



# 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 24 June 2019 7.00pm***

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

A handwritten signature in black ink, appearing to read "Peter Tsokas". The signature is written in a cursive style with a long horizontal line extending to the right.

**Peter Tsokas**  
**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**

Almighty God, we humbly beseech Thee to bestow Thy blessing upon this Council. Direct and prosper our deliberations for the advancement of Thy Kingdom and true welfare of the people of this city.

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**

<b>ITEM</b>	<b>PAGE NO</b>
<b>1. ADMINISTRATIVE MATTERS</b>	
<b>1.1 APOLOGIES</b>	
Nil	
<b>1.2 LEAVE OF ABSENCE</b>	
Nil	
<b>1.3 CONFLICT OF INTEREST</b>	
<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>	
<b>1.4 MINUTES</b>	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 27 May 2019	
<b>1.5 DEFERRED / ADJOURNED ITEMS</b>	
Nil	
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To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees	

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#### **5. MOTIONS AND QUESTIONS**

##### **5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

##### **5.2 MOTIONS WITHOUT NOTICE**

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

**5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN**

- 5.3.1 Question on notice from Councillor Boisvert Re Brown Hill Creek 410

**5.4 QUESTIONS WITHOUT NOTICE**

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

**6. MEMBER'S COMMUNICATION**

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6.3.5 Report from Councillor J Russo 422

**6.4 CORRESPONDENCE**

Nil

**7. CONFIDENTIAL ITEMS**

Nil

**SUGGESTED ITEMS FOR NEXT AGENDA**

Post- Election Review of Policies	
Living Streets	

**NEXT MEETING**

Monday 22 July 2019 - 7.00pm

Council Chambers, 181 Unley Road Unley

## RECEIPT OF PETITION

**REPORT TITLE:** PARKING SIGNS ON TORRENS AVENUE,  
FULLARTON

**ITEM NUMBER:** 2.1

**DATE OF MEETING:** 24 JUNE 2019

**ATTACHMENTS:** 1. PETITION - REMOVAL OF PERMISSIVE  
PARKING SIGNS, TORRENS AVE  
FULLARTON

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**PRINCIPAL PETITIONER:** PETER & CAROL THOMAS

**NUMBER OF SIGNATORIES:** 18

**NATURE OF PETITION:** Request to remove the time limit parking signs  
from Torrens Avenue, Fullarton

### 1. RECOMMENDATION

That:

1. The petition be received.
  2. The principal petitioner be notified of Council's proposed actions following the outcome of the investigation into the matter and reported back to Council in July 2019.
- 

### 2. OFFICER'S COMMENTS

The issues raised by the principal petitioner regarding parking signs on Torrens Avenue, Fullarton, will be investigated and reported back to Council at the meeting scheduled 22 July 2019.



Petition	
Address	
17 JUN 2019	10885
Lara Jones	Pat Kriel

**Peter and Carol Thomas**  
**20 Torrens Avenue**  
**Fullarton SA 5063**  
**Ph: 0411 156 626**

17 June 2019  
CEO City of Unley  
181 Unley Road  
Unley SA 5061

Dear Sir/Madam

**RE: Petition about permissive parking signs Torrens Avenue, Fullarton**

Please find attached a petition with regards to the permissive parking signs on Torrens Avenue, Fullarton that the residents and owners would like submitted at the next council meeting. Please note that all residents that are impacted by these parking restrictions have signed this petition with the exception of one residence as these residents are currently away.

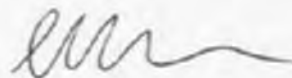
If you have any further clarification you can contact either Peter Thomas on 0411 156 626 or Carol Thomas on 0412 816 709 or via our email [ochregold.com.au](mailto:ochregold.com.au).

Thanking you for your assistance with this and we look forward to your favourable response to our petition submitted.

Yours sincerely



Peter Thomas



Carol Thomas

## PETITION

### To the Mayor and Councillors of the City of Unley

#### Part 1:

**Petition Contact Person:** Peter and Carol Thomas

**Telephone Number:** 0411 156 626 or 0412 816 709

**Address:** 20 Torrens Avenue

Fullarton SA 5063

#### Part 2:

The petition of *(identify the individuals or group, e.g. Resident of the City of Unley)*

Residents and owners of properties on Torrens Avenue Fullarton

#### Part 3:

Draws the attention of the Council to *(identify the circumstances of the case)*

A number of years ago 2 hour permissive parking signs were installed at the southern end of Torrens Avenue Fullarton in response to a request by the residents. This was due to an influx of Disability SA and affiliated agencies staff parking all day at the southern end of the street. During the period of development at the Living Choice site this increased the issue of long term continuous parking of contractors on Torrens Avenue. Subsequently parking congestion has reduced significantly as a result of reduced services/agencies at Disability SA and the completion of construction at Living Choice.

Approximately 18 months to 2 years ago the City of Unley undertook a survey of Torrens Avenue and some surrounding streets to determine the resident's requirements with regards to parking restrictions. At the completion of this survey a letter was sent to residents stating that the parking restrictions would be removed. It has recently come to the attention of the residents of Torrens Avenue that the City of Unley was not referring to the southern end of Torrens Avenue. Since there is no longer a requirement for parking restrictions along Torrens Avenue Fullarton the residents and owners request that the permissive parking signs are removed.



## PETITION

### Part 4:

The petitioners therefore request that the Council (*outline the action that the petitioners are requesting Council should or should not take*)

Remove the permissive (time limit) parking signs from Torrens Avenue Fullarton as soon as possible.

Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Carol Thomas	20 Torrens Avenue, Fullarton SA 5063	
Peter Thomas	20 Torrens Avenue, Fullarton SA 5063	
DEEEN HARTSHORNE	22 TORRENS AVENUE, FULLARTON SA 5063	
DANIEL HARTSHORNE	22 TORRENS AVENUE, FULLARTON SA 5063	
LUKE GARDINER	17 TORRENS AVE, FULLARTON, SA 5063	
SIMONE GARDINER	17 TORRENS AVE, FULLARTON, SA 5063	
Myra Hartshorne	22 Torrens Ave. Fullarton	
DAN AYFORD	3/118 FISHER STREET / FRONT TORRENS AVE	
MUKK ZADA	2/118 FISHER ST	
Melissa Sundaram	23 TORRENS AVE, FULLARTON SA 5063	
John Sundaram	23 Torrens Ave, Fullarton SA 5063	
Navin Agarwal	21 Torrens Ave, Fullarton SA 5063	
PREETI GUPTA	21 Torrens Ave, Fullarton SA 5063	
XI. PANIAGIOTOU	19 TORRENS AV FULLARTON	
Isabelle Thomas	20 TORRENS AVE, FULLARTON	
REIMS DANCIS	18 TORRENS AVENUE, FULLARTON	
Michelle Dancis	18 Torrens Avenue, Fullarton	
Sam Thomas	20 Torrens Avenue, Fullarton 5063	

Attach additional sheets if necessary and use the same format as this page

## REPORT OF COMMITTEE

<b>REPORT TITLE:</b>	MINUTES OF CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE
<b>ITEM NUMBER:</b>	3.1
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>ATTACHMENTS:</b>	1. CITY STRATEGY AND DEVELOPMENT POLICY COMMITTEE MINUTES 11 JUNE 2019

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### 1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the City Strategy & Development Policy Committee meeting held on Tuesday 11 June 2019 are presented for Council's consideration.

### 2. **RECOMMENDATION**

That:

1. The minutes of the City Strategy & Development Policy Committee meeting held on Tuesday 11 June 2019, be received and the following recommendations contained therein be adopted by Council:
  - a. **Item 2.1 - Council Policy - Privately Funded Development Plan Amendments**
    1. The report be received.
    2. The *Council Policy – Privately Funded Development Plan Amendments* be endorsed and accepted.
  - b. **Item 2.2 - Agreement to Proceed - Privately Funded Development Plan Amendment - Life Care Parkrose Village Norman Terrace Everard Park**
    1. The report be received.
    2. Council support the justification, nature and the progression of a Privately Funded DPA for re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue Everard Park.
    3. Council endorse and approve the execution of the Privately Funded DPA Agreement with Life Care as contained in Attachment 2, with the CEO authorised to make minor edits if necessary whilst not changing the substance or intent of the Agreement.

**c. Item 2.3 - Statement of Intent - Privately Funded  
Development Plan Amendment - Life Care Parkrose Village  
Norman Terrace Everard Park**

1. The report be received.
  2. Council support the initiation of a Development Plan Amendment (DPA) via the Statement of Intent for the re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue, Everard Park, to facilitate an appropriate higher density, diversity of residential accommodation with a minimum of 15% deep soil and tree canopy cover.
  3. Council endorse the approval of the Statement of Intent, including the provision for a minimum of 15% deep soil and tree canopy cover, for the Life Care Parkrose Village Norman Terrace Everard Park Development Plan Amendment (DPA) and submission for approval to the Minister for Planning in accord with the terms of the Deed of Agreement.
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**Minutes of the City of Unley  
City Strategy & Development Policy Committee  
Meeting**

**Tuesday, 11 June 2019, 7.00pm**

**Council Chambers**

**181 Unley Road Unley**

**PRESENT**

Councillor J. Dodd – Presiding Member  
Mayor Michael Hewitson – Ex- officio  
Councillor D. Palmer  
Councillor J. Boisvert  
Councillor M. Hudson  
Deputy Mayor P. Hughes  
Councillor K. Anastasiadis  
Councillor M. Rabbitt  
Councillor E. Wright  
Councillor M. Broniecki  
Councillor J. Russo  
Councillor S. Dewing

**OFFICERS PRESENT**

Chief Executive Officer, Mr P. Tsokas  
Executive Manager Office of the CEO, Ms T. Norman  
General Manager City Development, Mr C. Malak  
Principal Policy Officer, Mr D. Brown

**GUEST**

Nil

**WELCOME**

The Presiding Member welcomed Members to the meeting.

## 1. ADMINISTRATIVE MATTERS

### 1.1 APOLOGIES

Councillor N. Sheehan

### 1.2 LEAVE OF ABSENCE

Nil

### 1.3 CONFLICT OF INTEREST

Councillor J Dodd declared a perceived conflict of interest in relation to Items 2.2 and 2.3 on the basis of the location and ownership of her current residence. She advised she would remain in the meeting during the debate and vote in relation to the item.

### 1.4 MINUTES

Nil

### 1.5 DEFERRED / ADJORNED ITEMS

Nil

## 2. REPORTS

### ITEM 2.1

#### **COUNCIL POLICY - PRIVATELY FUNDED DEVELOPMENT PLAN AMENDMENTS**

MOVED Councillor M. Rabbitt

SECONDED Councillor J. Boisvert

That:

1. The report be received.
2. The *Council Policy - Privately Funded Development Plan Amendments* be endorsed and adopted.

**CARRIED UNANIMOUSLY**

***Resolution No. CSD0001/19***

**ITEM 2.2**

**AGREEMENT TO PROCEED - PRIVATELY FUNDED DEVELOPMENT PLAN  
AMENDMENT - LIFE CARE PARKROSE VILLAGE NORMAN TERRACE  
EVERARD PARK**

MOVED Mayor M. Hewitson

SECONDED Councillor E. Wright

That:

1. The report be received.
2. Council support the justification, nature and the progression of a Privately Funded DPA for re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue Everard Park.
3. Council endorse and approve the execution of the Privately Funded DPA Agreement with Life Care as contained in Attachment 2, with the CEO authorised to make minor edits if necessary whilst not changing the substance or intent of the Agreement.

**CARRIED UNANIMOUSLY**

***Resolution No. CSD0002/19***

**ITEM 2.3**

**STATEMENT OF INTENT - PRIVATELY FUNDED DEVELOPMENT PLAN  
AMENDMENT - LIFE CARE PARKROSE VILLAGE NORMAN TERRACE  
EVERARD PARK**

MOVED Councillor Mayor M. Hewitson

SECONDED Councillor P. Hughes

That:

1. The report be received.
2. Council support the initiation of a Development Plan Amendment (DPA) via the Statement of Intent for the re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue, Everard Park, to facilitate an appropriate higher density, diversity of residential accommodation and a minimum of 15% deep soil and tree canopy cover.
3. Council endorse the approval of the Statement of Intent, including the provision for a minimum of 15% deep soil and tree canopy cover, for the Life Care Parkrose Village Norman Terrace Everard Park Development Plan Amendment (DPA) and submission for approval to the Minister for Planning in accord with the terms of the Deed of Agreement.

*With the leave of the meeting and the consent of the Seconder, Mayor Hewitson varied his motion as follows:*

That:

1. The report be received.
2. Council support the initiation of a Development Plan Amendment (DPA) via the Statement of Intent for the re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue, Everard Park, to facilitate an appropriate higher density, diversity of residential accommodation and with a minimum of 15% deep soil and tree canopy cover.
3. Council endorse the approval of the Statement of Intent, including the provision for a minimum of 15% deep soil and tree canopy cover, for the Life Care Parkrose Village Norman Terrace Everard Park Development Plan Amendment (DPA) and submission for approval to the Minister for Planning in accord with the terms of the Deed of Agreement.

Councillor J. Boisvert MOVED an AMENDMENT:

That:

1. The report be received.
2. Council support the initiation of a Development Plan Amendment (DPA) via the Statement of Intent for the re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue, Everard Park, to facilitate an appropriate higher density, diversity of residential accommodation with a minimum of 15% deep soil and tree canopy cover.
3. Council endorse the approval of the Statement of Intent for the Life Care Parkrose Village Norman Terrace Everard Park Development Plan Amendment (DPA) and submission for approval to the Minister for Planning in accord with the terms of the Deed of Agreement.

SECONDED Councillor K. Anastassiadis

The AMENDMENT was **LOST**

The MOTION was **CARRIED UNANIMOUSLY**

**Resolution No. CSD0003/19**



**3. PETITIONS/DEPUTATIONS**

Nil

**4. MOTIONS AND QUESTIONS**

**4.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**4.2 MOTIONS WITHOUT NOTICE**

Nil

**4.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**4.4 QUESTIONS WITHOUT NOTICE**

Nil

**5. CORRESPONDENCE**

Nil

**CLOSURE**

The Presiding Member closed the meeting at 7.24pm.

.....  
PRESIDING MEMBER

## INFORMATION REPORT

<b>REPORT TITLE:</b>	MANAGEMENT OF WEEDS ON COUNCIL PROPERTY
<b>ITEM NUMBER:</b>	4.1
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	MARK CLARKE
<b>JOB TITLE:</b>	MANAGER OPERATIONAL SERVICES
<b>ATTACHMENTS:</b>	1. GLYPHOSAFE SAFETY AND USE FACT SHEET

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### 1. **EXECUTIVE SUMMARY**

There has been much debate regarding the safety of using Glyphosate for weed control and Council has requested an Information Report regarding its use within the City and what alternative methods are available. Glyphosate is currently used in a controlled manner within the City as part of an integrated approach to weed control and whilst there are alternative methods available, they are considered to be cost prohibitive. In addition, Glyphosate has been declared safe for targeted use by the Federal Department of Health and the Australian Pesticide and Veterinary Method Authority. In this respect, there are no changes proposed in the use of Glyphosate within the City at this time.

### 2. **RECOMMENDATION**

That:

1. The report be received.

### 3. **RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living
  - 1.1 Our Community is active, healthy and feels safe.

### 4. **BACKGROUND**

At its meeting held on 10 December 2018 (Item 1360), Council resolved that:

1. A report be prepared that identifies the use of glyphosate as a means of weed control in the City of Unley.
2. The report is to identify alternative methods of weed control and management.

The Administration has prepared this report for Council's consideration, in response to this request.

## 5. **DISCUSSION**

### **Integrated Weed Management Approach**

Currently Council has a multifaceted, integrated weed management approach. This includes the use of mulching and dense planting as a weed suppressant, hand weeding, and the application of herbicide to control weeds on Council owned land.

Included in the current approach is a 'Do Not Spray' list including streetscapes and verges maintained by residents, ensuring no chemicals are used for weed control.

Glyphosate is the herbicide currently used as part of Council's integrated weed management approach and is primarily used to control weeds on pavements, paths and within shrub beds.

When Glyphosate is applied to control weeds within a streetscape, footpaths and parks, the appropriate signage is placed around the outer area of the sites (including Council's reserves) which states 'Herbicide Spray in Progress'. This ensures that the community can make informed decisions about entering a reserve when spraying is occurring.

The strength of the herbicide mixture used is as per the manufacturer's recommendations and is always administered by qualified staff following the application guidelines. The herbicide is sprayed directly onto the weeds.

Council staff do not spray when there are people in the near vicinity and follow strict guidelines relating to wind strength and temperature at which herbicide can be sprayed.

### **Glyphosate Used for Weed Control**

Glyphosate is widely used by Councils across Australia for weed control and is available to the general public in nurseries, hardware stores and supermarkets. It is a broad-spectrum herbicide which works by inhibiting an enzyme found in plants.

Glyphosate is registered for use in Australia and has been declared safe for the targeted spraying of weeds by the Federal Department of Health and the Australian Pesticide and Veterinary Medicine Authority (APVMA). Their safety and use fact sheet is provided.

*Attachment 1*

Recently, the use of Glyphosate in the form of 'Round Up', has raised concerns worldwide with a wide range of government reaction. In response to this, the APVMA has provided a statement that 'products containing glyphosate are safe to use according to the label instructions'. A full copy of this statement, which was last updated on 9 May 2019, can be found on their website <http://apvma.gov.au/node/13891>.

Given this advice, and the controlled manner in which Glyphosate is used, Council staff do not believe there is a warrant to cease using the product. However, Council may choose to do so and, in considering this, there are some alternatives outlined below.

## **Alternative methods of weed control and management**

### Herbicide Control

Glyphosate is an effective and cost efficient weed management tool for a broad range of weeds. There are limited options available to replace the use of glyphosate, but there are some targeted situations which have been investigated.

Furthermore, the current assessment of other herbicides available does not provide a viable alternative to Glyphosate. No herbicides are risk free and Glyphosate alternatives pose their own environmental and health risks.

A range of alternatives would be needed to target grass and broadleaf weeds which adds logistic, cost and task complexities. To replace Glyphosate with a suite of alternatives would be to replace a single risk domain with a multitude of risk domains.

For example, selective pre-emergent herbicides could be applied to grass in parks and picnic areas similar to the way sporting fields are managed. However, this would involve spraying the whole site to prevent weeds from emerging, greatly increasing the volume of chemical and the costs of management. These pre-emergent herbicides do not control all weeds, so this treatment is still not exhaustive.

Council staff will continue to monitor alternative herbicides, but any uptake would require a significant change in methodology, service level expectations, costings and application equipment when compared to Glyphosate based products.

### Steam Treatment

In February 2016, as part of the Local Government Biodiversity Network, Council staff investigated commercial scale hot water (steam) treatment. The findings were that this treatment typically takes twice as long to apply and needs to be repeated more frequently, so is therefore more expensive. This treatment is also ineffective against grasses like Couch, Kikuyu, or any weeds with thick stems or deep tap roots, as the heat doesn't penetrate sufficiently to damage the plant cells.

### Increase Hand Weeding

Similar to steam treatment, increasing the hand pulling of weeds is labour intensive and cost prohibitive.

### Stop Weeding

Aside from sight-line safety considerations, in an urban setting away from sensitive biodiversity areas, the main reason for weed control is amenity. Ceasing to control weeds would be very cost effective, however, the option is unlikely to be acceptable to our community.

### **In Conclusion**

Council will continue to follow State and Federal Government guidance on weed control, but Council staff will continue to investigate alternative removal methods if it can be demonstrated that they are safe, practical and cost-effective.

Continued reduction of herbicide for weed control could be expanded by encouraging the community to participate in maintaining streetscapes and verges and ensuring minimal or no chemicals are required for weed control.

In essence, Glyphosate has been declared safe for the targeted spraying of weeds by the Federal Department of Health and the Australian Pesticide and Veterinary Medicine Authority and, in this respect, there is no evidence to suggest that it is detrimental to the environment or human health when used in accordance with the manufacturers' recommendations. Therefore, it is recommended by staff that Council continues to use Glyphosate to maintain weed growth across our City.





Australian Government  
Australian Pesticides and  
Veterinary Medicines Authority

# Glyphosate

## Safety and use



**The simple rule for safe use of agricultural and veterinary chemicals is to read the label and follow the safety and use instructions.**

### WHAT IS GLYPHOSATE?

Glyphosate is a weed killer which works on a wide variety of leafy weeds. It doesn't distinguish one from another, and it works best after the seed has sprouted.

### ARE GLYPHOSATE PRODUCTS SAFE TO USE?

Yes, glyphosate products which are registered with the APVMA are safe to use, provided they are used as per the label instructions. Registered products have an APVMA or NRA approval number on the label.

Glyphosate is registered for use throughout the world and current regulatory assessment is that it does not pose a risk to humans when used according to the label instructions.

### WHAT ARE 'LABEL INSTRUCTIONS'?

All chemical products have instructions for safety and use on the label. The labels on glyphosate products are there for your safety and provide practical information on how to use each product. Always read the label instructions and use only as directed.

By following the directions you maximize the product's effectiveness and minimise your risk of exposure to the chemical.

### ARE AREAS WHICH HAVE BEEN TREATED WITH GLYPHOSATE SAFE FOR CHILDREN AND ANIMALS?

Always check the label for specific instructions about how to use any chemical products near people, including children, and animals—and follow the instructions.

Products containing glyphosate are safe to use in areas which will be later used by people and animals provided the label instructions are followed. The label instructions will tell you how long people or animals should avoid an area that has been treated—follow these instructions.

### CAN PRODUCTS CONTAINING GLYPHOSATE STILL BE SOLD IN AUSTRALIA?

Yes, products containing glyphosate are legal to sell in Australia provided they are registered with the APVMA.

### CAN LOCAL COUNCILS AND CONTRACTORS STILL USE GLYPHOSATE PRODUCTS?

Yes, provided they are registered with the APVMA and used according to the label instructions.



## INTERNATIONAL REPORT ABOUT GLYPHOSATE

Last year a report was released by the World Health Organisation's International Agency for Research on Cancer (IARC) which classified glyphosate as 'probably carcinogenic to humans'.

The role of IARC is to identify things that have the ability to cause cancer—they look at both substances and lifestyles. IARC also classify indoor emissions from burning wood and high temperature frying, some shift work, and consumption of red meat in the same category as glyphosate.

When making an assessment of the risk of these substances or lifestyles they do not consider how this risk is managed in actual situations. They did not assess the risk of glyphosate causing cancer when used according to the label instructions in a registered chemical product.

Following this initial assessment, the World Health Organisation's pesticide specialists conducted a comprehensive risk reassessment of glyphosate.

This group of experts looked at scientific studies and data from all sources including unpublished scientific data, which was independently peer-reviewed during the assessment process. The APVMA was a member of this expert scientific group. The results of this assessment were published in May 2016 and concluded that exposure to glyphosate in food is unlikely to cause cancer in humans.

Similarly, the European Food Safety Authority, the European Chemicals Agency, the United States Environmental Protection Agency, Health Canada and New Zealand's Environmental Protection Authority have all recently concluded that glyphosate is unlikely to cause cancer in humans, and that current labels for glyphosate products contain appropriate instructions for use to keep those regularly handling glyphosate safe.

## WHAT ARE THE NEXT STEPS FOR THE APVMA?

A comprehensive scientific assessment by expert scientists at the APVMA has concluded that glyphosate products do not cause cancer in humans and are safe to use, provided they are used in accordance with the label instructions. Therefore no action to change the use or availability of products containing glyphosate is required at this stage.

The APVMA assessment is based on scientific evidence from a broader range of studies than was used by the IARC in their assessment. This is consistent with what regulators in other countries, such as Germany and Canada, have done. The assessment is available on the APVMA website.

## THE ROLE OF THE AUSTRALIAN PESTICIDES AND VETERINARY MEDICINES AUTHORITY

The Australian Pesticides and Veterinary Medicines Authority (APVMA) is the Australian Government agency responsible for agricultural and veterinary chemical product registration.

Before a chemical product can be sold or manufactured in Australia, it must first go through scientific assessment by the APVMA to check its safety and whether it works as expected and claimed by the manufacturer. These checks are designed to protect the health and safety of people, animals, plants

and the environment. If a product meets very strict requirements it is registered for use in Australia.

The APVMA does not monitor or enforce the correct use of agricultural and veterinary chemicals once they are registered.

The correct use of agricultural and veterinary chemicals is first-and-foremost the user's responsibility. The approved directions for use are on the label of every registered product in Australia and must be followed. Incorrect use of these chemicals in Australia is monitored and enforced collaboratively by Safe Work Australia, and state and territory government authorities.



### MORE INFORMATION



+61 2 6210 4701



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## DECISION REPORT

<b>REPORT TITLE:</b>	DRAFT LOCAL AREA TRAFFIC MANAGEMENT STUDY ZONE 3 (CLARENCE PARK/MILLSWOOD)
<b>ITEM NUMBER:</b>	4.2
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	BEN WILLSMORE
<b>JOB TITLE:</b>	MANAGER CITY DESIGN
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. SUMMARY OF RECOMMENDATIONS</li><li>2. DRAFT LOCAL AREA TRAFFIC MANAGEMENT PLAN ZONE 3 CLARENCE PARK / MILLSWOOD</li></ol>

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### 1. **EXECUTIVE SUMMARY**

A Local Area Traffic Management (LATM) study is currently being undertaken in the Clarence Park/Millswood area (bounded by Greenhill Road, Goodwood Road, Cross Road, the Seaford Rail Line, East Avenue, Glenelg Tram Line, Leader Street and Anzac Highway).

A historical analysis has been undertaken, including consideration of traffic data and past community feedback in the area. Early community engagement occurred in September 2018, where general traffic/transport feedback was sought, as well as feedback on potential projects informed by the historical analysis stage.

A draft LATM plan has now been developed, including a series of recommendations for the area. The draft LATM Plan Zone 3 (Clarence Park/Millswood) is now presented for endorsement by Council to progress to community engagement on the draft recommendations.

A summary of the recommendations contained in the Draft LATM Plan is provided in the table overleaf.

<b>RECOMMENDATION</b>	<b>CLASSIFICATION</b>	<b>PRIORITY</b>
1. Maple Avenue – Speed Reduction	Traffic Management	Medium
2. Railway Terrace South / Devon Street – Safety Improvements	Traffic Management	High
3. Forestville Tram Stop pedestrian access	Traffic Management / Walking and Cycling	High
4. Clarence Park Rat-Running (options)	Traffic Management	Medium
5. Churchill Avenue Bicycle Route	Traffic Management / Walking and Cycling	Medium
6. Forestville / Everard Park - Local traffic and parking review	Traffic Management	Medium
7. Ripon / Homer / Lorraine intersection – change in priority	Traffic Management	High
8. Rose Terrace – Paid Parking	Parking	Medium
9. Leader Street – Paid Parking	Parking	Medium
10. Curzon Avenue – Disabled Parking	Parking	High
11. Goodwood Oval - Parking Controls	Parking	Medium
12. Langdon Avenue / East Avenue intersection	Parking	Medium
13. Goodwood Road Bicycle Connection	Walking and Cycling	Medium
14. Leader Street Pedestrian Crossing	Walking and Cycling	Medium
15. Leader Street (Railway to Cross Rd) – Buffered bicycle lanes	Walking and Cycling	Medium
16. East Avenue (Railway to Cross Rd) – Buffered bicycle lanes	Walking and Cycling	Medium
17. East Avenue Pedestrian Refuge	Walking and Cycling	Medium
18. Goodwood Road Bicycle Parking	Walking and Cycling	Low

Following the conclusion of the community consultation, a report outlining the feedback received will be presented to Council for its consideration at which time a final LATM Plan will be adopted.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. Community consultation be undertaken for the draft *Local Area Traffic Management Plan Zone 3 (Clarence Park/Millswood)* report and its recommendations as shown in Attachment 1 and 2 (Item 4.2, Council Meeting 24/06/2019).

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## **3. RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living
- 1.5 Our City is connected and accessible.

## **4. BACKGROUND**

A Local Area Traffic Management (LATM) study is a strategic and integrated way of identifying, analysing and resolving traffic, parking and road safety issues of a local area. The study then informs the LATM plan to be adopted by Council and subsequently implemented by its officers.

The process engages with the community to identify local issues and determines appropriate recommendations or actions for the local area. For an LATM to be effective, it is necessary to consider an area as a whole, and apply the suite of recommendations for improvement, particularly as often the improvements are interdependent and most effective when applied together.

Council has been progressively completing a series of LATM studies across the City of Unley. LATM studies were undertaken in the Unley, Goodwood, and Wayville area, as well Parkside (Zone 2) in previous financial years, and the recommendations for each of these areas are currently being implemented. The prioritisation and associated funding are in alignment with Council's LATM program.

In its Annual Business Plan for 2018/19, Council endorsed the commissioning of the LATM for Zone 3 (Clarence Park/Millswood), being the area encompassed within Greenhill Road, Goodwood Road, Cross Road, the Seaford Rail Line, East Avenue, Glenelg Tram Line, Leader Street and Anzac Highway.

As with LATM Zone 2 (Parkside), the study was completed by Council's City Design team rather than using external consultants. The study was based upon both new and existing traffic data, officer knowledge of the area, and consideration of previous community feedback.

The study focused on three themes:

- Parking;
- Walking and Cycling; and
- Traffic Management and Safety.

The recommendations outlined in the draft *Local Area Traffic Management Zone 3 (Clarence Park/Millswood) (Attachment 1)* address the key traffic-related issues in a systematic manner, whilst minimising impacts on the local residents.

Following endorsement by Council of the draft LATM Plan, residents, property owners and businesses are to be consulted on the draft recommendations and content of the report. Council will consider the feedback to be received and adopt a final LATM Plan for implementation.

## **5. DISCUSSION**

### **5.1 Methodology**

The LATM for Zone 2 (Parkside) was successfully undertaken by the Council's City Design team. The approach ensured quality outcomes, efficiency and affordability, and is to be replicated for Zone 3. The methodology reflects four stages/steps, as detailed below.

1. Historical analysis
2. Early community engagement
3. Draft recommendations
4. Final report

#### **Stage 1 – Historical Analysis**

The approach aimed to 'build on' the historical knowledge of the issues of the area and to identify potential solutions. The process involved analysis of traffic data, crash history, traffic pattern changes, and consideration of community correspondence received from the local residents over the last five years.

Following collation of all the necessary data, the analysis was summarised into three key themes:

- Parking;
- Walking and Cycling; and
- Traffic Management and Safety.

## Stage 2 – Early Community Engagement

The issues specific to the above themes, with the associated potential directions, was provided to residents and businesses of the local area as part of the community engagement material. This approach resulted in a more informed early community engagement process. Community engagement was conducted during September 2018 via an online survey and a mail-out containing the survey.

A total of 3,609 circulars were mailed out, with 190 formal responses received. It was evident from the community engagement process that the local residents and businesses were enthusiastically disposed to see solutions to the identified issues.

The feedback was then analysed, together with the technical findings and site observations, and this guided the final set of recommendations.

## Stage 3 – Draft Recommendations

In response to the three (3) key themes affecting the study area, 18 key recommendations were identified, see Attachment 1.

*Attachment 1*

A letter will be provided to all property owners, businesses and residents of the study area to advise them of the draft LATM, see Attachment 2; the 18 recommendations; and the opportunity to provide feedback via a hard copy survey (with reply paid envelope) or via the 'Your Say' online survey. Local businesses that may be affected by loss of on-street parking as a result of the proposed changes will be specifically notified (Recommendation 3, 8, 12 and 17).

*Attachment 2*

To support greater community understanding and engagement, a community drop-in session will be held at the Clarence Park Community Centre one weekday evening during the three-week consultation period. This will provide interested residents with an opportunity to ask further questions of Council staff, as well as provide direct feedback to be collated on the night.

The consultation will seek feedback on the level of support for the 18 recommendations, as well as the prioritisation of works.

## Stage 4 – Final Report

Subject to community feedback, the recommendations may be amended in the final report before presentation to Council for endorsement. As part of the final report, the high priority LATM projects will be identified for action as part of the 2019/20 budget allocation.

## 6. **ANALYSIS OF OPTIONS**

### Option 1 -

1. The report be received.
2. Community consultation be undertaken for the draft *Local Area Traffic Management Plan Zone 3 (Clarence Park/Millswood)* report as shown in Attachment 1 (Item 4.2, Council Meeting 24/06/2019).

This option will enable Council staff to commence consultation on the draft report and recommendations.

This option is recommended to facilitate holistic consultation for the issues within Zone 3 (Clarence Park/Millswood) to be consulted on in a holistic sense. Feedback received by the Council will then inform the final recommendations.

### Option 2 -

Council may choose to provide an alternative approach on the matter.

## 7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

## 8. **POLICY IMPLICATIONS**

Nil

### **8.1 Financial/Budget**

- There is a budget provision of \$215,000 in the 2019-20 Annual Business Plan to undertake the high priority recommendations within the LATM Plan Zone 3 (Clarence Park/Millswood), as outlined in Section 5 of this report

### **8.2 Legislative/Risk Management**

- The recommendations and actions proposed to be implemented are in accordance with the relevant Australian Standards. There are no foreseeable legislative or risk issues associated with the recommended option.

### **8.3 Staffing/Work Plans**

- The draft LATM Plan Zone 3 (Clarence Park/Millswood) consultation will be scheduled for July 2019.
- The final LATM Plan Zone 3 (Clarence Park/Millswood) will be amended and presented to Council for endorsement by September 2019.

#### **8.4 Environmental/Social/Economic**

- The LATM Plan Zone 3 (Clarence Park/Millswood) recommendations will alleviate traffic and parking issues identified for the community as a whole. As such, it should result in improved access and safety for all road users.

#### **8.5 Stakeholder Engagement**

- A comprehensive early community engagement program has been undertaken with residents, property owners and businesses in the area.
- The details of the early community engagement process and feedback are provided in the discussion section of this report and summarised in Attachment 1.
- The draft recommendations reflect solutions to the concerns raised by the local community and identified through technical expertise.
- The draft report and recommendations are now proposed to be open to community consultation.
- To support greater community understanding and engagement, a community drop-in session will be held for interested stakeholders to engage with Council staff.
- On 6 June 2019, a Clarence Park Ward Briefing was held with Ward Members at which Council staff provided a briefing on the LATM and the proposed recommendations. The information was well received by the Ward Members.

### **9. REPORT CONSULTATION**

Nil

### **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Claude Malak	General Manager, City Development
Peter Tsokas	Chief Executive Officer





Project	Key theme(s)	Description of issue	Draft recommendations for community engagement
1. Maple Avenue – Speed Reduction	Traffic Management and Safety	High vehicle speeds have been identified on Maple Avenue (49-56km/h 85 <sup>th</sup> percentile speed) in a 40km/h zone	<b>Council will continue to monitor local speeds in the street, whilst major redevelopment works are undertaken at the adjacent Kaufland Development. Future investigations will be undertaken once all construction works are complete.</b>
2. Railway Terrace South/Devon Street South intersection - Safety Improvements	Traffic Management and Safety	Motorists speed around corner and cut the corner, resulting in potential conflict with cyclists on the Mike Turtur Bikeway.	<b>Pavement bars at the bend, advisory speed signs and a formal bicycle path intersection are proposed to control vehicle movements where Devon Street South transitions into Railway Terrace South.</b>
3. Forestville Tram Stop pedestrian access	Traffic Management and Safety / Walking and Cycling	Eight crashes have occurred at the bend where East Avenue/Aroha Terrace/Victoria Street/Leah Street intersect. Difficulty is experienced by pedestrians accessing the adjacent tram stop due to a lack of sight distance and multiple vehicle movements to consider.	<b>In order to achieve minimum sight distance and reduce pedestrian crossing distances, a pedestrian refuge is proposed adjacent the existing tram stop and tram line crossing.</b>  <b>The changes will result in the loss of three (3) on street car parks, adjacent to existing businesses.</b>
4. Clarence Park rat-running (options)	Traffic Management and Safety	Rat-running occurs during peak periods in the area bounded by Mills Street, Goodwood Road, Cross Road, and Leah Street. 180 motorists cut through the area in the 7:30-9am period, and 170 in	<b>The performance of the existing traffic control devices has declined with the age of the infrastructure and it is appropriate to redesign the street to better manage local speed and safety in addition to deterring through traffic (rat-running). The existing chicanes will be redesigned and existing speed humps replaced with an alternate traffic</b>

Project	Key theme(s)	Description of issue	Draft recommendations for community engagement
		<p>the 4-6pm period. In addition to this, 680 motorists travel through Mills Street from Goodwood Road to East Avenue, and vice versa.</p>	<p><b>calming layout to reduce local speeds, in conjunction with the preferred area wide treatment.</b></p> <p><b>Four options for area wide treatment to deter rat-running are presented for community comment. Each option presents varying levels of intervention and effectiveness, including:</b></p> <p><b>Road closures</b></p> <p><b>Partial Road Closure</b></p> <p><b>Modified T-Intersections, and</b></p> <p><b>Turning ban</b></p> <p><b>Alternatively, no action could be considered.</b></p> <p><b>Note: Community feedback will be key in determining which option to pursue and will likely promote strong views either supporting or opposing particular options. A Community Drop In session may provide an opportunity to openly discuss these options.</b></p>
<p>5. Churchill Avenue Bicycle Route</p>	<p>Traffic Management and Safety / Walking and Cycling</p>	<p>Churchill Avenue has reasonably high traffic volumes for a residential street (&gt;1500 in one section) and speeds in the 43-46km/h range. As it forms part of a bicycle route speeds would ideally be &lt;40km/h to support</p>	<p><b>Subject to the final direction for Recommendation 4, and its effectiveness to deter rat-running, it is anticipated traffic volumes and traffic speeds will be reduced.</b></p> <p><b>Council will continue to monitor local speeds and volumes. Although higher than desirable, current data suggest that</b></p>

Project	Key theme(s)	Description of issue	Draft recommendations for community engagement
		cyclists/motorists sharing the road.	<b>changes are not a high priority.</b>
6. Forestville / Everard Park - Local traffic and parking review	Traffic Management and Safety / Parking	Major developments are occurring near the Leader Street/Anzac Highway intersection (Kaufland supermarket and potential residential development), as well as on Anzac Highway south of Leader Street (Arcadian). This will result in additional traffic and pedestrians in the area.	<b>Council will continue to monitor local speeds in the street, whilst major redevelopment works are undertaken at the adjacent Kaufland Development and nearby Arcadian Development. Future investigations will be undertaken once all construction works are complete.</b>
7. Ripon/ Homer/ Lorraine intersection - Change traffic priority	Traffic Management and Safety	Sight distance is significantly limited at this intersection due to a property fence (17m of sight distance available instead of recommended 83m of sight distance).	<b>In order to eliminate the hazard, it is recommended that the intersection traffic priority be changed. This would involve Ripon-Lorraine having priority (and operate as a bend) with east bound traffic on Homer required to give-way.</b>
8. Rose Terrace - Paid Parking	Parking	High parking demand is experienced on Rose Terrace (west of Goodwood Road) and Cooke Terrace adjacent the Adelaide Showground. This impacts local residents' and	<b>To increase parking availability for local businesses in the area, a restructure of parking is proposed, including time limit parking (suitable for residents and business visitors), a paid parking zone, whilst retaining some unrestricted parking.</b>

Project	Key theme(s)	Description of issue	Draft recommendations for community engagement
		<p>businesses ability to obtain on-street parking.</p> <p>Half of the on-street parking on Rose Terrace (west of Goodwood Road) and Cooke Terrace is currently unrestricted (i.e. no time limit), and as a result accommodates some commuter parking.</p>	<p><b>The paid parking zone (approx. 35 spaces), at \$4 per day.</b></p>
<p>9. Leader Street – Paid Parking</p>	<p>Parking</p>	<p>Unrestricted parking is present on Leader Street from Anzac Highway to Leah Street. This is highly occupied by a combination of local and non-local workers.</p>	<p><b>It is recommended that this be changed to a paid parking zone. The paid parking zone (approx. 30 spaces), at \$4 per day. Local business staff (Goodman Fielder bakery for example) who are displaced because of this paid parking zone will be eligible to apply for exemptions to park in nearby streets with time limits (consistent with On-street Parking Policy).</b></p> <p><b>Introduction of Paid Parking along Leader Street is proposed to be delayed until after the major redevelopment works are undertaken at the adjacent Kaufland Development.</b></p>
<p>10. Curzon Avenue - Disabled Parking</p>	<p>Parking</p>	<p>Disabled parking on Curzon Avenue is not compliant with the relevant Australian Standard for</p>	<p><b>Improvements to disabled parking will occur on Curzon Avenue as part of the Goodwood Oval grandstand upgrade. The LATM supports this improvement.</b></p>

Project	Key theme(s)	Description of issue	Draft recommendations for community engagement
		disability parking.	
11. Goodwood Oval - Parking Controls	Parking	<p>Parking data has been collected which suggests that during times of peak oval use (Saturday football games), parking within 200m of the oval is generally 90-100% occupied. Although most properties have ample off-street parking, this can impact residents that rely on on-street parking or have visitors during times of peak oval use. This can also limit opportunities for vehicles to pass one another in narrow streets.</p>	<p><b>To improve local traffic flow and access for residents and their visitors, 1-hour parking outside of the existing 3 hour / 9-5pm area wide parking treatment is proposed in the following locations (options):</b></p> <ul style="list-style-type: none"> <li>• <b>Chelmsford Avenue (northern side)</b></li> <li>• <b>Allenby Avenue (northern side)</b></li> <li>• <b>Fairfax Avenue (East Ave / Curzon Ave - northern side)</b></li> <li>• <b>Fairfax Avenue (Curzon Ave / Argyle Ave - southern side, Saturday only)</b></li> <li>• <b>Argyle Avenue (eastern side, Saturday only)</b></li> </ul> <p><i>Note: Community feedback will be key in determining which option to pursue and will likely promote strong views either supporting or opposing particular options. A Community Drop In session may provide an opportunity to openly discuss these options.</i></p>
12. Langdon Avenue/ East Avenue intersection	Traffic Management and Safety / Parking	<p>Parking occurs on Langdon Avenue associated with a local café on East Avenue. Residents are concerned with the congestion that this causes when they enter</p>	<p><b>In order to provide additional space at the intersection, parking is to be restricted for the first 20m (additional 10m extension). This will result in a loss of one parking space</b></p>

Project	Key theme(s)	Description of issue	Draft recommendations for community engagement
		the street from East Avenue.	<b>and therefore only have a minor impact on parking supply.</b>
13. Goodwood Road Bicycle Connection	Walking and Cycling	The Walking and Cycling Plan recommends converting the Goodwood Road footpath (eastern side, from Leader to Young) to a shared use path to direct cyclists to cross Goodwood Road at the Young St pedestrian crossing.	<b>Due to high pedestrian activity during events and footpath constraints (trees etc.), a formal shared use path is not appropriate. Wayfinding and pavement decals will be used to direct cyclists along the footpath to the safe crossing point (pedestrian actuated crossing).</b>
14. Leader Street Pedestrian Crossing	Walking and Cycling	Pedestrian crossing data was collected during the Adelaide Showgrounds Farmers' Market from 8am-1:30pm indicating that 2500 pedestrians cross Leader Street. 1085 of these occur in the 30m segment directly west of Devon Street North. This, combined with a relatively high traffic volume, indicates that a crossing facility would improve safety and convenience for pedestrians.	<b>Installation of a pedestrian crossing on Leader Street, 20m west of Devon Street North, is recommended. An assessment of crossing options suggests that a Wombat Crossing (flush) would be the most effective solution. This would be effective during the Sunday Farmers' market and during other events at the showgrounds but would have minimal impact on traffic outside of these times.</b>  <b>The installation of the crossing will result in the relocation of the existing bus stop and the loss of two on-street car parks.</b>
15. Leader Street (Railway to Goodwood Road) - Buffered bicycle lanes	Walking and Cycling	Opportunity to improve the bicycle facility on Leader Street	<b>Upgrade bicycle lanes on Leader Street (Seaford Railway to Goodwood Road) to buffered bicycle lanes through line-marked clearance adjacent the bicycle lane and within the 'car-door' zone, enhancing cyclist safety.</b>

Project	Key theme(s)	Description of issue	Draft recommendations for community engagement
16. East Avenue (Railway to Cross Road) - Buffered bicycle lanes	Walking and Cycling	Opportunity to improve the bicycle facility on East Avenue	<b>Upgrade bicycle lanes on East Avenue (Seaford Railway to Cross Road) to buffered bicycle lanes through line marked clearance adjacent the bicycle lane and within the 'car-door' zone, enhancing cyclist safety.</b>
17. East Avenue Pedestrian Refuge	Walking and Cycling	Pedestrians anecdotally have difficulty crossing East Avenue due to high traffic volumes.	<b>Installation of a pedestrian refuge on East Avenue, south of Langdon Avenue.</b>  <b>The installation of the crossing will result in the relocation of the existing bus stop and the loss of three on-street car parks, including two directly adjacent to existing business.</b>
18. Goodwood Road Bicycle Parking	Walking and Cycling	Lack of bicycle parking within the Goodwood Road retail precinct	<b>Additional bicycle parking locations identified within the Goodwood Road retail precinct (Victoria Street to Leader Street).</b>

For detailed descriptions of all 18 recommendations, please refer to pages 18-30 of the *LATM Plan Zone 3 (Clarence Park/Millswood)*.

*Attachment 1*





# DRAFT LOCAL AREA TRAFFIC MANAGEMENT PLAN

## ZONE 3 - CLARENCE PARK / MILLSWOOD





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# 1. INTRODUCTION

## 1.0 Introduction

The City of Unley has been progressively completing a series of local area traffic management (LATM) studies across the City. This latest study includes the area bounded by Greenhill Road, Goodwood Road, Cross Road, Adelaide to Seaford railway line, East Avenue, Leader Street, and Anzac Highway.

The study was completed by Council's City Design team rather than using external consultants. The study was based upon both new and existing traffic data, officer knowledge of the area, and consideration of previous community feedback.

The study focusses on three themes:

- Parking,
- Walking and Cycling, and
- Traffic Management and Safety.

Council undertook a comprehensive engagement program with the local community. It was evident during the first stage of consultation that local residents and businesses generally agree with the issues identified, and a limited number of additional concerns were raised.

Recommendations address the key traffic related issues in a systematic manner while minimising impacts on local residents. However, as is the case with any traffic/parking interventions, there will be some residents/businesses that will be impacted, but will overall result in a positive change to traffic, parking and road safety.

## 1.1 LATM Prioritisation Study

Local area traffic management (LATM) is the planning and management of road space within a local area. It considers neighbourhood level traffic-related problems, and proposes solutions in context of the local area, rather than in isolation.

In order to establish these 'local areas', the City of Unley was divided into six precincts that are bounded by natural traffic boundaries (e.g. tram/train lines, arterial/collector roads), which are depicted in Figure 1.1. The LATM Prioritisation Study compared these areas based on community concerns received, crash history (safety issues), and traffic data, which informed a relative priority. This LATM is Area 3, which was considered the third highest priority of the six areas.



Figure 1.1 Local Area Traffic Management Study Areas. City of Unley



## 1.2 Strategic Overview

Local area traffic management plays a key role in delivery of the Unley Integrated Transport Strategy, and in turn the City of Unley Community Plan 2033 (refer to Figure 1.2 for the strategic planning hierarchy). Measures resulting from LATM directly support objectives of the following:

Community Plan 2033 and Four Year Delivery Plan 2017-2021

### Community Living theme

- Objective 1.5 - Our City is connected and accessible
- Strategy 1.5a Ensure an effective network for all modes of transport.
- Strategy 1.5b Encourage walking and cycling as methods of transport.
- Strategy 1.5d Manage parking across the city to maximise its availability.

### Unley Integrated Transport Strategy

#### Active Transport focus area

- Unley is recognised as a leader in providing connected, efficient and safe active transport choices.
- Active transport options are more utilised by the local community.

#### Parking focus area

- Unley is recognised for its proactive, innovative, and customer centric approach to parking management.
- Equitable and convenient parking options are delivered throughout the City.

#### Traffic Management and Road Safety focus area

- Unley is recognised as a leader in road safety and traffic management outcomes.
- Safety is at the core of all of our infrastructure, traffic and transport management initiatives.
- Unley's street and path networks provide effective, safe routes for all users.

## 1.3 Purpose of a LATM Study

The objective of a LATM study is to create safer and more pleasant streets, by achieving acceptable levels of traffic volume and speed, and improving the general amenity of the area.

These objectives are primarily achieved through influencing driver behaviour, either through physical influence of vehicle operation, or by influencing the driver's perception of what is appropriate behaviour in a street or area.

In order to meet these objectives, a LATM study considers traffic volumes, traffic speeds, crash history, parking, local street connectivity and proximity to main roads, as well as community perceptions to local traffic issues.

### The need for LATM arises from:

- An intent to reduce traffic-related problems, including:
  - Traffic safety, leading to measures to control traffic speeds and behaviour,
  - protection or improvement of local amenity focussing on appropriate allocation, design and use of street space.
- Orderly traffic planning and management (i.e. to align with a desired road hierarchy), including:
  - Coping with the pressure of traffic growth,
  - the need to reduce traffic impacts on resident amenity,
  - spill-over from traffic routes – restraints on 'rat-running',
  - direction of traffic to the most appropriate routes,
  - creating conditions for safe and comfortable cycling and walking.
- A desire to improve the community space and sense of place.
- A desire to improve environmental, economic and social outcomes.
- A need for traffic interventions associated with new development.
- The implementation of walking and cycling plans and other policies/ strategies.

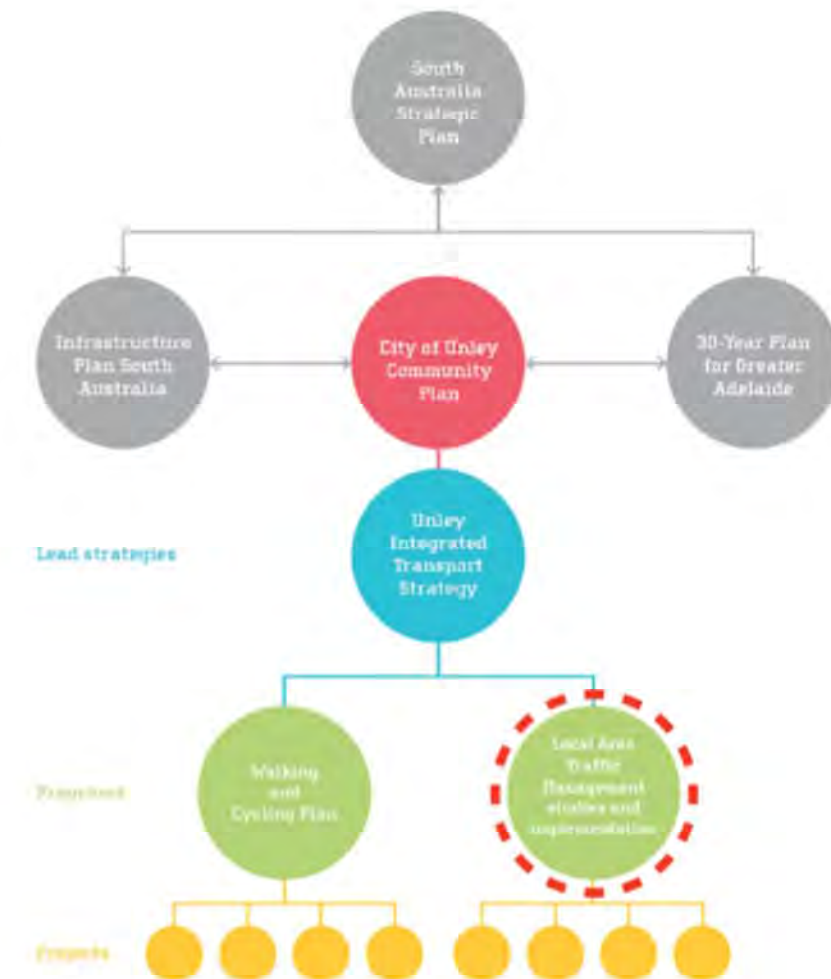


Figure 1.2 Strategic Planning Hierarchy



# 2. METHODOLOGY

## Methodology

The methodology reflects four stages/steps, as detailed below.

1. Historical analysis
2. Early community engagement
3. Draft recommendations
4. Final report

### Step 1 - Historical analysis

The approach aimed to 'build on' the historical knowledge of the issues in the area and to identify potential solutions. The process involved analysis of traffic data, crash history, traffic pattern changes, and consideration of community correspondence received from local residents over the last five years.

Following collation of all the necessary data, the analysis was summarised into three (3) key themes:

- Parking,
- Walking and Cycling, and
- Traffic Management and Safety.

Potential projects were developed based on these themes, opportunities with other scheduled projects, and in alignment with Council strategies.

### Step 2 - Early community engagement

The issues specific to the above themes, with the associated potential directions, was provided to residents and businesses of the local area as part of the community engagement material. This approach resulted in a more informed early community engagement process. Community engagement was conducted during September 2018 via an online survey and a mail-out enclosing the survey.

A total of 3,609 circulars were mailed out, with 190 formal responses received. It was evident from the community engagement process that the local residents and businesses were enthusiastic to see solutions to the identified issues.

### Step 3 - Draft recommendations

Community feedback was analysed, together with the technical findings and site observations, and guided the draft recommendations.

### Step 4 - Final report

Following community feedback on the draft recommendations, a final report is developed for presentation to Council for endorsement.

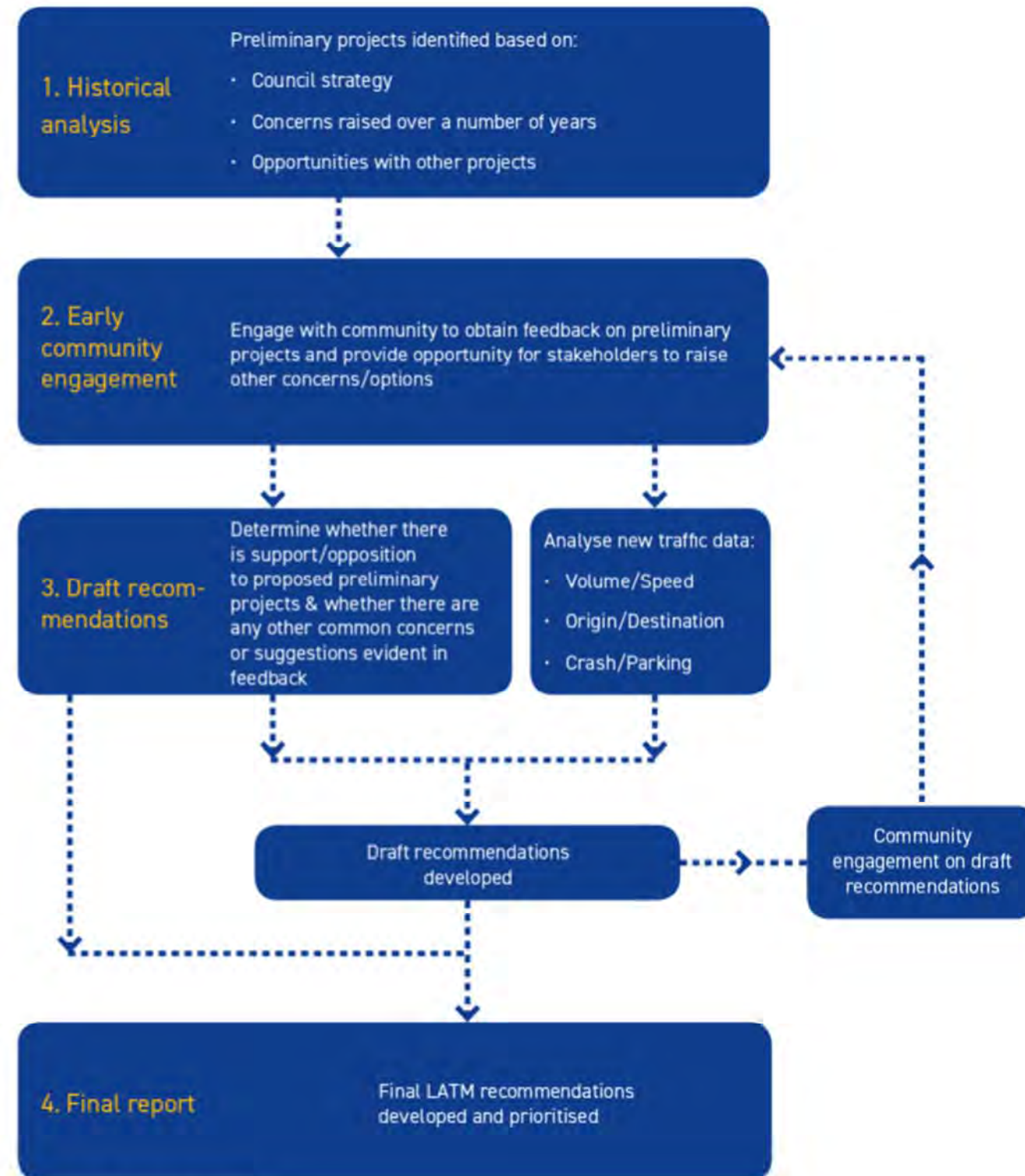


Figure 2.1 Methodology Flow Chart



# 3. CONTEXT

## 3.1 TRAFFIC NETWORK

With only 600m separating the Adelaide CBD and the northern extent of the City of Unley, a heavy transport demand passes through the area. The City also generates many local intra-city trips to/from activity centres.

The City of Unley traffic network consequently includes primary and secondary arterial roads for use by north-south through traffic, and major collector roads for use by through traffic and non-local traffic with their destination in the City of Unley. The remainder of the network consist of 'local crossing collector' roads providing locals access to/from higher order roads, as well as residential streets.

The residential areas can be separated into eight distinct traffic zones by arterial roads, collector roads, and railway lines. In terms of traffic movement through the area, to an extent these zones may be considered separately as changes in one are unlikely to affect another.

The majority of north-south traffic travelling through the area use Goodwood Road (30000vpd), and then to a lesser extent use East Avenue/ Leah Street (6-9000vpd) followed by Leader Street.

Delays are often experienced on these roads during peak times, mainly due to traffic signals at the tram crossing on Goodwood Road, train and tram crossings on East Avenue, and Goodwood Road/Cross Road intersection. This can lead to motorists using other streets to travel through the area.

It is desirable for north-south non-local traffic to utilise South Road/Anzac Highway or Goodwood Road to travel through the area, and to a lesser extent East Avenue/Leah Street. It is desirable for non-local east-west traffic to utilise Cross Road and Greenhill Road to travel through the area, and to a lesser extent Leader Street. However it is acceptable for local traffic to use 'local crossing collector' roads, including Victoria Street and Mills Street.

