facilities, tax and other regulatory registrations and the recruitment of a permanent Project Director.

The balance of the report addresses the considerable progress achieved to date in implementing the Stormwater Management Plan. A notable achievement was the completion of the Hawthorn Reserve project, delivered by the City of Mitcham in conjunction with the Mitcham Library upgrade and officially opened on 9 May 2019. Much of the success in this regard can be attributed to the strong support of stakeholders, including the Stormwater Management Authority (SMA) and the five constituent Councils, their staff and their CEOs in particular. The works undertaken to date form a solid foundation for progress in the coming year.

It is my pleasure as Chair of the Board to deliver the 2019 Annual Report.

Judith Choate
Chairperson

September 2019



3. Organisation Framework

3.1 History – Joint Arrangement Phase

From its inception in 2007 until February 2018, the project was conducted as a joint arrangement between the Constituent Councils in accordance with a Memorandum of Agreement dated December 2008.

The Memorandum of Agreement included the following principal objectives and provisions:

- The Councils would establish a regional subsidiary in terms consistent with principles for stormwater management including implementation of works and services of the relevant SMP.
- The Councils would work collaboratively through a steering group, comprising chief executives or their delegate, with the power to employ a Project Director, engage expert advice and establish a technical support group (along with other provisions).
- The City of Unley (as 'host' Council) would provide for the administrative functions of the project, including entering into agreements with third parties, holding moneys, keeping financial and other records, and employing support staff.

During the joint arrangement phase the SMP was developed as a collaborative effort leading to its subsequent approval by the SMA and gazettal of its adoption in February 2017. Certain investigations and works of the SMP were also delivered during the joint arrangement phase, as detailed further in Section 5.2 – Capital Works.

3.2 Regional Subsidiary

A condition of the SMA approving the SMP was that a Regional Subsidiary be established within 12 months to implement the SMP and manage its works and other measures on behalf of the Constituent Councils. The Regional Subsidiary, known as 'The Brown Hill and Keswick Creeks Stormwater Board' (the 'Board') was established in February 2018 pursuant to Section 43 of and Schedule 2 to the Local Government Act 1999. The Board is governed by the Charter prepared by the five Constituent Councils and subsequently approved by the Minister for Local Government.



3.3 Charter

The Charter governs the affairs of the Board by setting out its purpose, function and powers, including governance provisions of Schedule 2 of the Local Government Act. It also provides the Constituent Councils with a legally enforceable agreement specifying their rights and obligations in achieving common interests.

Section 4.1 of the Charter sets out the purposes of the Regional Subsidiary, as follows:

- 4.1.1 to implement or oversee the construction of stormwater infrastructure for the purposes of the implementation of the Plan - subject to first obtaining the approval of the relevant Constituent Council(s) and, if necessary, the consent of the Storm Water Management Authority, in respect of any material change in the design or the cost of any works of implementation;
- 4.1.2 to oversee the maintenance and repair and/or renewal of stormwater infrastructure established through the implementation of the Plan;
- 4.1.3 to oversee the implementation of associated, adjacent and/or related infrastructure works or measures on behalf of a Constituent Council at the cost of the Constituent Council;
- 4.1.4 to hold stormwater infrastructure constructed in the implementation of the Plan on behalf of the Constituent Councils as agreed from time to time by resolution of the Constituent Councils;
- 4.1.5 to implement such other non-infrastructure measures as set out in the Plan or approved by the Constituent Councils or as determined by the Board to be necessary or convenient for or incidental to the implementation of the Plan;
- 4.1.6 to provide a forum for the discussion and consideration of the Constituent Councils' obligations and responsibilities under the Plan;
- 4.1.7 to enter into agreements with Constituent Councils for the purpose of managing the Plan;
- 4.1.8 to co-operate insofar as it is reasonably practicable with the Natural Resource Management Board in the performance of its functions under the Natural Resources Management Act 2004 and otherwise with any other agency or instrumentality of the State, any body corporate and/or natural person including but not limited to landholders; and
- 4.1.9 to exercise other powers and functions as the Board considers necessary or convenient for or incidental to the purposes for which the Regional Subsidiary has been established.



3.4 Legislation

Legislation relating to stormwater management and the powers and responsibilities of interested parties are contained in the Local Government (Stormwater Management Agreement) Amendment Act 2016, Schedule 1A of the Local Government Act 1999 and the Natural Resources Management Act 2004.

The SMA was established pursuant to the Local Government (Stormwater Management) Amendment Act 2007, with reference to the Stormwater Management Agreement between the State Government and the Local Government Association. The Stormwater Management Agreement (originally of 2006) was revised in 2013 and the Act was subsequently amended in 2016.

Functions of the SMA include the facilitation and coordination of stormwater management planning by councils involving production of stormwater management plans and administration of the Stormwater Management Fund. The fund provides assistance to Local Government organisations for stormwater management planning and works, including the Project.

The Board was established as a Regional Subsidiary pursuant to Section 43 of and Schedule 2 to the Local Government Act 1999. Section 43 allows two or more councils to form a separately incorporated entity ('Regional Subsidiary') to provide specified services and/or activities, subject to obtaining Ministerial approval. The provisions relevant to a Regional Subsidiary are set out in Schedule 2 to the Act.



3.5 The Board

The Board is responsible for the administration of the affairs of the Regional Subsidiary. It is responsible for ensuring 'the Regional Subsidiary observes the objectives set out in the Charter, that information provided to the Constituent Councils is accurate and that Constituent Councils are kept informed of the solvency of the Regional Subsidiary as well as any material developments which may affect the operating capacity and financial affairs of the Regional Subsidiary'.

The Board comprises five members appointed for a three-year term, excepting that the first appointments were made on a differential basis – two members for three years, two members for two years and one member for one year. Elected Members and officers of the Constituent Councils are precluded from board membership.

Board Members were appointed following recommendations made by a Nominations Committee, as defined in the Charter. The process required appointment of persons with demonstrable skills relevant to the purpose of the Regional Subsidiary, particularly in respect of corporate financial management, corporate governance, project management, general management, engineering, economics or environmental management. The Chairperson is determined by the Board and is appointed for a term of 1 year. The inaugural Board of the Regional Subsidiary was appointed on 3 August 2018:

- Geoff Vogt 1-year term expiring 2 August 2019
- Paul Bowler 2-year term expiring 2 August 2020
- Rachel Barratt 2-year term expiring 2 August 2020
- Judith Choate 3-year term expiring 2 August 2021
- Paul Gelston 3-year term expiring 2 August 2021

Prior to appointment of the current Board, the Owners Executive Group, as detailed in Section 3.7, acted as an interim board.

3.6 Audit and Risk Committee

An Audit and Risk Committee was formed by resolution of the Board on 9 August 2018. Board Members Geoff Vogt, Rachel Barratt and Paul Gelston were appointed to the committee by resolution of the Board on 16 August 2018 with the Charter requiring in Section 9.6 (a) that the Chairperson of the Board also 'serve as Chair of all committees established by the Board'. The first meeting of the Audit and Risk Committee was held on 27 August 2018.

On 18 October 2018, the Board resolved that 'the Board appoint to the Audit and Risk Committee an independent person whose financial qualifications are endorsed by the Councils, and who is to be paid an amount equivalent to that of independent members of other Local Government subsidiary Audit Committees'. The Board subsequently resolved on 15 November 2018 to appoint Justin Humphrey of Grant Thornton as the independent member of the Audit and Risk Committee.



3.7 Owners Executive Group

The Owners Executive Group, previously known as the Project Steering Group, consists of a representative from each of the Constituent Councils. Membership is currently:

- City of Adelaide Klinton Devenish, Executive Manager
- City of Burnside Barry Cant, Acting Chief Executive
- City of Mitcham Matt Pears, Chief Executive
- City of Unley Peter Tsokas, Chief Executive
- City of West Torrens Terry Buss, Chief Executive

Meetings between the Board and the Owners Executive Group are scheduled quarterly. Prior to appointment of the Board on 3 August 2018, the Owners Executive Group also acted as an Interim Board.

4. Project Schedule

The main objective of the SMP is to "mitigate the risk and reduce the impact of major flooding from the four major watercourses on properties within the BHKC catchment, up to and including a 100-year average recurrence interval (ARI) flood. A 100-year ARI flood is also referred to as a 1 in 100-year event and has a 1% chance of occurring in any given year. Other objectives are concerned with quality of runoff and effect on receiving waters, beneficial reuse of stormwater and effective complementary planning requirements".

The capital works program specified within the SMP is broadly outlined as follows, with detail relating to the current status of projects provided.

PROJECT NAME	2016 SMP BUDGET	STATUS
Ridge Park Detention Dam	\$2,800,000	Complete
BHC Diversion Culvert by DPTI	\$5,000,000	Complete
South Park Lands		
- Victoria Park	\$11,565,731	In Progress
- Park 20	\$2,300,948	In Progress
- Glenside	\$3,491,319	In Progress
Lower Brown Hill Creek Capacity Upgrades		
Watson Avenue to Marion Road		
- Land Acquisition	\$1,511,328	Pending
- Watson Ave - Marion Road Upgrade	\$4,971,382	Pending



PROJECT NAME	2016 SMP BUDGET	STATUS
- Watson Ave Brige Replacement	\$1,649,781	Pending
- Harvey Rd Bridge Replacement	\$1,459,980	Pending
Marion Road Bridge		
- Marion Rd Bridge Replacement	\$4,600,555	Pending
Marion Road to Birdwood Terrace		
- Land Acquisition	\$1,735,901	Pending
- Birdwood Tce - Marion Rd Upgrade	\$8,218,666	Pending
Birdwood Terrace to South Road		
- Land Acquisition	\$617,432	Pending
- Grassmere Res - Birdwood Tce Upgrade	\$3,225,360	Pending
- Daly Rd Bridge Replacement	\$1,583,447	Pending
- South Rd - Grassmere Res Upgrade	\$2,436,282	Pending
Anzac Highway to South Road Upgrade		
- Land Acquisition	\$1,433,013	Pending
- Anzac Hwy - South Rd Upgrade	\$4,109,527	Pending
- Farnham Rd Bridge Addition	\$1,517,542	Pending
Flow Diversions		
- Section 1 - Le Hunte Barracks	\$21,684,746	Pending
- Section 2 - Barracks	\$6,041,679	Pending
- Section 3 - Anzac Hwy	\$15,352,672	Pending
Upper Brown Hill Creek - Area 1		
- Creek Works & Easements	\$5,164,557	In Progress
- Bridge Upgrades	\$2,835,443	Pending
Upper Brown Hill Creek - Hawthorn Reserve	\$1,500,000	In Progress
Upper Brown Hill Creek (excl. Area 1)		
- Creek Works - Area 5a	\$1,514,218	Pending
- Creek Works - Areas 5B and 6	\$3,230,332	Pending
- Creek Works - Areas 2, 3 & Orphanage Pk	\$6,258,768	Pending
- Bridge Upgrades (excl Area 1)	\$5,754,028	Pending
- Creek Rehabilitation	\$1,817,062	Pending
- Easements	\$2,725,592	Pending
Glen Osmond Creek Minor Upgrade Works	\$800,000	Pending
Water Quality Works (GPTs)	\$1,000,000	Pending

The cost of delivering the capital works program was estimated at approximately \$140m in 2015/16.

An Indicative 20 Year Works Schedule detailing the estimated timing for delivery of all infrastructure projects associated with the SMP is attached herewith and marked **Appendix 1**.



5. 2018/19 Achievements

5.1 Operational

Many key operational milestones have been achieved in the reporting period including:

The Board

Appointment of the Board Members took effect on 3 August 2018 following recommendation by the Nominations Committee.

In the 2018/19 reporting period, meetings of the Board were attended as follows:

Meeting Date	Board Members				
	Geoff Vogt	Judith Choate	Paul Bowler	Paul Gelston	Rachel Barratt
3 August 2018	✓	✓	✓	✓	✓
9 August 2018	✓	✓	✓	✓	✓
16 August 2018	✓	✓	✓	✓	✓
20 September 2018	✓	✓	✓		✓
18 October 2018	✓	✓	✓	✓	✓
15 November 2018	✓	✓	✓	✓	✓
12 December 2018	✓	✓	✓	✓	✓
16 January 2019	✓	✓	✓	✓	✓
21 February 2019	✓		✓	✓	✓
21 March 2019	✓	✓	✓	✓	✓
16 May 2019	✓	✓	✓	✓	
20 June 2019	✓	✓	✓	✓	✓



Audit and Risk Committee

Establishment of the Audit and Risk Committee took effect on 9 August 2018 with the first meeting of the Committee held on 27 August 2018 and appointment of an independent Committee Member made on 15 November 2018.

In the 2018/19 reporting period, meetings of the Audit and Risk committee were attended as follows:

Meeting Date	ARC Members				
	Geoff Vogt	Judith Choate	Justin Humphrey	Paul Gelston	Rachel Barratt
27 August 2018	✓	✓	N/A	✓	✓
11 February 2019	✓	✓	✓	✓	✓
16 April 2019	✓	✓	✓	✓	✓
13 June 2019	✓	✓	✓	✓	

Business Plan

A Business Plan covering the four-year period from 2018/19 to 2021/22 was prepared and adopted by the Board in August 2018.

Accountants and Auditors

Appointments of William Buck as accountants and Galpins as auditors to the Regional Subsidiary were made by resolution of the Board on 20 September 2018.

Project Director

Peta Mantzarapis was appointed as Project Director commencing 14 January 2019 with the role of Executive Officer transferring from Michael Salkeld to Peta by resolution of the Board on 16 January 2019.

Schedule of Works

Scheduling of individual project works has been established over the life of the Project and both short-term and long-term financial planning has been considered with reference to the expected delivery schedule.



Finance Systems

Finance systems have now been established separately from the City of Unley and a reconciliation process has been completed to balance any funds owing to the City of Unley. Xero is being used as the Board's financial management system.

2019/20 Budget

The 2019/20 budget has been finalised and provided to all Constituent Councils in a format consistent with that of the Model Financial Statements. Formats have also been established to comply with the reporting requirements in accordance with Regulations 9 and 10 of the Local Government (Financial Management) Regulations 2011.

Policies and Procedures

Development of policies and procedures has been a key focus of the Audit and Risk Committee and the following policies have now been adopted by the Board:

- Media Engagement Policy
- Procurement Policy and associated forms
- Invoice Payment Policy
- Credit Card Policy
- Expense Approval and Reimbursement Policy
- Decision Making Framework for Discretionary Projects
- Public Consultation Policy
- Work Health and Safety

In addition, policies currently in progress include – Prudential Management, Terms of Reference for Technical Assessment Panel and Financial Delegations.

Technical Staff & Finance Staff – Constituent Councils

A meeting of the Project Director and technical staff of the Constituent Councils occurred on 5 May 2019 with discussion points including timing of projects, project budgets, initiation of project works, responsibility for delivery, suppliers and the Technical Assessment Group.

A meeting of the Project Director and finance staff of the Constituent Councils occurred on 28 May 2019 with discussion points including timing of projects, project budgets, finance requirements in accordance with Regs 9 and 10, timing and content of finance reports, ownership and control of assets.



Operational Matters

Various operational matters have been attended to and are now functioning efficiently including IT arrangements, banking systems, establishment of a postal address and a meeting venue separate from the City of Unley.

Workshop

A workshop attended by the Board, Project Director, Owners Executive Group, technical and finance staff of the Constituent Councils was held on 20 June 2019 to discuss the ownership and control of assets. This workshop was useful in establishing a position regarding the responsibilities for delivering project works, responsibility for ongoing care and control of assets, insurance implications, financial and accounting implications.

Reporting Requirements

The Local Government Act 1999 along with the Charter of the Board prescribe various reporting requirements with which the Board must comply. These requirements include but are not limited to:

- Maintenance of a register of Board motions and instances where the Common Seal has been affixed.
- A Key Outcomes Summary to be provided to the Constituent Councils within two weeks following each ordinary meeting of the Board.
- Budget to be prepared for the next financial year. The Budget must be adopted by the Board after 31 May but before 30 June each year and must be provided to each Constituent Council within five business days after adoption.
- Reports in accordance with Regulations 9 and 10 of the Local Government (Financial Management) Regulations 2011.
- Audited financial statements to be provided to the Chief Executive Officer of each Constituent Council before 30 September of the subsequent financial year.
- Annual report including the audited financial statements to be submitted to each Constituent Council before 30 September of the subsequent financial year.
- Business Plan to be prepared in respect of the ensuing four years and to be updated each year.
- Long-Term Financial Plan to be prepared and reviewed within 6 months of the adoption or update of the Business Plan and, in any event, to be reviewed every four years.
- Asset and Infrastructure Management Plan to be prepared and reviewed at any time and, in any event, to be reviewed every four years.

Systems and processes have been established to ensure compliance with the reporting requirements of the Regional Subsidiary.



Stormwater Management Authority

The Board has committed to ensuring a successful relationship is maintained with the Stormwater Management Authority (SMA). In this regard, Chairperson Judith Choate, Board Member Geoff Vogt and Project Director Peta Mantzarapis met with the Chairperson of the SMA Steven Haines and the General Manager David Trebilcock on 24 January 2019. Peta Mantzarapis subsequently met with David Trebilcock on 28 March 2019 and is in regular contact to discuss timing and status of project works along with funding requirements.

The SMA have provided confirmation that the required funding as set out in the Board's 10-year financial plan will be available. Further, the SMA have advised that any funding provided in the lead-up to the approval of the SMP would not be considered part of the \$70m funding commitment unless it relates to works that are very clearly capital projects defined in the SMP. As such, of the available \$70m, the following funds have been provided by the SMA to 30 June 2019:

- | | |
|--|--------------|
| • Brown Hill Creek Diversion Culvert (delivered by DPTI) | \$2,500,000 |
| • Victoria Park project works | \$35,566 |
| • Remaining funds available | \$67,464,434 |

A process for claiming funds from the SMA has been established in consultation with David Trebilcock with funds being provided biannually in arrears.

5.2 Capital Works

As previously set out herein, projects completed prior to the 2018/19 financial year include the Ridge Park Detention Dam and the Brown Hill Creek Diversion Culvert.

Project works progressed during the current 2018/19 reporting period include:

Upper Brown Hill Creek - Hawthorn Reserve

The Hawthorn Reserve project involved creek widening and upgrade works and was delivered by the City of Mitcham in conjunction with the Mitcham Library upgrade. Construction works were completed in early May and the creek works were officially opened on May 9th.



*Completed
Creek
Works*



An invoice has been submitted by City of Mitcham covering the majority of the cost with a smaller amount held over to July to allow final reconciliation of expenses. Property acquisitions and associated land transfers will be completed in the coming months.

South Park Lands

Victoria Park/ Pakapakanthi (Park 16) and Blue Gum Park/ Kurangga (Park 20)



Artist's impression of the wetland

The South Park Lands project involves construction of a wetland at the southern end of Victoria Park/ Pakapakanthi (Park 16) and creek works within Blue Gum Park/ Kurangga (Park 20). A concept design has been prepared by Tonkin and public consultation on the concept commenced on 4th of June 2019 and ended on 5th of July. The consultation process included direct engagement with key stakeholders along with an advert in the City Messenger and signage erected on both sites.



Next steps include finalisation of and addressing the consultation outcomes, final revision of concept designs, Adelaide Park Lands Authority and City of Adelaide review process, lodgement of the Environment Protection and Biodiversity Conservation Act referral and commencement of the Development Application process. Preparation of final design drawings and tender documentation will be undertaken concurrently with the Development Application process.



Glenside

This project involves enlargement of an existing detention basin from a capacity of 18ML to 37ML, to limit flow to the existing capacity of the culvert under the Fullarton and Greenhill Roads intersection. The detention basin, together with other works in the South Park Lands is intended to reduce the peak stormwater flows along Park Lands Creek and further downstream.

The Glenside site is being developed by Cedar Woods and Stage 2 bulk earthworks are currently being designed. Excavation of approximately 25,000m³ of material will be required to form the detention basin in addition to providing primary water quality treatment via new large gross pollutant traps. The works will include a slight re-alignment of the existing twin 1950mm stormwater pipes to suit the layout of the development.

The infrastructure is currently being designed and Cedar Woods is liaising with the City of Burnside for necessary approvals. A design report will be produced and will be issued to Council.





Upper Brown Hill Creek – Area 1 (Everard Park)

This project involves installation of a covered culvert along the length of the creek from Anzac Highway to Third Avenue. The creek is privately owned by a single owner on the northern side (Arcadian development site) and 8 owners on the southern side. The land required from the Arcadian site is to be vested in Council's ownership and will contribute toward the open space requirements of the development. Assessments of compensation have been prepared and offers of compensation have been made to the 8 owners at the southern side. Negotiations are underway with these owners.



50% design and documentation has been completed and a quotation has been sought for the detailed design works and tender documentation. Next steps include acquisition of the required land, EPA and NRMB referrals, arboreal assessment and development application for removal of trees.

Artist's impression of the proposed shared use path

Beyond these current projects and in accordance with the Indicative 20 Year Works Schedule attached hereto as **Appendix 1**, the works scheduled to be completed in the coming 5-year period all form part of the Lower Brown Hill Creek Capacity Upgrades. Close liaison with City of West Torrens will therefore be required.



5.3 Media Exposure & Community Engagement

Media exposure during the 2018/19 reporting period included:

- Adelaide Advertiser article on 14 January 2019 regarding a River Red Gum considered to be at risk due to the Project. The project always intends to retain trees where possible and there is currently no indication that this significant tree is at risk. This has been communicated to Councillor Wright.
- Adelaide Advertiser article on 25 February 2019 regarding a destroyed garden at Hawthorn Reserve. The Hawthorn Reserve works were delivered by City of Mitcham and a council representative contacted Mr Wilson to apologise for the removal of the garden as part of the creek works.
- Westside Weekly Messenger article on 10 April 2019 regarding City of West Torrens wish-list for federal funding, including a call for funding toward the Project.
- Hawthorn Reserve – the official opening of the creek works was held onsite on 9 May 2019. In addition, Outside Ideas shared updates on the project works via their social media and a project update was shared on the City of Mitcham website in January 2019.
- The Mitcham Library and Brown Hill Creek Redevelopment Project was presented with the Institute of Public Works Engineering 2019 Excellence Award in the category of "Excellence in Design and/ or Construction of a Public Works Environmental Enhancement Project" in June 2019.
- A public consultation process was undertaken for the South Park Lands projects commencing 4 June 2019. Media exposure generated during the consultation period included:
 - The Advertiser print article
 - AdelaideNow online article
 - FIVEaa interview with Lord Mayor
 - Hit107 news update
 - Glam Adelaide online article
- Engagement with 9 adjoining land owners directly affected by the Upper Brown Hill Creek – Area 1 (Everard Park/ Forestville) works has occurred over recent months.

A copy of articles that have appeared in the media are included herewith and marked **Appendix 2**.



6. Operating and Capital Contributions

A funding model has been established to enable determination of invoices required and to capture accurate detail relating to where the funds are going.

Operational expenditure is fully funded by Constituent Councils and is invoiced biannually in advance. Each Council contributes a 20% share of the required budget.

Capital expenditure is funded equally between the Constituent Councils and the SMA. Of the 50% funded by the Constituent Councils, the percentage share is as follows:

- City of Adelaide 8%
- City of Burnside 12%
- City of Mitcham 10%
- City of Unley 21%
- City of West Torrens 49%

Invoices are issued to the Constituent Councils biannually in advance while invoices are issued to the SMA biannually in arrears. Given the SMA contribution is made in arrears, a level of capital beyond the required budget is maintained for cash flow purposes.

7. Audited Financial Statements

The 2018/19 financial statements have been audited by Galpins and are attached as **Appendix 3**.



APPENDIX 1

Indicative 20 Year Works Schedule



APPENDIX 2

Media Articles

14/01/2019

Fears 800-year-old tree could be axed for stormwater project - The Advertiser, 1/14/2019

Fears 800-year-old tree could be axed for stormwater project

*CRAIG COOK
URBAN AFFAIRS*

FORESTVILLE residents are again rallying to protect a spectacular river red gum – believed to be the oldest in the Unley district.

They fear the tree on Wilberforce Walk, which is estimated to be up to 800 years old, will be axed as part of upcoming work to floodproof Brownhill Creek.

Residents first raised concerns over the tree's future in 2015, and again highlighted the issue to newly elected Unley councillor Emma Wright while she was on the campaign trail in the lead-up to November's local government elections.

"We often walk through the area on the way to the playground so we see it all the time," said Cr Wright, a mother of two young boys.

"People have had paintings done of the tree that have pride of place in their homes. They are very passionate about it.

"Residents rightly want to know what's happening with the Brownhill Creek stormwater project and if the tree will be affected."

As well as being possibly the oldest tree in the district, with a 7m trunk circumference, it is also one of the largest.

A 2014 report by arborist Dean Nicolle – completed at the request of the Brownhill Creek Forestville community group – said the tree was "highly worthy of retention".

Despite evident and extensive termite activity, Mr Nicolle stated the tree was in "a good and stable state of health".

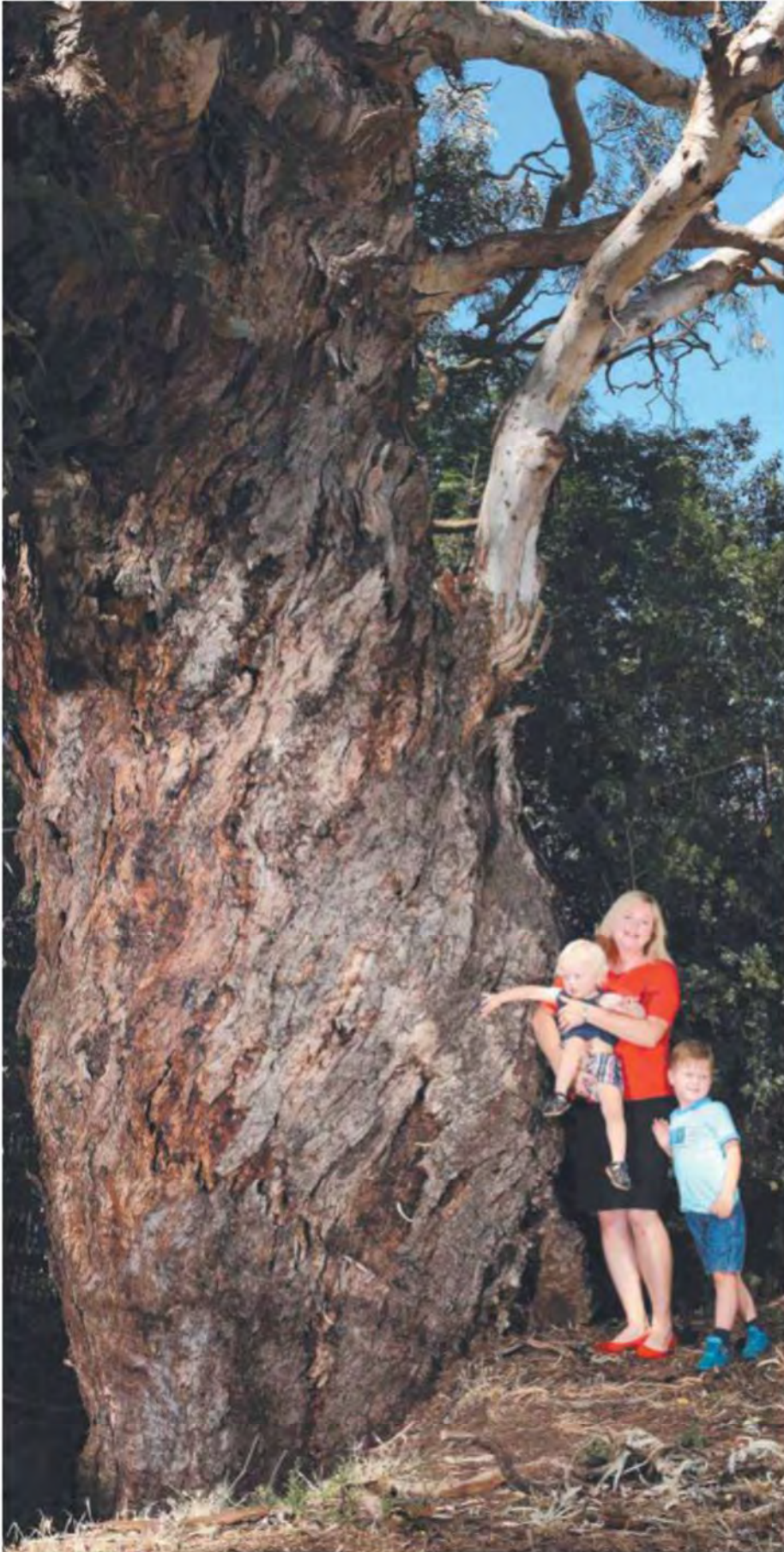
He added there was an extremely low likelihood of structural failure and the risk to public safety was "low and acceptable".

Cr Wright said she would seek further information from council staff about the tree's future at an elected member's briefing session – on a date yet to be announced – but had already put her stake in the ground.

"If it comes to the crunch, I'll be kicking up a bit of a stink," she said.

14/01/2019

Fears 800-year-old tree could be axed for stormwater project - The Advertiser, 1/14/2019



14/01/2019

Fears 800-year-old tree could be axed for stormwater project - The Advertiser, 1/14/2019

BEHEMOTH: Unley councillor Emma Wright and sons Oliver, 5, and Jack, 2, marvel at the massive river red gum at Forestville. Picture: EMMA BRASIER/AAP



25 Feb 2019
Adelaide Advertiser, Adelaide

Section: General News • Article Type: News Item • Audience : 112,097 • Page: 6
Printed size: 84.00cm² • Region: SA • Market: Australia • ASR: AUD 1,250 • words: 145
Item ID: 1083460535

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'Massive dummy spit' over destroyed garden

A FORMER Mitcham councillor and Citizen of the Year has lashed out at council staff who he says destroyed a volunteer-planted garden along Brownhill Creek that took years to construct.

John Wilson said he spent his own money on the project, including on an irrigation system which had been torn apart during work to flood-proof the creek.

"I did a total dummy-spit when I saw the damage done to work done by volunteers,"

he said. "What is so annoying is just the sheer stupidity of it."

Named Mitcham's Citizen of the Year in 2013 for his work on flood mitigation at Brownhill Creek, Mr Wilson said the plants and equipment should

have been "salvaged".

In an email to Mr Wilson, Mitcham strategic projects engineer Rick Hennig apologised "for any communication short-falls" and promised more extensive irrigation in the area when works are complete.





10 Apr 2019
Westside Weekly (Adelaide), Adelaide

Author: ANTHONY JOHNSON • Section: General News • Article Type: Council News
Audience : 53,823 • Page: 14 • Printed size: 192.00cm² • Region: SA • Market: Australia
ASR: AUD 885 • words: 359 • Item ID: 1105859720

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Page 1 of 1

Council unveils election wish list

POLITICS

Anthony Johnson

SEVEN capital projects have been targeted for federal funding by West Torrens Council ahead of the May election.

But two of these – women’s football changerooms at Richmond Oval and flood mitigation via the Brownhill Keswick Creek Stormwater

Project – are particularly close the heart of West Torrens Mayor Michael Coxon.

“I am extremely passionate about creating safe and healthy communities and these projects need federal funding to help them to become reality,” Mr Coxon said.

He said that given the “meteoric rise in the popularity” of women’s football, it was necessary to build suitable changeroom facilities through an \$850,000 federal grant. “Richmond Oval is one of the top 10 AFL playing surfaces in the nation,” he said.

“The ground is outstanding and council’s investment in lighting for night games has been a huge success. With the development of the new facili-

ties, Richmond Oval will become the centre of women’s football in the west.”

For the \$140 million five-council Brownhill Keswick

Creek flood mitigation project, Mr Coxon would like to see a \$50 million federal contribution which would allow the project to be delivered in five years instead of 20 years under the current plan.

West Torrens, the council zone lowest downstream and most at risk, has to pay the lion’s share – 49 per cent – of the local government cost, with the State Government chipping in \$70 million. “Fed-

eral assistance would be very welcome as it will allow us to protect more than 200,000 residents likely to be affected by a one-in-100-year flood event,” Mr Coxon said.

The early phases of Kings Reserve/Thebarton Oval upgrade will require \$2.6 million.

Stage One has started with the completion of a wetland and water harvesting, while the Torrensville Bowling Club upgrade should be finished by

mid-year. A new playground and revamp to the skate park should start in 2020.

The council hopes to complete a \$7.8 million makeover of Thebarton Theatre before its centenary in 2028. “The idea is to allow it to compete with other theatres like the Entertainment Centre but this would need a significant contribution from the federal government,” the council’s chief, Terry Buss, said.



outsideideas • Following
Mitcham Library



outsideideas If there's one thing a dry summer is good for it's working in a creek. The guys are making the most of the weather, widening and realigning 370 metres of Brownhill Creek at the new Mitcham Memorial Library #landscaping #outsideideas #civil #construction

25w




130 likes

FEBRUARY 1

Add a comment...

Post



 **outsideideas** • Following
Mitcham Library ...


 **outsideideas** We have been busy building our own gabions at Brownhill Creek. Over the past four months, we have changed the alignment and widened 370 metres of creek as part of the new Mitcham Memorial Library project #outsideideas #civil #gabions #landscaping

14w

 **alicepotteralice**  ♡
14w Reply

 **jsform** Neat work  ♡
14w Reply

 **josephinecropper** Stunning! ♡

   🔖

174 likes

APR 13

Add a comment

Post

WIDENING AND UPGRADING OF THE BROWN HILL CREEK IN SOLDIERS MEMORIAL GARDENS BROWNHILL CREEK

Brownhill Creek in Soldier's Memorial Garden has been widened and the geo fabric (green material) and stepping boulders (large rocks) are being installed in preparation for the plantings within the channel. Gabions (rock filled baskets) have also been installed in Brownhill Creek in JWS Morris Reserve and a floodwall constructed at George Street to constrain the creek flows and protect properties from flooding. Once construction works are completed the creek will be landscaped. It is anticipated that the project will be completed in April 2019.



Brownhill Creek Pyramat and Stepping Boulders January 2019



Brownhill Creek Upgrade Pyramat and Stepping Boulders January 2019



Brownhill Creek Upgrade JWS Morris Gabions January 2019

The upgrade works to widen and upgrade the Brown Hill Creek channel through Soldiers Memorial Gardens and JWS Morris Reserve as part of the wider approval to implement the Brown Hill Keswick Creek Stormwater Management Plan (SMP) is underway.

The upgrade of Brownhill Creek channel and landscaping will address some long standing flooding issues, restore the channel to a more natural state and beautify the reserve.

The widening of the channel is required to accommodate the 100 year flow and restore a more natural channel profile which necessarily impacts mainly exotic trees with all existing high value native trees protected.

The channel works will create a stable creek environment capable of passing significant creek flows during flood events and will also allow safe nature play spaces between creek flows.

The channel widening works are being undertaken with the adjacent Mitcham Library upgrade project. This will create an improved precinct for community enjoyment. The channel and the adjacent reserve will be landscaped to a higher standard to provide an improved vista and experience both inside and outside the upgraded library and for reserve users.

The upgraded Brownhill Creek through Soldier's Memorial Gardens and JWS Morris Reserve is now officially open and being enjoyed by the community.

Brownhill Creek in Soldier's Memorial Gardens has been widened to create a stable creek to endure flood events. Natives have been planted within the creek channel and on the banks through an innovative surface material that provides bank stability and allows plant growth. Stepping boulders and logs have also been installed to create an active nature play space for use when the creek is dry or not flowing.

Further down the creek rock filled baskets (gabions) have been installed through JWS Morris Reserve and a floodwall has been constructed at George Street to protect properties from flooding and contain creek flows.

Two new footbridges and new footpaths are now also open so the community can enjoy the creek and its landscaped surrounds.

The Brownhill Creek project cost \$2.7 million and is part of the greater \$140 million Brown Hill Keswick Creek Stormwater Plan which is a joint project between five Attachment Councils and the State Government.

The City of Mitcham coordinated the Brownhill Creek upgrade with the adjacent Mitcham Memorial Library project to create an attractive precinct. Make sure you sit down and take a look!



Brownhill Creek and plantings in Hawthorn June 2019





15 Jun 2019
Adelaide Advertiser, Adelaide

Author: Celeste Villani • Section: General News • Article Type: News Item
Audience : 149,005 • Page: 27 • Printed size: 470.00cm² • Region: SA • Market: Australia
ASR: AUD 9,619 • words: 287 • Item ID: 1133718534

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PARKLAND PLAN: An artist's impression of the wetlands proposed for the southern end of Victoria Park. Picture: BROWNHILL KESWICK CREEK PROJECT

CELESTE VILLANI

IT'S a scene of tranquil splendour, but this proposed wetland will have a powerful role to play in safeguarding inner-city suburbs from floods.

The proposed wetland – with a butterfly garden, picnic areas and viewing decks – is part of a \$12.5 million upgrade of Adelaide's south parklands.

The wetland – at the southern end of Victoria Park – is one of the largest developments in the \$140 million Brownhill Keswick Creek Project to mitigate the flood risk for 7000 properties.

Project director Peta Mantzarapis said the wetland development would contribute to community safety.

"Crucially, these works will lift the standard of flood protection in the south parklands and are key in mitigating flood risk across the catch-

ment, serving to safeguard properties and community spaces against major flooding events," Ms Mantzarapis said.

The entire Brownhill Keswick Creek project aims to protect properties in Adelaide, Burnside, Mitcham, Unley

and West Torrens council areas against a one-in-100-year flood. The wetland would help mitigate flooding along the Park Lands Creek and reduce water flow into Unley.

Newartist impressions also include picnic areas, a shared path, a stepping stone creek and the realignment of some of the existing creek line. "The idea of creating the wetlands

and clearing up the old woody weeds has been on the agenda for a very long time," said Stephanie Johnston, a member of Adelaide Park Lands Authority and Adelaide Park

Lands Preservation Association. "I think everyone is looking forward to it."

Public consultation ends on July 5, with construction expected to begin next year.



New \$12.5m Wetlands In South Park Lands Need Design Feedback

Feedback from the public is being sought on the proposed design of a new \$12.5 million wetland in Adelaide's South Park Lands

By [Glam Adelaide](#) on Jun 17, 2019

Favourite This Post

Feedback from the public is being sought on the proposed design of a new \$12.5 million wetland in Adelaide's South Park Lands as part of the Brown Hill Keswick Creek Stormwater Project.

The new wetland will be constructed at the southern end of Victoria Park/Pakapakanthi (Park 16) and is one of the largest developments in the Project's approved Stormwater Management Plan, which is currently being implemented to improve the standard of flood protection for properties across the catchment council areas of Adelaide, Burnside, Mitcham, Unley and West Torrens.

Designed to mitigate the flooding issues along Park Lands Creek, the works will contribute to a reduction in flows entering the City of Unley under Greenhill Road, thereby reducing the flooding risk to the mainly residential areas downstream. Other benefits include improved water quality, enhanced biodiversity through diversification of plant and animal

species, and new amenity and recreational facilities for park users, including footpaths, walking trails and picnic areas.



A dedicated native grassland meadow for butterfly habitat will also be established, in addition to board walks, viewing platforms and a stepping stone creek path.

The community consultation process is also seeking public feedback on planned works in nearby Blue Gum Park/Kurangga (Park 20), located at the north western corner of the Greenhill and Unley Road intersection.

Proposed works in Blue Gum Park/Kurangga involve the construction of low-level mounding (typically less than 1m high), construction of a new shared use path, and realignment of existing creek lines in the southern section of the park.

Both projects have been designed in accordance with previous feasibility studies and consultation processes and form part of the Project's approved Stormwater Management Plan.

Peta Mantzarapis, Project Director of the Brown Hill Keswick Creek Stormwater Project, says community consultation will include distribution of information brochures to key stakeholders, local media advertising and site signage, with further information and online feedback forms available at www.bhkcstormwater.com.au.

"We've already conducted extensive consultation in developing the SMP along with site investigations and design development for these works in the South Park Lands, and are

now giving the public a final opportunity to provide any feedback on the designs before construction commences,” said Ms Mantzarapis.

“We encourage members of the public to review the designs and provide any further feedback.

“Crucially, these works will lift the standard of flood protection in the South Park Lands and are key in mitigating flood risk across the catchment, serving to safeguard properties and community spaces against major flooding events.”

Feedback on the proposed works closes at 5pm on Friday 5 July 2019, with Ms Mantzarapis anticipating construction of both projects to commence next year.

The Brown Hill Keswick Creek Stormwater Project is a collaboration between Adelaide, Burnside, Mitcham, Unley and West Torrens councils to develop and implement an effective stormwater management plan to improve the standard of flood protection for homes, businesses and public facilities across the catchment.

Extending from the Adelaide Hills in the east to Adelaide Airport in the west, the Brown Hill Keswick Creek Stormwater Project covers a catchment area of 69 square kilometres and more than 200,000 residents. Flood mitigation works detailed in the Project’s Stormwater Management Plan will reduce the number of properties affected by a one in 100-year flood event by nearly 98%.

For more information about the Brown Hill Keswick Creek Stormwater Project, visit www.bhkcstormwater.com.au.



APPENDIX 3

Audited Financial Statements

Annual Report 2018/19 – Brown Hill and Keswick Creeks Stormwater Board

Brown Hill and Keswick Creeks Stormwater Board

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 June 2019**

Brown Hill and Keswick Creeks Stormwater Board

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Brown Hill and Keswick Creeks Stormwater Board

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2019**

	Notes	2019 \$	Restated 2018 \$
INCOME			
Contributions	2	618,195	160,000
Investment Income	2	15,826	-
Total Income		<u>634,021</u>	<u>160,000</u>
EXPENSES			
Employee costs	3	234,663	125,670
Materials, contracts & other expenses	3	181,510	38,278
Depreciation	3	2,180	-
Finance costs	3	192	-
Total Expenses		<u>418,545</u>	<u>163,948</u>
OPERATING SURPLUS / (DEFICIT)		215,476	(3,948)
OTHER COMPREHENSIVE INCOME		-	-
TOTAL COMPREHENSIVE INCOME		<u>215,476</u>	<u>(3,948)</u>

The accompanying Notes form part of these financial statements

Brown Hill and Keswick Creeks Stormwater Board

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2019

	Notes	2019 \$	Restated 2018 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	4	3,966,683	-
Trade and Other Receivables	4	2,024,173	-
Total Current Assets		<u>5,990,856</u>	<u>-</u>
Non-Current Assets			
Property, Plant and Equipment	5	3,209,193	249,189
Total Non-current Assets		<u>3,209,193</u>	<u>249,189</u>
Total Assets		<u>9,200,049</u>	<u>249,189</u>
LIABILITIES			
Current Liabilities			
Trade and Other Payables	6	3,052,742	6,267
Employee Benefits	6	6,500	-
Total Current Liabilities		<u>3,059,242</u>	<u>6,267</u>
Total Liabilities		<u>3,059,242</u>	<u>6,267</u>
NET ASSETS		<u>6,140,807</u>	<u>242,922</u>
EQUITY			
Contributed Equity	9	5,929,279	246,870
Accumulated surplus	7	211,528	(3,948)
TOTAL EQUITY		<u>6,140,807</u>	<u>242,922</u>

The accompanying Notes form part of these financial statements

Galpins

Brown Hill and Keswick Creeks Stormwater Board

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019**

	Notes	Capital Contributions of Councils	Accumulated Surplus	TOTAL
			\$	\$
2018				
Balance at the beginning of the year	7	-	-	-
Deficit for the year <restated>		-	(3,948)	(3,948)
Capital Contributions of Councils <restated>	8	246,870	-	246,870
Balance at the end of year <restated>		246,870	(3,948)	242,922
2019				
Balance beginning of the year <restated>	7	246,870	(3,948)	242,922
Surplus for the year		-	215,476	215,476
Capital Contributions of Councils	8	5,682,409	-	5,682,409
Balance at the end of year		5,929,279	211,528	6,140,807

The accompanying Notes form part of these financial statements

Brown Hill and Keswick Creeks Stormwater Board

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019**

	Notes	2019 \$	Restated 2018 \$
Cash from operating activities			
Operating receipts from constituent councils		1,246,839	160,000
Receipts from interest		15,634	-
Payments to employees		(228,163)	-
Payments to suppliers		(171,597)	(157,681)
		(330,942)	-
Net cash provided from operating activities	9	<u>531,771</u>	<u>2,319</u>
Cash from investing activities			
Expenditure on new / upgraded assets		(223,324)	(249,189)
Net cash provided from / (used in) investing activities		<u>(223,324)</u>	<u>(249,189)</u>
Cash from financing activities			
Contributions from constituent councils		3,658,236	246,870
Net cash provided from investing activities		<u>3,658,236</u>	<u>246,870</u>
Net increase in cash held		3,966,683	-
Cash at beginning of financial year		-	-
Cash at end of financial year		<u>3,966,683</u>	<u>-</u>

The accompanying Notes form part of these financial statements

Galpins

Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

Note 1 - Statement of Significant Accounting Policies

This general purpose financial report has been prepared in accordance with Australian equivalents to International Financial Reporting Standards (IFRS) as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues Group Interpretations (UIGs) and relevant South Australian legislation.

The Brown Hill and Keswick Creeks Stormwater Board (the Board) is a Local Government Regional Subsidiary established under Section 43 of and Schedule 2 to the Local Government Act 1999. The Regional Subsidiary is under the control of City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens.

The Board was established by a Gazettal dated 27 February 2018. The Board has been established to implement the construction and maintenance of infrastructure and other measures for the purposes of a stormwater management plan prepared by the constituent councils and approved by the Stormwater Management Authority.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected noncurrent assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The AASB has issued a number of new and amended Accounting Standards that have mandatory application dates, some of which are relevant to the Board. The amended pronouncements adopted and amended pronouncements that have been decided not to be early adopted are set out below:

Adoption of amended standards

AASB 9 Financial Instruments

AASB 9 Financial Instruments establishes principles to account for and report financial assets and financial liabilities and introduces a new approach to accounting for hedges together with a new approach to accounting for impairment of financial assets. The standard has a mandatory application date for financial years commencing on or after 1 January 2018. This is not expected to materially impact the financial statements.

Accounting Standards issued but not effective

AASB 16 Leases (applicable to annual reporting periods beginning on or after 1 January 2019)
AASB 16 Leases removes the current distinction between operating and finance leases and requires recognition of a right-to-use asset and a financial liability to pay rentals, resulting in the recognition of tenancy leases on the balance sheet. The only exemptions from these requirements are short-term and low-value leases. The income statement will also be affected, as operating expenses are reclassified as interest expense and depreciation expense, affecting EBITDA performance metrics. The new standard requires more extensive qualitative and quantitative disclosures. The standard has a mandatory application date for financial years commencing on or after 1 January 2019. This is not expected to materially impact the financial statements.

Brown Hill and Keswick Creeks Stormwater Board

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

AASB 15 Revenue from contracts with customers (applicable to annual reporting periods beginning on or after 1 January 2019)

AASB 15 Revenue from contracts with customers applied to all contracts with customers, except for contracts covered by other standards. The standard stipulates how and when revenue is recorded, requiring the Board to provide users of financial statements with more information and reporting disclosures. The core principle is the recognition of revenue for the transfer of goods or services, at a value that reflects the consideration to which the Board expects to be entitled, in return for meeting performance obligations. This is not expected to materially impact the financial statements.

AASB 1058 Income of Not-for-profit Entities (applicable to annual reporting periods beginning on or after 1 January 2019)

The standard applies to transactions of not-for-profit (NFP) entities where the consideration to acquire an asset is significantly less than fair value principally to enable the entity to further its objectives. It also requires government agencies to recognise income for volunteer services received if the fair value of those services can be measured reliably and the services would have been purchased if they had not been donated. This is consistent with current practice under AASB 1004 Contributions, however AASB 1058 supersedes the existing requirements in AASB 1004. This is not expected to materially impact the financial statements.

The financial statements were authorised for issue on by the members of the Board.

(a) Comparatives

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Following clarification in the current financial year of the entity's policy on capital contributions by constituent councils amounts previously recognised in the Statement of Comprehensive Income have been reclassified to contributed equity.

(b) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less.

(c) Income taxes

The activities of the Board are exempt from taxation under the Income Tax Assessment Act 1997.

(d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Brown Hill and Keswick Creeks Stormwater Board

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

(e) Impairment

At the end of each reporting period, the Board assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset where it is not possible to estimate the recoverable amount of an individual asset, the Board estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

(g) Revenue

Operating revenue from constituent Councils is recognised as income as and when the Board becomes entitled to receive the funds. This is outlined within the Boards Annual Business Plan which is agreed with all constituent Councils.

Capital Contributions received from Constituent Councils are recognised as Contributions by Owners directly to equity.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

All revenue is stated net of the amount of goods and services tax (GST).

(h) Trade and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Board during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Brown Hill and Keswick Creeks Stormwater Board

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

(i) Trade and other receivables

These include amounts due from ATO and accrued interest on deposits in financial institutions. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

(j) Critical Accounting Estimates and Judgments

Key estimates

Impairment - general

The Board assesses impairment at the end of each reporting period by evaluation of conditions and events specific to the Board that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

(k) Property Plant and Equipment

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred.

The cost of non-current assets constructed by the Board includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

The Board considers that it controls the infrastructure assets in accordance with its Charter. The constructed infrastructure assets may be located on land owned by Constituent Councils.

Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Board for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life.

Examples of capitalisation thresholds applied during the year are given below.

Infrastructure – Stormwater \$10,000

Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. All assets are currently held at cost.

Brown Hill and Keswick Creeks Stormwater Board

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Depreciation of Non-Current Assets

All infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Board, best reflects the consumption of the service potential embodied in those assets. Office equipment consists of IT equipment and is depreciated at 50%.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually. Depreciation periods for infrastructure assets have been estimated based on the best information available to Board, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

(I) Employee Benefits

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms. The Board does not currently have any employee benefits expected to be paid or settled beyond 12 months.

No accrual is made for sick leave. The Board does not make payment for untaken sick leave.

Superannuation

All superannuation schemes to which the Board makes contributions on behalf of employees are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Board.

Brown Hill and Keswick Creeks Stormwater Board

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 2 - INCOME

	2019	2018
	\$	\$
CONTRIBUTIONS		
<u>Operating Contributions</u>		
City Of Mitcham	123,639	32,000
City Of Burnside	123,639	32,000
City Of West Torrens	123,639	32,000
The Corporation of the City of Adelaide	123,639	32,000
Corporation of the City of Unley	123,639	32,000
Subtotal Operating Contributions	<u>618,195</u>	<u>160,000</u>
 INVESTMENT INCOME		
Interest on investments		
Banks	15,826	-
	<u>15,826</u>	<u>-</u>
 Total Income	 <u>634,021</u>	 <u>-</u>

In accordance with the Charter of the Brownhill and Keswick Creeks Stormwater Board Schedule 1, operating contributions are received equally from each of the constituent councils at an agreed rate. The total value of operating contributions to be received is agreed in the annual business plan prepared by the Board.

Note 3 - EXPENSES

	2019	2018
	\$	\$
EMPLOYEE COSTS		
Salaries and Wages - Board	60,000	125,670
Salaries and Wages - Employee	155,595	-
Reimbursements - Board	5,207	-
Superannuation	12,619	-
Workers' Compensation Insurance	1,242	-
	<u>234,663</u>	<u>125,670</u>
 Total Number of Employees	 1	 0
<i>(Full time equivalent at end of reporting period)</i>		

Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

Note 3 - EXPENSES (cont)

	2019	2018
	\$	\$
MATERIALS, CONTRACTS & OTHER EXPENSES		
Prescribed Expenses		
Auditor's Remuneration		
- Auditing the financial reports	3,870	-
Subtotal - Prescribed Expenses	3,870	-
Other Materials, Contracts & Expenses		
Administration	30,360	829
Entertainment & Catering	4,298	90
Contractor & Consultant Services	28,720	17,609
Human Resources	12,800	-
Insurance - Mutual Liability Scheme	52,784	10,500
IT Expenses	7,047	-
Legal Expenses	10,853	3,818
Professional Services	30,532	-
Sundry	246	5,432
Subtotal - Other Materials, Contracts & Expenses	177,640	38,278
	181,510	38,278
 DEPRECIATION		
Office Equipment	2,180	-
Total Depreciation	2,180	-
	2,180	-
 FINANCE COSTS		
Bank Fees	174	-
Interest Charges	18	-
	192	-
	192	-
 Total Expenses	418,545	163,948

Note 4 - CURRENT ASSETS

	2019	2018
	\$	\$
CASH & CASH EQUIVALENT		
Cash at Bank	3,966,683	-
	3,966,683	-
	3,966,683	-
 TRADE & OTHER RECEIVABLES		
Contributions Recivable	1,938,650	-
GST Refundable	85,523	-
	2,024,173	-
	2,024,173	-

Galpins

Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

Note 5 - NON-CURRENT ASSETS

	2019 \$	2018 \$
Work In Progress		
South Parklands Stormwater - design (Victoria Park)	183,335	80,060
Hawthorn Reserve Creek upgrade	2,884,985	169,129
Upper Brown Hill Creek - Area 1 Creek Works	101,195	-
Upper Brown Hill Creek - Area 1 Land Acquisition	30,065	-
Discretionary Projects	7,300	-
Total Work In Progress	3,206,880	249,189
Office Equipment		
Office Equipment	4,493	-
Less: Accumulated Depreciation on Office Equipment	(2,180)	-
Total Office Equipment	2,313	-
Total Property Plant and Equipment	3,209,193	249,189

Property Plant and Equipment Reconciliation		
	Work In Progress \$	Office Equipme nt \$
Opening Balance	249,189	-
Additions	2,957,691	4,493
Disposals	-	-
Depreciation	-	(2,180)
Closing Balance	3,206,880	2,313

Note 6 - CURRENT LIABILITIES

	2019 \$	2018 \$
TRADE & OTHER PAYABLES		
Trade Payables	3,045,090	6,267
Credit Card	257	-
PAYG Payable	5,665	-
Superannuation Payable	1,730	-
Subtotal Trade & Other Payables	3,052,742	6,267

Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

Note 6 - CURRENT LIABILITIES (Cont)

	2019 \$	2018 \$
EMPLOYEE BENEFITS		
Annual Leave Provision	6,500	-
Subtotal Employee Benefits	6,500	-

Note 7 - ACCUMULATED SURPLUS

	2019 \$	2018 \$
Opening Balance	(3,948)	-
Surplus for the year	215,476	(3,948)
Balance at year end	211,528	(3,948)

Note 8 - CAPITAL CONTRIBUTIONS OF COUNCILS

	2019 \$	2018 \$
CAPITAL CONTRIBUTIONS OF COUNCILS		
City Of Mitcham	592,928	24,687
City Of Burnside	711,513	29,624
City Of West Torrens	2,905,346	120,966
The Corporation of the City of Adelaide	474,343	19,750
Corporation of the City of Unley	1,245,149	51,843
Subtotal Contributions by owner	5,929,279	246,870

Capital Contributions Movement Table

	Opening Balance	Received 2019	Closing Balance
City Of Mitcham	24,687	568,241	592,928
City Of Burnside	29,624	681,889	711,513
City Of West Torrens	120,966	2,784,380	2,905,346
The Corporation of the City of Adelaide	19,750	454,593	474,343
Corporation of the City of Unley	51,843	1,193,306	1,245,149
	246,870	5,682,409	5,929,279

Capital contributions of Councils are capital payments received from Constituent Councils for investing in Infrastructure. The rates of contribution are agreed in the Charter of the Board.

Brown Hill and Keswick Creeks Stormwater Board

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 9 - Reconciliation of cash flow

	2019	2018
	\$	\$
Net surplus for the year	215,476	(3,948)
<i>Changes in assets and liabilities</i>		
Decrease/(Increase) in Trade and Other Receivables	-	-
Increase in Depreciation	2,180	-
Increase/(Decrease) in Trade and Other payables	307,615	6,267
Increase/(Decrease) in Employee Benefits	6,500	-
Net cash provided from operating activities	<u>531,771</u>	<u>2,319</u>

Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

Note 10 - Financial Instruments

Details of the significant accounting policies and methods adopted including the criteria for the recognition, the basis of measurement and the basis on which income and expenses are recognised with respect to each class of financial asset, financial liability and equity instrument are disclosed in Note 1 Summary of Significant Account Policies.

Categorisation of Financial instruments

	Note	2019		2018	
		Carrying Amount	Fair Value	Carrying Amount	Fair Value
Financial liabilities		\$	\$	\$	\$
Trade and other Payables	6	3,045,347	3,045,090	6,267	6,267
Total Financial liabilities		3,045,347	3,045,090	6,267	6,267
Financial Assets					
Cash and cash equivalents		3,966,683	3,966,683	-	-
Total Financial Assets		3,966,683	3,966,683	-	-

Receivable and payable amounts disclosed exclude amounts relating to statutory receivables and payables.

The fair values disclosed in the table above have been based on cash and cash equivalents, trade and other receivables and trade and other payables short term instruments in a nature whose carrying value is equal to fair value.

i. Credit Risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligation that could lead to a financial loss to the Board.

Credit risk is managed through maintaining procedures to regularly monitor the financial stability of customers and counterparties and by investing surplus funds in financial institutions that maintain a high credit rating.

There is no collateral held by the Board securing trade and other receivables.

ii. Liquidity Risk

Liquidity risk arises from the possibility that the Board might accounting difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The Board manages this risk by preparing and monitoring budgets, only investing surplus cash with major financial institutions and proactively monitoring the recovery of unpaid debts.

No assets have been pledged as security for any liabilities.

Brown Hill and Keswick Creeks Stormwater Board

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

iii. **Market Risk**

Exposure to interest rate risk arises on financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows.

The following table illustrates sensitives to the Board's exposure to changes in interest rates.

	2019		2018	
	Weighted Average	Carrying Value	% Weighted Average Interest rate	Carrying Value
Financial liabilities	\$	\$	\$	\$
Trade and other Payables	0%	3,045,347	0%	6,267
Financial Assets				
Cash at bank	0%	3,966,683	0%	-

Note 11 - Contingent Liabilities and Contingent Assets

At 30 June 2019, the Board is unaware of any liability, contingent or otherwise, which has not already been recorded elsewhere in this financial report.

Note 12 - Commitments for Expenditure

Capital Commitments

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities

	2019 \$	2018 \$
Infrastructure	169,000	-
Total Capital Commitments	169,000	-

These expenditures are payable:

Not later than one year	169,000	-
Later than one year and not later than 5 years	-	-
Later than 5 years	-	-
	169,000	-

Brown Hill and Keswick Creeks Stormwater Board

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

Note 13 - Events after the end of the reporting period

Since the reporting date, there have been no events that would materially impact on the contents of this report.

Note 14 - Economic Dependence

Brown Hill and Keswick Creeks Stormwater Board is dependent on its constituent councils and other funding bodies for the majority of its revenue used to achieve its objectives. At the date of this report, the Board believe that the Member Councils and other bodies will continue to support the Board.

Note 15 - Related Party Transactions

The total remuneration paid to key management personnel of Brown Hill and Keswick Creeks Stormwater Board Incorporated during the year was as follows:

Key management personnel include the former Project Director employed by the City of Unley, the current Project Director employed by the Board and the members of the Board appointed under section 112 of the Local Government Act 1999.

The key management personnel were paid the following total compensation:

Salaries and wages	\$ 221,714.00
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Other related parties includes close family members of key management personnel and entities that are controlled or jointly controlled by those key management personnel individually or collectively with their close family members. There were no transactions with other related parties.

Note 16 - Board details

The registered address of the Board:

Brown Hill and Keswick Creeks Stormwater Board
PO Box 124 Unley SA 5061

Brown Hill and Keswick Creeks Stormwater Board

**CERTIFICATION OF FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

In the opinion of the committee, the Financial Statements comprising of the Statement of Financial Performance, Statement of Financial Position, Statement of Changes in Members' Funds, Statement of Cash Flows and Notes to the Financial Statements:

1. Presents a true and fair view of the financial position of Brown Hill and Keswick Creeks Stormwater Board as at 30 June 2019 and its performance for the year ended on that date in accordance with Accounting Standards and other mandatory professional reporting requirements.
2. At the date of this statement, there are reasonable grounds to believe that Brown Hill and Keswick Creeks Stormwater Board will be able to pay its debts as and when they fall due.

The Board is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:


Judith Choate

Name: Judith Choate
Position: Chairperson
Date: Sep 5, 2019


g t vogt
31 mgp (Sep 6, 2019)

Name: g t vogt
Position: Board Member
Date: Sep 6, 2019

Brown Hill and Keswick Creeks Stormwater Board

**ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Brown Hill and Keswick Creeks Stormwater Board for the year ended 30 June 2019, the Board's Auditor,Galpins....., has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011* .

Judy Choate
Judy Choate (Aug 29, 2019)

GT VOGT
GT VOGT (Aug 30, 2019)

Name: Judith Choate
Position: Chairperson
Date: Aug 29, 2019

Name: GT VOGT
Position: Board Member
Date: Aug 30, 2019

Brown Hill and Keswick Creeks Stormwater Board

**ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

STATEMENT BY AUDITOR

I confirm that, for the audit of the financial statements of Brown Hill and Keswick Creeks Stormwater Board for the year ended 30 June 2019, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.



Name of Auditor Luke Williams
Name of Audit Firm Galpins Accountants, Auditors & Business Consultants
Date:





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From the Chair

It is a pleasure and a privilege to Chair the Centennial Park Board. Centennial Park is so much more than a cemetery for mourning, it is a place that connects people through a rich tapestry of beautiful gardens, services, events and stories.

2018/19 has seen many great achievements including:

- Several improvements to the Park to enhance the experience of visitors including upgraded climate control in the Jubilee Complex, enhancements to the Children's areas, improved traffic management, landscaping in memorial gardens and improved accessibility through the purchase of electric buggies.
- A successful collaboration with owner councils to achieve cost efficiencies for many of our essential services such as waste management, cleaning and audit services.
- The ongoing commitment to reduce our environmental impact through the replacement of old technology and equipment, and use of renewable energy.
- Achieved an agreement between the Board, owner councils and auditors on how to implement changes to Australian Accounting Standards.
- Enhanced our community engagement through an effective Community Engagement program including hosting community and well-being events.
- Reaching an important milestone with plans for the Café and function spaces being submitted to Mitcham Council for approval. This successful completion of the project will enable us to continue to meet the changing needs of our families and the broader community into the future.



Geoff Vogt
– Chair

This year we saw several changes to the Board composition due to council elections. I take this opportunity to extend a warm welcome to our new members – Jane Russo and Michael Rabbitt representing the City of Unley, and Karen Hockley and David Munro representing the City of Mitcham. I would also like to thank our outgoing Board members Peter Hughes, Luke Smolucha, Glenn Spear and Adriana Christopoulos as well as our Interim Board members Peter Tsokas, Heather Holmes-Ross and Matthew Pears. Their collaborative and constructive approach to their duties as Board members is to be commended.

Thank you to CEO Janet Miller for her continued dedication and outstanding leadership throughout the year. Janet leads a dedicated team who continue to deliver on our Strategic Plan (2017 – 2022), developed to ensure Centennial Park will continue to operate commercially and meet the changing needs of the community. They do so with a demonstrable commitment to our values of compassion, inclusion, excellence and innovation. We are proud to share our progress towards our strategic priorities in this report.

It is particularly pleasing to report that Centennial Park generated an operating surplus of \$204k, after payment of a liability guarantee fee to each of the owner councils. This result is \$40k better than the prior year and demonstrates excellent financial management by the Centennial Park team. Importantly the surplus provides financial security for the long term future of the Park and assurance that the cost of maintaining the memorials and grounds at a high standard in accordance with our memorial and burial rights contractual commitments.

From the CEO

I would like to thank the team at Centennial Park, and the Board, for their support and continued hard work and dedication this year. There has been a strong commitment to the delivery of our Strategic Plan 2017-2022, which is helping us prepare to serve the communities of the future better.

Ours is a growing responsibility as thousands of families continue to choose Centennial Park as the final resting place for their loved ones. To ensure the Park continues to meet expectations, a balance of compassion and diligent financial and commercial management is required.

As a self-funding commercial enterprise, we are subject to competition and market pressures like any other business. With a clear focus on operational excellence, innovation and establishing meaningful community connections, we are progressing towards our goal of being South Australia's pre-eminent end of life resting place.

We welcomed a new member of our Senior Management team this year, Nadia Andjelkovic as Manager of Corporate Services. Nadia has overseen the day to day operations of Finance, ICT and Records Management as well as overseeing special projects such as the Server and Technology Infrastructure Upgrade and the procurement of a new Cemetery Management System. She has done so with professionalism and great diligence.

When it comes to funerals and memorialisation, families have many choices. Our facilities and processes are the best, and we ensure those that come into our care are treated with dignity and respect every step of the way. We are fully transparent about all our operations, including our crematorium and invite people to come behind the scenes and learn more by joining our regular guided tours.

We continue to advocate for the importance of memorialisation. This can mean different things to different people, but research has shown that rituals such as funeral services and memorials are important in helping us move through grief. A memorial provides an emotional and physical anchor point for those left behind.



Janet Miller
– CEO

This year we have undertaken several projects to improve the experience of visitors, including:

- A state-of-the-art cremator in our crematorium. The new cremator uses the latest technology and is the first of its kind in the country. It is more energy-efficient and provides improved ergonomics for operators.
- Upgraded the climate control system in the Jubilee Chapels Complex to provide a comfortable environment year-round for people attending services and functions within the chapels.
- We have made many enhancements to our children's memorial areas culminating in beautiful and whimsical areas where families can reflect upon lives lost too soon. Improvements include additional seating, gazebos, new plants and garden art.
- We have undertaken a server and technology infrastructure upgrade to ensure the stability and efficiency of our business systems.
- The tender to replace our Cemetery Management System was completed in November 2018. A detailed evaluation process followed, which considered replacing the current system against upgrading the current system. A supplier is expected to be appointed in 2019 with the system planned to go live in 2020.

Our café project continued to progress this year with the appointment of an architect. Conceptual plans were drafted and submitted to Mitcham Council for planning approval. We aim to appoint a builder and have construction underway this coming year. All things going well, we anticipate the café to be completed and operating by December 2020.

We have continued to improve our engagement with the community through media, social media, Park Life (our e-newsletter) and by hosting community events. Our events are always respectful of those memorialised here and the families and friends who visit. We warmly invite the community to come and enjoy the stunning botanical gardens and other facilities that we offer. Events this year included a children's book launch for The Present Box, a celebration to acknowledge Wally Shiers and his contribution to the Epic Flight, Mother's Day and Father's Day events, Christmas Carols and an outdoor sculptural exhibition in our gardens, in partnership with SALA.

In 2018 – 19, we collaborated with students from Torrens University to explore the memorialisation for the homeless. At Centennial Park, we believe all lives have worth and we recognise the need to remember the lives of those who are homeless and who may have lost touch with those who will mourn their loss and remember them. As a result of the research, we will be considering how Centennial Park can acknowledge the homeless and assist in their remembrance.

The team and I are looking forward to the year ahead as we continue to work towards delivering our strategic objectives and continue to provide the best possible service to our families and visitors.

OUR KEY STAKEHOLDERS

Centennial Park works with a diverse range of internal and external stakeholders. We value their contribution in helping us to continue to provide quality services and a beautiful space for the community to use.



Families



Funeral directors



Celebrants



Suppliers



Employees



Local residents



Monumental masons



Cultural, religious and special interest groups



Local government



Community groups

AT A GLANCE

684
BURIALS 

3,502
CREMATIONS 


53
EMPLOYEES


1,524
MEMORIAL
APPOINTMENTS


150+
VARIETIES
OF ROSES


1,500
SQUARE METRES
OF LAWN


1,325 FUNERAL
SERVICES


3,500
TREES PLANTED


19
COMMUNITY
EVENTS
1,795
ATTENDEES

40 HECTARES
OF GARDENS
MAINTAINED 

500,000
PARK VISITORS PER YEAR 


338
JOINED A
BEHIND THE
SCENES TOUR

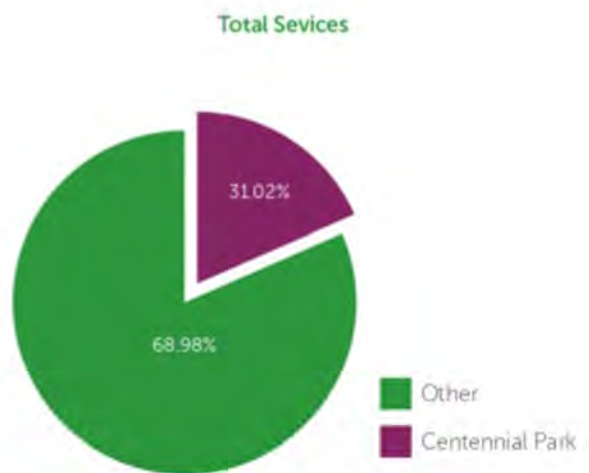
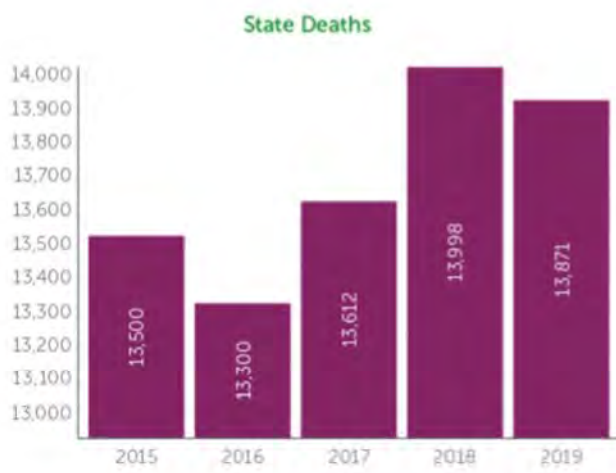


Operating environment

The provision of burial and cremation services, memorialisation of loved ones, memorial service spaces and after service gatherings are our core business activities. We undertake these activities with compassion, sensitivity and dignity.