### Legend

- █ Primary arterial road
- █ Secondary arterial road
- █ Major collector road
- █ Local crossing collector road
- █ Railway/Tram line
- Interrelated traffic area
- ● ● ● Bicycle route

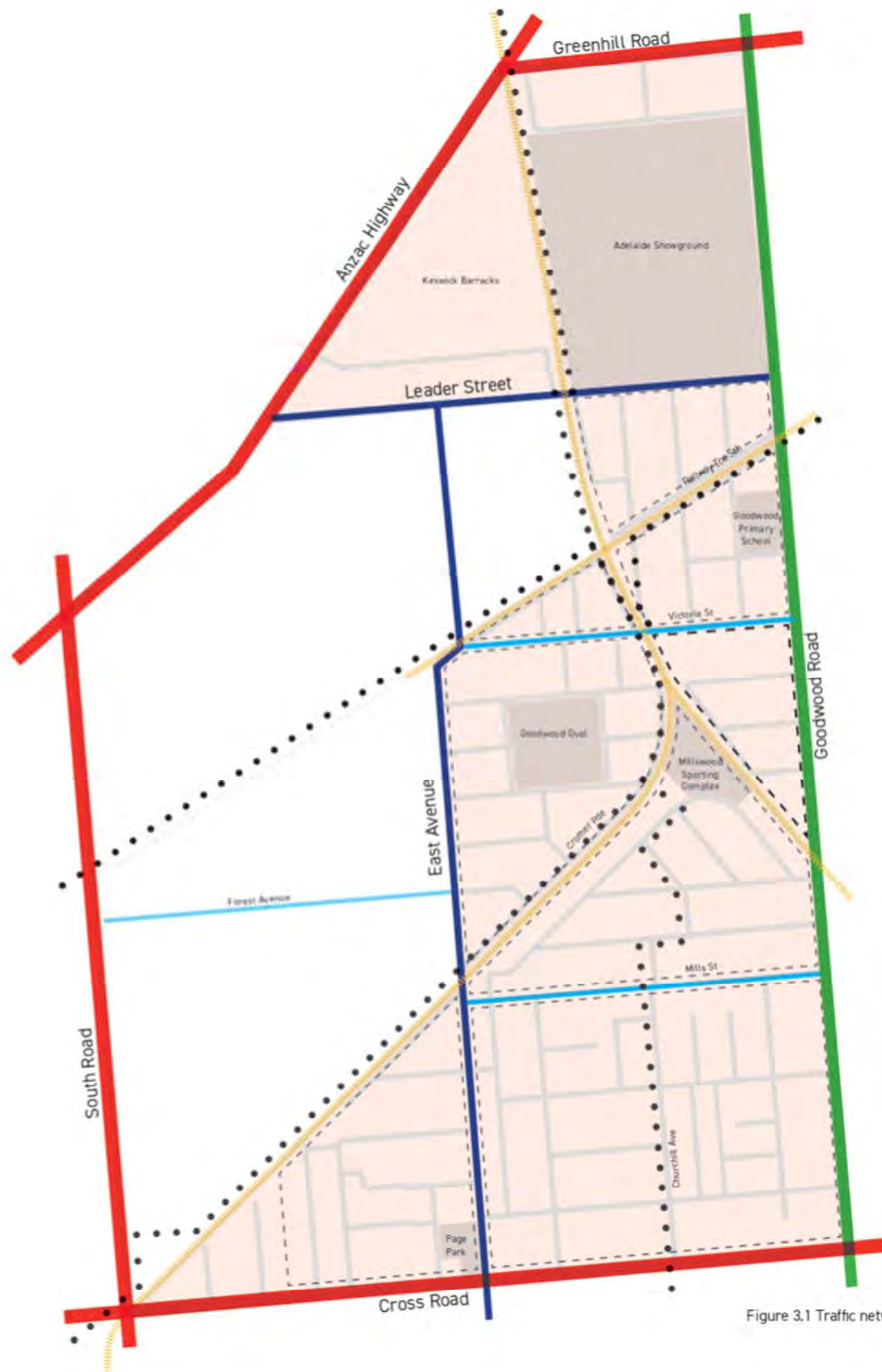


Figure 3.1 Traffic network



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### 3.2 LAND USE

The LATM area consists predominantly of residential suburbs with commercial businesses along Goodwood Road and north of Leader Street.

Commercial businesses (indicated by darker blue shading) along Goodwood Road are primarily restaurants, shops, as well as consulting rooms and office to a lesser extent. Greenhill Road businesses are offices, whereas those on Maple Avenue and Leader Street are generally light industry.

Several institutional entities are present in the area, including the Keswick Barracks and the Adelaide Showground. The Adelaide Showground generates traffic and parking demand during frequent events held generally on weekends.

Several major developments have been proposed or are expected in the coming years. These developments will have implications on parking and traffic in the local area. These include:

- Arcadian residential development on Anzac Highway
- Kaufland supermarket development at Anzac Highway/Leader Street

A future residential development is anticipated on Leader Street in the next five years as well as generally within mixed use, neighbourhood centre, and urban corridor zones.

#### Legend

- Commercial
- Institutional
- Recreational



Figure 3.2 Land use

# 4. TRAFFIC DATA

## 4.1 WARRANTS

When using traffic data to aid decision making, there is ideally an agreed level or condition where action is warranted (i.e. traffic volume over a certain value). Establishing when LATM action is necessary or desirable is often based on objective measures of relative need, usually referring to traffic speeds, traffic volumes, or crash rates, called 'Warrants'.

There is no agreed or formally-adopted statement of conditions in Australian Standards or Austroads Guides at which LATM measures must be implemented. These conditions must be determined based on the individual circumstances and with professional judgement of traffic engineering practitioners, and expectations of the community. Austroads Guide to Traffic Management Part 8: 'Local Area Traffic Management' suggests that the categories set out in Table 4.1 should be adopted.

### Warrants for the City of Unley

Warrants for the City of Unley are based on objective measures and community perceptions. Objective measures include, for example, the traffic volume that could cause delays at intersections, speeds at which it is difficult for pedestrians to cross a road, or speeds where it is potentially unsafe for bicycles and motor vehicles to share the road.

An understanding of community perceptions is developed through interactions with the community in the LATM 3 area, and through other LATM's in the City of Unley, to determine what is perceived as appropriate. There is often a threshold where residents start to consider traffic a problem.

However, the role and function of a street must also be considered as well as traffic generators on the street or in the area. For example, a street adjacent a school may have a high percentage of traffic during the peak morning or afternoon period, or a street may be classified as a local crossing collector. This may not be considered acceptable for residents, but may not be a technical problem if it is aligned with the role of the street.

Table 4.2 sets out the general warrants applicable for the City of Unley for 40km/h residential streets. Analysis of daily traffic volumes, 85th percentile speeds, and peak volumes through the LATM area support these values.

Problem level and likely response	Technical Criteria	Response/Action
Substantial problem (a deficiency)	Above the problem warrant level or threshold, i.e. fails the deficiency standard	The problem is significant enough to be included on a funded treatment program, in order of funding priorities
Acknowledged technical problem	Satisfies the deficiency standard but fails the desirable planning standard	Acknowledged problem justifying investigation, but not sufficient to attract funding in the short-term. Alternative (non-LATM) low-cost approach may be considered
Possible technical problem	Achieves the planning standard but conditions are perceived to be above tolerance levels for some in the community	There may be a problem, but not so serious as to attract funding, even in the longer-term. Alternative (non-LATM) low-cost approach may be considered

Table 4.1 Problem categories

Applicable in local residential streets only	Daily Traffic Volume	85th percentile speed (40km/h streets)	% of daily traffic in peak AM and PM	Casualty crashes in 5 year period	Action
Substantial problem (Deficiency Standard)	> 3000	>= 50	> 20	3+	Further investigation required
Acknowledged technical problem (Planning Standard)	> 2000	48-49	17-20	3+	
Possible technical problem	> 1500	46-47	14-16	3+	
No agreed problem	< 1500	<= 45	< 13	< 3	No investigation required

Table 4.2 Traffic warrants for the City of Unley



**Definitions**

**Daily traffic volume**

Total number of vehicles recorded travelling past a particular point in a road over a 24 hour period. Ideally an average of weekdays across an entire year is used. Data provided in this report is an average of two week days, typically a Tuesday and Thursday.

*The average daily traffic volume for the area is 501 vehicles per day.*

**85th percentile speed**

Speed at which 85% of vehicles travel at or below under free flowing conditions past a nominated point (AS1742.4) i.e. 15% of vehicles travel at the 85th percentile speed or higher. This provides a measure of the frequency and extent of speeding. This is more useful than a mean (or average) speed as a mean speed is affected by outliers (if several vehicles travel at a very low speed past the measurement point it will impact the average and distort the data).

Free flowing conditions are periods when traffic is not significantly delayed by the volume of vehicles. As roads within the LATM area are free flowing for the majority of the day, the highest 15% of vehicle speeds measured is considered accurate.

The average 85th percentile speed for the area is 40.4km/h (on 40km/h roads only). Although this is above the speed limit, 85th percentile speeds up to 10% over the speed limit is commonly observed and is typically the threshold at which enforcement is possible. It is important to consider this when assessing individual streets/intersection treatments.

*Average 85th percentile speed for the area is 40.4km/h.*

**Percent of daily traffic volume in peak AM and PM hours**

The percentage of traffic travelling along a street, in the busiest hour in the AM and PM periods, is used to determine whether the street is used as part of a rat run/short cut. Generally, in a residential street, it is common for up to 15% of the daily traffic volume to use the street in each of these hours. This would consist of residents going to and from their homes, any visitors, and some through traffic accessing other local streets or businesses. This varies depending on the various land uses and residential density. As an example, if a street carried 1000 vehicles per day, approximately 100-150 vehicles would generally use the street in the AM peak hour (8-9am in most cases), and approximately 100-150 vehicles would generally use the street in the PM peak hour (often either 3-4pm, 4-5pm, or 5-6pm).

The percentage of traffic considered appropriate (the 'warrant') is generally based on residents' perceptions. Figure 4.1 indicates that 75% of peak hour volumes (AM or PM) are less than the 14% 'Possible problem' threshold, and most are within the 8.8-15.5% range (one standard deviation). This supports the chosen warrant categories as residents generally perceive traffic as being too high if it is higher than 'normal'.

The data suggest that there are a number of streets with a high percentage of daily traffic in the peak AM or PM, suggesting these streets are used as part of a rat run. Although it should be noted that the peak school drop-off period usually coincides with the peak traffic period in the AM, so may be misleading in the vicinity of a school. Streets used for commuter parking can often also result in a high AM or PM peak traffic volume.

*Average for the area is 11.7% and 12.2% in the AM and PM respectively.*

**Casualty crash**

A casualty crash consists of an injury or a fatality involving a pedestrian, cyclist, or driver. The Department of Planning, Transport and Infrastructure compile this data from reported crashes to SAPOL and analyse it over the previous five years. A single casualty crash does not necessarily indicate a traffic hazard. If three crashes have occurred, this suggests there could be a pattern. Much higher casualty crash rates occur on arterial roads due to the higher traffic volume and speed. Typically certain crash types are common on arterial roads, such as rear end crashes at intersections and right turn crashes when motorists turn out of side streets. Although turning restrictions or median treatments on DPTI controlled arterial roads could reduce right turn crashes, these issues are under DPTI authority and not within the scope of this LATM.

**Property damage only crash**

A property damage only (PDO) crash not resulting in a reported injury. This is more common than a casualty crash, particularly in a 40km/h area where modern vehicles protect occupants. It is general practice to assign less weighting to a PDO crash as funds are more effectively spent addressing locations where there has been a casualty. This is due to the higher costs to the community associated with treating injuries or due to fatalities.

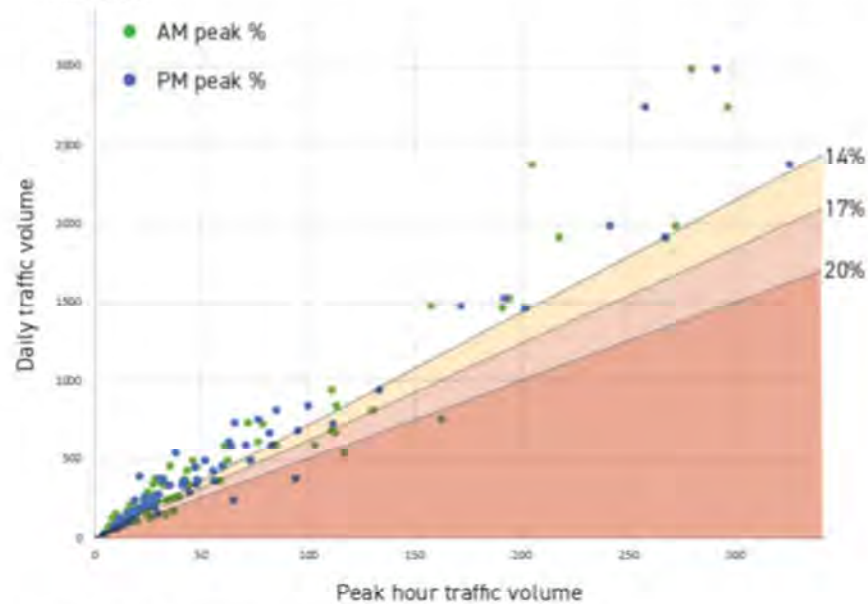


Figure 4.1 Peak period traffic volume

**Average Daily Traffic Volume**



501 vehicles per day

**Average 85th Percentile Speed**



40.4 km/h

**Average % of Daily Traffic Volume**



11.7% AM

12.2% PM



## 4.2 TRAFFIC SPEED

This shows which streets have a higher than expected 85th percentile speed. Streets highlighted as a 'Possible Problem' or 'Acknowledged Technical Problem' have been identified as having 15% or more of the traffic travelling a significant amount above the speed limit. Full data is available in Appendix A.

### Streets to be further investigated

- Maple Avenue**  
 53km/h (ranges from 49-56km/h over four days of data) suggesting a 'Substantial Problem'. High speeds, particularly considering 33% of traffic are heavy vehicles. Commercial business land use and therefore speeding is unlikely to affect resident amenity. Future developments occurring on the street which will result in more pedestrians using the street. Difficult to reduce speeds without impacting heavy vehicles. Data will be further analysed to understand when vehicles are speeding.
- Churchill Avenue**  
 46km/h. Traffic volume of approx. 850vpd in this section. Part of a bicycle route. Actions to be considered to reduce peak traffic volumes which will likely reduce speeding.
- Frederick Street**  
 47km/h. Low traffic volumes (approx. 370 vpd). High peak PM traffic volumes. Actions to be considered to reduce peak traffic volumes which will likely reduce speeding.

### Legend

- █ Substantial Problem (50km/h+)
- █ Possible Problem (46-47km/h)

Note that there were no 'Acknowledged Technical Problems' (48-49km/h)

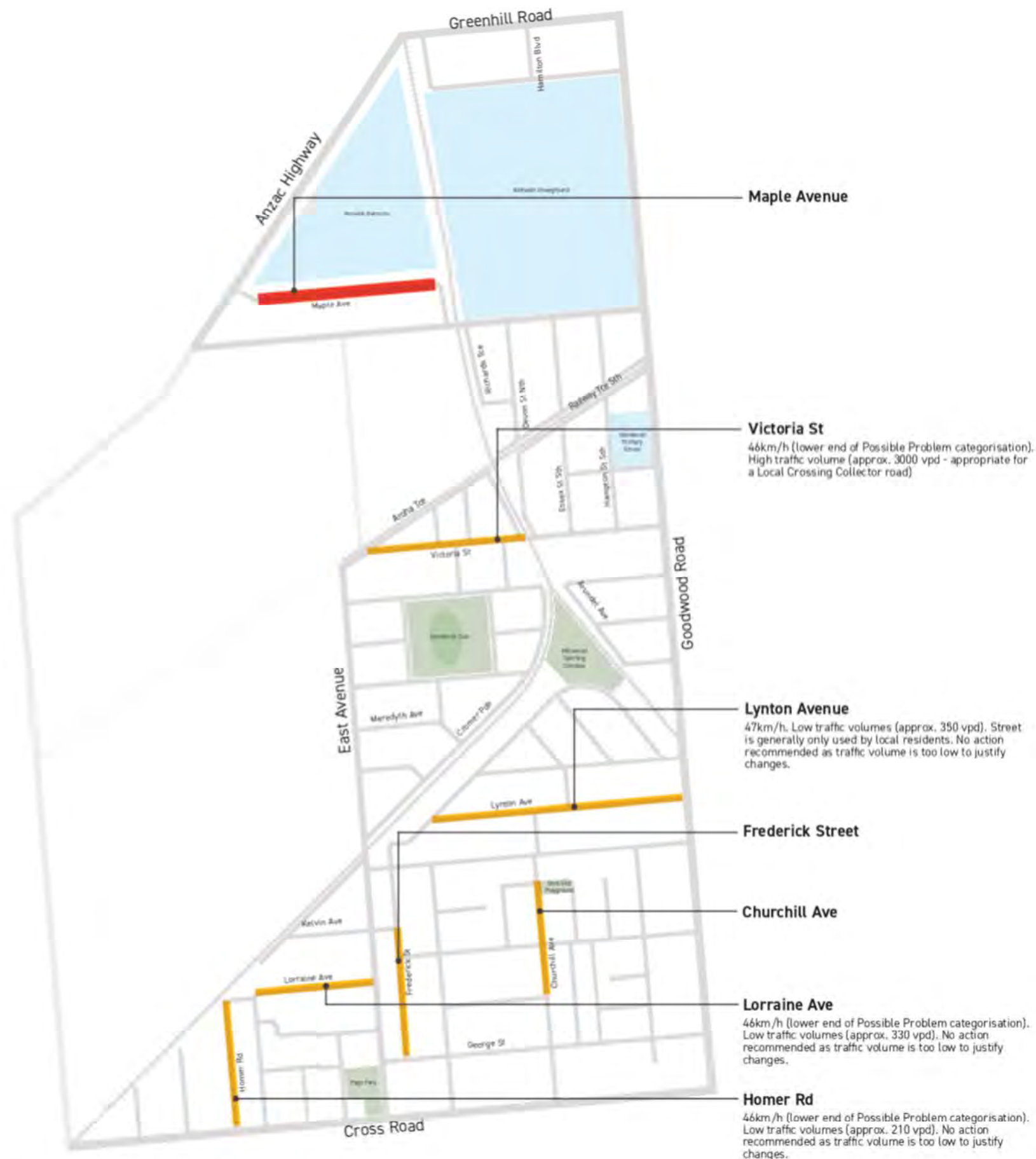


Figure 4.2 Traffic speed data

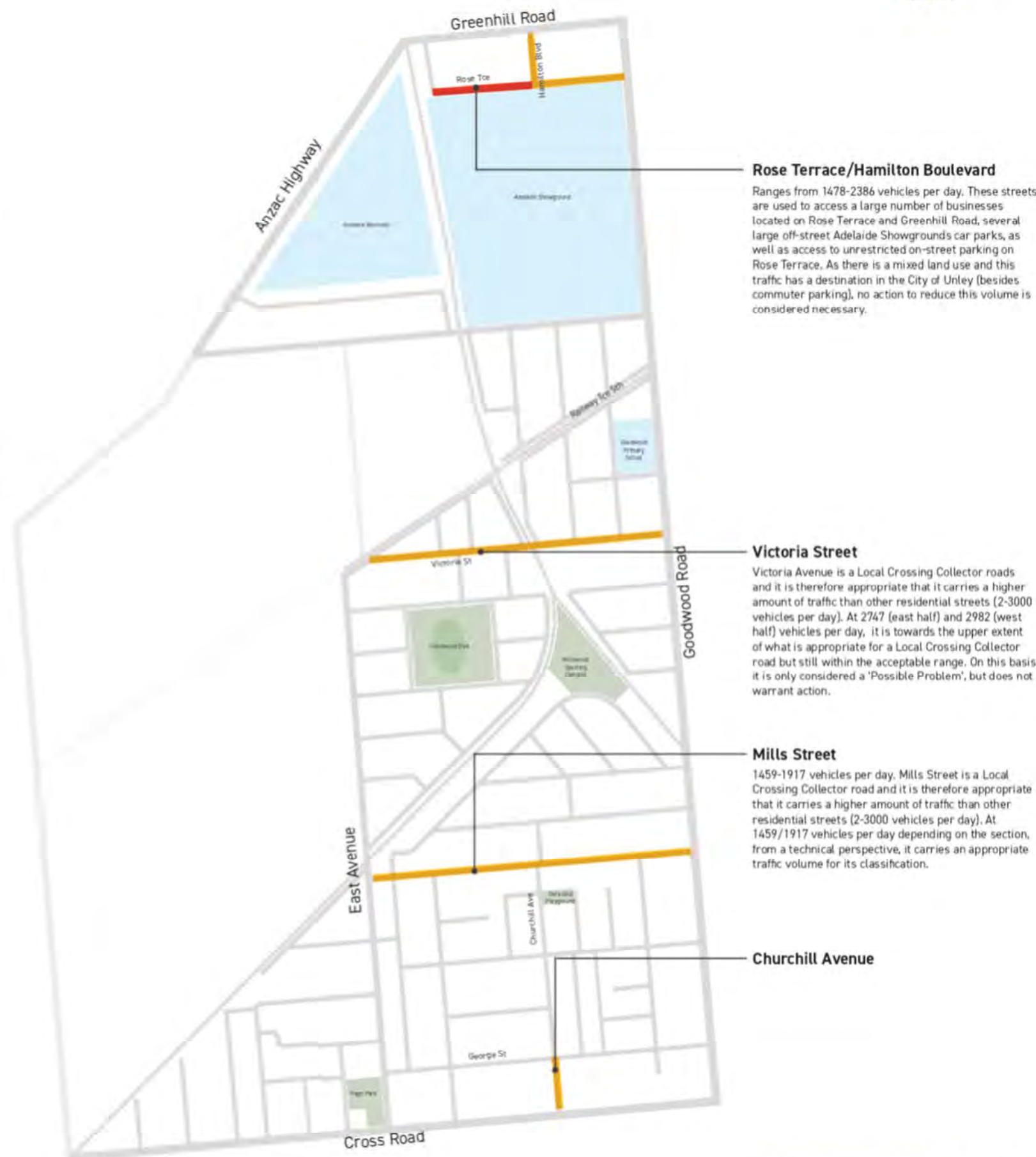
### 4.3 DAILY TRAFFIC VOLUME

This shows which streets carry a higher than expected amount of traffic each day. This indicates that generally most streets carry an appropriate amount of traffic. Full data is available in Appendix A.

#### Streets to be further investigated

- Churchill Avenue**

Churchill Avenue from Cross Road to George Street is highlighted as a Possible Problem, with a traffic volume of approximately 1529 vehicles per day. This section of the street provides access to the suburb from Cross Road via a left or right turn, and 500 of these vehicles turn to/from George Street. The street is however used as part of an AM and PM short cut through Millswood and recommendations for the overall area (area bounded by East Avenue/Mills Street/Goodwood Road/Cross Road) would reduce this volume.



**Rose Terrace/Hamilton Boulevard**  
 Ranges from 1478-2386 vehicles per day. These streets are used to access a large number of businesses located on Rose Terrace and Greenhill Road, several large off-street Adelaide Showgrounds car parks, as well as access to unrestricted on-street parking on Rose Terrace. As there is a mixed land use and this traffic has a destination in the City of Unley (besides commuter parking), no action to reduce this volume is considered necessary.

**Victoria Street**  
 Victoria Avenue is a Local Crossing Collector roads and it is therefore appropriate that it carries a higher amount of traffic than other residential streets (2-3000 vehicles per day). At 2747 (east half) and 2982 (west half) vehicles per day, it is towards the upper extent of what is appropriate for a Local Crossing Collector road but still within the acceptable range. On this basis it is only considered a 'Possible Problem', but does not warrant action.

**Mills Street**  
 1459-1917 vehicles per day. Mills Street is a Local Crossing Collector road and it is therefore appropriate that it carries a higher amount of traffic than other residential streets (2-3000 vehicles per day). At 1459/1917 vehicles per day depending on the section, from a technical perspective, it carries an appropriate traffic volume for its classification.

**Churchill Avenue**

#### Legend

- █ Acknowledged Technical Problem (>2000 vpd)
- █ Possible Problem (1500-2000 vpd)

Figure 4.3 Daily traffic volume data



### 4.4 AM PEAK PERIOD VOLUME

This shows which streets carry a higher than expected amount of traffic during the particular street's peak one hour in the AM. Although this varies from street to street, it is generally 8-9pm. As an example, Aroha Terrace, which is highlighted in yellow, carries 16% of its daily traffic during the 8-9am period, hence the 'Possible Problem' classification. Full data is available in [Appendix A](#).

#### Streets to be further investigated

- **George Street**  
16-17% of traffic in 8-9am period. Suggests rat running from Cross Road to Goodwood Road.



#### Legend

- █ Substantial Problem (20%+)
- █ Acknowledged Technical Problem (17-20%)
- █ Possible Problem (14-16%)

Figure 4.4 AM peak period traffic volume data

### 4.5 PM PEAK PERIOD VOLUME

This shows which streets carry a higher than expected amount of traffic during the particular street's peak one hour in the PM. Although this varies from street to street, it is generally 5-6pm (often 3-4pm near a school). As an example, Rose Terrace, which is highlighted in yellow, carries 14% of its daily traffic during the 5-6pm period, hence the 'Possible Problem' classification. Full data is available in Appendix A.

#### Streets to be further investigated

- **Area bounded by Mills St/East Ave/Cross Rd/Goodwood Rd**  
High PM peak traffic volumes in seven streets. This suggests that rat-running is occurring throughout the area in general and that it is spread across a number of streets. Any traffic management measures must be in the form of an area-wide solution.

#### Legend

- Substantial Problem (20%+)
- Acknowledged Technical Problem (17-20%)
- Possible Problem (14-16%)



Figure 4.5 PM peak period traffic volume data



### 4.6 ORIGIN + DESTINATION DATA

Origin-destination data involves matching vehicles (using number plate recognition) at various intersections within a road network to understand the routes they take. This can help quantify and understand rat-running through the area. Stations are chosen at likely locations where vehicles enter and exit the area. If they are matched, it suggests that they are taking a short cut through the area. This is generally undesirable when the volume of motorists rat-running is significant and congests the area and impacts resident amenity. Surveys were undertaken during the 7:30-9am and 4-6pm periods on Wednesday 5 December 2018. This data largely supports the AM and PM peak data in sections 4.4 and 4.5, but suggests that the 'Substantial Problem' designation for Frederick Street in the PM is not warranted.

AM PEAK PERIOD: 7:30-9:00AM

PM PEAK PERIOD: 4-6:00PM

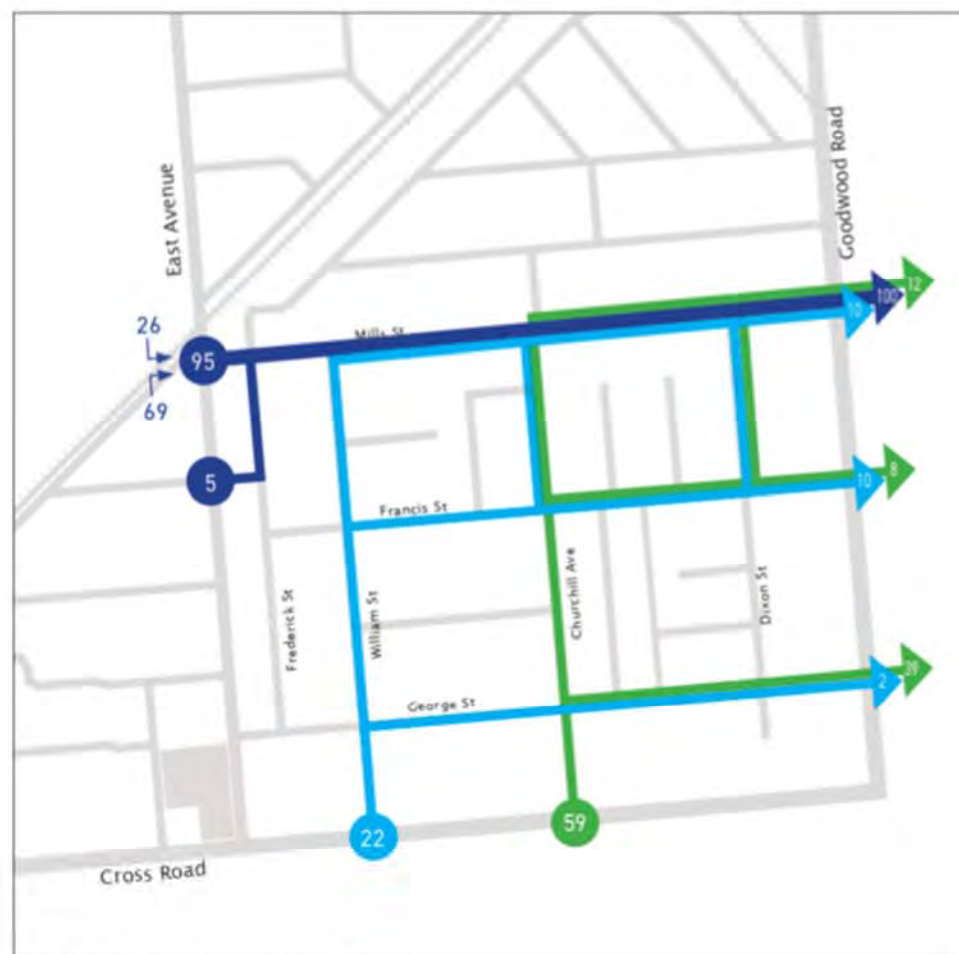


Figure 4.6 AM origin destination data

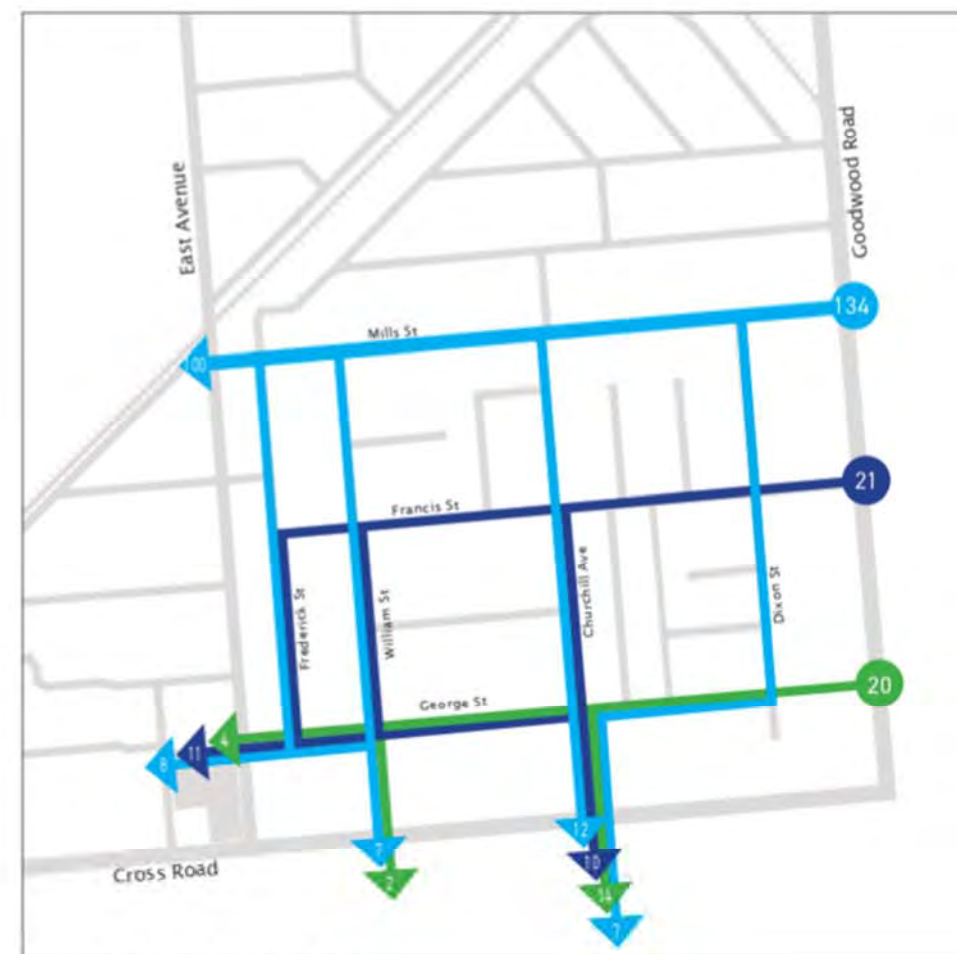


Figure 4.7 PM origin destination data

### 4.7 CRASH DATA

Crash data is used to determine whether there are specific deficiencies or hazards in the road network that should be further investigated. Crashes generally occur due to human error and to a greater extent on higher speed and higher volume roads where there are a high number of traffic movements to and from the road. This results in a high number of crashes at signalised intersections. Locations with a high number of crashes on roads under the care and control of the Department of Planning, Transport and Infrastructure are generally out of scope for the LATM.

Crash data includes both 'Casualty' (injury or fatality) crash data and 'Property damage only' data available through the State Government. As mentioned in the Warrants section of the report, generally crashes are considered likely isolated incidents unless there have been three or more crashes at a location in the previous five years (2013-2017 data) to suggest a pattern or increased likelihood of a crash. This suggests that, disregarding those on arterial roads, there are few locations within the LATM area that have experienced a high number of crashes.

#### Locations to be further investigated

- Aroha Terrace/East Avenue/Victoria Street intersection**  
 Eight crashes have occurred in the vicinity of this bend. The crash type varies; three 'Hit fixed object', one 'Hit pedestrian', one 'Hit parked vehicle', one 'Right angle', and one 'Rear end'. Five comments were received from the community about this intersection.
- George Street/William Street intersection**  
 Two crashes have occurred at this intersection; one 'Right angle' crash due to an eastbound motorist not stopping at the stop sign, and one 'Right angle' crash due to an westbound motorist not stopping at the stop sign.

#### Legend

-  10+ Crashes
-  0-10 Crashes

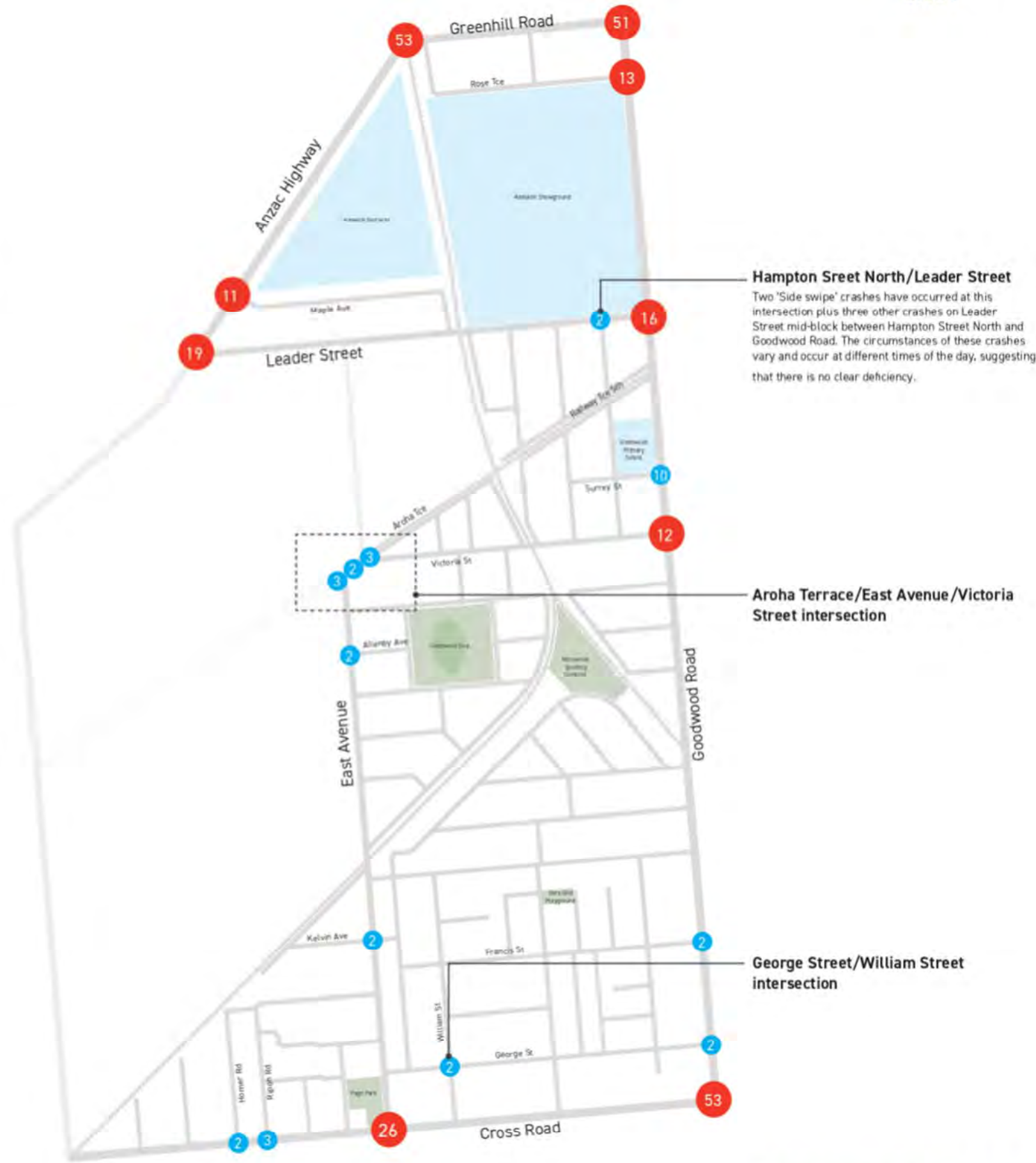


Figure 4.8 2013-17 crash data



## 4.8 PARKING DATA

Parking occupancy data was collected on two typical weekdays. Parking is considered a possible problem if a street is 50-70% occupied, and a substantial problem if it is 80% occupied or more.

In general, streets north of Victoria Street have parking controls (typically a 2-4 hour time limit). Several streets still have high parking occupancy despite this, which suggests that the controls should be amended, or there are local parking generators such as businesses or residential properties with insufficient off-street parking.

Streets south of Victoria Street, with the exception of those around Goodwood Oval, generally do not have parking controls. Parking demand is generally low in these streets which suggest that this is operating successfully. There are a few isolated locations where parking demand associated with residents or businesses is resulting in moderate occupancy.

### Streets to be further investigated

- Rose Terrace/Cooke Terrace**  
 High parking demand due to residents and businesses on Rose Terrace, businesses on Greenhill Road, and those parking and catching the train or walking into the Adelaide CBD.
- Leader Street**  
 The northern side is unrestricted from Anzac Highway to Leah Street and is consistently close to 100% occupied. Those parking are likely a combination of Ashford Hospital staff and staff of nearby businesses.
- Area around Goodwood Oval**  
 Parking was previously in high demand in this area due to commuters using tram stop 4 (near East Ave/Victoria intersection). This was addressed as a separate project in October 2018.  
  
 Concern exists over parking during times of peak Goodwood Oval use. Data suggests that occupancy is high during these times generally within 200m of the oval. Disabled parking on Fairfax Avenue is also not DDA compliant.
- Langdon Avenue**  
 Parking demand is associated with a cafe on the East Avenue/Langdon Avenue intersection. Only a 100m section is affected and there is still parking available. This parking was highlighted as a concern by respondents but predominantly due to congestion as they enter the street and when turning on to East Avenue.

### Legend

- █ Acknowledged Technical Problem (80-100%)
- █ Possible Problem (50-80%)

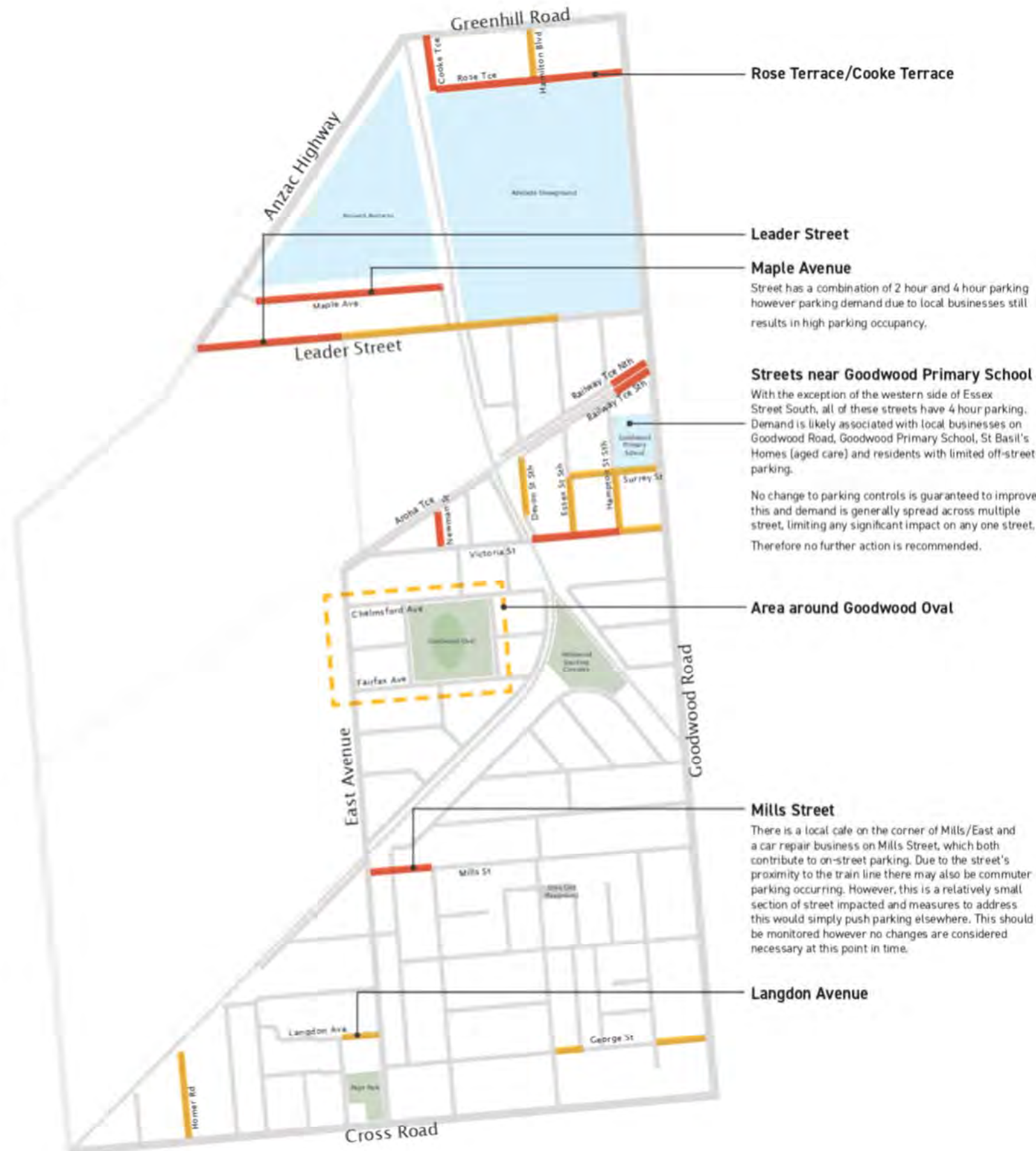


Figure 4.9 Parking data



# 5. COMMUNITY ENGAGEMENT

## 5.1 STAGE 1

Stage 1 of community engagement was conducted during September 2018 via an online survey and a mail-out enclosing the survey.

3609 letters were sent, including a feedback form (Figure 5.1), to all residents, businesses, and property owners in the Clarence Park/Millswood Zone 3 area. 190 completed surveys forms were received from the community (including 62 online and 128 hard copy).

Feedback was directed through two questions to focus on:

1. Potential Projects and Community Concerns map:

Specific feedback was sought on a map showing 18 potential projects or community concerns (Figure 5.2). Potential projects were developed during the 'Historical analysis' stage of the LATM (refer to page 5 for additional details)

2. General feedback on stakeholders' experiences in the area

An opportunity was provided for other general feedback on walking/cycling/driving/parking in the area. This allowed stakeholders to raise any issues for investigation or suggest projects for consideration.

**FEEDBACK FORM**

**LOCAL AREA TRAFFIC MANAGEMENT STUDY**

**1. DO YOU HAVE ANY COMMENTS ON THE POTENTIAL PROJECTS HIGHLIGHTED IN THE ATTACHMENT?**

We are seeking your feedback on the LATM study being undertaken in your area, as well as your experiences as a motorist, pedestrian, or cyclist.

Feedback can be provided until **17 SEPTEMBER 2018** and will be considered by Council's Transport and Traffic team & used to determine priority outcomes from the LATM.

**PLEASE PROVIDE YOUR CONTACT DETAILS:**

Name (optional): \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Would you like to receive LATM updates via email? Yes  No

Phone number (optional): \_\_\_\_\_

**2. DO YOU HAVE ANY COMMENTS ABOUT WALKING/CYCLING/DRIVING/PARKING IN THE LATM STUDY AREA?**

Return this form by **17 SEPTEMBER 2018** by using the reply paid envelope provided

OR

Provide feedback online by visiting the Local Area Traffic Management study online community engagement page at [yoursay.unley.sa.gov.au](http://yoursay.unley.sa.gov.au)

[yoursay.unley.sa.gov.au](http://yoursay.unley.sa.gov.au)

City Centre 181 Unley Road  
Unley, South Australia 5061  
Postal PO Box 1  
Unley, South Australia 5061

Telephone: (08) 8272 5111  
Facsimile: (08) 8271 4898  
Email: [pod@unley.sa.gov.au](mailto:pod@unley.sa.gov.au)  
Website: [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

Figure 5.1 Survey



Figure 5.2 Potential Projects and Community Concerns map



### 5.1.1 Feedback on 'Potential Projects and Community Concerns' map

Feedback was provided in the form of written comments discussing the potential projects/concerns on the 'Potential Projects and Community Concerns' map. Respondents commented only on projects of their choice, with most projects attracting 5-10 comments. In order to analyse the feedback, comments were broken down into those supporting, those neutral, and those not supporting, thus providing the quantitative feedback in table 5.1 below.

Support for projects on community engagement map	Background/Information provided to residents	Supporting	Neutral	Not supporting	Comment
Mills Street traffic calming	Review existing traffic calming measures. Implement consistent treatment along the entire street.	27	4	5	Includes 20 supporting and 0 non-supporting from Mills Street
Cromer Parade bicycle route	Street forms part of Marino Rocks Greenway bicycle route. Speeds are too high for a bicycle route.	3	8	7	General consensus from cyclists is that interventions are not necessary and they feel safe as it is. Generally local residents consider that, at present, the speed of cyclist may cause a hazard for motorists.
Oakfield Avenue rat-running	Motorists cutting through/speeding to avoid East/Cross intersection.	5	4	2	Mixed support - some believe it is an issue, but residents from Ripon and Homer are concerned over the impact on their streets
Langdon Avenue parking	High parking occupancy near East Avenue.	9	0	1	Supported - however many understand the need to retain parking for the nearby cafe.
East Avenue pedestrian refuge(s)	Consider additional pedestrian refuges.	7	2	1	Supported
George Street rat-running	Motorists cutting through to avoid Goodwood/Cross intersection.	7	2	1	Supported
Leader Street pedestrian refuge	Consider pedestrian refuge adjacent Showground	9	0	0	Supported
Goodwood Road shared path	Convert western footpath to shared use path from Leader Street to Young Street	5	1	2	Supported - however there are concerns raised
Churchill Avenue bicycle route	Clarence Park to City Bikeway: Traffic calming to support motorists/cyclists sharing the road	2	3	3	
Goodwood Oval - Parking during peak oval use	All-day commuter parking associated with tram stop 4 is currently being addressed. Parking during peak oval use an issue for some.	4	1	2	
Devon St Sth/Railway Tce Sth 'bend'	Review traffic safety at bend.	4	0	2	
Leader Street buffered bicycle lanes	Upgrade to buffered bicycle lanes from railway to Goodwood Road	4	0	2	
Leader Street paid parking	All-day commuter/hospital parking occurring. Potential for paid parking zone.	1	2	3	
Streets near Showground	Impact from Showground event and Sunday Market parking	5	0	1	Considering the large number of residents directly impacted (approx. 300 properties in LATM 3 area alone), this is a low level of support
Ripon/Homer/Lorraine intersection	Visibility and traffic priority at intersection	5	0	0	Supported
East Avenue buffered bicycle lanes	Upgrade to buffered bicycle lanes from railway to Cross Road	3	0	1	
Rose Terrace parking	Lack of parking for business visitors and residents	3	0	0	
Goodwood precinct bicycle parking	Review bicycle parking supply and utilisation	1	1	0	
Leader/Goodwood intersection	Insufficient intersection right turn capacity in AM peak period	2	0	0	

Table 5.1 Support for projects on community engagement map

### 5.1.2 General Feedback

Common comments	Number
Support for cycling measures in general	12
Request for parking to removed on Goodwood Road in main retail precinct	9
Specifically stating that they do not support any traffic calming measures	7
Support for potential projects on community engagement map in general	6
East/Aroha/Victoria/Leah intersection - Conflict between traffic, parking and pedestrians	5
Mills Street - Parking congestion at western end	4
Cromer/East Ave intersection - Concerns over conflict between left turning vehicles and cyclists	4
Irwin Avenue - Conflict between parked vehicles and pavement bars	3
Oakley/Victoria intersection - Sight distance concerns	2
Lynton/Spiers intersection - Sight distance concerns	2

Table 5.2 Other projects/concerns consistently raised in general feedback

## *STAGE 2 IS SUBJECT TO COUNCIL ENDORSING THE LATM FOR FURTHER COMMUNITY ENGAGEMENT*

### 5.2 STAGE 2

Stage 2 of community engagement will consist of consulting with stakeholders on the draft recommendations.

Draft recommendations were developed based on the 'Historic analysis' step, analysis of traffic data obtained specifically for the purposes of the LATM, and stage 1 of community engagement.

A letter will be provided to all property owners, businesses and residents of the study area to advise them of the draft LATM, the 18 recommendations, and to allow an opportunity to provide feedback via a hard copy survey (with reply paid envelope) or via the 'Your Say' online survey.

Local businesses that may be affected by loss of on-street parking as a result of the proposed changes will be specifically notified (Recommendation 3, 8, 12 and 17).

To support greater community understanding and engagement, a community drop in session will be held at the Clarence Park Community Centre one weekday evening during the three week consultation period. This will allow interested residents to ask further questions of Council staff, as well as provide direct feedback to be collated on the night.

The consultation will seek feedback on the level of support for the 18 recommendations, as well as the prioritisation of works.



# 6. RECOMMENDATIONS

	Project	Priority
TRAFFIC MANAGEMENT	1. Maple Avenue - Speed Reduction	Medium
	2. Railway Terrace South / Devon Street South - Safety Improvements	High
	3. Forestville Tram Stop pedestrian access	High
	4. Clarence Park Rat-Running (options)	Medium
	5. Churchill Avenue Bicycle Route	Medium
	6. Forestville / Everard Park - Local traffic and parking review	Medium
	7. Ripon/Homer/Lorraine intersection - Change in priority	High
PARKING	8. Rose Terrace - Paid Parking	Medium
	9. Leader Street - Paid Parking	Medium
	10. Curzon Avenue - Disabled Parking	High
	11. Goodwood Oval - Parking Controls	Medium
	12. Langdon Avenue / East Avenue intersection	Medium
WALKING & CYCLING	13. Goodwood Road Bicycle Connection	Medium
	14. Leader Street Pedestrian Crossing	Medium
	15. Leader Street (Railway to Goodwood Road) - Buffered bicycle lanes	Medium
	16. East Avenue (Railway to Cross Rd) - Buffered bicycle lanes	Medium
	17. East Avenue Pedestrian Refuge	Medium
	18. Goodwood Road Bicycle Parking	Low
	3. Forestville Tram Stop pedestrian access	High
	5. Churchill Avenue Bicycle Route	Medium

Table 6.1 Recommendations

### Prioritisation definitions

High	Identified safety risk that requires short term action (timeframe 1-2 years)
Medium	Potential safety risk or high level of community support for change (timeframe 3-5 years)
Low	Not a safety risk and only a low-medium level of community support (timeframe 5+ years)

Table 6.2 Prioritisation definitions



Figure 6.1 Recommendations map

# RECOMMENDATION 1

## MAPLE AVENUE

### Background

Traffic data collected over four days shows that motorists exceed the speed limit by a significant amount. Maple Avenue is primarily a commercial and light industrial land use area and thus should be considered differently to a residential street (more from a safety perspective rather than amenity). Note there is a large retail development (Kaufland supermarket) occurring on the street at the Anzac highway end, and potential for a large residential development in the street. This will change the role of the street somewhat and walking and cycling conditions will become important.

### Data

Traffic data collected indicated 85th percentile speeds ranging from 49.3km/h to 55.9km/h, including up to 70% of vehicles speeding. 33% of traffic are heavy vehicles (i.e. large commercial vehicles).

### Community Engagement

There were two respondents located on Maple Avenue. Parking and speeding were raised as concerns and one respondent specifically mentioned the need to maintain adequate clearances for large vehicles.

### Details of recommendation

Options to reduce speeds generally involve horizontal (i.e. road narrowing) and vertical (i.e. road hump) displacement. Anticipating the increase in heavy vehicles required for the construction of Kaufland, installation of devices to reduce speeds would present significant disruption and risk damage due to the frequency of heavy vehicles.

**Recommendation: Council will continue to monitor local speeds in the street, whilst major redevelopment works are undertaken at the adjacent Kaufland Development. Future investigations will be undertaken once all works are complete (approximately mid-late 2020).**

### Positives

- Postponing further investigation and implementation of measures will avoid potential disruption and damage due to construction activities.
- Changes to traffic and pedestrian activity in the street due to development will be more accurately reflected in the review.

### Negatives

- Speeds will continue to be high until any changes are made.
- There will be a period of time when the Kaufland development has been completed and there are increased pedestrians in the area, but changes are yet to be made.

### Estimated cost

Investigations to be undertaken by Council officers and as such do not require specific funding. Cost of any measures deemed necessary at the conclusion of major construction works will not be known until after investigation.

### Priority

Medium



Figure 6.2 Maple Avenue context map



# RECOMMENDATION 2

## DEVON ST SOUTH/RAILWAY TCE SOUTH 'BEND'

### Background

Devon Street South and Railway Terrace South in Goodwood meet at a bend. This bend has a spoon drain through its centre which helps to reduce traffic speeds, however anecdotally north/eastbound motorists cut the bend. A walking/cycling link under the tram tracks is accessed from the northern side of the bend. Devon Street South and Railway Terrace South also form part of the Mike Turtur Bikeway. Measures would be focused on ensuring vehicles do not cut the bend, and that the walking/cycling link is formalised where it intersects with the street.

### Data

Traffic volumes at the bend are estimated to be in the vicinity of 250 vehicles per day (Devon Street South traffic volume), which is low. It is estimated that approximately 500 cyclists negotiate the bend per day (346 in 2015). No data has been collected for the pedestrian/cyclist underpass. No crashes have occurred at the location.

### Community Engagement

This was identified on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement. Six respondents commented on this potential project with four in support and two non in support. Those supporting commented that improvements to improve safety of cyclists and pedestrians is required and visibility is limited. Those not supporting provided minimal detail except that they do not consider it a problem.

### Details of recommendation

Improvements would be focused on reducing traffic speeds at the bend, ensuring that motorists do not cut the corner, as well as ensuring cyclists take adequate caution when entering the road from the underpass.

### Recommendation:

- Pavement bar layout at the bend to provide a physical barrier to corner cutting
- Formalise the pedestrian/cyclist path intersection with the road
- Consider advisory speed signs (decision whether to install depends on the result of a standard test using a 'ball bank indicator' device)

### Additional long-term recommendation:

- Propose additional pedestrian/cyclist crossing location clear of bend to Department of Planning, Transport and Infrastructure (land part of DPTI tram corridor)

### Positives

- Will reduce corner cutting and slow speeds
- Will help ensure pedestrians/cyclists entering the road or crossing the road at the bend take the required level of caution

### Negatives

- Pavement bars will need to be negotiated by the resident of 4/34-36 & 41 Devon Street South when entering and exiting their driveways

### Priority

High



Figure 6.3 Railway Terrace South/Devon Street South proposed changes



# RECOMMENDATION 3

## EAST/AROHA/VICTORIA/LEAH INTERSECTION

### Background

This intersection is a combination of two modified t-intersections. Aroha Terrace previously continued through the intersection and traffic on East Avenue traffic was required to give way. This was changed as East Avenue->Leah Street was the dominant traffic flow and a bend both improves safety and efficiency.

East Avenue (and Winston Avenue to the south) are straight and this bend may not be expected by unfamiliar users. As it was not designed as a bend from scratch the radius and width of traffic lanes are not ideal. The road is a bus route and approximately two buses use the intersection every 15 minutes.

### Data

Eight crashes have occurred in the vicinity of this bend. The crash type varies; three 'Hit fixed object' (all stobie pole near 'pedestrian crossing location 2' on map), one 'Hit pedestrian', one 'Hit parked vehicle', one 'Right angle', and one 'Rear end'. This suggests that there is a crash history at the intersection that should be considered. Other than the three 'Hit fixed object' crashes, which could be related to the visibility of the bend or negotiating speeds, there is no clear deficiency indicated by the data.

The intersection is negotiated by approximately 8100 vehicles per day, including a relatively high proportion of heavy vehicles (9%).

A pedestrian sight distance assessment has been undertaken at both of the existing crossing locations. Both of these crossing locations provide access to the tram stop. This assessment assumed a single stage crossing and 30km/h traffic speed.

Crossing location 1: 9m crossing distance, crossing sight distance requirement of 62.5m  
 1a - visibility to east sufficient (looking through tram fence), visibility to west sufficient (65m)  
 1b - visibility to west insufficient (47m), visibility to north sufficient, visibility to east (Victoria Street) insufficient (41m)

Crossing location 2: 13.6m crossing distance, crossing sight distance requirement of 95m  
 2a - visibility to south sufficient but visibility to east insufficient (69m)  
 2b - visibility to south (if standing on ramp) sufficient but visibility to east insufficient (78m)

### Community Engagement

Five respondents specifically mentioned this intersection, either discussing difficulty they experienced due to parked cars or difficulty crossing the road when walking or catching the tram.

### Details of recommendation

The goal of changes would be to slow northbound traffic at the bend, encourage motorists to remain on the correct side of the road in the mid-block section, and to improve pedestrian crossing movements.

Pedestrian crossing sight distance can only be achieved at this location by reducing speeds to approximately 19km/h, by providing a two-stage crossing (i.e. refuge), or providing a crossing location that achieves minimum sight distance requirements. As speeds are already relatively low and fixed

infrastructure (i.e. buildings and fences) are sight distance constraints, the most achievable option is reducing the sight distance requirement by providing a two-stage crossing.

### Recommendation:

- Sub-standard curve advisory speed sign for northbound traffic (i.e. 20km/h advisory speed)
- Install pedestrian refuge near crossing location 1, as detailed in Figure 6.4. This will reduce the sight distance requirement by providing a two-stage crossing.

### Positives

- Advisory sign will provide motorists guidance on the speed to negotiate the bend
- Refuge will improve safety of pedestrian crossing

### Negatives

- Will result in a loss of three parking spaces on the southern side of Aroha Terrace in the vicinity of a business

### Priority

High

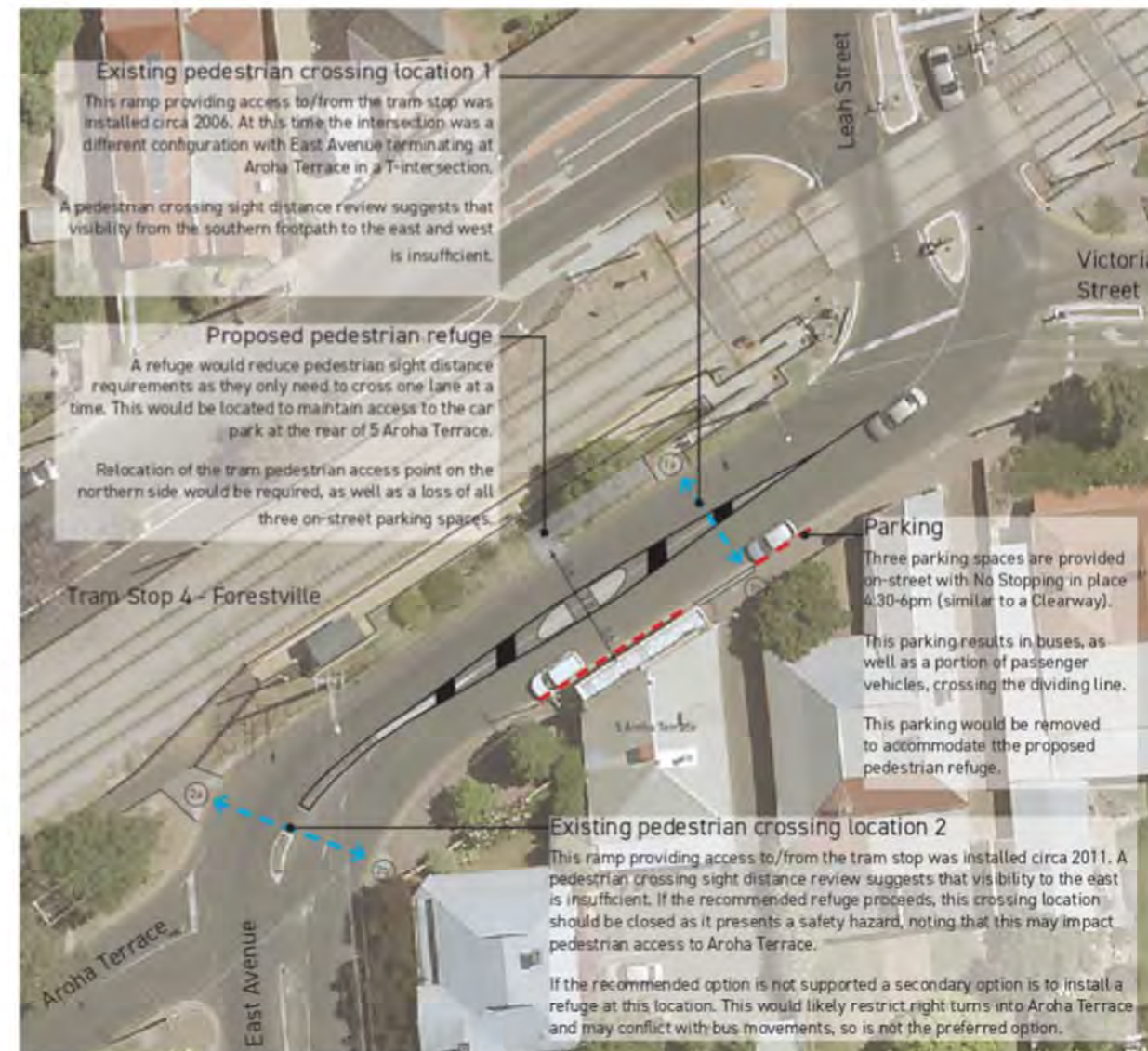


Figure 6.4 Existing crossing locations and pedestrian refuge concept



# RECOMMENDATION 4

## CLARENCE PARK TRAFFIC MANAGEMENT

### Background

There is a history of resident concerns over traffic volumes and rat-running behaviour on Mills Street. A petition was received by Council in February 2017 with 69 signatures, requesting that Council install 'No right turn' signs to discourage motorists from entering Mills Street during peak periods. At the time it was highlighted that a review of the Unley Integrated Transport Strategy (UITS) was underway and this LATM was scheduled to occur, and therefore no changes were made at the time.

Mills Street is classified as a 'local crossing collector road'. Local crossing collector roads are important for local residents when accessing arterial roads and for intra-city trips. Traffic volumes up to 3000 vehicles per day are appropriate for these streets. This contrasts with a typical residential street where ideally traffic volumes are less than 1500 vehicles per day.

Feedback from residents of Mills Street suggests that they do not accept its designation as a local crossing collector road, and that the traffic volume does not align with their desired street environment.

### Data

Mills Street:

Mills Street traffic data	Section William to Churchill	Section Churchill to Dixon
Traffic volume	1459	1917
85th percentile speed	45	35
Percent of vehicles in 8-9am	13	11
Percent of vehicles in 5-6pm	14	14

Table 6.3 Mills Street traffic data

This suggests that the traffic volume exceeds the desired maximum for a residential street, but is well within the acceptable limit for a local crossing collector road. Traffic speeds are higher than desirable between William Street and Churchill Avenue but acceptable between Churchill Avenue and Dixon Street.

Surrounding streets:

Origin-destination data indicates that 181 motorists use the area bounded by Goodwood Road/Cross Road/East Avenue/Mills Street in the 7:30-9am period, and 176 motorists in the 4-6pm period. Mills Street was used (either entirely or as part of a route using multiple streets) by 122 motorists during 7:30-9am and 134 during 4-6pm. As can be seen on page 14, other than Mills Street, traffic is spread relatively evenly throughout the area and most streets accommodate a portion of the cut-through traffic. Churchill Avenue also accommodates 1500 vehicles per day from Cross Road to George Street.

Rat-running traffic can also lead to speeding and likely contribute to the 47km/h 85th percentile speed on Frederick Street and 46km/h 85th percentile speed on Churchill Avenue.

### Community Engagement

In response to previous community concerns over Mills Street, a potential project was proposed on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement. This was described as 'Review existing traffic calming measures. Implement consistent treatment along entire street.' Out of the 36 respondents who chose to comment on this project, 27 were in support, 4 were neutral, and 5 were not in support. 20 of these respondents were residents of Mills Street (the street has approximately 100 residents) and all were in support. This suggests that although Mills Street should accommodate a higher amount of traffic than a typical residential street, there is support from residents of Mills Street for changes.

However, upon receiving this feedback, as well as feedback from other surrounding streets, and combined with origin-destination data, it was evident that changes to Mills Street cannot be considered in isolation. Traffic management measures should be considered for the area as a whole. Changes to the area as a whole would also align with other projects proposed, including addressing concerns from residents of George Street over use of their street as a short cut, and would also help support the bicycle route along Churchill Avenue.

Although changes to the area as a whole have not been consulted on, stage 2 of community engagement will provide an opportunity for the entire community to express their view.

### Option assessment

Ideally traffic in the area bounded by Mills Street/Goodwood Road/Cross Road/East Avenue would be limited to local traffic and intra-city trips. In order to achieve this, a traffic management scheme should discourage rat-running traffic from using the area.

Treatments must address both currently affected streets and unaffected streets to ensure traffic is not simply relocated to other rat-running routes through a suburb. This is the role of a LATM as it avoids these potential flow-on effects.

When designing a traffic management scheme, the correct balance between effectiveness and impact on residents must be achieved. There are different levels of intervention which are effective to different degrees. Generally, a road closure is the highest level of intervention and most effective, whereas measures to slow vehicles, such as road humps, are at the lower end of the spectrum in terms of impact on residents and effectiveness.





## CLARENCE PARK TRAFFIC MANAGEMENT (CONTINUED)

### Mills Street Traffic Calming

The performance of the existing traffic control devices has declined with the age of the infrastructure and it is appropriate to redesign these devices to better manage local speeds and safety, in addition to deterring through traffic (rat-running). The following changes should be undertaken in conjunction with the preferred Clarence Park Traffic Management option (1-4):

#### Existing chicanes / two-lane angled slow points

Chicanes adjacent Dixon Street and William Street should be re-constructed to reduce local speeds. This could include amendment to single lane flow (i.e. one vehicle at a time) in the form of a one-lane angled slow point.

#### Existing flat-top road humps

Existing flat-top road humps should be replaced with Watt's profile road humps at more regular spacing to achieve a design speed of approx. 25km/h at the device and approx. 40km/h throughout the street. Similar to Wood Street, road humps could incorporate landscaped kerb extensions and single lane flow, if residents are supportive of some of loss of on-street car parking (2-4 spaces per road hump).

### Clarence Park Traffic Management options

Four options for Clarence Park have been developed at different levels of intervention:

**Option 1** involves full road closures at the William Street/Cross Road intersection and the Churchill Avenue/Cross Road intersection. Full road closures eliminate all traffic movements at an intersection and has been used successfully in the Malvern area. This option would eliminate rat-running between Cross Road and Goodwood Road.

**Option 2** involves a series of partial road closures. This limits entry and exit movements to the surrounding arterial roads. It would essentially reduce a portion of the current rat-running routes through the area. It would therefore generally reduce traffic volumes in the area whilst ensuring that traffic that does travel through the area is more evenly distributed across streets.

**Option 3** involves a series of modified intersections. This involves converting existing four-way intersections into two bends. This reduces traffic permeability through an area, as well as breaks up visibility along a street, which reduces traffic speeds. This has been used in Clarence Gardens to discourage through-traffic.

**Option 4** involves turning bans during 7:30-9am and 4-6pm. These times were based on traffic data and cover the majority of traffic in the peak a.m. and peak p.m. periods. Entries into Mills Street in the a.m. and p.m. have been retained to allow local residents access to the area.

A fifth option (not visually represented) is to take no action. It could be accepted that approximately 180 motorists cut through the area in the peak a.m. and peak p.m. periods. Despite this, traffic volumes in all streets are below the acceptable threshold. This would also maintain residents' existing access through the area. It also acknowledges that the area already has road humps in George Street and Francis Street, and Mills Street, and some residents do not support additional traffic calming measures.

**Recommendation: Option 3 is recommended as it provides the best balance between local permeability and reducing rat-running. Mills Street will continue to perform a local crossing collector function, however in a slower speed environment and lower volume by reducing the impact of rat running.**

Priority

Medium

Modified Intersection



Full Road Closure



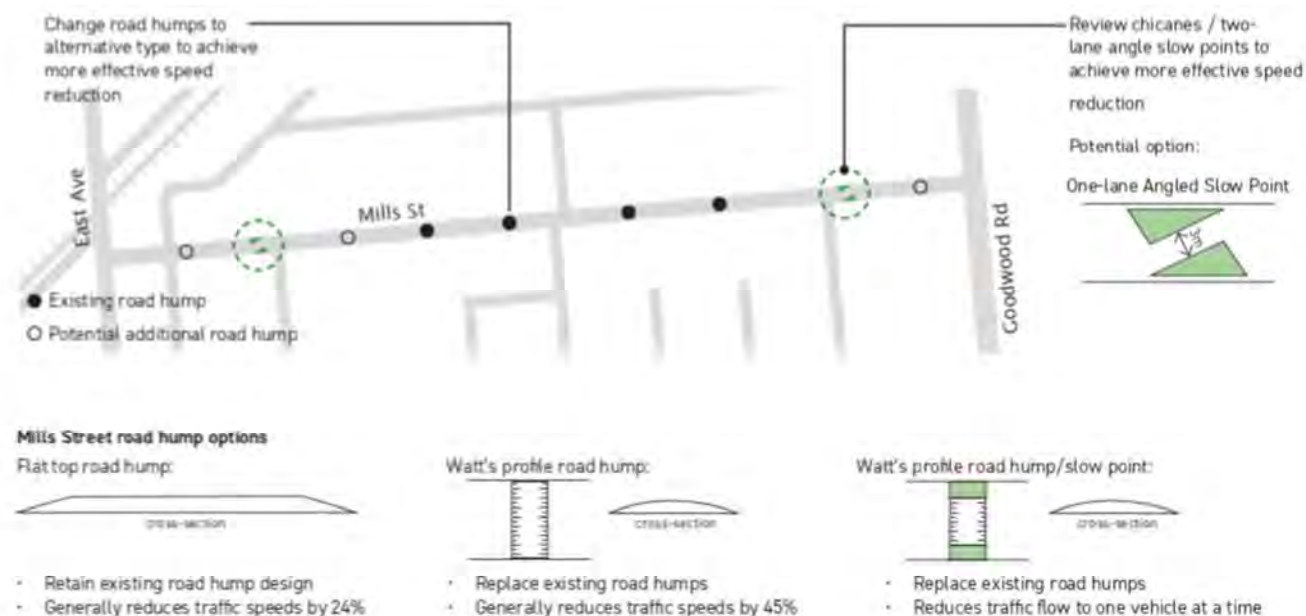
Partial Road Closure



Turning Ban Sign

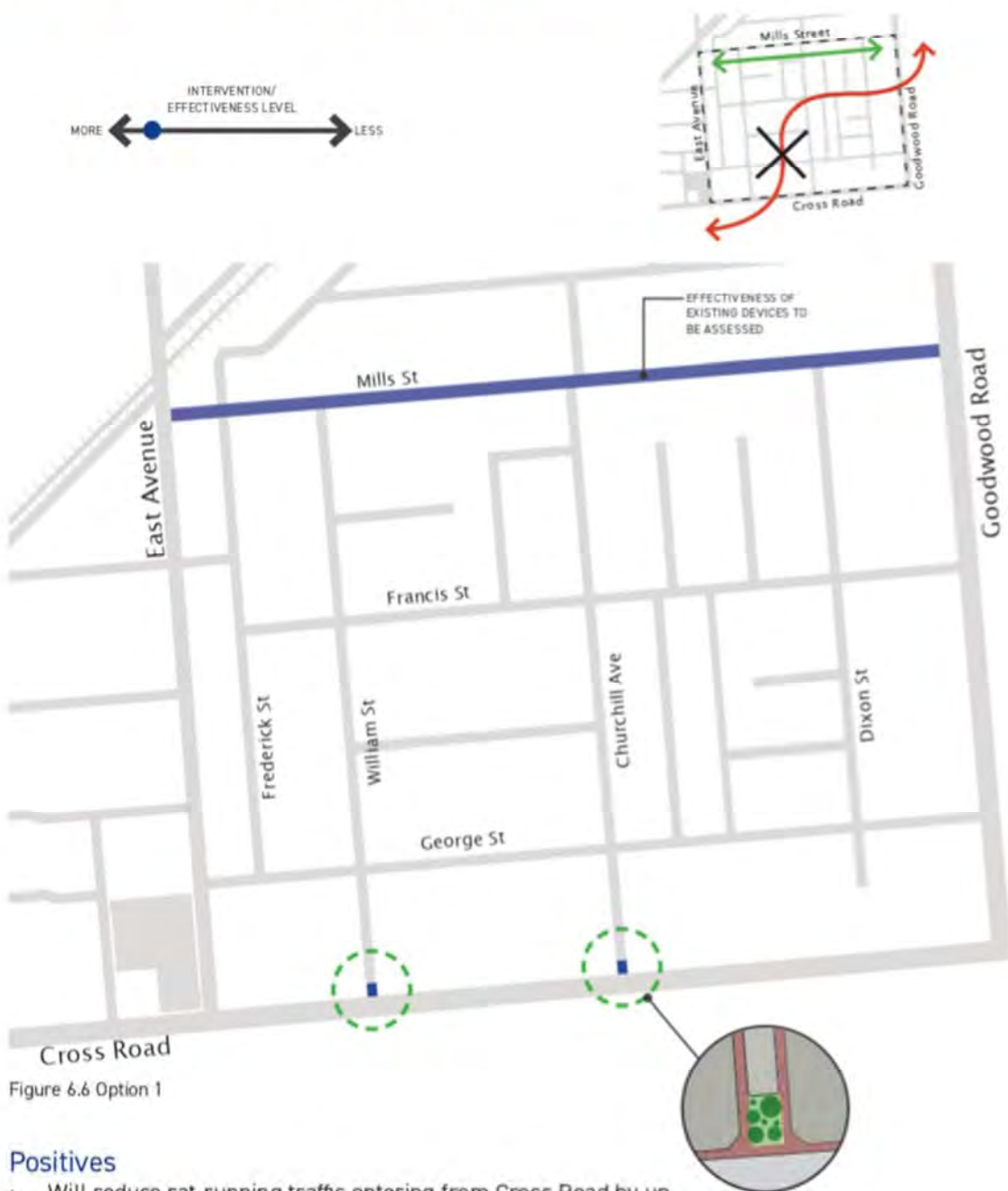


Figure 6.5 Example treatments





### OPTION 1 - FULL ROAD CLOSURES



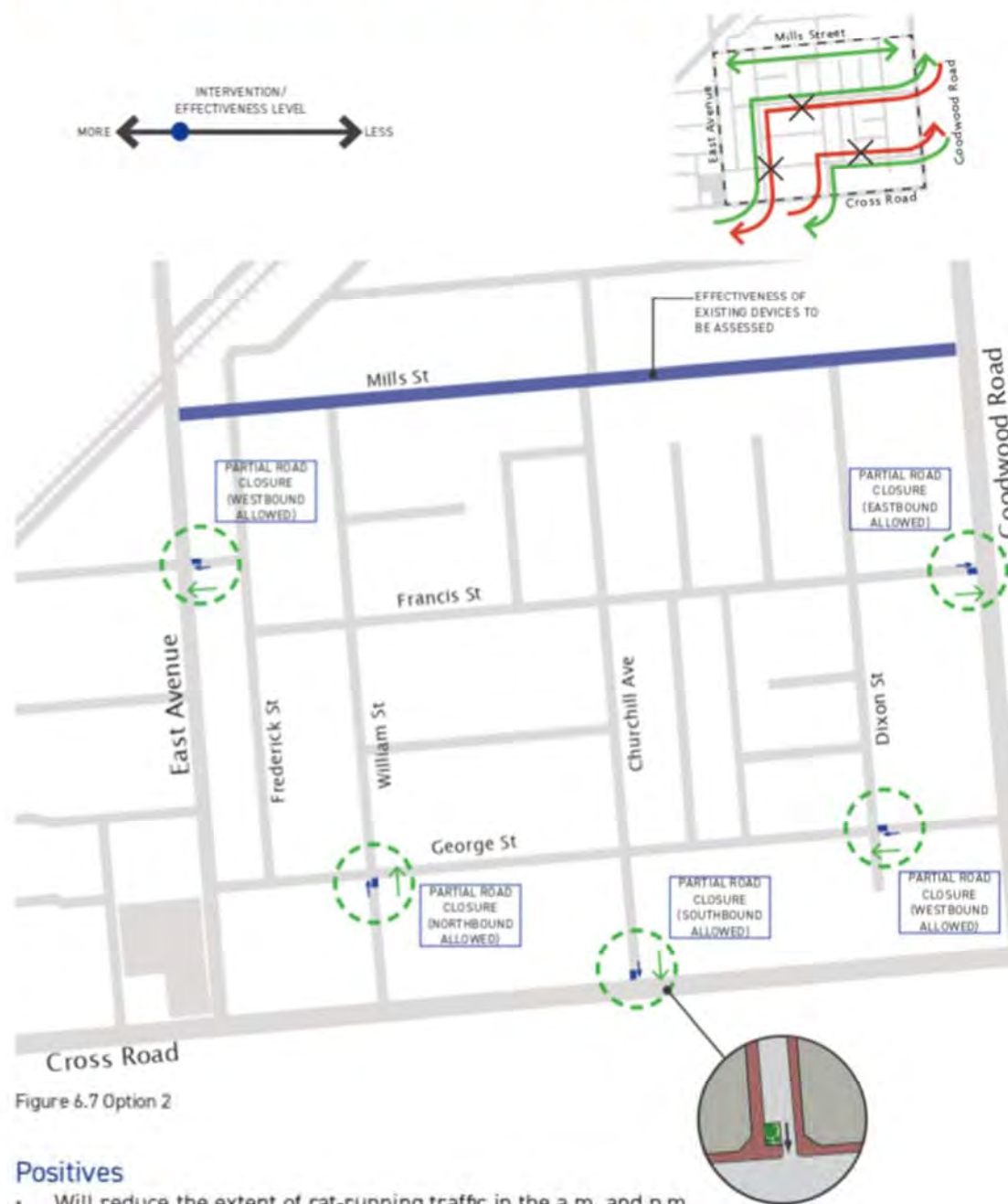
#### Positives

- Will reduce rat-running traffic entering from Cross Road by up to 80 vehicles in the a.m. and traffic exiting to Cross Road by up to 75 in the p.m.
- Anticipated reduction in traffic on Mills Street by reducing rat running routes and improvements to traffic control devices (road humps and chicanes), if required.

#### Negatives

- Traffic wishing to travel east on Cross Road will need to undertake a right turn on Goodwood Road, or utilise East Avenue, rather than turn left on to Cross Road as would be the current practice.
- May encourage motorists to use Mills Street (from East Ave to Goodwood Rd and vice versa) rather than routes involving William St or Churchill Ave. However, it is anticipated that this will be offset by reducing rat running route options and improved traffic control devices (road humps and chicanes), if required.

### OPTION 2 - PARTIAL ROAD CLOSURES



#### Positives

- Will reduce the extent of rat-running traffic in the a.m. and p.m.
- Anticipated reduction in traffic on Mills Street by reducing rat running routes and improvements to traffic control devices (road humps and chicanes), if required.

#### Negatives

- Will increase the trip time for local residents. In most cases the maximum additional distance is 500m, which corresponds to approximately 60 seconds.
- Will not discourage use of Churchill Avenue and George Street as a rat-run in the p.m.
- May encourage motorists to use Mills Street (from East Ave to Goodwood Rd and vice versa) rather than routes involving William St or Churchill Ave. However, it is anticipated that this will be offset by reducing rat running route options and improved traffic control devices (road humps and chicanes), if required.

### OPTION 3 - MODIFIED T-INTERSECTIONS

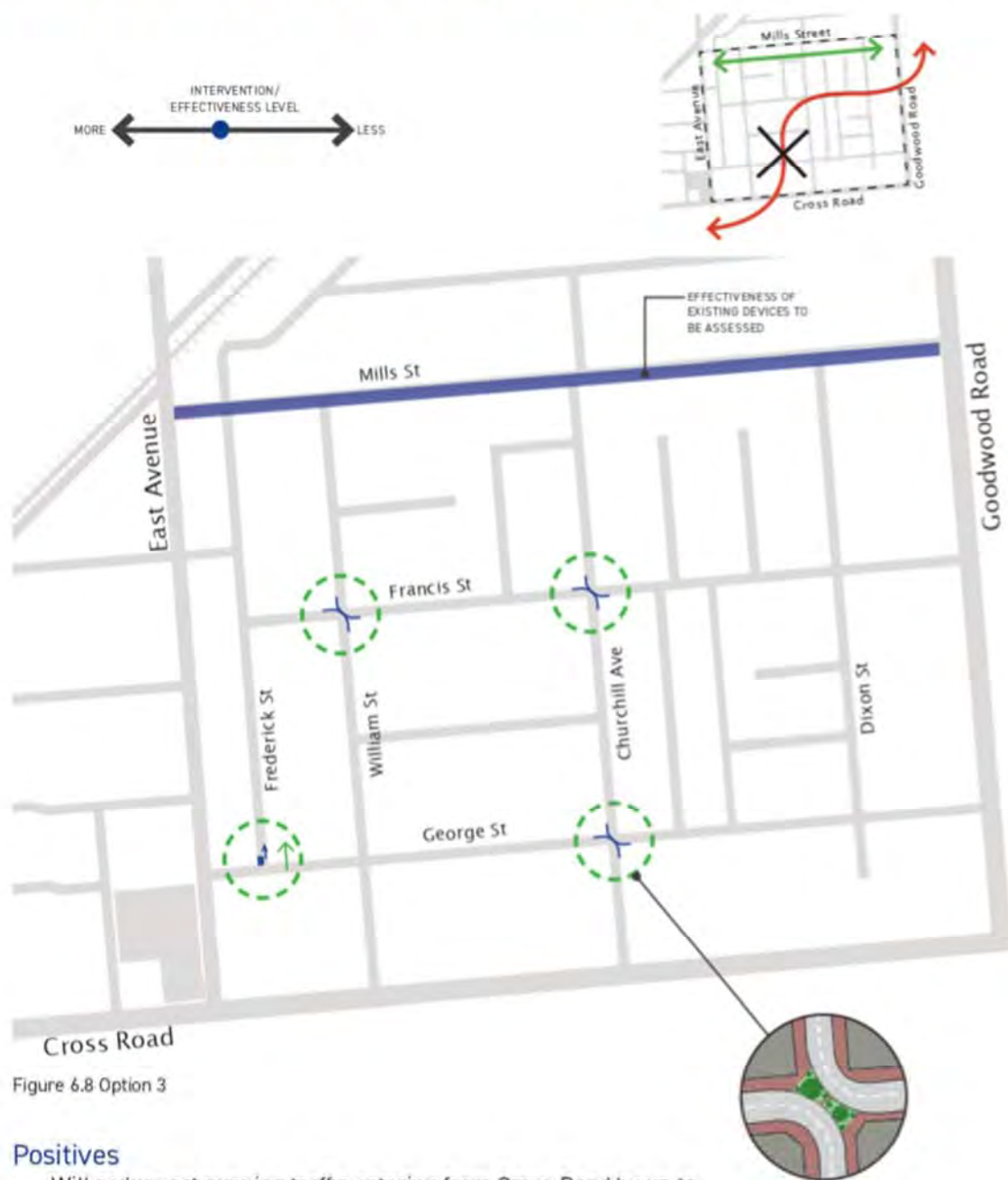


Figure 6.8 Option 3

#### Positives

- Will reduce rat-running traffic entering from Cross Road by up to 80 vehicles in the a.m. and traffic exiting to Cross Road by up to 75 in the p.m.
- Will discourage traffic from using Frederick Street in the p.m. instead of East Avenue
- Anticipated reduction in traffic on Mills Street by reducing rat running routes and improvements to traffic control devices (road humps and chicanes), if required.

#### Negatives

- Will increase the trip time for local residents. The most affected would be residents of George Street (west of Churchill) wanting to access Goodwood Road, with an estimated increased trip time of 84 seconds.

### OPTION 4 - TURNING BANS

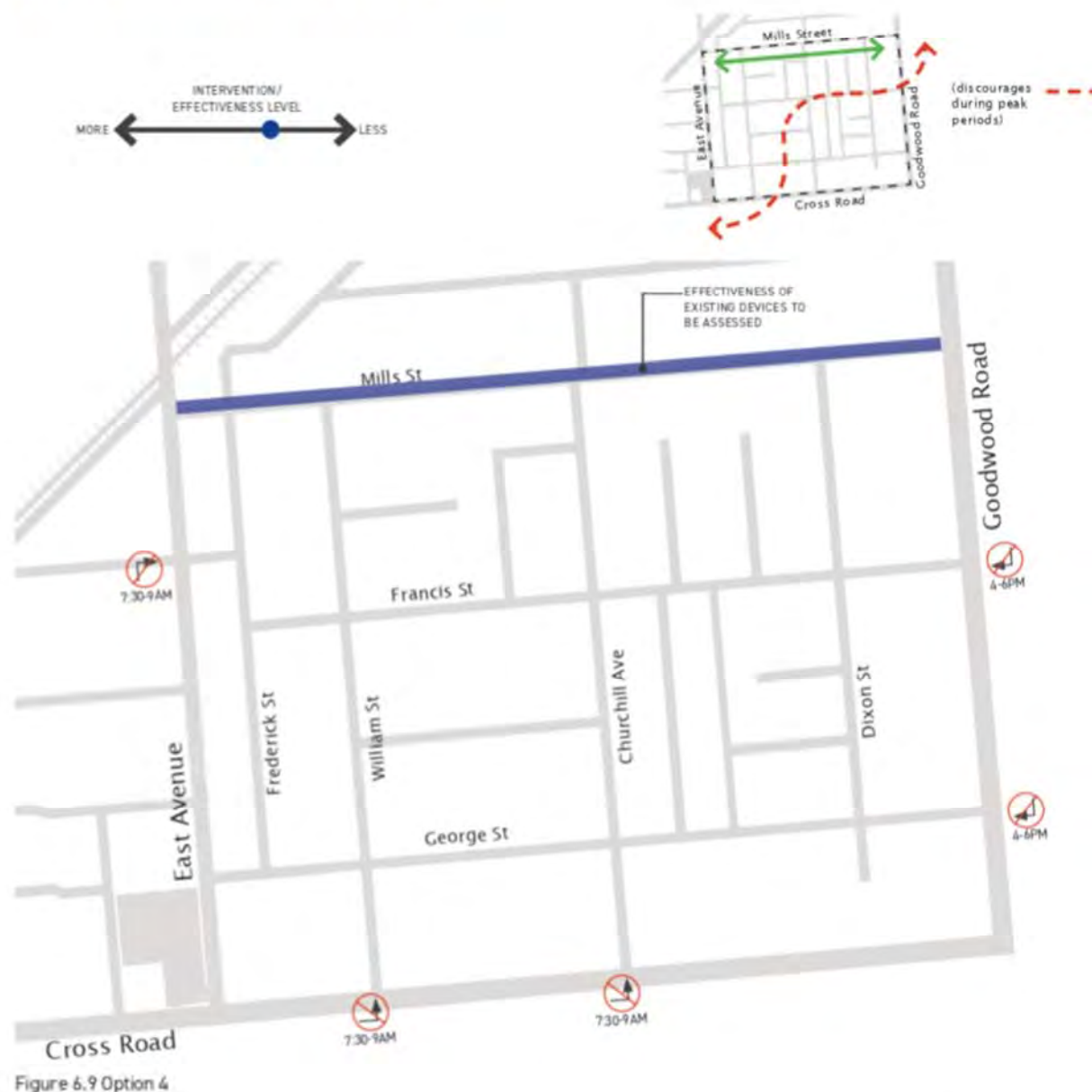


Figure 6.9 Option 4

#### Positives

- Factoring in an estimated compliance rate, it is estimated that this will reduce up to 52 vehicles rat-running through the area in the a.m. and 25 in the p.m.
- Will not impact residents and other locals outside of peak times
- Anticipated reduction in traffic on Mills Street by reducing rat running routes and improvements to traffic control devices (road humps and chicanes), if required.

#### Negatives

- Turning bans rely on motorists obeying the signs and SAPOL enforcement. Data collected at a nearby location indicated approximately a 60% compliance rate (i.e. 40% disobeying the signs).
- Traffic volumes outside of the designated hours will not be reduced



## RECOMMENDATION 5

### CHURCHILL AVENUE BICYCLE ROUTE

#### Background

A low traffic cycle route, 'Clarence Park to City Bikeway', runs along Churchill Avenue, followed by Spiers Street and Ormond Avenue (refer to page 6). The route is currently designated by wayfinding signs and sharrows (bicycle symbols) on the road pavement.

The City of Unley Walking and Cycling Plan (W&CP) indicates that a street with an 85th percentile speed less than 40km/h is appropriate for mixed traffic (i.e. cyclists and motorists sharing the traffic lane), and above this, separation should be considered. It recommends that traffic calming is required along this route, including Churchill Avenue.

#### Data

The 85th percentile speed on Churchill Avenue ranges from 43km/h to 46km/h depending on the section. Speeds along the remainder of the route, north of Mills Street, are lower. The W&CP indicates that traffic calming in streets with speeds from 40-45km/h are low priority and 45-50km/h are medium priority. This suggests that in context of our cycling network, traffic calming is low to medium priority along the street.

#### Community Engagement

Changes to Churchill Road to support the bicycle route were identified on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement, and described as 'Clarence Park to City Bikeway: Traffic calming to support motorists/cyclists sharing the road'. Out of the 8 respondents commenting on this potential project, 2 were in support, 3 were neutral, and 3 were not in support. One commented that it would be beneficial as the street provides a link to Cabra Dominican College on Cross Road. However, others generally did not see the need for change as speeds are kept low where east-west streets have priority at intersections, they have not personally observed any issues, or believe the bicycle route is unlikely to be popular.

#### Details of recommendation

Recommendation 5 discusses potential options for the Millswood area to reduce rat-running. If either of options 1-4 are supported in stage 2 of community engagement, this will reduce traffic on Churchill Avenue. This could have a positive impact on traffic speeds as rat-running motorists are generally more likely to speed. Therefore any recommendations to improve the cycling route may not be necessary if recommendation 5 is successful. However, recommendation 5 may not be supported by the community, or it may not result in reduced traffic speeds.

**Recommendation: Review traffic speeds after implementation of recommendation 5. If 85th percentile speeds exceed 45km/h, consider one-lane slow points with cyclist bypass and integrated road hump (refer Wood Street, Millswood for example).**

#### Positives

- Will ensure that measures to reduce speeds are only implemented if necessary

#### Negatives

- Recommendation 5 may not reduce speeds and then there is not a set recommendation to improve the cycling route, which could result in no action being taken

#### Priority

Medium

## RECOMMENDATION 6

### TRAFFIC & PARKING REVIEW FOLLOWING DEVELOPMENTS

#### Background

A large supermarket development (Kaufland) is occurring at the intersection of Leader Street/Anzac Highway, with construction likely occurring in 2019/20. A major residential development (Arcadian) is also occurring on Third Avenue, Forestville, in 2019/20. These developments were approved by the State Commission Assessment Panel (SCAP) and will potentially have implications for traffic and parking in the local area.

#### Community Engagement

Four residents raised concerns over potential impacts of the Kaufland Development, however the area south of Leader Street, which is the most likely to be impacted by these developments, is not within the LATM study area. In general, the local community is generally hesitant or concerned about the impact of major developments.

#### Details of recommendation

Although the Kaufland development provides ample off-street parking, it will likely increase both vehicular and pedestrian traffic in the area. The Arcadian development, although having an access on Anzac Highway, will also increase traffic and also parking in the local area. It is necessary to review this area to ensure that pedestrian facilities are adequate, that appropriate parking availability is provided for existing residents, and that traffic volumes are within acceptable limits.

**Recommendation: Undertake a holistic parking and traffic management review post commencement of the developments.**

Post commencement would be considered as six months after the Kaufland development opens, and six months after the Arcadian development has achieved an adequate level of occupancy for parking and traffic to be accurately reflected in the surrounding area.

The surrounding area would include (but not be limited to) Grove Avenue, First Avenue, Second Avenue, Third Avenue, Leader Street, Maple Avenue, and the Leah Street/Leader Street intersection.

#### Positives

- Will help ensure that increased parking and traffic in the area does not negatively impact existing residents

#### Negatives

- Nil

#### Priority

Medium



# RECOMMENDATION 7

## RIPON/LORRAINE/HOMER INTERSECTION

### Background

This intersection of three streets operates as a t-intersection, with Homer Road/Lorraine Avenue the continuing leg and Ripon Road the terminating leg. Sight distance from Ripon Road to the east is limited due to a private property fence. A sight distance assessment supports this, indicating that sight distance is only available to a point 17m east of Ripon Road (between a motorists waiting on Ripon Road and a westbound motorist on Langdon Avenue).

This does not achieve the 83m of sight distance necessary for 'safe intersection sight distance' or the 64m necessary for a motorist to be comfortable undertaking a right turn. Although these distance are likely conservative as a motorist would likely reduce their speed considerable on the approach to the intersection. Nonetheless, sight distance would still be significantly less than necessary.

Although ideally the fence would be removed as it impacts sight distance, this would likely be difficult to achieve. There are potential traffic management solutions to improve sight distance, other than the convex mirror that is currently present.

### Data

Ripon Road: 173 vehicles per day, 85th percentile speed of 45km/h  
 Homer Road: 210 vehicles per day, 85th percentile speed of 46km/h  
 Lorraine Avenue: 332 vehicles per day, 85th percentile speed of 46km/h

This indicates that traffic volumes are low. Peak hour percentages are generally around 10% on each of these streets, suggesting that if any rat-running is occurring, it is only a very low number of vehicles.

### Community Engagement

Sight distance at this intersection was identified on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement, and described as 'Ripon Road: Visibility and traffic priority at intersection'. Out of the 5 respondents commenting on this potential project, all 5 were in support. Feedback on rat-running through Oakfield Avenue (one street east of Ripon Road) was also discussed and received 9 comments. Although there is little evidence of a rat-running issue in this area, any measures on Ripon Road should be communicated with these community perceptions in mind.

### Details of recommendation

In order to address sub-standard sight distance, either the physical obstruction can be removed, traffic speeds can be reduced which lowers the necessary sight distance, or the need for sight distance can be eliminated altogether.

There is an opportunity to eliminate the need for sight distance from Ripon Road by changing the traffic priority. With reference to the adjacent concept plan, Ripon Road to Lorraine Avenue would operate as a bend. The only sight distance required would be from Homer Road, which would have adequate sight distance to approaching vehicles.

Sight distance to/from vehicles on the road approaching the bend and residents exiting driveways would need to be considered. The treatment at the bend should be designed to ensure low traffic speeds.

**Recommendation: Change traffic priority at the intersection of Ripon Road/Lorraine Avenue/Homer Road, designating Homer Road as the terminating approach.**

### Positives

- Will improve safety at the intersection by eliminating the risk associated with insufficient sight distance when exiting Ripon Road
- Will slow vehicles from Homer to Lorraine as they will be required to slow and give way.

### Negatives

- May encourage more vehicles to use Ripon Road
- May increase the difficulty of exiting driveways on Ripon Road and Lorraine Avenue near the intersection as they cannot see around the bend

Priority  
High



Figure 6.10 Existing conditions



Figure 6.11 Proposed changes



# RECOMMENDATION 8

## ROSE TERRACE PARKING IMPROVEMENTS

### Background

Rose Terrace (section west of Goodwood Road) consists of a mix of businesses and medium density on the northern side, and the Adelaide Showgrounds on the southern side. In addition to this, businesses front Greenhill Road and have limited access to on-street parking.

These land uses result in high demand for on-street parking on Rose Terrace. Existing controls consist are indicated in Figure 6.12.

### Data

Parking data indicates that Rose Terrace and Cooke Terrace are 80-100% occupied. This is consistent in both the unrestricted parking and the 2 hour parking zones.

### Community Engagement

Improvements to parking on Rose Terrace were identified on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement, and described as 'Rose Terrace: Lack of parking for business visitors and residents'. Out of the 3 respondents commenting on this potential project, all 3 were in support. This does not suggest a high amount of public interest changes (although noting that there were only two respondents from Rose Terrace).

### Details of recommendation

Changes would be focused on improving parking for residents or businesses. This could be in the form of additional 2 hour parking zones, which are suitable for business visitors, and residents can exceed this time limit with an exemption permit.

However, the unrestricted parking zone, which is a short walk from the Adelaide CBD and near a train station, provides an opportunity for income generation. This could be utilised for all day parking by nearby businesses for a daily permit fee (as discussed in the City of Unley On-street Parking Policy) or by installing parking machines or smart parking solutions to allow some commuter parking. This would provide approximately 33 unrestricted parking spaces for these uses.

**Recommendation: Install a combination of 2 hour parking zones and paid parking zones on the southern side of Rose Terrace and western side of Cooke Terrace, as indicated in Figure 6.13.**

### Positives

- Will improve access to parking for residents and visitors to businesses
- Provides an income generation opportunity
- Retains a portion of unrestricted parking

### Negatives

- Will remove unrestricted parking that is likely used by nearby business staff
- Nearby business staff who rely on on-street parking would be required to pay for a permit
- Commuters will be required to pay for parking, which could result in additional parking in other areas or negative publicity

### Priority

Medium



Figure 6.12 Existing conditions

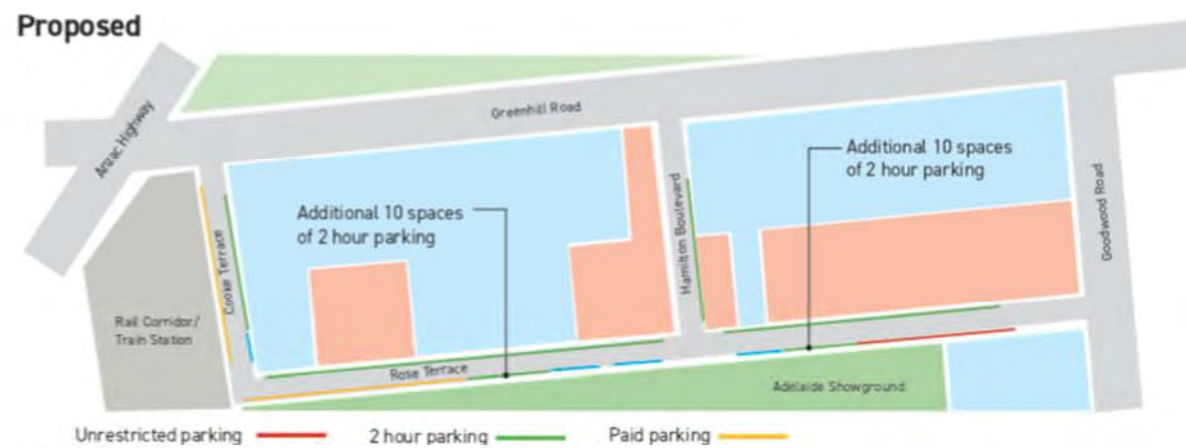


Figure 6.13 Proposed changes



# RECOMMENDATION 9

## LEADER STREET PAID PARKING

### Background

Parking is unrestricted on the northern side of Leader Street from Anzac Highway to Leah Street. This parking area is highly occupied and can accommodate up to 42 vehicles. Although the generator of this parking has not been specifically identified, it is likely a combination of Ashford Hospital staff and commuters parking and catching public transport into the Adelaide CBD.

### Data

Parking data indicates that the unrestricted parking zone on the northern side of Leader Street is highly occupied. Generally there are 1-2 free spaces out of 42 at any point in time during business hours.

### Community Engagement

Changes to parking on Leader Street was identified on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement, and described as 'Leader Street: All-day commuter/hospital parking occurring. Potential for paid parking zone'. Out of the 6 respondents commenting on this potential project, 1 was in support, 2 were neutral, and 3 were not in support (including a local business and residents concerned over potential flow-on effects).

### Details of recommendation

A paid parking zone would provide an opportunity for income generation for Council. It would however require parking controls in surrounding streets to limit flow on effects. Several major developments are occurring in the area, including Kaufland supermarket on Leader Street (adjacent this parking area), as well as a major residential development on Third Avenue. Parking conditions may change in the area due to these developments.

After these developments have been completed and parking conditions are reviewed, any recommended changes can be combined with introduction of paid parking on Leader Street. In line with the City on Unley On-street Parking Policy, business staff, such as staff of Goodman Fielder, would be eligible for exemption permits to park in time limit zones (at a cost).

**Recommendation: Following, and subject to, a review of parking conditions following major developments, implement paid parking on the northern side of Leader Street from Anzac Highway to Leah Street.**

### Positives

- Provides an income generation opportunity

### Negatives

- Commuters/hospital staff will be required to pay for parking, which could result in additional parking in other areas or negative publicity
- Will require parking controls in surrounding residential streets
- Will impact local businesses who park on-street in this zone

### Priority

Medium

# RECOMMENDATION 10

## CURZON AVENUE DISABLED PARKING

### Background

Two disabled parking spaces are provided on Curzon Avenue adjacent the Goodwood Oval grandstand (in operation on sporting match days only). These spaces do not have adjacent kerb ramps and are therefore not compliant with Australian Standard 2890.5-1993 - Parking facilities - On-street parking.

This recommendation is opportunistic in nature as the grandstand is being upgraded in the near future and there may be an opportunity to make improvements to this parking as part of the project.

### Data

No occupancy data has been obtained.

### Community Engagement

No engagement occurred for this project as part of stage 1.

### Details of recommendation

Upgrading the disabled spaces would require the construction of two new kerb ramps on the eastern side of Curzon Avenue, as well as paving the verge area adjacent the spaces.

**Recommendation: Upgrade the disabled parking spaces on Curzon Avenue to ensure they meet the requirements of AS2890.1.**

### Positives

- Provides a compliant, safer, and more convenient disabled parking facility for the community

### Negatives

- Nil

### Priority

High



Figure 6.14 Location of disability parking zone



# RECOMMENDATION 11

## PARKING DURING PEAK GOODWOOD OVAL USE

### Background

Goodwood Oval is used by multiple sports teams and can have several training sessions on some weeknights, as well as multiple sporting matches on weekends (generally Saturdays). This can generate parking and result in high demand for on-street parking.

Parking controls were installed in September 2018 to address commuter parking associated with tram stop 4. These controls are in effect 9am-5pm, Monday to Friday, and therefore have no influence on parking during times of peak oval use.

### Data

Parking data collected on Saturday 4 May at 3:20pm (during a Goodwood Saints Australian rules football match) indicated that all parking areas within 200m of the oval are highly occupied, with a greater parking concentration to the west of the oval. Parking areas further east (Cromer Parade for example), generally experienced no parking associated with oval use. In addition to this, parking data collected on a typical Tuesday night during Australian rules football training session indicates that Allenby Avenue and Curzon Avenue can become 85-90% occupied, and Chelmsford and Fairfax Avenue can become 50% occupied.

This suggests that during both of these busy times at the oval, some areas were very highly occupied, whereas other areas a reasonable distance from the oval are underutilised. Parking could be better spread throughout the area to limit the impact on streets west of the oval.



Figure 6.15 Parking occupancy in the vicinity of Goodwood Oval

### Community Engagement

Parking improvements for the area were identified on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement, and described as 'All-day commuter parking associated with tram stop 4 is being addressed. Parking during peak oval use an issue for some'. Out of the 9 respondents commenting on this potential project, 5 were in support, 1 was neutral, and 3 were not in support. Parking during peak oval use was also highlighted by members of the community during engagement associated with the grandstand upgrade. Concerns raised were in relation to access to on-street parking for residents as well as congestion at the beginning or end of oval activities.

### Details of recommendation

Recommendations would focus on improving access to parking for residents and reducing congestion during peak oval use, whilst limiting impact on those accessing the oval. Data suggests that if parking demand was spread throughout the area more evenly, it would improve access to parking for the most affected residents, whilst having minimal impact on those accessing the oval.

In order to achieve this, short-term parking controls could be installed on one side of frequently affected streets. This may be installed on one or all of the streets identified, subject to community consultation. Residents may be eligible for an exemption to the time limit (eligibility criteria applies).

**Recommendation: Present options to residents to install 1 hour parking (all times) on one side of Allenby Ave, Chelmsford Ave, Fairfax Ave (East to Curzon), and 1 hour parking (Saturdays) on one side of Fairfax Avenue (Curzon to Cromer), and Argyle Avenue, as detailed in Figure 6.16.**



Figure 6.16 Recommended parking control options

### Positives

- Improves access to parking for residents
- Improves traffic flow in streets where parking is currently occurring on both sides

### Negatives

- Residents without an existing parking permit would need to obtain one (at a cost)
- Those accessing the oval may need to walk a greater distance from where they park
- Parking will increase in streets not receiving new controls (72 vehicles displaced)

### Priority

Medium



# RECOMMENDATION 12

## LANGDON AVENUE/EAST AVENUE PARKING CONGESTION

### Background

A cafe is present on East Avenue at the intersection with Langdon Avenue. This results in parking congestion both on East Avenue and on Langdon Avenue. Anecdotally this can result in eastbound motorists traveling in the centre of the road which can result in potential conflict with those entering from East Avenue.

### Data

Parking data indicates that parking on Langdon Avenue from East Avenue to Oakfield Avenue is 50-80% occupied, and parking on East Avenue is <50% occupied. Langdon Avenue is 8.3m in width, indicating that when vehicles are parked opposite each other there is space for one vehicle at a time only.

### Community Engagement

Parking has been raised as an issue at this location in the past, and this was therefore highlighted on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement, and described as 'Langdon Avenue: High parking occupancy near East Avenue'. Out of the 10 respondents commenting on this potential project/concern, 9 were in support, and 2 were not in support. However, concerns were primarily in relation to parking congestion when entering the street from East Avenue, and parking impacting sight lines when exiting Langdon Avenue on to East Avenue. Several respondents indicated that they understand the need for on-street parking to support the cafe.

### Details of recommendation

Changes would be focused on reducing parking congestion at the intersection. Parking is already restricted on Langdon Avenue to a point 14.5m from East Avenue, which exceeds the standard 10m restriction. However, community feedback suggests that this still results in potential conflict at the location. If parking is restricted up to the first driveway crossover on the southern side, no parking would occur until a point 25m from the intersection. This would provide additional space for an entering motorist and an eastbound motorist to share the road.

Concerns were also raised over sight distance at the intersection when accessing East Avenue. Parking is restricted to a point 10m from the intersection and the bike lane enhances sight distance between a vehicle on Langdon Avenue and a northbound vehicle on East Avenue. Sight distance is therefore considered adequate. The dividing line on Langdon Avenue could be extended to the bike lane to guide motorists to position themselves to maximise sight distance. Sight distance may be improved further if parking is removed as part of recommendation 18 (pedestrian refuge).

**Recommendation: Extend No Stopping Zone on both sides of Langdon Avenue and extend dividing line, as indicated in Figure 6.17.**

### Positives

- Increases manoeuvrability space on the approach to the intersection

### Negatives

- Results in a loss of one parking space

### Priority

Medium



Figure 6.17 Recommendation



# RECOMMENDATION 13

## GOODWOOD ROAD FOOTPATH CYCLING INFRASTRUCTURE

### Background

The Walking and Cycling Plan recommends that cyclists be guided to safe crossing locations of high traffic volume roads. One such location is the pedestrian actuated crossing on Goodwood Road near Young Street. Although not part of a formal cycling route, Leader Street has bicycle lanes and is a direct east-west link between Anzac Highway and Goodwood Road. It also intersects with the Marino Rocks Greenway along the Seaford-Adelaide railway line. Young Street in Wayville is also not part of a formal cycling route but provides access to the Adelaide Parklands via Joslin Street (potentially a future shared path through parklands), and links with the Mike Turtur Bikeway at the Greenhill Road/King William Road intersection.

Goodwood Road is a four lane, two-way road, carrying approximately 30,000 vehicles per day and has a speed limit of 60km/h. As such, most cyclists would not feel comfortable sharing the road and stopping on the road to undertake a right turn (i.e. turning from Goodwood Road into Young Street). In order to establish a connection between Leader Street and Young Street, cyclists need to be guided to the pedestrian actuated crossing on Goodwood Road near Young Street. Measures to establish this connection were a recommendation of the Walking and Cycling Plan.

### Data

Leader Street: 9000 vpd, 51 km/h 85th percentile speed	(motorist/cyclist separation - bicycle lanes)
Goodwood Road: 30000 vpd, 60 km/h speed limit	(no motorist/cyclist separation)
Young Street: 1200 vpd, 45-48 km/h 85th percentile speed	(no motorist/cyclist separation)

Data suggests that it is not appropriate for cyclists to share the road with motorists on Goodwood Road. It supports the Walking and Cycling Plan recommendation of guiding cyclists along the Goodwood Road footpath.

### Community Engagement

This project was highlighted on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement, and described as 'Goodwood Road: Convert western footpath to shared use path from Leader Street to Young Street'. Out of the 8 respondents commenting on this potential project, 5 were in support, and 1 was neutral, and 2 were not in support. 12 respondents commented that they support cycling related initiatives in general.

### Details of recommendation

An assessment was undertaken to determine whether a shared use path can be installed on the western footpath of Goodwood Road (Leader Street to Young Street). The minimum width required for a shared use path is 2.5m.

The footpath width varies from 3.3 to 5.2m however there are 18 locations where trees, hedges, and infrastructure reduce the available width to less than 2.5m (minimum width for a shared use path). Although in all but three of these instances, 2-2.4m was still available. In addition to this, there are times (i.e. events and university exams) when the volume of pedestrians is such that the entire footpath is required. With a shared use path, technically pedestrians must stay on the correct side of the path, which would likely not be possible on these occasions. Based on these factors, a formal shared use path is not appropriate and an informal treatment should be installed.

**Recommendation:** An informal shared path treatment be installed on the western footpath of Goodwood Road (Leader Street to Young Street), including:

- Pavement logos to guide cyclists to the safe crossing point and alert pedestrians that cyclists are encouraged to be on the footpath in that location,
- 'Cyclists give way to pedestrians' pavement decals to reduce conflict between cyclists and pedestrians,
- Trimming of hedges

### Positives

- Encourages less experienced cyclists to use the footpath rather than Goodwood Road
- Provides wayfinding for cyclists unfamiliar with the area

### Negatives

- May result in conflict between pedestrians and cyclists during busy periods. However, faster cyclists likely will use the road rather than the footpath.

Priority  
Medium



Figure 6.18 Example wayfinding sign



Figure 6.19 Example cyclist path pavement decal



Figure 6.20 Context of bicycle route



# RECOMMENDATION 14

## LEADER STREET PEDESTRIAN CROSSING

### Background

A high number of pedestrians cross Leader Street near the Adelaide Showground during events. This includes the Royal Adelaide Show (ten days per year), the Adelaide Showground Farmers' Market (generally every Sunday), as well as other events such as concerts and exhibitions. Large events have traffic management implementing a 25km/h zone to improve pedestrian safety and ease of crossing. However, no traffic management is put in place during the Farmers' Market.

### Data

Pedestrian crossing data was collected on Sunday 10 March from 8am to 1:30pm. With reference to figure 6.X, the most common crossing location was the 30m segment west of Devon Street North. The central segment between Richards Terrace and Devon Street North also attracted a high number of crossing movements. During observations undertaken on Sunday 21 April, it was apparent that pedestrians chose to cross near Devon Street North due to its proximity to the Farmers' Market entrance and also due to the pedestrian kerb ramps defining a crossing point.

### Community Engagement

This project was highlighted on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement. Out of the 9 respondents commenting on this potential project, all were in support.

### Details of recommendation

Investigation into a pedestrian crossing facility consists of:

- considering whether a facility is justified (based on pedestrian crossing data),
- determining the type of facility (i.e. refuge, pedestrian actuated crossing, zebra crossing),
- determining the location (based on crossing demand, parking, safety).

DPTI's Code of Technical Requirements provides numerical guidelines to assist in assessing the demand for pedestrian facilities. This considers the number of crossing movements and the traffic volume, with the premise that a higher combination of pedestrian volume and traffic justifies a safer crossing.

- **Pedestrian actuated crossing (PAC):**
  - 60 or more pedestrians per hour during two separate hours - Yes, 281 and 258
  - 600 or more vehicles per hour during the same two separate hours - Yes, 606 and 654
  - The product of pedestrian and vehicle volume per hour exceeds 90,000 - Yes

However, this must be on a typical weekday and this was on a weekend. If it were on a typical weekday the associated (high) cost of a PAC could be justified, however not on a single weekend day.

- **Wombat crossing:**
  - 40 or more pedestrians per hour during two separate hours - Yes
  - 200 or more vehicles per hour during the same two separate hours - Yes

A wombat crossing is a raised version of a zebra crossing. In order to safely provide pedestrians priority over traffic, speeds need to be reduced to 40km/h in advance of the crossing either through physical measures or a change in speed limit. The raised platform would need to be lengthened to accommodate buses. A loss of parking would be required.

- **Zebra crossing:**
  - 40 or more pedestrians per hour during two separate hours - Yes
  - 200 or more vehicles per hour during the same two separate hours - Yes

Numerical requirements are therefore met, and these can be met. Speeds would need to be reduced to 30km/h in advance of the crossing by narrowing the road width. This may be difficult to achieve particularly during times of low pedestrian use. A loss of parking would be required.

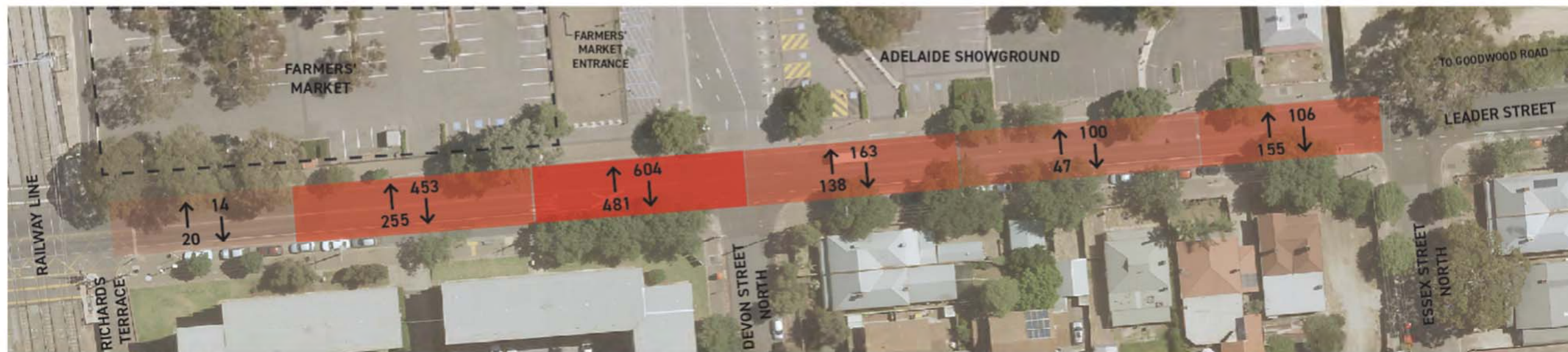


Figure 6.21 Pedestrian crossing data



## LEADER STREET PEDESTRIAN CROSSING CONT.

- Pedestrian refuge:**

There are no numerical requirements for a pedestrian refuge. A refuge would enable a two-stage crossing (a pedestrian only needs to cross one lane. The size of the refuge would need to be designed such that it has capacity to accommodate the anticipated demand. As this requires 2-3m of road width this will require a loss of parking.

A wombat crossing is the preferred option. This is preferred over a zebra crossing as achieving a 40km/h speed environment on the approach is more achievable than 30km/h.

A wombat crossing would provide pedestrians priority over vehicles when crossing, thus reducing delay for pedestrians and improving safety. During times of low pedestrian activity it would have minimal impact on traffic flow on Leader Street. However, modeling must be undertaken to ensure that traffic backed up at the crossing does not extend to the Seaford-Adelaide railway line as this can present a hazard.

The location for the crossing should be based on the pedestrian crossing data and situated within the 30m long segment that accommodated 1085 crossing movements. However, the following factors must also be considered:

- proximity to the intersection with Devon Street North
- the Showground access opposite Devon Street North,
- the property access of 49 Leader Street (large residential unit complex)
- impact on the existing bus stops
- impact on on-street parking
- requirement to maintain the bicycle lane and adequate road width.

These various factors are highlighted on the aerial image in Figure 6.22. A crossing can be accommodated directly west of Devon Street South whilst avoiding access points and retaining the bus zones. This would also only have a minimal impact on on-street parking, resulting in a loss of only two parking spaces.

**Recommendation: Install a wombat crossing on Leader Street approximately 15m west of Devon Street South, subject to confirming that traffic queues will not extend to the Seaford-Adelaide railway line.**

### Positives

- Provides a safe crossing location for pedestrians on Farmers' Market days and during other events at the Adelaide Showground, such as the Royal Adelaide Show

### Negatives

- Requires a minor relocation of bus stops
- Requires a loss of one parking space
- Will result in traffic delays for motorists during peak pedestrian periods
- Peak pedestrian times are limited to one day per week and large infrequent events. Those using the street outside of these times may become complacent and not adequately check for pedestrians.
- Traffic may back up to the railway line which presents a safety hazard

### Priority

Medium



Figure 6.22 Wombat crossing concept plan



# RECOMMENDATION 15 & 16

## EAST AVENUE AND LEADER STREET BUFFERED BICYCLE LANES

### Background

The Walking and Cycling Plan 2016-2021 recommends that bicycle lanes be upgraded on cycle corridors to buffered bicycle lanes. A buffered bicycle lane provides a line marked clearance area adjacent a bicycle lane. This helps ensure adequate space is maintained between a bicycle and a motor vehicle, and also helps a cyclist position themselves to avoid conflict with car doors. There is an opportunity to upgrade bicycle lanes on Leader Street (Seaford Railway to Goodwood Road) and East Avenue (Seaford Railway to Cross Road).

### Data

Leader Street (Seaford Railway to Goodwood Road)

- 12.0m in width, including a 2.2m parking lane (southern side), 2 x 1.4m bicycle lanes and 2 x 3.5m vehicle lanes.
- 6800 vehicles per day, 52km/h 85th percentile speed.

East Avenue (Seaford Railway to Cross Road)

- 14.4m in width, including 2 x 2.1m parking lanes, 2 x 1.5m bicycle lanes and 2 x 3.6m vehicle lanes.
- 8600-9600 vehicles per day, 53km/h 85th percentile speed.

### Community Engagement

This project was highlighted on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement. Out of the 6 respondents commenting on the Leader Street Buffered Bicycle Lanes, 4 were in support, and 2 were not in support. Out of the 4 respondents commenting on the East Avenue Buffered Bicycle Lanes, 3 were in support, and 1 was not in support. In addition to this, 12 respondents stated their support for cycling projects in general, which includes these buffered bicycle lanes. Improvements on cycling routes benefit residents in other suburbs of Unley so this is likely not a reflection of our community's level of support for this type of project.

### Details of recommendation

Modifying the bicycles lanes on these two routes would involve a reallocation of road space. A preliminary assessment of Leader Street suggests that buffered bicycle lanes of the width shown in Figure 6.23 could only be provided on one side of the street (likely southern side where cars park). A preliminary assessment of East Avenue suggests that 2.1m (4.2m total) could be allocated to bicycles but not the 2.5m indicate in Figure 6.X. Although reducing the lane width to 3.0m on a bus route is generally not advisable, the edge of the traffic lane is a painted buffer rather than hard infrastructure or parked vehicles. Council will need to liaise with DPTI prior to any changes as both streets are part of a bus route.