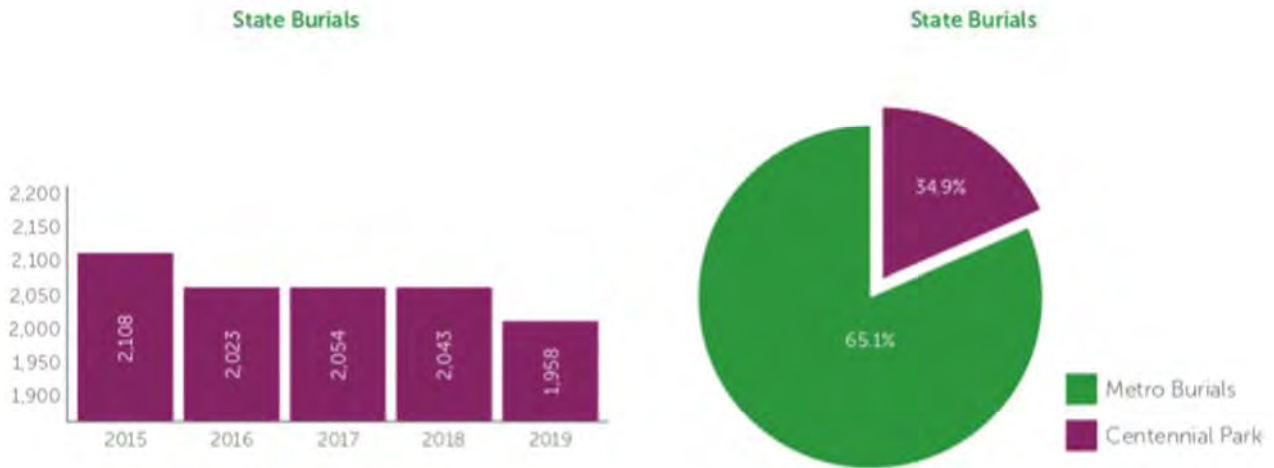
State deaths

There was a slight decrease in deaths in South Australia during 2018/19. Centennial Park continues to provide a burial or cremation service for 31% of all recorded deaths in the state.



Burials

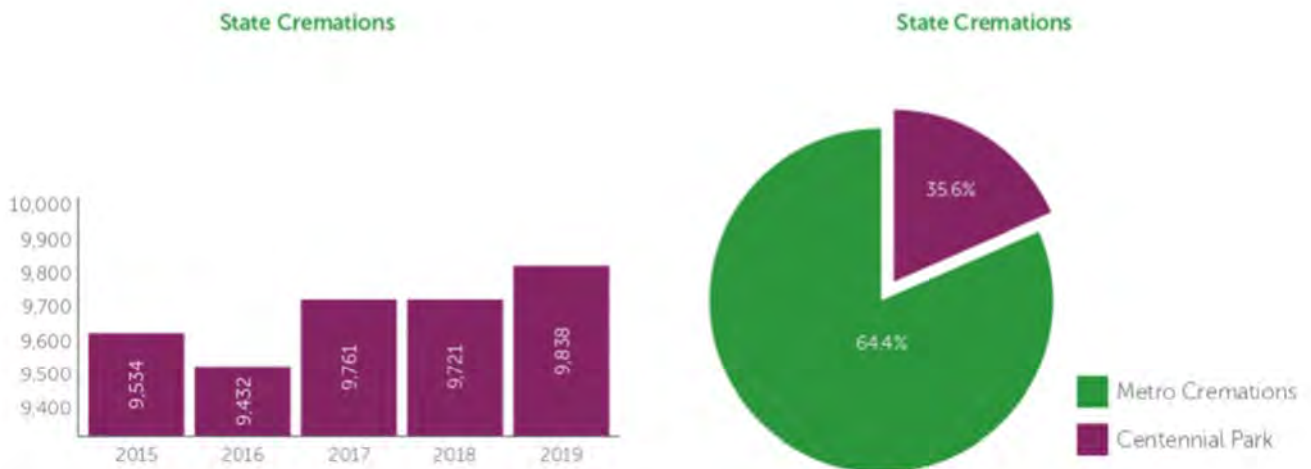
This period, there were 684 burials at Centennial Park, representing 34.9% of all metropolitan burials. This is a slight decline from the previous period, which is in line with the trend towards choosing cremation over burial.



Cremations

A total of 3,502 cremations occurred at Centennial Park during 2018/19, representing 35.6% of all cremations in South Australia.

Cremations continue to be the preferred choice over burials across the state. Centennial Park continues to maintain the largest market share of all crematoria in South Australia. This success is a reflection of our premium service and facilities.



Progress on Strategic Priorities

PRIORITY 1: MAXIMISE OUR EXISTING ASSETS

Cremator replacement upgrade

Centennial Park strives to be an industry leader and ensuring we continue to enhance and upgrade our infrastructure is a critical component of our strategy. In 2018/19, we replaced one of the three existing TABO Cremators with a state of the art Facultatieve Technologies FTIII Dual End Cremator.

This new cremator is the first of its kind in Australia and utilises the latest technology to improve efficiency and reduce maintenance. We anticipate energy savings will be achieved in the crematorium as a result of replacing the older high revolution furnace and ejector fans with new highly efficient variable speed fans.

Jubilee Complex - upgraded climate control

To improve the comfort of guests attending funeral services and events in our award-winning Jubilee Complex, a significant upgrade to the air-conditioning and ducting system has been completed. The old evaporative-boiler system has been replaced with a fully ducted reverse-cycle system allowing us to effectively control the climate within all areas of the building.

"Two wonderful hours spent walking around your beautiful wonderful peaceful park. It is a credit to you all. Please pass on my congratulations to your Gardeners"
— Susan



Landscaping & beautifying our park

We are continually working to keep our Park looking beautiful. We have completed several projects during the year including:

- Improvements to Children's areas including new landscaping, colourful plants, installation of garden art and covered seating areas. Granite beams for plaques to be mounted on have replaced the concrete beams and each grave has a pebble section for tributes to be placed.
- Levelling pathways within our cemetery grounds to offer improved access in all weather conditions.
- Installed 21 new beams, upon which headstones are placed, in Orthodox C, Catholic H and Acacia E areas to ensure we can continue to meet the demand for burial positions.
- Brick edges have been installed around several garden beds to help reduce the number of bare earth edges. This has improved the garden aesthetics and helped reduce the grounds maintenance work.

- Ensuring our staff have the tools required to keep Centennial Park looking as good as it does is very important to us. We carefully manage our fleet of vehicles and heavy machinery and this year introduced a rubber tracked excavator, beavertail truck and transfer van.
- Innovative storage options were introduced to the Operations Complex to help improve operational efficiency and protect our equipment.

Traffic Monitoring

Monitoring the number of visitors to our beautiful Park helps us manage our assets better. This year we have purchased and installed road traffic counters at each of our entrances. These have also allowed us to complete a traffic management plan, install new signage & improve line marking throughout the Park.

Progress on Strategic Priorities

PRIORITY 2: IMPROVE COMMUNICATION & ENGAGEMENT WITH OUR COMMUNITY

We continue to engage with the broader community by staging events and celebrations that embrace life, art, culture, horticulture, music and much more. These events and activities encourage a sense of connection to Centennial Park among the community and contribute to our goal of demystifying cemeteries. Below are just some of the highlights from the year.

Creating Community Conversations

We have developed a dedicated program of events and seminars to engage with a diverse range of community groups. Under this program, we have also conducted research to gain a better understanding of the expectations and customs of different cultural groups

With the support of DBH and MT Lawyers, we conduct free planning ahead seminars to provide information about wills and estate planning, advanced care directives, powers of attorney and pre-planned funeral arrangements.

We provide personalised bus and walking tours of the gardens and facilities at Centennial Park for a wide range of community groups as well as the general public. These increasingly popular tours are an excellent opportunity for us to not only showcase our gardens and facilities but to educate the community about the inner workings of a cemetery, including our crematorium.

Sculptures in the Park

In December the sculpture at the main entrance, Connection, was unveiled. It is a stunning sculpture - a beautifully emotive representation of all that Centennial Park stands for. The piece received considerable public attention, including coverage in The Advertiser.

During August, our stunning grounds were once again transformed into a sculptural walk as part as the SALA festival. We were pleased to have 18 sculptures throughout the gardens to attract visitors to contemplate life and art in the gardens.



Share the Dignity

Centennial Park partnered with Share the Dignity as a registered drop-off point for their "It's in the Bag" Christmas campaign. The initiative aimed to collect and distribute handbags filled with personal hygiene products and everyday luxuries to homeless women, women at risk and women experiencing domestic violence. We received an overwhelming response with 190 bags donated. As a result of this campaign partnership we received an abundance of positive social media engagement and feedback from the community

Embracing Life Program

A wellness program, Embracing Life, was launched this financial year, to help us spread the message that there is life inside the gates of Centennial Park. This program allows us to create a connection to the Park via community inclusion and cultural diversity. We have partnered with local businesses and cultural groups to offer free wellness activities to the public, including Tai Chi, Yoga, Walking Meditation and Vedic Meditation. The program is still in its infancy and continues to develop.

"Thank you to
Tammy, and Evelyn
of Yogita Yoga, for the
pleasant experience on the
lush green lawns, under those
huge shady trees, as we
stretched and breathed in
the rose perfumed air"
— Lynn

Progress on Strategic Priorities

PRIORITY 3: GROW THROUGH INNOVATION

Environmental Performance

We are continually looking at new and innovative ways to reduce our overall environmental footprint at Centennial Park. Since 2007/08, we have instigated annual audits of our greenhouse gas (GHG) emissions and purchased certified carbon credits to offset those emissions we cannot eliminate.

Our most recent independent audit was commissioned by Pangolin Associates to conduct a comprehensive assessment of the greenhouse gas (GHG) emissions accountable to the operations of Centennial Park Cemetery Authority for the financial year FY 2017/18.

New Pricing Structure for Services

This year we introduced a new pricing structure for our chapel services. Mid-week services are now offered at a discounted rate to try to smooth demand across the week and also provide an option for the more budget-conscious families.

This year our estimated net total carbon emissions decreased by 13.9% from the previous period. In comparison to the base year of 2007/08, overall emissions have reduced by 42.5% (677.8 tonnes). Utilities remain the most significant contributor to our GHG emissions at 64.2% of gross emissions, primarily due to natural gas consumption in our crematorium operations.

Ceremonial Viewings and Rosaries

We now offer viewings in the Mawson Chapel the day before a service. The Mawson Chapel is larger than our Viewing Room, allowing for ceremonial viewings and gatherings to spend time with their loved one together before burial.



Electric Buggies for Visitors

We have invested in two electric buggies, each accommodating five passengers, to show people around the gardens. The open-air buggies allow us to drive visitors with reduced mobility along garden pathways so they can comfortably experience all areas of the gardens. We also use these buggies for our regular Behind the Scenes Tours showcasing our facilities

Community Partnerships

We partner with several not-for-profit organisations to help us maintain and improve our facilities.

Bedford Group

Local disability and support services provider, Bedford Group, help us to maintain our grounds. Bedford employees learn new skills and gain hands-on experience while working in our gardens. It helps us to expand our workforce on demand during busy periods in the park.

Urrbrae TAFE

Our gardens become a classroom for Urrbrae TAFE students who gain practical experience pruning our roses under the supervision of their lecturers. Rose pruning is one of the biggest tasks in the garden during the year, and we are pleased to be part of this mutually beneficial arrangement.

Trees for Life

As part of our commitment to a sustainable environment, we have planted 1,900 native trees and shrubs along the boundary of the Park. These plants were provided as tube stock by Trees for Life as part of our annual membership. Native plants are a vital part of our gardens; they add colour and texture and attract native fauna and bees.

Progress on Strategic Priorities

PRIORITY 4: STRENGTHEN ORGANISATIONAL CAPACITY

Information & Communications Technology

Our business is increasingly relying on Information & Communications Technology. A number of key initiatives were undertaken this year to ensure our systems can carry us into the future and equip us to provide a better user experience for staff and customers. These initiatives included:

- Commenced planning for the replacement of our Cemetery Management System which is our core software system. Ensuring we safeguard our data and leverage contemporary system architecture to improve work practices and ultimately, the service we provide to our customers and stakeholders.
- Replaced our IT infrastructure hardware to improve performance and capacity to meet our current and future needs. This has increased our data security and reduced downtime, resulting in a better experience for our employees and customers.
- Upgraded our electronic records management software to ensure we continue to receive system support and meet our compliance requirements.
- Upgraded our desktop hardware and software resulting in improved efficiencies, workplace flexibility and a more stable technology environment.
- Planning for the migration to the cloud-based Office 365 which will increase availability and capacity of systems.

People & Culture

A high performing team culture is essential to achieving our vision. Our departmental business and action plans continue to underpin the objectives of the broader strategic plan, and our values drive our decisions, actions and behaviours.

This year we have implemented a new Performance Development Review (PDR) framework, with our values at the forefront in the way we view strong performance and achievement. This new framework will ensure that we effectively recognise the contributions of all team members in attaining our strategic objectives and provide a mechanism to discuss feedback, challenges, professional development and career aspirations. It will also ensure that our core values are the principles by which we conduct business as individuals and as an organisation.

We recognise that establishing and sustaining long-term high-performance centres around the capacity of our team and the culture we foster. We therefore continue to explore ongoing professional development opportunities that strengthen our leadership capacity and the expertise of our team members.

This year we have had a strong focus on mental health in the workplace and have commenced the roll-out of Mental Health First Aid training across the organisation. This will continue to be a focus for the business, as will other complementary programs that support the well-being of our team and customers.

We continue to review our resourcing needs to ensure that we respond and adapt to the needs of customers while anticipating future needs.



Work Health & Safety

In line with our broader culture of care and compassion, Centennial Park takes seriously its responsibility to provide a safe and healthy working environment. Our goal is to eliminate, where possible, the risk of accident or incident, customer complaints and work-related injuries.

To continue to measure our performance in Work Health Safety and Injury Management against the key performance indicators set out by the LGAWCS in November 2017. The next review is scheduled for October 2019.

To foster general good health among our employees, we continue to offer the CHG Healthy Lifestyle Program.

The below table summarises our WHS data for the last 5 years:

Indicator	FY18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15
Number of injuries resulting in lost time at work	3	0	0	0	1
Lost days due to injury	3	0	0	0	73
Number of accidents/incidents reported	27	36	46	44	43
Number of hazards reported	4	7	9	12	10
Number of workplace inspections completed	12	12	12*	23	23
Attendance record at WHS Committee meetings	87.5%	89%	89.5%	96%	89%

*Following the completion of a formal risk assessment, the frequency of workplace inspections were reduced from bimonthly in all areas to 6 monthly in low-risk areas and quarterly in medium-risk areas.

The Board

The Centennial Park Cemetery Board is our main decision-making body and is comprised of seven members – two members from each of the constituent councils and three independent members.

Each board member contributes unique skills as well as considerable commercial or local government experience. This ensures robust discussion, sound strategic decision-making, and high levels of transparency, accountability and corporate governance. All board members are active in their attendance at meetings and on committees to ensure they keep abreast of industry and other developments for the continual improvement of the Park.

Council Elections held during 2018/19 saw the departure of four board members and the appointment for four new board members. We thank the outgoing and interim board members for their service and welcome our new board members.

CURRENT BOARD MEMBERS



Geoff Vogt
(Chair since July 2017 –
appointed to the Board June 2011)



Andrew Kay
(Independent –
appointed April 2017)



Amanda Heyworth
(Independent –
appointed July 2017)



Jane Russo
(City of Unley –
appointed February 2019)



Michael Rabbitt
(City of Unley –
appointed February 2019)



Karen Hockley
(City of Mitcham –
appointed February 2019)



Dave Munro
(City of Mitcham –
appointed February 2019)



PREVIOUS BOARD MEMBERS

Peter Hughes
(City of Unley appointed
January 2017 – February 2019)

Luke Smolucha
(City of Unley appointed January
2015 – November 2018)

Glenn Spear
(City of Mitcham appointed
June 2016 – November 2018)

Adriana Christopoulos
(City of Mitcham appointed
November 2014 – November 2018)

INTERIM BOARD MEMBERS

Peter Tsokas
(City of Unley appointed
November 2018 – February 2019)

Heather Holmes-Ross
(City of Mitcham appointed
November 2018 – February 2019)

Matthew Pears
(City of Mitcham appointed
November 2018 – February 2019)

Board/ Committee Member Meeting Attendance

Board /Committee Member	Committee	Meeting Attendance
A Heyworth	Audit & Risk Management (Chair)	4/4
A Kay	Audit & Risk Management	3/4
G Martinella (Independent)	Audit & Risk Management	3/4

Board Member Meeting Attendance

Board Member	Meeting Attendance
G Vogt (Chair)	10/10
A Kay	10/10
A Heyworth	8/10
A Christopoulos	2/3
L Smolucha	3/3
G Spear	2/3
P Hughes	5/5
H Holmes - Ross (interim BM)	1/1
M Pears (interim BM)	0/1
P Tsokas (interim BM)	1/2
J Russo	5/5
M Rabbitt	5/5
K Hockley	6/6
D Munro	6/6

Financial Performance

The Authority once again recorded an operating surplus. The final result of \$204K was \$40k better than the previous period, a 24% improvement.

The Liability Guarantee Fee paid to the owner Councils was \$626K in total, which is 2% more than last year.

Before the payment of Liability Guarantee Fee, the result for the year was \$830K, resulting in a net operating surplus of 8% of revenue.

Cash at Bank is \$9.7M, which is much higher than budgeted due to capital works occurring at a slower rate than initially forecasted.

A complete set of audited general purpose financial reports follows in this Annual Report.





ANNUAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2019

Centennial Park Cemetery Authority

760 Goodwood Road, Pasadena, South Australia 5042

Telephone: (08) 8276 6011 – Facsimile (08) 8275 2266

Email: enquiry@centpark.org.au

Website: www.centennialpark.org.au

CENTENNIAL PARK CEMETERY AUTHORITY GENERAL PURPOSE FINANCIAL REPORTS

FOR THE YEAR ENDED 30 JUNE 2019

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CENTENNIAL PARK CEMETERY AUTHORITY

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

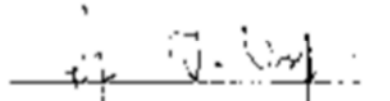
CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Centennial Park Cemetery Authority to certify the financial statements in their final form. In our opinion:

- The accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and the Australian Accounting Standards.
- The financial statements present a true and fair view of the Authority's financial position at 30 June 2019 and the results of its operations and cash flows for the financial year.
- Internal controls implemented by the Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.
- The financial statements accurately reflect the Authority's accounting and other records.



Jonel Miller
CHIEF EXECUTIVE OFFICER



Geoff Vogl
CHAIR OF THE BOARD

Dated this 2nd day of August 2019

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2019 \$	2018 \$
Income			
User charges - Sales	2	10,723,617	10,238,964
Investment income	2	249,173	248,883
Total Income		10,972,790	10,487,847
Expenses			
Employee costs	3	4,645,568	4,368,239
Materials, contracts & other expenses	3	4,528,403	4,512,534
Depreciation, amortisation & impairment	3	1,594,475	1,490,169
Total Expenses		10,768,446	10,370,942
Operating Surplus / (Deficit)		204,345	116,905
Net gain (loss) on disposal or revaluation of assets	4	(231)	47,130
Net Surplus / (Deficit)		204,114	164,035
Other Comprehensive Income			
Changes in revaluation surplus	9	-	-
Total Other Comprehensive Income		-	-
Total Comprehensive Income		204,114	164,035

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2019

	Notes	2019 \$	2018 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	5	9,713,151	9,796,520
Trade & Other Receivables	5	871,642	850,275
Inventories	5	857,131	896,377
Total Current Assets		11,441,924	11,543,172
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	7	36,696,943	36,404,152
Other Non-current Assets	6	495,086	569,152
Total Non-current Assets		37,192,029	36,973,304
TOTAL ASSETS		48,633,953	48,516,476
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8	2,147,375	2,307,824
Provisions	8	596,800	533,701
Total Current Liabilities		2,744,175	2,841,525
Non-Current Liabilities			
Provisions	8	14,608,865	14,631,636
Total Non-current Liabilities		14,608,865	14,631,636
TOTAL LIABILITIES		17,353,040	17,473,161
Net Assets		31,280,913	31,043,315
EQUITY			
Contributed Equity		48,702	48,702
Accumulated Surplus		7,888,780	7,684,666
Asset Revaluation Reserve	9	23,227,097	23,227,097
Other Reserves	9	116,334	82,850
Total Authority Equity		31,280,913	31,043,315

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2019

2019	Notes	Accumulated Surplus \$	Asset Revaluation Reserve \$	Other Reserves \$	Contributed Equity	TOTAL EQUITY \$
Balance at end of previous reporting period		7,684,666	23,227,097	82,850	48,702	31,043,315
Restated opening balance		7,684,666	23,227,097	82,850	48,702	31,043,315
Net Surplus / (Deficit) for Year		204,114	-	-	-	204,114
Other Comprehensive Income		-	-	-	-	-
Gain (loss) on Revaluation of I, PP & E		-	-	-	-	-
Impairment / Recoupments offset to asset revaluation reserve	9	-	-	33,484	-	33,484
Transfers to Reserves		-	-	-	-	-
Balance at end of period		7,888,780	23,227,097	116,334	48,702	31,280,913
2018						
Balance at end of previous reporting period		7,520,631	23,227,097	30,769	48,702	30,827,199
Net Surplus / (Deficit) for Year		164,035	-	-	-	164,035
Other Comprehensive Income		-	-	-	-	-
Gain (loss) on Revaluation of I, PP & E		-	-	-	-	-
Impairment / Recoupments offset to asset revaluation reserve		-	-	52,081	-	52,081
Balance at end of period		7,684,666	23,227,097	82,850	48,702	31,043,315

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies

CENTENNIAL PARK CEMETERY AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2019 \$	2018 \$
Cash Flows from Operating Activities			
Receipts			
Operating Receipts		10,702,250	10,086,718
Investment Receipts		249,173	248,883
Payments			
Operating Payments to Suppliers & Employees		(9,221,358)	(8,200,434)
Net Cash provided by (or used in) Operating Activities	10	1,730,065	2,135,167
Cashflow from Investing Activities			
Receipts			
Sale of Replaced Assets	4	77,071	98,499
Payments			
Expenditure on Renewal/Replacement of Assets	14	(1,530,949)	(2,555,834)
Expenditure on New/Upgraded assets	14	(359,556)	(518,874)
Net Cash provided by (or used in) Investing Activities		(1,813,434)	(2,976,209)
Cashflow from Financing Activities			
Net Cash provided by (or used in) Financing Activities		-	-
Net Increase (Decrease) in Cash Held		(83,369)	(841,042)
Cash & Cash Equivalents at beginning of period		9,796,520	10,637,562
Cash & Cash Equivalents at end of period		9,713,151	9,796,520

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

The financial report covers Centennial Park Cemetery Authority ("the Authority") as an individual entity and regional subsidiary in South Australia under the Local Government Act.

The Authority is a regional subsidiary under the Local Government Act 1999 jointly controlled by the City of Mitcham and the City of Unley.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the Local Government (Financial Management) Regulations 2011.

1.2 Historical Cost Convention

Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise judgement in applying the Authority's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

The Board evaluates estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Authority.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest dollar.

2 The Reporting Entity

The Centennial Park Cemetery Authority is established under the SA Local Government Act 1999 and has its principal place of business at 760 Goodwood Road, Pasadena.

The principal activities relating to the Authority's functions are:

Provision of cremation, cemetery, chapel services and memorial garden facilities.

Cont Note 1

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

3 Income recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Authority obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

All revenue is recognised when the transaction is completed. Cremation, burial interment and monumental permit fees are recognised when the service is performed. Plaque and base sales are recognised when payment is received. Cemetery and memorial interment right fees are regarded as the sale of the right of interment to the purchaser. The transaction is considered complete once the right of interment is granted and does not constitute a rental agreement. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at the Authority's option with an insignificant risk of changes in value with a maturity of twelve months or less from the date of acquisition.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful. As at 30th June 2019 there were no doubtful debts (2018: \$0.00).

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 11.

5 Inventories

All inventories are valued at the lower of cost or net realisable value. Costs are assigned on a specific identification basis and include costs and appropriate overheads if any.

6 Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant & equipment when completed and ready for use.

6.2 Materiality

The current policy is to expense all capital items less than \$1,000.

6.3 Subsequent Recognition

Certain asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value for a number of asset classes including land, buildings and other structures and infrastructure. Further detail of these uncertainties and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of the Authority, best reflects the consumption of the service potential embodied in those assets.

Cont Note 1

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Major depreciation periods for each class of asset are shown below. Depreciation periods for infrastructure assets have been estimated based on the best information available to the Authority, but appropriate records covering the entire life cycle of some of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

Plant & Equipment	2.5 to 10 years
Buildings	65 to 70 years
Other Structures	35 to 65 years
Infrastructure	12 to 100 years
Motor Vehicles	4 to 10 years

6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if the Authority were deprived thereof, are not subject to impairment testing.

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in the Asset Revaluation Reserve, any excess being recognised as an expense.

Land used for cemetery purpose is zoned Institutional and subject to legislative restrictions and considered to be impaired.

7 Payables

7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid within 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits

Amounts received from external parties in advance of service delivery are recognised as liabilities until the service is delivered, or the amount is refunded as the case may be.

8 Employee Benefits

8.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

Cont Note 1

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Present values are calculated using the 10 year government bond rate – weighted average of 2.20% (2018: 2.20%)

No accrual is made for sick leave as the Authority experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. The Authority does not make payment for untaken sick leave, except when a staff member leaves and within 13 weeks of having done so, is engaged by an entity covered by the Local Government Act (SA) 1999.

8.2 Superannuation

The Authority makes employer superannuation contributions in respect of its employees to Statewide Superannuation Scheme (the Scheme), and other superannuation schemes selected by employees under the "choice of fund" legislation. The Scheme has two types of membership, each of which is funded differently. Details are included in Note 16.

9 Leases

Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117. Lease payments are charged to expense over the lease term.

10 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax" Receivables and Creditors include GST receivable and payable. Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable. Non-current assets and capital expenditures include GST net of any recoupment. Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the item of expense.

11 Comparative Information

Comparative information has been reclassified to be consistent with the current year disclosure of equivalent information in accordance with AASB 101.

12 Future Upkeep Provision

Interment Rights are issued for varying terms from 25 years up to and including perpetuity. Interment Rights can be extended for a minimum of five year increments. Interment Right holders have an expectation that the Park environs will be maintained to an appropriate standard for the interment right period. The Authority considers this to be a constructive obligation.

In accordance with AASB 137 "Provisions, Contingent Liabilities and Contingent Assets" a provision is recognised when there is a legal or constructive obligation as a result of a past event and it is probable that a future sacrifice of economic benefits will be required and that outflow can be reliably measured.

There was no change made to the Future Upkeep Provision for the 2018/19 financial year.

The 2019/20 financial year will see a significant change to the Future Upkeep Provision due to the application of new accounting standards as per note 1.15.

Cont Note 1

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

13 Payments to Constituent Councils

A Liability Guarantee fee of \$626,000 was paid to the Constituent Councils (2018 Liability Guarantee Fee (\$616,047)).

14 Income Tax

Centennial Park is exempt from Income Tax by virtue of it satisfying the provisions of section 24AR of the Income Tax Assessment Act 1936 so as to constitute a State/Territory body.

15 New Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2019 reporting period and have not been used in preparing these reports.

AASB7	Financial Instruments – Disclosures
AASB9	Financial Instruments
AASB15	Revenue from Contracts with Customers
AASB16	Leases
AASB1058	Income of Not-for-Profit Entities

The Authority is of the view that other than AASB 15 and AASB 16, none of the above new standards or interpretations will affect any of the amounts recognised in the financial statements, but that they may impact certain information otherwise disclosed.

The Authority has reviewed the introduction of AASB 15 and AASB 16 and have determined that the application of AASB 16 will have a material impact to the revenue of the Authority from the 2019/20 financial year. It is estimated that the impact to revenue will be a deferred amount of approximately \$869,000.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 2 - INCOME

	Notes	2019 \$	2018 \$
USER CHARGES - SALES			
Cremation		1,592,279	1,553,477
Memorial		2,766,186	1,884,068
Burial		4,886,135	4,792,866
Chapel Fees		1,422,322	1,369,391
Sundry Income		56,695	639,162
		10,723,617	10,238,964
INVESTMENT INCOME			
Interest on Investments			
Local Government Finance Authority		215,242	181,889
Banks & Other		33,931	66,994
		249,173	248,883

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 3 - EXPENSES

	Notes	2019 \$	2018 \$
EMPLOYEE COSTS			
Salaries and Wages		3,848,433	3,657,127
Employee leave expense		343,175	315,392
Superannuation - defined contribution plan contributions	16	371,874	371,990
Workers' Compensation Insurance		117,500	106,287
Less: Capitalised and distributed costs		(35,415)	(82,557)
Total Operating Employee Costs		4,645,568	4,368,239
 Total Number of Employees		53	51
<i>(Full time equivalent at end of reporting period)</i>			
MATERIALS, CONTRACTS & OTHER EXPENSES			
<u>Prescribed Expenses</u>			
Auditor's Remuneration			
- Auditing the financial reports		18,603	16,500
Subtotal - Prescribed Expenses		18,603	16,500
<u>Other Materials, Contracts & Expenses</u>			
Contractors		477,762	656,580
Energy		281,332	273,346
Insurance		119,253	83,878
Maintenance		569,413	590,589
Legal Expenses		47,796	38,155
Parts, accessories & consumables		1,840,809	1,716,776
Professional services		276,976	277,413
Sundry		270,460	243,250
Individually Significant Items			
Liability Guarantee		626,000	616,047
Subtotal - Other Materials, Contracts & Expenses		4,509,800	4,496,034
		4,528,403	4,512,534
 INDIVIDUALLY SIGNIFICANT ITEMS			
Liability Guarantee Fee		626,000	616,047

Cont Note 3

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 3 - EXPENSES (CONT)

	Notes	2019 \$	2018 \$
DEPRECIATION, AMORTISATION & IMPAIRMENT			
Depreciation			
Buildings & Other Structures		298,161	282,481
Infrastructure		785,235	740,249
Plant & Equipment		328,655	305,164
Motor Vehicle		182,241	162,275
		1,594,292	1,490,169
Amortisation			
Trademarks		183	-
		183	-
		1,594,475	1,490,169

Note:
There is no Impairment that affects the Statement of Comprehensive Income.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

	Notes	2019 \$	2018 \$
INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT			
<i>Assets Renewed or Directly Replaced</i>			
Proceeds from disposal		77,071	98,499
Less: Carrying amount of assets sold		77,302	51,369
Gain (Loss) on Disposal		(231)	47,130
Net Gain (Loss) on Disposal or Revaluation of Assets		(231)	47,130

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 5 - CURRENT ASSETS

	Notes	2019 \$	2018 \$
CASH & CASH EQUIVALENTS			
Cash on Hand and at Bank		226,912	201,089
Deposits at Call		886,239	1,095,431
Short Term Deposits & Bills, etc		8,600,000	8,500,000
		<u>9,713,151</u>	<u>9,796,520</u>
TRADE & OTHER RECEIVABLES			
Debtors - General		652,701	680,094
Prepayments & Other Receivables		218,941	170,181
Total		<u>871,642</u>	<u>850,275</u>
INVENTORIES			
Stores & Materials		10,274	5,939
Trading Stock		846,857	890,438
		<u>857,131</u>	<u>896,377</u>

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 6 - NON-CURRENT ASSETS

	2019 \$	2018 \$
OTHER NON-CURRENT ASSETS		
Capital Works-in-Progress	489,276	569,152
Trademarks	5,810	-
	495,086	569,152

Notes

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

Fair Value Level	as at 30 June 2018					Asset Movements during the Reporting Period						as at 30 June 2019			
	At Fair Value	At Cost	Acc. Dep'n	Carrying Amount		New / Upgrade	Renewals	WDV of Asset Disposals	Depreciation Expense (Note 3)	Adjustments & Transfers	Revaluation Increments to Equity (ARR)	At Fair Value	At Cost	Accumulated Dep'n	Carrying Amount
Land	5,650,000	606,730	(5,965)	5,650,000	-	-	-	-	-	-	-	5,650,000	1,167,522	-	5,650,000
Buildings & Other Structures	25,000	606,730	(5,965)	625,765	560,792	21,444	(45,744)	(21,488)	-	-	-	25,000	1,167,522	(27,453)	1,165,069
Buildings & Other Structures	20,317,672	2,116,789	(7,714,859)	12,602,814	395,046	18,638	(1,430)	(276,673)	-	-	-	20,293,372	2,530,473	(7,991,531)	12,301,841
Infrastructure	25,000	2,116,789	(16,709)	2,125,080	668,075	278,857	(7,133)	(73,862)	-	-	-	25,000	2,530,473	(90,571)	2,464,902
Infrastructure	51,097,150	3,228,545	(38,007,860)	13,989,290	81,536	668,075	(1,430)	(711,373)	-	-	-	51,097,150	3,918,156	(38,720,663)	13,276,487
Plant & Equipment	-	1,350,012	(2,542,195)	686,350	278,857	278,857	(22,998)	(328,655)	-	-	-	-	3,918,156	(2,877,983)	1,040,173
Motor Vehicles	-	1,350,012	(625,159)	724,853	278,857	278,857	(22,998)	(182,241)	-	-	-	-	1,628,869	(830,398)	798,471
Total Infrastructure, Property, Plant & Equipment	78,014,822	7,302,076	(48,912,746)	36,404,152	476,582	1,487,806	(77,305)	(1,594,202)	-	-	-	77,990,522	9,245,020	(50,538,599)	36,696,943
Comparatives	78,067,729	4,595,334	(47,984,477)	34,678,586	1,692,394	1,570,609	(51,369)	(1,490,169)	4,100	1,725,565	-	78,014,822	7,302,076	(48,912,746)	36,404,152

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

1 Valuation of Assets

2 Fair Value Measurement

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for recognition and measurement requirements for disclosure purposes.

AASB 13 *Fair Value Measurement* requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

- Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the Authority can access at measurement date.
- Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Classifications are reviewed at each reporting date and transfers between levels are determined based on a reassessment of the lowest level of input that is significant to fair value measurement.

Valuation techniques used to derive Level 2 and Level 3 fair values recognised in the financial statements

The following table sets out the valuation techniques used to measure fair value within Level 2, including a description of the significant inputs used.

Description	Valuation approach and inputs used
Land	Sale price comparison approach. Sales prices of comparable land in a similar location are adjusted for differences in key attributes such as land size. The valuation model is based on price per square metre.
Buildings & Other Structures	Depreciated replacement cost being the current cost to construct the asset (or its modern engineering equivalent) less an allowance for depreciation that would have accumulated since original construction. Buildings and other structures have been allocated to Level 2 where unobservable inputs do not have a significant impact on the valuation.

The following table sets out the valuation techniques used to measure fair value within Level 3, including a description of the significant inputs used.

Description	Valuation approach and inputs used
Buildings & Other Structures	Depreciated replacement cost being the current cost to construct the asset (or its modern engineering equivalent) less an allowance for depreciation that would have accumulated since original construction.
Infrastructure	Depreciated replacement cost being the current cost to construct the asset (or its modern engineering equivalent) less an allowance for depreciation that would have accumulated since original construction.

Cont Note 7

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

Building & Other Structures and Infrastructure shown in fair value hierarchy level 2 and 3 were revalued as at 30 April 2017 by Martin Burns, Senior Commercial Valuer – Certified Practising Valuer of Liquid Pacific. Subsequent additions at cost have been disclosed in the respective fair value hierarchy on the basis that cost is a material representation of fair value.

Land for cemetery purposes is zoned Institutional and is considered a restricted asset. The valuation of the Land was based on sales of similarly zoned land which prohibit development.

Increases in the carrying amount arising on revaluation of land, buildings, improvements, plant, machinery and contents are credited to a revaluation reserve in equity. Decreases that offset previous increases of the same asset class are charged against fair value reserves directly in equity; all other decreases are charged to the income statement.

3 Land & Land Improvements

Estimated future costs of reinstatement of land, capitalised in accordance with AASB 116.16(c), are reviewed annually (see Note 1) and depreciated over the estimated remaining life of the relevant asset.

Land available for burials and memorials is a restricted asset as the Authority has issued interment rights to third parties for perpetuity and the site must be maintained for the term of the interment right.

4 Buildings & Other Structures

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

The cost of assets constructed within the Authority includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred

5 Infrastructure

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

The cost of assets constructed within the Authority includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Cont Note 7

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

6 Plant, Furniture & Equipment

Plant and equipment is carried at cost, less any accumulated depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

7 Motor Vehicles

Motor vehicles are measured on the cost basis less accumulated depreciation and impairment losses..

The carrying amount of motor vehicles is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

8 Capitalisation Thresholds

All items where the purchase price is less than \$1,000 excluding GST are expensed.

9 Estimated Useful Lives

The range of useful lives for the classes of assets is shown below:

Class		Useful Life
Plant, Furniture & Equipment	Plant & Equipment	2.5 to 10 years
Building & Other Structures	Buildings	65 to 70 years
	Other Structures	35 to 65 years
Infrastructure	Infrastructure	12 to 100 years
Motor Vehicles	Motor Vehicles	4 to 10 years

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 8 - LIABILITIES

		2019 \$		2018 \$	
	Notes	Current	Non-current	Current	Non-current
TRADE & OTHER PAYABLES					
Goods & Services		712,212		488,788	-
Payments Received in Advance		1,197,032		742,236	-
Accrued expenses - Employee Entitlements		34,971		164,257	-
Accrued expenses - Other		191,699		668,460	-
Other		11,461		244,083	-
		2,147,375	-	2,307,824	-
PROVISIONS					
Employee entitlements (including oncosts)		596,800	46,865	533,701	69,636
Heritage Monuments Restoration			36,000	-	36,000
Future Upkeep Provision	1, 12		14,526,000	-	14,526,000
		596,800	14,608,865	533,701	14,631,636

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 9 - RESERVES

ASSET REVALUATION RESERVE	01-Jul-18	Net Increments (Decrements)	Transfers	30-Jun-19
Notes	\$	\$	\$	\$
Land	3,743,237	-	-	3,743,237
Buildings & Other Structures	7,907,528	-	-	7,907,528
Infrastructure	11,576,332	-	-	11,576,332
Total Asset Revaluation Reserve	23,227,097	-		23,227,097
Comparatives	23,227,097			23,227,097

OTHER RESERVES	01-Jul-18	Transfers to Reserve	Transfers from Reserve	30-Jun-19
E M M Kay	30,719	-		30,719
Recycled Metals Charitable Reserve	52,131	33,484	-	85,615
Total Other Reserves	82,850	33,484		116,334
Comparatives	30,769	-	-	82,850

PURPOSES OF RESERVES

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non-current assets (less any subsequent impairment losses, where applicable)

E M M Kay Reserve

A reserve has been recognised for a bequest received from the estate of a deceased interred at the Park to maintain the site. The Board has resolved that the expenses incurred on an annual basis maintaining the site will be charged against the reserve. Interest accrued from the reserve will be absorbed in general operating revenue to offset the administration of the same. During Financial Year 2015/16 the interment right for E M M Kay was converted to perpetuity and costs offset against the reserve.

Recycled Metals Charitable Reserve

Funds received from the recycling of metal plaques have been directed to a reserve to be used for philanthropic and charitable purposes.

Contributed Equity Reserve

Equity contributed from City of Mitcham and City of Unley.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 10 - RECONCILIATION TO CASH FLOW STATEMENT

	Notes	2019 \$	2018 \$
(a) Reconciliation of Cash			
Total cash & equivalent assets	5	9,713,151	9,796,520
Balances per Cash Flow Statement		<u>9,713,151</u>	<u>9,796,520</u>
(b) Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus (Deficit)		204,114	164,035
Non-cash items in Income Statement			
Depreciation, amortisation & impairment	3	1,594,475	1,490,169
Net increase (decrease) in unpaid employee benefits		(88,958)	101,148
Net (Gain) Loss on Disposals	4	231	(47,130)
		<u>1,709,862</u>	<u>1,708,222</u>
Add (Less): Changes in Net Current Assets			
Net (increase) decrease in receivables		27,393	(173,836)
Net (increase) decrease in inventories		39,246	(198,933)
Net (increase) decrease in other current assets		(48,760)	21,590
Net increase (decrease) in trade & other payables		223,424	154,167
Net increase (decrease) in other provisions		(254,587)	570,477
Net increase (decrease) in other liabilities		33,488	53,480
Net Cash provided by (or used in) operations		<u>1,730,065</u>	<u>2,135,167</u>
(c) Financing Arrangements			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		50,000	50,000
Corporate Credit Cards		30,000	30,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 11 - FINANCIAL INSTRUMENTS

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	<p>Accounting Policy: Carried at lower of cost and net realisable value; Interest is recognised when earned.</p> <p>Terms & conditions: Deposits are returning fixed interest rates at an average interest rate of 1.90% (2018: 2.34%). Short term deposits are held either in LGFA or NAB at call and term deposit accounts</p> <p>Carrying amount: approximates fair value due to the short term to maturity.</p>
Receivables - Fees & other charges	<p>Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.</p> <p>Terms & conditions: Unsecured, and do not bear interest.</p> <p>Carrying amount: Approximates fair value (after deduction of any allowance).</p>
Liabilities - Creditors and Accruals	<p>Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.</p> <p>Terms & conditions: Liabilities are normally settled on 30 day terms.</p> <p>Carrying amount: Approximates fair value.</p>

2019	Floating Interest Rate	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$	\$
Cash Assets	1,113,151	8,600,000	-	-	9,713,151	9,713,151
Receivables	652,701	-	-	-	652,701	652,701
Total	1,765,851	8,600,000	-	-	10,365,851	10,365,851
Financial Liabilities						
Payables	-	-	-	-	1,920,705	1,920,705
Total	-	-	-	-	1,920,705	1,920,705
EXCESS OF FINANCIAL ASSETS OVER LIABILITIES	1,765,851	8,600,000	-	-	8,445,146	8,445,146

2018	Floating Interest Rate	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$	\$
Cash Assets	1,296,520	8,500,000	-	-	9,796,520	9,796,520
Receivables	680,094	-	-	-	680,094	680,094
Total	1,976,614	8,500,000	-	-	10,476,614	10,476,614
Financial Liabilities						
Payables	-	-	-	-	1,475,107	1,475,107
Current Borrowings	-	-	-	-	-	-
Total	-	-	-	-	1,475,107	1,475,107
EXCESS OF FINANCIAL ASSETS OVER LIABILITIES	1,976,614	8,500,000	-	-	9,001,507	9,001,507

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 11 - FINANCIAL INSTRUMENTS

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Authority.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Authority is the carrying amount, net of any allowance for doubtful debts. There are Authority investments made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Authority's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of the Authority's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that the Authority will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Most of the Authority's financial instruments - both assets and liabilities are at fixed rates. Any such variations in future cash flows will not be material in effect on either the Authority incomes or expenditures.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 12 - COMMITMENTS FOR EXPENDITURE

Capital Commitments

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

Buildings & Other Structures	6,900	498,720
Infrastructure	21,453	232,100
Plant & Equipment	699,226	58,866
	727,579	789,686
These expenditures are payable:		
Not later than one year	727,579	789,686
Later than one year and not later than 5 years	-	-
Later than 5 years	-	-
	727,579	789,686

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 13 - FINANCIAL INDICATORS

	Amounts 2019	Indicator 2019	Prior Periods 2018	2017
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The following indicators have been calculated in accordance with the procedures set out in *Information Paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

Operating Surplus Ratio

Operating Surplus	204,114	1.86%	1.56%	2.59%
Total Operating Revenue	10,972,790			

This ratio expresses the operating surplus as a percentage of total operating revenue.

Net Financial Liabilities Ratio

Net Financial Liabilities	6,768,247	61.68%	65.09%	51.91%
Total Operating Revenue	10,972,790			

Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue.

Asset Renewal Funding Ratio

Net Asset Renewals	1,453,878	91.18%	105.40%	51.84%
Depreciation and amortisation	1,594,475			

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 14 - UNIFORM PRESENTATION OF FINANCES

The following is a high level summary of both operating and capital investment activities of the Authority prepared on a uniform and consistent basis.

All Councils in South Australia voluntarily have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

The Authority has provided this information for the purpose of consolidation by the two constituent Councils.

	2019 \$	2018 \$
Income	10,972,790	10,487,847
<i>less</i> Expenses	(10,768,446)	(10,370,942)
Operating Surplus / (Deficit)	<u>204,345</u>	<u>116,905</u>
<i>less</i> Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(1,530,949)	(2,555,834)
add Depreciation, Amortisation and Impairment	1,594,475	1,490,169
add Proceeds from Sale of Replaced Assets	77,071	98,499
	<u>140,597</u>	<u>(967,166)</u>
<i>less</i> Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets	(359,556)	(518,874)
	<u>(359,556)</u>	<u>(518,874)</u>
Net Lending / (Borrowing) for Financial Year	<u>(14,614)</u>	<u>(1,369,135)</u>

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 15 - OPERATING LEASES

	2019 \$	2018 \$
Lease payment commitments of the Authority		
<p>The Authority has entered into non-cancellable operating leases for various items of computer equipment.</p> <p>No lease imposes any additional restrictions on the Authority in relation to additional debt or further leasing.</p> <p>Leases in relation to computer and office equipment permit the Authority, at expiry of the lease, to elect to re-lease, return or acquire the equipment leased.</p> <p>No lease contains any escalation clause.</p> <p>Commitment under non-cancellable operating leases that have not been recognised in the financial statements are as follows:</p>		
Not later than one year	58,195	-
Later than one year and not later than 5 years	169,585	-
Later than 5 years	-	-
Total	227,780	-

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 16 - SUPERANNUATION

The Authority makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2018/19; 9.50% in 2017/18). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2017/18) of "superannuation" salary.

In addition, the Authority makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), the Authority does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to the Authority's contribution rates at some future time.

Contributions to Other Superannuation Schemes

The Authority also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Authority.

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 17 - CONTINGENCIES & ASSETS/LIABILITIES NOT RECOGNISED IN BALANCE SHEET

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. CONTINGENT LIABILITY

The Authority has contingent liabilities with respect to the redemption of unused interment rights. The Burial and Cremation Act 2013 mandates the refund of unexercised interment rights at current prices less a provision for administration, maintenance and establishment costs; the calculation is determined in the regulations. The contingent liability as at the 30th June 2019 is \$11,973,510. An actual liability will only arise if a claim is made by existing interment right holders in the future. It is considered that the likelihood of future claims arising which could have a significant impact on Centennial Park is remote.

Total unused interment rights account for approximately 6.89% of 47,439 burial interment rights currently issued.

Total unused interment rights account for approximately 7.94% of 39,369 memorial interment rights currently issued.

Once an interment or placement of a monument has occurred an interment right cannot be redeemed.

2. BANK OVERDRAFT

The Authority has a bank overdraft facility of \$50,000

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 18 - RELATED PARTY TRANSACTIONS

Transactions with Key Management Personnel

The Key Management Personnel of the Authority includes the Board, CEO and senior managers. In all, 17 persons were paid the following total compensation.

	2019	2018
	\$	\$
Salaries, allowances & other short term benefits	714,615	706,718

Amounts paid as direct reimbursement of expenses incurred on behalf of the Authority have not been included above.

No key management personnel or parties related to them had any transactions during the year on terms more favourable than those available to the general public.

Transactions with Council Entities

The Authority's Constituent Councils are:

- The City of Mitcham
- The City of Unley

Councils have influence on the financial and strategic operational decisions of the Authority given their equal Board member representation.

No one Member Council individually has control over these decisions.

During the year Liability Guarantee payments were made to the two Constituent Councils to the total value of \$626,000 (2017/18 \$616,047).

CENTENNIAL PARK CEMETERY AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 19 - FUTURE COMMITMENTS

An arrangement is available to the public whereby any service currently offered by the Authority is capable of being prepaid.

Some funds were paid to Funeral Plan Management Pty Ltd with income to the Authority being recorded only when the service has been provided. Funds under management by Funeral Plan Management Pty Ltd at 30 June 2019 total \$724,384 (2018 \$756,620). From 1st December 2014 pre-paid products were no longer paid to Funeral Plan Management Pty Ltd.

Note 20 - SEGMENT REPORTING

The Authority operates in one business and geographical segment being burials, cremations and memorials within South Australia.



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CENTENNIAL PARK CEMETERY AUTHORITY

Opinion

We have audited the financial report of the Centennial Park Cemetery Authority (the Authority), which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income, the Statements of Changes in Equity, the Statement of Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and other explanatory information and the Certification of Financial Statements.

In our opinion, the financial report presents fairly, in all material respects, the financial position of Centennial Park Cemetery Authority as at 30 June 2019, and its financial performance and its cash flows for the year then ended in accordance with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and the Australian Accounting Standards (including Australian Accounting Interpretations).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information other than the Financial Report and Auditor's Report Thereon

The Authority is responsible for the other information. The other information comprises the information included in the Authority's annual report for the year ended 30 June 2019, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibility for the Financial Report

The Authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*. The Authority's responsibility includes establishing and maintaining internal control relevant to preparation and fair presentation of the financial report so that it is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Authority is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that the audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by those charged with governance.
- Conclude on the appropriateness of the Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centennial Park Cemetery Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**DEAN NEWBERY & PARTNERS
CHARTERED ACCOUNTANTS**



**SAMANTHA CRETEN
PARTNER**

Signed on the 9th day of September 2019,
at 214 Melbourne Street, North Adelaide

CENTENNIAL PARK CEMETERY AUTHORITY

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Centennial Park Cemetery Authority for the year ended 30 June 2019, the Authority's Auditor, Dean Newbery & Partners, has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



Janet Miller
CHIEF EXECUTIVE OFFICER

Amanda Heyworth
CHAIR OF THE AUDIT & RISK
MANAGEMENT COMMITTEE

Dated this 2nd day of August 2019



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Auditor's Independence Declaration under Section 22 of the Local Government (Financial Management) Regulations 2011 to the Centennial Park Cemetery Authority

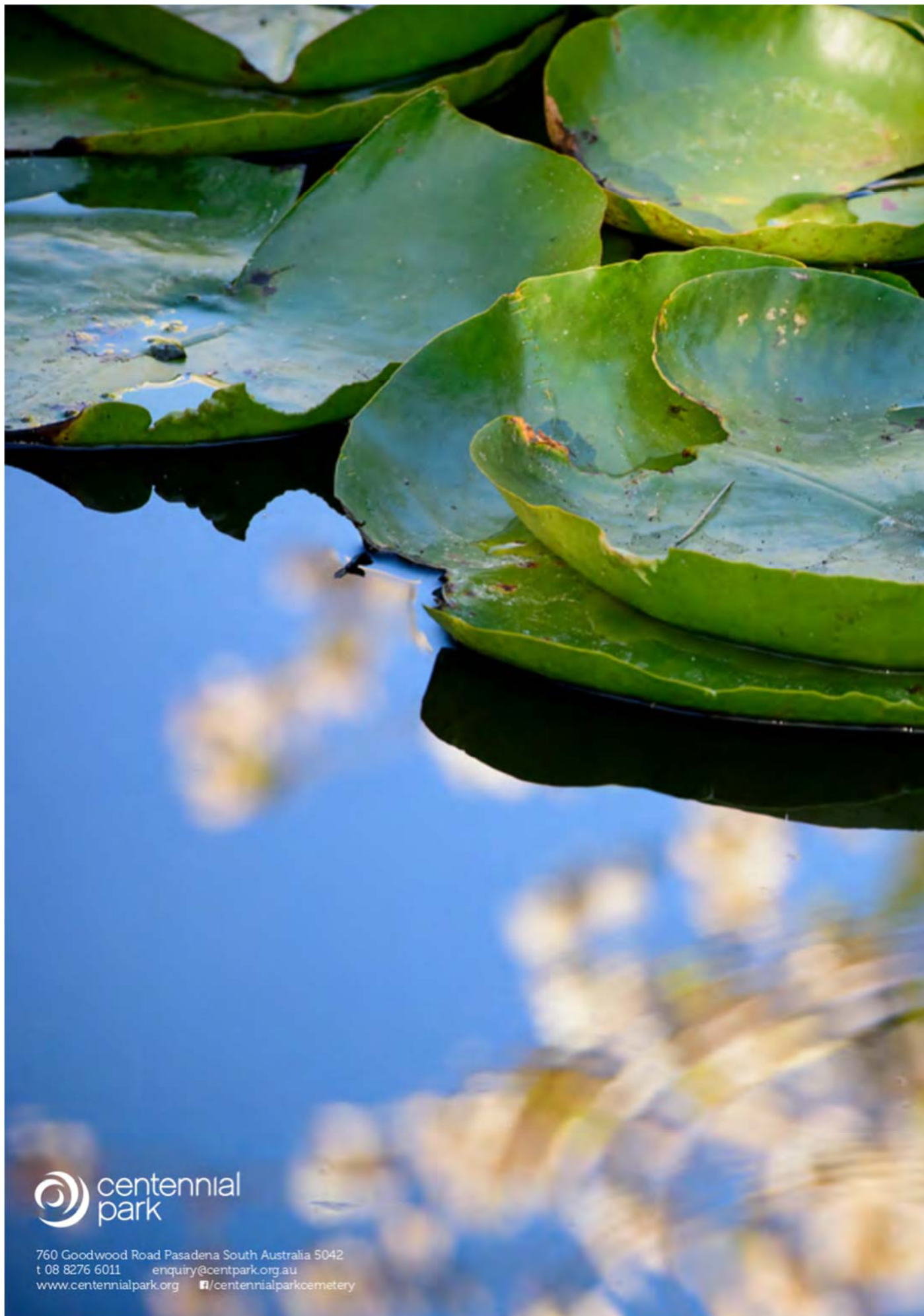
I confirm that, for the audit of the financial statements of the Centennial Park Cemetery Authority for the year ended 30 June 2019, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011* made under that Act.


This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.

**SAMANTHA CRETEN
PARTNER**

Signed on the 9th day of September 2019,
at 214 Melbourne Street, North Adelaide, South Australia 5006





760 Goodwood Road Pasadena South Australia 5042
t 08 8276 6011 enquiry@centpark.org.au
www.centennialpark.org  /centennialparkcemetery

DECISION REPORT

REPORT TITLE:	COMMUNITY GRANT PROGRAM - ALLOCATION OF FUNDING SEPTEMBER 2019 (ROUND 1 OF THE 2019/20 FUNDING ROUND)
ITEM NUMBER:	4.3
DATE OF MEETING:	25 NOVEMBER 2019
AUTHOR:	MATTHEW IVES
JOB TITLE:	COORDINATOR CULTURAL DEVELOPMENT
ATTACHMENTS:	1. COMMUNITY GRANT PROGRAM GUIDELINES 2. PROPOSED FUNDING ALLOCATIONS 3. EVALUATION MATRIX

1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement of the recommendations for funding under the Community Grants Program for Round 1 of the 2019/20 financial year.

The Community Grants Program provides Council funding to support the provision of programs, projects and activities for the local community to participate in a wide range of recreational, cultural, community and environmental initiatives. A total of \$75,933 was allocated in the 2019/20 annual budget to be distributed across two community grant funding rounds over the financial year based on a 50% split of the total 2019/20 annual budget.

This report outlines the recommendations made by the Administration from the applications received in Round 1. A total of 15 applications were assessed with a funding request of \$50,701. After assessment, funding of \$38,160 is recommended for allocation in this round, to be distributed amongst the 15 applicants. Following consideration by a working group made up of five Elected Members comprising Councillors Palmer, Hughes, Russo, Boisvert and Sheehan, these are now presented directly to Council for endorsement.

2. **RECOMMENDATION**

That:

1. The report be received.

2. Funding of \$38,160 be awarded under Round 1 of the 2019/20 financial year for the Community Grants Program as follows:

- \$2,315 to Unley Gardeners Plant Rescue for the purchase of plant shelving to store the increasing numbers of plants they are now receiving.
 - \$3,400 to the Rosefield Community Shed (RCS) for the purchase of a computer numerical controlled router.
 - \$2,275 to Lauren Hookings (auspice Goodwood Community Services) to undertake a disco activity for school aged children, in particular children with disabilities and from low socio-economic backgrounds.
 - \$3,750 to the Unley Bicycle User Group (Unley BUG) and FOCUS to offset research costs associated with the development of a series of walking and cycling tours of natural and cultural heritage sites in the Unley Council area.
 - \$2,500 to the Caring Choir for the Choir's Music Director/Conductor and piano accompanist fees.
 - \$2,010 to the Millswood Bowling Club for the purchase of equipment for the junior members and players.
 - \$2,040 to the Sturt Lawn Tennis Club for the purchase and installation of a defibrillator.
 - \$1,410 to the Scout Association of Australia (Fullarton Scouts) for the purchase and replacement of worn and outdated scouting equipment.
 - \$3,200 to the Gold Foundation to develop and undertake social skills training programs for young people with Asperger Syndrome.
 - \$3,585 to Theofania (auspice the Salvation Army Unley) for a 10 week free interactive reading program for families with babies.
 - \$1,375 to the Goodwood Cricket Club for the upgrade/replacement of the covers for the pitch at Goodwood Oval.
 - \$2,400 to the Forestville Hockey Club for the replacement of the full-size goal set.
 - \$2,400 to the Goodwood Saints Football Club for a professional development coaching program for the Club's junior coaches.
 - \$4,000 to the Student Robotics Club of SA for a mentoring program for the Club's student leaders and mentors.
 - \$1,500 to CATS Inc (Cats Assistance to Sterilize) towards their cat management program for the City of Unley, providing low cost desexing.
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living

1.2 Our Community participates in community activities, learning opportunities and volunteering.

4. BACKGROUND

The Community Grants Program is a distribution of Council grant funding that supports local initiatives to provide opportunities for our local community to participate in a wide range of recreational, cultural, community and environmental activities. Council has facilitated a community grants program annually since 1979.

The purpose of the program is to encourage active citizenship, community capacity building and to support community members to respond to local needs by providing financial assistance to individuals, community groups and organisations that provide projects and programs for residents of the City.

An annual budget of \$75,933 has been allocated in 2019/20 for community grants. This funding is distributed over two funding rounds each financial year in September (Round 1) and March (Round 2). Associated guidelines (Attachment 1) outline the funding eligibility and criteria and are provided to all prospective applicants, with advice from the Administration available to assist as needed.

Attachment 1

The grants were promoted through advertisements in the Eastern Courier Messenger, on Council's website and social media, and at Council's community centres and libraries. Workshops for individuals, organisations and community groups were offered to assist with applying for Council's community grants. Information was also circulated to Council's community database and informal sessions were available to prospective applicants to assist with the preparation of submissions.

5. DISCUSSION

A total of approximately \$37,966 is available for allocation to community grants for this funding round, with a maximum of up to \$4,000 per application. This figure is based on a 50% split of the total 2019/20 annual budget of \$75,933. A total of 15 applications were assessed in Round 1, with a total funding request of \$50,701.

An administrative working group comprising Council's Cultural Development Coordinator, Executive Assistant City Services, Team Leader Community and Cultural Development and the Urban Planning and Design Officer met on 18 October 2019 to assess the applications and to determine proposed funding of the projects and programs as outlined in Attachment 2.

Attachment 2

Applications were assessed and ranked using an evaluation matrix (Attachment 3) based on the mandatory criteria outlined in the Community Grant Guidelines. Applications that did not meet these requirements were deemed ineligible and excluded from further assessment. A scoring system, consistent with the weighting of the criteria, produced a ranking for all projects. Ranking is then used to determine levels of funding, i.e. full or partial.

Attachment 3

The applications were then presented to the Community Grants working group, comprising Councillors Palmer, Hughes, Russo, Sheehan and Boisvert at a meeting on 28 October 2019.

A copy of the Community Grant applications, together with a summary of recommendations for funding, are available in the Members Room.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. Funding of \$38,160 be awarded under Round 1 of the 2019/20 financial year for the Community Grants Program as follows:
 - \$2,315 to Unley Gardeners Plant Rescue for the purchase of plant shelving to store the increasing numbers of plants they are now receiving.
 - \$3,400 to the Rosefield Community Shed (RCS) for the purchase of a computer numerical controlled router.
 - \$2,275 to Lauren Hookings (auspice Goodwood Community Services) to undertake a disco activity for school aged children, in particular children with disabilities and from low socio-economic backgrounds.
 - \$3,750 to the Unley Bicycle User Group (Unley BUG) and FOCUS to offset research costs associated with the development of a series of walking and cycling tours of natural and cultural heritage sites in the Unley Council area.
 - \$2,500 to the Caring Choir for the Choir's Music Director/Conductor and piano accompanist fees.
 - \$2,010 to the Millswood Bowling Club for the purchase of equipment for the junior members and players.
 - \$2,040 to the Sturt Lawn Tennis Club for the purchase and installation of a defibrillator.
 - \$1,410 to the Scout Association of Australia (Fullarton Scouts) for the purchase and replacement of worn and outdated scouting equipment.

- \$3,200 to the Gold Foundation to develop and undertake social skills training programs for young people with Asperger Syndrome.
- \$3,585 to Theofania (auspice the Salvation Army Unley) for a 10 week free interactive reading program for families with babies.
- \$1,375 to the Goodwood Cricket Club for the upgrade/ replacement of the covers for the pitch at Goodwood Oval.
- \$2,400 to the Forestville Hockey Club for the replacement of the full-size goal set.
- \$2,400 to the Goodwood Saints Football Club for a professional development coaching program for the Club's junior coaches.
- \$4,000 to the Student Robotics Club of SA for a mentoring program for the Club's student leaders and mentors.
- \$1,500 to CATS Inc (Cats Assistance to Sterilize) towards their cat management program for the City of Unley, providing low cost desexing.

Option 2 – Council may wish to make changes to the recommendations for funding.

Council may wish to change the funding allocations to reflect alternate funding priorities. However, in making any changes, Council should consider the budget, the guidelines, existing policy and probity of decision-making.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

The 2019/20 annual budget allocation is \$75,933 for Community Grants. An amount of \$38,160 is recommended for allocation in the September 2019 (Round 1) funding round, which is based on a 50% split of the total 2019/20 annual budget. The remaining \$37,770 will be distributed as part of the Round 2 process in March 2020.

9. REPORT AUTHORISERS

Name	Title
Marcia Mudge	Events Management Specialist
Mandy Smith	Manager Community Development & Wellbeing
Megan Berghuis	General Manager, City Services

Community Grants Program September 2019 Guidelines



WHAT IS THE PURPOSE OF THE COMMUNITY GRANTS PROGRAM?

The purpose of the program is to encourage and support community projects that provide a service or program to residents of the City by fostering opportunities for individuals, community groups and organisations to access and participate in a wide range of activities and projects.

Grant funding of up to a maximum of \$4,000 is available.

Funding is offered twice a year and, for the 2019/20 financial year, applications close in **September 2019** and **March 2020**. The closing date for the September 2019 funding round is **Monday 30 September 2019**.

Late applications will not be accepted.

WHO CAN APPLY?

Applications will be considered from *individuals, not-for-profit community groups and organisations. Applicant organisations do not need to be incorporated but must have a current bank account in the applicant organisation's name.

Individuals, community groups and organisations may only submit one application per funding round.

Applicants must operate within the Unley local government area or be proposing an activity that will take place within the Unley LGA.

**Individuals may only apply under the auspice of a not-for-profit community group or organisation.*

WHAT FUNDING IS AVAILABLE?

You may apply for funding of up to \$4,000 in the areas of:

- **Recreation** (i.e. innovative community recreation and physical activity programs; new equipment, fitness programs new to Unley)
- **Art and Culture** (i.e. collaborative arts projects between artists and the community, cultural awareness programs, community art projects)
- **Community** (i.e. new initiatives and/or programs especially targeting disadvantaged or minority groups, learning and skill development, community health and safety programs, new equipment that increases the ability of a group to deliver a service or program to the wider community, promotion of healthy eating and access to healthy food)
- **Environment** (i.e. community garden projects, environmental awareness and education, streetscape programs in partnership with Council, initiatives that reduce water and energy use, waste, minimise pollution or improve vegetation)

WHAT IS THE CRITERIA FOR FUNDING?

Your application must:

- Meet an identified recreation, cultural, community and/or environmental need in the City that is clearly defined and researched.
- Be of direct benefit to residents of the City of Unley.
- Encourage active citizenship and participation by the wider community to provide access to a unique and diverse opportunity.
- Have a clearly defined evaluation process.
- Show the ability to obtain additional resources if grant money forms only part of the funding needed. Resources could include fund raising, grants, volunteers, in kind support, use of existing funds, etc.

IF YOU ANSWER **YES** TO ANY OF THE FOLLOWING QUESTIONS, YOU ARE **NOT ELIGIBLE** TO APPLY.

Will the funding be used for:

- Ongoing salary or salaries (a position created for the length of the project is considered eligible) or associated day-to-day operational costs.
- Reimbursement of moneys already spent or for projects, programs or purchases that have already been completed or costs/expenses that have already been incurred prior to **1 December 2019**.
- Activities and purposes primarily associated with, and for the benefit of a commercial organisation.
- Renovations or capital works, defined as permanent improvements to a building or grounds that will increase its capital value.
- A purpose or purposes where the core funding responsibility normally rests with the State or Federal Government.

WHAT ELSE?

- All applications must be received on the Council approved Application Form and by the closing date.
- Successful applicants must confirm their intention of accepting the grant and conditions by completing a Grant Acceptance Form, which must be received by Council before any grant funding is made.
- If your project requires additional support, approval or permissions from other areas of Council e.g. Development Applications, traffic management requests, reserve/park hire or environmental health issues, please ensure you seek advice from the appropriate area of Council **prior** to submission of your application.

- You are required to submit a Final Financial Acquittal Report within two months of the project completion. Receipts for purchases must be included. Any applicant not meeting this obligation could be ineligible for future financial support.
- As part of the grant acceptance process, you may be required to attend an evening function to celebrate all community grant funding and to share your project/event with other grant recipients.
- Any changes to the project expenditure must be submitted to Council in writing for approval.
- Successful applicants must acknowledge the City of Unley in any publications or publicity regarding the project.
- Council reserves the right to publish your organisation/ club name on the City of Unley web site.
- If your application is for purchases of \$500 and over, you must submit a minimum of two quotes with your application.
- In-kind volunteer hours are to be calculated at \$47.31 per hour.
- Other in-kind contributions can include donated materials; professional expertise; venue hire; and/or other costs absorbed by the organisation/club.

INSURANCE

All applicants should consider conducting a risk assessment process for their project to address any necessary insurance implications. Organisers should check their current insurance arrangements to determine if any extra cover is required.

WHAT HAPPENS TO MY APPLICATION?

- You will be sent a notification that your application has been received.
- Applications are assessed by the Administration and recommendations submitted to an Elected Member working party prior to presentation to the **November 2019** Council meeting for final endorsement.
- You will be notified of the outcome of your application within one week of the Council meeting.
- If your application is successful, prior to payment being made, all additional support, approvals or permissions from other areas of Council must have been obtained, and the Grant Acceptance form must be completed and returned to Council.
- The Council reserves the right to part-fund or refuse an application.

HOW TO APPLY?

Please complete the checklist below and return the application form and supporting documentation to the City of Unley.

- I have read the guidelines and, to the best of my knowledge, the organisation is eligible.
- I have completed all sections and signed the application form.
- I have attached quotes for the purchase of new items costing \$500 and over.

Post to: Executive Assistant City Services
Community Grants Program
City of Unley
PO Box 1
Unley SA 5061

Hand deliver: The City of Unley
181 Unley Road
Unley SA 5061

Artists and individuals working in conjunction with a group or organisation should apply under the auspice of an incorporated organisation.

GRANT WORKSHOPS

Workshops will be held for those groups and artists who would like assistance with their grant applications. The workshops will include information on applying for grant funds; however, the primary focus will be on the "nuts and bolts" of applying for grant funding. Topics will include incorporation, auspice applications, taxation, eligibility and budget preparation.

If you would like to attend a workshop, contact the City of Unley on 8372 5108.

COMMUNITY GRANTS PROGRAM FUNDING: ROUND 1 – 2019/2020
SEPTEMBER 2019

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
1	6	<p>Unley Gardeners Plant Rescue</p> <p><i>Purchase of plant shelving to store an increasing number of plants they now receive and to optimise their area.</i></p>	\$2,569.00	\$2315.00	No	<p>RECOMMENDED FOR PARTIAL FUNDING</p> <p>The rescue of unwanted plants from urban developments or from people who are moving or downsizing to a smaller garden has proved a very successful program with proceeds from the sale of plants going to different charities each time.</p> <p>New shelving will assist Unley Gardeners to expand its program and to maintain its charitable works.</p> <p>The applicant is Unley-based.</p>
2	4	<p>Rosefield Community Shed (RCS)</p> <p><i>Purchase of a computerised numeric-controlled router to produce precision decorative carvings, signboards, frames, and furniture components</i></p>	\$3,773.00	\$3,400.00	Mar. 2017	<p>RECOMMENDED FOR PARTIAL FUNDING</p> <p>The router will help the Shed build on its activities and will assist in its long-term sustainability and self-sufficiency.</p> <p>The applicant is Unley-based.</p>
3	8	<p>Lauren Hookings (auspice Goodwood Community Services)</p> <p><i>A disco activity for school aged children, especially those with disabilities and from low socio-economic backgrounds</i></p>	\$2,844.00	\$2,275.00	No	<p>RECOMMENDED FOR PARTIAL FUNDING</p> <p>This application seeks to provide a social opportunity for young children, with a focus on those with a physical disability.</p> <p>Funding will give continuance to a well-attended program.</p> <p>The applicant is Unley-based.</p>

Item 4.3 - Attachment 2 - Proposed Funding Allocations

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
4	3	Unley Bicycle User Group (Unley BUG) and FOCUS Inc <i>Research for a series of route and information maps for walking and cycling tours of natural and cultural heritage sites in the Unley Council area</i>	\$3,750.00	\$3,750.00	No	RECOMMENDED FOR FULL FUNDING The program has physical activity and provides health/ environmental benefits. Funding will support an activity that is sustainable and will be accessible to people of all ages. The applicant is Unley-based.
5	2	The Caring Choir <i>Fees for the Choir's Music Director/Conductor and Piano Accompanist</i>	\$2,500.00	\$2,500.00	Mar. 2017 Mar. 2018	RECOMMENDED FOR FULL FUNDING The Caring Choir has been a very successful program in the Unley community for several years and plays an important role for people with special needs and their carers to meet and to develop their social interaction skills. Funding enables the Choir to continue and to develop its program. The applicant is Unley-based.
6	10	Millswood Bowling Club <i>Purchase of equipment for junior members and players</i>	\$3,092.00	\$2,010.00	Sept. 2018 Mar. 2019	RECOMMENDED FOR PARTIAL FUNDING The Club runs several successful sports activities that meet community needs. The purchase of new junior bowls will be of benefit and will contribute towards a junior sports activity. The applicant is Unley-based.
7	11	Sturt Lawn Tennis Club <i>Purchase and installation of a defibrillator</i>	\$3,132.82	\$2,040.00	Mar. 2018 Mar. 2019	RECOMMENDED FOR PARTIAL FUNDING Defibrillators have become commonplace in community spaces and sporting venues. Purchase and installation of a defibrillator is consistent with applications from other sporting organisations in the Unley Council area that have previously been funded through the grants program. The applicant is Unley-based.