**Recommendation: Install buffered bicycle lanes on Leader Street (Seaford Railway to Goodwood Road) and East Avenue (Seaford Railway to Cross Road).**

### Positives

- Improves cyclist safety along two 50km/h collector roads

### Negatives

- Will reduce traffic lane widths

### Priority

Medium

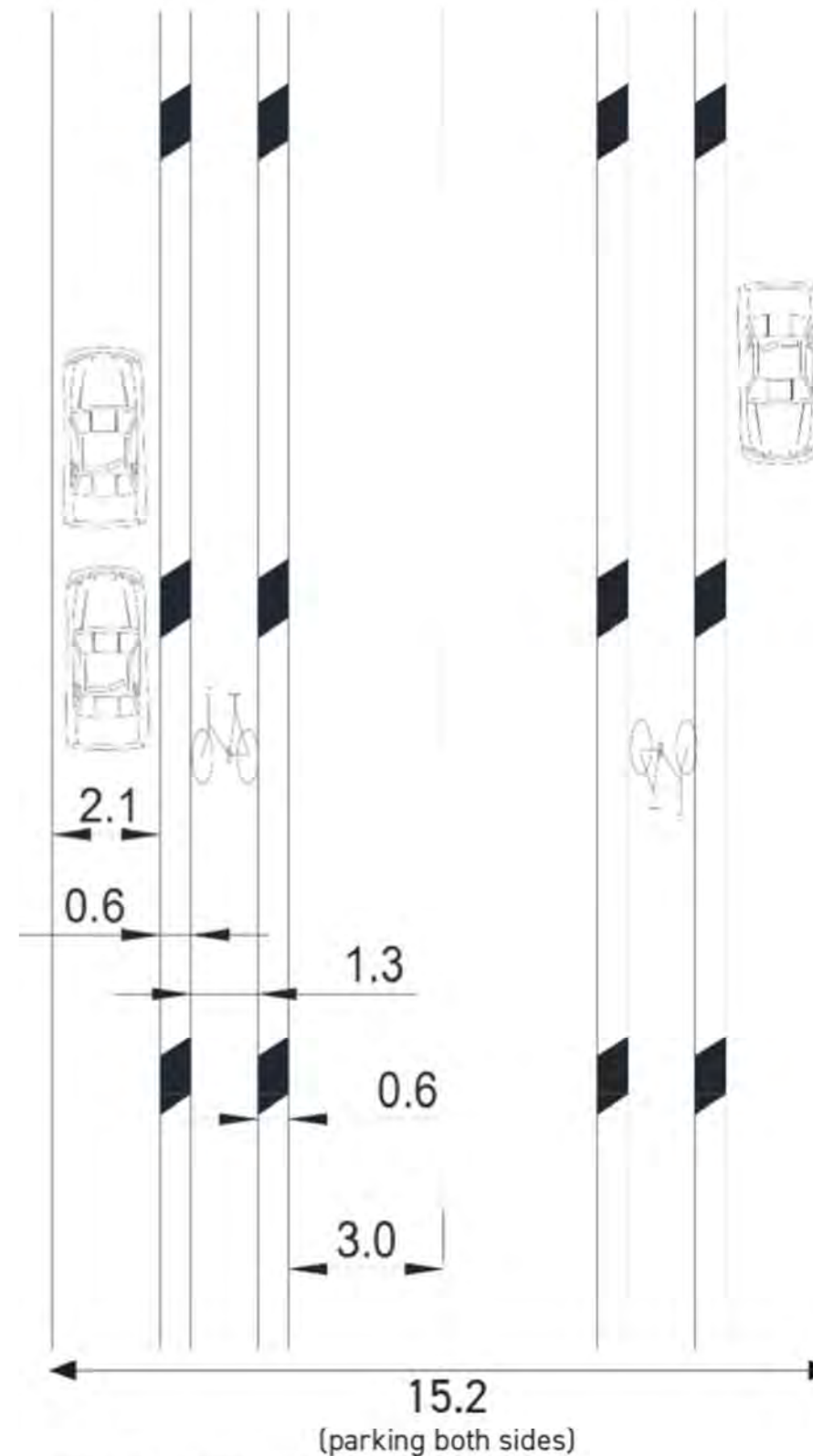


Figure 6.23 Typical cycle route space allocation



# RECOMMENDATION 17

## EAST AVENUE PEDESTRIAN REFUGE

### Background

Anecdotally, local residents encounter difficulty crossing East Avenue. There are no pedestrian crossings or refuges between the Seaford-Adelaide railway line and Cross Road (670m length).

### Data

East Avenue has a 50km/h speed limit and 85th percentile speed of 53km/h. The traffic volume ranges from 8600-9600 vehicle per day. The Walking and Cycling Plan recommends pedestrian refuges where volumes exceed 3000 vehicles per day.

Pedestrian crossing data was collected on Thursday 7 March from 8am to 6pm. With reference to Figure 6.24, the most common crossing location was the 30m segment south of Langdon Avenue. This is likely due to the local cafe at this location. Crossing numbers are generally relatively low along the street however.

### Community Engagement

This project was highlighted on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement. Out of the 9 respondents commenting on this potential project, all were in support.

### Details of recommendation

Investigation into a pedestrian crossing facility consists of three steps:

1. Considering whether a facility is justified (based on pedestrian crossing data).  
Although crossing numbers are relatively low, a traffic volume of 8600-9600 vehicles per day, 670m distance between existing crossing points, and 14.4m road width, suggests that a crossing facility is justified. This would provide greatest benefit to seniors, children walking to school, and those with a disability.
2. Determining the type of facility (i.e. refuge, pedestrian actuated crossing, zebra crossing).  
Due to the low pedestrian crossing numbers, a formal crossing facility (i.e. zebra crossing)

or pedestrian actuated crossing) is not justified. Convenience and safety of crossing movements could be achieved by providing a two-stage crossing in the form of a pedestrian refuge. This would enable a pedestrian to cross one lane of traffic at a time.

3. Determining the location (based on crossing demand, parking, safety).  
It is anticipated that pedestrians in a 30m road segment would utilise a crossing facility, as well as pedestrians in directly adjacent segments. Pedestrian crossing data therefore suggests that a location between Langdon Avenue and George Street would provide the most benefit, with 106 to 109 pedestrians likely to use a refuge at this location (depending on whether it is closer to Langdon Avenue or George Street).

Non-negotiables when designing a refuge at this location are that a minimum refuge width of 2.0m is provided (minimum in Australian Standard 1742.10) and that the bicycle lanes are retained in both directions. This therefore would result in a loss of on-street parking. A location should be chosen within the vicinity of the highest demand, whilst taking into consideration loss of parking.

Preliminary investigation suggests that a pedestrian refuge towards Langdon Avenue would have less of an impact on parking. This is because the bicycle lane could be relocated to the kerbline at the Langdon Avenue intersection where there is already no parking permitted. A concept is provided in Figure 6.25.

**Recommendation: Install pedestrian refuge directly south of the intersection of East Avenue with Langdon Avenue.**

### Positives

- Improves safety and convenience of pedestrians crossing East Avenue

### Negatives

- Will result in a loss of approximately 3 parking spaces

### Priority

Medium



Figure 6.24 Pedestrian crossing data



## EAST AVENUE PEDESTRIAN REFUGE CONT.



Figure 6.25 Pedestrian refuge concept plan

# RECOMMENDATION 18

## GOODWOOD PRECINCT BICYCLE PARKING REVIEW

### Background

In order to encourage cycling to the Goodwood retail precinct, as well as support existing demand, adequate bicycle parking is necessary. A review of bicycle parking in the area would establish whether there is adequate supply or whether improvements can be made.

Parking for cyclists should be located in an intuitive, easy to find location. Short-term parking for visitors is usually in the form of rails located in an area of passive surveillance, and close to the entry point of destinations.

### Community Engagement

This project was highlighted on the 'Potential Projects and Community Concerns' map in stage 1 of community engagement. Out of the 2 respondents commenting on this potential project, 1 was in support and 1 was neutral. However, in addition to this, 12 respondents commented that they support cycling related initiatives in general.

### Details of recommendation

Review bicycle parking supply in the Goodwood main retail precinct, including:

- Determine existing supply and locations (on-street and off-street)
- Collect occupancy data and observe where any informal bicycle parking is occurring (i.e. locked to fence)
- Recommend additional parking locations (if applicable)

### Positives

- Encourages cycling to the precinct
- Discourages parking of bicycles in inappropriate locations

### Negatives

- Nil

### Priority

Low



Figure 6.26 Bicycle parking review area



# APPENDICES

## APPENDIX A - TRAFFIC DATA

Street	Cross street 1*	Cross street 2*	Average daily traffic	85th percentile speed (km/h)	AM peak %	PM peak %
Allenby	East	Curzon	119	44.8	11.3	13.4
Argyle	Chelmsford	Hackett	197	41.8	12.7	14.0
Aroha	Newman	Foster	156	36.1	15.8	9.6
Arundel	Cranbrook	Grantley	91	38.4	14.3	12.1
Birkdale	William	Churchill	125	41.9	8.4	13.2
Chelmsford	Northbrook	Curzon	428	43.3	10.1	12.9
Churchill	Francis	Birkdale	843	46.1	13.4	11.8
Cooke	Greenhill	Rose	449	34.9	10.5	10.4
Cranbrook	Arundel	Goodwood	141	41.6	7.4	11.7
Cromer	Irwin	Graham	686	40.4	16.1	13.8
Cromer	East	Irwin	392	42.2	5.2	5.2
Cromer	Graham	Fairfax	540	44.5	21.6	7.0
Curzon	Allenby	Fairfax	232	39.7	12.1	12.1
Devon St Nth	Leader	Richards	373	35.2	8.6	8.0
Devon St Nth	Richards	Railway	260	33.6	15.0	9.0
Devon St Sth	Railway	Victoria	238	42.1	12.2	7.8
Dixon	Mills	Francis	294	41.5	8.3	15.0
East	Cross	George	8999	49.7	11.3	11.5
East	Lorraine	Langdon	9510	52.5	11.1	12.0
East	Mills	Kelvin	9336	53.1	11.7	12.4
Essex St Nth	Leader	Railway	96	37.3	9.1	11.5
Essex St Sth	Surrey	Victoria	592	41.6	14.3	13.9
Essex St Sth	Railway	Surrey	364	39.8	16.0	15.3
Fairfax	Graham	Argyle	342	39.8	7.9	13.8
Foster	Aroha	Victoria	198	38.6	9.3	12.4
Francis	Churchill	William	582	41.1	10.4	10.9
Francis	William	Hammond	360	33.2	11.4	11.7
Francis	Dixon	Avondale	615	40.6	12.4	10.2
Frederick	Francis	George	374	47.1	7.5	25.2
Frederick	Francis	Mills	237	45.0	14.1	27.2
George	Dixon	Henry	813	39.1	16.0	10.4
George	Churchill	William	595	39.2	17.3	11.9
Graham	Fairfax	Meredyth	146	38.8	22.6	12.3
Grantley	Arundel	Goodwood	167	42.0	9.0	11.1
Hackett	Argyle	Cromer	35	35.1	11.6	11.6
Hamilton	Greenhill	Rose	1986	41.0	13.7	12.1
Hammond	Francis	Bend	65	42.3	9.2	16.2
Hampton St Nth	Leader	Railway	177	35.7	10.3	10.5
Hampton St Sth	Surrey	Railway	673	34.0	16.7	12.1
Henry	Lane	Dixon	76	31.9	8.6	12.5

\*Data collected between cross street 1 and cross street 2

Homer	Cross	Ripon	210	46.4	7.9	10.7
Irwin	Forest	Cromer	190	41.3	8.4	11.1
Kelvin	Parker	East	258	42.2	14.3	10.8
Langdon	Oakfield	East	336	40.0	10.1	12.2
Langdon	Oakfield	Bend	124	38.7	6.5	12.6
Leader	Devon	Essex	8658	49.3	8.2	10.8
Leader	First	Second	9350	51.0	11.1	10.2
Leader	Charles	Ethel	6135	47.7	9.8	10.0
Churchill	Cross	George	1529	43.4	12.7	12.5
Churchill	George	Birkdale	948	44.8	11.7	14.0
Churchill	Francis	Hammond	728	45.9	10.8	15.3
Lloyd	Millswood	Ormonde	112	41.5	9.0	12.1
Lorriane	Ripon	East	332	46.1	9.7	10.6
Lynton	Millswood	Spiers	361	47.3	8.0	8.7
Lynton	Lloyd	Ellsmere	344	47.4	12.7	11.9
Maple	Outside # 40		735	52.5	9.7	8.8
Margaret	Cross	Rossllyn	74	39.5	11.5	11.5
Meredyth	East	Graham	166	41.1	22.0	10.8
Mills	Church	Dixon	1917	34.7	11.3	13.9
Mills	William	Churchill	1459	45.3	13.1	13.8
Millswood	Ormonde	Lloyd	263	45.1	9.9	8.9
Newman	Aroha	Victoria	154	32.1	6.2	18.9
Northbrook	Victoria	Chelmsford	372	40.2	11.3	12.8
Oakfield	Rossllyn	Cross	212	45.3	11.1	11.6
Oakley	Victoria	Chelmsford	459	40.4	7.6	13.0
Ormonde	Lloyd	Ravensthorpe	242	44.5	9.3	11.3
Parker	Kelvin	East	125	39.1	20.9	8.8
Railway Tce Nth	Devon	Essex	159	42.0	11.0	12.0
Railway Tce Nth	Hampton	Goodwood	278	37.8	9.9	10.6
Railway Tce Sth	Essex	Hampton	755	34.0	21.5	10.1
Ravensthorpe	Millswood	Ormonde	103	36.7	10.2	14.1
Richards	Bend	Devon	82	30.4	10.4	14.0
Richards	Leader	Bend	113	30.6	16.9	9.8
Ripon	Rossllyn	Langham	173	44.8	12.2	10.1
Rose	Goodwood	Johnstone	1478	44.9	10.7	11.6
Rose	Hamilton	Cooke	2380	41.1	8.6	13.7
Rossllyn	Ripon	Margaret	61	38.4	12.4	14.9
Spiers	Lynton	Mills	494	22.1	9.2	10.4
Thames	Francis	George	113	44.3	8.8	14.2
Victoria	Essex	Hampton	2982	43.8	9.4	9.8
Victoria	Newman	Northbrook	2747	46.3	10.8	9.4
William	Francis	Birkdale	493	41.5	12.6	14.7





## INFORMATION REPORT

<b>REPORT TITLE:</b>	ARTHUR MARY STREETS AND KING WILLIAM ROAD URBAN DESIGN STUDY
<b>ITEM NUMBER:</b>	4.3
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	DAVID BROWN
<b>JOB TITLE:</b>	PRINCIPAL POLICY PLANNER
<b>ATTACHMENTS:</b>	1. STUDY AREA - ARTHUR MARY STREETS AND KING WILLIAM ROAD URBAN DESIGN STUDY

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### 1. **PURPOSE**

To advise and update Council on the initial investigations commenced to explore the appropriate future development of the land bounded by Arthur, Mary and Queen Streets and King William Road.

The Study area, including the key Brethren site therein, is subject to significant strategic and market pressure for re-development. A pro-active investigation to be informed around the issues, technical analysis and appropriate development options will provide an invaluable guide towards a mutually positive outcome.

### 2. **RECOMMENDATION**

That:

1. The report be received.
- 

### 3. **RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living

1.3 Our City meets the needs of all generations.

3.1 State Government - The 30-Year Plan for Greater Adelaide

3.2 City of Unley - Community Plan 2033 – Strategic Planning Framework

#### **4. BACKGROUND**

King William Road is one of the main road corridors in Unley that has been the focus of strategic attention for potential increased density of development as part of the overall growth of the City while maintaining most of the lower density neighbourhood areas. This reinforces the *City of Unley Strategic Planning Framework* and aligns with the *State Government Planning Strategy - The 30-Year Plan for Greater Adelaide*.

King William Road as a narrow corridor, and of an intimate nature, limits the desired extent of increased height, other than for areas with more opportunity in the northern, wider, more open portion, some central portions with deeper sites, and most notably around Mary and Arthur Streets where the large Brethren site sits adjacent to the main corridor.

In 2015 the Minister for Planning contemplated a Development Plan Amendment for an Urban Corridor Zone along King William Road, including the Brethren site, similar to Unley Road with an increase in density and height, up to four storeys.

The Brethren site is a very large (approximately 1.14 hectares) long-standing non-conforming use in the Residential Streetscape (Built Form) Zone that has been vacant and under-utilised for some time. In 2010 a Development Application for a retirement village encompassing 94 dwellings and up to three storeys in height was approved in recognition of the non-conforming existing use, the scale of the site, and the nature of the locality. Ultimately the development did not proceed.

In the longer-term the site as a long-standing non-conforming use in the Residential Streetscape (Built Form) Zone, that has been vacant and under-utilised for some time, creates a question about its future appropriate development.

The Study was explored, and initial input elicited on key principles and issues, at an Elected Member Briefing on 17 June 2019.

#### **5. DISCUSSION**

The area bounded by Arthur, Mary and Queen Streets and King William Road, encompassing the significant Brethren Place of Worship site, is subject to ongoing interest for major re-development and, in conjunction with the King William Road corridor, significant strategic and market pressure for an uplift in zoning.

There are limited uplift opportunities along and around King William Road given its narrow and intimate nature. The Study Area affords a unique opportunity with deeper and larger sites where a substantial increase in mixed use development, housing types and population ages diversity is achievable.

This could substantially increase the number of people living and working in close proximity to King William Road and Unley Road and their core centres, thereby underpinning the local business economy, diversity in the community and enlivening its day and night time activity.

These factors and land cost create challenges to practically support a low density or primarily community use, eg open-space, outcome. However, there is also an opportunity to pursue a balanced approach with appropriate development that may help attain an overall and community benefit through inclusion of sensitive design, open and green spaces, access linkages, housing diversity, commercial and community uses.

The size of the Brethren site, the area's unique context, and the strategic location all serve to create significant market pressure to maximise the potential development outcomes.

A maximised outcome could be pursued by the owners with the State Government. A call-in could be pursued with the Coordinator General to allow the State Commission Assessment Panel (SCAP) to act as the Planning Authority and assess a development proposal.

In a positive community-spirited initiative, the owners have agreed with Council and the State Planning Commission (SPC) to enter into a tripartite agreement to jointly fund an Urban Design Study.

The Urban Design Study is an initial exploration of possible options for a sensitive, appropriate and mutually beneficial outcome for the area.

The study can provide the critical analysis and basis to subsequently engage with the community about the site circumstances, context and desirable outcomes and more detailed potential positive development concepts.

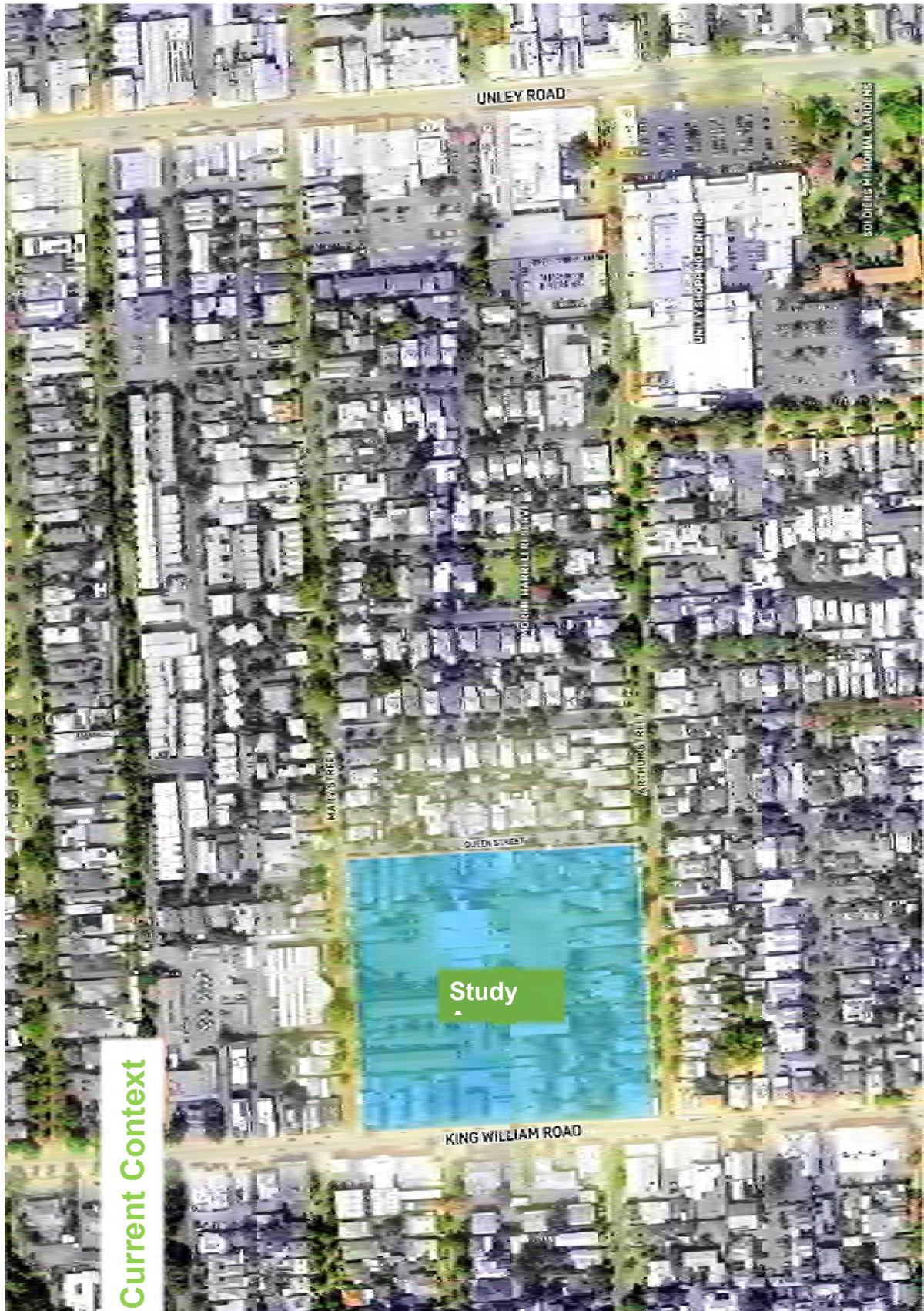
If ultimately deemed appropriate, an amendment to the Planning and Design Code (P+D Code), the replacement of the current Development Plan from July 2020, can be pursued for a suitable revised zoning and design policy for the area.

An amendment to the P+D Code can be pursued by Council, although also by the property owner or the State Planning Commission itself, with the endorsement of the Minister for Planning. Such an amendment will involve its own comprehensive community consultation.





# Arthur Mary Queen Streets and King William Road Urban Design Study



Study Area Location Map

## DECISION REPORT

<b>REPORT TITLE:</b>	PLANNING REFORMS - PLANNING AND DESIGN CODE - HERITAGE AND CHARACTER IN THE NEW PLANNING SYSTEM
<b>ITEM NUMBER:</b>	4.4
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	DAVID BROWN
<b>JOB TITLE:</b>	PRINCIPAL POLICY PLANNER
<b>ATTACHMENTS:</b>	NIL

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### 1. **EXECUTIVE SUMMARY**

The State Government has pursued a total and major reform of the Planning System since 2015. The legislation and supporting policy instruments, a key one being the Planning and Design Code (the Code), is progressively being implemented to replace the current Development Plan from July 2020.

The transition of the current local and geo-specific Development Plan policy to the State-wide and generic Code will inherently lead to change, diminished detail and lack of reflection of local circumstances. This is evident with the proposed simplified, consolidated and standardised heritage and character approach that undermines the comprehensive and rigorous approach that has been developed in Unley.

The latest proposals for local heritage and character protection raise various concerns for the future desired nature of the majority of neighbourhoods across Unley. These concerns, together with the community expectation to reflect the existing comprehensive policy, warrant attention and redress by the State Planning Commission, Minister for Planning, and support of the local Members of State Parliament.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. The Minister for Planning and State Planning Commission, and Local Members of State Parliament, Hon D Pisoni and Hon J Stinson, be advised of the concerns, and support be requested, regarding ensuring respect and transition of the existing critical status, protection and spectrum of the current Historic (Conservation) Zone, Streetscape (Built Form) Zone and Streetscape (Landscape) Zone and the underlying development design parameters and level of demolition protection into the new Planning and Design Code policy regime.



3. The current status and rigour of Unley's Zones, and the scope and diversity of heritage versus various character approaches across the State, be reflected in the Planning and Design Code by the State Planning Commission developing Overlays for Local Heritage Area, Local Character Protection Area (or as part of Local Heritage Area) and Local Character Management Area as outlined in this report as an appropriate policy transition.
  4. The Environment Resources and Development Committee of Parliament be advised that its Heritage Inquiry, released on 30 April 2019, is supported as a sound basis for the future approach to heritage and character. The State Planning Commission and State Government be advised to give serious consideration to its recommendations and a transfer of existing policy status and criteria into the first generation of the Planning and Design Code.
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### **3. RELEVANT CORE STRATEGIES/POLICIES**

#### 1. Community Living

1.3 Our City meets the needs of all generations.

3.1 City of Unley Community Plan 2033 – Strategic Planning Framework.

3.2 State Planning Commission – Planning Strategy - The 30-Year Plan for Greater Adelaide.

3.3 State Planning Commission - New Planning System Guides and Papers.

### **4. BACKGROUND**

The State Government has been pursuing a new Planning System since the Planning Reform review in 2014 and Our Ideas for Reform in 2015.

The new Planning System is inexorably progressing and rapidly approaching the final deadline of June 2020.

The new Planning, Development and Infrastructure Act was passed in 2016. Progressively parts thereof have been enacted, primarily administrative and procedural matters, eg new State Planning Commission in May 2017, Council Assessment Panels in October 2017, and Community Engagement Charter, State Planning Policies in 2018. Ultimately the Planning and Design Code will replace all current Development Plans from 1 July 2020.

Over the last two years, numerous Discussion Papers, Regulations, Policy, Position Papers, draft Code policy and Community and Practitioner Guides have been released. When invited, and where possible, feedback has been provided by the administration, on behalf of the Council.

## 5. **DISCUSSION**

The latest release relates to Neighbourhood Growth and Change, Design and Heritage and Character, including:

- State Planning Commission overview of neighbourhood growth and change;

[https://www.saplanningportal.sa.gov.au/\\_data/assets/pdf\\_file/0009/545751/State\\_Planning\\_Commission\\_overview\\_of\\_neighbourhood\\_growth\\_and\\_change.pdf](https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0009/545751/State_Planning_Commission_overview_of_neighbourhood_growth_and_change.pdf)

- Community guide to design in the new planning system;

[https://www.saplanningportal.sa.gov.au/\\_data/assets/pdf\\_file/0005/545747/Community\\_guide\\_to\\_design\\_in\\_the\\_new\\_planning\\_system.pdf](https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0005/545747/Community_guide_to_design_in_the_new_planning_system.pdf)

- Community guide to heritage and character in the new planning system;

[https://www.saplanningportal.sa.gov.au/\\_data/assets/pdf\\_file/0006/545748/Community\\_guide\\_to\\_heritage\\_and\\_character\\_in\\_the\\_new\\_planning\\_system.pdf](https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0006/545748/Community_guide_to_heritage_and_character_in_the_new_planning_system.pdf)

- A guide to demolition control for heritage in the new planning system;

[https://www.saplanningportal.sa.gov.au/\\_data/assets/pdf\\_file/0004/549724/A\\_Guide\\_to\\_Demolition\\_Control\\_for\\_Heritage.pdf](https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0004/549724/A_Guide_to_Demolition_Control_for_Heritage.pdf)

- Practitioner overview of heritage and character in the new planning system;

[https://www.saplanningportal.sa.gov.au/\\_data/assets/pdf\\_file/0007/545749/Practitioner\\_overview\\_of\\_heritage\\_and\\_character\\_in\\_the\\_new\\_planning\\_system.pdf](https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0007/545749/Practitioner_overview_of_heritage_and_character_in_the_new_planning_system.pdf)

- Practitioner snapshot of heritage and character in the new planning system.

[https://www.saplanningportal.sa.gov.au/\\_data/assets/pdf\\_file/0008/545750/Practitioner\\_snapshot\\_of\\_heritage\\_and\\_character\\_in\\_the\\_new\\_planning\\_system.pdf](https://www.saplanningportal.sa.gov.au/_data/assets/pdf_file/0008/545750/Practitioner_snapshot_of_heritage_and_character_in_the_new_planning_system.pdf)

Links have been included in this report, rather than providing printed copies of the papers as attachments, given the volume of pages.

A hard copy is also available for review in the Elected Members room, and a soft copy was emailed to Elected Members following the distribution of the Council Agenda.

The indicative approach to design and neighbourhood growth and change appear positive but the actual ultimate detail will be critical. The proposed outline for Heritage and Character is simplistic and a regression from hard-fought long-term advances and effective policy made in existing recent Development Plans, eg Unley.

The Village Living and Desirable Neighbourhoods DPA was pursued in accord with a Memorandum of Agreement with the Minister for Planning in 2006.

In 2008 the Neighbourhood Heritage and Character Areas DPA Stage 1 was introduced as a pilot model for a recommended local heritage and character areas policy suite.

Subsequent Residential Growth DPA Stage 2 and Mixed-use High-density Urban Corridors DPA Stage 3 were mutually agreed to in recognition of Stage 1, to deliver significant focussed growth in strategic areas and main road corridors.

More recently Council has pursued policy to support Accessory Dwellings, eg laneway housing, granny flats and adaptation of existing houses, in maintained lower density neighbourhoods to allow for sensitive increased growth and diversity of housing without the need for intrusive indiscriminate widespread infill re-development.

The tenor of the initial new Planning and Design Code in 2020 has been as a transition of existing policy. Over time the move from specific and geo-spatial policy to generic state-wide policy inherently leads to significant change.

Heritage and character policy have evolved over a long period of time resulting in a diversity of approaches and integrity.

The revision aims to consolidate and simplify this key policy area, rather than a suitable spectrum of approaches to suit the most rigorous approaches, ie Unley.

The existing Development Plan and proposed Planning and Design Code status and key policy criteria are outlined below.



Heritage and Character in New Planning System		
	Existing Development Plan	Proposed Planning & Design Code
<b>State Heritage Places</b> 25 places	Heritage Places Act and Register List in Table Un/3 for convenience	Heritage Places Act State Heritage Places Overlay Map and identify places
<b>Local Heritage Places</b> 348 places	Development Act criteria List in Table Un/4 Mapped in Fig Un(Her)/1-10 Demolition on-merit if: <ul style="list-style-type: none"> <li>structurally unsafe or so unsound as to be unreasonably economically rehabilitated</li> </ul>	PDI Act Local Heritage Places Overlay Map and identify places Demolition on-merit if: <ul style="list-style-type: none"> <li>little heritage value (assessed as non-valued)</li> <li>structurally unsound or has public safety issues</li> <li>economically unviable</li> </ul>
<b>Historic (Conservation) Zone</b> 14% of City	Development Plan Zone Full local heritage rigorous identification, process, owner consultation and multiple review. Contributory Items identified in Maps, Tables and Figures. Current designation helps owners and community understanding, clarity and streamlined assessment. Demolition on-merit if: <ul style="list-style-type: none"> <li>structurally unsafe or so unsound as to be unreasonably economically rehabilitated</li> <li>so compromised or altered that there is no reasonable prospect of its original fabric, and characteristic form and key features being revealed</li> </ul>	PDI Act Local Heritage Area Overlay <b><i>Underlying Zone design criteria critical to reinforce patterns</i></b> Contributory Items not individually identified but assessed on generic value to area *.  Demolition by consideration of: <ul style="list-style-type: none"> <li>heritage values of the existing building and contribution to the heritage values of the area</li> <li>proposed replacement dwelling</li> <li>contextual analysis outcomes</li> <li>how well the theme is represented (unclear intent)</li> </ul>
<b>Streetscape (Built Form) Zone</b> 45% of City	Development Plan Zone High-integrity of distinct coherent collective site, frontage and building siting, scale and form patterns. Demolition on-merit if: <ul style="list-style-type: none"> <li>replacement building(s) makes a comparable or more positive contribution - OR</li> <li>structurally unsafe or so unsound as to be unreasonably economically rehabilitated</li> <li>so compromised or altered that there is no reasonable prospect of its original character being revealed</li> <li>discordant form and poor streetscape contribution</li> <li>incongruous with character</li> </ul>	P+D Code Overlay Local Heritage Area Overlay Establishment, status and demolition control justifies Overlay as proposed <b><i>Demolition 'Accepted Development' – no approval required</i></b> New and Replacement buildings subject to Contextual Analysis <b><i>Underlying Zone design criteria critical to reinforce desired patterns</i></b>  <b><i>Given status of demolition control in current Zone it should be included in the Local Heritage Overlay</i></b>

Heritage and Character in New Planning System		
	Existing Development Plan	Proposed Planning & Design Code
<b>Streetscape (Landscape) Zone</b> <b>11% of City</b>	Development Plan Zone High-integrity of distinct coherent collective site, frontage and building siting, scale and form patterns. Demolition on-merit if: <ul style="list-style-type: none"> <li>▪ replacement building(s) makes a comparable or more positive contribution - OR</li> <li>▪ structurally unsafe or so unsound as to be unreasonably economically rehabilitated</li> <li>▪ so compromised or altered that there is no reasonable prospect of its original character being revealed</li> <li>▪ discordant form and poor streetscape contribution</li> <li>▪ incongruous with character</li> </ul>	P+D Code Overlay Character Overlay  Demolition 'Accepted Development' – no approval required  New and Replacement buildings subject to Contextual Analysis

\* Historic (Conservation) Zone and Contributory Items are considered to have “no legislative criteria” and therefore are not to be recognised. In the Unley Development Plan, a statutory policy instrument, both are defined and have clear criteria. The VL&DN DPA 1 pilot model addressed this and also ultimately recommended inclusion of criteria in the Act for a Local Heritage Area, akin to that for a State Heritage Area. Rather than fail to recognise a lack of criteria, in some other examples, the model approach should be supported and, if felt necessary, moves made to properly define criteria in legislation, ie Regulations (currently being drafted) or the Act in time.

The indicated proposition by the State Planning Commission and Minister to support Councils reviewing and elevating Contributory Items to Local Heritage Places via a DPA is a false premise. Following a subsequent query, it has been identified that the proposition was primarily aimed at the 112 items that were located outside of the zone and therefore would not have demolition controls applicable were the status of these items not reviewed.

In terms of items within the zone it would be impractical to attempt to review some existing 1,760 Contributory Items in Unley for Local Heritage Place status given the estimate of undertaking such evaluations is conservatively \$880,000 (based on a conservative \$500 per item) and that justifying necessary individual special and representative examples could not include the large number of the same or similar buildings along streets and across areas that have a collective sum total value, but not necessarily an individual value. Accordingly, it is not practical or warranted to pursue a Local Heritage Places DPA given the substantial cost, scale and length of commitment to process and lack of any likelihood of success, except for possibly a handful of items.

The proposed changes weaken the rigour, clarity and particularly demolition control of the Historic (Conservation) zone, contrary to the first principle of heritage to conserve heritage value, and substantially undermines the Streetscape (Built Form) Zone with no demolition control.

Further, the rigour and criteria of the underlying zone to the overlays need to reinforce the existing desired site and street frontage patterns and building siting, scale, form and features. Contrary lesser criteria will create tension between policy aims and incentivise demolition.

To reflect current status and rigour in the establishment of Unley's Zones, and the spectrum and diversity of heritage versus various character approaches across the State, the first transition to the Code should provide for:

Heritage and Character Policy Spectrum			
Overlay	Local Heritage Area	Local Heritage Area (Local Character Protection Area)	Local Character Management Area
Existing Zone	Historic (Conservation) Zone	Streetscape (Built Form) Zone	Streetscape (Landscape) Zone
Demolition	Demolition protection comprehensive with high thresholds to conserve buildings and heritage values	Demolition control, including replacement to maintain high-integrity	Demolition accepted
Design Criteria	Reinforce heritage values of site and street frontage patterns and building siting, scale, form and features	Reinforce existing site and street frontage patterns and building siting, scale, form and features	Clear parameters to manage positive complementary character patterns of site area, frontage and building design

In the absence of the three-tiered spectrum and comprehensive demolition control for Historic (Conservation) Zone, the Streetscape (Built Form) Zone would satisfy and equate to the proposed Local Heritage Area Overlay criteria, eg demolition control including replacement to maintain high-integrity.

The parallel Heritage Inquiry by the Environment Resources and Development Committee, released on 30 April 2019, is supported as a considered and comprehensive review that provides a sound basis for the approach to heritage places, heritage areas, contributory places and review of character areas. The report can be accessed via the Committees web-site:

<https://www.parliament.sa.gov.au/Committees/Pages/Committees.aspx?CTId=5&CId=339>.



The State Planning Commission and State Government should give due consideration to its recommendations and the transfer of existing policy status and criteria into the first generation of the Code before a subsequent more comprehensive review, debate and audit.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Minister for Planning and State Planning Commission, and Local Members of State Parliament, Hon D Pisoni and Hon J Stinson, be advised of the concerns, and support be requested, regarding ensuring respect and transition of the existing critical status, protection and spectrum of the current Historic (Conservation) Zone, Streetscape (Built Form) Zone and Streetscape (Landscape) Zone and the underlying development design parameters and level of demolition protection into the new Planning and Design Code policy regime.
3. The current status and rigour of Unley's Zones, and the scope and diversity of heritage versus various character approaches across the State, be reflected in the Planning and Design Code by the State Planning Commission developing Overlays for Local Heritage Area, Local Character Protection Area (or as part of Local Heritage Area) and Local Character Management Area as outlined in this report as an appropriate policy transition.
4. The Environment Resources and Development Committee of Parliament be advised that its Heritage Inquiry, released on 30 April 2019, is supported as a sound basis for the future approach to heritage and character. The State Planning Commission and State Government be advised to give serious consideration to its recommendations and a transfer of existing policy status and criteria into the first generation of the Planning and Design Code.

The proposed changes to local heritage and character areas' protection and management under the new Code do not respect and undermine the long-standing and well-developed existing policy and community expectations.

The serious concerns with the lack of status, controls and spectrum of zone options warrants the attention and re-consideration of the State Government and the support of the local State Members of Parliament. To reinforce the existing zones and policy, their importance needs to be reinforced.

The Heritage Inquiry by the Environment Resources and Development Committee of Parliament earlier in 2019 considered these issues and provided a well-considered response. The recommendations should be given further serious consideration as they provide a sound way forward.

Option 2 – Note the proposals and concerns but consider that submissions are not warranted.

The proposals and potential concerns, while noted, are considered to be preliminary with much detail yet to be resolved.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

The new Planning System and new Planning and Design Code is a substantial and significant reform. It has consumed considerable attention and will increasingly require further resources and critical review as it approaches the final key stages of transition of the current Development Plan policy and final implementation by June 2020.

**8.1 Financial/Budget**

- The impending transition of the Development Plan to the new Planning and Design Code by the State Planning Commission warrants investment of resources to positively influence the transition.
- Further, Council may wish to supplement or provide its own comprehensive community engagement at its cost to raise awareness and engender support for a preferred outcome.

**8.2 Legislative/Risk Management**

- The new Planning System and key instruments like the Planning and Design Code and resultant policy will impose considerable new and increased obligations on process and a more generic and simple policy approach that will challenge the assessment task and effort to maintain desired development outcomes.

**8.3 Staffing/Work Plans**

- To undertake the critical and substantial review of the existing policy scope and detail to ensure the effective transition into the new Planning and Design Code will require due priority and investment of resources.
- It is unknown at this stage if additional staff or contract resources will be required beyond the current resources to ensure an adequate focus on the necessary scale and timing of the tasks.

**8.4 Environmental/Social/Economic**

- The generic, different and potentially diminished nature of the new Planning and Design Code Policy may challenge the maintenance and enhancement of the desired local and geo-specific development outcomes, as evident in the simplified and proposed reduced reinforcement of criteria and demolition protection of local heritage, streetscape and character areas.

### **8.5 Stakeholder Engagement**

- The State Planning Commission is responsible for community, stakeholder and practitioner engagement. Whilst suggesting that there has been an effective approach over the past few years and more recently, the reforms do not appear widely appreciated or understood in the community.
- It is trusted that there will be more comprehensive engagement with the community about impending local policy reform and revision. However, for example, it is understood that there is no proposal to communicate directly and write to individual property owners and occupiers about the changes that will inherently arise from generic State-wide zones, standardised design policy and revised simplified approaches, eg heritage and character.
- If Council chooses to supplement public consultation for local community awareness and engagement over the changes there will be significant resource and cost implications.

### **9. REPORT CONSULTATION**

- City Design, City Development
- Development Services, Community Development

### **10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Ben Willsmore	Manager City Design
Claude Malak	General Manager, City Development



## DECISION REPORT

**REPORT TITLE:** KING WILLIAM ROAD UPGRADE - BUSINESS SUPPORT

**ITEM NUMBER:** 4.5

**DATE OF MEETING:** 24 JUNE 2019

**AUTHOR:** PETER TSOKAS

**JOB TITLE:** CHIEF EXECUTIVE OFFICER

**ATTACHMENTS:** NIL

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### 1. **EXECUTIVE SUMMARY**

This report provides information to Council regarding several initiatives being undertaken to support the businesses on King William Road during the construction phase of the Project.

It also seeks a decision from Council regarding a proposal to withhold fines for non-payment of rates in Q1, Q2 and Q3, and allow payment of rates in full by 30 June 2020, as a mechanism to provide some support to landlords/business on King William Road.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. For properties on King William Road, between Park/Mitchell and Union Street, rates payments for the 2019/20 rating period are to be paid in full by no later than 30 June 2020, with no fines incurred if the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> quarter rates are not paid by the respective due dates.

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### 3. **RELEVANT CORE STRATEGIES/POLICIES**

3. Economic Prosperity  
3.2 Thriving main streets and other business activities operate across our City.

### 4. **BACKGROUND**

The current infrastructure and streetscape upgrade of King William Road will contribute to the road once again being a premier destination place for residents and visitors.

Whilst landlords and businesses are supportive of the upgrade and the benefits it will bring to the street in the medium to longer term, there is some apprehension and nervousness about the construction period and the disruption it could cause to existing businesses. Part of this apprehension is due to previous experiences and the length of time taken for project completion when the road was first paved some 35 years ago.

## 5. **DISCUSSION**

### ***Support to Businesses during the construction phase***

Following Council's decision to proceed to tender for the King William Road project, attention was turned to how Council could support businesses during the construction phase. Apart from a strong communication plan to keep traders informed of the project's progress, a range of measures were identified, and are in the process of being implemented to support affected businesses:

- Door mats will be supplied to control mud/dirt entering buildings.
- "Open" signs (to be placed on doors) will be supplied to help raise awareness that "businesses are still operating as normal".
- Fridge magnets with a 24/7 contact number are to be supplied.
- Window cleaning will be undertaken at regular intervals to ensure properties are presentable and displays are prominent.
- Parking plans indicating parking spots/locations will be prepared and provided.
- Side street parking controls are being modified for the construction period to ensure parking is available with a suitable turnover period.
- The road closure in Walter Street has been removed to allow vehicles to access the off-street car park areas off King William Road. The closure will be re-instated once construction has been completed.
- Shuttle bus services are being investigated for the transport of patients to the King William Road Medical Centre during the four-week full road closure.
- Subject to the necessary approvals, agreement has been reached with the owners of the "Brethren site" in Arthur Street to provide some 60 off-street car parking spaces for business owners and staff. This will free up parking spaces on or near King William Road for patrons and shoppers.

These initiatives were discussed with the Small Business Commissioner (Mr John Chapman) in May and June of this year and he was impressed with the community/ business engagement undertaken and was highly complimentary of the efforts Council was taking to support small business during this period of disruption. Mr Chapman also asked if Council could investigate what financial relief could be provided to businesses for a short period of time.

In further discussions, the Commissioner indicated that he was hoping to use the King William Road project as a “model” project in terms of community engagement and business support that could be used by other authorities in the future.

### ***Financial Support***

Subsequently, discussions have occurred around what steps Council could take to financially support businesses over the next six (6) months. This is particularly topical given the new valuations undertaken recently by the State Government which will come into effect as of the 2019/20 financial year.

Whilst rate relief and rebate schemes were considered, it was decided that these were too difficult to administer given the variety of arrangements that landlords have with their tenants regarding who pays the Council rates. There is anecdotal evidence that some landlords have reduced rents for the next six months but there is no evidence to support this and it is unlikely to be on a widespread basis.

In order to provide some support to both landlords and businesses, it is intended that the rates for the 2019/20 rating period are to be paid in full by no later than 30 June 2020. In other words, there would be no fines incurred if the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> quarter rates are not paid by the respective due dates. A letter describing the proposal could be included in the quarterly rates notice for all properties on King William Road between Park/Mitchell and Union Street.

This approach does not result in any lost revenue for Council, but affords a level of financial flexibility to properties directly affected by the construction work.

It should be noted that Council is not obligated to implement any of the initiatives identified above, but given Council’s support to economic development, these would be welcome by the business community. The cost of the initiatives will be covered (and itemised) within the King William Road Project budget.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. For properties on King William Road, between Park/Mitchell and Union Street, rates payments for the 2019/20 rating period are to be paid in full by no later than 30 June 2020, with no fines incurred if the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> quarter rates are not paid by the respective due dates.



This option notes the activities already underway to provide support to businesses during the construction phase of the King William Road project. It also endorses a change to the payment of rates timeframe for properties on King William Road between Park/Mitchell and Union Street, to afford some assistance with potential financial impacts they may encounter during the construction phase.

Option 2 –

1. The report be received.

This option receives the report, which notes activities already underway to provide support to businesses during the construction phase of the King William Road project.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer

## DECISION REPORT

<b>REPORT TITLE:</b>	2019-20 FEES AND CHARGES SCHEDULE
<b>ITEM NUMBER:</b>	4.6
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	TRACY ROMANO
<b>JOB TITLE:</b>	CHIEF FINANCIAL OFFICER
<b>ATTACHMENTS:</b>	1. FEES AND CHARGES REPORT 2019-20

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### 1. **EXECUTIVE SUMMARY**

An annual review of all Council's fees and charges was undertaken as part of the 2019-20 Annual Business Plan and Budget process focusing on the following areas:

- Increasing costs associated with the delivery of Council services.
- Changes currently imposed by Council but not formally recorded in the current schedule.
- Current and new policies of Council that may have an impact on fees and charges.

Generally, this has resulted in proposed fee increases that are in line with CPI where appropriate. In applying an increase, fees in many instances have been rounded to an appropriate amount for ease of application.

In addition, there are a number of activities, including some community programs, where the proposed fee is the same as the current year (2019-20). This has occurred when it is considered that the current fee is comparable to other providers or where it already adequately provides for cost recovery.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The Fees and Charges Schedule for the 2019-20 financial year, as set out in Attachment 1 to this report (Item 4.6, Council Meeting 24/06/2019), be approved to take effect from 1 July 2019.
  3. Staff be authorised to include statutory fees and changes in the Fees and Charges Schedule available for public inspection, subsequent to those being published in the SA Government Gazette.
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### **3. RELEVANT CORE STRATEGIES/POLICIES**

#### 4. Civic Leadership

4.3 Our business systems are effective and transparent.

3.1 *Local Government Act 1999* Section 188.

### **4. BACKGROUND**

Section 188 of the Act provides the legal context for setting fees and charges:

- Fees and charges are determined by resolution of Council.
- A council is unable to fix or vary fees or charges prescribed under other Acts.
- Fees for the use of facilities, services or works requests by council are not required to be set in reference to the cost of the service to council.
- Council is required to keep the list of fees and charges on public display and provide updates where fees and charges are varied during the year.

### **5. DISCUSSION**

Council reviews its fees and charges each year, in conjunction with the development of the annual budget. As in previous years, a comprehensive review has been undertaken to ensure that the fees proposed:

- Reflect (or move progressively toward) the cost of the services given;
- Are comparable with market rates, where appropriate;
- Take into account benefit derived by users;
- Are consistent with Council directions; and
- Are consistent with Council's Long Term Financial Plan assumptions.

Generally, this has resulted in proposed fee increases that are in line with CPI of 2.1%.

*Attachment 1*

In relation to the fees and charges review, the following is highlighted:

There are a number of fees where no increase is proposed for the 2019-20 financial year including printing and copying charges, Goodwood Community Centre carpark hire, compostable bags and liners to name a few. This has occurred where it is considered that:

- The current fee is comparable to other similar service providers;
- Where the existing fee adequately provides for cost recovery; or
- As a result of rounding, it makes sense to increase fees less often than annually.



The review enables Administration to achieve consistency of fees charged across functional areas of Council.

It is proposed that the new fees take effect from 1 July 2019.

A number of the statutory Fees and Charges determined by an Act or Parliament or by Local Government Regulations will not be gazetted until after adoption of the Council set fees and charges.

It is proposed that these statutory fees be added to the Fees and Charges Schedule available for public inspection once they have been gazetted. It is anticipated that this will occur in early July 2019. These fees include but are not limited to: development lodgement; application and referral fees; Freedom of Information Applications; and private parking infringement fees.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Fees and Charges Schedule for the 2019-20 financial year, as set out in Attachment 1 to this report (Item 4.6, Council Meeting 24/06/2019), be approved to take effect from 1 July 2019.
3. Staff be authorised to include statutory fees and changes in the Fees and Charges Schedule available for public inspection, subsequent to those being published in the SA Government Gazette.

This option will result in the proposed fees and charges schedule being adopted.

Option 2 – The Fees and Charges Schedule referred to in Attachment 1 for 2019-20 financial year be approved, subject to the incorporation of the following amendments:

- [insert details of amendment]

To take effect from July 1 2019, or until varied.

This option allows for further amendments to the proposed fees and charges schedule.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- As part of the Council review of fees and charges, consideration is given to ensuring that fees proposed are consistent with Council directions, policy and plans.

**9. REPORT CONSULTATION**

All fees and charges have been proposed through the relevant functional area, reviewed by the appropriate Business Unit Manager and approved by the relevant General Manager.

In addition, the proposed 2019-20 Fees and Charges schedule was provided separately to Members' in May 2019 for their review. There were no inquiries received.

**10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Nicola Tinning	General Manager, Business Support & Innovation





**DRAFT**

Fees & Charges

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City of Unley

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## CITY OF UNLEY

### TOWN HALL – including Kitchen

Council's Hire of Civic and Town Hall policy outlines discounts are available to: not for profit, schools, charities, local residents and local businesses.

#### Full Day and Night

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Monday – Thursday (8am – Midnight)	\$665.00	\$670.00	0.75%	Y
Friday, Saturday(8am– midnight) Sunday (8am-10pm)	\$830.00	\$835.00	0.60%	Y
Hourly Rate – Monday to Thursday	\$45.00	\$45.00	0.00%	Y
Hourly Rate – Friday – Sunday	\$0.00	\$65.00	∞	Y
Bond	\$500.00	\$510.00	2.00%	N
Cleaning Fee (per hour Minimum of 2 hours)		\$70 per hour (2 hour minimum)		Y

### UNLEY COMMUNITY CENTRE

Council's Hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.

#### CONFERENCE ROOM

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Conference Room – hire fee per hr	\$25.00	\$25.00	0.00%	Y

#### MAIN HALL

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Weekend (Up to 8 Hours)	\$285.00	\$285.00	0.00%	Y
Weekend Rate – Per Hour	\$50.00	\$50.00	0.00%	Y
Weekday (Up to 8 Hours)	\$225.00	\$225.00	0.00%	Y
Weekday Rate – Per Hour	\$35.00	\$35.00	0.00%	Y
Bond Standard Function < 80 people	\$200.00	\$200.00	0.00%	N
Bond Large Function > 80 people	\$500.00	\$500.00	0.00%	N

#### Main HALL & KITCHEN

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Weekend (Up to 8 Hours)	\$315.00	\$315.00	0.00%	Y
Weekend Rate per hour	\$60.00	\$60.00	0.00%	Y
Weekday (up to 8 hours)	\$250.00	\$250.00	0.00%	Y
Weekday Rate – per hour	\$40.00	\$40.00	0.00%	Y



**KITCHEN/ DINING ROOM**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekend (up to 8 hours)	\$200.00	\$200.00	0.00%	Y
Weekday (Up to 8 Hours)	\$170.00	\$170.00	0.00%	Y
Any Day Rate – per hour	\$35.00	\$35.00	0.00%	Y

**NORTHERN MEETING ROOM**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Per Hour	\$15.00	\$15.00	0.00%	Y
Half Day	\$35.00	\$35.00	0.00%	Y
Full day	\$70.00	\$70.00	0.00%	Y

**COMPLETE FACILITY**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekend (Up to 8 Hours)	\$485.00	\$485.00	0.00%	Y
Weekend Rate – Per Hour	\$110.00	\$110.00	0.00%	Y
Weekday (Up to 8 Hours)	\$385.00	\$385.00	0.00%	Y
Weekday Rate – Per Hour	\$95.00	\$95.00	0.00%	Y
Stage – per 8 hrs	\$80.00	\$80.00	0.00%	Y
Stage – per hour	\$12.00	\$12.00	0.00%	Y
Meal Service – various from \$3.50 – \$12.00			\$3.50- \$12.00	Y
Photocopying – B&W A4 page	\$0.30	\$0.30	0.00%	Y
Photocopying – B&W A3 page	\$0.40	\$0.40	0.00%	Y
Photocopying – Colour A4 page	\$1.40	\$1.40	0.00%	Y
Photocopying – Colour A3 page	\$1.50	\$1.50	0.00%	Y

**PROGRAMS**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Craft Corner	\$5.00	\$5.00	0.00%	N
Drawing and Sketching	\$7.00	\$8.00	14.29%	Y
Painting with Acrylics	\$7.00	\$8.00	14.29%	Y
Watercolour painting	\$7.00	\$8.00	14.29%	Y
Hand Massage	\$4.00	\$4.00	0.00%	Y
Let's Dance	\$5.00	\$5.00	0.00%	Y
Tai Chi	\$7.00	\$8.00	14.29%	Y
Strength for Life	\$7.00	\$7.00	0.00%	Y



## FULLARTON PARK COMMUNITY CENTRE

Council's Hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.

### General Hire Charges as below:

**Hourly rate** – Minimum 1hr charge - for bookings of 3hrs or fewer, bookings over 3hrs will be charged at the applicable session or day rate.