Item 4.3 - Attachment 2 - Proposed Funding Allocations

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
8	13	Scout Association of Australia (Fullarton Scouts) <i>Purchase and replacement of patrol boxes and trestle tables that are worn or damaged and outdated</i>	\$2,560.40	\$1,410.00	No	RECOMMENDED FOR PARTIAL FUNDING Purchase of the equipment meets an identified need. The applicant is Unley-based.
9	7	Gold Foundation Inc <i>Social Skills training programs for young people with Asperger Syndrome</i>	\$4,000.00	\$3,200.00	Sept. 2018	RECOMMENDED FOR PARTIAL FUNDING The social skills training programs for young people with Asperger Syndrome has the capacity for young people to make friends and to improve communication and social skills as well as psychological wellbeing. The applicant was formerly Unley-based. Its current program is for residents of the City. It is intended that the sessions will be held in a venue within the Unley Council area.
10	5	Theofania (auspice Salvation Army Unley) <i>Free 10 week interactive reading program for families with babies</i>	\$3,980.00	\$3,585.00	Sept. 2018 Mar. 2019	RECOMMENDED FOR PARTIAL FUNDING The proposed free 10 week pilot program aimed at toddlers and pre-schoolers is a strong educational program aimed at encouraging children to engage in reading and increase their literacy skills. The applicant is not based in Unley but the activity will take place on King William Road.
11	14	Goodwood Cricket Club <i>Replacement of the covers used to cover the pitch at Goodwood Oval</i>	\$2,500.00	\$1,375.00	Sept. 2018	RECOMMENDED FOR PARTIAL FUNDING Purchase of the equipment meets an identified need. The applicant is Unley-based.
12	11	Forestville Hockey Club <i>Replacement of a full-size goal set that is worn and unable to be repaired.</i>	\$4,000.00	\$2,400.00	Mar. 2018 Sept. 2018 Mar. 2019	RECOMMENDED FOR PARTIAL FUNDING Purchase of the equipment meets an identified need for competitive games. The applicant is

Item 4.3 - Attachment 2 - Proposed Funding Allocations

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
						Unley-based.
13	9	<p>Goodwood Saints Football Club</p> <p><i>Coaching program to provide the Club's junior coaches with professional development.</i></p>	\$4,000.00	\$2,400.00	Mar. 2018 Mar. 2019	<p>RECOMMENDED FOR PARTIAL FUNDING</p> <p>The coaching program focuses on the Club's junior grade coaches and on training methods for the younger players. The program will also provide an opportunity for the Club to increase the number of players with integration difficulties.</p> <p>The applicant is Unley-based.</p>
14	1	<p>Student Robotics Club of SA</p> <p><i>Mentoring program for the Club's student leaders and mentors</i></p>	\$4,000.00	\$4,000.00	Sept. 2017 Sept. 2018	<p>RECOMMENDED FOR FULL FUNDING</p> <p>The project enables young local and other school-aged students to participate in and to develop skills in the science and technological areas and to enable their community volunteers to access learning techniques to improve their mentoring skills.</p> <p>The applicant is Unley-based.</p>
15	15	<p>Cats Assistance to Sterilise (CATS)</p> <p><i>Ongoing funding of a cat management program for the City of Unley that addresses cat-related issues and which provides low cost desexing</i></p>	\$4,000.00	\$1,500.00	No	<p>RECOMMENDED FOR PARTIAL FUNDING.</p> <p>Council's initiatives regarding cat management as outlined in our Animal Management Plan 2016-2020 include a financial contribution to CATS Inc to provide advice on responsible cat management and low cost de-sexing of cats to residents.</p> <p>Funding commensurate with that awarded in previous years is recommended.</p> <p>The applicant is not Unley-based but the program is applicable to the Unley LGA.</p>
			\$50,701.22	\$38,160.00		

Evaluation Matrix: Community Grants

Criteria	Max Assigned Points	Scoring Guide	Actual Points	Comment
Meets an identified recreation, cultural, community and /or environmental need which is clearly defined and researched	10	2 - Poorly defined 6 - Fairly defined 10 - Well defined		
Creates a direct benefit to residents of the City of Unley	10	2- Minimal benefit 6 - Considerable benefit 10 - Significant benefit		
Enhances the lifestyle and wellbeing of participants through innovative, learning and/or sustainable opportunities	9	1 - Poorly defined 5 - fairly defined 9 - Well defined		
Provides opportunities to extend the skills of participants and provides access to a unique and diverse opportunity	6	2- Poorly defined 4 - Fairly defined 6 - Well defined		
Applications from groups that are based in the Unley Council area and/ or can demonstrate that a significant proportion of the project participants are Unley rate payers	5	1- Minimal involvement of rate payers 3 - Considerable involvement of rate payers 5 – Based in the Unley area or significant involvement of Unley rate payers		
Demonstrated a need for financial support in undertaking the initiative along with the ability to contribute their own resources be it financial or in kind	3	1- Minimal contribution 2 - Considerable contribution 3 - Significant contribution		
Volunteers are engaged in the initiative	3	2- Some volunteers/ voluntary hours 3 – Significant number volunteers/ voluntary hours		
Has a clearly defined evaluation process	3	1 - Poorly defined 2 - Fairly defined 3 - Well defined		
The ability to obtain additional resources if grant money forms only part of the funding needed.	1	1 - Additional resources identified		
	Total 50		Total	

DECISION REPORT

REPORT TITLE:	REVIEW OF POLICIES
ITEM NUMBER:	4.4
DATE OF MEETING:	25 NOVEMBER 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. ORDER MAKING POLICY (VERSION 5)2. CUSTOMER COMPLAINTS POLICY (VERSION 2)3. INTERNAL REVIEW OF DECISION PROCEDURE (VERSION 5)4. INFORMAL GATHERINGS POLICY (VERSION 3)5. DISPOSAL OF SURPLUS NON-COMMUNITY LAND POLICY (VERSION 5)6. ENVIRONMENTAL POLICY (VERSION 3)

1. **EXECUTIVE SUMMARY**

Under the *Local Government Act 1999*, Council is required to review all Statutory and Council policies within 12 months of an election. The policies attached to this report have been recently reviewed and are proposed for endorsement by Council.

In evaluating the Policies, Council should consider whether the Policies are appropriate to endorse as presented; whether revisions are required to the Policy; or whether the Policy is no longer required and therefore should be revoked.

2. **RECOMMENDATION**

That:

1. The report be received.
2. The following policies (set out as Attachments 1 to 5 to Item 4.4 Council Meeting 25/11/2019) be adopted:
 - 2.1 Order Making Policy (Version 5);
 - 2.2 Customer Complaints Policy (Version 2)
 - 2.3 Internal Review of Decision Procedure (Version 5);

- 2.4 Informal Gatherings Policy (Version 3);
 - 2.5 Disposal of Surplus Non-Community Land Policy (Version 5);
and
 - 2.6 Environmental Policy (Version 3).
3. That the CEO be authorised to make amendments of a minor and/or technical nature.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

Under the *Local Government Act 1999*, Council is required to review all Statutory and Council Policies within 12 months of an election.

Statutory Policies are those that are required under legislation.

Council Policies are policies or procedures that set the strategic tone of Council on matters that significantly impact on the community in some way. These policies must be adopted in the first instance, or endorsed following review, by Council.

The requirement for a Council policy will be triggered when an officer, Elected Member(s) or stakeholder has identified:

- (a) a need for a Program Policy (e.g. Community Grants Program); or
- (b) a need to specify how Council will respond in specific situations.

Council Policies relate to a specific program, initiative or issue, and may affect a range of functions within Council's service delivery.

The following policies have been reviewed and are being proposed for Council endorsement:

- Order Making Policy (Version 5);
- Customer Complaints Policy (Version 2)
- Internal Review of Decision Procedure (Version 5);
- Informal Gatherings Policy (Version 3);
- Disposal of Surplus Non-Community Land Policy (Version 5); and
- Environmental Policy (Version 3).

Policies included with this report have been circulated to Elected Members for comment, prior to presentation to Council.

5. **DISCUSSION**

STATUTORY POLICIES

5.1 Order Making Policy

The Order Making Policy explains the circumstances in which the powers available within the *Local Government Act 1999* to make Orders will be used to resolve hazards, to improve the amenity of the locality and for other matters as outlined in the Act in accordance with Council's functions.

Minor changes have been made to this policy, in line with legislative amendments and suggestions from Elected Members, specifically inclusions to clause 6.4.5.

As required by the legislation, this Policy went to public consultation for the period of four weeks between Wednesday 9 October 2019 and Wednesday, 6 November 2019.

No responses were received during that period therefore the Policy is proposed as per Attachment 1.

The Policy has been updated to reflect the current format and position titles.

Attachment 1

5.2 Customer Complaints Policy

The primary objective of the Customer Complaints Policy is to satisfy the mandatory requirements of Section 270 (a1) and (a2) of the *Local Government Act 1999*. The Policy is intended to ensure that Council responds to customer complaints fairly, efficiently and effectively, and to provide information that can be used by Council to deliver quality improvements in its products, services, systems and complaint handling thus reducing complaints about similar issues.

The Policy was extensively reviewed and adopted in 2018, and the changes to the Policy include reference to the *Public Interest Disclosure Act 2018*, amendments to mirror the clauses of the Internal Review of Decision Procedure, and the inclusion of a definition for vexatious complaints. This definition reflects the elements of Section 17 of the *Ombudsman Act 1972*, allowing for the CEO to decline from taking any further action on a matter if they consider the matter falls within that definition.

The Policy has been updated to reflect the current writing style, format and position titles.

Attachment 2

5.3 Internal Review of Decision Policy

The Internal Review of Council Decisions Procedure is required by Section 270 of the *Local Government Act 1999*. The primary objective of the Procedure is to provide a fair, objective, and consistent procedure for the review of decisions of the Council, employees of Council, and other persons acting on behalf of the council, and where appropriate, use information obtained during the review to improve Council's decision making processes and service delivery.

The Procedure is one aspect of Council's customer focused approach to service delivery. It provides a further opportunity to review the way Council provides services to the community, and to identify areas for improvement.

Changes to the Procedure focus upon smoothing the operation of the process of receiving and investigating an application for review, by increasing distance between the original decision maker, reviewing officer, and the final decision maker. This reflects good administrative review practice.

Some clauses have also been re-arranged to aid with the ease of information flow and understanding. Changes to the Policy include reference to the *Public Interest Disclosure Act 2018*, amendments to mirror the clauses of the Customer Complaints Policy, and the inclusion of a definition for vexatious request, which reflects the elements of Section 17 of the *Ombudsman Act 1972*, allowing for the CEO to decline from taking any further action on a matter if they consider the matter falls within that definition.

The Policy has been updated to reflect the current format and position titles.

Attachment 3

5.4 Informal Gatherings Policy

Section 90(8a) of the *Local Government Act 1999* requires that a designated informal gathering or discussion may only be held if the council has adopted a policy for that purpose and that the designated informal gathering or discussion complies with the policy. Section 90(8b) further provides that any policy adopted must comply with the requirements prescribed by the Regulations.

With effect from 24 November 2016, the Minister prescribed certain matters for the purposes of a Council's Informal Gatherings Policy (Regulation 8AB—Informal gatherings and discussions).

The Informal Gatherings Policy applies to designated informal gatherings or discussions arranged by the Council, either by the Chief Executive Officer or the Elected Members as defined under Regulation 8AB of the *Local Government (General) Regulations 2013*.

The Policy provides for the conduct of designated informal gatherings or discussions without prejudicing the requirements for openness and transparency as required by the *Local Government Act 1999*.

The Informal Gatherings Policy has been redrafted, with a view to simplifying the Policy whilst still meeting legislative requirements. The Policy now distinguishes training activities from other informal gatherings and provides that these activities are not captured by the Policy. It also includes provision for the CEO to consider a request from an external presenter that a session be closed to the public when determining public access of any informal gathering.

The Policy has been transferred to the new policy template.

Attachment 4

5.5 Disposal of Surplus Non-Community Land Policy

Section 49 of the *Local Government Act 1999* requires councils to prepare and adopt policies on contracts and tenders, including policies on the sale or disposal of land.

The objective of the Disposal of Surplus Non-Community Land Policy is to clearly set down the City of Unley's processes for the disposal of non-community land or easements that are fair and transparent, and define those circumstances, with reasons, for sale and disposal methods other than by tender. The disposal of non-community land surplus to Council's requirements shall be assessed on the basis set out by the Policy prior to a recommendation being placed before Council.

The Policy has been updated to reflect the current format and position titles.

Attachment 5

COUNCIL POLICIES

5.6 Environmental Policy

The Environmental Policy provides an overarching policy framework, which defines the role of the City of Unley in managing the environment for both present and future generations. It integrates with the Community Plan 2033, which has Environmental Stewardship.

The Policy objectives focus upon the protection and enhancement of natural resources and the provision of a safe, secure and healthy environment for the community both now and in the future; ensuring that environmental considerations become integral to the Council's every-day decision-making and operations

The Policy has been updated to reflect the current format, position titles, relevant legislation and clauses in relation to climate change and green infrastructure.

Attachment 6

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The following policies (set out as Attachments 1 to 5 to Item 4.4 Council Meeting 25/11/2019) be adopted:
 - 2.1 Order Making Policy (Version 5);
 - 2.2 Customer Complaints Policy (Version 2)
 - 2.3 Internal Review of Decision Procedure (Version 5);
 - 2.4 Informal Gatherings Policy (Version 3);
 - 2.5 Disposal of Surplus Non-Community Land Policy (Version 5);
and
 - 2.6 Environmental Policy (Version 3).
3. That the CEO be authorised to make amendments of a minor and/or technical nature.

This option will finalise the above policies for implementation. Statutory and Council Policies are published to the City of Unley website once finalised.

Option 2 –

1. The report be received.
2. Subject to the amendments set out below, the policies (included as Attachments 1 to 5 to Item 4.4, Council Meeting 25/11/2019) be adopted:
 - 2.1 <00> (version <00>);
[insert amendments required or delete if not required]

Council may wish to request amendments to the Policies. If this is the case, the amendments should be articulated as part of the resolution.

Alternatively, Council may wish to have further work undertaken on particular policies prior to endorsement. If that is the case, these policies should be listed as a Part 3 to the resolution, in the following manner:

3. The following policies (set out as Attachment X, etc to Item 4.4, Council Meeting 25/11/2019) be further amended and returned to Council for endorsement:

3.1 [insert policy name]

3.2 [etc]

Finally, Council may wish to revoke any of the Council policies proposed for endorsement. In making a decision to revoke a Council Policy, Council should consider any impact on current services/processes. Should Council wish to revoke any of the policies included in this report, these should be listed as a separate part to the resolution in the following manner:

4. The following policies (set out as Attachment X etc to Item 4.4, Council Meeting 25/11/2019) be revoked:

4.1 [insert policy name]

4.2 [etc]

7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

8. **POLICY IMPLICATIONS**

8.1 **Legislative/Risk Management**

- Council is required to review and endorse all Statutory and Council Policies within 12 months of an election, ending November 2019.

9. **REPORT CONSULTATION**

The policy review has been conducted by officers within the relevant Council business unit and the Executive Management Team has subsequently reviewed the policies prior to inclusion in the Council Agenda.

In addition, the revised policies were forwarded by email for review by the Elected Members, prior inclusion in this report for Council.

Requests for amendments were received from Elected Members in relation to the Order Making. These requests were minor in nature and were actioned prior to the inclusion of the policies in this report.

10. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO



S0013: ORDER - MAKING POLICY

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	General Manager City Services
Related Policies and Procedures	<ul style="list-style-type: none"> • Council's By-Laws
Community Plan Link	<i>Civic Leadership</i> 4.1 We have strong leadership and governance.
Date Adopted	23 August 2010: C717/10
Last review date	26 August 2019: C<00>/19
Next review date	August 2022
Reference/Version Number	S0013: Version 5
ECM Doc set I.D.	1840016

1. PREAMBLE

- 1.1. **Council** is responsible for providing the governance and management of **the City of Unley**. In particular, it is the function of Council to provide for the welfare, well-being and interests of the members of its community and to take measures to protect the area from hazards and to improve amenity.
- 1.2. To fulfil its functions, Council has a range of statutory powers. These powers enable the Council to exercise its regulatory functions by making Policies, Orders and By-laws. Council maintains an Order Making Policy in relation to the exercise of its powers pursuant to Part 2 of Chapter 12 of the *Local Government Act 1999*, to promote the health, safety and well-being of the community. The Policy sets out the matters about which Orders will be made and the relevant principles, procedures and non-compliance actions that will be applied.

2. SCOPE

- 2.1. This Policy is mandatory under section 259 of the *Local Government Act 1999*.
- 2.2. The order making powers and processes under the Act are separate and distinct from Council's powers to make By-laws for the regulation of matters specified by the Act. The exercise of the Council's order making powers, co-exist with the Council's other regulatory powers such as its powers to make By-laws under the Act.
- 2.3. In accordance with the requirements of the Act, this Policy also applies in respect of orders issued by Council under:

Section 216 : Power to order the owner of private road to carry out specified roadworks;

- 2.3.1. Section 218: Power to require owner of adjoining land to carry out specified work; and
- 2.3.2. Section 254: Power to make orders in the circumstances as described in this section.

3. POLICY OBJECTIVES

- 3.1. The objectives of the Policy are to:
 - (a) facilitate a safe and healthy environment; and
 - (b) maintain and improve the amenity of the City.
- 3.2. To fulfil its functions the Council has a range of statutory powers. These powers enable the Council to make Policies, Orders and By-Laws.

Principles

- 3.3. Council will take reasonable steps to have works undertaken or to resolve cases of hazards by negotiation with the person involved before considering issuing an Order.
- 3.4. Negotiation ~~This~~ will occur except in cases of threat to life and immediate threat to public health or safety or in an emergency situation. Council retains the discretion to issue an Order at any stage depending on the circumstances of each individual case.
- 3.5. In each situation in which the Council is considering making an Order, the Council will consider the following circumstances:
 - (a) seriousness of the incident;
 - (b) degree of hazard/danger to the community;
 - (c) nature and degree of risk to health/safety of the community;
 - (d) level of detraction from the amenity of the locality;
 - (e) the occurrence of the activity i.e. frequency, duration, previous incidents;
 - (f) the impact of the activity;
 - (g) any other action already taken or proposed to prevent/minimise the problem; and
 - (h) level of public interest.
- 3.6. The Council is dedicated to facilitating a safe and healthy environment and to maintaining and improving the amenity of the City. Complaints will be dealt with in a timely manner, ~~and~~ adhering to the principles of procedural fairness (or natural justice).

4. DEFINITIONS

- 4.1. The **Act** means the *Local Government Act 1999*.
- 4.2. **Council** means the Corporation of the City of Unley.

5. ROLES AND RESPONSIBILITIES

5.1. This policy will be administered on behalf of Council by the:

- General Manager City Services
- Manager Development & Regulatory Services
- Team Leader Regulatory Services.

6. POLICY STATEMENT

6.1. This Policy will apply to the matters set out in the Act at Sections 216, 218, and 254 which empower the Council to order a person to do or refrain from doing a thing under certain circumstances. This Policy does not apply to other circumstances provided for in the Act and other legislation which specifically empower the Council to make Orders, when appropriate and as the need arises.

6.2. The matters to which this Policy applies are set out below. These matters are stated in general terms with particular examples for illustrative purposes only ~~and~~. ~~The examples~~ are not intended to be an exhaustive list of the circumstances to which this Policy ~~will~~ applies. ~~These examples y, but rather to~~ provide a guide for the community regarding the purpose and the intent of the Policy and the way in which it will be applied.

6.3. The matters to which this Policy applies are as follows:

6.3.1. Section 216: the power to order an owner of a private road to carry out specified roadwork.

6.3.2. Section 218: the power to require an owner of adjoining land to carry out specified work.

6.3.3. Section 254: Power to make orders in the circumstances as described.

6.4. **Hazards on lands adjoining a public place:**

6.4.1. Where a hazard exists on land adjoining a public place that is or is likely to become a danger to the public, Council has the power to issue an Order to the owner or occupier of the land, directing the person/s to fence, empty, drain, fill or cover the land (including land on which there is a building or other structure).

6.4.2. Where vegetation, branches or trees on land create, or are likely to create, danger or difficulty to persons using a public place, Council has the power to issue an Order to the owner or occupier of the land directing them to remove the vegetation, cut back overhanging branches, or remove a tree.

6.4.3. Where an object or structure on land creates or is likely to create danger or difficulty to persons using a public place, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to remove ~~a flag or banner, a flagpole or sign, or similar object or structure~~ that intrudes into a public place.

6.4.4. Where a situation exists that is causing or is likely to cause damage to a road or a hazard to road users, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to take action necessary to protect the road or remove a hazard to road users.

6.4.5. Examples of relevant circumstances:

- i. To fill an excavation, or to prevent drainage of water across the road.
- ii. overhanging branches, overgrown vegetation or structures on land adjoining public places, or which obstructs a road.
- iii. To construct a retaining wall or to remove or modify a fence.
- iv. To fence land to prevent the escape of animals.
- i.—To remove a structure or vegetation near an intersection, a dangerous fence adjoining any road, community land or public place;
- ii.—overhanging branches, overgrown vegetation or structures on land adjoining a public place, or which obstructs a road;
- iii.—drainage across a road;
- iv.—a flag, banner, flagpole or sign intruding into a public place.

6.5. Inappropriate use of vehicle:

- 6.5.1. Where a person is using a caravan or vehicle as a place of habitation in circumstances that:
- i. present a risk to the health or safety of an occupant; or
 - ii. cause a threat of damage to the environment; or
 - iii. detract significantly from the amenity of the locality
- the Council has the power to issue an Order to the owner or occupier of the land or a person apparently occupying the caravan or vehicle directing them to refrain from using a caravan or vehicle as a place of habitation.

7. PROCEDURES

Procedures to be followed in making an Order

- 7.1. Before making an Order (under the various sections of the *Local Government Act 1999*), unless the circumstances are urgent, the Council will take the following actions:
- (a) Give the person to whom it is proposed that the Order be directed, a notice in writing which outlines:
 - i. the proposed action, including the terms of the proposed Order and the period within which compliance with the Order will be required; and
 - ii. the reasons for the proposed action; and
 - iii. an invitation for the person to give reasons, within a specified time why the proposed action should not be taken.
 - (b) If the notice is directed to a person who is not the owner of the relevant land, Council will take reasonable steps to serve a copy of the notices and Order on the owner.
 - (c) Council may, after considering any representations made within the specified time as detailed on the notice:
 - i. make an Order in accordance with the terms of the original proposal; or
 - ii. make an Order with modifications from the terms of the original proposal; or

- iii. determine not to proceed with an Order.
- (d) A council may, at the request, or with the agreement, of the person to whom an order is directed, vary an order or may, on its own initiative, revoke an order if satisfied that it is appropriate to do so. Council may vary any Order or revoke any Order as it sees fit.
- (e) In the case of a threat to life and immediate threat to public health or safety or in an emergency situation, Council may in accordance with section 255 (12) of the Act, make an Order and require compliance without undertaking the above notification process.

Rights of Review

- ~~(a) — An order must include a statement setting out the rights of a person to seek a review of the order under this Act. A statement is sufficient if it includes the information specified by the regulations. The Order will include a statement, which sets out the rights of a person to apply for a review of the Order under the Act. Those rights of review are as follows:~~
- ~~(b)(a) A person to whom an order is directed may, within 14 days after service of the order, seek a review of the order by SACAT under section 34 of the South Australian Civil and Administrative Tribunal Act 2013; A person to whom the Order is directed may, within 14 days after service of the Order, appeal against the Order to the District Court;~~
- ~~(c) — Subject to (c) below, the operation of the Order continues pending the determination of an application for review under the Act;~~
- ~~(d) — The District Court or the Council may, if it thinks fit, make an interim order suspending the operation of the Order;~~
- ~~(e) — The District Court may, if satisfied that it is appropriate and just in the circumstances, vary or set aside an Order on an application for review.~~

Action for non-compliance with an Order

- 7.2. Non-compliance with an Order of the Council will constitute a breach of the Act and the person to whom the Order is directed may incur statutory penalties as provided for in the Act.
- 7.3. The maximum penalty and expiation fee will apply (Refer to Council's *Fees & Charges Register* for current penalty and expiation fees).
- 7.4. Where the requirements of an Order are not complied with, the Council may:
 - (a) Take the action required by the Order itself and recover the reasonable costs and expenses in doing so as a debt in accordance with section 257 of the Act from the person who failed to comply with the Order.
 - (b) Where an amount is recoverable under section 257 of the Act, the Council may, by notice in writing, fix a period within which the amount is to be paid of no less than 28 days. Failure to pay will result in interest being accrued and if the person is the owner of the land a charge may be imposed on the land for the unpaid amount, together with interest.

8. POLICY DELEGATIONS

8.1. Full information about the sub-delegated powers and duties is contained in the Council *Delegations Register*.

9. LEGISLATION

- *Local Government Act 1999*, Chapter 12, Part 2.

9.1. The Policy is mandatory as required under section 259 of the Act. Any future amendment or alteration to this Policy or a substitution of a new policy will be subject to the public consultation provisions of the City of Unley and section 259 of the Act, unless the alteration has only minor significance.

10. AVAILABILITY OF POLICY

10.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

11. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
23 August 2010	C717/10: V1	
22 October 2012	C564/12: V2	
28 April 2014	C1116/14: V3	
26 June 2017	C887/17: V4	Amendments due to commencement of <i>Local Nuisance and Litter Control Act 2016</i>
23 August 2019	C<00>/19 : V5	



S0018: CUSTOMER COMPLAINTS POLICY

Policy Type:	Statutory Policy
Responsible Department:	City Services
Responsible Officer:	Manager Community Connections
Related Policies and Procedures	<ul style="list-style-type: none"> • Procedure for Internal Review of a Council Decision • Public Interest Disclosure Procedure • City of Unley Customer Service Charter • Customer Complaint Procedure; • Unreasonable Customer Conduct Procedure
Community Plan Link	<i>Civic Leadership:</i> 4.3 Our business systems are effective and transparent.
Date Adopted	28 May 2018: C1171/18
Last review date	25 November 2019: C<00>/19
Next review date	November 2022
Reference/Version Number	S0018: Version 2
ECM Doc set I.D.	3331589

1. PREAMBLE

- 1.1. The City of Unley is committed to providing an effective customer complaints management process that reflects the needs, expectations and rights of its customers.
- 1.2. This is facilitated by a culture within Council that recognises the customer's right to provide feedback and provides for these issues to be addressed in an efficient, fair and timely manner.

2. SCOPE

- 2.1. This Policy is intended to ensure that Council responds to customer complaints fairly, efficiently and effectively.
- 2.2. It applies to all areas of Council and is applicable to all **E**mployees and **V**olunteers.
- 2.3. The following is outside the scope of the Customer Complaint Policy:
 - Council Member's Code of Conduct complaints (refer to the *Council Members Code of Conduct and Complaints Handling Procedure* under the *Council Members Code of Conduct*);
 - Requests for information (refer to *Freedom of Information Statement*);
 - Employee **or** **Volunteer** grievances;

- Service requests. These may vary but are likely to relate to:
 - requests for approval
 - requests for action
 - routine inquiries about the organisation's business
 - requests for the provision of information, services and assistance
 - reports of failure to comply with laws regulated by the organisation
 - requests for explanation of policies, procedures and decisions
- Opinions and comments of interest made directly or indirectly, explicitly or implicitly about Council's products, services, facilities and Employees and Volunteers.

2.4. Where there is a reasonable suspicion that the complaint involves corruption in public administration, serious or systemic misconduct in public administration, or serious or systemic maladministration then the matter must be reported to the Office of Public Integrity in accordance with the *Independent Commissioner Against Corruption Act 2012*. These types of complaints do not fall within the scope of this policy.

3. POLICY OBJECTIVES

- 3.1. The primary objective of the Policy is to satisfy the mandatory requirements of Section 270 (a1) and (a2) of the *Local Government Act 1999*.
- 3.2. Council's complaints resolution framework is intended to:
 - Proactively demonstrate Unley values and culture through enabling Council's Customer First value;
 - Enable Council to respond to customer complaints in a timely and cost-effective way;
 - Boost public confidence in Council's administrative processes; and
 - Provide information that can be used by Council to deliver quality improvements in its products, services, systems and complaint handling thus reducing complaints about similar issues.
- 3.3. The core principles of the complaint resolution framework are:
 - 3.3.1. **People focus:** Council is open to complaints from members of the public about Council's decisions, products, services, facilities, Employees and Volunteers, or the resolution of a complaint.
 - 3.3.2. **Transparency:** Council publicises how and where complaints may be made, and will make the process of complaint resolution and investigation easy for complainants to access and understand, whilst being flexible in how complaints may be made to or about Council.
 - 3.3.3. **Responsiveness:** Complaints are acknowledged promptly and addressed according to urgency. The complainant is kept informed throughout the process. Council is genuine in its communication and follows through on its promises. Council's primary focus is resolution.
 - 3.3.4. **Fairness:** To ensure the complaint handling process is fair and reasonable complaints are dealt with in an equitable, objective and unbiased manner. Council will take every reasonable step to ensure that people making

complaints are not adversely affected because a complaint is made by them or on their behalf.

- 3.3.5. **Support:** Council supports and assists customers who need help to make a complaint. There are opportunities for internal and external review and/or appeal about the organisation's response to the complaint, and complainants are informed about these avenues.
- 3.3.6. **Confidentiality:** Personal information related to complaints is kept confidential. Where appropriate the confidentiality of information related to a complaint will be respected. Complaints about Employees or Volunteers will be kept confidential during the investigation process.
- 3.3.7. **Accountability:** Accountabilities for complaint handling are clearly established, and complaints and responses are monitored and regularly reported to management. Council Officers have appropriate authority and guidance to resolve issues that commonly arise in the resolution of complaints. Council provides appropriate training, support and resources to Council Officers who are responding to complaints. ~~Council Officers are recognised and rewarded for good complaint resolution.~~
- 3.3.8. **Continuous Improvement:** Complaints represent an opportunity for improvement in Council's internal procedures and processes, and support ongoing customer satisfaction monitoring such as annual surveying, interviews, forums, program evaluation forms, etc.

4. DEFINITIONS

- 4.1. **Comments** means positive or negative, verbal or written opinions or reactions (a view or judgement formed which is not based on fact or knowledge) about Council's products, services, facilities or Employees or Volunteers.
- 4.2. **Complaint** is an expression of dissatisfaction made to or about Council's decisions, products, services, facilities, Employees or Volunteers, or the handling of a complaint.
- 4.3. **Complaint framework** comprises all policies, procedures, practices, hardware and software used by us in the resolution of complaints.
- 4.4. **Business Day** means a day when the Council is normally open for business (i.e. Monday to Friday, excluding public holidays).
- 4.5. **CEO** is the Chief Executive Officer of the Corporation of the City of Unley, or their delegate.
- 4.6. **Council** means the Corporation of the City of Unley.
- 4.7. **Dispute** is an unresolved complaint escalated either within or outside of Council.
- 4.8. **Employee** includes a person employed directly by Council in a full-time, part time or casual capacity (whether that position is permanent or contractual) and a person providing services to, or on behalf of, the Council even though they may be employed by another party.
- 4.9. **Feedback** is customer participation in formal Council consultation processes (formal feedback opportunities through various public consultation channels such as focus groups, surveys, Your Say Unley, etc).

- 4.10. **Policy** means a statement or set of principles that guides decisions and the achievement of Council's vision, themes, and goals.
- 4.11. **Procedure** is a statement or instruction that sets out how Council policies will be implemented and by whom.
- 4.12. **Resolution** is the completion of the complaint process within the agreed time frame, inclusive of receipt, investigation, consideration and determination of a complaint which may or may not involve agreement of all the parties.
- 4.13. **Request for Service** means the seeking of service, approval, information, action or assistance in line with Council's service offering.
- 4.14. **A Vexatious Complaint** is any request:
- (i) from a complainant who has consistently, over a period of time, complained about minor or trivial matters;
 - (ii) that has previously been dealt with, and no new information has been provided by the complainant;
 - (iii) where the complainant, or the person on whose behalf the complaint was made, does not have a sufficient personal interest in the matter raised in the complaint; or
 - (iv) that is frivolous or not made in good faith; and
 - (v) considered by the CEO having regard to all the circumstances of the request, that an investigation or the continuance of the investigation of the matter raised in the complaint, is unnecessary or unjustifiable
- 4.15. **A Volunteer** is an individual who provides services of their own free will, without coercion and for no financial reward, that complement but do not replace the services provided by staff, and who are managed under Council's *Volunteer Management Policy*.

5. ROLES AND RESPONSIBILITIES

5.1. Chief Executive Officer

- 5.1.1. The CEO is ultimately accountable for the management of, and response to, customer interactions dealing with serious matters or where the customer has not been satisfied with Council's response.

5.2. General Managers

- 5.2.1. General Managers are responsible for resolving customer interactions relevant to their divisions and where cross-division resolutions are required.

5.3. Managers

- 5.3.1. Managers are responsible for resolving customer interactions relevant to their business unit and for ensuring that Employees deal with feedback received in accordance with this Policy.

5.4. Council Officers

- 5.4.1. Includes all levels of Council Employee. Council Officers are accountable for dealing with initial customer interactions relevant to their responsibilities and for the application of this Policy.

5.5. Volunteers

5.5.1. Are accountable for dealing with customer interactions relevant to their responsibilities, in accordance with the *Volunteer Management Policy*.

6. POLICY STATEMENT

6.1. Lodgement of Complaints

6.1.1. The City of Unley provides and promotes multiple channels for lodging complaints.

6.1.2. Complainants can contact Council via mail, email, in person, phone, Council's website and social media.

6.1.3. Complainants also have the opportunity to contact their local Ward Councillors when a complaint or request for service was lodged and the complainant did not receive a response within ten (10) working days.

~~6.1.4. The Please take note that by~~ lodging of a complaint, ~~the matter~~ will not be automatically suspended or put on hold the matter that is the subject of the complaint.

6.2. Relevant Contact Details

6.2.1. The relevant contact details for making a complaint are:

Address City of Unley
 PO Box 1
 UNLEY SA 5061

 Civic Centre
 181 Unley Road
 Unley SA 5061
Phone: 08 8372 5111
Email pobox1@unley.sa.gov.au

6.2.6.3. Facilitating Complaints

6.2.1.6.3.1. Council is committed to receiving complaints in good faith.

6.2.2.6.3.2. Where a complaint involves multiple areas within Council, responsibility for communicating with the complainant and/or their representative will be coordinated.

6.2.3.6.3.3. Council will accept complaints relating to the decisions and actions of officers as well as the decisions and actions of providers delivering service on behalf of Council.

6.2.4.6.3.4. Where a complaint made directly to Council involves external service providers, the complainant will be referred to the relevant provider.