**Single Session** – a 4hr time period between 8.30am-6pm.

**Evening Session** – begins from 6pm.

**Extra hours** – add up to 2hrs to single or evening sessions, more than 6hrs, the hire fee reverts to a full day rate.

**Full Day rate** – This rate is for any hire of more than 6hrs.

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Reusable Coffee cups – (Keep Cups)	\$8.00	\$8.00	0.00%	Y

## RED ROOM

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Full Day Weekday	\$50.00	\$50.00	0.00%	N
Full Day Weekend	\$125.00	\$125.00	0.00%	N
Hourly rate	\$15.00	\$15.00	0.00%	N
Session Weekday	\$50.00	\$50.00	0.00%	N
Session Weekend	\$70.00	\$70.00	0.00%	N

## HOWARD AND BOARD ROOMS – 30 sq m

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Weekday – Single session	\$85.00	\$85.00	0.00%	Y
Weekday – Double session	\$130.00	\$130.00	0.00%	Y
Weekday – Evening session	\$85.00	\$85.00	0.00%	Y
Weekend – Single session	\$95.00	\$95.00	0.00%	Y
Weekend – Full day session	\$150.00	\$150.00	0.00%	Y
Weekend – Evening session	\$115.00	\$115.00	0.00%	Y
Hourly Rate	\$20.00	\$20.00	0.00%	Y

## COMMUNITY ROOM – 40 sq m

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Weekday – Single session	\$100.00	\$100.00	0.00%	Y
Weekday – Double session	\$165.00	\$165.00	0.00%	Y
Weekday – Evening session	\$100.00	\$100.00	0.00%	Y
Weekend – Single session	\$115.00	\$115.00	0.00%	Y
Weekend – Full day session	\$195.00	\$195.00	0.00%	Y
Weekend – Evening session	\$125.00	\$125.00	0.00%	Y
Hourly Rate	\$25.00	\$25.00	0.00%	Y

**PARKVIEW ROOM – 85 sq m**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekday – Single session	\$155.00	\$155.00	0.00%	Y
Weekday – Double session	\$270.00	\$280.00	3.70%	Y
Weekday – Evening session	\$155.00	\$155.00	0.00%	Y
Weekend – Single session	\$210.00	\$210.00	0.00%	Y
Weekend – Full day session	\$340.00	\$350.00	2.94%	Y
Weekend – Evening session	\$270.00	\$280.00	3.70%	Y
Hourly Rate	\$42.00	\$42.00	0.00%	Y

**LOUNGE, KITCHEN**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekday-Single session	\$350.00	\$360.00	2.86%	Y
Weekday-Double session	\$560.00	\$565.00	0.89%	Y
Weekday – Evening session	\$350.00	\$360.00	2.86%	Y
Weekend-Single session	\$435.00	\$445.00	2.30%	Y
Weekend-Full day session	\$740.00	\$755.00	2.03%	Y
Weekend-Evening session	\$585.00	\$600.00	2.56%	Y
Hourly Rate	\$65.00	\$65.00	0.00%	Y

**BANQUET ROOM – 195 sq m**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekday – Single session	\$335.00	\$340.00	1.49%	Y
Weekday – Double session	\$525.00	\$535.00	1.90%	Y
Weekday – Evening session	\$335.00	\$340.00	1.49%	Y
Weekend – Single session	\$445.00	\$455.00	2.25%	Y
Weekend – Full day session	\$690.00	\$705.00	2.17%	Y
Weekend – Evening session	\$550.00	\$560.00	1.82%	Y
Hourly Rate	\$59.00	\$60.00	1.69%	Y

**BANQUET ROOM & KITCHEN – 195 sq m**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekday-Single session	\$370.00	\$380.00	2.70%	Y
Weekday-Double session	\$600.00	\$610.00	1.67%	Y
Weekday-Evening session	\$375.00	\$380.00	1.33%	Y
Weekend-Single session	\$520.00	\$530.00	1.92%	Y
Weekend-Full day session	\$800.00	\$815.00	1.88%	Y
Weekend-Evening session	\$635.00	\$649.00	2.20%	Y
Hourly Rate	\$66.00	\$67.00	1.52%	Y



**ENTIRE MAIN FUNCTION AREA – 390 sq m**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekday-Single session	\$545.00	\$560.00	2.75%	Y
Weekday-Double session	\$860.00	\$880.00	2.33%	Y
Weekday-Evening session	\$540.00	\$550.00	1.85%	Y
Weekend-Single session	\$715.00	\$730.00	2.10%	Y
Weekend-Full day session	\$1,135.00	\$1,160.00	2.20%	Y
Weekend – Evening session	\$915.00	\$925.00	1.09%	Y
Hourly Rate	\$98.00	\$100.00	2.04%	Y

**WHOLE BUILDING (Hirable space) 575 sq m**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Full Day Session – weekend	\$1,700.00	\$1,740.00	2.35%	Y

**CRAFT STUDIO**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Weekday – per hour	\$13.00	\$13.00	0.00%	Y
Weekday – over 7 hours	\$105.00	\$105.00	0.00%	Y
Weekend – per hour	\$13.00	\$13.00	0.00%	Y
Weekend – over 7 hours	\$105.00	\$105.00	0.00%	Y

**STUDY**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Per day = 8 hours	\$65.00	\$65.00	0.00%	Y
Per half day = 4 hours	\$35.00	\$35.00	0.00%	Y
Per hour	\$10.00	\$10.00	0.00%	Y

**RETREAT**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Per day	\$13.00	\$13.00	0.00%	Y
REIKI CENTRE – per day	\$15.00	\$15.00	0.00%	Y

**GALLERY**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Per Week	\$70.00	\$70.00	0.00%	Y
22% Commission on all sales		22% commission on all sales		N



## CAR PARK

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Hire of front car park	\$158.00	\$160.00	1.27%	Y

## BONDS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Bond All rear	\$500.00	\$500.00	0.00%	N
Bond All Rear High Risk Hirer	\$1,500.00	\$1,500.00	0.00%	N
Bond Lounge /Dining High Risk Hirer	\$1,000.00	\$1,000.00	0.00%	N
Bonds – Red, Study, Howard, Board, Community Rooms	\$100.00	\$100.00	0.00%	N
Bond – Banquet Room	\$300.00	\$300.00	0.00%	N
Bond – Lounge	\$300.00	\$300.00	0.00%	N
Bond – Parkview	\$200.00	\$200.00	0.00%	N

## Additional Set up Time – Relevant Hourly Rate

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Centre run programs			Various	N
Quilting Group and Tuesday Stitchers per person	\$3.00	\$3.00	0.00%	Y
Friday Social Group	\$3.00	\$3.00	0.00%	Y
Mah Jong Group per person	\$3.00	\$3.00	0.00%	Y
English Language Program – Casual	\$4.00	\$4.00	0.00%	Y
English Language Program – Term	\$35.00	\$35.00	0.00%	Y
Photocopying – A4 page	\$0.30	\$0.30	0.00%	Y
Photocopying – A3 page	\$0.40	\$0.40	0.00%	Y
Photocopying – Colour A4 page	\$1.40	\$1.40	0.00%	Y
Photocopying – Colour A3 page	\$1.50	\$1.50	0.00%	Y
Fax – incoming – per page	\$0.70	\$0.70	0.00%	Y
FAX Outgoing Local – per page	\$1.20	\$1.20	0.00%	Y
FAX Outgoing STD – first page	\$2.50	\$2.50	0.00%	Y
FAX Outgoing STD – subsequent pages	\$1.25	\$1.25	0.00%	Y
FAX Outgoing ISD – per page	\$6.30	\$6.30	0.00%	Y
FAX Outgoing ISD – subsequent pages	\$1.25	\$1.25	0.00%	Y

## GOODWOOD COMMUNITY CENTRE

Room Hire fees set by Goodwood Community Services as per Lease and Management Agreement

### Other

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Car Park – hire of front Car Park	\$155.00	\$155.00	0.00%	Y

## ANIMAL MANAGEMENT ACT – Statutory based fees – to be updated when gazetted

### DOG REGISTRATIONS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Non-Standard Dog	\$85.00	\$90.00	5.88%	N
Accredited Assistance Dog			NO FEE	N
Racing Greyhound and Working Livestock Dog	\$17.00	\$18.00	5.88%	N
Standard Dog	\$42.50	\$45.00	5.88%	N
Standard Dog – Trained	\$34.00	\$36.00	5.88%	N
Standard Dog – Concession	\$21.50	\$22.50	4.65%	N
Standard Dog – Trained – Concession	\$17.00	\$18.00	5.88%	N
Standard Dog – Temp Concession	\$21.50	\$22.50	4.65%	N
Standard Dog – Trained – Temp Concession	\$17.00	\$18.00	5.88%	N
Non-Standard Dog – Trained	\$68.00	\$72.00	5.88%	N
Non-Standard Dog – Concession	\$42.50	\$45.00	5.88%	N
Non-Standard Dog – Trained – Concession	\$34.00	\$36.00	5.88%	N
Non-Standard Dog – Temp Concession	\$42.50	\$45.00	5.88%	N
Non-Standard Dog – Trained – Temp Concession	\$34.00	\$36.00	5.88%	N

### ANIMAL MANAGEMENT ACT – Non Statutory

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Fees for seizure and detention	\$60.00	\$60.00	0.00%	N
Impounding Fee	\$150.00	\$155.00	3.33%	N
Daily Holding Fee	\$50.00	\$55.00	10.00%	N
Multi Dog Permit Application Fee	\$56.00	\$57.00	1.79%	N
Multi Dog Permit Variation Application Fee	\$28.00	\$29.00	3.57%	N
Hire Aboistop Collar	\$0.00	\$0.00	∞	Y

### REGISTRATIONS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Business Registration (per dog)(not entitled to rebates)	\$85.00	\$90.00	5.88%	N
Replacement Dog Registration Disc	\$10.00	\$10.00	0.00%	N
Penalty for late Registration	\$10.00	\$10.00	0.00%	N
Percentage rebate for partial year registration			50%	N

### MISCELLANEOUS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Cat Cage Deposit	\$24.00	\$24.00	0.00%	Y
Cat Cage Deposit (Concession)	\$12.00	\$12.00	0.00%	Y

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**MISCELLANEOUS** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Late Return fee per day	\$5.10	\$5.10	0.00%	Y
Replacement (lost or damaged)	\$150.00	\$150.00	0.00%	Y

**FOOD ACT – Non Statutory****EVENTS/ INSPECTIONS****Food Premises – 1 day event at the Showgrounds (per day)**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Mon – Fri 3Hrs	\$175.00	\$180.00	2.86%	Y
Mon – Fri 4Hrs	\$230.00	\$235.00	2.17%	Y
Mon – Fri 5Hrs	\$290.00	\$295.00	1.72%	Y
Mon – Fri 6Hrs	\$340.00	\$350.00	2.94%	Y
Sat/ Sun 3Hrs	\$260.00	\$265.00	1.92%	Y
Sat/ Sun 4Hrs	\$340.00	\$350.00	2.94%	Y
Sat/ Sun 5Hrs	\$440.00	\$450.00	2.27%	Y
Sat/ Sun 6Hrs	\$505.00	\$515.00	1.98%	Y

**Food Premises – large events at the Showgrounds (per day)**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Mon – Fri	\$520.00	\$530.00	1.92%	Y
Sat/ Sun	\$730.00	\$745.00	2.05%	Y

**Other**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Food Premises – Adelaide Show at the Showgrounds (up to 8 days)	\$3,845.00	\$3,925.00	2.08%	Y
Food Premises – charitable/not for profit (ineligible for GST )			No Charge	N
Food Premises – Stalls at fetes, trading tables etc.			No Charge	N
Food Premises – nominal risk (newsagents, chemists)	\$57.00	\$60.00	5.26%	Y
Food Premises – Food transport vehicle with Notification from another Council			No Charge	N

**FOOD SAFETY AUDITS**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
On-Site Audit (including re-audits) per hr	\$164.00	\$167.00	1.83%	Y

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**FOOD SAFETY AUDITS** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Desktop Audit (at Auditors Office) per hr	\$82.00	\$84.00	2.44%	Y
Desktop Audit (on-site) per hr	\$164.00	\$167.00	1.83%	Y
Travel (more than 50km away from Council Offices) per hr	\$82.00	\$84.00	2.44%	Y

**WASTE MANAGEMENT SERVICES**

The following grouped fees are applicable from 1/7/19 to 30/6/20 and are payable to Waste Contractor

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Additional Garbage 140L MGB – domestic/Council/groups	\$155.00	\$160.00	3.23%	Y
Additional Recycling 240L MGB – domestic/Council/groups	\$88.00	\$90.00	2.27%	Y
Additional Green Organics 240L MGB – domestic/Council/ groups	\$88.00	\$90.00	2.27%	Y
Additional Garbage 140L MGB – Kindy/school/childcare	\$155.00	\$160.00	3.23%	Y
Additional Recycling 240L MGB – Kindy/school/childcare (once off fee per bin; restricted to 1 per 100 children (max 5))	\$72.00	\$75.00	4.17%	Y
Additional Recycling 240L MGB – Kindy/school/childcare (in excess of 500 – fee per bin)	\$88.00	\$90.00	2.27%	Y
Additional Green Organics 240L MGB – Kindy/school/childcare	\$88.00	\$90.00	2.27%	Y
Garbage 140L MGB – business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	\$155.00	\$160.00	3.23%	Y
Recycling 240L MGB – business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	\$88.00	\$90.00	2.27%	Y
Green Organics 240L MGB – business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy) subject to demonstrated need.	\$88.00	\$90.00	2.27%	Y
Kitchen Caddy (inc roll of 52 liners & sticker)	\$11.00	\$11.00	0.00%	Y
Roll of 100 Compostable liners	\$8.50	\$8.50	0.00%	Y
Roll of 52 Compostable liners	\$4.50	\$4.50	0.00%	Y
Roll of 75 Compostable Biobag liners	\$6.50	\$6.50	0.00%	Y

**Special Events (240L MGB hire costs)**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Event bins \$195 + \$10.00 per bin		\$195 + \$10.00 per bin		Y
Event bins – missing/ not recovered	\$82.50	\$85.00	3.03%	Y

## Compost / Other

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Compost Bin (two)	\$75.00	\$75.00	0.00%	Y
Compost Bin (each)	\$46.00	\$46.00	0.00%	Y
Collection of Illegal Dumped Rubbish (per hr per staff member)	\$80.00	\$85.00	6.25%	Y
Disposal of Illegally Dumped Rubbish (per cubic metre)	\$100.00	\$110.00	10.00%	Y
Immediate collection of hard refuse(within 5 days) not including mattresses	\$65.00	\$70.00	7.69%	Y

## Waste Services

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Pack of Compostable Dog bags	\$4.50	\$4.50	0.00%	Y
Dog Bags Compostable Biobag	\$4.50	\$4.50	0.00%	Y
Dog bone holder (1) Blue	\$6.50	\$6.50	0.00%	Y
Dog pouch holder (1) Green	\$4.50	\$4.50	0.00%	Y

## TRAFFIC SERVICES

### PAID PARKING

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Boffa Lane Car Park (per 3 hr period)			\$1.00	N
Paid Parking – Business Permits (per hr/per day)			\$1.00/\$4.00	N
Paid Parking(per hr/per day)			\$1.00/\$4.00	N

### VEHICLE IMPOUNDING FEE

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Vehicle Impounding Fee	\$165.00	\$168.00	1.82%	N
Storage fee per day	\$9.00	\$10.00	11.11%	N

### TEMPORARY ROAD CLOSURES

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Street Parties i.e. non-commercial (M-F)			Subject to quote	N
Street Parties i.e. non-commercial (Sat -Sun)			Subject to quote	N
Temporary hoarding on Council Roads			Application Fee: \$61.50, Standard Fee: \$6.10 per m <sup>2</sup> per week (or part thereof)	N
Street Party/ on Street Event – with commercial benefit	\$2,045.00	\$2,045.00	0.00%	N



## Temporary Parking Controls

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Building work, filming, wide loads & works by public authorities – 1st Day	\$63.50	\$63.50	0.00%	N
Rolling Closures at request of Police			FREE	N
Community Facility name signs	\$64.50	\$64.50	0.00%	N
Bin on Street / Skip/ Shipping Container approval (maximum of 7 days)	\$37.00	\$38.00	2.70%	N
Street Parties i.e. non-commercial (Sat)			Subject to quote	N

## Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Within Business Hours	\$68.00	\$68.00	0.00%	N
Within Business hrs – Non Commercial			As per quote	N
After Hours/ Saturday per hr Minimum 3 Hours	\$151.00	\$151.00	0.00%	N
After Hrs / Sunday per hr Minimum 3 hrs	\$128.00	\$128.00	0.00%	N

## RESIDENTIAL PARKING EXEMPTIONS/PERMITS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Resident Parking Permit for 2 years	\$32.00	\$33.00	3.13%	N
Work Zone /Tradesperson permit	\$15.50	\$16.00	3.23%	N
Joint Venture On-Street Car Park Annual Permit	\$557.00	\$568.00	1.97%	N
Replacement Parking Permit / Exemption Label	\$7.00	\$7.50	7.14%	N
Business Parking Permit – per permit per annum	\$60.00	\$60.50	0.83%	Y
Residential Parking Permit in Excess of Policy Entitlements Annual	\$60.00	\$64.00	6.67%	N

## STREET TRADERS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Street Traders – Mobile Street Traders – per month	\$45.00	\$46.00	2.22%	N
Street Trading Table Licence/day	\$7.00	\$7.50	7.14%	N
Street Traders on footway-roadway/yr	\$61.50	\$63.00	2.44%	N
Street Traders-Mobile Street Trader/ Yearly fee	\$450.00	\$459.00	2.00%	N
Street Traders – on-street public events (per day)	\$15.50	\$16.00	3.23%	N



**STREET CAFE and OUTDOOR DINING**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Application fee for Administration (excl Development Application – \$78.75)	\$0.00	\$0.00	∞	N

**Renewed Outdoor Dining Permit – Rental per square metre of public land per week**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Defined retail precincts – with liquor	\$0.95	\$0.95	0.00%	Y
Defined retail precincts – without liquor	\$0.55	\$0.55	0.00%	Y
Other commercial areas – with liquor	\$0.90	\$0.90	0.00%	Y
Other commercial areas – without liquor	\$0.45	\$0.45	0.00%	Y
Residential areas – with liquor	\$0.70	\$0.70	0.00%	Y
Residential areas – without liquor	\$0.40	\$0.40	0.00%	Y

**LODGING HOUSE REGISTRATION****BUSKING**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
BUSKING – fee per day (Permits for Business Purposes Policy S222 LGA)	\$6.70	\$7.00	4.48%	N

**COMMONWEALTH HOME SUPPORT PROGRAM**

Fees are set as per Commonwealth Fund Agreement

all services delivered are required to collect a 10-15% client contribution (minimum) and self funded retirees to pay more than those on a pension

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Domestic Assistance – Full Pensioner per hr	\$15.00	\$15.00	0.00%	N
Domestic Assistance Self Funded Retiree per hr	\$20.00	\$20.00	0.00%	N
Shopping Support – Full Pensioner per hr	\$12.00	\$12.00	0.00%	N
Shopping Support – Self Funded Retiree per hr	\$17.00	\$17.00	0.00%	N
Respite – Full Pensioner per hr	\$12.00	\$12.00	0.00%	N
Respite – Self Funded Retiree per hr	\$17.00	\$17.00	0.00%	N
Spring Clean – Full Pensioner per hr	\$20.00	\$20.00	0.00%	N
Spring Clean Self Funded Retiree per hr	\$25.00	\$25.00	0.00%	N
Handyman Services Full Pensioner per hr + materials	\$15.00	\$15.00	0.00%	N
Handyman Services Self Funded Retiree per hr + materials	\$20.00	\$20.00	0.00%	N
Gutter Clean – Full Pensioner per hr	\$30.00	\$30.00	0.00%	N
Gutter Clean – Self Funded Retiree per hr	\$35.00	\$35.00	0.00%	N
Gardening – Full Pensioner per hr	\$20.00	\$20.00	0.00%	N

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**COMMONWEALTH HOME SUPPORT PROGRAM** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Gardening – Self Funded Retiree per hr	\$25.00	\$25.00	0.00%	N
Window Cleaning Full Pensioner per hr	\$20.00	\$20.00	0.00%	N
Window Cleaning Self Funded Retiree per hr	\$25.00	\$25.00	0.00%	N
Social Activities and Trips – Full Pensioner per trip (Refreshments and activity costs at own expense)	\$5.00	\$5.00	0.00%	N
Social Activities and Trips – Self Funded Retirees per trip (Refreshments and activity costs at own expense)	\$7.00	\$7.00	0.00%	N
Social Support One on One Full Pensioner per hr	\$5.00	\$5.00	0.00%	N
Social Support One on One Self Funded Retiree per hr	\$8.00	\$8.00	0.00%	N
Social Support – Community Harvest – Full Pensioner per delivery	\$10.00	\$10.00	0.00%	N
Social Support – Community Harvest – Self Funded Retiree per delivery	\$13.00	\$13.00	0.00%	N
Meet me Mondays – Full Pensioner per session	\$10.00	\$10.00	0.00%	N
Meet me Mondays – Self Funded Retiree per session	\$15.00	\$15.00	0.00%	N
Volunteer based car service – Full Pensioner per trip (each way)	\$2.00	\$2.00	0.00%	N
Volunteer based car service – Self Funded Retiree per trip (each way)	\$4.00	\$4.00	0.00%	N

**COMMUNITY BUS**

\* Note that Council's Community Transport Policy outlines special conditions under which discounts may apply.

**Special Purpose & Non-Profit Community Group (Charter)**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Per Kilometre	\$1.75	\$1.75	0.00%	Y
Minimum Charge	\$45.00	\$45.00	0.00%	Y
Late Cancellation fee	\$50.00	\$50.00	0.00%	Y

**Other**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Shopping Bus Service (one way fee)	\$1.50	\$1.50	0.00%	N
Community Bus Service – out and about Tours (refreshments & activity costs at own expense)	\$5.00	\$5.00	0.00%	Y



## COMMUNITY FACILITIES – COMMUNITY EVENT COSTS

### COMMUNITY EVENT COSTS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Installation or removal of temporary parking controls and road closures – After hours (M-F) & Saturday (2 staff members / 3 hour call out)	\$0.00	\$410.00	∞	Y
Installation or removal of temporary parking controls and road closures – Sundays and Public Holidays (2 Staff members / 3 hour call out)	\$0.00	\$545.00	∞	Y
Large Scale Event Refundable Bond – Payable for events expecting 1000 or more attendees and/or involves road closures or speed restrictions and/or involves activity that council deems as high risk	\$200.00	\$200.00	0.00%	N
Development of Traffic Management Plan			Subject to Quote	Y
Mandatory advertisement – notification of road closure (Messenger newspaper – standard size)			Subject to Quote	N
Response Crew Assistance eg. delivery of bollards, bunting, line marking, assistance with installation of event infrastructure – After Hours (M-F) & Saturday (one staff member / three hour call out)	\$150.00	\$205.00	36.67%	Y
Response Crew Assistance eg. delivery of bollards, bunting, line marking, assistance with installation of event infrastructure – Sundays & Public Holidays – (one staff member / three hour call out)	\$200.00	\$255.00	27.50%	Y
Powerbox access fee (per powerbox / per day)	\$41.00	\$42.00	2.44%	Y
Additional Toilet Cleaning, hourly rate	\$46.00	\$47.00	2.17%	Y

### TENNIS COURT (HARD COURTS)

**Bookings and fees apply to ongoing bookings. One-off casual users do not need to book.**

\* Note that the front(4) hard court tennis courts at Millswood Tennis Centre are available to Community free of charge. Please book with the manager at the clubhouse.

\* Please contact relevant clubs for access to lawn tennis courts at Sturt, Millswood and Hyde Park lawn tennis clubs

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Seasonal use – max 20 hours or 2 terms	\$200.00	\$205.00	2.50%	Y
Casual Hire during daylight hours until 5.00pm (per hr/ per court)	\$10.00	\$10.50	5.00%	Y
Casual Hire after 5.00pm including lights (per hr/ per court)	\$15.50	\$16.00	3.23%	Y
Casual hire during daylight hours until 5.00pm (per hr/ per court) Regular hirer / Clubs/ Schools	\$7.00	\$7.50	7.14%	Y
Casual hire after 5.00pm including lights (per hr/ per court) Regular hirer/ Clubs/Schools	\$12.00	\$12.50	4.17%	Y
Bond for key to access tennis court lights	\$50.00	\$50.00	0.00%	N

### COMMERCIAL FITNESS GROUPS

Fitness training on community land.

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**COMMERCIAL FITNESS GROUPS** [continued]

\* Annual fee according to group size. Application needs to be made and approval given before payment of any fees.

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
1-4 people (not including fitness trainer)	\$127.50	\$130.00	1.96%	Y
5-10 people (not including fitness trainer)	\$301.00	\$305.00	1.33%	Y
11-20 people (not including fitness trainer)	\$602.00	\$615.05	2.17%	Y

**COMMERCIAL DOG TRAINING IN PARKS**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Standard annual fee regardless of group size	\$556.00	\$570.00	2.52%	Y

**EVENTS IN OPEN SPACES**

Name	Year 18/19 Fee (incl. GST)	Year 19/20		GST
		Fee (incl. GST)	Increase %	
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – External event organiser / per day charge	\$105.00	\$108.00	2.86%	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Ratepayer discount / per day charge	\$53.00	\$54.00	1.89%	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Local Schools and Sporting Groups / per hour charge	\$22.00	\$23.00	4.55%	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Local Schools with Community use agreements			No fee	N
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – External event organiser / per day charge	\$160.00	\$165.00	3.13%	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Ratepayer discount / per day charge	\$82.00	\$85.00	3.66%	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Local Schools and Sporting Groups / per hour charge	\$36.00	\$37.00	2.78%	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Local Schools with Community use agreements			No fee	N

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**EVENTS IN OPEN SPACES** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval – External event organiser / per day charge	\$265.00	\$270.00	1.89%	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval – Ratepayer discount / per day charge	\$133.00	\$135.00	1.50%	Y
One-off Sports booking – sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. (Schools & Sporting Groups) per hr	\$56.00	\$56.00	0.00%	Y
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – City of Unley based clubs	\$158.00	\$158.00	0.00%	Y
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – user groups based outside of Council area	\$521.00	\$521.00	0.00%	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Schools with Community use agreements			No fee	N

**LIBRARIES – GENERAL**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
B & W Photocopying A4 page	\$0.30	\$0.30	0.00%	Y
B & W Photocopying A3 page	\$0.40	\$0.40	0.00%	Y
Colour Photocopying A4 page	\$1.40	\$1.40	0.00%	Y
Colour Photocopying A3 page	\$1.50	\$1.50	0.00%	Y
Overdue Processing Fee	\$5.00	\$5.00	0.00%	Y
Processing fee for lost library material (one card system)	\$5.00	\$5.00	0.00%	Y
Replacement for lost library cards – child	\$2.50	\$2.50	0.00%	Y
Replacement for lost library cards – adult	\$2.50	\$2.50	0.00%	Y
Payment for lost library materials – One Card System states RRP			As per Cost	Y
Inter Library loans – (eg Interstate libraries)			\$16.50 - \$19.80	Y
Miscellaneous Promotional Items			0	N
Renting of glass cases for arts & craft exhibitions & sales by individuals – per week			Gold Coin Donation	Y
Business advertising	\$50.00	\$50.00	0.00%	Y
Special children's programs			Gold coin donation per child	N
Special children's programs – Special performance			Between \$5 - \$10	Y
Special children's programs – Special activity sessions			Between \$5 - \$20	Y
Special adult's programs – Special events				Y

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**LIBRARIES – GENERAL** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Special adult's programs – Special events		Gold coin donation - up to \$20		Y
Special adult's programs – Special workshops		Gold coin donation - up to \$20		Y
Special adult's programs		Gold coin donation per adult		N
Special children's programs – Friends of the Unley Libraries Fundraising events		Gold coin donation - up to \$10		Y

**GOODWOOD LIBRARY****MEETING ROOM**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
per hr = \$10; per Half day (4 hrs) = \$20; per Full day (8 hrs) = \$30	\$0.00	\$0.00	∞	N

**Digital Literacy Classes**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Group Workshops (cost per hour)	\$10.00	\$10.00	0.00%	Y
Tech Help (45 minute support sessions on own device)			Gold Coin	N

**Other – One Lan System – Promotional Material ( Businesses )**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Design of Slide per hr	\$32.00	\$34.00	6.25%	Y
Advertising Space per month	\$50.00	\$50.00	0.00%	Y

**Other – One Lan System – Promotional Material ( Community Groups )**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Design of slide per hour	\$32.00	\$32.00	0.00%	Y
Advertising Space per month	\$10.00	\$10.00	0.00%	Y

**LIBRARIES – UNLEY (CIVIC CENTRE)**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Ear Bud Headphones	\$2.50	\$3.00	20.00%	Y



## LIBRARIES – TOY

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Lost item tags	\$3.00	\$3.00	0.00%	Y
Family per year – together with \$5 discount membership voucher/promotion applied as determined by the Toy Library co-ordinator.	\$45.00	\$50.00	11.11%	Y
Group per year – together with \$5 discount membership voucher/promotion applied as determined by the Toy Library co-ordinator.	\$65.00	\$70.00	7.69%	Y
Concessions -together with \$5 discount membership voucher/promotion applied as determined by the Toy Library co-ordinator.	\$35.00	\$40.00	14.29%	Y
Damaged/Lost Toys – (* Depreciated Value of Toy)			DVOT	N
Temporary Member – Borrowing Fee per loan	\$5.00	\$5.00	0.00%	Y
Missing Pieces			\$3.00 - \$10.00	Y
Overdue processing fee	\$5.00	\$5.00	0.00%	Y
Lost library cards – child	\$2.50	\$2.50	0.00%	Y
Lost library cards – adult	\$2.50	\$2.50	0.00%	Y

## MUSEUM

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
General Research Request	\$11.00	\$11.00	0.00%	Y
Photograph of Unley Oval – SA v England 1903 (unframed)	\$44.00	\$40.00	-9.09%	N
Photographic reproduction – Commercial use	\$110.00	\$110.00	0.00%	Y
Special Events including school holiday program events	\$5.50	\$5.50	0.00%	Y
Whistler's Unley : Then and Now	\$20.00	\$20.00	0.00%	Y
From Cottage to Community Centre	\$6.00	\$6.00	0.00%	Y
A History of Unley and Goodwood	\$6.00	\$6.00	0.00%	Y
Mornington – A Gentleman's Residence	\$6.00	\$6.00	0.00%	Y
Walford's Houses	\$6.00	\$6.00	0.00%	Y
Braested – An English House	\$6.00	\$6.00	0.00%	Y
House History Searches	\$35.00	\$35.00	0.00%	Y
Photographic Scanning and Reproduction (minimum charge)	\$25.00	\$25.00	0.00%	Y
Set of 4 historic images on cards with envelopes – \$1 per card – Set of 4 = \$4				Y

## DAMAGE TO FOOTWAY

### Bitumen

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
1 – 5 square metres			Subject to Quote	Y
6 – 10 square metres			Subject to Quote	Y
11 – 15 square metres			Subject to Quote	Y

continued on next page ...

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**Bitumen** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Greater than 15 square metres			Subject to Quote	Y

**Pavers**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
1 – 5 square metres			Subject to Quote	Y
6 – 10 square metres			Subject to Quote	Y
11 – 15 square metres			Subject to Quote	Y
Greater than 15 square metres			Subject to Quote	Y

**DRIVEWAY**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
TOP DRESS BITUMEN-Per square metre			Subject to Quote	Y

**KERB**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
KERB AND WATER TABLE-Per lineal metre			Subject to Quote	Y

**REINSTATEMENT**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
UNDERGROUND ELECTRICAL REINSTATEMENT			Subject to Quote	Y
Across footpath +			Subject to Quote	Y
Per lineal metre parallel to kerb			Subject to Quote	Y
NATURE STRIPS Per square metre			Subject to Quote	Y

**DISPOSAL OF STORMWATER**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Stormwater Pipe (80mm) per lineal metre			Subject to Quote	Y
Box Gutter per lineal metre			Subject to Quote	Y

**WOODCHIPS/MULCH**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
1 Truck Load (3 tonne/4cubic metres)	\$322.00	\$330.00	2.48%	Y

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**WOODCHIPS/MULCH** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
0.5 Truck Load	\$161.00	\$165.00	2.48%	Y

**BOLLARDS & SIGNS**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
To hire – a sign or bollard per week or part thereof			Subject to quote	Y
To hire – a section of "fencing" per week or part thereof			Subject to Quote	Y

**KING WILLIAM ROAD DRIVEWAYS/ROADWAY – PAVERS**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
1-5 square metres			Subject to Quote	Y
6 – 10 square metres			Subject to Quote	Y
11 – 15 square metres			Subject to Quote	Y
Greater than 15 square metres			Subject to Quote	Y

**APPLICATIONS TO ALTER PUBLIC ROAD**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Authorisation to alter public road	\$54.00	\$55.00	1.85%	N

**TREE WATER WELLS**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Installation of tree wells in verge			Subject to Quote	Y

**BANNERS**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Installation Cost/Banner	\$465.00	\$475.00	2.15%	Y
Hire Cost /site/week – commercial organisation	\$370.00	\$380.00	2.70%	Y



## UNLEY SWIMMING CENTRE

### Admission Costs

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Adult (70-80 years) photo id required	\$2.30	\$2.40	4.35%	Y
Adult (80-90 years) photo ID required	\$1.50	\$1.55	3.33%	Y
Adult (90 – 100 years) photo ID required	\$0.75	\$0.80	6.67%	Y
Adult 100+ ( Free )	\$0.00	\$0.00	∞	N
Adults	\$7.50	\$7.70	2.67%	Y
Children Under 12 months			Free of Charge	N
Children 1 – 4 years	\$4.00	\$4.00	0.00%	Y
Children (5 – 15)	\$6.00	\$6.20	3.33%	Y
Carers for mobility impaired			Free of Charge	N
Family (2 adults + 3 children)	\$24.00	\$25.00	4.17%	Y
Pensions/Unemployed/Health Card Holder	\$6.00	\$6.20	3.33%	Y
Book (10 tickets)	\$60.00	\$62.00	3.33%	Y
Concession Book (10 tickets)	\$50.00	\$52.00	4.00%	Y
Book (30 tickets)	\$155.00	\$160.00	3.23%	Y
Concession Book (30 tickets)	\$130.00	\$135.00	3.85%	Y
Spectators/ Supervising Adults	\$4.00	\$4.00	0.00%	Y
Adult 5 visit pass (available month of May only)	\$30.00	\$31.00	3.33%	Y
Concession 5 visit pass (available month of May only)	\$25.00	\$26.00	4.00%	Y
Concession 5 visit Programs pass (available month of May only)	\$40.00	\$40.00	0.00%	Y
School Groups (per person) invoice rate structured activity	\$4.00	\$4.20	5.00%	Y
School Groups (per person) invoice rate unstructured activity	\$4.50	\$4.70	4.44%	Y
Adult Groups (per person) invoice rate structured activity	\$5.00	\$5.20	4.00%	Y
Adult Groups (per person) invoice rate un-structured activity	\$5.50	\$5.80	5.45%	Y
Adult 5 visit Programs pass (available month of May only)	\$55.00	\$57.50	4.55%	Y

### Learn to Swim

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Block of 10 babies and toddlers	\$155.00	\$165.00	6.45%	Y
Casual babies and toddlers	\$18.50	\$19.00	2.70%	Y
Block of 10 (L1-L7)	\$170.00	\$180.00	5.88%	Y
One on One 1/2 hr	\$40.00	\$45.00	12.50%	Y
One on One 1/2 hr (per lesson) – Multiple Lessons	\$30.00	\$35.00	16.67%	Y
Two on one 1/2 hr – multiple lessons	\$45.00	\$50.00	11.11%	Y
Adult (Block of ten Lessons)	\$170.00	\$180.00	5.88%	Y

## Children Parties – 10 children

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
extra child	\$17.00	\$18.00	5.88%	Y
1				
Childrens Parties – 10 children	\$170.00	\$180.00	5.88%	Y

## Group Fitness Classes

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Casual visit	\$13.00	\$13.00	0.00%	Y
Concession casual visit	\$10.00	\$10.00	0.00%	Y
Season pass holder only	\$7.00	\$7.00	0.00%	Y
10 visit adult	\$115.00	\$115.00	0.00%	Y
10 visit concession	\$80.00	\$80.00	0.00%	Y
10 visit season pass holder	\$70.00	\$70.00	0.00%	Y

## Season Pass

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Adult Season Pass	\$495.00	\$520.00	5.05%	Y
Concession/ Childrens season Pass	\$375.00	\$395.00	5.33%	Y
Family Season Pass (2+3)	\$990.00	\$1,040.00	5.05%	Y

## Hire Charges

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Lane Hire (casual user per hour)	\$30.00	\$30.00	0.00%	Y
Lane Hire (regular user per hour)	\$20.00	\$20.00	0.00%	Y

## Carnival Hire

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Entire Centre (including Junior pools, Centre closed to public) per hr (does not include participant entry fee)	\$200.00	\$250.00	25.00%	Y
Main Pool (8 lanes of main pool, Junior pools open to public) per hour (does not include participant entry fee)	\$180.00	\$220.00	22.22%	Y
Unley Amateur Swimming Club			By negotiation	N
Water Polo (1/2 the main pool + set up fee)	\$120.00	\$150.00	25.00%	Y
Other Groups			By negotiation	N



## DEVELOPMENT SERVICES

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Category 3 Advertising Charge	\$500.00	\$500.00	0.00%	Y
Local Nuisance Exemption Application fee	\$102.00	\$105.00	2.94%	Y

The Nuisance and Litter regulations 6, 1(b) prescribe that Council is to set the fee under the powers of 188 (1)(g) of the L

## COPIES DEVELOPMENT APPLICATION Documents

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Photocopying B&W A4 (per page)	\$0.30	\$0.30	0.00%	N
Photocopying B&W A3 (per page)	\$0.40	\$0.40	0.00%	N
Photocopying Colour A4 (per page)	\$1.40	\$1.40	0.00%	N
Photocopying Colour A3 (per page)	\$1.50	\$1.50	0.00%	N
Fee per A1 black & white copy	\$4.00	\$4.00	0.00%	N
Fee per A2 black and white copy	\$3.50	\$3.50	0.00%	N
Fee per A0 black and white copy	\$6.00	\$6.00	0.00%	N

## COPIES DEVELOPMENT PLAN

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Request to view plans not on notice*			No charge	N
Request to view plans when archived off site*			No charge	N
Certificate of Title (required for planning assessment)*	\$39.00	\$40.00	2.56%	N

Land Services Group advise increase annually

## Development Act 31(3)

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Hard Copy	\$40.00	\$41.00	2.50%	N
Electronic Copy	\$11.00	\$11.00	0.00%	N

## ASSETS AND INFRASTRUCTURE

### ENCROACHMENT PERMIT

#### Application fee

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Application fee	\$54.50	\$55.50	1.83%	N



## Permit Renewal and Cancellation

An Encroachment Permit is valid for 12 months upon approval unless a longer term is approved by an appropriate delegate, and may be cancelled or amended if:

The owner/occupier fails to comply

(If the encroachment is approved, the following fees apply in relation to the issue of a Permit for the first year)

A fee at 50% of the standard rate described in Parts 1 to 6 to encroachments applies as follows:

- Where a property is State or or local heritage listed (or on an interim/provisional list) as contained in the Unley (City) Development Plan or on the State Heritage Register, or contained as a proposed heritage place within a draft Development Plan Amendment; or
- Where the property owner demonstrates that the encroachment was constructed prior to 1945, and/or contributes to the historic character of the building (as determined by Council's Heritage Advisory Service provider).

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Renewal Fee	\$111.50	\$113.50	1.79%	N

### Type of Encroachment – 1

Verandah, cornice, awning, hood, sign (non freestanding), pergola, or covered way projecting from non-residential premises and being used directly for any commercial purpose or activity.

15% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the pediment, cornice, awning, hood, sign, pergola, or covered way, expressed in square metres.

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	\$170.00	2.10%	N

### Type of Encroachment – 2

Any balcony projecting from non-residential premises and being used directly for any commercial purpose or activity.

20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in square metres.\* \*

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	\$170.00	2.10%	N

### Type of Encroachment – 3

Verandah, pediment, cornice, awning, hood, sign, pergola, or covered way projecting from residential premises and being used directly for any commercial purpose or activity

3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the pediment, cornice, awning, hood, sign, pergola, or covered way, expressed in square metres.\* \*

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**Type of Encroachment – 3** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	\$170.00	2.10%	N

**Type of Encroachment – 4**

Any balcony projecting from residential premises (except as in paragraph 5)

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
A one-off fee to be paid by the developer. The fee will be determined by independent valuation based on the value added to the site by the encroachment – Minimum fee : \$100 (adjusted with Adelaide Consumer Price index	\$106.50	\$108.50	1.88%	N

**Type of Encroachment – 5**

Any balcony projecting from premises and being used directly for any commercial purpose or activity

3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in square metres.\* +

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	\$170.00	2.10%	N

**Type of Encroachment – 6**

Any overpass, sky bridge, or other structure, not being a balcony, verandah, pediment, cornice, awning, hood, sign, pergola, or covered way

20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the bridge or other structure expressed in square metres.\* +

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	\$170.00	2.10%	N

**Type of Encroachment – 7**

Any footing or other structure including any tunnel, duct, underpass, lift or escalator pit, lift or escalator footing or lift overrun.

1% above the annualised last published Consumer Price Index for Adelaide of the value of the area on or under the public place occupied by the encroachment.

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**Type of Encroachment – 7** [continued]

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	\$170.00	2.10%	N

**Type of Encroachment – 8**

Signs and/or advertisements which are not in the form of an applied finish to the encroachment (i.e. painted or stencilled)

\$200.00 per square metre of total surface area.\*

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Minimum fee: \$200.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$222.50	\$227.00	2.02%	N

**MISCELLANEOUS ITEMS****Council Documents****Meeting Papers, Minutes and Reports to Council**

Notices, Agendas and Reports and Minutes for meetings of Council, Committees etc (per page)

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Photocopying B&W A4 (per page)	\$0.30	\$0.30	0.00%	N
Photocopying B&W A3 (per page)	\$0.40	\$0.40	0.00%	N

**Register**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Copy Register of Members' Interests (individual return)	\$6.30	\$6.30	0.00%	N
Copy Register of Members' Interests (complete register)	\$36.00	\$36.00	0.00%	N

**Customer Service**

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Year 19/20 Increase %	GST
Photocopying B&W A4 (per page)	\$0.30	\$0.30	0.00%	N
Photocopying B&W A3 (per page)	\$0.40	\$0.40	0.00%	N
Photocopying Colour A4 (per page)	\$1.40	\$1.40	0.00%	N
Photocopying Colour A3 (per page)	\$1.50	\$1.50	0.00%	N

**Voters Roll**

The Voters Roll is available for inspection free of charge by any member of the public (refer S15ss14 of the

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**Voters Roll** [continued]

LGEA 1999), however, a member of the public may not purchase the roll. The costs listed below apply to standing candidates during an election period only

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
House of Assembly and Council Roll (Paper Copy)	\$85.00	\$85.00	0.00%	N
House of Assembly and Council Roll per ward (Paper Copy) (First paper copy is free – see exception below)	\$19.00	\$19.00	0.00%	N

**PHOTOCOPYING OF COUNCIL DOCUMENTS****Council Documents**

Photocopying & copies of Council documents otherwise not listed (including Legislation, By-laws, Code of Practice Procedures at Meetings, Representation Reviews, Policies, Delegations, etc.)

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	GST
Rate Notice reprints – 1st reprint of current year			Free	N
Further copies of prior year rate notice reprints \$10 each	\$10.00	\$10.00	0.00%	N
Photocopying B&W A4 (per page)	\$0.30	\$0.30	0.00%	N
Photocopying B&W A3 (per page)	\$0.40	\$0.40	0.00%	N
Photocopying Colour A4 (per page)	\$1.40	\$1.40	0.00%	N
Photocopying Colour A3 (per page)	\$1.50	\$1.50	0.00%	N
Investigation and Archival Retrieval where information not readily available from current data (per 30 minutes)	\$42.50	\$42.50	0.00%	N
List Property Addresses & Names (Assessment Records) – cost per entry. As per S 174 (2) LG Act 1999	\$3.60	\$3.60	0.00%	N
S. 132 LG Act 1999(By-Laws etc)/page	\$0.30	\$0.30	0.00%	N
Agenda for Council & Standing Comm.per page (Section 91(6) LG Act 1999)	\$0.30	\$0.30	0.00%	N
Policies per page	\$0.30	\$0.30	0.00%	N
Delegations per page (section 44(8) LG Act 1999)	\$0.30	\$0.30	0.00%	N
Council Publications not specified per page	\$0.30	\$0.30	0.00%	N

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1 Truck Load (3 tonne/4cubic metres)	[WOODCHIPS/MULCH]	23
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<b>2</b>		
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<b>5</b>		
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<b>6</b>		
6 – 10 square metres	[Bitumen]	22
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6 – 10 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROADWAY – PAVERS]	24
<b>A</b>		
A History of Unley and Goodwood	[MUSEUM]	22
A one-off fee to be paid by the developer. The fee will be determined by independent valuation based on the value added to the site by the encroachment – Minimum fee : \$100 (adjusted with Adelaide Consumer Price index)	[Type of Encroachment – 4]	29
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Additional Green Organics 240L MGB – Kindy/school/childcare	[WASTE MANAGEMENT SERVICES]	13
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Additional Recycling 240L MGB – Kindy/school/childcare (once off fee per bin; restricted to 1 per 100 children (max 5))	[WASTE MANAGEMENT SERVICES]	13
Additional Toilet Cleaning, hourly rate	[COMMUNITY EVENT COSTS]	18
Adult (70-80 years) photo id required	[Admission Costs]	25
Adult (80-90 years) photo ID required	[Admission Costs]	25
Adult (90 – 100 years) photo ID required	[Admission Costs]	25

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Fee Name	Parent	Page
<b>A [continued]</b>		
Adult (Block of ten Lessons)	[Learn to Swim]	25
Adult 100+ ( Free )	[Admission Costs]	25
Adult 5 visit pass (available month of May only)	[Admission Costs]	25
Adult 5 visit Programs pass (available month of May only)	[Admission Costs]	25
Adult Groups (per person) invoice rate structured activity	[Admission Costs]	25
Adult Groups (per person) invoice rate un-structured activity	[Admission Costs]	25
Adult Season Pass	[Season Pass]	26
Adults	[Admission Costs]	25
Advertising Space per month	[Other – One Lan System – Promotional Material ( Businesses )]	21
Advertising Space per month	[Other – One Lan System – Promotional Material ( Community Groups )]	21
After Hours/ Saturday per hr Minimum 3 Hours	[Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc)]	15
After Hrs / Sunday per hr Minimum 3 hrs	[Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc)]	15
Agenda for Council & Standing Comm.per page (Section 91(6) LG Act 1999)	[Council Documents]	31
Any Day Rate – per hour	[KITCHEN/ DINING ROOM]	6
Application fee	[Application fee]	27
Application fee for Administration (excl Development Application – \$78.75)	[STREET CAFE and OUTDOOR DINING]	16
Authorisation to alter public road	[APPLICATIONS TO ALTER PUBLIC ROAD]	24
<b>B</b>		
B & W Photocopying A3 page	[LIBRARIES – GENERAL]	20
B & W Photocopying A4 page	[LIBRARIES – GENERAL]	20
Bin on Street / Skip/ Shipping Container approval (maximum of 7 days)	[Temporary Parking Controls]	15
Block of 10 (L1-L7)	[Learn to Swim]	25
Block of 10 babies and toddlers	[Learn to Swim]	25
Boffa Lane Car Park (per 3 hr period)	[PAID PARKING]	14
Bond	[Full Day and Night]	5
Bond – Banquet Room	[BONDS]	10
Bond – Lounge	[BONDS]	10
Bond – Parkview	[BONDS]	10
Bond All rear	[BONDS]	10
Bond All Rear High Risk Hirer	[BONDS]	10
Bond for key to access tennis court lights	[TENNIS COURT (HARD COURTS)]	18
Bond Large Function > 80 people	[MAIN HALL]	5
Bond Lounge /Dining High Risk Hirer	[BONDS]	10
Bond Standard Function < 80 people	[MAIN HALL]	5
Bonds – Red, Study, Howard, Board, Community Rooms	[BONDS]	10
Book (10 tickets)	[Admission Costs]	25
Book (30 tickets)	[Admission Costs]	25
Box Gutter per lineal metre	[DISPOSAL OF STORMWATER]	23
Braested – An English House	[MUSEUM]	22
Building work, filming, wide loads & works by public authorities – 1st Day	[Temporary Parking Controls]	15
Business advertising	[LIBRARIES – GENERAL]	20
Business Parking Permit – per permit per annum	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	15
Business Registration (per dog)(not entitled to rebates)	[REGISTRATIONS]	11
BUSKING – fee per day (Permits for Business Purposes Policy S222 LGA)	[BUSKING]	16
<b>C</b>		
Car Park – hire of front Car Park	[Other]	10
continued on next page –		



Fee Name	Parent	Page
<b>C [continued]</b>		
Carers for mobility impaired	[Admission Costs]	25
Casual babies and toddlers	[Learn to Swim]	25
Casual Hire after 5.00pm including lights (per hr/ per court)	[TENNIS COURT (HARD COURTS)]	18
Casual hire after 5.00pm including lights (per hr/ per court) Regular hirer/ Clubs/Schools	[TENNIS COURT (HARD COURTS)]	18
Casual Hire during daylight hours until 5.00pm (per hr/ per court)	[TENNIS COURT (HARD COURTS)]	18
Casual hire during daylight hours until 5.00pm (per hr/ per court) Regular hirer / Clubs/ Schools	[TENNIS COURT (HARD COURTS)]	18
Casual visit	[Group Fitness Classes]	26
Cat Cage Deposit	[MISCELLANEOUS]	11
Cat Cage Deposit (Concession)	[MISCELLANEOUS]	11
Category 3 Advertising Charge	[DEVELOPMENT SERVICES]	27
Centre run programs	[Additional Set up Time – Relevant Hourly Rate]	10
Certificate of Title (required for planning assessment)*	[COPIES DEVELOPMENT PLAN]	27
Children (5 – 15)	[Admission Costs]	25
Children 1 – 4 years	[Admission Costs]	25
Children Under 12 months	[Admission Costs]	25
Childrens Parties – 10 children	[Children Parties – 10 children]	26
Cleaning Fee (per hour Minimum of 2 hours)	[Full Day and Night]	5
Collection of Illegal Dumped Rubbish (per hr per staff member)	[Compost / Other]	14
Colour Photocopying A3 page	[LIBRARIES – GENERAL]	20
Colour Photocopying A4 page	[LIBRARIES – GENERAL]	20
Community Bus Service – out and about Tours (refreshments & activity costs at own expense)	[Other]	17
Community Facility name signs	[Temporary Parking Controls]	15
Compost Bin (each)	[Compost / Other]	14
Compost Bin (two)	[Compost / Other]	14
Concession 5 visit pass (available month of May only)	[Admission Costs]	25
Concession 5 visit Programs pass (available month of May only)	[Admission Costs]	25
Concession Book (10 tickets)	[Admission Costs]	25
Concession Book (30 tickets)	[Admission Costs]	25
Concession casual visit	[Group Fitness Classes]	26
Concession/ Childrens season Pass	[Season Pass]	26
Concessions -together with \$5 discount membership voucher/promotion applied as determined by the Toy Library co-ordinator.	[LIBRARIES – TOY]	22
Conference Room – hire fee per hr	[CONFERENCE ROOM]	5
Copy Register of Members' Interests (complete register)	[Register]	30
Copy Register of Members' Interests (individual return)	[Register]	30
Council Publications not specified per page	[Council Documents]	31
Craft Corner	[PROGRAMS]	6
<b>D</b>		
Daily Holding Fee	[ANIMAL MANAGEMENT ACT – Non Statutory]	11
Damaged/Lost Toys – ( * Depreciated Value of Toy)	[LIBRARIES – TOY]	22
Defined retail precincts – with liquor	[Renewed Outdoor Dining Permit – Rental per square metre of public land per week]	16
Defined retail precincts – without liquor	[Renewed Outdoor Dining Permit – Rental per square metre of public land per week]	16
Delegations per page (section 44(8) LG Act 1999)	[Council Documents]	31
Design of slide per hour	[Other – One Lan System – Promotional Material ( Community Groups )]	21

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Fee Name	Parent	Page
<b>D [continued]</b>		
Design of Slide per hr	[Other – One Lan System – Promotional Material ( Businesses )]	21
Desktop Audit (at Auditors Office) per hr	[FOOD SAFETY AUDITS]	13
Desktop Audit (on-site) per hr	[FOOD SAFETY AUDITS]	13
Development of Traffic Management Plan	[COMMUNITY EVENT COSTS]	18
Disposal of Illegally Dumped Rubbish (per cubic metre)	[Compost / Other]	14
Dog Bags Compostable Biobag	[Waste Services]	14
Dog bone holder (1) Blue	[Waste Services]	14
Dog pouch holder (1) Green	[Waste Services]	14
Domestic Assistance – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Domestic Assistance Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Drawing and Sketching	[PROGRAMS]	6
<b>E</b>		
Ear Bud Headphones	[LIBRARIES – UNLEY (CIVIC CENTRE)]	21
Electronic Copy	[Development Act 31(3)]	27
English Language Program – Casual	[Additional Set up Time – Relevant Hourly Rate]	10
English Language Program – Term	[Additional Set up Time – Relevant Hourly Rate]	10
Entire Centre (including Junior pools, Centre closed to public) per hr (does not include participant entry fee)	[Carnival Hire]	26
Event bins – missing/ not recovered	[Special Events (240L MGB hire costs)]	13
Event bins \$195 + \$10.00 per bin extra child	[Special Events (240L MGB hire costs)] [Children Parties – 10 children]	13 26
<b>F</b>		
Family (2 adults + 3 children)	[Admission Costs]	25
Family per year – together with \$5 discount membership voucher/promotion applied as determined by the Toy Library co-ordinator.	[LIBRARIES – TOY]	22
Family Season Pass (2+3)	[Season Pass]	26
Fax – incoming – per page	[Additional Set up Time – Relevant Hourly Rate]	10
FAX Outgoing ISD – per page	[Additional Set up Time – Relevant Hourly Rate]	10
FAX Outgoing ISD – subsequent pages	[Additional Set up Time – Relevant Hourly Rate]	10
FAX Outgoing Local – per page	[Additional Set up Time – Relevant Hourly Rate]	10
FAX Outgoing STD – first page	[Additional Set up Time – Relevant Hourly Rate]	10
FAX Outgoing STD – subsequent pages	[Additional Set up Time – Relevant Hourly Rate]	10
Fee per A0 black and white copy	[COPIES DEVELOPMENT APPLICATION Documents]	27
Fee per A1 black & white copy	[COPIES DEVELOPMENT APPLICATION Documents]	27
Fee per A2 black and white copy	[COPIES DEVELOPMENT APPLICATION Documents]	27
Fees for seizure and detention	[ANIMAL MANAGEMENT ACT – Non Statutory]	11
Food Premises – Adelaide Show at the Showgrounds (up to 8 days)	[Other]	12
Food Premises – charitable/not for profit (ineligible for GST )	[Other]	12
Food Premises – Food transport vehicle with Notification from another Council	[Other]	12
Food Premises – nominal risk (newsagents, chemists)	[Other]	12
Food Premises – Stalls at fetes, trading tables etc.	[Other]	12
Friday Social Group	[Additional Set up Time – Relevant Hourly Rate]	10
Friday, Saturday(8am– midnight) Sunday (8am-10pm)	[Full Day and Night]	5
From Cottage to Community Centre	[MUSEUM]	22
Full day	[NORTHERN MEETING ROOM]	6
Full Day Session – weekend	[WHOLE BUILDING (Hirable space) 575 sq m]	9
Full Day Weekday	[RED ROOM]	7
Full Day Weekend	[RED ROOM]	7
Further copies of prior year rate notice reprints \$10 each	[Council Documents]	31



Fee Name	Parent	Page
<b>G</b>		
Garbage 140L MGB – business/industrial/commercial for each multiple tenancy on a single assessment (per tenancy)	[WASTE MANAGEMENT SERVICES]	13
Gardening – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Gardening – Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
General Research Request	[MUSEUM]	22
Greater than 15 square metres	[Bitumen]	23
Greater than 15 square metres	[Pavers]	23
Greater than 15 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROADWAY – PAVERS]	24
Green Organics 240L MGB – business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy) subject to demonstrated need.	[WASTE MANAGEMENT SERVICES]	13
Group per year – together with \$5 discount membership voucher/promotion applied as determined by the Toy Library co-ordinator.	[LIBRARIES – TOY]	22
Group Workshops (cost per hour)	[Digital Literacy Classes]	21
Gutter Clean – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Gutter Clean – Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
<b>H</b>		
Half Day	[NORTHERN MEETING ROOM]	6
Hand Massage	[PROGRAMS]	6
Handyman Services Full Pensioner per hr + materials	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Handyman Services Self Funded Retiree per hr + materials	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Hard Copy	[Development Act 31(3)]	27
Hire Aboistop Collar	[ANIMAL MANAGEMENT ACT – Non Statutory]	11
Hire Cost /site/week – commercial organisation	[BANNERS]	24
Hire of front car park	[CAR PARK]	10
Hourly rate	[RED ROOM]	7
Hourly Rate	[HOWARD AND BOARD ROOMS – 30 sq m]	7
Hourly Rate	[COMMUNITY ROOM – 40 sq m]	7
Hourly Rate	[PARKVIEW ROOM – 85 sq m]	8
Hourly Rate	[LOUNGE, KITCHEN]	8
Hourly Rate	[BANQUET ROOM – 195 sq m]	8
Hourly Rate	[BANQUET ROOM & KITCHEN – 195 sq m]	8
Hourly Rate	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Hourly Rate – Friday – Sunday	[Full Day and Night]	5
Hourly Rate – Monday to Thursday	[Full Day and Night]	5
House History Searches	[MUSEUM]	22
House of Assembly and Council Roll (Paper Copy)	[Voters Roll]	31
House of Assembly and Council Roll per ward (Paper Copy) (First paper copy is free – see exception below)	[Voters Roll]	31
<b>I</b>		
Immediate collection of hard refuse(within 5 days) not including mattresses	[Compost / Other]	14
Impounding Fee	[ANIMAL MANAGEMENT ACT – Non Statutory]	11
Installation Cost/Banner	[BANNERS]	24
Installation of tree wells in verge	[TREE WATER WELLS]	24
Installation or removal of temporary parking controls and road closures – After hours (M-F) & Saturday (2 staff members / 3 hour call out)	[COMMUNITY EVENT COSTS]	18
Installation or removal of temporary parking controls and road closures – Sundays and Public Holidays (2 Staff members / 3 hour call out)	[COMMUNITY EVENT COSTS]	18

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Fee Name	Parent	Page
<b>I [continued]</b>		
Inter Library loans – (eg Interstate libraries)	[LIBRARIES – GENERAL]	20
Investigation and Archival Retrieval where information not readily available from current data (per 30 minutes)	[Council Documents]	31
<b>J</b>		
Joint Venture On-Street Car Park Annual Permit	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	15
<b>K</b>		
KERB AND WATER TABLE-Per lineal metre	[KERB]	23
Kitchen Caddy (inc roll of 52 liners & sticker)	[WASTE MANAGEMENT SERVICES]	13
<b>L</b>		
Lane Hire (casual user per hour)	[Hire Charges]	26
Lane Hire (regular user per hour)	[Hire Charges]	26
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval – External event organiser / per day charge	[EVENTS IN OPEN SPACES]	20
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldiers Memorial Gardens, Unley Oval – Ratepayer discount / per day charge	[EVENTS IN OPEN SPACES]	20
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Schools with Community use agreements	[EVENTS IN OPEN SPACES]	20
Large Scale Event Refundable Bond – Payable for events expecting 1000 or more attendees and/or involves road closures or speed restrictions and/or involves activity that council deems as high risk	[COMMUNITY EVENT COSTS]	18
Late Cancellation fee	[Special Purpose & Non-Profit Community Group (Charter)]	17
Late Return fee per day	[MISCELLANEOUS]	12
Let's Dance	[PROGRAMS]	6
List Property Addresses & Names (Assessment Records) – cost per entry. As per S 174 (2) LG Act 1999	[Council Documents]	31
Local Nuisance Exemption Application fee	[DEVELOPMENT SERVICES]	27
Lost item tags	[LIBRARIES – TOY]	22
Lost library cards – adult	[LIBRARIES – TOY]	22
Lost library cards – child	[LIBRARIES – TOY]	22
<b>M</b>		
Mah Jong Group per person	[Additional Set up Time – Relevant Hourly Rate]	10
Main Pool (8 lanes of main pool, Junior pools open to public) per hour (does not include participant entry fee)	[Carnival Hire]	26
Mandatory advertisement – notification of road closure (Messenger newspaper – standard size)	[COMMUNITY EVENT COSTS]	18
Meal Service – various from \$3.50 – \$12.00	[COMPLETE FACILITY]	6

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Fee Name	Parent	Page
<b>M [continued]</b>		
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – External event organiser / per day charge	[EVENTS IN OPEN SPACES]	19
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Local Schools and Sporting Groups / per hour charge	[EVENTS IN OPEN SPACES]	19
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Local Schools with Community use agreements	[EVENTS IN OPEN SPACES]	19
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Ratepayer discount / per day charge	[EVENTS IN OPEN SPACES]	19
Meet me Mondays – Full Pensioner per session	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Meet me Mondays – Self Funded Retiree per session	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Minimum Charge	[Special Purpose & Non-Profit Community Group (Charter)]	17
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 1]	28
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 2]	28
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 3]	29
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 5]	29
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 6]	29
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 7]	30
Minimum fee: \$200.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 8]	30
Miscellaneous Promotional Items	[LIBRARIES – GENERAL]	20
Missing Pieces	[LIBRARIES – TOY]	22
Mon – Fri	[Food Premises – large events at the Showgrounds (per day)]	12
Mon – Fri 3Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
Mon – Fri 4Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
Mon – Fri 5Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
Mon – Fri 6Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
Monday – Thursday (8am – Midnight)	[Full Day and Night]	5
Mornington – A Gentleman's Residence	[MUSEUM]	22
Multi Dog Permit Application Fee	[ANIMAL MANAGEMENT ACT – Non Statutory]	11
Multi Dog Permit Variation Application Fee	[ANIMAL MANAGEMENT ACT – Non Statutory]	11
<b>N</b>		
NATURE STRIPS Per square metre	[REINSTATEMENT]	23
Non-Standard Dog	[DOG REGISTRATIONS]	11
Non-Standard Dog – Concession	[DOG REGISTRATIONS]	11

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Fee Name	Parent	Page
<b>N [continued]</b>		
Non-Standard Dog – Temp Concession	[DOG REGISTRATIONS]	11
Non-Standard Dog – Trained	[DOG REGISTRATIONS]	11
Non-Standard Dog – Trained – Concession	[DOG REGISTRATIONS]	11
Non-Standard Dog – Trained – Temp Concession	[DOG REGISTRATIONS]	11
<b>O</b>		
One on One 1/2 hr	[Learn to Swim]	25
One on One 1/2 hr (per lesson) – Multiple Lessons	[Learn to Swim]	25
One-off Sports booking – sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. (Schools & Sporting Groups) per hr	[EVENTS IN OPEN SPACES]	20
On-Site Audit (including re-audits) per hr	[FOOD SAFETY AUDITS]	12
Other commercial areas – with liquor	[Renewed Outdoor Dining Permit – Rental per square metre of public land per week]	16
Other commercial areas – without liquor	[Renewed Outdoor Dining Permit – Rental per square metre of public land per week]	16
Other Groups	[Carnival Hire]	26
Overdue processing fee	[LIBRARIES – TOY]	22
Overdue Processing Fee	[LIBRARIES – GENERAL]	20
<b>P</b>		
Pack of Compostable Dog bags	[Waste Services]	14
Paid Parking – Business Permits (per hr/per day)	[PAID PARKING]	14
Paid Parking(per hr/per day)	[PAID PARKING]	14
Painting with Acrylics	[PROGRAMS]	6
Payment for lost library materials – One Card System states RRP	[LIBRARIES – GENERAL]	20
Penalty for late Registration	[REGISTRATIONS]	11
Pensions/Unemployed/Health Card Holder Per day	[Admission Costs]	25
Per day = 8 hours	[RETREAT]	9
Per half day = 4 hours	[STUDY]	9
Per hour	[STUDY]	9
Per Hour	[NORTHERN MEETING ROOM]	6
per hr = \$10; per Half day (4 hrs) = \$20; per Full day (8 hrs) = \$30	[MEETING ROOM]	21
Per Kilometre	[Special Purpose & Non-Profit Community Group (Charter)]	17
Per lineal metre parallel to kerb	[REINSTATEMENT]	23
Per Week	[GALLERY]	9
Percentage rebate for partial year registration	[REGISTRATIONS]	11
Photocopying – A3 page	[Additional Set up Time – Relevant Hourly Rate]	10
Photocopying – A4 page	[Additional Set up Time – Relevant Hourly Rate]	10
Photocopying – B&W A3 page	[COMPLETE FACILITY]	6
Photocopying – B&W A4 page	[COMPLETE FACILITY]	6
Photocopying – Colour A3 page	[COMPLETE FACILITY]	6
Photocopying – Colour A3 page	[Additional Set up Time – Relevant Hourly Rate]	10
Photocopying – Colour A4 page	[COMPLETE FACILITY]	6
Photocopying – Colour A4 page	[Additional Set up Time – Relevant Hourly Rate]	10
Photocopying B&W A3 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying B&W A3 (per page)	[Notices, Agendas and Reports and Minutes for meetings of Council, Committees etc (per page)]	30
Photocopying B&W A3 (per page)	[Customer Service]	30
Photocopying B&W A3 (per page)	[Council Documents]	31
Photocopying B&W A4 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying B&W A4 (per page)	[Notices, Agendas and Reports and Minutes for meetings of Council, Committees etc (per page)]	30
Photocopying B&W A4 (per page)	[Customer Service]	30

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Fee Name	Parent	Page
<b>P [continued]</b>		
Photocopying B&W A4 (per page)	[Council Documents]	31
Photocopying Colour A3 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying Colour A3 (per page)	[Customer Service]	30
Photocopying Colour A3 (per page)	[Council Documents]	31
Photocopying Colour A4 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying Colour A4 (per page)	[Customer Service]	30
Photocopying Colour A4 (per page)	[Council Documents]	31
Photograph of Unley Oval – SA v England 1903 (unframed)	[MUSEUM]	22
Photographic reproduction – Commercial use	[MUSEUM]	22
Photographic Scanning and Reproduction (minimum charge)	[MUSEUM]	22
Policies per page	[Council Documents]	31
Powerbox access fee (per powerbox / per day)	[COMMUNITY EVENT COSTS]	18
Processing fee for lost library material (one card system)	[LIBRARIES – GENERAL]	20
<b>Q</b>		
Quilting Group and Tuesday Stitchers per person	[Additional Set up Time – Relevant Hourly Rate]	10
<b>R</b>		
Racing Greyhound and Working Livestock Dog	[DOG REGISTRATIONS]	11
Rate Notice reprints – 1st reprint of current year	[Council Documents]	31
Recycling 240L MGB – business/industrial/commercial for each multiple tenancy on a single assessment (per tenancy)	[WASTE MANAGEMENT SERVICES]	13
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – City of Unley based clubs	[EVENTS IN OPEN SPACES]	20
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – user groups based outside of Council area	[EVENTS IN OPEN SPACES]	20
REIKI CENTRE – per day	[RETREAT]	9
Renewal Fee	[Permit Renewal and Cancellation]	28
Renting of glass cases for arts & craft exhibitions & sales by individuals – per week	[LIBRARIES – GENERAL]	20
Replacement (lost or damaged)	[MISCELLANEOUS]	12
Replacement Dog Registration Disc	[REGISTRATIONS]	11
Replacement for lost library cards – adult	[LIBRARIES – GENERAL]	20
Replacement for lost library cards – child	[LIBRARIES – GENERAL]	20
Replacement Parking Permit / Exemption Label	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	15
Request to view plans not on notice*	[COPIES DEVELOPMENT PLAN]	27
Request to view plans when archived off site*	[COPIES DEVELOPMENT PLAN]	27
Resident Parking Permit for 2 years	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	15
Residential areas – with liquor	[Renewed Outdoor Dining Permit – Rental per square metre of public land per week]	16
Residential areas – without liquor	[Renewed Outdoor Dining Permit – Rental per square metre of public land per week]	16
Residential Parking Permit in Excess of Policy Entitlements Annual	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	15
Respite – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16

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Fee Name	Parent	Page
<b>R [continued]</b>		
Respite – Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Response Crew Assistance eg. delivery of bollards, bunting, line marking, assistance with installation of event infrastructure – After Hours (M-F) & Saturday (one staff member / three hour call out)	[COMMUNITY EVENT COSTS]	18
Response Crew Assistance eg. delivery of bollards, bunting, line marking, assistance with installation of event infrastructure – Sundays & Public Holidays – (one staff member / three hour call out)	[COMMUNITY EVENT COSTS]	18
Reusable Coffee cups – (Keep Cups)	[FULLARTON PARK COMMUNITY CENTRE]	7
Roll of 100 Compostable liners	[WASTE MANAGEMENT SERVICES]	13
Roll of 52 Compostable liners	[WASTE MANAGEMENT SERVICES]	13
Roll of 75 Compostable Biobag liners	[WASTE MANAGEMENT SERVICES]	13
Rolling Closures at request of Police	[Temporary Parking Controls]	15
<b>S</b>		
S.132 LG Act 1999(By-Laws etc)/page	[Council Documents]	31
Sat/ Sun	[Food Premises – large events at the Showgrounds (per day)]	12
Sat/ Sun 3Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
Sat/ Sun 4Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
Sat/ Sun 5Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
Sat/ Sun 6Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	12
School Groups (per person) invoice rate structured activity	[Admission Costs]	25
School Groups (per person) invoice rate unstructured activity	[Admission Costs]	25
Season pass holder only	[Group Fitness Classes]	26
Seasonal use – max 20 hours or 2 terms	[TENNIS COURT (HARD COURTS)]	18
Session Weekday	[RED ROOM]	7
Session Weekend	[RED ROOM]	7
Set of 4 historic images on cards with envelopes – \$1 per card – Set of 4 = \$4	[MUSEUM]	22
Shopping Bus Service (one way fee)	[Other]	17
Shopping Support – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Shopping Support – Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – External event organiser / per day charge	[EVENTS IN OPEN SPACES]	19
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Local Schools and Sporting Groups / per hour charge	[EVENTS IN OPEN SPACES]	19
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Local Schools with Community use agreements	[EVENTS IN OPEN SPACES]	19
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Ratepayer discount / per day charge	[EVENTS IN OPEN SPACES]	19
Social Activities and Trips – Full Pensioner per trip (Refreshments and activity costs at own expense)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17

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Fee Name	Parent	Page
<b>S [continued]</b>		
Social Activities and Trips – Self Funded Retirees per trip (Refreshments and activity costs at own expense)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support – Community Harvest – Full Pensioner per delivery	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support – Community Harvest – Self Funded Retiree per delivery	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support One on One Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support One on One Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Special adult's programs	[LIBRARIES – GENERAL]	21
Special adult's programs – Special events	[LIBRARIES – GENERAL]	21
Special adult's programs – Special workshops	[LIBRARIES – GENERAL]	21
Special children's programs	[LIBRARIES – GENERAL]	20
Special children's programs – Friends of the Unley Libraries Fundraising events	[LIBRARIES – GENERAL]	21
Special children's programs – Special activity sessions	[LIBRARIES – GENERAL]	20
Special children's programs – Special performance	[LIBRARIES – GENERAL]	20
Special Events including school holiday program events	[MUSEUM]	22
Spectators/ Supervising Adults	[Admission Costs]	25
Spring Clean – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Spring Clean Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	16
Stage – per 8 hrs	[COMPLETE FACILITY]	6
Stage – per hour	[COMPLETE FACILITY]	6
Standard annual fee regardless of group size	[COMMERCIAL DOG TRAINING IN PARKS]	19
Standard Dog	[DOG REGISTRATIONS]	11
Standard Dog – Concession	[DOG REGISTRATIONS]	11
Standard Dog – Temp Concession	[DOG REGISTRATIONS]	11
Standard Dog – Trained	[DOG REGISTRATIONS]	11
Standard Dog – Trained – Concession	[DOG REGISTRATIONS]	11
Standard Dog – Trained – Temp Concession	[DOG REGISTRATIONS]	11
Storage fee per day	[VEHICLE IMPOUNDING FEE]	14
Stormwater Pipe (80mm) per lineal metre	[DISPOSAL OF STORMWATER]	23
Street Parties i.e. non-commercial (M-F)	[TEMPORARY ROAD CLOSURES]	14
Street Parties i.e. non-commercial (Sat -Sun)	[TEMPORARY ROAD CLOSURES]	14
Street Parties i.e. non-commercial (Sat)	[Temporary Parking Controls]	15
Street Party/ on Street Event – with commercial benefit	[TEMPORARY ROAD CLOSURES]	14
Street Traders – Mobile Street Traders – per month	[STREET TRADERS]	15
Street Trading Table Licence/day	[STREET TRADERS]	15
Street. Traders – on-street public events (per day)	[STREET TRADERS]	15
Street. Traders on footway-roadway/yr	[STREET TRADERS]	15
Street. Traders-Mobile Street Trader/ Yearly fee	[STREET TRADERS]	15
Strength for Life	[PROGRAMS]	6
<b>T</b>		
Tai Chi	[PROGRAMS]	6
Tech Help (45 minute support sessions on own device)	[Digital Literacy Classes]	21
Temporary hoarding on Council Roads	[TEMPORARY ROAD CLOSURES]	14
Temporary Member – Borrowing Fee per loan	[LIBRARIES – TOY]	22
To hire – a section of "fencing" per week or part thereof	[BOLLARDS & SIGNS]	24
To hire – a sign or bollard per week or part thereof	[BOLLARDS & SIGNS]	24
TOP DRESS BITUMEN-Per square metre	[DRIVEWAY]	23

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Fee Name	Parent	Page
<b>T [continued]</b>		
Travel (more than 50km away from Council Offices) per hr	[FOOD SAFETY AUDITS]	13
Two on one 1/2 hr – multiple lessons	[Learn to Swim]	25
<b>U</b>		
UNDERGROUND ELECTRICAL REINSTATEMENT	[REINSTATEMENT]	23
Unley Amateur Swimming Club	[Carnival Hire]	26
<b>V</b>		
Vehicle Impounding Fee	[VEHICLE IMPOUNDING FEE]	14
Volunteer based car service – Full Pensioner per trip (each way)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Volunteer based car service – Self Funded Retiree per trip (each way)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
<b>W</b>		
Walford's Houses	[MUSEUM]	22
Water Polo (1/2 the main pool + set up fee)	[Carnival Hire]	26
Watercolour painting	[PROGRAMS]	6
Weekday – Double session	[PARKVIEW ROOM – 85 sq m]	8
Weekday – Evening session	[PARKVIEW ROOM – 85 sq m]	8
Weekday – Evening session	[COMMUNITY ROOM – 40 sq m]	7
Weekday – Single session	[PARKVIEW ROOM – 85 sq m]	8
Weekday – Double session	[HOWARD AND BOARD ROOMS – 30 sq m]	7
Weekday – Double session	[COMMUNITY ROOM – 40 sq m]	7
Weekday – Double session	[BANQUET ROOM – 195 sq m]	8
Weekday – Evening session	[HOWARD AND BOARD ROOMS – 30 sq m]	7
Weekday – Evening session	[LOUNGE, KITCHEN]	8
Weekday – Evening session	[BANQUET ROOM – 195 sq m]	8
Weekday – over 7 hours	[CRAFT STUDIO]	9
Weekday – per hour	[CRAFT STUDIO]	9
Weekday – Single session	[HOWARD AND BOARD ROOMS – 30 sq m]	7
Weekday – Single session	[COMMUNITY ROOM – 40 sq m]	7
Weekday – Single session	[BANQUET ROOM – 195 sq m]	8
Weekday (up to 8 hours)	[Main HALL & KITCHEN]	5
Weekday (Up to 8 Hours)	[MAIN HALL]	5
Weekday (Up to 8 Hours)	[KITCHEN/ DINING ROOM]	6
Weekday (Up to 8 Hours)	[COMPLETE FACILITY]	6
Weekday Rate – per hour	[Main HALL & KITCHEN]	5
Weekday Rate – Per Hour	[MAIN HALL]	5
Weekday Rate – Per Hour	[COMPLETE FACILITY]	6
Weekday-Double session	[LOUNGE, KITCHEN]	8
Weekday-Double session	[BANQUET ROOM & KITCHEN – 195 sq m]	8
Weekday-Double session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekday-Evening session	[BANQUET ROOM & KITCHEN – 195 sq m]	8
Weekday-Evening session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekday-Single session	[LOUNGE, KITCHEN]	8
Weekday-Single session	[BANQUET ROOM & KITCHEN – 195 sq m]	8
Weekday-Single session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekend – Evening session	[HOWARD AND BOARD ROOMS – 30 sq m]	7
Weekend – Evening session	[COMMUNITY ROOM – 40 sq m]	7
Weekend – Evening session	[PARKVIEW ROOM – 85 sq m]	8
Weekend – Evening session	[BANQUET ROOM – 195 sq m]	8
Weekend – Evening session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekend – Full day session	[HOWARD AND BOARD ROOMS – 30 sq m]	7
Weekend – Full day session	[COMMUNITY ROOM – 40 sq m]	7
Weekend – Full day session	[PARKVIEW ROOM – 85 sq m]	8
Weekend – Full day session	[BANQUET ROOM – 195 sq m]	8
Weekend – over 7 hours	[CRAFT STUDIO]	9
Weekend – per hour	[CRAFT STUDIO]	9

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Fee Name	Parent	Page
<b>W [continued]</b>		
Weekend – Single session	[HOWARD AND BOARD ROOMS – 30 sq m]	7
Weekend – Single session	[COMMUNITY ROOM – 40 sq m]	7
Weekend – Single session	[PARKVIEW ROOM – 85 sq m]	8
Weekend – Single session	[BANQUET ROOM – 195 sq m]	8
Weekend (up to 8 hours)	[KITCHEN/ DINING ROOM]	6
Weekend (Up to 8 Hours)	[MAIN HALL]	5
Weekend (Up to 8 Hours)	[Main HALL & KITCHEN]	5
Weekend (Up to 8 Hours)	[COMPLETE FACILITY]	6
Weekend Rate – Per Hour	[MAIN HALL]	5
Weekend Rate – Per Hour	[COMPLETE FACILITY]	6
Weekend Rate per hour	[Main HALL & KITCHEN]	5
Weekend-Evening session	[LOUNGE, KITCHEN]	8
Weekend-Evening session	[BANQUET ROOM & KITCHEN – 195 sq m]	8
Weekend-Full day session	[LOUNGE, KITCHEN]	8
Weekend-Full day session	[BANQUET ROOM & KITCHEN – 195 sq m]	8
Weekend-Full day session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekend-Single session	[LOUNGE, KITCHEN]	8
Weekend-Single session	[BANQUET ROOM & KITCHEN – 195 sq m]	8
Weekend-Single session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Whistler's Unley : Then and Now	[MUSEUM]	22
Window Cleaning Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Window Cleaning Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Within Business Hours	[Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc)]	15
Within Business hrs – Non Commercial	[Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc)]	15
Work Zone /Tradesperson permit	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	15

DRAFT

## DECISION REPORT

<b>REPORT TITLE:</b>	2019-20 ANNUAL BUSINESS PLAN AND BUDGET ADOPTION
<b>ITEM NUMBER:</b>	4.7
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	TRACY ROMANO
<b>JOB TITLE:</b>	CHIEF FINANCIAL OFFICER
<b>ATTACHMENTS:</b>	1. 2019-20 ANNUAL BUSINESS PLAN

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### 1. EXECUTIVE SUMMARY

The purpose of this report is to present to Council the resolutions necessary to formally adopt the 2019-20 Annual Business Plan and Budget and to declare the rates to be charged.

Council has reviewed feedback from the consultation process at the final workshop held 3 June before finalising the 2019-20 Annual Business Plan and Budget for adoption.

The following key items were raised during consultation and have been noted but not included within the 2019-20 Budget.

- Tennis SA (lease holder until June 2021), a request for court resurfacing and lighting upgrade at Millswood Tennis Centre.
- Hyde Park Croquet Club, a request for a contribution towards a lighting upgrade.
- Unley Road Traders, concern over the allocation of event sponsorship.
- Living Choice (residents) request for the introduction of a Discretionary Waste Rate Rebate.

In summary, the 2019-20 Annual Business Plan and Budget presented for adoption is as follows:

- A general rate increase of 2.1%;
- Projected funding surplus (before Operating Projects of \$1.00m and accounting for Centennial Park) of \$3.87M;
- Operating Projects of \$1.00M (net);
- Capital Replacement of \$4.16M (net). A funding reallocation of \$2.85M has been directed to the King William Road Streetscape project for the asset renewal aspects of the project;
- New Capital of \$17.45M (net);
- New borrowings for new capital of \$11.37M; and
- Maintaining all existing services.



Council has not included the City of Unley's equity share of Centennial Park's estimated operating loss of \$402k for 2019-20. This loss relates to the new revenue standards, recognising Deferred Interment Right (IR) Revenue. Whilst there will be no change to the cash position, this will result in a recognition in the Statement of Comprehensive Income.

This does not impact Council's proposed rate increase.

Expenditure reductions, increased rates revenue and assessment of services delivered by Council, have all been considered in setting the proposed budget for adoption.

## **2. RECOMMENDATION**

That:

1. The report be received.
2. That the following formal resolutions 1 to 7 be adopted separately and in the following order:
  - 2.1 Adoption of the 2019-20 Annual Business Plan and Budget.
  - 2.2 Adoption of Valuations.
  - 2.3 Declaration of General Rates.
  - 2.4 Minimum Amount (General Rates)
  - 2.5 Maximum Increase (General Rates)
  - 2.6 Declaration of Separate Rates.
  - 2.7 Payment of Rates.

### **2.1 Adoption of the 2019-20 Annual Business Plan and Budget**

MOVED:

SECONDED:

- (a) That pursuant to the provisions of Section 123 of the *Local Government Act 1999* and regulations 6 and 7 of the *Local Government (Financial Management) Regulations 2011* and having considered all prescribed matters as per Attachment 1 to Item 4.7, Council Meeting 24/06/2019 – the Council adopts, firstly, the 2019-20 Annual Business Plan and secondly, the 2019-20 Budget.

*Attachment 1*

### **2.2 Adoption of Valuations**

MOVED:

SECONDED:

That in accordance with Section 167(2)(a) of the *Local Government Act 1999*, the capital values provided by the Valuer-General for rating purposes in relation to the Council area and totalled below, be adopted for the year ending 30 June 2020.

Rateable Assessed Capital Values	\$14,905,420,279
Non Rateable	\$353,898,781
Total Assessed Capital Value as reconciled with the Valuer-General at 9 June 2019	\$15,259,319,060

### 2.3 Declaration of General Rates

MOVED:

SECONDED:

That for the year ending 30 June 2019 the Council declares differential general rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 153 (1)(b) and 156(1)(a) of the *Local Government Act, 1999* and regulation 14(1) of the *Local Government (General) Regulations 2013* and otherwise resolves as follows:

- (a) In respect to land with a land use of **Residential**, a differential general rate in the dollar of 0.002407.
- (b) In respect to land with a land use of **Commercial Shop, Industry Light, Industry – Other, Primary Production, Vacant Land or Other**, a differential general rate in the dollar of 0.004764.
- (c) In respect to land with a land use of **Commercial Office or Commercial Other**, a differential general rate in the dollar of 0.005638.

### 2.4 Minimum Amount (General Rates)

MOVED:

SECONDED:

That for the year ending 30 June 2020 a minimum fixed amount of \$850 shall be payable by way of general rates, on each piece of rateable land within the Council area, pursuant to Section 158(1)(a) of the *Local Government Act 1999*.

### 2.5 Maximum Increase (General Rates)

MOVED:

SECONDED:

That for the year ending 30 June 2020 pursuant to Section 153(3) of the *Local Government Act 1999* the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

## 2.6 Declaration of Separate Rates

That for the year ending 30 June 2020 the Council declares differential separate rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 154 and 156(1)(a) of the Local Government Act, 1999 and regulation 14(1) of the Local Government (General) Regulations 2013 and otherwise individually resolves as follows :

MOVED:

SECONDED:

- (a) A rate in the dollar of 0.00009500 on all land within the area of the **Adelaide and Mount Lofty Ranges Natural Resources Management Board** to reimburse the Council the amount contributed to the Board of \$1,391,241 in accordance with Section 95 of the Natural Resources Management Act 2004.

MOVED:

SECONDED:

- (b) A rate in the dollar of 0.0003442, capped at \$2,000, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along the entirety of Unley Road, to raise \$113,395 for use by the **Unley Road Association Inc.** to fund a marketing program for the financial year ending 30 June 2020.

MOVED:

SECONDED:

- (c) A rate in the dollar of 0.001252, capped at \$2,000, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south, to raise \$57,225 for use by the **Goodwood Road Business Association** to fund a marketing program for the financial year ending 30 June 2020.

MOVED:

SECONDED:

- (d) A rate in the dollar of 0.002006, capped at \$2,000, in respect of land with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road, to raise \$147,400 for use by the **King William Road Traders' Association Inc** to fund a marketing program for the financial year ending 30 June 2020.



MOVED:

SECONDED:

- (e) A rate based upon a fixed charge of \$250 on land with a land use of Commercial Shop, Commercial Office and Commercial Other with addresses along Fullarton Road situated between Cross Road and Fisher Street to raise \$13,000 for use by the **Fullarton Road South Traders Association Inc.** to fund a marketing program for the financial year ending 30 June 2020.

## **2.7 Payment of Rates**

MOVED:

SECONDED:

That for the fiscal year ending 30 June 2020, all rates declared and imposed shall, pursuant to Section 181(1) and 181(2) and subject to Section 181(4)(b) of the *Local Government Act, 1999*, fall due in a single instalment on 1 September 2019 or four equal or approximately equal instalments on 1 September 2019, 1 December 2019, 1 March 2020 and 1 June 2020.

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### **3. RELEVANT CORE STRATEGIES/POLICIES**

#### 4. Civic Leadership

4.3 Our business systems are effective and transparent.

### **4. DISCUSSION**

The programs and resource expenditure forecasts reflected in the proposed 2019-20 Annual Business Plan and Budget have been set in accordance with statutory requirements and provide accountability to the community in achieving Council's goals and objectives as detailed in our Budget Framework, Appendix 3 of the 2019-20 Annual Business Plan and Budget document (Attachment 1 Item 4.7, Council Meeting 24/06/2019).

*Attachment 1*

#### ***Annual Business Plan and Budget Overview***

The Annual Business Plan and Budget presented in this report have been developed through a process of consultation and review with Elected Members and Council Officers. They reflect consultation with the Community with regard to the delivery of Council's service levels and projects. The budget is financially responsible and maintains financial sustainability.

## ***Community Engagement***

Community consultation on the 2019-20 Draft Annual Business Plan occurred between 1 May 2019 and 29 May 2019 and included:

- Submissions received via *Your Say Unley*, Council's PO Box 1 email facility or in writing; and
- Public meetings held on 27 May at the Fullarton Park Community Centre and the Unley Civic Centre and on 28 May at the Goodwood Library and Clarence Park Community Centre.

In summary, public consultation generated:

- 230 "visits" on Your Say Unley.
- 27 attendees at the 4 public meetings.
- 30 interest groups were sent correspondence.
- 16 survey responses and 5 responses by letter/email.

General feedback was received on the following items:

- Support of environmental projects.
- Positive feedback about the LATM study for Clarence Park.
- Allocation of funds to King William Road Streetscape Project.
- Expenditure on events, specifically the Unley Gourmet Gala.
- The level of service provided for footways.

The following specific requests were received and have been noted, but have not been included within the 2019-20 Budget.

- Tennis SA (lease holder until June 2021), a request for court resurfacing and lighting upgrade at Millswood Tennis Centre. Clarification will be sought on the scope of the work before further consideration is given.
- Hyde Park Croquet Club, a request for a contribution towards a lighting upgrade. Council will wait for formal notification that external government funding is to be received.
- Unley Road Traders, concern over the allocation of event sponsorship. The allocation of funding will be provided as per the Draft Annual Business Plan and Budget.
- Living Choice (residents), request for the introduction of a Discretionary Waste Rate Rebate. Council did not wish to introduce a discretionary rebate of this nature.

All respondents have received an acknowledgement of their participation in the feedback process. Where an action/concern or complaint has been raised, the relevant General Manager has been advised so that they are able to provide further follow up. Elected Members will be provided with an update as to the progress of the actions.

## **2019-20 Budget Overview**

The Draft Operating Surplus for community consultation (before accounting for Centennial Park) of \$2.48M, has decreased by \$38K because of an adjustment to the Brownhill Keswick Creek Subsidiary operating costs.

The projected income is sufficient to meet the projected operating expenses as well as the scheduled principal repayments for the 2019-20 year.

Council has adopted the financial targets indicated below (targets do not include Centennial Park).

	<b>2019-20 Budget</b>	<b>Adopted Target</b>
Operating Surplus Ratio (excluding Centennial Park)	5.0%	>=5%
Net Financial Liabilities Ratio	67%	<80%
Asset Sustainability Ratio	52%	>=100%

\* The Asset Sustainability Ratio is 88% with the reallocation of \$2.85M for the King William Road Streetscape Project.

All financial targets above are achieved.

The 2019-20 Budget includes the following features:

- A general rate increase of 2.1%;
- Projected funding surplus (before Operating Projects of \$1.00M and accounting for Centennial Park) of \$3.87M;
- Operating Projects of \$1.00M (net);
- Capital Replacement of \$4.16M (net);
- New Capital of \$17.45M (net);
- New borrowings for new capital of \$11.37M, and
- Maintaining all existing services.

### Operating Projects

Operating projects are either one-off, short term projects, or a request to change the level of service. A request to change the level of service will impact future budgets.

These projects are to be funded by Council's rates income and therefore affect rate increases being considered. The net amount for operating projects for 2019-20 is \$1.00M.



Key items for 2019-20 include:

- Continuation of ongoing environmental initiatives and programs including:
  - accelerated tree planting program, \$160K
  - second generation street tree implementation, \$75K
  - greening of verges, \$75K
  - street tree water well installation, \$40K
  - city-wide street tree risk audit and works, \$25K
  - living with trees program, \$25K
- Activities in the order of \$428K, that showcase the City of Unley including:
  - Unley Gourmet Gala
  - Tour Down Under Stage Start
  - King William, Goodwood, Fullarton and Unley Road events
  - annual community events program and related activities.

### New Capital

Key New Capital projects of \$17.45M include:

- King William Road Streetscape, \$12.55M (a multiyear project);
- Unley Oval Stage 2 Grandstand upgrade, \$1.20M (Council's contribution);
- Goodwood Oval Grandstand, \$950K (Council's contribution to a multi-year project);
- Council's Brown Hill Keswick Creek project contribution, \$1.12M;
- Wilberforce Walk, \$800K;
- Implementation of the high priority recommendations of local area traffic management study for Clarence Park and Millswood, \$215K;
- Living shared streets, \$70K; and
- Pocket parks, \$70K.

New capital expenditure may not significantly impact rates in the year of creation but will affect the rates income in the future. As we build new assets or improve old assets the cost of depreciation, maintenance and interest expense increases. New capital is largely funded by borrowings; however, Council seeks to obtain, where possible, grants to help fund these new assets.

Council will require additional funds of \$11.37M in borrowings. The decision on the type of borrowing and interest rate arrangements shall take into account future cash flow implications of the Long Term Financial Plan, intergenerational equity and the cost of debt at the time the borrowing is made, giving due regard to minimising exposure to interest rate movements.

This will result in total estimated borrowings at 30 June 2020 of **\$17.95M**.

Council also noted additional requests for capital contributions from a number of budget submissions as part of the consultation process, including:

- Tennis SA (lease holder till June 2021) for court resurfacing and lighting upgrade at Millswood Tennis Centre, \$100K.
- Hyde Park Croquet Club, Lighting upgrade \$10K.

More information and detailed costings are required for these projects to be further considered during the 2019-20 financial year, as funding these projects is likely to involve additional borrowings.

### Capital Renewal

The proposed Capital Renewal Program, \$4.16M (net) has been based on current asset information and asset management plans. This results in an Asset Sustainability Ratio for 2019-20 of 54% compared to depreciation. The program includes the following:

- \$186K for drains and storm water;
- \$877K for the Property Program; and
- \$493K for reserves, recreation and open space projects.

A funding reallocation of \$2.85M has been directed to the King William Road Streetscape project for the asset renewal aspects of the project, adjusting the Asset Sustainability Ratio from 88% to 52%.

### ***Budget Framework***

The income and expenditure forecasts in the Annual Business Plan and Budget for the financial year ending 30 June 2020, have been set at a level that meets statutory requirements and provides accountability to the community to achieve the Council's goals and objectives. Council's Budget Framework is detailed at Appendix 3 of Attachment 1 2019-20 Annual Business Plan and Budget.

### ***Rating Information***

During the community consultation phase of the budget development, the Council communicated its intention to increase general rates by 2.1%. Together with rate growth of 0.5%, this results in the estimated total general rates revenue for 2019-20 of \$42.4M net of rebates.

The minimum rate will increase from \$805 to \$850.

### ***Differential Separate Rates***

Council proposes to continue to raise a differential separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and passes the funds onto the Trader Associations for marketing and promotion purposes.

This funding will be distributed as follows:

<b>Main Street Trader Association</b>	<b>\$</b>
Unley Road	113,395
Goodwood Road	57,225
King William Road	147,400
Fullarton Road	13,000

In 2016-17, Council also adopted a recommendation from UBED to cap the separate rate at \$2000. This principle continues for 2019-20.

### ***Natural Resource Management Levy***

The *Natural Resources Management Act 2004* imposes the duty on councils to charge a levy, as though it were a separate rate under Chapter 10 of the *Local Government Act 1999*, on rateable land in the Adelaide and Mount Lofty Ranges Natural Resources Management Area. Such a rate must be fixed and calculated so as to raise the same amount as the Council's share to be contributed to the Board (taking into account any rebates/remissions in Division 5, Chapter 10).

The amount to be contributed to the Adelaide and Mount Lofty Ranges Natural Resources Management Board (NRM Board) for 2019-20 will be \$1.39M. This represents an increase of 4.0% over the contribution for the previous financial year. Council will provide suitable information to residents explaining Council's role as an agent for the NRM Board in the collection of this levy.

### ***City Wide Revaluation Impact***

In accordance with the *Valuation of Land Act 1971*, each year, the site and capital values for every property in South Australia are reviewed by the Office of the Valuer-General. These values are provided to statutory authorities to form the basis of property related council rates, water rates, emergency services levy and land tax (where applicable).

As part of the 2019-20 General Valuation, the Office of the Valuer General have commenced a state-wide Revaluation Initiative to improve data quality and consider the relativity between, property classifications, market groups and transparency in inner Metropolitan Adelaide. A revaluation program of this magnitude has not occurred for over 20 years, and several factors over time have influenced the accuracy and relativity of the Valuation Roll.

The City Of Unley was selected to be revalued for the 2019-20 rating period under the Valuer General Revaluation Initiative, the total value of rateable properties in Unley has increased to \$14.905 billion which is an increase of 5.03% compared to last year. Split between a capital value valuation increase of 4.99% and new growth of 0.72%.



The Valuer-General has released South Australian property values for 2019-20, showing a buoyant property market across the state. As a revaluation program of this magnitude has not occurred for over 20 years, the impact of this initiative on ratepayers will vary. Further analysis of the valuation change is more notable in the classifications of Commercial Other, Commercial Shop and Industry in the main precinct areas of Greenhill, Unley, King William and Goodwood Roads.

There are about 250 property owners that are significantly affected by this initiative, where their values have increased by more than 15%, they will be informed by the Valuer General by letter. This letter will provide instruction on how a property owner may object to the new value.

Further to this, Council will also write to property owners significantly affected by the change in value whereby their rates will increase more than 15% for the 2019-20 rating period.

The change in the rate in the dollar for the three differential general rate categories (Residential, Commercial Shop, et al and Commercial Office/Other) is provided in the following table:

	Residential	Commercial Shop, et.al	Commercial Office/Other
	Category 1	Category 2	Category 3
2016-17	0.002586	0.005101	0.006043
2017-18	0.002540	0.005060	0.005998
2018-19	0.002459	0.004959	0.005968
2019-20	0.002407	0.004764	0.5638

The 2019-20 Annual Business Plan and Budget is provided for Members' information as Attachment 1 to Item 4.7, Council Meeting 24/06/2019.

## 5. **ANALYSIS OF OPTIONS**

Option 1 – Adopt the proposed 2019-20 Annual Business Plan and Budget in the format of the seven resolutions.

Budget highlights being but not limited to:

Operating Surplus (excluding Centennial Park) of	\$ 2.87M
Net New Operating Projects of	\$ 1.00M
Net Replacement Capital Works of	\$ 4.16M
Net New Capital Corks of	\$ 17.45M
Additional Funding through New Borrowings	\$ 11.37M

The budget is financially responsible, maintains financial sustainability and delivers value for the community.

Option 2 – Council amends the proposed 2019-20 Annual Business Plan and Budget prior to adoption. Any changes to the Annual Business Plan at this late stage may delay the adoption of the Budget as recalculations and amendments to the proposed rates will need to be undertaken.

If there is a delay in the adoption process, there may be an impact on the services delivered. The budget is a plan and Council has the opportunity to make changes to it at any of the legislated Budget Reviews that will occur in the coming financial year. These legislated Budget Reviews are designed to consider any changes that come to light that may impact the estimated year end result.

Furthermore it may be necessary in light of any late changes to the Budget, to revisit the Annual Business Plan.

## **6. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **7. POLICY IMPLICATIONS**

Adoption of the 2019-20 Annual Business Plan and Budget will ensure the delivery of services that contribute toward the achievement of the Council's agreed Community Plan 2033.

The 2019-20 Annual Business Plan and Budget is financially responsible and aims to deliver a well-managed, financially sustainable result for current and future generations of residents, businesses and other ratepayers.

### **7.1 Legislative/Risk Management**

- Local Government Act 1999 Sections 123, 153, 154, 156, 158 and 181.
- Local Government (Financial Management) Regulations 2011 Regulation 6 and 7.
- Local Government (General) Regulations 2013, Regulation 14(1).
- Natural Resources Management Act 2004, Section 95, Division 5, Chapter 10.

### **7.2 Stakeholder Engagement**

- Community Consultation of the 2019-20 Draft Annual Business Plan and Budget occurred between 1 May and 29 May 2019.

- The methodology for engagement listed below enabled Council to meet its requirements under the Act:
  - Advertising in the Eastern Courier Messenger
  - Online consultation via Your Say Unley
  - Development of a video for social media website

## 8. **REPORT CONSULTATION**

The budget build for operating income, expenditure, operating projects, new capital and capital replacement programs was developed by the relevant Business Unit Manager, and approved by the relevant General Manager.

In addition, three budget workshops were held with Elected Members as part of developing and finalising Council's 2019-20 Annual Business Plan and Budget. These workshops allowed Elected Members to prioritise, refine and discuss projects and services and the corresponding funding of such through rates, fees and charges and borrowings.

## 9. **REPORT AUTHORISERS**

Name	Title
Nicola Tinning	General Manager, Business Support & Innovation





# 2019-20 ANNUAL BUSINESS PLAN & BUDGET

THE CITY of  
*Unley*



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## Background

Under Section 123 of the *Local Government Act 1999*, Council is required to have a budget for each financial year. This budget must be considered as part of the Council's Annual Business Plan.

Before a council adopts its Annual Business Plan it must prepare a draft Annual Business Plan and undertake a public consultation process. The consultation for this plan was undertaken between 1 May and 29 May 2019 with public meetings held on the 27 May and 28 May at various locations across the city.

All feedback collected during this period was distributed to, and discussed by, the Elected Members, and taken into account in finalising the 2019-20 Annual Business Plan and Budget.

## How Council measures its performance

Council measures its achievements and financial performance through the following processes:

- Regular financial reporting to Executive and Council
- Quarterly corporate performance report to Executive and Council
- Budget Reviews in accordance with legislation
- Annual review of the Long-Term Financial Plan
- Review and input from Council's Audit and Governance Committee
- Production of an Annual Report including audited financial statements
- Community Engagement.

## Strategies behind the Annual Business Plan

The purpose of the Annual Business Plan is to impart an understanding of:

- Annual objectives for the year in the context of Council's long-term objectives
- Overview of the activities and services provided by Council
- Key financial information relating to revenue and expenditure
- Proposed new initiatives and projects
- Rating context and impact of rates for 2019-20, and
- Council's Financial Planning Framework including Long-Term Financial Plan and Asset Management Plans.

## Executive Summary

The Annual Business Plan for 2019-20 has been prepared in accordance with the priorities of Unley's draft Community Plan and 4 Year Delivery Plan, while ensuring the financial targets adopted by Council are met.

Key financial information for 2019-20 is summarised below.

General Rate Increase	2.1%
Rates Growth (new rateable properties and improvements)	0.5%

<b>Budget Summary</b>	<b>\$'000</b>
General Rates Income	42,366
All Other Operating Income	6,929
<b>Total Operating Income</b>	<b>49,296</b>
Operating Expenses	45,429
New Operating Project Initiatives (Net)	1,000
<b>Operating Surplus (excluding Centennial Park)</b>	<b>2,866</b>
Net Capital Renewal Program Expenditure	4,161
Net New Capital Expenditure	17,448
<b>Total Net Capital Expenditure</b>	<b>21,609</b>
<b>Estimated New Borrowings</b>	<b>11,368</b>
<b>Repayment of Borrowings (Principal)</b>	<b>236</b>

Council will raise sufficient income to cover its operating expenses and undertake repayment of its debt.

A funding reallocation of \$2.85m has been directed to the King William Road Streetscape project for the asset renewal aspects of the Project.

### Key Financial Targets

<b>Indicator</b>	<b>Adopted Target</b>	<b>2019-20 Budget</b>
Operating Surplus Ratio (excluding Centennial Park)	> 5.0%	5.0%
Net Financial Liabilities Ratio	= < 80%	67%
Asset Sustainability Ratio	= > 100%	52%

\* The Asset Sustainability Ratio is 88% with the reallocation of \$2.85m to the King William Road Streetscape Project.

### Impact on ratepayers



For residential ratepayers their general rates will increase on average by 2.1%. For a residential property of average value, this equates to an increase in general rates of approximately \$50 for the 2019-20 year. Rate increases may vary from the average where there has been new development, capital improvements or other significant change to the value of the property.

The impact on non-residential ratepayers will vary due to the impact of the Revaluation Initiative Project. As part of the 2019-20 General Valuation, the Office of the Valuer-General have commenced a state-wide Revaluation Initiative to improve data quality and consider the relativity between property classifications, market groups and transparency in inner Metropolitan Adelaide. A revaluation program of this magnitude has not occurred for over 20 years, and several factors over time have influenced the accuracy and relativity of the Valuation Roll.

The City Unley was one of three areas selected to be revalued for the 2019-20 rating period under the Valuer General Revaluation Initiative.

Further information about the impact of this project is provided on page 16.

## **Significant Influences for the 2019-20 Budget**

A number of significant projects and external environmental changes have influenced the preparation of the Council's 2019-20 Annual Business Plan and Budget. These include:

- Commitments to long-term major projects including King William Road, Unley Oval, Goodwood Oval, Wilberforce Walk and Brown Hill Keswick Creek.

## **Other Influences for the 2019-20 Budget**

There are also other annual items that are considered when setting rates and deciding on council's program of works. These include:

- Local Government Price Index increases on relevant goods and services, which in recent years has tracked close to CPI
- Provision for Enterprise Bargaining Agreements for most staff, which determine conditions of employment and provide for annual salary and wages increases.
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long-term maintenance of Council infrastructure, property and IT assets
- Additional maintenance costs due to increased capital works, and the construction of new assets over recent years
- Natural Resource Management levy increase 4.0%
- Office of the Valuer General Revaluation Initiative.

Council has continued its review of service sustainability to minimise the burden on ratepayers.

Savings identified as part of 2019-20 Budget Preparation include:

- Reduction in power costs due to the installation of LED Street lights of \$106k
- Consultant costs (across the organisation) \$100k
- Water supply \$110k.

The total proposed capital spend on new assets for 2019-20 is \$17.45m. The projected operating surplus will support partial funding of these works, with the remaining \$11.37m to come from new borrowings.

## **Services provided to the Community**

The *Local Government Act 1999* (the Act) prescribes a system of local government to enable councils to govern and manage areas at a local level.

All councils have basic responsibilities under the Act and other relevant legislation. These include:

- Regulatory activities, including voters' roll maintenance and Elected Members' support
- Determining longer-term strategic management and management plans, financial plans, infrastructure and asset management plans and policies and procedures
- Setting rates, preparing an Annual Business Plan and Budget
- Management and maintenance of basic infrastructure including roads, footpaths, parks, public open space, playgrounds, street lighting and stormwater drainage
- Street cleaning and rubbish collection
- Development planning and control, including building safety assessment
- Provision of various environmental health services
- Management and maintenance of Council's urban forest in streets and parks, and
- Management and maintenance of Council owned Community Centres and other buildings.

In response to community needs, Council also provides the following services and programs over and above those listed above:

- Aged and Social Care
- Animal Management
- Arts & Cultural Development
- Community Centres
- Community Development
- Community Engagement
- Community Event Programs
- Community Services
- Community Transport
- Community Grants
- Corporate Services
- Economic Development
- Environmental Management
- Library Services
- Museum
- Open Space Management
- Parking Control
- Sport and Recreation
- Sustainable Landscapes
- Volunteers
- Urban Policy and Planning
- Youth Development

The Council also maintains a number of facilities and services on a fee for service basis, some of which are subsidised and include:

- Unley Swimming Centre
- Commonwealth Home Support Program (CHSP) - formerly HACC Program
- Community Bus Service
- Halls for hire
- Ovals, courts, parks and reserves for hire.

Council will maintain existing services in 2019-20.



## Annual Objectives and Key Projects

The four key themes of our Community Plan and 4 Year Development Plan guides how our city develops. The key projects for 2019-20 have been listed under the agreed themes.

### Community Living

#### Objectives

1. Our Community is active, healthy and feels safe
2. Our Community participates in community activities, learning opportunities and volunteering
3. Our City meets the needs of all generations
4. Our Community is proud to be part of our City
5. Our City is connected and accessible.

#### Key Projects 2019-20

- Construction of King William Road streetscape
- Continuation of the installation of Alternative Green Energy - Solar
- Implementation of the Local Area Traffic Management (LATM) 3 study for Clarence Park and Millswood
- Goodwood Oval grandstand upgrade
- Walking Cycling Plan continuation – Windsor/Wattle pedestrian crossing
- Wilberforce Walk, upgrading a section of Brown Hill Keswick Creek
- 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
- Continuation of Council's Active Ageing programs.

## **Economic Prosperity**

### **Objectives**

1. Unley is recognised as an easy place to do business
2. Thriving main streets and other business activities operate across out City.

### **Key Projects 2019-20**

- King William Road year 1 of 2-year project
- Trader event sponsorships.

## **Environmental Stewardship**

### **Objectives**

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

### **Key Projects 2019-20**

- Council's contribution to the Brown Hill Keswick Creek regional project works
- Implementation of Council's Cycling and Walking Plan
- 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 implementation and water well installation.

## Civic Leadership

### Objectives

1. We have strong leadership and governance
2. Council provides best value services to the community
3. Our business systems are effective and transparent.

### Key Projects 2019-20

- Implementation of Digital Services Program to enhance and modernise existing online functionality and add new delivery and self-help functions

### Project Priorities proposed for the Year

Council has undertaken a methodical and considered approach to determine its priorities. These are the steps that were taken to determine the proposed projects for consultation:

- The Capital Works Program was guided by Council's Asset Management Plans
- Council proposed projects that aim to assist in achieving the Strategic Themes in Council's Community Plan and 4 Year Delivery Plan
- Elected Members submitted project ideas based on perceived community need
- Projects were divided into three broad categories: Operating Projects (including change to service), New Capital and Capital Renewal Program
- Elected Member workshops were used to further prioritise, refine and finalise the proposed project list for community consultation.



## Operating Projects

These types of projects are either one-off, short term projects or a request to change the level of service. The request to change the level of service will also impact future budgets.

These projects are to be funded by Council's rates income and therefore affect the level of rates increase being considered. This Budget proposes to fund a net amount of \$1.00m of operating projects.

Key items for 2019-20 include:

- Continuation of ongoing environmental initiatives and programs including:
  - accelerated tree planting program \$160k
  - second generation street tree implementation \$75k
  - greening of verges \$75k
  - street tree water well installation of \$40k
  - city-wide street tree risk audit and works \$25k
  - living with trees program \$25k
- Activities in the order of \$428k, that showcase the City of Unley including:
- Unley Gourmet Gala
- Tour Down Under Stage Start
- King William, Goodwood, Fullarton and Unley Road events
- annual community events program and related activities.

The full list of projects is provided in Appendix 4.

## Capital Projects

The City of Unley is responsible for a large number of assets with a current depreciable value of approximately \$516m including land. It is important that Council engage in practices that optimise the assets "useful lives" for the benefit of the whole community.

Like many other councils, the City of Unley is faced with increasing demand to provide services in an environment of ageing assets, increased liability and continual constraints on funding.

New capital projects will largely be funded by borrowings. The proposed new capital projects total \$17.45m net and include:

- King William Road Streetscape \$12.55m, a multiyear project
- Unley Oval Stage 2 Grandstand upgrade \$1.20m (Council's contribution)
- Goodwood Oval Grandstand \$950k (Council's contribution to a multi-year project)
- Council's Brown Hill Keswick Creek project contribution of \$1.12m
- Wilberforce Walk \$800k
- Implementation of the high priority recommendations of local area traffic management study for Clarence Park and Millswood \$215k
- Living shared streets \$70k
- Pocket parks \$70k.

The proposed Capital Renewal Program of \$4.16m net has been based on current asset information and asset management plans. Items include:

- \$186k for drains and storm water
- \$877k for the Property Program, and
- \$493k for reserves, recreation and open space projects.

A funding reallocation of \$2.85m has been directed to the King William Road Streetscape project for the asset renewal aspects of the project.

Details of the proposed Capital Works Program are provided in Appendices 5 and 6.

## Borrowings for the 2019-20 Financial Year

Borrowings are an important funding source, especially for expenditure relating to the New Capital. The key objective is to manage the finances of the Council holistically and ensure financial sustainability.

An independent local government report on financial sustainability encourages the use of borrowings to promote intergenerational equity. This involves spreading costs in relation to significant capital expenditure based on the pattern of benefits over time so that one generation is not excessively subsidising another.

Where there is a persuasive argument relating to intergenerational equity, Council will consider the appropriate use of borrowings. This is managed within financial targets to ensure future cash flows are sufficient to repay borrowings with minimal impact on general operations over the medium term.

As part of finalising the 2019-20 Budget, Council considered those Capital Projects with short term benefits to determine if they should be funded by rates or borrowing.

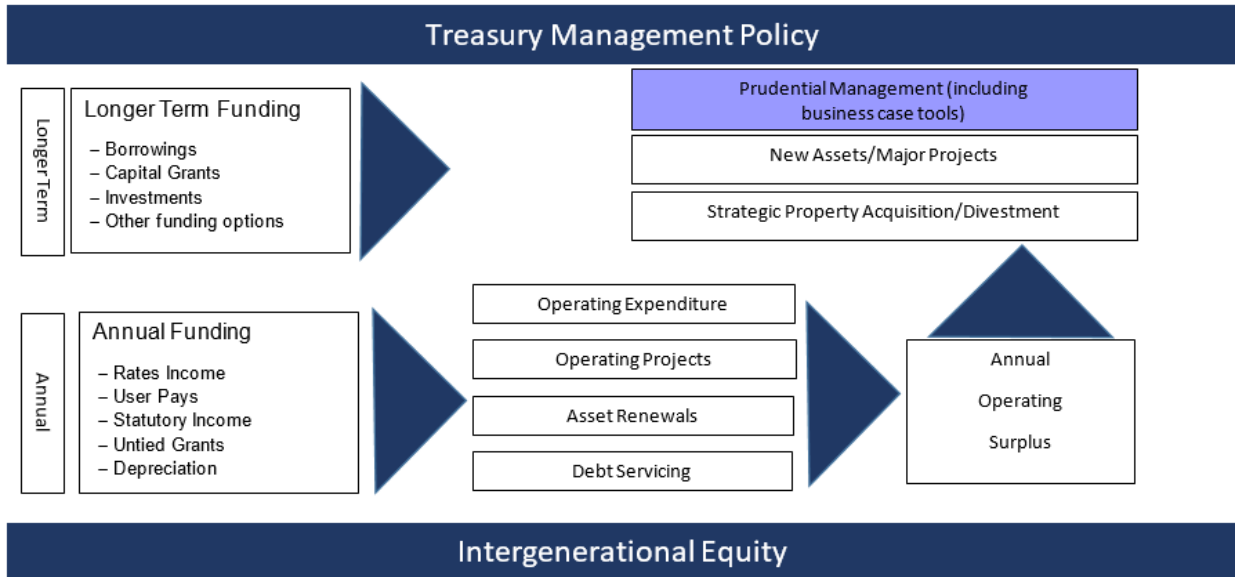
	<b>\$000s</b>
Forecast Opening Balance of Borrowings July 2019	6,814
Estimated Borrowing for 2019-20	11,368
Repayment of principal repayments for 2019-20	<u>(236)</u>
Forecast Closing Balance of Borrowings June 2020	<b><u>\$17,946</u></b>



## Financial Policy Context

### Financial Planning Framework

The following diagram illustrates the overall funding framework for the City of Unley and the use of the Annual Operating Surplus and longer-term funding sources including strategic property divestment.



### Long Term Financial Plan (LTFP)

Council uses a LTFP to guide its financial decisions and to ensure it is prudent in its financial management and considers a longer-term view. The LTFP has been reviewed and updated to reflect the most current information available.

The key components of the plan are:

- Assessment of Council's current financial position and achieving longer-term financial sustainability
- Ensuring Financial Targets are met
- Consideration of Council's appropriate role and responsibilities
- Ensuring alignment with the Community Plan and 4 Year Delivery Plan and maintenance of high priority strategies
- Ensuring all proposed strategies are costed before adoption
- Ensuring alignment with agreed service provision and delivery standards
- Ensuring alignment with Asset Management Plans and Maintenance Standards
- Ensuring alignment with internal support strategies
- Ensuring alignment with Funding and Treasury principles as well as intergenerational equity (rating stability, Treasury Policy, fees and charges, external funding and investments).

**Target Financial Indicators**

Under the requirements of Regulation 5(c) of the Local Government (Financial Management) Regulations 2011, there is a requirement for Council’s LTFP as well as the Annual Financial Statements and Budget are to include:

- An Operating Surplus ratio
- A Net Financial Liabilities ratio, and
- An Asset Sustainability ratio.

These ratios are to be presented in a manner consistent with the “Model Financial Statements”, Financial Indicators.

Council has adopted 3 key financial targets relating to these required ratios to guide the direction of the LTFP and Annual Business Plan and Budget. These targets were adopted by Council at its February 2017 meeting following a recommendation from the Audit & Governance Committee on 15 February 2017.

Financial Indicator	Adopted Target
Operating Surplus Ratio (excluding Centennial Park)	Greater of 5% or 100% of principal repayments
Net Financial Liabilities Ratio	<80% of Total General Rate Revenue
Asset Sustainability Ratio (rolling 10-year average)	>=100%

Debt Ration Borrowing ≤ 80% of General Rate Revenue.

The Net Financial Liabilities Ratio of less than 80% is the key target indicator for Council to assess its capacity to borrow in the medium to long term.

The Net Financial Liabilities Ratio is calculated by expressing net financial liabilities at the end of the year as a percentage of General Rate Revenue for the year.

Taking into account principal repayments and movements in short term borrowings, it is anticipated that total borrowings will increase by \$11.37m from the opening estimated balance 1 July 2019 balance of \$6.81m to \$17.95m at 30 June 2020. This reflects a Net Financial Liabilities Ratio of 67%.

This Annual Business Plan satisfies all Financial Indicator Targets.

## **Infrastructure and Asset Management Plans**

The City of Unley is responsible for the management, operation and maintenance of a diverse asset portfolio that provides services and facilities for City users. Infrastructure and Asset Management Plans have been developed for all infrastructure assets to ensure Council continues to provide effective and comprehensive management of its assets.

The development of the Infrastructure and Asset Management Plans indicate Council's ongoing commitment to operate and maintain its asset portfolio efficiently to both meet strategic and legislative requirements, and to deliver the required levels of service for the community.

Asset management is driven from a service perspective. Council has implemented an agreed level of service for property, bridge, road and footpath asset classes.

The asset system will collect real time data coupled with ongoing regular condition audits, to allow more accurate predictive modelling in regard to treatments and life expectancy of each asset class. Over the next few years the management of assets will balance the target levels of service for each specific asset with the long-term costs.

The Infrastructure and Asset Management Plans provide the basis for the Capital Renewal Program included in Council's LTFP and is refined as part of the Annual Business Plan and Budget process. In 2019-20 the Capital Renewal Program has a projected net expenditure of \$4.16m.

King William Road Streetscape Project has been allocated \$2.85m from the Proposed Capital Renewal Program.



In addition to the Capital Renewal Program Council allocates a significant amount of funds for the operation and maintenance of its asset. For 2019 - 20 this amounts to \$19.52m.

Details are as follows:

Program and Asset Category	2019-20 Budget Expenditure \$000s	Depreciation	Total Operating Expenditure
<b>Transportation Program</b>			
Bridges	15	133	148
Bus Shelters	10	88	98
Car Parks	45	77	122
Footpaths	564	1,232	1,795
Kerb & Watertable	246	230	475
Linemarking	76	-	76
Roadworks	214	1,679	1,893
Signs	207	-	207
Street Cleaning	581	-	581
Street Lighting	461	29	489
	<b>2,418</b>	<b>3,466</b>	<b>5,884</b>
<b>Property Program</b>			
Buildings	<b>1,852</b>	<b>1,225</b>	<b>3,076</b>
<b>Open Space Program</b>			
Reserves	2,130	641	2,771
Street Trees	584		584
	<b>2,714</b>	<b>641</b>	<b>3,355</b>
Drains & Stormwater Program	182	1,123	1,306
Waste Management Program	4,126	-	4,126
Environmental Initiatives	130	-	130
Strategic Asset Management	650	-	650
Depot (including Plant)	-	527	512
City Development Management	481	-	481
<b>Total Asset Maintenance related Expenditure</b>	<b>12,540</b>	<b>6,982</b>	<b>19,521</b>

\* For the purpose of reviewing the budget during the year, funding reallocation resulting in no financial impact will not be reported.

Council captures information in relation to changes in maintenance requirements on New Capital and Operating Projects as detailed in Appendix 4 Operating Projects and Appendix 5 New Capital. This assists Council to consider the impact on future costs as part of long term financial planning and enable Council to make allowance for these costs in future budgets.

## Funding the Business Plan

Excluding borrowings for New Capital, over 85% of Council's funding is generated from rates with the balance largely relating to fees and charges set by Council or statutory fees.

### Rates Context

In setting the rates for 2019-20 Council will continue with its current method of rating, which is three differential rates with a minimum rate, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the City of Unley.

Rates income is used to deliver services. Rates are a form of property taxation, and property values determine how much each property contributes. This system of taxation means that the rates paid may not directly relate to the services used by each ratepayer.

General rates will increase in the order of 2.1% with a further estimated increase of 0.5% from growth. Growth represents new development, capital improvements to existing properties and changes to value as a result of land divisions and will be confirmed by the Valuer General as part of completing the valuation of the Council area.

The Office of the Valuer General are undertaking a state-wide Revaluation Initiative to improve data quality and consider the relativity between, property classifications, market groups and transparency in inner Metropolitan Adelaide. A revaluation program of this magnitude has not occurred for over 20 years, and several factors over time have influenced the accuracy and relativity of the Valuation Roll. The City Unley was selected to be revalued for the 2019-20 rating period.

Refer to Appendix 7 for details on Rates Assistance Available.

### Rate Statistics

Council has over 18,900 assessments with just over 16,970 being residential, over 890 assessments within non-residential Category 2 (including commercial shops, industrial, and vacant) and nearly 870 non-residential Category 3 (commercial offices and commercial – other). There are 177 non-rateable assessments.

### Valuer General Revaluation Initiative

The value of properties across the City is determined by the Valuer General. The valuation of a property may increase or decrease depending on the physical changes to a property and the market, as demonstrated by sales evidence.

The Valuer-General has released South Australian property values for 2019-20, showing a buoyant property market across the state.

For the City of Unley a snapshot of the valuation movement for the 2019-20 rating period is provided below:

Residential – strong activity in this classification with increases in both sales volumes and value levels.

Commercial – sales, developments, improvements and rezoning have increased in this classification with modest increases in values across most asset classes within the classification.

Industrial – values have been positively impacted by changes to stamp duty and rezoning.

As a revaluation program of this magnitude has not occurred for over 20 years, the impact of this initiative on ratepayers will vary. Further analysis of the valuation change is more notable in the classifications of Commercial Other, Commercial Shop and Industry in the main precinct areas of Greenhill, Unley, King William and Goodwood Roads.

There are about 250 property owners that are significantly affected by this initiative, where their values have increased by more than 15%, will be informed by the Valuer General by letter. This letter will provide instruction on how a property owner may object to the new value.

Further to this, Council will also write to property owners significantly affected by the change in value whereby their rates will increase more than 15% for the 2019-20 rating period.

## **Rates Modelling**

The preliminary valuation for the Council area has been completed by Valuer General and reflects an increase of 5.00% in valuation for **existing properties**.

Analysis indicates that:

- residential properties, representing over 90% of the overall rateable valuation, had an average valuation increase of 4.89%.
- non-residential properties, including commercial and vacant land, had an average valuation increase of 13.51%.

The Budget has been formulated based on retaining differential rates for residential and non-residential property at the appropriate rate in the dollar to provide an overall increase in rates of 2.1% excluding growth.

## **Valuation Method**



The Council uses the **capital value** method of valuing properties. This method values the land and all improvements on the land. It is the most widely used method across South Australian councils.

Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the City. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.

In determining how rates are applied, and in determining the rate in the dollar, Council uses the following options.

### Minimum Rate

In accordance with S158 of the Act, Council has decided that there will be a minimum rate on every rateable property. Council, in adopting a minimum rate, considers it appropriate that all rateable properties make a contribution to the cost of administering the Council’s activities and creating and maintaining the physical infrastructure that supports each property.

Assessments on the minimum rate total 2,586 with residential comprising over 2,502 of these assessments. Council will raise the minimum rate to \$850.

### Differential Rates

In accordance with S153 of the *Local Government Act 1999*, Council will declare three differential General Rates according to the land use category. The land use categories are as follows:

Group 1	Non-residential Category 2	Non-residential Category 3
Residential	Commercial Shop Industry Light Industry Other Primary Production Vacant Land Other	Commercial Office Commercial Other

Council considers the principle of rate stability when assessing the rates distribution across the above categories. The change in capital value across the land use categories and the rates income provided by each is also considered.

It is estimated that the:

- Residential Differential General Rate will raise net rate revenue in the order of \$35m in 2019-20.
- Non-Residential Differential General Rates will raise net rate revenue in the order of \$5.7m in 2019-20.

### Separate Rate for Main Street Trader Associations

Council will continue to raise a separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and contracts with the Trader Associations for the provision of marketing and promotion activities.

For the 2019-20 Budget, the separate rates listed in the table below will form part of the proposed Budget. These have been requested from the four trader associations and subsequently resolved by Council at the March 2019 Council meeting.

### 2019-20 Separate Rate for Trader Associations

Main Street Trader Associations	Separate Rate raised 2018-19	Separate Rate raised 2019-20	% Increase (Decrease)
Unley Road	\$110,000	\$113,395	3.09%
King William Road	\$144,500	\$147,400	2.01%
Goodwood Road	\$54,500	\$57,225	5.00%
Fullarton Road	\$13,250	\$13,000	-1.89%

In 2016-17, Council also adopted a recommendation from UBED to cap the amount any separate ratepayer pays at \$2000. It is proposed that this is retained for 2019-20.

#### Unley Road

Currently approximately 470 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other pay the separate rate.

#### King William Road

Currently approximately 128 ratepayers with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road pay the separate rate.

#### Goodwood Road

Currently just under 97 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south pay the separate rate.

#### Fullarton Road

Currently just over 56 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Fullarton Road between Cross Road and Fisher Street pay the separate rate.

Fullarton Road Traders pay a fixed amount of \$250.

### Natural Resource Management Levy

The City of Unley falls within the Central Group of the Adelaide and Mount Lofty Ranges Natural Resource Management (NRM) Board. Council is required, under

the *Natural Resources Management Act 2004*, to assist with funding the NRM by imposing a levy against properties.

The NRM Board has advised Council that the amount to be paid in 2019-20 is \$1.39m compared to \$1.39m in 2018-19. This represents an increase of 4.0%.