6.2.5.6.3.5. People making complaints will be:

- provided with information about Council's complaint resolution process;
- provided with multiple and accessible ways to make complaints;
- listened to, treated with respect by Council Officers and actively involved in the complaint resolution process, where possible and appropriate; and

- provided with reasons for Council's decision/s and any options for redress or review.

6.3.6. Council will not investigate or action anonymous complaints. If a complainant is concerned about disclosing their identity, they may request that their identity be kept confidential. Where relevant, a person making a disclosure of public interest information may activate protections under the *Public Interest Disclosure Act 2018*, and in accordance with Council's *Public Interest Disclosure Procedure*.

6.3.6.4. Response to Complaints

6.3.1.6.4.1. Receipt of a complaint will be promptly acknowledged, and a response will be provided within a **ten (10)** business day timeframe.

6.3.2.6.4.2. In some circumstances the complaint process may take longer due to the nature and complexity of the complaint, and a Council Officer will contact the complainant to advise of the circumstances, and revised date for receiving the response.

6.3.3.6.4.3. The complaint will be assessed and prioritised in accordance with the urgency and/or seriousness of the issues raised.

6.3.4.6.4.4. Throughout the process, people's expectations will be managed, and a Council Officer will inform them of the following:

- the complaints process;
- the expected time frames for Council's actions;
- the progress of the complaint and reasons for any delay;
- their likely involvement in the process, and
- the possible or likely outcome of their complaint.

6.3.5.6.4.5. Complainants will be advised when Council is not the relevant authority to deal with any part of their complaint, and provided advice about where such issues and/or complaints may be directed (if known and appropriate) e.g. Ombudsman, State Government, Australian Government Aged Care Complaints Commissioner, etc. Some legislation (Act, Regulation, Rule by By-Law) specifically makes provision for an appeal, or an internal or external review of a decision.

6.3.6.6.4.6. Personal information that identifies individuals will only be disclosed or used by the City of Unley as permitted under the relevant privacy laws, legislative requirements and any relevant confidentiality obligations.

6.4.7. Council will also make an assessment as to whether there has been a disclosure of public interest information; whether identity protection should be afforded; and whether to protect the complainant's identity before the substance of the complaint is addressed, in accordance with the *Public Interest Disclosure Act 2018*.

6.4.8. If the complaint is assessed by the Chief Executive Officer to be a Vexatious Complaint, the complainant will be informed of that decision, and of the reasons why Council has declined to take any further action.

~~6.3.7-6.4.9.~~ If a complainant persists or acts unreasonably in their contact with Council, their behaviour may be dealt with under the *Unreasonable Customer Conduct Procedure*.

6.4.6.5. Complaint Resolution & Internal Review of a Council Decision

~~6.4.1-6.5.1.~~ Council is committed to resolve complaints and will undertake investigations and research where required to ensure appropriate complaint resolution.

~~6.4.2-6.5.2.~~ Where possible, Council will endeavour to resolve complaints at first contact with the City of Unley. Council's ~~Q~~ officers will be empowered to resolve complaints promptly and with as little formality as possible. Flexible approaches to problem solving have been adopted to enhance accessibility for people, and/or their representative, in making complaints.

~~6.4.3-6.5.3.~~ Complaints regarding~~Note~~ regulatory investigations or expiations must ~~be follow the formal~~ process, in accordance with the relevant statutory requirements.

~~6.4.4-6.5.4.~~ The ~~person-Council Officer~~ handling the complaint will be different from the ~~E~~employee or Volunteer, whose service or conduct is being complained about.

~~6.4.5-6.5.5.~~ Each complaint will be assessed on its merits and the people making the complaint and/or their representative will be involved in the process as far as possible.

~~6.4.6-6.5.6.~~ Statutory requirements and processes will be met as required.

~~6.4.7-6.5.7.~~ Complainants will be advised of the outcome of the complaint, action taken and the reasons for the decision.

~~6.5.8.~~ In the event the complainant is not satisfied or does not agree with the outcome or decision, it is still considered a resolution. If the complainant is not satisfied with the outcome or decision, they will be advised of any options for review that may be available to them, such as:

- an internal- Second Tier rReview, conducted by the Council Officer immediately senior to the original decision making Officer;
- a section 270 Internal Review of a Council Decision;
- an external review; or
- an external appeal, if they are not satisfied with the outcome or decision made.

~~6.5.9.~~ An Sinternal-econd Tier Rreview will assess the validity of the complaint and make a determination to: ~~will examine the process by which the original decision was made, not the decision itself. The review may or may not result in the disputed decision being reconsidered and overturned. The internal review process will aim for procedural fairness to ensure that all parties have the opportunity to express their point of view in relation to the decision under review, provide relevant information and respond to issues raised.~~

- (i) affirm the original decision or action;
- (ii) vary the original decision or action; or
- (iii) make a new decision or action.

6.4.8-6.5.10. A section 270 Internal Review of a Council Decision is dealt with in accordance with Council's *Internal Review of Decision Policy and Procedure*. It will examine the process by which the original decision was made, not the decision itself. The review may or may not result in the disputed decision being reconsidered and overturned. The internal review process will aim for procedural fairness to ensure that all parties have the opportunity to express their point of view in relation to the decision under review, provide relevant information and respond to issues raised.

6.5.6.6. Corporate Reporting

6.5.1-6.6.1. Reports on Council's complaint resolution will be published in the City of Unley Corporate Half Yearly Report (January and July), available on www.unley.sa.gov.au.

7. POLICY DELEGATIONS

7.1. Nil

8. LEGISLATION

8.1. This is a mandatory policy as required under section 270 of the *Local Government Act 1999*, which requires Council to have policies, procedures and practices for dealing with:

- (a1)(a) *Any reasonable request for the provision of a service by the council or for the improvement of a service provided by the council; and*
- (a1)(b) *Complaints about the actions of the council, employees of the council, or other persons acting on behalf of the council*
- (a2) *The policies, practices and procedures required under subsection (a1) must be directed towards to*
 - (a) *dealing with the relevant requests or complaints in a timely, effective and fair way; and*
 - (b) *using information gained from the council's community to improve its services and operations.*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
28 May 2018	C1171/18: V1	
25 November 2019	C<00>/19:V2	





S0014: INTERNAL REVIEW OF COUNCIL DECISIONS PROCEDURE

Policy Type:	Statutory Procedure
Responsible Department:	Office of the CEO
Responsible Officer:	Executive Manager, Office of the CEO
Related Policies and Procedures	<ul style="list-style-type: none"> • S0019: Customer Complaint Policy • Complaints Handling Procedure Under Council Members' Code of Conduct
Community Plan Link	Civic Leadership: <ul style="list-style-type: none"> • We have strong leadership and governance • Our business systems are effective and transparent
Date Adopted	25 June 2007: C124/07
Last review date	25 November 2019: C<00>/19
Next review date	November 2022
Reference/Version Number	S0014: Version 5
ECM Doc set I.D.	1731990

1. PREAMBLE

- 1.1. The City of Unley recognises the importance of transparency in Council decision-making and the need to provide a fair, objective and consistent process for the internal review of Council decisions.
- 1.2. The City of Unley's Internal Review of Council Decisions Procedure has been adopted in accordance with Section 270 of the *Local Government Act 1999*. The Procedure is one aspect of Council's customer focused approach to service delivery. It provides a further opportunity to review the way Council provides services to the community, and to identify areas for improvement.

2. SCOPE

- 2.1. This Procedure is mandatory under section 270(1) of the *Local Government Act 1999* and applies when reviewing the decisions of:
 - (a) Council;
 - (b) employees of Council; and
 - (c) other persons acting on behalf of Council
- 2.2. Any person with a sufficient interest in a decision may apply for an internal review of a decision of Council, a Council employee, or other person acting on behalf of Council.
- 2.3. The decision may include a Council policy, procedure, and access to a service or fee.



2.4. **Relationship with other Council Policies & Procedures**

- 2.4.1. Council also has a Customer Complaint Policy for dealing with complaints and requests for service. As a general rule, Council will promote that Policy with its associated procedures in the first instance as it offers the potential for immediate resolution.
- 2.4.2. A review of an operational matter should be directed in the first instance to the Customer Complaints Policy. Where simple resolution of a grievance cannot be achieved and a formal application for review is received, this Procedure is to be used.
- 2.4.3. An Internal Review of a Council Decision is the third tier in Council's complaints handling process, and will commence at the point where:
- A request for the review of a Council decision is received; or
 - A complaint escalates from a Second Tier Review under Council's *Customer Complaint Policy*.

2.5. **Matters Outside the Scope of the Procedure**

- 2.5.1. The following matters will not be considered under this Procedure:
- Other provisions in the *Local Government Act 1999* that prescribe appeal arrangements in certain circumstances. For example:
 - objections to valuations made by a Council and appeals against orders made pursuant 254 of the Act (Power to make orders).
 - Other legislation, which has its own prescribed appeal procedures, including:
 - the *Development Act 1993*;
 - the *Planning, Development and Infrastructure Act 2016*;
 - the *Freedom of Information Act 1991*.
- 2.5.2. In addition, the Procedure will not apply when an alternative statutory process for review or appeal exists in other legislation.
- 2.5.3. While Council prefers to work with its customers to resolve requests for review quickly and effectively, an Applicant will always retain the right to seek other forms of resolution, such as contacting the Ombudsman¹, an external authority, or taking legal action at any time.
- 2.5.4. Full cooperation with any such authority will be afforded as necessary, in order to resolve the matter as quickly as possible.

3. **PURPOSE/OBJECTIVES**

- 3.1. The primary objectives of this Procedure are to:
- (i) satisfy the mandatory requirements of Section 270(1) of the *Local Government Act 1999*;

¹ Note: As a general rule, the Ombudsman prefers that matters be addressed by Council in the first instance, unless that is not appropriate in the circumstances.

- (ii) provide a fair, objective, and consistent procedure for the review of decisions of the Council, employees of Council, and other persons acting on behalf of the council;
- (iii) Where appropriate, use information obtained during the review to improve Council's decision making processes and service delivery.

4. DEFINITIONS

- 4.1. **Applicant** is the party lodging the request for internal review, and must have a sufficient interest in the matter. For example a resident, ratepayer, members of a community group, users of Council facilities and visitors to the area.
- 4.2. **Business Day** means a day when the Council is normally open for business (i.e. Monday to Friday, excluding public holidays).
- 4.3. **CEO** is the Chief Executive Officer of the Corporation of the City of Unley, or their delegate.
- 4.4. **Council** is the elected body of the Corporation of the City of Unley.
- 4.5. **Council Decision** is the original decision, the subject of the request for internal review, and either a:
- (i) formal decision of the elected body of Council or a Council Section 41 Committee;
 - (ii) decision made under delegation by the Chief Executive Officer;
 - (iii) decision made under delegation by an Employee of Council, or
 - (iv) a decision made by other persons acting on behalf of Council.
- 4.6. **Decision Maker** is the Council, Chief Executive Officer, or person delegated, to assess the Internal Review Recommendation made by the Reviewing Officer, and make the Final Decision on the internal review.
- The Decision Maker should make a new and independent decision that is not bound by the recommendations of the Reviewing Officer and must:
- (i) affirm the Council decision;
 - (ii) vary the Council Decision; or
 - (+)(iii) make a new decision.
- 4.7. **Employee** includes a person employed directly by Council in a full-time, part time or casual capacity (whether that position is permanent or contractual) and a person providing services to, or on behalf of, the Council even though they may be employed by another party.
- 4.5.4.8. **Final Decision** is the final determination made by the Decision Maker in assessing the Internal Review of Decision.
- 4.6.4.9. **Internal Review Recommendation** is the report provided by the Reviewing Officer to the Decision Maker, setting out the scope, evidence considered, and assessment of the internal review request, and a recommendation to the Decision Maker.
- 4.10. **Reasonableness** is the appropriate standard or quality of decision-making that must be brought to bear when making an administrative decision.
- 4.11. **Reviewing Officer** is the Council officer, external person or sessional panel delegated by the Council or Chief Executive Officer to review the Council Decision; and make an Internal Review Recommendation to the Decision Maker on the Council Decision. The Reviewing Officer will:

- (i) not have been involved with the original decision; and
- ~~(i)~~(ii) be sufficiently independent of the original decision maker.

4.7.4.12.A **Vvexatious Rrequest** is any request:

- (i) from an Applicant who has consistently, over a period of time, complained about minor or trivial matters;
- (ii) that has previously been dealt with, and no new information has been provided by the complainant;
- (iii) where the Applicant, or the person on whose behalf the request was made, does not have a sufficient personal interest in the matter raised in the complaint; **or**
- (iv) that is frivolous or not made in good faith; **and**
- (v) considered by the CEO having regard to all the circumstances of the request, that an investigation or the continuance of the investigation of the matter raised in the request, is unnecessary or unjustifiable

5. ROLES AND RESPONSIBILITIES

5.1. Council has nominated the ~~Council's~~ Chief Executive Officer ~~or their delegate~~ as the officer responsible for ~~dealing-receivingwith~~ any Internal Review of Decision Requests, except where the application should be referred to the Mayor (per Clause 78.1 (ii)), formal application for internal review except

5.2. Once in receipt of an Internal Review of Decision Request, the Chief Executive Officer or Mayor may assign a Reviewing Officer to manage the internal review process. The Reviewing Officer cannot be the Decision Maker, unless a remedy can be reached without internal review, within their level of delegated authority.

5.3. The role of the Reviewing Officer is to:

- (i) Explain the procedure to the Applicant and explore any alternative options to resolve the matter, such as alternative dispute resolution prior to an application for review;
- (ii) Acknowledge receipt of the Application;
- (iii) Ensure that the Application is recorded in the corporate record keeping system and captured for reporting purposes;
- (iv) Outline the timeframes involved and the action to be taken in the first instance;
- (v) Undertake a preliminary investigation to determine what (if any) actions have already been taken to try to resolve the matter, per clause 9;
- (vi) Keep the Applicant informed of progress;

5.4. Ensure that adequate records of the review process and findings are produced and maintained;

5.1. ~~where the application should be referred to the Mayor. (See also clauses 8.1, 8.2 and 8.6)~~

6. INTERNAL REVIEW PRINCIPLES

6.1. An internal review will examine the administrative process by which the Council Decision was made, not the decision itself. The review may or may not result in the disputed decision being reconsidered and overturned.

- 6.2. The internal review process will afford procedural fairness to ensure that all parties have the opportunity to express their point of view in relation to the decision under review, provide relevant information, and respond to issues raised.
- 6.3. All reasonable attempts will be made to review a decision quickly and efficiently.
- 6.4. The lodging of an Application will not automatically suspend or put on hold the subject of the review.

7. REFUSAL TO REVIEW

~~Council has nominated the Council's Chief Executive Officer, or their delegate, as the officer responsible for dealing with any formal application for internal review.~~

- ~~7.1. Before conducting an internal review, the Council, through its delegate, the Chief Executive Officer, may refuse to consider an application for Review of a Council Decision in accordance with Section 270(4) of the Local Government Act 1999 if:
 - ~~7.1.1. The application is made by an employee of the Council and relates to an issue concerning their employment; or~~
 - ~~7.1.2. It appears that the application is frivolous or vexatious; or~~
 - ~~7.1.3. The Applicant does not have a sufficient interest in the matter.~~~~
- ~~7.2. The Chief Executive Officer may also refuse to consider an application where:
 - ~~7.2.1. The matter is currently under consideration by any other authority or agency with statutory appeal powers, or where other review processes are available;~~
 - ~~7.2.2. The application relates to decisions of Council that are set out in the Council's Annual Business Plan and Budget; or~~
 - ~~7.2.3. The application relates to decisions of Council made in accordance with the Development Act 1993 and Development Regulations 2008, or the City of Unley Development Plan.~~~~
- ~~7.3. Elected Members
 - ~~7.3.1. Elected Members, when exercising their statutory duties, may not use the grievance process provided under Sections 270(1) and 271 of the Local Government Act 1999. To attempt to do so would be considered a vexatious request, as the Local Government (Procedures at Meetings) Regulations 2013 provide Elected Members with the opportunity for a rescission motion to alter a decision of Council.~~~~
- ~~7.4. Rates or Service Charges
 - ~~7.4.1. Pursuant to Section 270(2)(ca) of the Local Government Act 1999, where the application for review relates to the impact that any declaration of rates or service charges may have had on ratepayers, the Council will ensure the application for internal review is dealt with promptly, and, if appropriate, addressed through the provision of relief or concessions under that Act.~~
 - ~~7.4.2. It is important to note that section 270(9) of the Act provides as follows:
"The right of a council to recover rates is not suspended by an application for the provision of some form of relief or concession with respect to the payment of those rates (but a council may then, if appropriate in view of the~~~~

~~outcome of the application, refund the whole or a part of any amount that has been paid)."~~

~~7.5. Internal Review of Decision Requests Process~~

~~7.~~

~~7.6.1.1. Council has nominated the Council's Chief Executive Officer, or their delegate, as the officer responsible for dealing with any formal application for internal review.~~

~~7.7.7.1. A formal application for an internal review of a Council Decision must be made in writing, marked "Internal Review of Decision Request", and addressed to:~~

~~(i) Chief Executive Officer~~

~~If the request is for a review of a decision made by the Council as the elected body, or a decision made by an employee of the Council, or other person acting on behalf of Council, the application should be addressed to the Chief Executive Officer of the City of Unley; or~~

~~(ii) Mayor~~

~~If the request is for a review of a decision made by the Chief Executive Officer, the application should be addressed to the Mayor.~~

~~7.8.7.2. Relevant Contact Details~~

~~7.8.1.7.2.1. The relevant contact details for making an Internal Review of Decision Request are:~~

Address	Internal Review of Decision Request ATT: Chief Executive Officer, or Mayor City of Unley PO Box 1 UNLEY SA 5061
Email	pobox1@unley.sa.gov.au RE: Internal Review of Decision Request ATT: Chief Executive Officer, or Mayor

~~7.9.~~

~~7.10.7.3. A formal application for an internal review:~~

~~(i) should use the attached "Internal Review of Decision Request Application for Review of a Council Decision" (Form 1);~~

~~(ii) must provide full details of the Council Decision for which the Applicant is seeking a review; and~~

~~(iii) must be lodged within six (6) months of the original Council Decision being made.~~

~~(iii)(iv) A longer time limit may apply in particular cases. Acceptance of the request for review in these circumstances is at the discretion of the Chief Executive Officer, and provided by the CEO to allow a longer time limit to apply in particular cases. This will be assessed on a case-by-case basis.)~~



~~7.11.7.4~~ The process for applying and participating in a review of a Council Decision is to be made as accessible as possible, with assistance provided if considered necessary. Assistance may include interpreter and/or translation services, assistance with writing the application, or ensuring ease of physical access to meeting rooms etc. If a person refuses assistance, that does not negate their right to proceed with the application.

~~7.12.7.5~~ The CEO ~~or delegate~~ (or Mayor where appropriate) will assess the application and determine the appropriate action. This may include direct referral of the matter to Council, ~~or to an external person or panel independent of the Council to conduct the review,~~ a Reviewing Officer, or to an external relevant authority, such as SAPOL, the Environment Protection Authority, or SafeWorkSA, ~~SAPOL if a criminal matter or to the Office of Public Integrity.~~

~~7.6.~~ Where there is a reasonable suspicion that the complaint involves corruption in public administration, serious or systemic misconduct in public administration, or serious or systemic maladministration then the matter **must** be reported to the Office of Public Integrity in accordance with the *Independent Commissioner Against Corruption Act 2012*.

~~7.7.~~ There is no application fee for an internal review of Council Decision under section 270(1) of the *Local Government Act 1999*.

~~7.13.~~ The CEO may appoint another council officer (the "reviewing officer") such as a member of the Executive Management Team or senior officer, who was independent of the original decision, or set up a panel for the express purpose (i.e. it does not have permanent status) to conduct the review.

~~7.14.~~ Where the CEO or delegate, or Mayor, or reviewing officer has reasonable suspicion that the complaint involves corruption in public administration, serious or systemic misconduct in public administration, or serious or systemic maladministration then the matter **must** be reported to the Office of Public Integrity (OPI) in accordance with the *Independent Commissioner Against Corruption Act 2012*.

Reviewing Officer

~~7.15.~~ The role of the reviewing officer is to:

- ~~(i)~~ Explain the procedure to the applicant and explore any alternative options to resolve the matter, such as alternative dispute resolution prior to an application for review;
- ~~(ii)~~ Acknowledge receipt of the application;
- ~~(iii)~~ Ensure that the application is recorded on the Internal Review Register;
- ~~(iv)~~ Outline the timeframes involved and the action to be taken in the first instance;
- ~~(v)~~ Undertake a preliminary investigation to determine what (if any) actions have already been taken to try to resolve the matter;
- ~~(vi)~~ Keep the applicant informed of progress;
- ~~(vii)~~ Ensure that adequate records of the review process and findings are produced and maintained;
- ~~(viii)~~ Provide a report(s) to Council at intervals through the review process and a final report at the conclusion of the process.

~~In undertaking the internal review, the Reviewing Officer will review the decision in question to ensure that the original decision making process had regard to the following:~~

~~The decision maker had the power to make the decision;~~
~~All matters relevant to the decision were considered and were not influenced by extraneous factors;~~
~~The process was free from bias;~~
~~The decision maker did not exercise a discretion or power in bad faith or for improper purpose;~~
~~The decision was made on facts and evidence;~~
~~The decision was reasonable;~~
~~Any relevant legislation, policies or procedures were considered;~~
~~The decision maker did not exercise a discretionary power at the direction of another person;~~

~~Where a request for review is referred to Council, the CEO or delegate (or Mayor) will prepare a report to Council which will include all relevant information about the decision being reviewed.~~

~~Matters to be referred direct to Council for consideration or reconsideration include:~~

~~A decision made by formal resolution of Council;~~
~~A decision or recommendation made by a Section 41 Council Committee;~~
~~A decision made by the CEO;~~
~~Civic and ceremonial matters;~~
~~Any other matters at the discretion of the CEO;~~

~~Where a request for review has been referred to Council, the applicant will be advised of the date that the report will be presented and will be given the opportunity to provide a written or verbal submission (i.e. deputation) in relation to the report for the Council's consideration.~~

8. INITIAL ASSESSMENT OF REQUEST & OPTIONS FOR REFUSAL

- 8.1. The Chief Executive Officer or Mayor will take receipt of an Internal Review of Decision Request and act as the Reviewing Officer, or may assign a Reviewing Officer to manage the internal review process, and provide an Internal Review Recommendation to the Decision Maker.
- 8.2. Before conducting an internal review of the Council Decision, the Reviewing Officer will conduct an initial assessment of the application to determine if the matter will be reviewed, or if a remedy can be reached without internal review, within their level of delegated authority.
- 8.3. Following an initial assessment, the Reviewing Officer may refuse to consider an Internal Review of Decision Request in accordance with Section 270(4) of the Local Government Act 1999 if:
 - 8.3.1. The application is made by an employee of the Council and relates to an issue concerning their employment; or
 - 8.3.2. It appears that the application is frivolous or vexatious; or
 - 8.3.3. The Applicant does not have a sufficient interest in the matter.
- 8.4. The Reviewing Officer may also refuse to consider an application where:
 - 8.4.1. The matter is currently under consideration by any other authority or agency with statutory appeal powers, or where other review processes are available;

8.4.2. The application relates to decisions of Council that are set out in the Council's Annual Business Plan and Budget; or

8.4.3. The application relates to decisions of Council made in accordance with the Development Act 1993 and Development Regulations 2008, Planning, Development and Infrastructure Act 2016, or the City of Unley Development Plan.

8.5. Elected Members

8.5.1. When exercising their statutory duties, Elected Members may not use the grievance process provided under Sections 270(1) and 271 of the Local Government Act 1999.

8.5.2. To attempt to do so would be considered a vexatious request, as the Local Government (Procedures at Meetings) Regulations 2013 provide Elected Members with the opportunity for a rescission motion to alter a decision of Council.

8.6. Rates or Service Charges

8.6.1. Pursuant to Section 270(2)(ca) of the Local Government Act 1999, where the application for review relates to the impact that any declaration of rates or service charges may have had on ratepayers, the Council will ensure the application for internal review is dealt with promptly, and, if appropriate, addressed through the provision of relief or concessions under that Act.

8.6.2. It is important to note that section 270(9) of the Act provides as follows:

"The right of a council to recover rates is not suspended by an application for the provision of some form of relief or concession with respect to the payment of those rates (but a council may then, if appropriate in view of the outcome of the application, refund the whole or a part of any amount that has been paid). In undertaking the internal review, the reviewing officer will review the decision in question to ensure that the original decision-making process had regard to the following;

9. PROCESS

~~7.16.1.1.~~

~~7.17.1.1. The decision maker had the power to make the decision;~~

~~7.18.1.1. All matters relevant to the decision were considered and were not influenced by extraneous factors;~~

~~7.19.1.1. The process was free from bias;~~

~~7.20.1.1. The decision maker did not exercise a discretion or power in bad faith or for improper purpose;~~

~~7.21.1.1. The decision was made on facts and evidence;~~

~~7.22.1.1. The decision was reasonable;~~

~~7.23.1.1. Any relevant legislation, policies or procedures were considered;~~

~~7.24.1.1. The decision maker did not exercise a discretionary power at the direction of another person.~~

~~7.25.—~~

~~7.26.1.1. Where a request for review is referred to Council, the CEO or delegate (or Mayor) will prepare a report to Council which will include all relevant information about the decision being reviewed.~~

~~7.27.1.1. Matters to be referred direct to Council for consideration or reconsideration include:~~

~~7.28.1.1.~~

~~7.29.1.1. A decision made by formal resolution of Council;~~

~~7.30.1.1. A decision or recommendation made by a Section 41 Council Committee;~~

~~7.31.1.1. A decision made by the CEO;~~

~~7.32.1.1. Civic and ceremonial matters;~~

~~7.33.1.1. Any other matters at the discretion of the CEO.~~

~~7.34.1.1. ——— Where a request for review has been referred to Council, the applicant will be advised of the date that the report will be presented and will be given the opportunity to provide a written or verbal submission (i.e. deputation) in relation to the report for the Council's consideration.~~

~~7.35.9.1. Internal Review of Decision Requests Applications for a review of a Council decision are to be formally acknowledged within three (3) **working days** **Business Days** of receipt, including advice to the A-applicant about the anticipated review process and time line.~~

~~9.2. In most cases requests for review will be considered and determined within 28 **Business Days of formal acknowledgement**. However, in some circumstances the review process may take longer due to the nature and complexity of the application. The Reviewing Officer will contact the Applicant to advise of the circumstances and revised date for receiving the response.~~

~~7.36. —.~~

~~7.37.9.3. The Applicant will be encouraged to participate co-operatively in the review process.~~

~~7.38.9.4. The Applicant will be kept informed about the progress of the review by their preferred method of contact (i.e. email, letter, text, or telephone).~~

~~9.5. In undertaking the internal review, the Reviewing Officer will review the Council Decision to ensure that the original decision making process had regard to the following:~~

- ~~(i) The original decision maker had the power to make the Council Decision;~~
- ~~(ii) All matters relevant to the decision were considered and were not influenced by extraneous factors;~~
- ~~(iii) The process was free from bias;~~
- ~~(iv) The original decision maker did not exercise a discretion or power in bad faith, or for an improper purpose;~~
- ~~(v) The Council Decision was made on facts and evidence;~~
- ~~(vi) The Council Decision was reasonable;~~
- ~~(vii) Any relevant legislation, policies or procedures were considered; and~~
- ~~(viii) The decision maker did not exercise a discretionary power at the direction of another person.~~

~~7.39.9.6. **Opportunity to provide additional information:**~~

~~7.39.1.9.6.1.~~ After initially assessing ~~Throughout the review process an application for an internal review of council decision,~~ the ~~R~~reviewing ~~O~~fficer may (if deemed appropriate) invite the ~~A~~pplicant to provide further information to assist in understanding the ~~A~~pplicant's concerns, the issue(s) to be investigated, ~~and the outcome or remedy sought.~~

~~7.39.2.~~

~~7.39.3.9.6.2.~~ Applicants are able to supply information relevant to the initial application at any time during the review process. However, if the additional information is determined to be of a different nature, the ~~A~~pplicant will be advised of the need to submit a separate application for an Internal Review of Decision Request~~an internal review of a council decision.~~

~~7.40.—~~

9.7. Once the matter has been reviewed by the Reviewing Officer, an Internal Review Recommendation will be provided to the Decision Maker. The Decision Maker will assess the Recommendation, and make a determination to:

- (i) affirm the Council Decision;
- (ii) vary the Council Decision; or
- (iii) make a new decision.

9.8. Council as the Decision Maker

9.8.1. Where Council is the Decision Maker, the Chief Executive Officer, or Mayor in consultation with the Chief Executive Officer, will appoint an external Reviewing Officer to undertake the internal review and provide the Internal Review Recommendation.

9.8.2. The Chief Executive Officer, or Mayor, will prepare a report to Council attaching the Internal Review Recommendation and all relevant information about the original decision being reviewed.

9.8.3. Matters to be referred to Council as the Decision Maker include:

- (i) A decision made by formal resolution of Council;
- (ii) A decision or recommendation made by a Section 41 Council Committee;
- (iii) A decision made by the CEO;
- (iv) Civic and ceremonial matters; and
- (v) Any other matters at the discretion of the CEO.

9.8.4. Once the meeting of Council to determine the matter has been scheduled, the Applicant will be advised of the date that the report will be presented.

~~7.41.9.9.~~ The Applicant will be informed in writing of the outcome of the review within five (5) business days of the ~~determination~~ Final Decision being made.

~~7.42.—~~

~~7.43.9.10.~~ While there is no statutory requirement to give reasons for a decision, Council may provide reasons for the decision of the ~~reviewing officer~~ Decision Maker where practicable. Council will aim to give reasons to explain the outcome where:

- (i) A decision is not in accordance with the adopted policy;
- (ii) A decision is likely to detrimentally affect rights or interests of individuals (or organisations) in a material way;
- (iii) Conditions are attached to any approval, consent, permit, licence or other authorisation.

8.10. PROCEDURAL FAIRNESS

~~8.1.10.1~~ Council will observe the principles of procedural fairness ~~(or (also called "natural justice")~~) when exercising its statutory powers ~~which that~~ could affect the rights and interests of individuals.

~~8.2.10.2~~ Procedural fairness involves:

~~10.2.1. Giving an individual the hearing rule - providing people likely to be adversely affected by decisions an opportunity to:~~

- ~~• present their case;~~
- ~~• have their response taken into consideration before the decision is made.~~

~~8.2.1. the bias rule – ensuring that the Reviewing Officer is independent, free from bias and do~~

~~8.2.2. a right to put their case forward; and~~

~~8.2.3. an opportunity to provide all relevant documentary evidence, rather than an oral hearing.~~

~~8.2.4.10.2.2. Ensuring that the reviewer is not biased and does not have a personal interest in the outcome, and~~

~~8.2.5.10.2.3. the evidence rule - acting only on rational evidence that is logically capable of supporting the facts. Acting only on proper evidence.~~

9.11. REMEDIES

~~9.1.11.1~~ Where the review of a decision upholds the ~~A~~applicant's grievance an appropriate remedy or response will be determined which is consistent and fair for both Council, ~~and~~the ~~A~~applicant ~~and in the public interest~~. The remedy will be proportionate and appropriate to the matter.

~~9.2.11.2~~ The range of outcomes includes:

~~9.2.1.11.2.1. An explanation;~~

~~9.2.2.11.2.2. Mediation, conciliation, or neutral evaluation;~~

~~9.2.3.11.2.3. A change of policy, procedure or practice;~~

~~9.2.4.11.2.4. A correction of misleading records;~~

~~9.2.5.11.2.5. Disciplinary action; and~~

~~9.2.6.11.2.6. Referral of a matter to an external agency for further investigation or prosecution.~~

10.12. CONFIDENTIALITY

~~10.1.12.1.~~ The details of any request for internal review will be kept confidential as far as practicable. When no longer practicable, the applicant will be advised.

~~10.2.12.2.~~ The applicant will be encouraged to observe confidentiality as this is likely to achieve the fairest result for all concerned.

~~10.3.12.3.~~ The ~~A~~applicant's personal information will be used by the Reviewing Officer in relation to investigating and reviewing the application.

~~10.4.12.4.~~ Only relevant parties will be involved in the internal review process.

~~10.5-12.5.~~ Where a request for review is referred to the Elected Council for determination, the Council may consider the matter in confidence where it is lawful and appropriate to do so, subject to there being relevant grounds under section 90(3) of the *Local Government Act 1999*.

~~10.6-12.6.~~ If the application is referred to the Ombudsman, the council will share any relevant information relating to the application with the Ombudsman's office in accordance with the *Ombudsman Act 1972*.

~~10.7-12.7.~~ Information contained within the application may be accessible under the *Freedom of Information Act 1991*.

11.13. RECORD KEEPING

~~11.1-13.1.~~ The Reviewing Officer must keep written records of interviews and the process undertaken.

~~11.2-13.2.~~ Records must be factual and objective.

~~11.3-13.3.~~ Records must be securely stored and lodged in Council's records management system and in compliance with the *State Records Act 1997*.

~~11.4.—~~

~~11.5-13.4.~~ Only those persons with a genuine need to view the material will be allowed access to the records.

12.14. ANNUAL REPORTING

~~12.1-14.1.~~ In accordance with section 270(8) of the *Local Government Act 1999*, the Council will, on an annual basis, initiate and consider a report that relates to:

~~12.1.1-14.1.1.~~ The number of applications for review made under this section, and

~~12.1.2-14.1.2.~~ The kinds of matters to which the applications relate; and

~~12.1.3-14.1.3.~~ The outcome of the applications made under this section; and

~~12.1.4-14.1.4.~~ Such other matters as may be prescribed by the Regulations under the Act.

13.15. POLICY DELEGATIONS

~~13.1-15.1.~~ Nil

14.16. LEGISLATION

~~14.1-16.1.~~ The procedure is mandatory under section 270(1) of the *Local Government Act 1999*.

~~15.2—“Revised Clause 7 Statement on the application of competition principles to local government under the Competition Principles Agreement.” South Australian Government in conjunction with the Local Government Association of South Australia: September 2002. See: www.dpc.sa.gov.au~~

~~14.2-16.2.~~ Other legislation:

- *Freedom of Information Act 1991*
- *Independent Commissioner Against Corruption 2012*
- *Ombudsman Act 1972*
- *State Records Act 1997*

15.17. AVAILABILITY OF POLICY

15.17.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

18. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
25 June 2007	C124/07 - V1	
28 May 2012	C420/12 - V2	
26 May 2014	C1148/14 - V3	
27 March 2017	C800/17 - V4	
26 August 2019	C<00>/19 - V5	



Form 1

INTERNAL REVIEW OF DECISION REQUEST

Local Government Act 1999

APPLICANTS DETAILS:

Applicant Name: _____

Telephone Number: _____

Email: _____

Address: _____

Date of Application: / / _____

Preferred means of contact: _____

DECISION TO BE REVIEWED

Please provide all relevant details, such as the date of the decision, the name of the staff member or department, and any previous contact with Council about this matter. (Attach additional pages if required)

Date of Decision: / /





Form 1

INTERNAL REVIEW OF DECISION REQUEST

Local Government Act 1999

Reasons for Review Request:

Resolution Sought:





Form 1
INTERNAL REVIEW OF DECISION REQUEST

Local Government Act 1999

List of Attachments:

ASSISTANCE REQUIRED

Type: (e.g. interpreter)

Council to arrange: YES / NO

Applicant to arrange: YES / NO

Signed:

Date:

/ /

City of Unley Use Only	
Received (date and time):	____/____/____ at _____ am/pm
Application received by:	
Name:	_____
Position Title:	_____
Application referred to:	
Name:	_____
Position Title:	_____





S0008: INFORMAL GATHERINGS POLICY

Policy Type:	Statutory Policy
Responsible Department:	Office of the CEO
Responsible Officer:	Executive Manager Office of the CEO
Community Plan Link	<i>Civic Leadership</i> 4.1 We have strong leadership and governance
Date Adopted	29 March 2016: C411/19
Last review date	25 November 2019: C<00>/19
Next review date	January 2020
Reference/Version Number	S0008: Version 3
ECM Doc set I.D.	2716842

1. PREAMBLE

- 1.1. Open and transparent Council meetings underpin representative democracy and ensure public confidence in Council's decision-making processes. Informal gatherings, where appropriate, provide opportunities for Elected Members to become better informed on issues and seek further clarification prior to engaging in the formal decision making process, which contributes to enhanced decision making.