Council does not retain this revenue, nor determine how the revenue is spent.

### **Expected impact on Ratepayers**

To deliver the outcomes of the Annual Business Plan for 2019-20, the total General Rates Income required is \$42.37m. This equates to an average rate increase of 2.1% plus 0.7% rates growth. Rate growth is defined as added value for new development including improvements to existing properties and change in value as a result of land divisions.

Council will apply the following rates in the dollar to determine the total rate levied against an individual property:

	<b>Residential</b>	<b>Commercial Shop et al</b>	<b>Commercial Office/ Other</b>
	<i>Category One</i>	<i>Category Two</i>	<i>Category Three</i>
2017-18	0.002540	0.005006	0.005998
2018-19	0.002459	0.004959	0.005968
2019-20	0.002407	0.004764	0.005638

Council has tried to apply the rate increase as equitably as possible across the three categories.

The Valuer-General has released South Australian property values for 2019-20, showing a buoyant property market across the state. The Officer of the Valuer-General have advised that approximately 225 ratepayers within the City Of Unley will be notified where there has been a large increase in valuation.

### **Fees and Charges Context**

Section 188 of the *Local Government Act 1999* provides the legal context:



- fees and charges are determined by resolution of council either as a direct resolution, via by-law or via delegation
- a council is unable to fix or vary fees or charges prescribed under other Acts
- in respect of fees for the use of facilities, services or works requests a council need not fix fees or charges by reference to the cost of the council
- council is required to keep the list of fees and charges on public display and provide updates where fees and charges are varied during the year.

Council reviews its fees and charges each year, in conjunction with the development of the annual budget. As in previous years, a comprehensive review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through existing policy or plans
- are consistent with Council's LTFP assumptions.

Generally, this has resulted in proposed fee increases that are in line with CPI, insofar as this is practicable.

## Conclusion

The 2019-20 Annual Business Plan and Budget is developed in line with the strategic directions for the City as endorsed by Council. The Plan and Budget reflects Council's continuing focus on ensuring that physical infrastructure is fit for use and maintained in a cost effective way.

The aim of this year's Annual Business Plan and Budget is to deliver a well-managed, sustainable environment for current and future generations.

## **Appendix 1 – 2019-20 Budgeted General Purpose Financial Statements**

Budgeted Uniform Presentation of Finances

Budgeted Statement of Comprehensive Income

Budgeted Statement of Financial Position

Budgeted Statement of Cash Flows

Budgeted Statement of Changes in Equity

Budgeted Financial Indicators

## Proposed Budgeted Uniform Presentation of Finances

### For the year ended 30 June 2020

\$ '000	2020	2019
Income	49,296	48,446
less Expenses	(46,831)	(45,687)
<b>Operating Surplus / (Deficit)</b>	<b>2,465</b>	<b>2,759</b>
<i>less Net Outlays on Existing Assets</i>		
Capital Expenditure on Renewal and Replacement of Existing Assets	(4,301)	(8,735)
less Depreciation, Amortisation and Impairment	8,013	7,880
less Amounts Received Specifically for Replacement of Existing Assets	-	169
less Proceeds from Sale of Replaced Assets	140	391
<b>Subtotal</b>	<b>3,852</b>	<b>(295)</b>
<i>less Net Outlays on New and Upgraded Assets</i>		
Capital Expenditure on New and Upgraded Assets	(17,448)	(11,437)
less Amounts Received Specifically for New and Upgraded Assets	-	4,417
less Proceeds from Sale of Surplus Assets	-	-
<b>Subtotal</b>	<b>(17,448)</b>	<b>(7,020)</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(11,132)</b>	<b>(4,556)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	<b>(17,477)</b>	<b>(12,843)</b>
Decrease / (increase) in Other	402	(78)
<b>Net Financial Liabilities at End of Year</b>	<b>(28,207)</b>	<b>(17,477)</b>

*The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.*



## Proposed Budgeted Statement of Comprehensive Income

### For the year ended 30 June 2020

\$ '000	2020
<b>Income</b>	
Rates	42,366
Statutory charges	1,547
User charges	1,859
Grants, subsidies and contributions	2,531
Investment income	12
Reimbursements	301
Other income	679
Operating Projects	-
Net gain - joint ventures & associates	-
<b>Total Income</b>	<b>49,296</b>
<b>Expenses</b>	
Employee Costs	18,783
Materials, contracts & other expenses	17,941
Depreciation, amortisation & impairment	8,013
Finance costs	693
Net loss - joint ventures & associates	402
Operating Projects	1,000
<b>Total Expenses</b>	<b>46,831</b>
<b>Operating Surplus / (Deficit)</b>	<b>2,465</b>
Asset disposal & fair value adjustments	(34)
Amounts received specifically for new, upgraded assets or replacement assets	-
Physical resources received free of charge	-
Operating result from discontinued operations	-
<b>NET SURPLUS / (DEFICIT)</b>	<b>2,431</b>
<b>Other Comprehensive Income</b>	
Share of other comprehensive income - joint ventures and associates	-
<b>Total Other Comprehensive Income</b>	<b>-</b>
<b>Total Comprehensive Income</b>	<b>2,431</b>

Proposed Budgeted Statement of Financial Position  
For the year ended 30 June 2020

\$ '000	2020	2019
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	100	100
Trade & other receivables	2,286	1,884
Other financial assets	1	1
<b>Total Current Assets</b>	<b>2,387</b>	<b>1,985</b>
<b>Non Current Assets</b>		
Financial Assets	9	9
Equity accounted investments in Council businesses	15,248	15,649
Infrastructure, Property, Plant & Equipment	529,082	515,519
<b>Total Non-current Assets</b>	<b>544,338</b>	<b>531,177</b>
<b>TOTAL ASSETS</b>	<b>546,725</b>	<b>533,162</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	9,594	9,595
Future Commitment in regards to Grant Funding		-
Borrowings - Short Term Draw Down	22	21
Borrowings Fixed Term	699	236
Provisions	2,379	2,379
<b>Total Current Liabilities</b>	<b>12,694</b>	<b>12,231</b>
<b>Non-current Liabilities</b>		
Borrowings	17,226	6,557
Provisions	448	448
Other Non-current Liabilities	234	234
<b>Total Non-current Liabilities</b>	<b>17,909</b>	<b>7,240</b>
<b>TOTAL LIABILITIES</b>	<b>30,603</b>	<b>19,471</b>
<b>Net Assets</b>	<b>516,122</b>	<b>513,691</b>
<b>EQUITY</b>		
Accumulated Surplus	154,919	152,488
Asset Revaluation Reserves	361,203	361,203
Other Reserves	-	-
<b>TOTAL EQUITY</b>	<b>516,122</b>	<b>513,691</b>
<b>NET FINANCIAL LIABILITIES</b>	<b>28,207</b>	<b>17,477</b>

## Proposed Budgeted Statement of Cash Flows

### For the year ended 30 June 2020

\$ '000	2020	2019
<b>Cash Flows from Operating Activities</b>		
<b><u>Receipts</u></b>		
Operating Receipts	48,882	48,356
Investment Receipts	12	12
<b><u>Payments</u></b>		
Operating payments to suppliers & employees	(37,724)	(37,522)
Finance Payments	(693)	(285)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>10,477</b>	<b>10,561</b>
<b>Cash Flows from Investing Activities</b>		
<b><u>Receipts</u></b>		
Amounts specifically for new or upgraded assets	-	4,585
Amounts received specifically for Replacement of Existing Assets	-	-
Proceeds from Sale of Surplus Assets	-	-
Sale of replaced assets	140	391
Repayments of loans by community groups	-	11
<b><u>Payments</u></b>		
Expenditure on renewal/replacement of assets	(4,301)	(8,735)
Expenditure on new/upgraded assets	(17,448)	(11,437)
Loans made to Community Groups	-	-
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(21,609)</b>	<b>(15,185)</b>
<b>Cash Flows from Financing Activities</b>		
<b><u>Receipts</u></b>		
Proceeds from borrowings	11,368	5,214
<b><u>Payments</u></b>		
Repayments of borrowings	(236)	(669)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>11,132</b>	<b>4,545</b>
<b>Net Increase/ (Decrease) in cash held</b>	<b>-</b>	<b>(79)</b>
plus: <b>Cash &amp; cash equivalents at beginning of period</b>	<b>78</b>	<b>157</b>
<b>Cash &amp; cash equivalents at end of period</b>	<b>78</b>	<b>78</b>



Proposed Budgeted Statement of Changes in Equity  
For the year ended 30 June 2020

\$ '000	Accumulated Surplus	Asset Revaluation Reserve	Total Equity
<b>2020</b>			
<b>Balance at end of previous reporting period</b>	152,488	361,203	<b>513,691</b>
<b>a. Net Surplus / (Deficit) for Year</b>	2,431	-	<b>2,431</b>
<b>b. Other Comprehensive Income</b>			
- Gain (Loss) on revaluation of I,PP&E	-	-	-
- Share of OCI - Equity Accounted Council Businesses	-	-	-
<b>Other Comprehensive Income</b>	-	-	-
<b>Total Comprehensive Income</b>	2,431	-	<b>2,431</b>
<b>Balance at end of period</b>	<b>154,919</b>	<b>361,203</b>	<b>516,122</b>

**Proposed Budgeted Financial Indicators**  
For the year ended 30 June 2020

\$ '000	2020	2019
<b>Operating Surplus Ratio</b>	<b>5.0%</b>	<b>5.7%</b>
<b>Net Financial Liabilities Ratio</b>	<b>67%</b>	<b>36%</b>
<b>Asset Sustainability Ratio - Current Year based on Asset Management Plan Required Expenditure</b>	<b>52%</b>	<b>106%</b>
<b>Asset Sustainability Ratio - Current Year based on Depreciation</b>	<b>54%</b>	<b>111%</b>
<b>Asset Sustainability Ratio - 10 Year Rolling</b>	<b>102%</b>	<b>110%</b>

## **Appendix 2 – Budgeted Funding Statement**

## Proposed Budgeted Funding Statement

### For the year ended 30 June 2020

\$ '000	Proposed Budget 2019-20
<b>Operating Income</b>	
Rates	40,644
Other Rates - Special Rates	331
NRM Levy	1,391
Statutory Charges	1,547
User Charges	1,859
Grants, subsidies & contributions	2,531
Investment Income	12
Reimbursements	301
Other Income	679
Net gain - joint ventures & associates	0
Operating Projects	0
<b>Total Operating Income</b>	<b>49,296</b>
<b>Operating Expenditure</b>	
Employee Costs	18,783
Materials, Contracts & Other Expenditure	17,941
Finance Costs	693
Depreciation, amortisation & impairment	8,013
Operating Projects	1,000
Net loss - joint ventures & associates	402
<b>Total Operating Expenditure</b>	<b>46,831</b>
<b>Funding Surplus/(Deficit) before Capital Revenue</b>	<b>2,465</b>
<b>Net Outlays on Existing Assets</b>	
Capital Expenditure on Renewal & Replacement of Existing Assets	(4,301)
Depreciation, Amortisation and Impairment	8,013
Amounts received specifically for Renewal & Replacement of Existing Assets	0
Proceeds from Sale of Replaced Assets	140
	3,852
<b>Net Outlays on New &amp; Upgraded Assets</b>	
Capital Expenditure on New & Upgraded Assets	(17,448)
Amounts received specifically for New & Upgraded Assets	0
Proceeds from Sale of Surplus Assets	0
	(17,448)
<b>Funding Result for Financial Year</b>	<b>(11,132)</b>

## Appendix 3 – Budget Framework and Financial Summary

### City of Unley 2019-20 Budget



The income and expenditure forecasts in the Annual Business Plan and Budget for the financial year ending 30 June 2019, have been set at a level that meets statutory requirements and provides accountability to the community to achieve the Council's goals and objectives.

### **2019-20 Budget Framework**

The Budget Framework formalises changes in respect to the approved Annual Business Plan and Budget as a result of responding to opportunities, emergencies or other unforeseen events at the time of setting the budget.

For **Core Operating Services**, the Operating Budget has been adopted by total operating revenue and expenditure as referenced in **Appendix 1 Uniform Presentation of Finances**.

Council approval will be required where total operating expenditure varies from its approved budget.

### **Operating Projects**

Operating Projects and programs have been developed in consultation with Council. The individual project listing has been included as **Appendix 4** of this document.

Council approval will be required where a change in individual project expenditure is required unless the projects are linked to an identical outcome and delivered by the same budget program. For these projects a reallocation between projects can be undertaken without the need for separate Council approval.

In addition, where a Project has been approved by Council and the Project is allocated to sub projects, the budget can be reallocated across sub projects without Council approval. However, Council approval is required to increase or reduce the overall budget previously approved.

Where a new Operating Project is to be considered or an existing Operating Project deferred, this will require approval by Council.

### **New Capital Works**

A list of New Capital Works Projects has been developed in consultation with Council. The individual project listing has been included as **Appendix 5** of this document.

Where changes to the individual New Capital project expenditure budget is necessary, Council approval is required. Further, where a new project is to be considered or an existing project deferred, this will also require approval by Council.

The Main Street Improvement Program is included in New Capital in total but individual projects are separately approved by Council upon a recommendation from the Unley Business and Economic Development Committee. As such, any change to the budget of individual approved Main Street Improvement Projects or deferral or new projects will require Council approval.

### **Capital Replacement**

These programs and the list of priority projects have been developed by reference to Council’s Asset Management Plans based on condition, levels of service and Council’s ongoing commitment to operate and maintain its asset portfolio.

Where changes to the relevant Asset Category expenditure budget is necessary, Council approval is required.

The individual program summary for Capital Replacement has been included as **Appendix 6**.

### Grant Funding

When grant funding is received with equivalent income and expenditure, the budget can be adjusted to account for the grant without the need for separate Council approval.

In situations where grant funding requires matching or additional funding from Council, this represents an increase in net expenditure and Council approval is required.

### Accounting Reclassification

Where a project requires reclassification between the Operating and Capital Budget to reflect accounting principles the reclassification will occur when practical and the relevant details will be provided to Council at the following Budget Review.

It is noted that transfers between the Operating and Capital Budget have no cash impact on the overall budget.

### Financial Summary

	<b>Core Operating Budget</b>	<b>Net Operating Projects</b>	<b>Net New Capital</b>	<b>Net Capital Replacement</b>
	\$ 000s	\$ 000s	\$ 000s	\$ 000s
Income	49,296	0	0	140
Expenditure	45,857	1,000	17,448	4,301
<b>Net Surplus/ (Net Expenditure)</b>	<b>\$3,438</b>	<b>(\$1,000)</b>	<b>(\$17,448)</b>	<b>(\$4,161)</b>

Expenditure totals do not include the Net Loss – joint ventures and associates of \$402k

## Proposed Operating Budget by Program *(excludes operating projects)*

Budget Program	Program Description	Draft 2019-20		
		Operating Income \$000s	Operating Expenditure \$000s	Net Expenditure / (Revenue) \$000s
Active Ageing	Coordination, administration and support for community based services and projects aimed at facilitating independence and promoting social inclusion	1,447	1,619	172
Animal Management	Promote community safety through education, awareness and compliance with the legislation relating the Dog and Cat Management Act and Local Government Act	139	225	86
Arts & Cultural Development	Provision of Art and Cultural Development programs to support a vibrant and active community	0	142	142
Business Support & Improvement	Provides general management, executive support and leadership to the services provided by Business Support & Improvement Division and supports Elected Members	0	494	494
Business Systems & Solutions	Manages and maintains Council's Information Communication Technology infrastructure, applications and supporting systems to provide high levels of secure service that supports business operations and performance	0	2,118	2,118
City Development Management	Provides general management, executive support and leadership to the services provided by City	0	481	481
City Services Management	Provide general management, executive support and leadership on the services and programs provided by City Services and to Elected Members	0	534	534
Community Bus Program	A community transport service within the City of Unley provided by fully trained and accredited volunteer drivers, aimed at improving mobility plus connection to more City Services	11	155	144
Community Centres	Management and provision of a thriving network of Community Centres that promote social inclusion, belonging and connection	388	879	491
Community Development & Wellbeing Management	Provide management, support and leadership of the projects, programs and services provided by the Community Development & Wellbeing Team.	0	248	248
Community Events	Efficient and effective coordination of Council-run community and cultural events and activities, as well as the successful facilitation and attraction of external events into the City of Unley to encourage place activation, cultural celebration & vibrancy	0	198	198
Community Grants	Funding for community organisations, groups and individuals to implement programs and initiatives that promote community connectivity, belonging, participation and cultural diversity	0	126	126
Corporate Activities	The accumulation of corporate costs including leave on-costs, treasury management, levy and taxes and insurances	1,814	3,180	1,366
Culture & Business Capability	This service supports the continuous improvement of overall business capability focused on the provision of 'best value' services to customers. Critical to improved business capability and customer experience is having the best organisational culture possible	0	40	40
Customer Experience	Coordinate and manage the City of Unley brand through customer service, provision of frontline customer service plus resolve customer enquiries and build goodwill within the City of Unley community	1	750	750
Development Services	Planning and building control within the City in accordance with the Development Act and Regulations and other legislative requirements	383	1,908	1,524
Economic Development	Manage the implementation, monitoring and evaluation of economic development activities and strategic initiatives within the City of Unley	340	570	230
Environmental Initiatives	Drive improved environmental sustainability through policies, strategies, programs and projects.	0	130	130
Finance & Procurement	Delivers accounting, financial, procurement and treasury management services required to support Council's operations, including statutory and financial reporting obligations	40,726	1,404	(39,322)



Item 4.7 - Attachment 1 - 2019-20 Annual Business Plan

Budget Program	Program Description	Draft 2019-20		
		Operating Income \$000s	Operating Expenditure \$000s	Net Expenditure / (Revenue) \$000s
Governance & Risk	Undertakes administration of legislative and corporate governance requirements, and maintains robust controls through risk management and internal audit oversight	3	998	996
Human Resources	Provides support in recruitment, change management, employee relations, injury management, Occupational Health Safety and Welfare	0	1,118	1,118
Library Services	Provision of Library services, programs and facilities to encourage literacy, lifelong learning and social inclusion and connection	367	2,069	1,702
Marketing & Communications	Coordinate and manage the City of Unley reputation and brand in digital and printed communications and media relations	13	489	476
Office of the CEO	Organise and manage the good governance of the City of Unley, including support for Elected Members and Civic Functions	313	1,354	1,041
Operational Services	Provides maintenance services to Council's infrastructure, property, open space, street and park trees, plant and equipment assets	892	12,389	11,496
Parking Enforcement	Promote community safety through education, awareness and compliance with the legislation relating to the Road Traffic Act and Local Government Act and Council By Laws	1,056	654	(401)
Property Services	Provides sustainable strategic management of Council's building and property asset portfolio	519	3,106	2,587
Public & Environmental Health	Promote community health and safety through education, awareness and compliance with the legislation relating to the Environment and Protection Act and the Local Government Act	38	441	403
Recreation & Sport Planning	Supporting a healthy and active community through the provision of structured and unstructured recreation, sport and leisure programs and facilities	0	107	107
Strategic Asset Management	Provides sustainable strategic management of Council's asset portfolio	0	650	650
Strategic Projects	Facilitating delivery of major strategic initiatives from 4 Year Delivery Plan and Community Plan	0	161	161
Transportation & Traffic	Coordination, administration and support to provide an effective, safe and equitable management of transport spaces for all modes, ratepayers and visitors to improve local accessibility and safety	14	691	677
Unley Museum	Provision of the Unley Museum to showcase the cultural heritage and history of the area through the provision of collection, exhibitions and programs	5	142	137
Unley Swimming Centre	Provision of a premier outdoor swimming facility, encouraging community health, wellbeing and water safety	797	1,096	299
Urban Design	Development and management of high quality public realm and open space. Coordination, administration and support to provide an effective, safe and equitable management of movement spaces for all modes, ratepayers and visitors to improve local accessibility and safety	0	280	280
Urban Policy Planning	Investigate and prepare Council planning strategy, policy and Development Plan Amendments and review State Government strategic, policy and operations directions	0	137	137
Volunteer Development	Coordination, administration and support for community based volunteer services and projects.	0	113	113
Waste Management	Collection and disposal of general waste, kerbside recycling, green waste and the hard rubbish collection service	31	4,126	4,095
Youth Development	Engage and empower young people in the community by identifying, developing and providing activities, programs and events	0	104	104
<b>Total</b>		<b>49,296</b>	<b>45,429</b>	<b>(3,866)</b>

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## Appendix 4 – 2019-20 Proposed Operating Projects

Title	Net Expenditure	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
Trader Events Sponsorship	\$ 40,000		X		
Unley Gourmet Gala & Tour Down Under	\$ 273,000	X			
Community Events Program	\$ 110,000	X			
Active Ageing	\$ 20,000	X			
Royal Show Traffic Management Support	\$ 22,000	X			
All Connections to Unley Art Prize	\$ 5,000	X			
Planning Compliance Officer	\$ 67,000	X			
Unley Civic Precinct - Short Term Actions	\$ 30,000	X			
Clarence Park Community Centre Inc.	\$ 10,000	X			
Rosefield Community Shed	\$ 10,000	X			
Goodwood Community Centre - Staff Training	\$ 3,000	X			
City Wide Greening/Verges	\$ 50,000			X	
City Wide Greening/Verges - Expansion	\$ 25,000			X	
2 <sup>nd</sup> Generation street tree renewal	\$ 75,000			X	
Accelerated Tree Planting Program (Tree Canopy)	\$ 160,000			X	
Living with Trees Program	\$ 25,000			X	
Street Tree Water Wells	\$ 40,000			X	
Resilient East (Climate Ready Projects)	\$ 10,000	X		X	
City Wide Street Tree Risk Audit and works	\$ 25,000	X		X	
<b>Proposed Operating Projects</b>	<b>\$ 1,000,000</b>				

*Further details of these projects provided in the following pages:*





## Proposed New Operating Projects – Detail

Title	Net Expenditure \$
<b>4 Year Plan Elected Member Priorities</b>	
<p>2019-20 Trader Event Sponsorship</p> <p>The provision of financial support to Trader Associations in order to stage events based on the following:</p> <ul style="list-style-type: none"> <li>• Unley Road Traders Association \$10,000 Evening Under the Stars (Feb 20)</li> <li>• King William Road Traders Association \$10,000 Christmas on King William Road.</li> <li>• Fullarton Road Traders Association \$10,000 Fullarton Road Traders Market</li> <li>• Goodwood Road Business Association: \$10,000 SALA on Goodwood Road (August 2019)</li> </ul>	\$40,000
<p>Unley Gourmet Gala and Tour Down Under</p> <p>Staging of the 20th Year of Council’s Unley Gourmet Gala and the Tour Down Under events in 2019-20 building on previous years’ success. The hosting of a TDU Stage is dependent on a stage being granted by SA Tourism Commission.</p>	\$273,000
<p>2019-20 Community Events Program</p> <p>The delivery of the City of Unley community events program; including events such as Ignite Unley Outdoor Cinema Program (Summer 19/20); Fringe in Unley (Mar 20); Zest Fest (Oct 2019).</p>	\$110,000
<p>Active Ageing</p> <p>Delivery of initiatives relating to Council’s Age Friendly Strategy endorsed in December 2015 and informed by research undertaken in 2016-17. As well as the continuation of existing initiatives, the proposed 2019-20 program includes:</p> <ul style="list-style-type: none"> <li>Unley Legends Series 3</li> <li>Age Friendly Business Recognition Program</li> <li>Forget Me Not Program</li> <li>Active Ageing Alliance</li> <li>Active Ageing Health and Wellbeing Workshop Series</li> </ul>	\$20,000
<p>Royal Show Traffic Management Support</p> <p>Renewal of a three-year funding agreement that Council has negotiated with Royal Agricultural and Horticulture Society as a contribution towards traffic management costs during the “Show” period.</p>	\$22,000
<p>All Connections Unley Art Prize</p> <p>The All Connections Unley Art Prize is an initiative included in Council's Public Arts Strategy. The Community and Culture Committee in August 2016 indicated a desire to further explore sustainable future opportunities for an Unley Art Prize. The Art Prize is offered biennially, with a lighter “off year” program focused on arts opportunities for young people to be delivered in 2019-20 at a cost of \$5,000.</p>	\$5,000
<p>Planning Compliance Office</p> <p>Appointment of a Planning Compliance Officer (2-year contract at 0.8 FTE) to provide an addition service to proactively monitor, manage and efforce planning matters including breaches of planning consents, of the PDI Act and nuisance and litter concerns related to development.</p>	\$67,000

Title	Net Expenditure \$
<p><b>Unley Civic Precinct Plan - Short Term Actions</b>            The Unley Civic Precinct Working Group was established to assist the Council in developing a precinct plan for the Unley Civic Precinct (the area bounded by Oxford Terrace, Rugby Street, Edmund Avenue and Unley Road).            During 2019/20 work will be undertaken to examine options for alternative use/configuration of the cottages, including a building survey of the existing cottages and development of concept design options for the reuse of the six council owned cottages along Edmund Avenue.</p>	\$30,000
<p><b>Clarence Park Community Centre Inc.</b>            Financial contribution to Clarence Park Community Centre Inc. to support the appointment of a coordinator for the popular T.O.Y.S Community Shed program which has been operating since 1985.            Clarence Park Community Shed is one of two Community Sheds in the City of Unley and supports many vulnerable people in the community through a volunteer-management.</p>	\$10,000
<p><b>Rosefield Community Shed</b>            Financial contribution to support the operation of the Rosefield Community Shed who have recently relocated from Fullarton to the Adelaide Showgrounds. Rosefield Community Shed is supported entirely by volunteers welcoming both male and female participants.</p>	\$10,000
<p><b>Goodwood Community Centre - Staff Training</b>            Financial Support to Goodwood Community Services to provide additional staff training and resourcing for children's programs, to assist in the increase and frequency of existing activities and offering of sensory and ability focused programs.</p>	\$3,000
<p><b>City Wide Greening / Verges</b>            Implementation of identified streetscape opportunities within the City that can value add or improve the greening of the streetscape for both amenity and environmental benefits.</p>	\$50,000
<p><b>City Wide Greening / Verges - Expansion</b>            To accommodate a new round of applications and convert the outstanding 45 pre-approved applications from 2018/19.</p>	\$25,000
<p><b>Second Generation Street Tree Implementation (Year 5 of ongoing program)</b>            This initiative forms part of Council's endorsed Environmental Sustainability Strategy and Tree Strategy to increase the level of street tree replacement to a more sustainable level. The project covers the removal and replacement of existing street trees to ensure the City maintains its tree canopy cover.</p>	\$75,000
<p><b>Accelerated Tree Planting Program (Tree Canopy)</b>            Council has endorsed a mission statement to increase green cover 20% by 2045. The objectives of this project are to review and revise the existing Tree Strategy plans to deliver up to 250 new trees on Council land in addition to the street tree replacement program and other capital projects such as King William Road.</p>	\$160,000
<p><b>Living with Trees Program</b>            The objectives of this project are to increase community awareness and understanding of the benefits of trees in urban areas.            Council will provide community information and advise on "Living with Trees" and support residents with the maintenance costs of significant and/or regulated trees on private land.            Incentives such as tree giveaways for planting on private land will help keep the City of Unley leafy for future generations.</p>	\$25,000

<b>Title</b>	<b>Net Expenditure \$</b>
<p><b>Street Tree Water Well Program</b>  This initiative is part of a program forming part of the Environmental Sustainability Strategy to install tree water wells in appropriate streets to assist in providing water to street trees. Tree wells are installed in verges aligned to the Second Generation Tree Program and other verges where Council is planting trees. The initiative does not include the planting of trees.</p>	\$40,000
<p><b>Resilient East (Climate Ready Projects)</b>  A key priority under the Resilient East Project is the delivery of the Eastern Regional Climate Change Adaptation Plan. The Plan is aimed at ensuring the 'Eastern Region remains a vibrant, desirable and productive place to live, work and visit and that our businesses, communities and environments can respond positively to the challenges and opportunities presented by a changing climate'.</p>	\$10,000
<p><b>City Wide Street Tree Risk Audit</b>  This project is to undertake a comprehensive Tree Assessment Audit to align with the Tree Strategy review which is due for renewal in 2019-2020.  This audit will assist in identifying opportunities for increased planting locations across the City and implement the strategy for the next 4 years.</p>	\$25,000
<b>Net Operating Projects</b>	<b>\$1,000,000</b>



## Appendix 5 – 2018-19 Proposed New Capital

Title	Net Expenditure	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
King William Road + component from Capital Renewal Program	\$ 12,550,000	X	X	X	
Digital Services Program (technology for communication, systems and engagement)	\$ 55,000				X
Brown Hill Keswick Creek	\$ 1,105,000			X	
Alternative Green Energy - Solar, location to be approved	\$ 30,000	X		X	
Living (Shared) Streets	\$ 70,000			X	
Pocket Parks	\$ 70,000			X	
LATM Implementation	\$ 215,000	X			
Goodwood Oval Grandstand - Council contribution to project	\$ 950,000	X			
Walking Cycling Plan (Windsor/ Wattle pedestrian crossing)	\$ 30,000	X		X	
Wilberforce Walk - Council contribution to project	\$ 800,000	X			
Unley Civic Precinct - Short Term Actions	\$ 70,000	X			
Swimming Shade Structure	\$ 20,000	X			
Drinking Fountains - reserves	\$ 20,000	X			
Millswood Croquet Club concept	\$ 20,000	X			
Unley Oval Grandstand upgrade Stage 2	\$ 1,200,000	X			
Estimated Project Management Costs	\$ 243,000				X
<b>Capital Projects</b>	<b>\$ 17,448,000</b>				

*Further details of these projects provided in the following pages:*



## Proposed New Capital Projects – Detail

Title	Net Expenditure \$
<b>4 Year Delivery Plan Elected Members Priorities</b>	
<p><b>King William Road Streetscape</b></p> <p>This multi year project will see the construction of the King William Road Streetscape, to realise the vision of a flexible and adaptive road reserve environment within a contested main street. The design vision and intent is described in detail in the Curated Street Upgrade (King William Road Project Report HASSELL 2014).</p>	\$12,550,000
<p><b>Digital Services Program</b></p> <p>Key objectives for the second year of this multiyear strategy will be to further increase self-service options for customers, enable multi- channel customer engagement and improve customer access to data. Key projects include;</p> <ul style="list-style-type: none"> <li>• My Unley - Online Services Stage 2</li> <li>• Council Website Refresh</li> <li>• Smart City Data Platform</li> <li>• Investigate options for Online Community Facilities hire</li> </ul>	\$55,000
<p><b>Brown Hill Keswick Creek (BHKC)</b></p> <p>The City of Unley together with the Cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide have collaborated to develop a catchment based approach to mitigating flood risk and use of stormwater where feasible in the Brown Hill and Keswick Creek catchment.</p>	\$1,105,000
<p><b>Alternative Green Energy – Green Infrastructure Implementation</b></p> <p>For the past four years, Council have been installing renewable energy infrastructure at Council owned properties as both an environmental initiative and a cost saving measure. Projects have included the Unley Swimming Pool, Fullarton Community Centre, Clarence Park Institute Hall and soon to be installed at the Unley Library.</p> <p>In 2019/20 the project will continue to roll out installation of renewable energy on Council owned buildings with a key focus on the Unley Depot and Goodwood Community Centre.</p> <p>It is expected that an installation of renewable energy at either of these locations will reduce electricity costs in the order of \$30,000 p.a.</p>	\$30,000
<p><b>Living (Shared) Streets</b></p> <p>The ‘Living Streets Pilot Program’ aims to work with local residents to create safer, greener shared streets. The enhancements should add to the quality of life for residents across the City of Unley and the program supports the Councils commitment to be a leading age friendly city.</p>	\$70,000
<p><b>Pocket Parks</b></p> <p>This project will fund the construction of one revitalised ‘Pocket Park’, identified from the consultation and co-design process undertaken by Council staff in 2018/19. The project budget will cover costs associated with relevant design, certification / approvals and construction costs. The majority of the funds will be associated with enhancements the road closures.</p>	\$70,000
<p><b>Local Area Traffic Management Implementation (LATM)</b></p> <p>To continue the implementation of the LATM The Objectives of the project are to implement the High priority outcomes from LATM 3 (Clarence Park/Millswood) study.</p>	\$215,000

<b>Title</b>	<b>Net Expenditure \$</b>
<p><b>Goodwood Oval Grandstand</b> This project is for the upgrade of the Goodwood Oval grandstand, the State Government agreed to contribute \$2.5 million to the construction of a new facility. Council will contribute \$950k in 2019-20.</p>	\$950,000
<p><b>Walking &amp; Cycling Plan (Windsor/Wattle pedestrian crossing)</b> To continue the implementation of Council's WCP initiatives. This project seeks to continue the implementation of improvements identified in this plan.</p>	\$30,000
<p><b>Wilberforce Walk</b> The Brown Hill Keswick Creek Stormwater Management Plan ("BHKC SMP") requires the upgrade of the section of the Brown Hill Creek which is located between Anzac Highway and Forestville Reserve. Council has applied for grant funding for this project from the State Government's, if successful Council will be required to match the grant on a dollar for dollar basis.</p>	\$800,000
<p><b>Unley Civic Precinct - Short Term Actions</b> The Unley Civic Precinct Working Group was established to assist the Council in developing a precinct plan for the Unley Civic Precinct (the area bounded by Oxford Terrace, Rugby Street, Edmund Avenue and Unley Road). Key projects for consideration in 2019/20 include:</p> <ul style="list-style-type: none"> <li>• Survey of the irrigation within the Village Green Precinct</li> <li>• Provision of new event power to service the open grassed area</li> <li>• Replacement of existing Rugby Street fence, new planting bed with edging and new</li> <li>• Wayfinding Signage at key decision points around the perimeter of the Precinct</li> <li>• Paving/landscaping around and adjacent to the Civic building and visitor carpark</li> </ul>	\$70,000
<p><b>Swimming Shade Structure</b> Purchase and installation of a weather proof shade structure, equipped with water cooling station to be placed at the northern (shallow) end of the main 50m pool at the swimming centre.</p>	\$20,000
<p><b>Drinking Fountains - Reserves</b> This initiative supports community and Elected Member requests to construct and/or repair drinking fountains throughout the City of Unley providing community value and supporting the environment.  Locations identified include Goodwood Primary School, Souter Park, Black Forest/Forestville tram stop, LeHunt reserve and Everard Park playground.</p>	\$20,000
<p><b>Millswood Croquet Club Concept</b> Stage 1 of a proposed three stage approach covers the concept design and stakeholder/community engagement. Concept design works will assist Council to seek additional funding from third party agencies.</p>	\$20,000
<p><b>Unley Oval Grandstand Upgrade - Stage 2</b>  Advancement of Community Hub which involves the development of an enhanced spectator viewing area and a clubroom/Community facility.</p>	\$1,200,000
<p><b>Capitalised Project Delivery Costs including Overheads</b> These are internal project management costs to deliver the projects listed</p>	\$243,000
<p><b>New Capital</b></p>	<b>\$17,448,000</b>

## Appendix 6 - 2019-20 Proposed Capital Renewal Program by Asset Class



<b>Asset Category</b>	<b>Expenditure \$</b>	<b>Income \$</b>
Bridges	\$50,000	
Bus Shelters	\$68,000	
Car Parks	\$45,000	
Drains and Stormwater	\$186,000	
Footways	-	
IT Equipment	\$560,000	
Kerb and Water table	\$50,000	
Plant and Equipment	\$887,000	
Property including: <ul style="list-style-type: none"> <li>• Buildings</li> <li>• Public Toilets</li> <li>• Swimming Facility</li> <li>• Office Furniture and Equipment</li> </ul>	\$877,000	
Reserves / Recreation and Open Space	\$493,000	
Roads	\$154,000	
Signs	\$16,000	
Street lighting	\$25,000	
Streetscape	\$100,000	
Traffic Facilities	\$28,000	
Project Delivery Costs including Corporate Overhead	\$622,000	
<b>Total</b>	<b>\$4,161,000</b>	
<b>Net Capital Renewal Program</b>		<b>\$4,161,000</b>

\* \$2.55m has been redirected to the King William Road Streetscape Project.

BRIDGES

Location	Comment	
Bridge/Footbridge	Renewal works required to repair defects on existing structures following the condition audit.	
<b>Total</b>		<b>\$50,000</b>

<b>BUS SHELTERS</b>		
<b>Compliance &amp; Seating</b>		
Progressively replace non-compliant bus shelters – Bus stop 7 Leah St, Forestville (west side) Bus stop 7 Goodwood Rd, Clarence Park (west side) Bus stop 8 King William Rd, Hyde Park (west side)		
Program to replace plastic tactile indicators with concrete insert tactile.		
Program to replace old seating with age friendly seating at bus stops.		
<b>Total</b>		<b>\$68,000</b>

<b>CARPARKS</b>		
Site	Comment	
Bazaar Car Park	Replacement of paver surface in the parking bays.WSUD and additional Canopy cover consideration.	
<b>Total</b>		<b>\$45,000</b>

<b>DRAINS AND STORMWATER</b>		
Fullarton Catchment Stormwater Catchment Study - Smart Tanks research grant		
Stormwater Upgrade Designs for 20/21FY - Priorities determined from Flood Modelling (18/19)		
SEP Replacement Program - various locations		
Asset Inspections - CCTV		
<b>Total</b>		<b>\$186,000</b>

<b>IT EQUIPMENT</b>	
Computer hardware (including server room upgrade), software (including Records Management System Upgrade, telephone system and Infringements) and other ICT Equipment	

<b>Total</b>	<b>\$560,000</b>
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<b>KERB AND WATER TABLE</b>	
Dunks Lane – Spoon Drain	
<b>Total</b>	<b>\$50,000</b>

<b>PLANT &amp; EQUIPMENT</b>			
	Gross \$	Income \$	Net \$
Small Plant			25,000
Light Fleet	302,000	140,000	162,000
Major Plant	950,000	250,000	700,000
<b>Total</b>			<b>\$887,000</b>

**Plant items include:**

Fork Lift	Tonne Space Cab Ute x2	Dual Cab Ute x4
Compact Truck Loader	3 Tonne Truck x2	Ride on mower
Skid Steer	Change-over of 9 light fleet vehicles	Front End Loader

<b>PROPERTY</b>		
Property Classification	Facilities	Cost \$
Civic Operations	Public Toilets – Replacement of auto timers and electric strike locks to standardise across all sites for all main entrance security doors	\$5,000
Civic Operations : other	Compaction survey and Regrade landfill site	\$21,000
Lease Community	Minor works – various sites identified from 2017/18 condition assessment Goodwood/Millswood precinct – various minor works Unley Bowls Club – salt damp remediation Mech plant upgrade – 39 Oxford Tce gym area	\$125,000
Lease Commercial	Wet area upgrades - 73 King William Road	\$25,000

PROPERTY		
Property Classification	Facilities	Cost \$
Multi Category works	Paint Program Asbestos removal program year 3 of 4, (sites will be identified on a priority basis from information contained in the Asbestos Registers for each of our properties) Air conditioning – package units' upgrade program Key/lock register upgrade	\$305,000
Office Equipment		\$40,000
	<b>Total</b>	<b>\$877,000</b>

Property includes the categories of Buildings, Office Furniture and Equipment, Public Toilets and Swimming Facility.

RESERVES / RECREATION AND OPEN SPACES	
Location	Description
Forestville Reserve - New Paths	New Paths
Dora Gild - Drinking Fountain & New Path	Drinking Fountain and New Paths
Morrie Harrell	Shade Sail and New Path
Page Park	Drinking Fountain & dog bowl, New Fencing adjacent Tennis Courts
Fullarton Park	Lighting Upgrade
Heywood Park	New Paths, Play equipment & Smart Cities Devices
Various Reserves	LED Lighting upgrades
Irrigation Systems Renewal	As per Irrigation Systems Audit recommendation
Various	Bin surrounds, fencing, sets, signage, paths, lighting, soft fall and other minor items
Various	Street furniture replacement and renewal
<b>Total</b>	

ROADS			
Street	From	To	Suburb
Dunks Lane	Young St	Young St	Parkside
Road Pavement Testing – Collector Roads			
Crack sealing	Various – Maintenance patching to localised defects		



ROADS			
Street	From	To	Suburb
<b>Total</b>			<b>\$154,000</b>

SIGNS	
Replacement and renewal of signage across the City.	
<b>Total</b>	<b>\$16,000</b>

STREET LIGHTING	
Replacement and renewal of lights across the City, as and when identified in conjunction with the LED capital works program.	
<b>Total</b>	<b>\$25,000</b>

STREETSCAPE	
Replacement and renewal of streetscape across the City	
Key locations include:	
Gray St - Black Forest	
Parker Terrace – Clarence Park	
Charra St – Hyde Park	
Allen Grove - Unley	
<b>Total</b>	<b>\$100,000</b>

TRAFFIC FACILITIES	
Replacement and renewal of traffic management infrastructure.	
<b>Total</b>	<b>\$28,000</b>

PROJECT MANAGEMENT & DELIVERY COSTS <i>(INCLUDING CORPORATE OVERHEAD)</i>	
Project Delivery	
<b>Total</b>	<b>\$622,000</b>

## Appendix 4 – Rates Assistance Available

### *Rebate of Rates – Under Sections 159-165 of the Local Government Act 1999*

A rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the Act.

### **Discretionary Rebate of Rates – Under Section 166 of the *Local Government Act 1999***

In February 2017, Council endorsed a revised Rate Rebate Policy with a key principle that all ratepayers should contribute an amount towards basic service provision. As such the Policy proposes a maximum discretionary rebate of 75%.

The Rate Rebate Policy determines that Discretionary Rate Rebates are granted for the term of the Council to allow for a regular review of Discretionary Rate Rebates. Nov 2018 the new council term commenced, all current Discretionary Rate Rebates will need to reapply and be assessed on their merits by the new council.

Applications for discretionary rebates for the 2019-20 rating year will need to be received by 1 May 2019 to be considered in accordance with the statutory provisions of Section 166 of the *Local Government Act 1999*. Further information should be obtained from Council's Rate Rebate Policy.

### **State Government Pensioner and Seniors Concessions**

The State Government previously funded concessions on Council rates but abolished such concessions with effect from 30 June 2015.

From 1 July 2015, the State Government has elected to replace these concessions with a single "cost-of-living payment" provided directly to those entitled. This payment may be used for any purpose, including offsetting Council rates.

To check eligibility, contact the Department for Communities and Social Inclusion (DCSI) Concessions Hotline 1800 307 758 or at [www.sa.gov.au/](http://www.sa.gov.au/)

### **Alternative Payment Arrangements**

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard rate payment arrangements should contact the Council to discuss options for alternative payment arrangements. Such enquiries are treated confidentially and are assessed on a case-by-case scenario.

### **Postponement of Rates in Cases of Hardship**

In accordance with Section 182 of the Act, a postponement of rates may be granted if Council is satisfied that the payment of these rates would cause hardship. Council may, on application and subject to the ratepayer substantiating the hardship, consider granting a postponement of payment of rates in respect of an assessment on the condition that the ratepayer agrees to pay interest in the amount affected by the postponement at the cash advance debenture rate calculated monthly and if the ratepayer satisfies the following criteria:

- The property is the principal residence of the ratepayer and is the only property owned by the ratepayer, and
- The property has been owned by the ratepayer and has been their principal residence for more than five years, and
- The ratepayer is able to produce one of the following identification cards
  - Pensioner Concession Card – Centrelink
  - Pensioner Concession Card – Veterans Affairs
  - TPI Card – Veterans Affairs, or
- Can demonstrate to Council they are a self-funded retiree with a household income of less than \$30 000 per year.

All applications for postponement of rates will be assessed on a case-by-case basis and are not contingent on the level of increase in rates payable. All such enquiries and submissions will be treated confidentially.

### **Postponement of Rates for Seniors**

In accordance with Section 182A of the Act, a person may apply to Council for a postponement of the payment of the prescribed proportion of rates for the current or future financial year. Council may, on application and subject to the ratepayer meeting the criteria, postpone payment of a proportion of rates in respect of an assessment on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement at the cash advance debenture rate calculated monthly and if the ratepayer satisfies the following criteria:

The person is a prescribed ratepayer, or is the spouse or domestic partner of a prescribed ratepayer, and

- The ratepayer or their spouse hold a State Seniors Card, and
  - The property is owned and is the principal place of residence of the State Seniors Card holder and/or spouse (that is, the property is lived in most of the time), and
  - If the ratepayer has a registered mortgage on the property prior to 25 January 2007, or has over 50% equity in the property, and
  - That no person other than the Seniors Card holder and/or his/her spouse has an interest as an owner in the property.
- If a person has applied for the benefit of a postponement of rates under section 182A and an entitlement to a postponement ceases to exist, the owner of the land must, within 6 months from the day in which the entitlement ceased, inform the council in writing of that fact (unless the liability to the relevant rates has been discharged). Failure to do so could lead to a maximum penalty of \$5,000
- Where an amount is not paid in accordance with the general rate notice but is capable of being the subject of a postponement (e.g. in excess of the prescribed amount \$500) under section 182A of the *Local Government Act 1999* it will be taken to be subject to postponement under that section
- Prescribed interest is applied to the amount of rates postponed, which is charged and compounded monthly on the total amount postponed, until the debt is paid.

All applications for seniors' postponement of rates will be assessed on a case-by- case basis. All such enquiries and submissions will be treated confidentially.

## DECISION REPORT

<b>REPORT TITLE:</b>	NOMINATIONS FOR THE NATIVE VEGETATION COUNCIL
<b>ITEM NUMBER:</b>	4.8
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	DALLIS VON WALD
<b>JOB TITLE:</b>	PRINCIPAL GOVERNANCE OFFICER
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. NATIVE VEGETATION NVC CHARTER 2017 – 2019</li><li>2. LGA POLICY - APPOINTMENTS OR NOMINATIONS TO OUTSIDE BODIES</li><li>3. NOMINATIONS TO OUTSIDE BODIES - PART A</li><li>4. NOMINATIONS TO OUTSIDE BODIES - PART B</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Minister for Environment and Water has written to the Local Government Association (LGA) requesting three (3) nominations for local government members on the Native Vegetation Council (NVC) for a two (2) year term commencing on 13 September 2019. Nominations must be forwarded to the LGA by close of business Thursday 4 July 2019.

This report seeks a decision from Council regarding any nomination to be made.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. \_\_\_\_\_ be nominated for consideration by the LGA Board of Directors as a Member of Native Vegetation Council.
- 

### 3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
  - 4.1 We have strong leadership and governance.



#### 4. **BACKGROUND**

The Native Vegetation Council is established under the *Native Vegetation Act 1991* and its role is detailed in the Native Vegetation Council Charter 2017-2019.

##### *Attachment 1*

Pursuant to section 8 of the Act, the LGA can nominate three persons to the Minister for selection as a member of the Native Vegetation Council. The Minister will also select a Deputy Member.

Members nominated by the LGA must have some knowledge of, and experience in the preservation and management of native vegetation.

Those persons must also:

- carry on a business of primary production (owner or manager),
- live on or in close proximity to the land on which the business is carried on, and
- manage the business on a daily basis.

The criteria does not limit nominations to regional broad acre farming businesses; peri urban and regional small business owners are also encouraged to nominate.

##### ***Current Council Members***

The seven NVC members are appointed by the Minister for Environment and Water of South Australia. They come from a range of backgrounds and have knowledge and experience in the preservation and management of native vegetation.

The current Council comprises of the following Members, and a Deputy in the Member's absence:

- Presiding Member, Emily Jenke;
- Conservation Council nominee Member, Maurice Roche; and Deputy, Mary-Anne Healy;
- NRM nominee Member, Penelope Paton; and Deputy, Roger Wickes;
- Primary Producers SA nominee Member, Natalie Sommerville; and Deputy, Roger Farley;
- Local Government Assoc. nominee Member, John Neal; and Deputy, vacant;
- Minister's nominee Member, Vacant; and Deputy, Kerri Muller; and
- Minister's Planning, Development or Mining nominee Member, Vacant; and Deputy, Ana Glavinic.

## **Council Functions**

The functions of the Council are as follows:

- Encouraging the re-establishment of native vegetation on over-cleared land;
- Managing the Heritage Agreement Scheme, which encourages the protection of native bushland;
- Funding and encouraging on-ground works that produce a significant environmental benefit;
- Funding and encouraging native vegetation management research;
- Monitoring changes to the state's native vegetation landscape through the Change Detection Program;
- Assessing applications and establishing conditions for the clearance of native vegetation; and
- Producing an annual report.

## **5. DISCUSSION**

### **Council Details and Nominations**

Appointments to the Native Vegetation Council are for a period of two years, commencing 13 September 2019.

The LGA is currently represented by Cr John Neal of the Regional Council of Goyder with the role of his deputy currently vacant. His term on the NVC expires on 12 September, and he is eligible for re-appointment.

Sitting Fees are \$206 per four hour session.

Meetings are held every two months at the Department of Environment, Water and Natural Resources head office at 81-85 Waymouth Street, Adelaide and run for approximately 6 hours. Once the council is appointed in September, a schedule of meetings for 2020 will be developed.

LGA nominations to outside bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or council staff according to the LGA Appointments or Nominations to Outside Bodies Policy.

*Attachment 2*

Nominations addressing the Selection Criteria provided in Part A for the Native Vegetation Council must be forwarded to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au) by Council using the attached Part B along with an up-to-date CV/resume by COB Thursday 4 July 2019.

*Attachment 3*

*Attachment 4*

The LGA Board of Directors will consider nominations received at its meeting on Thursday 18 July 2019

Council is under no obligation to make a nomination.

**6. ANALYSIS OF OPTIONS**

Option 1 – Council makes a nomination of either an elected member or staff member for the Native Vegetation Council by endorsing the following resolution.

1. The report be received.
2. \_\_\_\_\_ be nominated for consideration by the LGA Board of Directors as a Member of the Native Vegetation Council.

Option 2 – Council make no nomination for the Native Vegetation Council by endorsing the following resolution:

1. The report be received.

Council is under no obligation to make a nomination and may choose to simply receive this report.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option if Council identifies an appropriate nomination to be made.

Option 2 is the recommended option if Council determines it does not wish to make a nomination.

**8. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO





## **Native Vegetation NVC Charter 2017 – 2019**

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### **1. Purpose**

- 1.1 The purpose of this Charter is to set out the strategic objectives, priorities and operating arrangements for the Native Vegetation Council (NVC).

### **2. Charter's Development**

- 2.1 The NVC has prepared this Charter for consideration and endorsement by the Minister for Environment and Water (the Minister).

### **3. Governance context**

- 3.1 This Charter should be read in conjunction with the:
- 3.1.1 *Native Vegetation Act 1991*
  - 3.1.2 *Native Vegetation Regulations 2017*
  - 3.1.3 *Native Vegetation (Credit for Environmental Benefits) Regulations 2015*
  - 3.1.4 *Fire and Emergency Services Act 2005*
  - 3.1.5 *Mining & Petroleum Acts*
  - 3.1.6 *Development Act 1993*
  - 3.1.7 *Development Regulations 2008*
  - 3.1.8 *Public Finance and Audit Act 1987*
  - 3.1.9 *Public Sector Management Act 1995*
  - 3.1.10 *Aboriginal Heritage Act 1988*; and
  - 3.1.11 *Code of Ethics for South Australian Public Sector Employees 2015*.

### **4. Definitions**

- 4.1 Under this Charter the following definitions apply:
- 4.1.1 'Act' means the *Native Vegetation Act 1991*.
  - 4.1.2 'Consulting' means to seek advice or information from relevant parties and to have regards to it when developing policies.
  - 4.1.3 'NVC' means the Native Vegetation Council.
  - 4.1.4 'Minister' means the Minister for Environment and Water.
  - 4.1.5 'Presiding Member' means the 'Chair' of the NVC.
  - 4.1.6 'Government' means the Government of South Australia.
  - 4.1.7 'Whole of Government policy' means objectives for Government approved by Cabinet from time to time that relate to functions or operations of all or various public sector agencies. This includes South Australia's Strategic Plan.

### **5. Fundamental governance arrangements**

- 5.1 The NVC owns no assets.
- 5.2 The Presiding Member is accountable to the Minister for the sound management of the NVC.

### **6. The Powers of the NVC**

- 6.1 The NVC is empowered under this Charter to make recommendations to Government to enhance the operation and effectiveness of the Act.
- 6.2 The NVC shall have authority to interpret the meaning of this Charter and any other matter relating to the affairs of the NVC on which this Charter is silent.
- 6.3 The NVC (through the Presiding Member) may make recommendations to the Minister about improvements or modifications to the Charter.

### **7. Functions of the NVC**

- The functions of the NVC will be carried out as established under section 14 of the Act.

## **Native Vegetation NVC Charter 2017 – 2019**

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### **8. NVC's principles of operation**

- 8.1 The NVC shall develop policy for the effective protection, management and rehabilitation of the State's native vegetation.
- 8.2 Work collaboratively with government agencies, government advisory boards, local government, non-government organisations, business and the community through effective engagement and partnerships.
- 8.3 The NVC's policy proposals should be developed to assist in the achievement of ecologically sustainable development in the State guided by the following principles:
  - 8.3.1 The use, development and protection of the environment should be managed in a way, and at a rate, that will enable people and communities to provide for their economic, social, cultural and physical well-being and for their health and safety while maintaining biodiversity.
  - 8.3.2 Sustain the potential of natural and physical resources to meet the reasonably foreseeable needs of future generations.
  - 8.3.3 Avoid, mitigate adverse effects of activities on remaining areas of native vegetation.
  - 8.3.4 Ensure no net loss of vegetation is achieved through offsetting approved clearances.
  - 8.3.5 Recognise the important role of native vegetation in providing climate regulation services through carbon sequestration.
  - 8.3.6 Ensure native vegetation management is adequately recognised in planning policy and legislation.
- 8.4 The NVC shall develop policy in a flexible, adaptable and responsive way to address threats to native vegetation and in a manner designed to minimise the negative consequences of foreseen risks while maximising the benefits of opportunities.
- 8.5 The NVC shall develop policy impartially, honestly, accurately and ethically address the views of all main relevant parties.

### **9. Financial management**

All accounts and financial records will be kept in accordance with section 21 of the Act and the legislative requirements under the *Public Finance and Audit Act 1987* and associated Regulations and Treasurer's Instructions.

### **10. NVC membership**

Membership of the NVC, appointed by the Minister, will be in accordance with section 8 of the Act.

### **11. Duties of NVC Members**

NVC members are expected to:

- 11.1 Set strategic directions and priorities consistent with any policy direction specified by the Minister and ensuring they are communicated to all stakeholders.
- 11.2 Monitor and report on all activities of native vegetation as set out in the Act.
- 11.3 Provide advice to the Minister in accordance with the functions of the NVC outlined in this Charter.
- 11.4 Comply with all statutory and legal obligations.
- 11.5 Through a transparent process, keep the public informed on all matters of native vegetation clearance.
- 11.6 Act in good faith and be accountable for their actions.
- 11.7 Abstain from any involvement in any decision where there may be a conflict of interest.
- 11.8 Exercise diligence in attendance at and in preparation for NVC meetings but are not bound to give continuous attention to the affairs of the NVC.

## **Native Vegetation NVC Charter 2017 – 2019**

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- 11.9 Ensure neither a member nor associate of the member directly or indirectly financially benefits from a policy proposal.
- 11.10 Treat members of the staff and public with respect.
- 11.11 Model the South Australian Public Sector Code of Conduct in all of its business.

### **12. NVC member training**

It is incumbent on each NVC member and his or her deputy to as far as practicable, make themselves available for induction and training on appointment to the NVC and on-going training relevant to any legislative changes.

### **13. Media and communications**

- 13.1 All media opportunities for the NVC will be coordinated by DEW and the Minister's Office, as required.
- 13.2 Members are not restricted from commenting on issues that also happen to be under consideration by the NVC in other capacities, provided they do not misuse or disclose information to which they are privy merely by virtue of their position as a member of the NVC and which is not already within the public domain.
- 13.3 The NVC can, at its discretion, following the endorsement of meeting minutes, release a communique after each meeting of the NVC.

### **14. Schedule of meetings**

- 14.1 The NVC shall meet together for the dispatch of business.
- 14.2 Frequency of meetings shall be set by the NVC, but should be held at least quarterly, with a schedule set for the coming year.

### **15. Meeting Agenda and Agenda Papers**

- 15.1. Agenda items will largely be directed by the NVC's strategic directions and are to be agreed upon by the Presiding Member.
- 15.2. Late items for tabling may only proceed with the permission of the Presiding Member.
- 15.3. While not in any way limiting the capacity of the NVC to make decisions, generally submissions to the NVC should concern strategic matters and strategic directions as outlined in the NVC strategic plan that address the NVC's obligations.
- 15.4. Submissions must be in a format and to a standard set by the NVC and clearly indicate the type and purpose of the submission. A clear recommendation must be stated in the submission.
- 15.5. Submissions should be approved by the Manager, Native Vegetation Branch or in the absence of the Manager, the Coordinator Assessment & Stakeholder Liaison.
- 15.6. Submissions and associated papers should be lodged with the NVC at least fourteen days prior to the meeting and should be circulated to NVC members at least seven days prior to the meeting.

### **16. Special meetings**

- 16.1 The Minister or any member of the NVC may request special meetings of the NVC. The Presiding Member will consider the circumstances of the request for a special meeting.
- 16.2 Every effort will be given to ensure that the NVC members are given as much notice as possible for the meeting.
- 16.3 The NVC may resolve urgent matters via a telephone conference, email, facsimile or other written communication, provided each participating member is capable of communicating with each of the other participating members.

## **Native Vegetation NVC Charter 2017 – 2019**

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- 16.4 Accurate minutes of urgent meetings must be kept and referred back to the NVC at the next formal meeting for ratification.
- 16.5 A proposed resolution of the NVC becomes a valid decision of the NVC despite the fact that it is not voted on at a meeting if notice of the resolution is given to all members and a majority of the members express concurrence by letter, email, facsimile or other written communication, or verbally in the instance of telephone conferences.

### **17. In Camera meetings**

- 17.1 The NVC may discuss in private, without staff, advisors, general public present, sensitive issues which require confidentiality.
- 17.2 The in camera items are to be agreed to by the Presiding Member.
- 17.2 In camera items discussions are not recorded in the regular board meeting minutes.
- 17.3 The NVC must move a motion to operate in camera, and move a motion to close an in camera session.

### **18. Meeting protocols**

- 18.1 The Presiding Member will preside at meetings of the NVC or, in his or her absence; a member chosen by those present will preside.
- 18.2 Where time permits deputy members will be invited to attend for those members acting as the Presiding Member.
- 18.3 Normal and extraordinary meetings of the NVC may occur by telephone conference.
- 18.4 Accurate minutes of telephone conference meetings must be kept and referred back to the NVC at the next formal meeting for ratification.
- 18.5 Parties lodging submissions for consideration may make presentations with the permission of the Presiding Member.
- 18.6 Other parties may be invited to address the NVC and provide information. This may include public hearings or invitations to industry, business and community groups as well as individual organisations.

### **19. Decision making**

- 19.1 A quorum for a NVC meeting shall be a minimum of four members of the NVC.
- 19.2 A decision in which a majority of the members present at a meeting agree is a decision of the NVC. Where the members are equally divided the decision of the person presiding at the meeting is the decision of the NVC.
- 19.3 Resolutions will be put to a formal vote at the meeting at the conclusion of any discussion regarding the resolution and associated submission. The NVC has the power to move an alternative resolution regarding a topic based on the discussion at the NVC meeting.
- 19.4 The right to vote at the meeting is vested in the NVC member personally. Deputy members attending a meeting, while the member is present, do not have a voting right.
- 19.5 Where a deputy member is attending because of the absence of a member, the deputy member has the same rights as the member.

### **20. Proxy vote**

In the event that the NVC member or deputy member cannot be present at the meeting, NVC members may pass their voting rights to the Presiding Member to vote in a particular way on their behalf in the event of their absence. In this event, the Presiding Member must reveal this situation to the NVC prior to taking a vote or making a decision.