2. SCOPE

- 2.1. Section 90(8a) of the *Local Government Act 1999* requires that a designated information gathering or discussion may only be held if the council has adopted a policy in the holding of designated informal gatherings or discussions and that the designated informal gathering or discussion complies with the policy. Section 90(8b) further provides that any policy adopted must comply with the requirements prescribed by the Regulations.
- 2.2. With effect from 24 November 2016, the Minister prescribed certain matters for the purposes of a Council's Informal Gathering Policy (Regulation 8AB—Informal gatherings and discussions).
- 2.3. This Policy applies to designated information gatherings or discussions arranged by the Council, either by the Chief Executive Officer or the Elected Members as defined under Regulation 8AB *Local Government (General) Regulations 2013*.
- 2.4. Both the Chief Executive Officer and the Council are responsible for ensuring designated informal gatherings or discussions are conducted in accordance with the *Local Government Act 1999*.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. This Policy provides for the conduct of designated informal gatherings or discussions without prejudicing the requirements for openness and transparency as required by the *Local Government Act 1999*.
- 3.2. Section 90(8) of the *Local Government Act 1999* allows designated informal gatherings or discussions to be held provided that the discussion does not lead to a decision, or effectively obtain a decision, on a matter that would ordinarily be dealt with at a Council meeting.
- 3.3. This Policy reflects the intention of the legislation for designated informal gatherings or discussions to be used for briefing, planning and information sharing sessions and is aimed at avoiding any perception that informal gatherings will be used to build consensus for Council agenda items.

4. DEFINITIONS

Council means the Corporation of the City of Unley

Designated Informal gatherings or discussions mean an event organised and conducted by or on behalf of the council or chief executive officer to which members of the council or council committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the council or council committee.

Elected Members means the Mayor and Councillors of the City of Unley.

Training and Development Activity means any activity with the objective of increasing Elected Members' knowledge, skills and competencies in relation to the performance of their roles and responsibilities as Elected Members at the City of Unley.

5. POLICY STATEMENT

5.1. General Business of the Council

- 5.1.1. Informal gatherings or discussions will be used solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging Council's deliberative and decision making functions, which must only be undertaken at formal Council meetings.
- 5.1.2. Informal gatherings or discussions may be used to discuss issues that involve strategy or policy or other matters of Council administration and to brief Elected Members on issues relating to their decision making function.

5.2. Timing of, and access to, informal gatherings or discussions

- 5.2.1. Informal gatherings or discussions involving elected members or elected members and council staff are, by their nature, a non-compulsory meeting of the Council, however, all Elected Members are encouraged to attend these sessions, particularly those designed to provide history, context or additional information to assist Elected Members to carry out their role.

- 5.2.2. Informal gatherings or discussions scheduled regularly to coincide with Council's meeting cycle, and ad hoc informal gatherings or discussions, convened to consider matters that will form part of Council's meeting agenda will be advertised on the City of Unley website.
- 5.2.3. At the time an informal gathering or discussion is scheduled, the Chief Executive Officer will consider the content planned for discussion and make a determination as to whether the informal gathering or discussion will be open to the public.
- 5.2.4. A decision to close an informal gathering or discussion will consider the nature of information to be discussed including:
- (a) Whether the content to be discussed falls within the confidentiality provisions of s.90(3) of the *Local Government Act 1999*.
 - (b) Whether the information to be presented constitutes a Training and Development Activity.
 - (c) A request from an external party involve in the presentation of information that the Informal Gathering not be open to the public.

Where the Chief Executive Officer determines the need for private consideration of information to be discussed at the informal gathering or discussion outweighs the need to provide access to members of the public, the informal gathering or discussion will be closed. The reason for this decision will be briefly stated on any notice relating to the informal gathering or discussion.

- 5.2.5. If an informal gathering or discussion is closed to the public, it will be placed last on the order of proceedings and the gathering will be closed when that item is reached.

5.3. Agenda and Minute Taking

- 5.3.1. Consistent with the status of an informal gathering or discussion no formal minutes will be taken at these activities. A list of the topics to be discussed at an informal gathering or discussion will be placed on display at the Civic Centre and may also be published on the Council's website in conjunction with details of the time and place of the informal gathering or discussion.

6. LEGISLATION

- *Local Government Act 1999*
- *Local Government (General Regulations) 2013*

7. AVAILABILITY OF POLICY

- 7.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

8. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
29 March 2016	C411/16 (V1)	New Policy
23 January 2017	C735/17 (V2)	Revised policy including definition of 'designated informal gathering or discussion'.
25 November 2019	C<00>/19 (V3)	



S0003: DISPOSAL OF SURPLUS NON-COMMUNITY LAND POLICY

Policy Type:	Statutory
Responsible Department:	City Development
Responsible Officer:	Manager Strategic Assets
Related Policies and Procedures	<ul style="list-style-type: none"> • Encroachment Policy • Procurement Policy • Property Management Policy
Community Plan Link	<i>Civic Leadership</i> 4.1 We have strong leadership and governance.
Date Adopted	25 October 2010: C758/10
Last review date	25 November 2019: C<00>/19
Next review date	November 2021
Reference/Version Number	S0003: Version 5
ECM Doc set I.D.	1840043

1. PREAMBLE

- 1.1. Section 49 of the *Local Government Act 1999* requires councils to prepare and adopt policies on contracts and tenders, including policies on the sale or disposal of land. This policy is to be read in conjunction with Council's Procurement Policy.

2. SCOPE

- 2.1. This Policy refers to land owned by Council which is categorised as non-community land. This also includes land owned by Council that is Public Road Reserve or land that Council has an interest in, such as easements in favour of Council.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The objective of this Policy is to clearly set down the City of Unley's processes for the disposal of non-community land or easements that are:
- fair and transparent, and
 - define those circumstances, with reasons, for sale and disposal methods other than by tender.
- 3.2. The disposal of non-community land surplus to Council's requirements shall be assessed ~~by the Administration~~ on the basis set out hereunder prior to a recommendation being placed before Council. Such assessments shall be made in the following categories:

- Public Road (including Surplus Road Widening Land)
- Land (separate allotment)
- Land (too small for a separate allotment)
- Easements.

3.3. There may be situations that arise where Council chooses to dispose of land that is not community land and is not surplus to requirements. Such a disposal may be to achieve a particular strategic outcome, that is, the disposal is highly conditional and as such the requirements of this policy would not apply. The Council's Procurement Policy would be applicable in that instance.

4. DEFINITIONS

4.1. This [Policy](#) refers only to non-community land as defined in Section 193 of the *Local Government Act 1999*. It may operate only in the context of Section 201 of the *Local Government Act 1999*, which governs the sale or disposal of local government land.

5. ROLES AND RESPONSIBILITIES

5.1. This Policy will be administered on behalf of Council by the:

- [General Manager City Development](#)
- [Manager Strategic Assets](#)
- Coordinator Property & Facilities
- ~~Manager Strategic Assets~~
- ~~General Manager City Development~~

6. POLICY STATEMENT

6.1 Public Roads

- 6.1.1 Where a public road is considered to be surplus to Council's requirements a report shall be placed before the Council for consideration.
- 6.1.2 Following Council's endorsement that the road is deemed to be surplus to requirements the Administration shall proceed with the closure of the road, pursuant to the provisions of the *Roads (Opening and Closing) Act 1991*, as amended.
- 6.1.3 Following formal closure of the road, where the closed road is of such size that it can be conveniently used separate from the adjoining lands, the closed road may be sold in accordance with Council's Procurement Policy.

6.2 Land Disposal as a Separate Allotment

- 6.2.1 Where a parcel of non-community land, which is owned by Council and is large enough to be conveniently used as a separate allotment from the adjoining properties is considered by the Administration to be surplus to Council's requirements, a report shall be placed before Council for consideration.
- 6.2.2. The report for the disposal of the non-community land shall address:
- possible use to which the Council may put the allotment, and
 - the reasons why the Administration deems the allotment of land to be surplus to Council's requirements, and

- the estimated value of the land which shall be supported by a valuation report from a licensed valuer, and
- the proposed method of disposal, e.g. by auction, tender or other means in accordance with Council's Procurement Policy.

6.2.3 Following approval by Council to dispose of the allotment of non-community land it shall be disposed of in the manner approved by Council.

6.3 Land too small to be disposed of as a separate Allotment

6.3.1 Where a parcel of non-community land, which is owned by Council and is too small to be conveniently used as a separate allotment from the adjoining allotments, is considered by the Administration to be surplus to Council's requirements, a report shall be placed before the Council for consideration of the disposal of the land.

6.3.2 The report shall address:

- the reasons why the non-community land is no longer needed by Council, and
- to which adjacent owner the land is to be offered for sale, and
- the estimated value of the land supported by a valuation report from a licensed valuer, and
- the attainable prices of the land from the adjoining owner/s, and
- where applicable, the method of disposal.

6.3.3 In assessing the attainable price the report shall address the effect the attachment of the surplus land will have on the property to which it is to be attached.

6.3.4 Following approval by Council to dispose of the small allotment of land it shall be disposed of in the manner approved by Council.

6.4 Easements

6.4.1 Where an easement, which is owned by Council, is registered on a third party's property and is considered by the Administration to be surplus to Council's requirements a report shall be placed before the Council for consideration of the disposal of the right and the discharge of the easement.

6.4.2 The report shall address the reasons why the easement is no longer needed by Council, the value of the easement and the attainable price of the easement from the third party on whose title the easement is registered.

6.4.3 In assessing the attainable price the report shall address the effect that the discharge of the easement will have on the value of the property of the third party over which the easement is registered.

6.4.4 Following approval by Council the Administration may proceed with the disposal of the right and discharge the easement over the third party's property.

6.5 Payment

6.5.1 Where the Council sells any of its non-community land which is too small to be sold as an independent allotment or it sells an easement, the Chief Executive Officer shall be empowered to defer the payment of the purchase price,

provided a caveat is registered on the property to which the land is attached or the easement is extinguished, requiring payment as follows:

6.5.1.1 Full payment will be made by the owner of the property if the property is sold and such payment will be made to the Council at settlement.

6.5.1.2 The payment due to Council shall be the agreed purchase price, inflated or deflated for the time value of money at the time of the payment. The time value of money shall be calculated on the average monthly prime lending rate declared by the Reserve Bank of Australia as at the last trading day of each month.

6.5.1.3 The balance outstanding for each such arrangement shall be updated as at 30th June each year so that the current values of Council's deferred assets are recorded.

6.5.1.4 In all other cases full payment shall be made at settlement.

7. POLICY DELEGATIONS

7.1. The Chief Executive Officer has sub-delegation to negotiate deferred payment subject to clause 5.5 of this policy.

7.2. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act 1999*
- *Roads (Opening and Closing) Act 1991*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
1 July 2002	Council (V1)	Policy No COU54
25 October 2010	C758/10 (V2)	
22 October 2012	C564/12 (V3)	
25 July 2016	C526/16 (V4)	
25 November 2019	C<00>/19 (V5)	



COU0017: ENVIRONMENTAL POLICY

Policy Type:	Council Policy
Responsible Department:	City Development
Responsible Officer:	Manager City Design
Related Policies and Procedures	Environment & Sustainability Strategy
Community Plan Link	<i>Environmental Stewardship</i> We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing leadership to our Community
Date Adopted	22 October 2012: C135/11
Last review date	25 November 2019: C<00>/19
Next review date	November 2022
Reference/Version Number	COU0017: Version 3
ECM Doc set I.D.	1840104

1. PREAMBLE

- 1.1. The City of Unley recognises that it has a responsibility to protect and enhance natural resources, and to provide a safe, secure and healthy environment for both present and future generations as reflected in the **Community Plan 2033**.

2. SCOPE

- 2.1. Provide an overarching policy framework, which defines the role of the City of Unley in managing the environment for both present and future generations. It integrates with the **Community Plan 2033** which has a key theme on environmental stewardship.

3. POLICY PURPOSE/OBJECTIVES

3.1. Policy Objectives

- (a) To protect and enhance natural resources and to provide a safe, secure and healthy environment for the community both now and in the future.
- (b) To ensure that environmental considerations become integral to the Council's every-day decision-making and operations.
- (c) To promote greater awareness and understanding of environmental issues within the Council and the community.

- (d) To support the establishment of partnerships for ecologically sustainable practices within the community.

4. DEFINITIONS

Ecology refers to the interaction of organisms with one another, and their environment."

Ecosystem refers to a large community of living and non-living organisms within a particular environment, and the intermingled energy and nutrient cycles."

Environment refers to the surroundings in which the organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

Green Infrastructure refers to the network of green spaces and water systems that delivers multiple environmental, social and economic values and services to urban communities including parks, reserves, backyards, gardens, waterways, wetlands, streets, transport corridors, pathways, greenways, roof gardens and living walls.

Sustainability refers to the process of maintaining a resource and meeting the needs of an individual or population without exhausting the ability for future generations to meet their own needs."

5. ROLES AND RESPONSIBILITIES

5.1. This Policy will be administered on behalf of Council by the:

- General Manager, City Development
- Manager City Design
- Coordinator Environmental Projects and Strategy

6. POLICY STATEMENT

6.1. Leadership

- 6.1.1. Council will plan for, promote and model ecologically sustainable development.
- 6.1.2. Council will ensure that environmental considerations are integrated into the Council's everyday decision-making and operations.
- 6.1.3. Council will integrate the principles of sustainability into Council tender documents and contracts where possible and as required. Use of renewable resources will be preferred where possible and as required.
- 6.1.4. Council will participate with other Councils, and with state and national governments, in setting public policy and achieving regional, state and national objectives.
- 6.1.5. Council will adopt environmentally sound working practices within Council operations that reduce the consumption of natural resources and prevent pollution by:
- implementing a range of actions to ensure that the refuse/reduce/re-use/repair/recycle philosophy is fundamental to Council operations;
 - reducing waste to landfill from Council buildings;

- establishing and maintaining facilities for recycling and/or composting within Council-owned and occupied buildings;
 - purchasing sustainable goods wherever possible and using contractors and goods from companies that have environmental policies;
 - limiting risk of pollution to groundwater and creeks through minimisation of chemical use, efficient street cleaning and prevention of discharge of polluting substances during Council works;
 - reducing water consumption in Council properties, parks and reserves;
 - utilising alternatives to mains water wherever possible through exploring use of rainwater, stormwater and wastewater; and
 - enhancing biodiversity within parks, reserves and streetscapes.
- 6.1.6. Council will continue to endeavour to encourage alternative and renewable energy use **to reduce its carbon footprint.**
- 6.1.7. Council will encourage energy efficiency and the minimisation of water use and run-off in building design and orientation.
- 6.1.8. Council to support waste minimisation, recycling and re-use schemes within the community by providing efficient, environmentally friendly waste collection and recycling services.
- 6.1.9. Council will identify opportunities to extend the City of Unley's open space network and availability.
- 6.1.10. Council will identify opportunities to expand the City of Unley's green infrastructure including trees, plants and water features.**
- 6.1.11. Council will encourage walking, cycling and public transport as an alternative to the private motor vehicle and will emphasise pedestrian and cyclist safety in urban design.
- 6.1.12. Council will ensure a sustainable, safe and integrated transport system is developed for the community considering a balance between intra-city and inter-city demands.
- 6.1.13. Council will investigate opportunities for the revegetation of creeks and their environs.
- 6.1.14. Council will maximise opportunities to increase indigenous vegetation throughout the City of Unley.
- 6.1.15. Council will ensure remnant/significant vegetation throughout the City of Unley is protected.
- 6.1.16. Council will continue to deliver on the Resilient East adaptation plan building resilience to the challenges of climate change**
- 6.1.17. Council will ensure the protection, management and enhancement of the natural resources and built environment of the City through all Council activities.

6.2. Legislation

- 6.2.1. Council will comply with the requirements and intent of relevant legislation, conventions, standards and codes aimed at conserving natural resources and pollution prevention.
- 6.2.2. Council will introduce performance targets and standards for Council operations, which go beyond legislative compliance.

6.3. Partnerships/Community Education

- 6.3.1. Council will support programs that focus on international, national, state and local events, which highlight sustainable living and other environmental issues.
- 6.3.2. Council will establish and maintain working partnerships with government agencies, local industries and the community to promote projects which improve the local environment.
- 6.3.3. Council will provide small grants through the Community Grants Scheme to non-profit groups initiating projects with environmental outcomes.
- 6.3.4. Council will advise local traders, property owners and residents of initiatives and assistance available to reduce pollution risk on their properties.
- 6.3.5. Council will encourage a sense of ownership and guardianship of water management within the community of the Patawalonga Catchment area.
- 6.3.6. Council will support and promote community-based initiatives, which conserve natural resources, prevent pollution and raise awareness of environmental issues.

6.4. Advocacy

- 6.4.1. Council will act as an advocate on behalf of the community where environmental harm has occurred and jurisdiction lies outside Council control.

7. POLICY DELEGATIONS

- 7.1. Not applicable

8. LEGISLATION

- *Local Government Act 1999 (SA)*
- *Environment Protection Act 1993 (SA)*
- *Natural Resources Management Act 2004*

9. AVAILABILITY OF POLICY

- 9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
23 May 2011	C135/11 (V1)	
22 Oct 2012	C564/12 (V2)	
25 November 2019	C<00>/19 (V3)	

INFORMATION REPORT

REPORT TITLE: QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY

ITEM NUMBER: 4.5

DATE OF MEETING: 25 NOVEMBER 2019

AUTHOR: LARA JONES

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE CEO

ATTACHMENTS: 1. CENTENNIAL PARK CEMETERY AUTHORITY - CEO PROGRESS REPORT: 30 SEPTEMBER 2019

1. **EXECUTIVE SUMMARY**

To provide Council with an update on the performance of Centennial Park Cemetery Authority, for the period ending 30 September 2019.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **BACKGROUND**

The CEO of the Centennial Park Cemetery Authority provides to member councils a quarterly report on the activities and financial performance of the Authority for the information of Council. The progress report for the period ending 30 September 2019 is attached for the information of Council as Attachment 1.

Attachment 1

5. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager, Office of the CEO



Centennial Park Cemetery
760 Goodwood Road, Pasadena, South Australia 5042
t 08 8276 6011 | e enquiry@centpark.org.au
www.centennialpark.org

CENTENNIAL PARK CEMETERY AUTHORITY CEO PROGRESS REPORT SEPTEMBER QTR 2019

This progress report provides an update to our owner councils in relation to the financial performance of the Centennial Park Cemetery Authority (Centennial Park) for the year ended 30 September 2019, as well as insights into recent activities that may be of interest.

Business Performance to 30 Sept 2019

The Net Operating Surplus for the year-to-date is \$457K, which is a favourable variance against budget. This favourable variance is due to a combination of better than expected income results, including the sale of four interment rights in our premium area, Olive Terrace, and lower than anticipated expenditure.

The Net Surplus after allowing for payment of the Liability Guarantee Fee to the owner councils and for Deferred IR Revenue, is \$62K.

Café Development

The Mitcham CAP assessed the Planning Application at its meeting on 1 August 2019, and approval was granted. The Architects are now working on detailed plans and drawings in readiness for the Development Application and the release of a Tender for a builder.

Negotiations with our preferred café and catering operator are continuing and we expect to be in a position to execute contracts by early November 2019.

Beam Replacement Program

We are close to re-releasing a tender for the replacement of the concrete footings that support the headstones in the Park; these footings are known as *beams*.

The replacement of beams is included in the current 10-year Asset Management Plan which was written in 2016, adopted by the Board in late 2016, and adopted by the owner councils in January 2017.

Replacement works have not yet commenced. The delay is due to the high pricing received in the initial tender process (immediately after adoption of the Asset Management Plan), and a subsequent research project and engineering review. This extensive work was undertaken in order to ensure that these significant assets are maintained to the appropriate technical specifications; that we are using the best available methods and materials for construction to ensure an appropriate life; and that the work is carried out at a cost that is sustainable over the long term.

In February 2017, after adoption of the Asset Management Plan by the owner councils, a tender for beam replacements was released. Pricing received in that process was higher than anticipated by the Asset Management Plan, and we were advised to re-tender at a later date when the volume of alternative work would have diminished.

In the meantime, the Board asked the CEO to investigate alternatives to the existing beams and recommended utilising the Flinders University New Venture Institute to undertake a research project. The NVI project was completed in late 2017 and an engineering review of the options was completed in mid-2018.

The external engineering firm was engaged to prepare the complex tender documents. This process has taken an extraordinarily long time but we are now working on a final simplified version with a view to release the tender in October.

SALA

This SALA Sculpture Walk in the Park in August 2019 was a highly successful event based on feedback received, the number of people observed walking the 2km route, FB check-ins, and the number of maps issued (over 180).

In preparation for the Sculptural Walk we published this teaser post on Facebook in mid-July. It reached 5,172 people and attracted 187 reactions, comments or shares. We also shared the post on Instagram as a sponsored post attracting 397 likes – new people engaging with Centennial Park

Tours

Aside from our regular Saturday Behind the Scenes tours, recent community tours have included:

- Hosting the Mitcham Council Community Bus for a morning tea and a history and garden tour of Centennial Park;
- Flinders University of the Third Age for a morning tea and walking tour;
- Tanunda Redeemer Lutheran School for a tour of the SALA installations and a general Park tour; and
- The Radio Italiana team for a full tour of the Park

Recent Events

Father's Day

This Father's Day we had five musicians playing various instruments throughout the park and engaged Kansa Coffee to provide free coffee to our visitors from 9am – 12Noon. We received a lot of positive feedback from many visitors on the day and provided 135 free coffees. A 25-second video posted to Facebook attracted an organic reach of over 3,220 people and a total of 604 post engagements with 100% positive feedback.

Felting Exhibition

Centennial Park is hosting an exhibition of felting and textiles by the Mitcham Felters. The exhibition is on display in the Jubilee Complex foyer between 10am and 4pm, Monday to Friday, until 31 October.

Embracing Life Program

We continued our Embracing Life program with a Yoga session in the Norman McLeay Centre on 17 July and a Walking Meditation session on 18 September. These continue to be very popular community events.

Pregnancy & Infant Loss Commemoration

This event was in October but as it had already been held at the time of writing this report, a report has been included.

October is recognised internationally as Pregnancy and Infant Loss Awareness month. Our event was an informal service hosted by the CEO and included a tribute provided by funeral celebrant Michelle Jewels-Parsons, acoustic music and singing by local artist Greg Wain, and a release of bubbles (in lieu of balloons) on the lawns.

Visitors wrote individual tributes that were placed on a Tree of Hearts, and lit memory candles. The emotional event was attended by over 100 people and the feedback received by the CEO from a number of those attending confirmed the importance of this event to those who have suffered the loss of a child; many of whom have not previously had an opportunity to publicly acknowledge the short life of their son or daughter.

Upcoming Events

- All Souls Day Service – 3 November 2019
- Remembrance Day Service – 11 November 2019
- Succulent Wreath Workshop – 16 November 2019
- Three Generations Art Exhibition – 17 November 2019 to 31 January 2020
- Carols in the Park – 11 December 2019

Janet Miller

Chief Executive Officer

15 October 2019

COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.6
DATE OF MEETING: 25 NOVEMBER 2019
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORT

1. EXECUTIVE SUMMARY

To provide an update to Members on information and actions arising from resolutions of Council.

2. RECOMMENDATION

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
25/02/19	1399	<p>UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT</p> <p>2. The Chief Executive Officer be endorsed to exchange a Letter of Intent with the LifeChanger Foundation, who are seeking to explore establishing their South Australian operations in the Unley Oval Complex, which commits to working collaboratively to seek alternative funding sources to undertake the Stage 2 redevelopment of Unley Oval.</p> <p>3. Work commence on the development of detailed designs for Stage 2 of the Unley Oval redevelopment, to support discussions with possible sources of external funding for the project.</p> <p>4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.</p>	Executive Manager OCEO & GM City Development	<p>Item 2 – Completed.</p> <p>Item 3 – Bell Architects have developed concept designs to support discussions with possible sources for external funding for the project. An Elected Members briefing was held on 4 November 2019 to outline the concept designs. A report will be presented for consideration by Council at its meeting to be held in December 2019, seeking endorsement of the developed concept designs.</p> <p>Item 4 – A review of Council's Community Land Management Plan for Unley Oval will be undertaken as part of a City-wide review of its Community Land Management Plans which will be finalised in 2019/20.</p>	<p>Completed</p> <p>December 2019</p> <p>June 2020</p>
22/07/19	2.1	<p>STREET TREE PRUNING, REMOVAL AND REPLACEMENT ON FOUNDRY STREET, GOODWOOD</p> <p>2. The principal petitioner be notified of Council's intention to investigate, from a strategic assets perspective, to gauge opportunity to align possible vegetation enhancements with civil infrastructure requirements, and prioritise these needs against others within the City, with findings to be reported back to Council.</p>	GM City Development	There are arboricultural and infrastructure issues associated with this matter. An arboricultural assessment of the existing trees has been undertaken. The results of the City-wide floodplain modelling review were received from Council's consultant in early October 2019. The results are currently being collated by the Administration and a report will be presented for consideration by Council at its meeting to be held in December 2019, outlining all relevant issues regarding the petitioners' requests.	December 2019
22/07/19	4.5	<p>5-YEAR CULTURAL PLAN</p> <p>2. A 5-Year Cultural Plan be developed for Council's consideration and endorsement.</p>	GM City Services	Focus groups have been held with EMs and staff as well as 5 targeted community sessions and 3 broader drop-in community sessions throughout October. An on-line survey is available on <i>Your Say Unley</i> . A draft plan for consideration and endorsement will be presented to Council in February 2020.	February 2020
26/08/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE STATE GOVERNMENT NORTH-SOUTH CORRIDOR</p> <p>1. The City of Unley indicate its support for the State Government's North-South Corridor project, including the tunnel design option recently announced, via a letter from the Mayor to the Minister for Transport, Planning and Infrastructure, Hon. Stephan Knoll MP and the Chief Executive Officer of the Department for Planning, Transport and Infrastructure, Mr Tony Braxton-Smith, and express a desire to liaise with the Government in its proposal to:</p> <p>1.1 Provide the best possible design option; and</p> <p>1.2 Consult with residents and business owners on, and adjacent to South Road, in order to minimise disruption during the construction phase of the project.</p> <p>2. A briefing be requested from the Department for Planning, Transport and Infrastructure, to provide information on the section of the north-south corridor within the City of Unley, including proposals for the redevelopment of Emmerson Crossing.</p>	Executive Manager OCEO	Briefing date to be advised.	TBA
26/08/19	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE CONDITION OF PAGE PARK</p> <p>1. A report be prepared for the November 2019 Council meeting regarding the condition of the turf at Page Park, including:</p> <ul style="list-style-type: none"> - An assessment of causes of disintegration; and - Possible solutions to rectifying disintegration. 	GM City Development	The Administration will undertake an assessment of the turf condition at Page Park and a report will be presented for consideration by Council at its meeting to be held in December 2019.	December 2019
23/09/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER</p> <p>1. That Community consultation be undertaken as part of the planned review of the Community Land Management Plan and the Animal Management Plan, to ascertain support for a 4pm start to the dogs off leash time at Page Park in the winter months of June, July and August.</p>	GM City Development	The Administration will undertake a City-wide review of its Community Land Management Plans which will be finalised in 2019/20. The community consultation process to be undertaken will include an extension of dog off-leash times as per Council's resolution. The results of this consultation process will inform the review of the Animal Management Plan to be undertaken in 2020/21.	June 2020

COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/09/19	4.1	<p>LOCAL AREA TRAFFIC MANAGEMENT STUDY ZONE 3 (CLARENCE PARK/MILLSWOOD)</p> <p>2. The Local Area Traffic Management Plan Zone 3 (Clarence Park / Millswood) as set out in Attachment 4 to this Report (Item 4.1, Council Meeting 23/09/2019), and the recommendations contained therein, including the implementation priorities be endorsed.</p> <p>3. The property owners, businesses and residents within the Local Area Traffic Management Plan Zone 3 (Clarence Park/Millswood), as well as any other contributors to the consultation, be advised of the endorsed final LATM Plan and its implementation.</p> <p>4. Within the funding allocated in the 2019/20 budget, Administration implement the high priority recommendations identified within the Local Area Traffic Management Plan Zone 3 (Clarence Park/Millswood) along with Recommendations 8, 11, 12, 13, 14, 16 and 19.</p>	GM City Development	<p>Item 2 – Not applicable.</p> <p>Item 3 – The Administration has provided a letter to all property owners, businesses and residents located within the Study Area and all those who provided a submission during the community consultation process informing them of Council's resolution.</p> <p>Item 4 – The Administration has commenced progressing the implementation of all adopted recommendations as per Council's resolution. All adopted recommendations will be completed by no later than 30 June 2020.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
23/09/19	4.3	<p>UNLEY OVAL LIGHTS - ADDITIONAL HOURS OF USE</p> <p>2. Subject to the necessary and required Development Approvals, lighting on Unley Oval be provided to enable community use Monday to Friday, from 6.00am to 7.30am, between 1 April and 30 September annually.</p> <p>3. An annual reimbursement for power usage associated with the extended community use of lighting on Unley Oval (Monday to Friday, from 6.00am to 7.30am, between 1 April and 30 September annually) be provided to the Sturt Football Club, based on the current supply rate.</p>	GM City Development	<p>Item 2 – The Administration has lodged a Development Application to enable the additional use of Unley Oval as per Council's resolution and approval has been granted.</p> <p>Item 3 – The Administration has written to the Sturt Football Club and confirmed the process regarding the arrangements required for the annual reimbursements.</p>	<p>Completed</p> <p>Completed</p>
23/09/19	4.4	<p>POCKET PARKS - PILOT PROGRAM</p> <p>2. The 'Pocket Park' Concept Designs for: - Clifton Street / Duthy Street, Malvern; and - Fairford Street / Duthy Street, Unley; be endorsed.</p> <p>3. The Clifton Street 'Pocket Park' Concept Design be progressed to detailed design and construction, funded by the allocation in the 2019/20 Budget.</p>	GM City Development	<p>Item 2 – The Administration has provided a letter to all residents located adjacent the adopted Pocket Parks and all those who provided a submission during the community consultation process informing them of Council's resolution.</p> <p>Item 3 – The Administration has commenced progressing the Clifton Street Pocket Park Concept Design to detailed design which is expected to be completed by December 2019. Construction is expected to be completed by May 2020.</p>	<p>Completed</p> <p>Completed</p>
23/09/19	4.5	<p>TORRENS AVENUE, FULLARTON - REMOVAL OF 2-HOUR PARKING CONTROLS</p> <p>2. The existing 2-hour parking controls on Torrens Avenue, located between Fisher Street and the property boundaries of No. 14/16 and No. 15/17 Torrens Avenue be removed.</p> <p>3. A section of 2-hour parking control to operate 8am to 5pm Monday to Friday at the south-eastern end of Torrens Avenue (adjacent No. 114 Fisher Street) be installed.</p> <p>4. The Principal Petitioner be advised of Council's decision regarding the removal of 2-hour parking controls in Torrens Avenue.</p>	GM City Development	<p>Item 2 – All signage has been removed per Council's resolution.</p> <p>Item 3 – All signage has been installed per Council's resolution.</p> <p>Item 4 – The Administration has sent the Principal Petitioner a letter advising Council's resolution.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
23/09/19	4.11	<p>SMART CITY INITIATIVES - CITY OF TRIKALA</p> <p>2. A workshop be held for Elected Members to discuss the relevance and potential benefits (if any) for the City of Unley based on the findings of the Smart City Initiatives – City of Trikala report (Item 4.11, Council Meeting 23/09/2019).</p>	Executive Manager OCEO	<p>- EM Briefing held 12 November 2019.</p> <p>- Report to be submitted to Council December 2019 re. collaboration.</p>	December 2019
23/09/19	4.15	<p>HIGHGATE PARK (FORMERLY THE JULIA FARR CENTRE) SITE USE</p> <p>2. Council write to the Minister for Human Services requesting that a decision on the Highgate Park site be deferred until a Master Plan is developed that identifies potential uses for the site that meets the objectives of the Home for Incurables Trust, recognises the needs of key stakeholders and benefits the community.</p> <p>3. Council engage with the State Planning Commission, Concordia College and Living Choice to undertake a master planning exercise for the Highgate Park site, with costs to be shared by participants.</p>	CEO	<p>2. Correspondence sent to Minister for Human Services.</p> <p>3. Council engaging with State Planning Commission, Concordia College and Living Choice to undertake a master plan exercise.</p>	Completed April 2020

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR J. RUSSO RE. COMMUNITY ACTIVATION FOR 2020 AFLW MATCH
ITEM NUMBER:	5.1.1
DATE OF MEETING:	25 NOVEMBER 2019
ATTACHMENTS:	NIL

Councillor J. Russo has given notice of intention to move the following motion at the Council meeting to be held on 25 November 2019 .

MOTION

That:

1. Council staff be authorised to investigate options and costs for a Village Green activation during the AFLW game on Sunday 29 March 2020, to present back to Council for consideration and approval of funding.
-

Background

The City of Unley will be hosting an AFLW game at Unley Oval on Sunday 29 March 2020. The 2019 AFLW game between the Adelaide Crows vs GWS saw approximately 8,000 people attend to watch the game. This was a significant crowd which brought many people from outside the Unley community.

I consider this a great opportunity for the City of Unley to showcase our community by putting on a Village Green activation event that invites local businesses and community organisations from Unley to have a stall on the Village Green. Stalls could consist of food and beverage, retail goods and products or children's activities.

The Sturt Football Club has expressed their support of such an initiative and would like to work with council administration to ensure that both the AFLW Game and Village Green activation suits both organisation's needs.

Officers Comment

Administration will explore this option over the next month if the motion is carried, noting that the Village Green is available on Sunday 29 March 2020. Please note, there is currently no budget allocation available in the 2019/20 budget for this initiative, so any further support will require additional funding.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTION ON NOTICE FROM COUNCILLOR P. HUGHES RE. CLIMATE CHANGE
ITEM NUMBER:	5.3.1
DATE OF MEETING:	25 NOVEMBER 2019
ATTACHMENTS:	NIL

The following Questions on Notice have been received from Councillor P. Hughes and the answers are provided:

QUESTIONS

1. What actions has the City of Unley undertaken in the last five to eight years that support a changing climate?

Please provide information about both:

- Mitigation actions that reduce our carbon footprint
- Adaptation actions that prepare our community for current and future impacts of climate change

Across those two areas please include Council actions that was:

- On Council operations and infrastructure
- To support our community
- In conjunction with the Resilient East project
- In conjunction with other Council(s) or organisations

2. What actions are documented in our future plans?

ANSWERS

The City of Unley has been undertaking projects that both **Mitigate** and **Adapt** to climate change for many years, with plans to do more in the future.

Climate change is already happening. Put simply, Unley is getting hotter and drier and our storms are getting more intense. This means existing natural hazards such as heatwaves, drought, storms and floods are becoming more frequent and intense.

The most important thing we can all do with Climate Change is to prevent greenhouse gas emissions releasing into the atmosphere. This will stop further changes to our climate. This is called **Mitigation** and typically focuses on projects associated with energy, transport and reducing waste to landfill.

Even if we stop all emissions, a certain level of climate change has already been locked in. This means no matter what, we will need to **adapt** to the impacts of these changes. Adaption projects cover areas including urban greening, water sensitive urban design, emergency preparedness and heat management.

Council has two main roles, taking direct action to create change through initiatives on its own infrastructure and operations, as well as projects that provide a service to enable our community to act.

Council collaborates with other Councils and organisations to share information, resources and deliver a coordinated response.

- Since 2012 Unley has been an active partner with [Resilient East](#) which is working on landscape level adaptation work for climate change across eight eastern Councils and the State Government.
- Unley are also members of a global network of local government for sustainability through [ICLEI](#) which includes climate change.
- Other projects, grants, and collaborative opportunities have also occurred with organisations in the past five to eight years that are either directly or indirectly contributing to climate change initiatives.

To address the question, a high-level summary of projects has been provided in the following tables which cover the seven themes;

Mitigation

- Energy
- Transport
- Waste Management

Adaptation

- Greening
- Water
- Heat
- Preparedness

The projects listed are not exhaustive. It is also worth noting that the main project goal may not always have been climate change, however, outcomes have directly contributed to either mitigation or adaptation. Examples of core council services that support climate change efforts are Waste Management and Walking & Cycling.

Mitigation Actions		
Energy		Project Partners
Council	Renewable Energy (Solar) Installations <ul style="list-style-type: none"> • 2016 – a 10kW system was installed at the Unley Swimming Pool. • 2017 – a 15kW system with a 9.8 lithium ion battery was installed at Fullarton Community Centre. • 2018 – a 20kW solar system was installed at Clarence Park Community Centre. 	N/A
	Street Lighting Energy Efficiency 2018/19 – replacement of existing council owned street lights to LED lights in residential streets.	N/A
	Building Energy Efficiency <ul style="list-style-type: none"> • 2011 – the Unley Civic Centre had a Building Management System Upgrade that reduced energy consumption by 26%. • For the past eight years a more energy efficient option has been selected for any building electrical replacements. • 2017 – LED replacement to all external lights at Town Hall and Civic Centre. • 2018 – Server room consolidation project reduced power consumption of 70% to IT server room. 	N/A
	Research 2016 – participated in project with other councils to ‘Stock take’ of Energy Efficiency Activities and Analysis of Grant and Investment Sources.	LGA
Support Community	Since 2011 through the Energy Partners Program; <ul style="list-style-type: none"> • Annual free summer cooling /winter heating guide booklets provided to libraries and community centres seasonally. • Loan home energy audit kit available at libraries. 	State Govt
	2012 – Council subsidy for solar panels for sporting and community clubs.	
	Since 2017 City Switch Green Office program available to support energy efficiency of office-based businesses in Unley.	City of Adelaide
	November 2018 – free presentation at Town Hall provided on residential solar and battery guide.	
Future Projects	Council considering solar roll out to Council-leased buildings (eg sporting clubs). A 30kw solar system is planned for installation in 2019 on the Unley Library roof (awaiting building approval).	Clubs

Transport		Project Partners
Council	<p>Since setting the Walking & Cycling Plan to encourage reduced car trips the following has been implemented:</p> <ul style="list-style-type: none"> • Rugby/Porter Street Bikeway Stage 1. • Canterbury Terrace/East Avenue intersection upgrade. • Duthy Street 'green' bike lanes. • East Avenue 'green' bike lanes. • Musgrave Street/Railway Terrace South intersection safety upgrade. • Wood/Weller Street Bicycle Boulevard Stage 1. • King William Road/Simpson Parade refuge. • Wattle and Fisher Street/Cambridge Terrace roundabout cyclist safety improvements. • Sharrows line marking and bike route wayfinding signage (city wide). 	
	To reduce car trips by Council staff there are six e-bikes which were funded through grants (four in 2016 and two in 2018).	DPTI Grant
	2019 – two Council fleet vehicles are hybrids.	
Support Community	<p>Community Grants awarded to local cycling groups to run come and try, maintenance and cycling tours.</p> <p>The walking and cycling improvements support the community to choose more active transport options.</p>	
Future Projects	Ongoing implementation of Walking & Cycling Plan.	
Waste Management		Project Partners
Council	<p>Any actions which reduce waste to landfill, particularly food waste which generates methane gas will reduce our carbon footprint.</p> <p>Council provides a range of services and education material to support our residents to reduce, reuse and recycle as much as possible including:</p> <ul style="list-style-type: none"> • Residential kerbside collection <ul style="list-style-type: none"> • 240L recycling – fortnightly • 240L organics – fortnightly • Hard waste collection • Kitchen caddies sold below cost • Mobiles and batteries recycling • E-Waste, motor oil & light globe recycling • Zero Waste management events • Unley commercial waste management improvements 	
Support Community	<ul style="list-style-type: none"> • Since 2016 the Take the Pledge initiative. • Annual collection calendar, road banners and publications, website and social media. • Since before 2011 school education (KESAB). • Waste management bus tours for residents. • Repair café at Clarence Park Community Centre. • 'Boomerang' reusable book bags at the libraries. 	KESAB
Future Projects	Currently updating Waste Management Strategy and considering new technology options.	

Adaptation Actions		
Greening		Project Partners
Council	<p>Unley has been very strong in greening and planting on limited Council land, including reclaiming hard surfaces such as Windsor Street Linear Trail way back in 2000. More recent projects include:</p> <ul style="list-style-type: none"> • 173 artificial habitat boxes installed since 2009 for birds, possums and micro bats; • 2014 – Glen Osmond Linear Trail and plantings; • 2015 – Green Infrastructure Strategic Directions report and case studies completed; • 2016 – Tree Strategy endorsed to proactively maintain our street trees; • 2016 – Replace 2000 street trees as part of renewal project; • 2017 – vertical garden installed with 480 plants; • 2017 – new playground at Katherine Street Reserve; • 2018 – Canopy Trend Assessment; • 2019 – Canopy Action Plan endorsed with target to increase canopy cover by 20% by 2045 to keep Unley leafy for future generations; and • Ongoing maintenance of existing trees across city. 	State Govt (various)
	<ul style="list-style-type: none"> • 2019 – establishment of Living Streets and Pocket Parks Project, to increase greening of local streets. • 2019 – funding support received from State Government for ‘Greener Neighbourhoods’ Program. 	Green Adelaide (State Govt)
	<ul style="list-style-type: none"> • Since 2017 – bi-monthly meetings of Council staff sharing greening ideas, challenges and projects. • 2018 – assessment of 140 street tree species for heat and drought tolerance based on arboriculture staff knowledge. • 2019 – shared resources on benefits of trees facts, quotes and infographics collated and produced. 	Resilient East
Support Community	<ul style="list-style-type: none"> • Footpath replacement program and Greening Verges Incentive with 193 newly greened verges since 2017 which are gardened and maintained by residents. • 2016 and 2017 – Temporary installation of 140 educational “tree tags” across the city. 	
Future Projects	<ul style="list-style-type: none"> • Additional 250 trees in 2019/20. • Additional 84 green verges in 2019/20. • Updated and expanded Tree Strategy 2020. • Various other greening projects in canopy action plan. 	

Water Sensitive Urban Design		Project Partners
Council	<p>Unley has a range of water sensitive urban design features that aim to conserve, recycle and improve water quality. These include:</p> <ul style="list-style-type: none"> • Since 2012, over 259 tree “water wells” which direct stormwater into the nature strip to water trees; • Ongoing use of mulch to reduce water loss; • 2015 – construction of Ridge Park Dam for stormwater detention during large storm or flood events; • In 2015 a Managed Aquifer Recharge (MAR) project was completed at Ridge Park and Heywood park. These capture up to 90 ML stormwater combined which can be used for irrigation purpose on council reserves in summer; • 2018 – permeable footpaths at Little Charles Street; • 14 rain gardens including 2019 Orphanage carpark spoon drain replacement upgraded to raingarden; and • 2019 report on cost benefit analysis of WSUD features completed. 	<p>Many supported by State Govt NRM or EPA funding</p> <p>Expertise from Water Sensitive SA, Resilient East and City of Mitcham</p>
	<ul style="list-style-type: none"> • Ongoing use of the Glenelg-Adelaide Pipeline (GAP) water on reserves since 2010. • 2015 and 2019 public drinking fountains and bottle fillers at Forestville Reserve and Goodwood Community Centre. 	SA Water
Support Community	<ul style="list-style-type: none"> • 2009 – \$300 rainwater tank rebate during drought water restrictions for residents. • 2010 – Adopt a Tree program encouraging residents to water street trees. • 2019 library hosted garden event on watering in a hot summer. • Link on website to SA Water information and guidelines for residents on water efficiency. 	
Future Projects	Additional drinking fountains in 2019/20.	
Heat		Project Partners
Council	<ul style="list-style-type: none"> • 2016 – Urban heat model used to determine impact of raingarden placement on Leader Street upgrade. • 2018 – Aerial flyover for Northern and Eastern Collaborative Heat Mapping projects. • 2018 – Practitioner workshop on heat mapping results and cross-council sharing improvement options. 	Resilient East and City of Salisbury
Support Community	<ul style="list-style-type: none"> • 2019 – Heat map online portal available to public. • 2019 – Resilient East Website created. • 2019 – Citizen Science microclimate thermal comfort study conducted. • 2019 – Community forum “Feeling Hot Hot Hot” on hypothetical heatwave scenario with over 500 attendees. • 2019 – Practitioner/engineer workshop on cool streets trial at Salisbury. 	Resilient East
Future Projects	Repeat heat mapping every five years.	Resilient East

Preparedness		Project Partners
Council	2012 – 2018 – six community fruit tree orchards established in Council parks and reserves to encourage people to grow more food and support food security. Since 2017 Council events have been adapting with use of water misters, shorter volunteer shifts and inclement weather insurance.	
Support Community	Since 2016 hosted five x Living Smart Sustainability Courses for residents which run for seven weeks.	City of Mitcham and State Govt
	2019 – Climate Ready Champions courses run to train residents to assist their communities to become climate ready.	Resilient East and Red Cross
	Since 2011 various Community Grants awarded to support: <ul style="list-style-type: none"> • Goody Patch Community Garden; • Fern Avenue Community Garden; and • Grow Grow Grow Your Own run education workshops and projects on productive food gardening. 	
Future Projects	Ongoing education and awareness projects on Climate Change through Resilient East.	Resilient East

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF NOVEMBER

ITEM NUMBER: 6.1.1

DATE OF MEETING: 25 NOVEMBER 2019

ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.

Functions attended (up to the time of writing this report)

Legend for attendance type at Function/Event:	
Attendee – only, no duties	Guest – specifically invited as an event guest
Interview – on-air radio guest	Host – hosted a meeting as Mayor
Mayor – attended as the Mayor of City of Unley	Presenter – involved in presenting awards
Representative – attended as Council representative	Speaker – attended and gave a speech as Mayor

Date	Function/Event Description	Type
22-October	Business Breakfast, Concordia College	Speaker
22-October	Local Government Mayors Roundtable, LGA House	Mayor
23-October	CPCA Owners Executive Meeting, Centennial Park	Mayor
23-October	Heritage & Character Community Forum, Eastwood Community Centre	Guest
24-October	Salvation Army Fellowship, Café Amore	Speaker
26-October	Walk Together 2019, Parliament House	Attendee
28-October	St Spyridon's Tour	Mayor
31-October	Local Government Association AGM, Adelaide Oval	Mayor
31-October	Citizenship Ceremony, Unley Town Hall	Speaker
1-November	ERA Mayors Breakfast, Messy Tomato	Mayor
1-November	Local Government Finance Authority AGM, Adelaide Oval	Mayor
3-November	UBUG Focus – significant tree tour – Unley	Guest
5-November	King William Road Traders AGM, The Abbey	Mayor
10-November	Grow Grow Grow, Unley	Attendee

Date	Function/Event Description	Type
11-November	Remembrance Day Service, Soldiers Memorial Gardens	Mayor
13-November	LifeChanger Foundation Luncheon, Unley Town Hall	Speaker
13-November	LifeChanger Foundation Cocktail Reception, Unley Town Hall	Speaker
14-November	Community Consultation, Unley Town Hall	Speaker
14-November	An Evening With Jackie French, Unley Town Hall	Speaker
14-November	Community Consultation, Unley Community Centre	Attendee
15-November	Australian of the Year Luncheon, Adelaide Entertainment Centre	Guest
	Radio Interviews	
27-October	5AA Breakfast Show	Mayor

DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF NOVEMBER
ITEM NUMBER: 6.2.1
DATE OF MEETING: 25 NOVEMBER 2019
ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
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Functions attended (up to the time of writing this report)

Date	Function/Event Description
23 rd Oct.	Attended the Unley Rotary / Unley Road Traders 'Pride of Workmanship Awards' function at Barzaar. All speakers, including Small Business Commissioner John Chapman, acknowledged the City of Unley's support for Business.
27 th Oct.	Attended the Fern Avenue Community Garden's Open Day, attended by 100's including many children. Fantastic local community event.
30 th Oct.	Attended the LGA Conference
31 st Oct.	Attended the LGA Conference and Annual General Meeting.
31 st Oct.	Attended the Opening of 'On Ya Bike' at the Unley Museum.
31 st Oct.	Attended the Citizenship Ceremony in the Unley Town Hall.
2 nd Nov.	Attended the St Chad's, Fullarton 'Annual Fayre' which is always a well organised and well supported community event.
6 th Nov.	Attended the Australian of the Year (South Australia) announcements of finalists and winners who will represent SA in Canberra.
7 th Nov.	Attended the opening of Living Choice's 'Art Expressions at 123 Fisher Street' latest exhibition.
11 th Nov.	Attended the Remembrance Day Service in the Soldiers' Memorial Gardens.
13 th Nov.	Attended the Cocktail Reception to acknowledge the start of the Life Changer organisation in Adelaide and in particular, based in Unley.
15 th Nov.	Hosted a table of Council's guests at the Australia Day Lunch.

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS
ITEM NUMBER:	6.3.1
DATE OF MEETING:	25 NOVEMBER 2019
ATTACHMENTS:	<ol style="list-style-type: none">1. COUNCILLOR D. PALMER2. COUNCILLOR J. RUSSO3. COUNCILLOR E. WRIGHT4. COUNCILLOR M. BRONIECKI5. COUNCILLOR M. RABBITT

Council to note attached reports from Members:

1. Councillor D. Palmer
 2. Councillor J. Russo
 3. Councillor E. Wright
 4. Councillor M. Broniecki
 5. Councillor M. Rabbitt
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REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR D. PALMER

Functions attended (from 21 October up to the time of writing this report)

Date	Function/Event Description
23 October	Participated in SANFL Walking Footy Trial. An enjoyable concept that allows those of us who have passed 50 to reconnect with our competitive juices.
	Heritage & Character Forum hosted by the Hon. David Pisoni MP.
24 October	Reboot: Creating and Writing Blogs workshop
28 October	Community Grants Working Party
	Council Meeting
30 October	LGA Showcase (refer attached report)
	Goodwood Saints AGM
31 October	LGA AGM
	On Ya Bike exhibition at the Museum
	Citizenship Ceremony
4 November	National Over 60's Cricket tournament at Unley Oval
	EM Briefing
5 November	KWR Traders AGM
	FOCUS meeting
6 November	National Over 60's Cricket tournament at Unley Oval
11 November	Represented rate payer at Council Assessment Panel
12 November	EM Briefing
14 November	Met with members of Unley Ministers Fellowship, discussing homelessness in Unley.
15 November	Mayor's quarterly catch up
16 November	Met with members of Forestville Hockey Club to discuss their future plans
	Community coffee session at Rose & Grind.
18 November	EM Briefing

In addition, I had many meetings with rate payers with various concerns and met with some elected members, one on one.

Report on LGA Showcase

Cr Peter Hughes and I attended the LGA Showcase, held the day prior to the AGM, at Adelaide Oval.

As always, this is a great opportunity for members to catch up with and network with members of other councils, particularly those we don't normally associate with. It is a great opportunity also to get a feel of where the local government industry is and where it is heading.

An opportunity to recognise we are not alone in the challenges we face. Indeed, I regularly come away from these events feeling blessed that we here at Unley are progressing well relatively.

The key note speakers on the day included the Honourable Stephan Knoll, Minister for Local Government and Minister for Planning. He commented on his belief that we are working towards a consensus on local government reforms.

He confirmed the major issue he has heard from us is member behaviour and that Mayors need more control over the chamber. This is one of those areas I am aware from networking with Mayors is an issue for other councils. Changes to code of conduct will, he believes, help reduce lawyer costs.

In the planning arena we believes we are working forward in spite of external noise suggesting otherwise. He recognises the major issues we at Unley have identified. Interestingly he advised he has reinstated the expert panel and is seeking their views on contributory items. A sign I suggest that they will not reach their time goals for implementation.

The Chair of the State Planning Commission, Michael Lennon, followed on from this stating he believes they ARE transferring the protections that exist in the current development plans. He did qualify that he is not here to tell us what is happening but to seek our input to ensure "we" get it right.

I confirm previous observations I have made to members that he stated that If we need extra time so be it but to please work with us on the goals the Parliament has set.

If members want to dig deeper into what was conveyed on the day the transcripts are available on <http://www.lga.sa.gov.au/conference>

We also heard about Leading Communities through tough times. I gleaned the following points.

Leaders need to stay positive, to keep the message of hope alive. To speak up positively, and to acknowledge those doing this very thing. We are key advocates for our community and need to keep fan the flame, keep the candle alive, hope alive.

Communicate honestly with your community AND regularly. If you don't, the space will be filled with rumour and negativity and become cynical.

Be sure you can deliver whatever it is you might promise.

Community expect us to take a leadership role.....AND LEAD. We need therefore to know what our community values and focus on this.

Councils need to have staff AND members whose focus is not the job and what it may pay. Their focus MUST be on the community.

MEMBER REPORT

REPORT TITLE: REPORT FROM COUNCILLOR J. RUSSO

Functions attended (up to the time of writing this report)

Date	Function/Event Description
21 Oct 2019	Elected Member Briefing – City Strategy & Development Policy, Centennial Park Charter Review
26 Oct 2019	Attended as the Mayor’s representative at St John Awards Day Ceremony at Government House
27 Oct 2019	Attended Liston St Community – Stobie Pole Painting Event
28 Oct 2019	Meeting with Matthew Ives about Community Grants
28 Oct 2019	Elected Member Briefing
30 Oct 2019	Attended as a panel member at Pulteney Grammar’s Year 5 Civics & Citizenship event
31 Oct 2019	Attended Centennial Park Board of Management Meeting
2 Nov 2019	Met with business owners from Swiss Wellness and L.Law re KRW upgrade
4 Nov 2019	Elected Member Briefing – Unley Gormet Gala, Unley Oval & Goodwood Oval leasing arrangements
6 Nov 2019	Attended King William Road Traders AGM
11 Nov 2019	Attended as City of Unley representative at Centennial Park Cemetery’s Cross of Remembrance Service
11 Nov 2019	Meeting with Mayor & Deputy Mayor about LifeChanger
13 Nov 2019	Attended LifeChanger Principal’s Luncheon
13 Nov 2019	Attended Life Changer Cocktail Reception for Community Mentors
14 Nov 2019	Quarterly Ward Meeting with the Mayor

MEMBER REPORT

REPORT TITLE: REPORT FROM COUNCILLOR E. WRIGHT

Functions attended from 22/10/2019 to 18/11/2019 (up to the time of writing this report)

Date	Function/Event Description
23/10/2019	Community meeting with Ministers Knoll & Pisoni
24/10/2019	Reboot at Unley library
28/10/2019	Council meeting
04/11/2019	Briefing
05/11/2019	King William Road traders AGM
05/11/2019	FOCUS meeting
06/11/2019	Unley Gourmet Gala working group
08/11/2019	Opening of the Goodwood Art Market
09/11/2019	Christmas pageant – as guest of Lord Mayor
11/11/2019	Remembrance Day Unley
11/11/2019	Residents meeting
12/11/2019	Briefing
13/11/2019	LGA training session – public speaking for Elected Members
15/11/2019	Australian of the year lunch event
16/11/2019	Celebrate Summer street party
18/11/2019	Meeting with CEO

MEMBER REPORT**REPORT TITLE:** REPORT FROM COUNCILLOR M. BRONIECKI**Functions attended** (up to the time of writing this report)

Date	Function/Event Description
23/10/2019	Zest Fest Walking Footy
23/10/2019	Zest Fest Live Life Well
23/10/2019	Heritage meeting, Eastwood Community Centre
31/10/2019	'On Ya Bike' launch at Unley Museum
31/10/2019	Citizenship Ceremony
4/11/2019	Council Briefing
5/11/2019	King William Road Traders AGM
5/11/2019	FOCUS presentation by Kat Ryan
11/11/2019	Remembrance Day Service
11/11/2019	Audit Committee
12/11/2019	Friends of the Unley Museum
12/11/2019	Council Briefing
13/11/2019	Life Changer Cocktail Reception
15/11/2019	Australian of the Year Function
19/11/2019	Strategic Property Committee
20/11/2019	Get Ready for Summer Active Ageing Seminar
22/11/2019	Alliance Francaise French Market Opening Ceremony
23/11/2019	ETSY Made Local

REPORTS OF MEMBERS**REPORT TITLE:** REPORT FROM COUNCILLOR M. RABBITT**Functions attended – 22 October to 18 November 2019**

Date	Function/Event Description
23 Oct	Zest Fest - SANFL ECH Walking Footy at Unley Oval
23 Oct	Heritage and Character Community Forum with Minister Knoll – hosted by Minister Pisoni
25 Oct	Buddies at Breakfast – Guest Speaker Sandra Phanthapangna, Chinese Medicine Practitioner
25 Oct	Broughton Art Society – Exhibition Launch at Hughes Gallery
26 Oct	Halloween on King William Road
27 Oct	Fork on the Road – Orphanage Park
27 Oct	Fern Avenue Community Garden Open Day
30 Oct	LGA SA State Conference – Day 1
31 Oct	‘On Ya Bike’ Exhibition Launch – Unley Museum
31 Oct	Centennial Park Board Meeting
1 Nov	Buddies at Breakfast
1 Nov	Meeting with Mr Luke Ritchie, Principal of Annesley College
2 Nov	Book Launch by Robert Kimber – “Windhover” at the Red Door, St George’s Anglican Church, Goodwood.
5 Nov	King William Road Traders Association AGM
5 Nov	FOCUS Meeting – Presentation by Kat Ryan
8 Nov	Buddies at Breakfast
11 Nov	Remembrance Day Service at Centennial Park
13 Nov	Active Ageing Alliance Meeting
13 Nov	Cocktail Reception – LifeChanger Foundation
14 Nov	Round Table on Trees – Residents’ Workshop
15 Nov	Buddies at Breakfast – I spoke about the Annual Business Plan & Budget for 2019-20 and the Draft Planning & Design Code
16 Nov	Celebrate Summer Street Party, Gilbert Street, Goodwood
17 Nov	Kings Park Clinic 60 th Birthday, Church of the Trinity, Clarence Park
17 Nov	Unley Symphony Orchestra, Helen Reid Hall, Walford ASG. Unley Council was acknowledged and thanked for their continued support of the orchestra

CORRESPONDENCE

REPORT TITLE: CORRESPONDENCE
ITEM NUMBER: 6.4.1
DATE OF MEETING: 25 NOVEMBER 2019
ATTACHMENTS: 1. GRANT FOR LIVING STREETS PILOT PROGRAM

The correspondence from:

- Minister for Environment & Water – re. Grant for Living Streets Pilot Program

be noted.



**Government
of South Australia**

Office of the Minister for
Environment and Water

81-95 Waymouth Street
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

19EW0006535

Mayor Michael Hewitson
City of Unley
181 Unley Road
UNLEY SA 5061

Dear Mayor,

Thank you for your council's application for funding through the first round of the Greener Neighbourhoods Grants program offered by the Department for Environment and Water (DEW).

I am pleased to inform you that the project application from your council entitled 'Living Streets Pilot Program' has been approved for funding for the amount of \$59,000 (GST exclusive).

I look forward to supporting your council in increasing green cover and providing practical, on-ground benefits for local neighbourhoods and communities, and I am excited to observe the improved biodiversity and environmental outcomes as a result of your project.

The Greener Neighbourhoods grant projects will deliver on the Green Adelaide goal of bringing together health, education, climate, sustainability, biodiversity, water and coastal management outcomes. Green Adelaide offers a new approach to managing our urban environment, driving innovation and action in metropolitan Adelaide, with partnerships and collaboration at the heart.

You will soon be contacted by DEW regarding your grant agreement. If you have any questions prior to this, please contact James Peters, Senior Policy Officer, by phoning (08) 8226 8580 or emailing james.peters@sa.gov.au.

Congratulations and I wish you all the best for your project.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David Speirs', with a stylized flourish at the end.

DAVID SPEIRS MP
Minister for Environment and Water

Date: 23/10/2019

REPORT OF COMMITTEE

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.2 -
CONFIDENTIAL MINUTES OF STRATEGIC
PROPERTY COMMITTEE

ITEM NUMBER: 7.1

DATE OF MEETING: 25 NOVEMBER 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on the grounds set out below.

1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (ii) and (d)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which:
 - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.
2. In weighing up the factors related to disclosure:
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will enable Council to consider recommendations from the Strategic Property Committee that were considered in confidence, without compromising the commercial position of council or a third party or prejudicing the commercial position of the person who supplied information contained within the item.

On that basis, the public's interest is best served by not disclosing 7.2 Confidential Minutes of Strategic Property Committee, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

CONFIDENTIAL REPORT OF COMMITTEE

REPORT TITLE:	CONFIDENTIAL MINUTES OF STRATEGIC PROPERTY COMMITTEE
ITEM NUMBER:	7.2
DATE OF MEETING:	25 NOVEMBER 2019
ATTACHMENTS:	1. CONFIDENTIAL MINUTES OF STRATEGIC PROPERTY COMMITTEE - 19 NOVEMBER 2019

1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Confidential Strategic Property Committee meeting held on Tuesday 19 November 2019 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the Confidential Strategic Property Committee meeting held on Tuesday 19 November 2019, be received and the following recommendations contained therein be adopted by Council:

- (a) Item 4.2 - Possible Property Acquisition Opportunity - King William Road

That:

1. The report be received.
2. The properties at 1 and 1A Bloomsbury Street, Goodwood are deemed to be strategic given their potential of providing additional public car parking in the King William Road Shopping Precinct.
3. Administration undertake a due diligence assessment against relevant criteria from the Due Diligence Check List for Property Acquisition.
4. The Chief Executive Officer be authorised to negotiate the purchase of the properties at 1 and 1A Bloomsbury Street, Goodwood, for the purpose of converting the land for use as public car parking sometime in the future.
5. The total acquisition costs for both properties, inclusive of all charges, is capped at \$1.65 million and in the event the cost is to exceed this figure, then the transaction not proceed without further Council approval.

(b) **Item 4.3 – Confidentiality Motion to Remain in Confidence for 4.2 – Possible Property Acquisition Opportunity – King William Road**

That:

1. Pursuant to Section 91(7) of the Local Government Act 1999 the following elements of Item 4.2 Possible Property Acquisition Opportunity - King William Road, considered at the Strategic Property Committee Meeting Meeting on 19 November 2019:

- Minutes
- Report
- Attachments

remain confidential until the property acquisition is finalised or until 20 November 2020, whichever is the earlier, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.

(c) **Item 4.5 - Mornington House**

That:

1. The report be received.
2. The Chief Executive Officer be authorised to formally engage with Housing SA to discuss the potential purchase of Mornington House or the entire site by Council.
3. Following formal engagement with Housing SA, a report be presented to the Strategic Property Committee for consideration.

(d) **Item 4.6 – Confidentiality Motion to Remain in Confidence for 4.5**

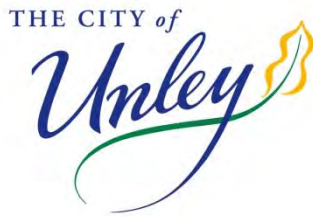
1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 4.5 Confidentiality Motion - Mornington House, considered at the Strategic Property Committee Meeting Meeting on 19 November 2019:

- Minutes
- Report

remain confidential until an agreement relating to Mornington House is entered into by the Council or 2 July 2021, whichever is the earlier, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.
-

RELEASED



**Minutes of the City of Unley
Confidential Strategic Property Committee Meeting
Tuesday, 19 November 2019, 6:30pm
Council Chambers
181 Unley Road Unley**

1. PRESENT

Presiding Member D. Palmer
Councillor K. Anastasiadis
Councillor M. Broniecki
Councillor M. Rabbitt
Councillor P. Hughes
Mayor M. Hewitson – Ex-Officio

2. OFFICERS PRESENT

Chief Executive Officer, Mr P. Tsokas
General Manager City Development, Mr C. Malak
General Manager Business Support & Improvement, Ms N. Tinning
General Manager City Service, Ms M. Berghuis
Executive Manager Office of the CEO, Ms T. Norman
Executive Assistant City Development, Ms E. Morgan

3. GUEST

Nil

4. ACKNOWLEDGEMENT

The Presiding Member welcomed Members to the meeting and opened the meeting with the Acknowledgement.

5. 1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Councillor J. Dodd

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 MINUTES

Nil

1.5 DEFERRED / ADJORNED ITEMS

Nil

6. 2. REPORTS

Nil

7. 3. OTHER BUSINESS

Nil

8. 4. CONFIDENTIAL ITEMS

ITEM 4.1

CONFIDENTIALITY MOTION FOR 4.2 - POSSIBLE PROPERTY ACQUISITION OPPORTUNITY - KING WILLIAM ROAD

MOVED Councillor M. Broniecki

SECONDED Councillor K. Anastassiadis

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (ii) and (d)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to:
 - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.
2. In weighing up the factors related to disclosure:
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will enable Council to consider the acquisition of property without compromising the commercial position of either council or a third party.

On that basis, the public's interest is best served by not disclosing 4.2 Possible Property Acquisition Opportunity - King William Road, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

CARRIED UNANIMOUSLY

Resolution No. SPCCC0001/19

The meeting moved into confidence and the doors were closed at 6.31pm.

ITEM 4.2

POSSIBLE PROPERTY ACQUISITION OPPORTUNITY - KING WILLIAM ROAD

The Presiding Member, with approval of all of the members present, suspended meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* at 6.39pm for up to 20 minutes to facilitate an informal discussion of the matter.

At 6.55pm the Presiding Member determined that the suspension of meeting procedures would end and formal meeting procedures would recommence.

Attachment 1 Valuation Advice tabled
Attachment 2 Rental Advice tabled

MOVED Councillor P. Hughes
SECONDED Councillor M. Rabbitt

That:

1. The report be received.
2. The properties at 1 and 1A Bloomsbury Street, Goodwood are deemed to be strategic given their potential of providing additional public car parking in the King William Road Shopping Precinct.
3. Administration undertake a due diligence assessment against relevant criteria from the Due Diligence Check List for Property Acquisition.
4. The Chief Executive Officer be authorised to negotiate the purchase of the properties at 1 and 1A Bloomsbury Street, Goodwood, for the purpose of converting the land for use as public car parking sometime in the future.
5. The total acquisition costs for both properties, inclusive of all charges, is capped at \$1.65 million and in the event the cost is to

exceed this figure, then the transaction not proceed without further Council approval.

CARRIED UNANIMOUSLY

Resolution No. SPCCC0002/19

The meeting moved out of confidence at 6.58pm.

ITEM 4.3

CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR 4.2 - POSSIBLE PROPERTY ACQUISITION OPPORTUNITY - KING WILLIAM ROAD

MOVED Councillor K. Anastassiadis

SECONDED Councillor M. Broniecki

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 4.2 Possible Property Acquisition Opportunity - King William Road, considered at the Strategic Property Committee Meeting Meeting on 19 November 2019:

- Minutes
- Report
- Attachments

remain confidential until the property acquisition is finalised or until 20 November 2020, whichever is the earlier, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.

CARRIED UNANIMOUSLY

Resolution No. SPCCC0003/19

ITEM 4.4

CONFIDENTIALITY MOTION FOR 4.5 - MORNINGTON HOUSE

MOVED Councillor M. Rabbitt

SECONDED Councillor M. Broniecki

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be

conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which:

- could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.
2. In weighing up the factors related to disclosure:
- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will enable Council to consider matters relating to Mornington House and any role Council may have in relation to the property.

On that basis, the public's interest is best served by not disclosing 4.5 Mornington House, Report and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

The meeting moved into confidence and the doors were closed at 6.59pm.

ITEM 4.5 MORNINGTON HOUSE

The Presiding Member, with approval of all of the members present, suspended meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* at 7.05pm for up to 20 minutes to facilitate an informal discussion of the matter.

At 7.19pm the Presiding Member determined that the suspension of meeting procedures would end and formal meeting procedures would recommence.

MOVED Councillor K. Anastassiadis
SECONDED Councillor M. Rabbitt

That:

1. The report be received.
2. The Chief Executive Officer be authorised to formally engage with Housing SA to discuss the potential purchase of Mornington House or the entire site by Council.
3. Following formal engagement with Housing SA, a report be presented to the Strategic Property Committee for consideration.

CARRIED UNANIMOUSLY

Resolution No. SPCCC0004/19

The meeting moved out of confidence at 7.20pm.

ITEM 4.6

**CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR 4.5 -
CONFIDENTIALITY MOTION - MORNINGTON HOUSE**

MOVED Councillor M. Broniecki

SECONDED Councillor M. Rabbitt

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 4.5 Confidentiality Motion - Mornington House, considered at the Strategic Property Committee Meeting Meeting on 19 November 2019:

Minutes

Report

remain confidential until an agreement relating to Mornington House is entered into by the Council or 2 July 2021, whichever is the earlier, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.

CARRIED UNANIMOUSLY

Resolution No. SPCCC0005/19

The doors to the Council Chambers were opened and the meeting closed at 7.20pm.

9. CLOSURE

The Presiding Member declared the meeting closed at 7.20pm.

.....
PRESIDING MEMBER

REPORT OF COMMITTEE

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE FOR ITEM 7.2 - CONFIDENTIAL
MINUTES OF STRATEGIC PROPERTY
COMMITTEE

ITEM NUMBER: 7.3

DATE OF MEETING: 25 NOVEMBER 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO

1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Confidential Minutes of Strategic Property Committee, considered at the Council Meeting on 25 November 2019:

- Minutes
- Report
- Attachment

remain confidential until such time as the conditions relating to the confidentiality orders for Items 4.2 and 4.5 of the Strategic Property Committee Meeting 19/11/2019 have been met, and not available for public inspection until the cessation of that period.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.