## **Native Vegetation NVC Charter 2017 – 2019**

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### **21. Conflict of interest**

- 21.1 If a member of the NVC has, or acquires a personal or pecuniary interest, or is or becomes the holder of an office, such that it is reasonably foreseeable that a conflict might arise with his or her duties as a member of the NVC, the member must, as soon as reasonably practicable, disclose in writing to the Minister full and accurate details of the interest or office.
- 21.2 If, in the opinion of the Minister, a particular interest or office of a member of the NVC is of such significance that the holding of the interest or office is not consistent with the proper discharge of the duties of the member, the Minister may require the member either to divest himself or herself of the interest or office or to resign from the NVC (and non-compliance with the requirement constitutes a ground for removal of the member from the NVC).
- 21.3 NVC members who believe that they may have a direct or indirect personal or pecuniary interest in a matter or submission decided or under consideration by the NVC, must declare the nature and extent of any conflict prior to the matter being discussed or as soon as it is apparent.
- 21.4 At the discretion of the Presiding member, the NVC member:
  - 21.4.1 will not take part in any discussion by the NVC relating to that matter,
  - 21.4.2 will not vote in relation to that matter; and
  - 21.4.3 will be absent from the meeting room when any such discussion or voting is taking place.
- 21.5 Any disclosure of a conflict of interest must be recorded in the minutes of the meeting, along with the steps taken regarding the conflict.
- 21.6 This section does not apply in relation to a matter in which a member of the NVC has an interest while the member remains unaware that he or she has an interest in the matter, but in any proceedings against the member the burden will lie on the member to prove that he or she was not, at the material time, aware of his or her interest.
- 21.7 This section does not apply in relation to an interest that arises by virtue only of the fact that a member of the NVC has an interest in a particular sector of the State's economy or community more generally.

### **22. Minutes**

- 22.1 Proper minutes of all proceedings of the meetings of the NVC together with all NVC papers will be kept by the Secretary.
- 22.2. Details of all resolutions considered and associated decisions made, must be clearly and accurately minuted.
- 22.3. Draft minutes of the Meeting will be confidential within the NVC until endorsed.
- 22.4. Minutes kept pursuant to this rule shall be signed by the Presiding Member of the meeting at which the proceedings took place or by the Presiding Member of the next succeeding meeting at which the minutes are confirmed.
- 22.5. Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held; deem that all proceedings at the meeting have taken place, and deem that all decisions made at the meeting are valid.
- 22.6. In line with the NVC Policy 1.1.8 endorsed minutes, may be released to the public.

### **23. Formation of subcommittee/s and delegation of NVC responsibilities and functions**

- 23.1 The NVC may form any subcommittee/s it chooses that align with its strategic focus..
- 23.2 Any subcommittee formed must have terms of reference approved by the NVC.
- 23.3 Members of subcommittee/s must have appropriate relevant skills.

**Native Vegetation NVC Charter 2017 – 2019**

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- 23.4 Any subcommittee:
  - 23.4.1 must have access to public sector employees and relevant data; and
  - 23.4.2 must have appropriate resources to undertake the activity as outlined in the terms of reference.
- 23.5 Subcommittee meeting minutes should be authorised as accurate records of the meetings by the Chair of the subcommittee and the original minutes upon signing be retained by the NVC Secretary.
- 23.6 Each subcommittee will report to the NVC at the next practicable NVC meeting and earlier if so required.
- 23.7 Subject to section 15 of the Act the NVC may, with the approval of the Minister, delegate any of its powers or functions.
  - 23.7.1 The NVC may attach, to a delegation, such conditions as the NVC thinks fit.
- 23.8 Those rules relating to conflict of interest as listed in 21 apply to committees or persons acting as the NVC’s delegate.

**24. Reporting**

- 24.1 The NVC is obliged to report to the Minister any concern about its ability to meet statutory obligations and any development that affects the operating capacity of the NVC.
- 24.2 The NVC must report annually to the Minister on or before 31 October in each year, on its activities for the financial year ending on the preceding 30 June.
- 24.3 The Presiding Member should brief the Minister (and the Chief Executive of the Department for Environment and Water) at regular intervals in regard to the NVC matters of state significance.

**25. Date of operation of the Charter.**

- 25.1 This Charter comes into operation upon signing by the Minister and is binding on the NVC.
- 25.2 This Charter will expire at the end of the term of the current NVC term, being 13 September 2019.
- 25.3 The NVC may redraft the Charter and seek Ministerial support for any changes.

Signed:



.....  
Emily Jenke  
**Presiding Member  
Native Vegetation Council**

Date 28 / 6 /2018

Signed:

.....  
David Speirs  
**Minister for Environment  
and Water**

Date / /2018

**Title: Appointments or Nominations to Outside Bodies**

DATE OF POLICY:	July 2006
DATE OF LAST REVIEW BY LGA:	May 2013 May 2014

Requests for Local Government nominees on boards and committees are received from Ministers, Government Agencies and other organisations regularly. The importance of Local Government nominations to boards and committees is recognised by the LGA and appointments/nominations will be made on merit based principles giving due weight to gender balance. Appointees or nominees to outside bodies are not expected to 'represent' Local Government, or the views of any particular stakeholder or interest group. They are expected to apply their skills and experience, particularly their skills and experience arising from their participation in Local Government, to the betterment of the work and understanding of the board or committee to which they are appointed.

Appointments by Minister/Governor

Appointments to be made by the Minister or Governor, drawn from nominations from the LGA, will be determined by the LGA Board or between meetings the LGA Executive Committee. The Secretariat will call for nominations from Member Councils using the proforma (attachment 1) and upon the close of nominations (attachment 2) prepare a report for consideration. The template (attachment 3) is to be prepared by the Secretariat and tabled at the relevant meeting to assist with the assessment of the most appropriate nominations. However, where the appointments are to be made to non-statutory boards or committees, the nomination selection process may be delegated to the LGA Executive Committee.

Right to Decline Nomination

The LGA reserves the right to decline to appoint or nominate a person to a board or committee, unless it is required by law. The LGA Board (or between meetings the LGA Executive Committee) will consider recommendations from the Secretariat that the LGA decline to appoint or nominate a person to a board or committee. A brief report stating the reasons for declining to appoint or nominate will be prepared by the Secretariat to be considered by the LGA Board (or between meetings, the LGA Executive Committee).

Nominees to be Current Council Members or Staff

LGA nominees to outside bodies will, unless determined otherwise by the LGA Board/LGA Executive Committee, be current Council Members or staff of a Member Council or other Local Government entity.

When an existing appointment to an outside body ceases to be a Council or staff Member or a member of another Local Government entity, then under normal circumstances that person will be requested to resign his/her membership of the outside body forthwith. However the LGA Board/LGA Executive Committee may waive this requirement in circumstances where the person:

- has unique qualifications, experience or other personal qualities which allow him or her to continue to remain on the particular board or committee and/or;
- is appointed directly by a Minister or the Governor for a fixed term, and the appointment is specific to that person.

The LGA Board or LGA Executive Committee will review the list of all existing appointments following each general Local Government Election, to consider whether existing appointments comply with this policy.

ECM 30741

Submitting Nominations to the LGA

LGA nominations to outside bodies are determined by Councils as corporate bodies. Each Council determines its own policy on how Council nominations are lodged. Only two (2) nominations will be accepted from any one Council. The LGA Board / LGA Executive Committee does not accept nominations from individual Councillors or staff.

LGA Board/LGA Executive Committee Process for Determining Appointments/Nominations

The process for determining appointments/nominations at LGA Board or LGA Executive Committee meetings is as follows:

- a) Where the LGA Board/LGA Executive Committee is being asked to appoint a member and a proxy, this will be done as two separate processes, i.e. the selection of the person to be the member is to be completed prior to the selection of who is to be the deputy. This avoids the potential problem of two names being considered at once where it is quite likely that a member is supportive of one of the people but not necessarily both.
- b) Where the appointment is to a statutory authority and is to be made by the Governor, the provisions of section 36A of the *Acts Interpretation Act 1915* apply regarding gender balance and the number of nominations to be provided (see Attachment 4). In situations where there is an insufficient number of nominations from women to achieve an appropriate gender balance, the LGA may use the Local Government Women's Register described in Attachment 5 to source the names of additional persons.
- c) If the requirement is to choose a panel of three **or more** names, this can be done 'on block'.
- d) Unless otherwise determined, the President or Chairperson for the meeting, will invite members to nominate a person, no seconder is required.
- e) If the number of nominations received exceeds the number of positions, the President or Chairperson shall then invite members to make any comment they wish on the merits of any of the persons who have been nominated.
- f) Each member shall then be invited to indicate their preference by way of a secret ballot using the confidential matrix provided.
- g) Each member shall be entitled to vote on as many occasions as there are positions to be filled. Counting will be conducted on the basis of 'first past the post'.
- h) The President or Chairperson shall indicate to members the nominee who has received the most votes and has been selected. The President or Chairperson shall then invite a member to formally move that the nominee(s) with the most votes be selected.
- i) Nominations received from Councils after the deadline stipulated in the relevant LGA Circular will be shown as having been received late. This does not in itself mean that such nominations are invalid. The relevant agenda item will stipulate the closing date. The LGA Board/LGA Executive Committee is able to consider any late nomination on merit, unless it determines otherwise.

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- j) Where there are insufficient nominations the LGA Board/LGA Executive Committee may delegate to the LGA Chief Executive Officer, in consultation with the LGA President, approval to seek further nominations and forward these nominations to the relevant Minister, Government agency or organisation.

If a member of the LGA Board/LGA Executive Committee or an officer of the LGA Secretariat is nominated, that person must leave the room prior to the matter being discussed and determined.

#### Advising of LGA Nominees and Policy

When LGA nominees to an outside body have been determined by LGA Board/LGA Executive Committee in accordance with this policy, the names of the nominees and a copy of this policy shall be provided to the relevant Minister or agency, highlighting the conditions of the nomination.

#### Responsibilities of Appointees

While recognising that the deliberations of many external boards and committees are confidential in nature, this policy nevertheless requires LGA nominees and appointees to external bodies to provide a short general report annually, outlining the achievements of the board or committee which are likely to be of interest to Local Government.

#### Insurance for LGA Appointees

Where a Board is a Statutory Board or Committee of the State Government or a State agency the South Australian Insurance Corporation (SAICORP) provides insurance cover. In the event that insurance is not available through SAICORP the LGA through contact with the outside body or its Mutual Liability Scheme will ensure that the appointee is adequately covered.

#### Review

This Policy may be reviewed by the LGA Board from time to time as necessary, to ensure that it remains up to date and relevant.



**Nominations to Outside Bodies**

**PART A**

<b>Name of Body</b>	
<b>Legal Status of Body</b>	<p><b>**Delete those that don't apply:</b></p> <p>Statutory Authority</p> <p>Incorporated Body</p> <p>Committee</p> <p>Advisory Committee</p> <p>Other (please provide information)</p>
<b>Summary Statement</b>	
<p><b><u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u></b></p> <p>The following selection criteria must be addressed when completing Part B</p>	
<p><b>Qualifications Required</b></p> <p><i>(formal qualifications relevant to the appointment)</i></p>	
<b>Industry Experience</b>	
<b>Board / Committee Experience</b>	
<p><b>Key Expertise</b></p> <p><i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i></p>	
<p><b><u>LIABILITY AND INDEMNITY COVER</u></b></p> <p>The LGA requires that nominees to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis) <b>**CHECK THE BODY INSURED**</b></p>	
<b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b>	<b>Yes</b>
<b>Insurance Policies are Valid &amp; Current</b>	<b>Yes</b>

ECM 30741

**Nominations to Outside Bodies**



**PART B:** This form must be completed by Council electronically and emailed as a word document to:  
[##@lga.sa.gov.au](mailto:##@lga.sa.gov.au)  
 (Nominee's details must not exceed this single page)

**Name of Body:** **\*\*Insert name of body**

<b>Council Name:</b>			
<b>Full Name of Nominee:</b>			
<b>Position/Title:</b>			
<b>Address:</b>			
<b>Work Phone:</b>		<b>Facsimile:</b>	
<b>A/H Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>1. <u>Summary of relevant skills, knowledge and/or experience</u></b>			
<b>2. <u>Other comments in relation to this role</u></b>			

**DO NOT EXCEED ONE PAGE**  
*An email confirming receipt of your nomination will be forwarded*

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## Attachment 4

### Extract from the *Acts Interpretation Act 1915*

#### 36A—Gender balance in nomination of persons for appointment to statutory bodies

- (1) This section applies if an Act provides for a member of a body to be appointed by the Governor or a Minister on the nomination of a non-government entity.
- (2) If the Act provides for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that the panel—
  - (a) must include at least 1 woman and 1 man; and
  - (b) must, as far as practicable, be comprised of equal numbers of women and men.
- (3) If the Act does not provide for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that—
  - (a) the non-government entity must nominate a panel of persons comprised of not less than twice the number of members of the body to be appointed on the nomination of the entity plus one; and
  - (b) the panel—
    - (i) must include at least 1 woman and 1 man; and
    - (ii) must, as far as practicable, be comprised of equal numbers of women and men; and
  - (c) the Governor or Minister must select the person for appointment from the panel.
- (4) This section does not derogate from the need to properly assess merit in selecting persons for appointment.
- (5) In this section—

***non-government entity*** means a person or body other than an officer, agency or instrumentality (including a Minister) of the Crown in right of the State or the Commonwealth or another State or a Territory of the Commonwealth.

## Attachment 5

### **Local Government Women's Board and Committee Membership Register**

The LGA will establish and maintain a register of Local Government women interested in being appointed to Local Government related Boards and Committees. (The 'LG Women's Register')

The process of establishment and maintenance of the LG Women's Register will include:

- 1 An LGA Circular will advise of the establishment of the LG Women's Register and request interested women (Council Members and Council Officers) to complete a registration of interest form providing:
  - name and contact details
  - fields of interest
  - details of previous skills, knowledge and experience relevant to board or committee membership
  - names and contact details of two referees
  - permission to supply details provided above to Local Government stakeholders requiring female board or committee members.
  - advice if/when the applicant requires their details to be removed from the Register.
- 2 Information about the LG Women's Register will be provided on the LGA website on the front page under *LGA.net for Councils*, the *Women on the Move* page and the *Governance* page, with a link to the registration of interest form.
- 3 The LGA will record information on the LG Women's Register when a registration of interest is received. The LGA will use this information to assist with filling Local Government related board or committee positions, only when sufficient nominations are not received as part of its 'Representatives on Outside Bodies' Process. The LGA will not disclose the information from the LG Women's Register to a third party without the express permission of the relevant person.
- 4 The LGA will also promote the LG Women's Register to all Local Government stakeholders advising them to contact the LGA if they are seeking a female Board or Committee member.
- 5 Upon request, the LGA may provide external stakeholders with the details of individual(s) listed on the LG Women's Register, but only if the registered person(s) have consented to their information being made available to third parties. The stakeholder will be invited to contact the person(s) direct.

## Nominations to Outside Bodies - Part A

<b>Native Vegetation Council (NVC)</b>	
<b>Legal Status of Body</b>	Statutory Authority
<b>Summary Statement</b>	The NVC is a statutory body under <i>the Native Vegetation Act 1991</i> which is required to keep the condition of the native vegetation of the State under review and to advise the Minister on issues in relation to its preservation, enhancement and management.
<b>Selection criteria</b>	
<i>The following selection criteria must be addressed when completing Part B</i>	
<b>Qualifications Required</b> <i>(formal qualifications relevant to the appointment)</i>	Not mandatory, however formal qualifications in environmental management would be an advantage. Pursuant to the Native Vegetation Act 1991, LGA nominees must be persons who <ol style="list-style-type: none"> <li>carry on a business of primary production (whether as owner or manager of the business); and</li> <li>live on, or in close proximity to, the land on which the business is carried on; and</li> <li>manage the business on a daily basis.</li> </ol>
<b>Industry Experience</b>	Knowledge of, and experience in the preservation and management of native vegetation.
<b>Board / Committee Experience</b>	Experience in the operation of councils, committee meetings and working groups.
<b>Key Expertise</b> <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	An understanding of how native vegetation legislation applies to Councils.  Experience with representing membership or stakeholder consensus on issues.
<b>Liability and indemnity cover</b>	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
<b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b>	<b>Yes</b>
<b>Insurance Policies are valid &amp; current</b>	<b>Yes</b>





# Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au); and
- upon receipt at the LGA, will be acknowledged by return email.

## Native Vegetation Council

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer <a href="#">LGA Policy</a>	Name:		
	Position:		
	Email:		
	Telephone:		
Nominee details			
Name of Nominee			
<input type="checkbox"/> Current Elected Member                      or <input type="checkbox"/> Current council officer			
Home / Postal Address			
Phone		Mobile:	
Email			
Is a CV attached or will it be forwarded separately?			
Information relevant to the appointment sought			
<i>(address the selection criteria from Part A)</i>			
<b>Qualifications Required:</b>			
<b>Industry Experience:</b>			
<b>Board/Committee Experience:</b>			
<b>Key Expertise:</b>			
<b>Any other comments:</b>			
<b>Undertaking:</b>			

*The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?*

Yes  No

Signature of Nominee: \_\_\_\_\_

## DECISION REPORT

<b>REPORT TITLE:</b>	NOMINATIONS FOR THE AUSTRALIA DAY COUNCIL
<b>ITEM NUMBER:</b>	4.9
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	DALLIS VON WALD
<b>JOB TITLE:</b>	PRINCIPAL GOVERNANCE OFFICER
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. AUSTRALIA DAY COUNCIL OF SOUTH AUSTRALIA INCORPORATED CONSTITUTION</li><li>2. LGA POLICY - APPOINTMENTS OR NOMINATIONS TO OUTSIDE BODIES</li><li>3. NOMINATIONS TO OUTSIDE BODIES - PART A</li><li>4. NOMINATIONS TO OUTSIDE BODIES - PART B</li></ol>

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### 1. **EXECUTIVE SUMMARY**

The Australia Day Council of South Australia has written to the Local Government Association (LGA) requesting an appointment for a Local Government ex-officio Member on its Board for a term commencing as soon as possible. Nominations must be forwarded to the LGA by COB Tuesday, 16 July 2019.

This report seeks a decision from Council regarding any nomination to be made.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. \_\_\_\_\_ be nominated for consideration by the LGA Board of Directors as a Member of Australia Day Council of South Australia.

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### 3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
- 4.1 We have strong leadership and governance.

#### 4. **BACKGROUND**

The Australia Day Council of South Australia is an independent non-profit membership-based association with funding and support from all levels of Government.

Under the Council's [Constitution](#), its objectives are:

- To foster national pride
- To instil a desire to contribute to Australia's future
- To encourage Australians to live and work together by fostering local community spirit
- To stimulate concern for Australia as a nation
- To create an awareness of, and value, for Australia's heritage
- To promote the observance and celebration of Australia Day
- To make recommendations to and advise the Australian Government on all matters relating to the above objects

*Attachment 1*

#### ***Current Board of Directors***

The Australia Day Council of South Australia is governed by a Board of Directors elected by the organisation's membership who commit to voluntary two-year terms.

The current Council is comprised of the following Members:

- Mr Arman Abrahamzadeh OAM
- Mr Joel Bayliss
- Dr Simon Behenna
- Ms Annetta Johnston
- Cr Carol Martin OAM
- Hon Jing Lee MLC
- Mr David O'Loughlin
- Ms Sylvia Rapo
- Mayor John Trainer OAM
- Mr Peter Tsokas

#### 5. **DISCUSSION**

##### ***Council Details and Nominations***

The appointment is for a maximum of two years, commencing immediately upon appointment.

The position is voluntary and there are no sitting fees.



There are approximately ten meetings held annually, normally on a Thursday evening from 6-8pm in the city.

LGA nominations to outside bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or council staff according to the LGA Appointments or Nominations to Outside Bodies Policy.

*Attachment 2*

Nominations addressing the Selection Criteria provided in Part A for the Australia Day Council of SA Board of Management must be forwarded to lgasa@lga.sa.gov.au by a council using the attached Part B along with an up-to-date CV/resume by COB Tuesday 16 July 2019.

*Attachment 3*

*Attachment 4*

The LGA Board of Directors will consider nominations received at its meeting on Thursday, 18 July 2019.

Council is under no obligation to make a nomination.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. \_\_\_\_\_ be nominated for consideration by the LGA Board of Directors as a Member of Australia Day Council of South Australia.

### Option 2 –

1. The report be received.

Council is under no obligation to make a nomination and may choose to simply receive this report.

## **7. RECOMMENDED OPTION**

Option 1 is the recommended option if Council identifies an appropriate nomination to be made.

Option 2 is the recommended option if Council determines it does not wish to make a nomination.

**8. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO

**AUSTRALIA DAY COUNCIL  
OF SOUTH AUSTRALIA  
INCORPORATED**

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**CONSTITUTION**

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**Revisions adopted at Special General Meeting**

**AT** \_\_\_\_\_

**DATE** \_\_\_\_\_ **2017**

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**1. Name of Association**

The name of the Association is the "Australia Day Council of South Australia Incorporated" (**the Council**).

**2. Objects of the Council**

2.1 The Objects of the Council are:

- 2.1.1 to foster national pride in each and every Australian;
- 2.1.2 to instil in all Australians, whatever their origins, a desire to contribute to Australia's future;
- 2.1.3 to encourage Australians to live and work together by fostering local community spirit;
- 2.1.4 to stimulate concern for Australia as a nation;
- 2.1.5 to create an awareness of, and value for, Australia's heritage;
- 2.1.6 to promote the observance and celebration of Australia Day;
- 2.1.7 to make recommendations to and advise the Australian Governments on all matters relating to these objects.

**3. Definitions**

3.1 In this Constitution:

**Act** means the *Associations Incorporation Act 1985* (SA);

**Annual General Meeting** means an annual general meeting of Members held in accordance with the Act;

**Appointed Board Member** means a Member appointed to the Board under this Constitution.

**Board** means the board of management of the Council vested with power to administer the affairs of the Council for the purposes of section 29 of the Act;

**Chairperson** means:

- (a) in respect of the conduct or proceedings of any General Meeting (other than a determination about who will preside), the person presiding at that meeting;
- (b) in all other respects, the person elected chairperson of the Board under clause 20 from time to time.

**Constitution** means this Constitution as amended from time to time;

**Corporate Member** means a Member who is not a natural person and includes a corporation, incorporated association, institution, government body or agency;



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**Council** means the Association bound by this Constitution and known as the "Australia Day Council of South Australia Incorporated";

**Deductible Gift Recipient** has the meaning given to that term in the Tax Act;

**Deputy Chairperson** means the person elected deputy chairperson of the Board under clause 20 from time to time;

**Ex officio Board Member** means a Member of the Board appointed under clause 18;

**Financial Year** means the 12 months ending on the last day of February each year or 30 June;

**General Meeting** means a general meeting of Members other than an Annual General Meeting;

**Liability** or **Liabilities** means liabilities, losses, damages, actions, causes of action, arbitrations, claims, orders, judgments, outgoing, costs and expenses;

**Life Member** means a person granted life membership in accordance with this Constitution.

**Member** means a member of the Council;

**Nominated Representative** of a member who is a corporation, incorporated association or government body or agency is the natural person duly nominated by the Member to exercise certain powers and functions of the member under this Constitution.

**Objects** means the objects described in clause 2 of this Constitution.

**Office Bearer** means a person elected as Chairperson, Deputy Chairperson, or Treasurer of the Board of the Council from time to time;

**Ordinary Board Member** means an ordinary Board Member elected to the Board under this Constitution.

**Patron** means the person appointed as Patron of the Council in accordance with this Constitution from time to time;

**Public Officer** means the person appointed as public officer of the Council by the Board from time to time;

**Treasurer** means the person elected as treasurer of the Board under clause 20 from time to time.

#### 4. Interpretation

4.1 In this Constitution, unless the context otherwise requires:

4.1.1 Words defined in the Act which are used in this Constitution have the meanings given to them in the Act (unless the contrary intention is expressly stated);

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- 4.1.2 headings do not affect interpretation;
- 4.1.3 singular includes plural and plural includes singular;
- 4.1.4 words of one gender include any gender;
- 4.1.5 a reference to a person includes a partnership, corporation, association, government body and any other entity;
- 4.1.6 a reference to legislation includes any amendment to it, any legislation substituted for it, and any subordinate legislation made under it;
- 4.1.7 the meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions
- 4.1.8 if any provision is contrary to or inconsistent with the Act, the Act prevails, but only to the extent of the inconsistency;

## **5. Powers of the Council**

- 5.1 The Council has all of the powers conferred by section 25 of the Act and, (without limiting section 25 of the Act) has the power:
  - 5.1.1 and legal capacity of a natural person;
  - 5.1.2 to raise money by any lawful means (including by grant, subscription, donations and sponsorship) or in any other manner whatsoever for any purpose consistent with the Objects;
  - 5.1.3 to use and spend money for carrying out or furthering any or all of the Objects;
  - 5.1.4 to purchase, receive or otherwise acquire and hold in the name of the Council any real or personal property of any kind (or any interest therein), and to let, sell, mortgage or otherwise dispose or deal with such property (including by executing such conveyances, transfers, mortgages and other documents in relation thereto as may be required);
  - 5.1.5 to confer, cooperate, affiliate with or become a member of any other association, body or society with similar or consistent objects to the Objects;
  - 5.1.6 subject to the prior approval of the Members by Special Resolution, to invest moneys of the Council in any security in which trust moneys may lawfully be invested;
  - 5.1.7 to enter into any contract of employment or contract for the supply of services upon any such conditions as may be thought proper by the Board;
  - 5.1.8 subject to the prior approval of the Members by Special Resolution, to borrow money upon such terms and conditions as the Board thinks fit and to give security for the discharge of liabilities incurred on behalf of the Council;

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5.1.9 to do all things necessary or convenient to be done for, or in connection with, the attainment of the Objects.

**6. The Patron of the Council**

6.1 The Board may appoint a natural person (whether or not they are a Member) as the Patron of the Council from time to time.

6.2 The Council may only appoint one Patron at any time.

6.3 A Patron who is not a Member has no entitlement to a vote at any meeting of the Council.

**7. Membership categories**

7.1 The membership categories of the Council are:

7.1.1 Individual natural person;

7.1.2 Corporation;

7.1.3 Institutional, community, not for profit and/or Government bodies or agencies;

7.1.4 Life member; and

7.1.5 such other categories as the Board may, from time to time, determine.

**8. General provisions about membership**

8.1 The Members of the Council shall be such persons as may from time to time be admitted by the Board to membership on the Board being satisfied in such manner as it sees fit that the person is -

8.1.1 (In the case of any natural person), a fit and proper person of good character and standing; and

8.1.2 (In any event) prepared to adhere to and seek to advance the Objects.

8.2 Every application for membership shall be made in the form determined by the Board from time to time, signed or submitted by the proposed Member or an authorised representative of the proposed Member.

**9. Subscriptions**

9.1 The subscription fees for Membership shall be determined by the Board annually on 1 March.

**10. Resignation of membership**

10.1 A Member may resign at any time by written notice of resignation delivered to the Public Officer.

10.2 A resigning Member is liable for any outstanding subscriptions to the date of resignation which outstanding sums may be recovered by the Council as a debt.

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## **11. Expulsion of a member**

- 11.1 Subject to first observing the rules of procedural fairness, the Board may on its own initiative or on the application of another Member resolve to expel any Member -
- 11.1.1 whose subscription is outstanding for more than three months after the due date;
  - 11.1.2 who engages in conduct (including by action, inaction, statements or words in any form) substantially contrary to the Objects;
  - 11.1.3 who disparages the Council or the Board;
  - 11.1.4 who brings (or attempts or seeks to bring) the Council into disrepute;
  - 11.1.5 who is not a fit and proper person of good character and standing; or
  - 11.1.6 who renounces the Objects.
- 11.2 The Board must forthwith communicate its determination and the reasons for its decision in writing to the expelled Member whose membership ceases 14 days after the date of the decision of the Board.

## **12. Register of Members**

- 12.1 The Board must at all times keep a current register of its Members listing in relation to each Member at least the:
- 12.1.1 Member's name and address;
  - 12.1.2 Nominated Representative of the Member (except for a Member who is a natural person)
  - 12.1.3 date on which the Member's name was entered in the Register;
- 12.2 The Register must also show:
- 12.2.1 the name and details of each person who ceased being a Member within the last two years; and
  - 12.2.2 the date on which the person ceased being a Member.

## **13. Life Members**

- 13.1 The Board may nominate a Member who is a natural person to be elected as a Life Member of the Council at a General or the Annual General Meeting of the Council.
- 13.2 The Board may only nominate a person (or persons) who in the opinion of the Board -
- 13.2.1 have shown exemplary commitment to the Objects;
  - 13.2.2 have given outstanding service to the Council; or



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13.2.3 for some other reason are worthy of the honour of being elected as a Life Member of the Council

13.3 Unless they resign or are expelled under this Constitution, a Life Member enjoys for life -

13.3.1 the same voting rights as any other Member of the Council;

13.3.2 membership of the Council without payment of the membership subscription fees.

#### **14. Nominated Representatives of Corporate Members**

14.1 A Corporate Member shall appoint one natural person (who need not be a Member) as a Nominated Representative to represent the Corporate Member at Meetings of the Council.

14.2 A Corporate Member shall notify the Council from time to time of its Nominated Representative or any change to its Nominated Representative.

14.3 A Nominated Representative shall be duly appointed by the Corporate Member in accordance with its relevant requirements and proof of the sufficiency of appointment must be provided to the Council on request.

14.4 If a Corporate Member is elected to a position on the Board then the Nominated Representative of the Corporate Member from time to time will sit on the Board to represent the Corporate Member.

14.5 A Nominated Representative -

14.5.1 is authorised to exercise the vote of the Corporate Member on any matter at any meeting of the Council;

14.5.2 may (if the Nominated Representative is also a member and if the Corporate Member for which they are the Nominated Representative does not stand for election) stand for election to the Board and hold such office in their personal capacity not in their capacity as a Nominated Representative.

#### **15. Votes by Corporate Members**

15.1 Corporate Members may vote on any matter at any meeting of the Council or the Board but any such vote may only be cast by the Nominated Representative (from time to time) of the Corporate Member.

#### **16. Powers and functions of the Board**

16.1 In addition to the powers expressly conferred on the Board under this Constitution, the Board has power to do all things, take all necessary steps or undertake all necessary actions, make all necessary decisions, and exercise all discretions necessary to give effect to the powers of the Council under the Act and this Constitution in accordance with and to further the Objects.

16.2 The Board has the management and control of funds and other property of the Council for the purposes of section 23A(1)(c)(vi) of the Act.

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- 16.3 The Board has power to affix the common seal to execute any deed or instrument which must also be signed by two Board Members duly authorised by resolution to execute the relevant instrument (or class of instruments).
- 16.4 The Board is responsible for -
- 16.4.1 developing a strategy to give effect to the Objects;
  - 16.4.2 implementing the actions arising from the strategy; and
  - 16.4.3 monitoring and reviewing the strategy and the progress of the Council and the Board in implementing the strategy from time to time;
- 16.5 The Board may delegate any of its powers and functions to any person including an officer, employee or a subcommittee of the Board.
- 16.5.1 A delegation must be in writing and may be subject to conditions.
  - 16.5.2 A delegation does not derogate from the powers of the Board to act in any matter.
  - 16.5.3 The Board may revoke, modify or vary any such delegation.

#### **17. Composition of Board**

- 17.1 The Board of the Council shall have a minimum of twelve (12) and a maximum of sixteen (16) persons who (but for the ex-officio Board Members) are Members of the Council.
- 17.2 The Board shall comprise -
- 17.2.1 up to five (5) Ex officio Board Members;
  - 17.2.2 up to seven (7) Ordinary Board Members;
  - 17.2.3 up to three (3) Appointed Board Members; and
  - 17.2.4 the immediate past Chairperson (subject to clause 18.2).
- 17.3 Ordinary Board Members shall hold office for approximately two (2) years being the period between three consecutive Annual General Meetings counted from the Annual General Meeting at which they are elected (such that the first Annual General Meeting is the meeting at which the Member is elected, the second Annual General Meeting is the approximate mid point of their term of office and the third Annual General Meeting is the end of the Member's term of office) or until they retire or are expelled (whichever is the sooner).

#### **18. Ex Officio Board members**

- 18.1 The Ex officio Board Members may comprise -
- 18.1.1 One person appointed by the Premier of South Australia.
  - 18.1.2 One person appointed by the Local Government Association of South Australia.

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18.1.3 One person appointed by the South Australian Multicultural and Ethnic Affairs Commission.

18.1.4 One person appointed by the South Australian Minister for Aboriginal Affairs and Reconciliation (and in the event that there is no such Ministerial portfolio, by the Minister responsible for the administration of the *Aboriginal Heritage Act 1988*);

18.1.5 One person nominated by the Local Council selected to host the Council's principal Australia Day celebration on Australia Day following the Annual General Meeting.

18.2 The Board may appoint the immediate past Chairperson to be a Board Member for one year after her or his retirement as Chairperson.

18.3 Ex officio Board Members and the immediate past Chairperson shall have the same vote, rights and obligations as the other Board Members.

## **19. Election of Ordinary Board Members**

19.1 Any fully paid up Member or Corporate Member may nominate for election as an Ordinary Board Member.

19.2 An employee of the Council may not be a Board Member.

19.3 A Corporate Member may nominate for and be elected as an Ordinary Board Member with the Nominated Representative from time to time of that Corporate Member to sit on the Board to represent the Corporate Member.

19.4 Any Member seeking election as an Ordinary Board Member must twenty eight (28) days prior to the relevant Annual General Meeting, lodge with the Public Officer a nomination form signed by the nominee and a Member who is a proposer.

19.5 A retiring Ordinary Board Member seeking re-election must twenty eight (28) days prior to the relevant Annual General Meeting, lodge with the Public Officer a nomination form which need only be signed by the nominee.

19.6 Notice of all persons seeking election to the Board shall be advised to all Members of the Council, not later than fourteen (14) days prior to the date the election is to take place.

19.7 At each Annual General Meeting -

19.7.1 one half of the Ordinary Board Members or if the number of remaining Ordinary Board Members is not a multiple of two then the number nearest one half (after discarding the fraction) shall retire from office.

19.7.2 Subject to clause 19.9 and 20.3 below, the retiring Ordinary Board Members shall be -

19.7.2.1 those who have been in office for the period approaching the third consecutive Annual General Meeting following from (and including) the Annual General Meeting at which they were elected; and

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19.7.2.2 if the number of retiring Ordinary Board Members in clause 19.7.2.1 does not yield the number required in clause 19.7.1, then the further retiring Ordinary Board Members to reach the number required in clause 19.7.1 shall be determined by ballot conducted by the Public Officer prior to the notice of the Annual General Meeting being issued.

19.8 If only the required number of persons is nominated to fill existing vacancies, the Chairperson shall declare such persons duly elected as Ordinary Board Members.

19.9 Any Ordinary Board Member or Appointed Board Member who without reasonable cause and without first notifying the Chairperson of their impending absence fails to attend three consecutive meetings of the Board shall be deemed to have resigned from the Board.

## **20. Election of Office Bearers**

20.1 The Office Bearers of the Board shall comprise -

20.1.1 the Chairperson;

20.1.2 two Deputy Chairpersons; and

20.1.3 the Treasurer

20.2 The Public Officer shall as soon as reasonably practicable after the Annual General Meeting conduct an election among the Board Members for the purpose of electing the Chairperson (if required by the operation of clause 20.3), two deputy Chairpersons and the Treasurer. The election:

20.2.1 Should (subject to any urgency) be conducted at a meeting of the Board within two (2) weeks of the Annual General Meeting;

20.2.2 May be conducted by teleconference, videoconference, email or other means determined by the Public Officer if there is an urgent need to determine the office Bearers (or any one of them).

20.3 The Chairperson shall hold that office for a period of approximately two (2) years being the period between three consecutive Annual General Meetings counted from the meeting held in accordance with clause 20.2 shortly after the Annual General Meeting (such that the first Annual General Meeting is the meeting immediately prior to the meeting called by the Public Officer in accordance with clause 20.2, the second Annual General Meeting is the approximate mid point of the Chairperson's term of office and the third Annual General Meeting is the end of the Chairperson's term of office) or until they retire or are expelled (whichever is the sooner).

20.4 The two deputy Chairpersons and the Treasurer shall hold those positions for a period of approximately one (1) year being the period until the next Annual General Meeting or until they retire or are expelled (whichever is the sooner).



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- 20.5 The Executive Board shall be comprised of the Chairperson, two deputy Chairpersons and the Treasurer. The function of the Executive Board shall be defined by the Board from time to time.
- 20.6 In the event of a vacancy for whatever reason during the term of an Office Bearer, the Public Officer shall as soon as reasonably practicable convene a meeting of the Board to elect a replacement who shall then hold that office for the remainder of the term.

## **21. Appointment of Members to the Board**

- 21.1 The Board may (in its absolute discretion) appoint up to three (3) Appointed Board Members (but so that the total number of Board members shall not at any time exceed 16) to -
  - 21.1.1 fill any vacancy in the Board; or
  - 21.1.2 supplement the knowledge, skills, expertise or representative capacity of the Board from time to time.
- 21.2 Appointed Members may not be Office Bearers.
- 21.3 An Appointed Board Member has the same voting right as any Ordinary Board Member (but not the Chairperson).
- 21.4 The Board may only appoint a person who is not a Member of the Council as an Appointed Member on the undertaking of that person to become a Member and to pay the membership subscription within fourteen (14) days of appointment.
- 21.5 Appointed Board Members hold office for one term between the date they were appointed by the Board until the next Annual General Meeting.
- 21.6 An Appointed Board Member may nominate for election as an Ordinary Board Member.

## **22. Procedure of Board meetings**

- 22.1 Subject to this Constitution and the Act, the Board may otherwise determine its own procedures.
- 22.2 Meetings
  - 22.2.1 shall be held with such frequency or at such intervals as the Board may from time to time determine but generally shall be held at least every eight (8) weeks;
  - 22.2.2 must be convened by the Public Officer in the event of a request by five (5) Board Members along with at least one notice of motion.
- 22.3 The Public Officer must give notice to the Board Members of a Board meeting stating the time and place at which the meeting will be held.
- 22.4 The Public Officer shall provide an agenda at least three (3) days before the meeting to which it relates is to be held except where the meeting is to be held to deal with an emergency.

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- 22.5 Any Board Member may give a notice of motion to the Public Officer at least five (5) clear days before the date of the meeting at which the motion is to be moved and such a motion will be included in the agenda.
- 22.6 A Board Member may also bring forward any business by way of a motion without notice.
- 22.7 The Chair of the meeting may refuse to accept a motion without notice if the subject matter is, in his or her opinion, beyond the power of the Board.
- 22.8 The quorum for a meeting of the Board is determined by dividing the number of Board Members by 2, ignoring any fraction and adding 1.
- 22.9 A Board Member may attend a meeting in person or by audio or video service (so long as all Members of the Board attending by any means are able to consider the matters the subject of deliberations and communicate their views and votes on all matters).
- 22.10 If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Chairperson will adjourn the meeting to a specified day and time.
- 22.11 If a meeting is adjourned for want of a quorum, the Public Officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- 22.12 If a meeting is adjourned to another day, the Public Officer must give notice of the adjourned meeting to each Board Member setting out the date, time and place of the meeting.
- 22.13 The Chairperson shall chair meetings and if the Chairperson is absent from a meeting, a Deputy Chairperson (or in the absence of any Deputy Chairperson, another Board Member) chosen by the Board Members present at the meeting will preside at the meeting.
- 22.14 A decision carried by a majority of the votes cast by a show of hands of Board Members at a meeting is a decision of the Board.
- 22.15 Each Board Member present at a meeting has one (1) vote on any question arising for decision, and if the votes are equal, the Board Member presiding at the meeting may exercise a further casting vote.
- 22.16 The Board must cause accurate minutes to be kept of its proceedings.
- 22.17 Meetings may be conducted in private or in the company of such persons as the Board may from time to time determine or allow.
- 23. Committees**
- 23.1 The Board may create any committee or subcommittee to deal with its affairs and provide advice as the Board thinks fit.
- 23.2 Any committee may be comprised of any persons the Board thinks fit but must include at least one Member of the Council.

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- 23.3 The Board may delegate its powers and functions to such committees as it thinks fit.

## **24. General Meetings**

- 24.1 A General Meeting of Members -
- 24.1.1 may be convened by the Board as it sees fit; and
  - 24.1.2 must be convened by the Public Officer in the event of a request by twenty (20) Members along with at least one notice of motion.
- 24.2 A Member may bring forward any business in the form of a written notice of motion.
- 24.3 The Public Officer must give fourteen (14) days notice to the Members of a General Meeting -
- 24.3.1 Stating the time and place at which the meeting will be held; and
  - 24.3.2 Including an agenda of the motions to be considered and matters to be canvassed at the meeting;
- 24.4 A Member may also bring forward any business by way of a motion without notice.
- 24.5 The Chair of the meeting may refuse to accept a motion without notice if the subject matter is, in his or her opinion, beyond the power of the Board or the Council.
- 24.6 The quorum for a General Meeting is nine (9).
- 24.7 A Member may attend a meeting in person or by audio or video service (so long as all Members attending by any means are able to consider the matters the subject of deliberations and communicate their views and votes on all matters).
- 24.8 A Member may appoint a proxy by notice in writing (including by email) delivered to the Chairperson who must declare their existence to the meeting before any motion being put at which a proxy is cast.
- 24.9 If at the expiration of thirty (30) minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Chair will adjourn the meeting to a specified day and time.
- 24.10 If a meeting is adjourned for want of a quorum, the Public Officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- 24.11 If a meeting is adjourned to another day, the Public Officer must give notice of the adjourned meeting to each Member setting out the date, time and place of the meeting.
- 24.12 The Chairperson shall chair a General Meeting and if the Chairperson is absent from a meeting, a Deputy Chairperson (or in the absence of any

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Deputy Chairperson, another Board Member) chosen by the Members present at the meeting will preside at the meeting.

- 24.13 A decision carried by a majority of the votes cast by a show of hands of Members at a General Meeting is a decision of the Council.
- 24.14 Each Member present at a meeting has one (1) vote on any question arising for decision, and if the votes are equal, the Member presiding at the meeting may exercise a casting vote.

## **25. Annual General Meeting**

- 25.1 The financial year of the Council shall be from 1<sup>st</sup> March to the last day of February each year.
- 25.2 The Annual General Meeting shall be held no more than five (5) months from the end of the financial year.
- 25.3 No less than forty two (42) days prior to the proposed date of the Annual General Meeting the Public Officer shall cause a notice to be sent to all Members advising of the time, date and place of the Annual General Meeting
- 25.4 Any Member may, no less than twenty eight (28) days prior to the Annual General Meeting provide to the Public Officer notice of -
  - 25.4.1 any motion that the Member proposes to move at the Annual General Meeting;
  - 25.4.2 any nomination for election as an Ordinary Board Member.
- 25.5 No less than twenty one (21) days prior to the Annual General Meeting the Public Officer shall send to all Members notice of the
  - 25.5.1 agenda for the Annual General Meeting;
  - 25.5.2 motions and any other business for consideration; and
  - 25.5.3 nominations for election as Ordinary Board Members.
- 25.6 The procedure for the Annual General Meeting shall be the same as for a General Meeting.

## **26. Notice**

- 26.1 Notices may be given by email or by ordinary pre-paid post to Members to the address indicated by the Member to the Public Officer from time to time.
- 26.2 Notices shall be deemed to be sent -
  - 26.2.1 by email on the day sent (if sent before 5.00pm); or
  - 26.2.2 by post on the day on which they are posted (if posted before 6.00pm).
- 26.3 Notices to the Council must be delivered in writing to its registered office during normal business hours.



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**27. Auditor**

27.1 The Council shall appoint (or re-appoint) an Auditor at the Annual General Meeting for the following financial year.

**28. Public Officer**

28.1 The Board must appoint (or confirm the appointment of) a Public Officer at the first Board Meeting following the Annual General Meeting.

28.2 The Board may from time to time remove any such Public Officer and appoint another person as a Public Officer.

**29. Indemnity - section 39B**

29.1 The Council may carry insurance or enter into any insurance contract and or indemnify any officer or auditor to the extent permitted by section 39B of the Act.

29.2 Subject to the Act, every person who is or has been an Officer must be indemnified out of the property of the Council against any Liabilities incurred in connection with that person's position as an Officer except a Liability:

29.2.1 owed to the Council; or

29.2.2 that did not arise out of conduct in good faith; or

29.2.3 for legal costs in defending or resisting proceedings in which the person is found by a court to have a liability for which the person cannot be indemnified under any of the foregoing provisions of this clause; or

29.2.4 for legal costs in defending or resisting civil or criminal proceedings in which the person fails to secure a judgement in their favour or is found to be guilty.

29.3 For the purposes of this clause 29:

29.3.1 legal costs means legal costs on a solicitor and own client basis; and

29.3.2 proceedings means any initial legal proceeding and any appeal proceeding.

29.3.3 Property means any payment received from an insurer subsequent to the filing of a claim with an insurer pursuant to clause

29.4 The Council need not indemnify a person under this clause 29 in respect of a Liability to the extent that the person is entitled to an indemnity in respect of that Liability under a contract of insurance.

29.5 Where a person seeks to rely on the indemnity contained in this clause 29, that person must:

29.5.1 immediately notify the Council of any claim which gives rise to or could give rise to a Liability of the Council to that person under the indemnity;

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29.5.2 permit the Council to conduct any negotiations and proceedings in respect of the claim in the name of the person and to have the sole arrangement and the control of such negotiations or proceedings and to settle or compromise the claim or make any admission or payment in relation thereto;

29.5.3 not make any admission without the prior written consent of the Council;

29.5.4 promptly render all reasonable assurance and co-operation to the Council as requested by the Council.

29.6 The Council must make available for inspection by any person who is or has been an Officer the books and records of the Council at all reasonable times for the purposes of any proceedings in connection with that person's position as an Officer:

29.6.1 to which the person is a party; or

29.6.2 that the person proposes in good faith to bring; or

29.6.3 that the person has reason to believe will be brought against the person.

29.7 The obligations of the Council in respect of any person who is or has been an Officer cease on the expiry of seven years after that person ceases to be an Officer.

### **30. Winding up**

30.1 The Council may be wound up by Special Resolution in accordance with the Act.

30.2 If, upon dissolution of the Council, there remains, after the satisfaction of its debts and liabilities any money or any property whatsoever, the remaining money and property must be transferred to a fund, authority or institution determined by the General Meeting:

30.2.1 which has been endorsed as a Deductible Gift recipient;

30.2.2 which has objects similar to those of the Council; and

30.2.3 whose rules prohibit the distribution of its income among its Members.

### **31. Income and property**

31.1 The income and property of the Council shall be applied solely towards promotion of the Objects.

31.2 The Council shall not carry on any trade or business or engage in any transaction with a view to pecuniary gain or benefit of any of the Members.

31.3 No Member shall have any personal claim on any property of the Council and no part of the income or property of the Council shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the Members of the Council, however the Board may pay the

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reasonable expenses of a Board Member in attending meetings or otherwise undertaking business of the Council.

**32. Amendment to Constitution**

32.1 This Constitution may be amended by special resolution of the Council passed at a duly convened meeting of the members of the Council if -

32.1.1 at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the association; and

32.1.2 it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the Council as, being entitled to do so, vote in person or, where proxies are allowed, by proxy, at that meeting.





**Title: Appointments or Nominations to Outside Bodies**

DATE OF POLICY:	July 2006
DATE OF LAST REVIEW BY LGA:	May 2013 May 2014

Requests for Local Government nominees on boards and committees are received from Ministers, Government Agencies and other organisations regularly. The importance of Local Government nominations to boards and committees is recognised by the LGA and appointments/nominations will be made on merit based principles giving due weight to gender balance. Appointees or nominees to outside bodies are not expected to 'represent' Local Government, or the views of any particular stakeholder or interest group. They are expected to apply their skills and experience, particularly their skills and experience arising from their participation in Local Government, to the betterment of the work and understanding of the board or committee to which they are appointed.

Appointments by Minister/Governor

Appointments to be made by the Minister or Governor, drawn from nominations from the LGA, will be determined by the LGA Board or between meetings the LGA Executive Committee. The Secretariat will call for nominations from Member Councils using the proforma (attachment 1) and upon the close of nominations (attachment 2) prepare a report for consideration. The template (attachment 3) is to be prepared by the Secretariat and tabled at the relevant meeting to assist with the assessment of the most appropriate nominations. However, where the appointments are to be made to non-statutory boards or committees, the nomination selection process may be delegated to the LGA Executive Committee.

Right to Decline Nomination

The LGA reserves the right to decline to appoint or nominate a person to a board or committee, unless it is required by law. The LGA Board (or between meetings the LGA Executive Committee) will consider recommendations from the Secretariat that the LGA decline to appoint or nominate a person to a board or committee. A brief report stating the reasons for declining to appoint or nominate will be prepared by the Secretariat to be considered by the LGA Board (or between meetings, the LGA Executive Committee).

Nominees to be Current Council Members or Staff

LGA nominees to outside bodies will, unless determined otherwise by the LGA Board/LGA Executive Committee, be current Council Members or staff of a Member Council or other Local Government entity.

When an existing appointment to an outside body ceases to be a Council or staff Member or a member of another Local Government entity, then under normal circumstances that person will be requested to resign his/her membership of the outside body forthwith. However the LGA Board/LGA Executive Committee may waive this requirement in circumstances where the person:

- has unique qualifications, experience or other personal qualities which allow him or her to continue to remain on the particular board or committee and/or;
- is appointed directly by a Minister or the Governor for a fixed term, and the appointment is specific to that person.

The LGA Board or LGA Executive Committee will review the list of all existing appointments following each general Local Government Election, to consider whether existing appointments comply with this policy.

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Submitting Nominations to the LGA

LGA nominations to outside bodies are determined by Councils as corporate bodies. Each Council determines its own policy on how Council nominations are lodged. Only two (2) nominations will be accepted from any one Council. The LGA Board / LGA Executive Committee does not accept nominations from individual Councillors or staff.

LGA Board/LGA Executive Committee Process for Determining Appointments/Nominations

The process for determining appointments/nominations at LGA Board or LGA Executive Committee meetings is as follows:

- a) Where the LGA Board/LGA Executive Committee is being asked to appoint a member and a proxy, this will be done as two separate processes, i.e. the selection of the person to be the member is to be completed prior to the selection of who is to be the deputy. This avoids the potential problem of two names being considered at once where it is quite likely that a member is supportive of one of the people but not necessarily both.
- b) Where the appointment is to a statutory authority and is to be made by the Governor, the provisions of section 36A of the *Acts Interpretation Act 1915* apply regarding gender balance and the number of nominations to be provided (see Attachment 4). In situations where there is an insufficient number of nominations from women to achieve an appropriate gender balance, the LGA may use the Local Government Women's Register described in Attachment 5 to source the names of additional persons.
- c) If the requirement is to choose a panel of three **or more** names, this can be done 'on block'.
- d) Unless otherwise determined, the President or Chairperson for the meeting, will invite members to nominate a person, no seconder is required.
- e) If the number of nominations received exceeds the number of positions, the President or Chairperson shall then invite members to make any comment they wish on the merits of any of the persons who have been nominated.
- f) Each member shall then be invited to indicate their preference by way of a secret ballot using the confidential matrix provided.
- g) Each member shall be entitled to vote on as many occasions as there are positions to be filled. Counting will be conducted on the basis of 'first past the post'.
- h) The President or Chairperson shall indicate to members the nominee who has received the most votes and has been selected. The President or Chairperson shall then invite a member to formally move that the nominee(s) with the most votes be selected.
- i) Nominations received from Councils after the deadline stipulated in the relevant LGA Circular will be shown as having been received late. This does not in itself mean that such nominations are invalid. The relevant agenda item will stipulate the closing date. The LGA Board/LGA Executive Committee is able to consider any late nomination on merit, unless it determines otherwise.

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- j) Where there are insufficient nominations the LGA Board/LGA Executive Committee may delegate to the LGA Chief Executive Officer, in consultation with the LGA President, approval to seek further nominations and forward these nominations to the relevant Minister, Government agency or organisation.

If a member of the LGA Board/LGA Executive Committee or an officer of the LGA Secretariat is nominated, that person must leave the room prior to the matter being discussed and determined.

#### Advising of LGA Nominees and Policy

When LGA nominees to an outside body have been determined by LGA Board/LGA Executive Committee in accordance with this policy, the names of the nominees and a copy of this policy shall be provided to the relevant Minister or agency, highlighting the conditions of the nomination.

#### Responsibilities of Appointees

While recognising that the deliberations of many external boards and committees are confidential in nature, this policy nevertheless requires LGA nominees and appointees to external bodies to provide a short general report annually, outlining the achievements of the board or committee which are likely to be of interest to Local Government.

#### Insurance for LGA Appointees

Where a Board is a Statutory Board or Committee of the State Government or a State agency the South Australian Insurance Corporation (SAICORP) provides insurance cover. In the event that insurance is not available through SAICORP the LGA through contact with the outside body or its Mutual Liability Scheme will ensure that the appointee is adequately covered.

#### Review

This Policy may be reviewed by the LGA Board from time to time as necessary, to ensure that it remains up to date and relevant.



**Nominations to Outside Bodies**

**PART A**

<b>Name of Body</b>	
<b>Legal Status of Body</b>	<p><b>**Delete those that don't apply:</b></p> <p>Statutory Authority</p> <p>Incorporated Body</p> <p>Committee</p> <p>Advisory Committee</p> <p>Other (please provide information)</p>
<b>Summary Statement</b>	
<p><b><u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u></b></p> <p>The following selection criteria must be addressed when completing Part B</p>	
<p><b>Qualifications Required</b></p> <p><i>(formal qualifications relevant to the appointment)</i></p>	
<p><b>Industry Experience</b></p>	
<p><b>Board / Committee Experience</b></p>	
<p><b>Key Expertise</b></p> <p><i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i></p>	
<p><b><u>LIABILITY AND INDEMNITY COVER</u></b></p> <p>The LGA requires that nominees to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis) <b>**CHECK THE BODY INSURED**</b></p>	
<p><b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b></p>	<p><b>Yes</b></p>
<p><b>Insurance Policies are Valid &amp; Current</b></p>	<p><b>Yes</b></p>

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**Nominations to Outside Bodies**



**PART B:** This form must be completed by Council electronically and emailed as a word document to:  
[##@lga.sa.gov.au](mailto:##@lga.sa.gov.au)  
 (Nominee's details must not exceed this single page)

**Name of Body:** **\*\*Insert name of body**

<b>Council Name:</b>			
<b>Full Name of Nominee:</b>			
<b>Position/Title:</b>			
<b>Address:</b>			
<b>Work Phone:</b>		<b>Facsimile:</b>	
<b>A/H Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>1. <u>Summary of relevant skills, knowledge and/or experience</u></b>			
<b>2. <u>Other comments in relation to this role</u></b>			

**DO NOT EXCEED ONE PAGE**  
*An email confirming receipt of your nomination will be forwarded*

ECM 30741



## Attachment 4

### Extract from the *Acts Interpretation Act 1915*

#### **36A—Gender balance in nomination of persons for appointment to statutory bodies**

- (1) This section applies if an Act provides for a member of a body to be appointed by the Governor or a Minister on the nomination of a non-government entity.
- (2) If the Act provides for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that the panel—
  - (a) must include at least 1 woman and 1 man; and
  - (b) must, as far as practicable, be comprised of equal numbers of women and men.
- (3) If the Act does not provide for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that—
  - (a) the non-government entity must nominate a panel of persons comprised of not less than twice the number of members of the body to be appointed on the nomination of the entity plus one; and
  - (b) the panel—
    - (i) must include at least 1 woman and 1 man; and
    - (ii) must, as far as practicable, be comprised of equal numbers of women and men; and
  - (c) the Governor or Minister must select the person for appointment from the panel.
- (4) This section does not derogate from the need to properly assess merit in selecting persons for appointment.
- (5) In this section—

***non-government entity*** means a person or body other than an officer, agency or instrumentality (including a Minister) of the Crown in right of the State or the Commonwealth or another State or a Territory of the Commonwealth.

## Attachment 5

### Local Government Women's Board and Committee Membership Register

The LGA will establish and maintain a register of Local Government women interested in being appointed to Local Government related Boards and Committees. (The 'LG Women's Register')

The process of establishment and maintenance of the LG Women's Register will include:

- 1 An LGA Circular will advise of the establishment of the LG Women's Register and request interested women (Council Members and Council Officers) to complete a registration of interest form providing:
  - name and contact details
  - fields of interest
  - details of previous skills, knowledge and experience relevant to board or committee membership
  - names and contact details of two referees
  - permission to supply details provided above to Local Government stakeholders requiring female board or committee members.
  - advice if/when the applicant requires their details to be removed from the Register.
- 2 Information about the LG Women's Register will be provided on the LGA website on the front page under *LGA.net for Councils*, the *Women on the Move* page and the *Governance* page, with a link to the registration of interest form.
- 3 The LGA will record information on the LG Women's Register when a registration of interest is received. The LGA will use this information to assist with filling Local Government related board or committee positions, only when sufficient nominations are not received as part of its 'Representatives on Outside Bodies' Process. The LGA will not disclose the information from the LG Women's Register to a third party without the express permission of the relevant person.
- 4 The LGA will also promote the LG Women's Register to all Local Government stakeholders advising them to contact the LGA if they are seeking a female Board or Committee member.
- 5 Upon request, the LGA may provide external stakeholders with the details of individual(s) listed on the LG Women's Register, but only if the registered person(s) have consented to their information being made available to third parties. The stakeholder will be invited to contact the person(s) direct.



## Nominations to Outside Bodies - Part A

<b>Australia Day Council of SA Board of Management</b>	
<b>Legal Status of Body</b>	Incorporated Body
<b>Summary Statement</b>	The Australia Day Council of SA is an independent non-profit membership-based association with funding and support from all levels of Government.
<b>Selection criteria</b>	
<i>The following selection criteria must be addressed when completing Part B</i>	
<b>Industry Experience</b>	An ability to represent community views and the views of local government.
<b>Board / Committee Experience</b>	Relevant experience serving on boards and committees is desirable.
<b>Key Expertise</b> <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<ul style="list-style-type: none"> <li>• An interest in and/or knowledge and experience in the celebration of community and civic events</li> <li>• Strong financial skills</li> </ul>
<b>Liability and indemnity cover</b>	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
<b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b>	Yes
<b>Insurance Policies are valid &amp; current</b>	Yes



## Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au); and
- upon receipt at the LGA, will be acknowledged by return email.

### Australia Day Council of SA Board of Management

Council details	
Name of council submitting the nomination	
Name of council officer submitting this form – refer <a href="#">LGA Policy</a>	Name: Position: Email: Telephone:
Nominee details	
Full Name	
Current Elected Member <input type="checkbox"/>	or Current council officer <input type="checkbox"/>
Home / Postal Address	
Phone	Mobile:
Email	
Resume / CV	Attached <input type="checkbox"/> or Forwarded separately <input type="checkbox"/>
Information relevant to the appointment sought	
<i>(address the selection criteria from Part A)</i>	
<b>Industry Experience:</b>	
<b>Board/Committee Experience:</b>	
<b>Key Expertise:</b>	
<b>Any other comments:</b>	

**Undertaking:**

*The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?*

Yes  No

Signature of Nominee: \_\_\_\_\_



## INFORMATION REPORT

**REPORT TITLE:** VARIATION TO OPERATING HOURS 1  
AUGUST 2019

**ITEM NUMBER:** 4.10

**DATE OF MEETING:** 24 JUNE 2019

**AUTHOR:** LARA JONES

**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE  
CEO

**ATTACHMENTS:** NIL

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### 1. **PURPOSE**

The purpose of this report is to inform Council of a variation to normal operating hours in all functional areas of the organisation on Thursday 1 August 2019 at 3.30pm, to allow staff and Elected Members to attend an information session in relation to the progress of the Four-Year Delivery Plan and initiatives. The Chief Executive Officer has delegated authority to vary the operating hours of the Council.

Normal hours of business for the Civic Centre are 8.30am to 5pm Monday to Friday.

### 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 City of Unley Community Plan 2033 and the Four-Year Delivery Plan (2017-2021) both serve to establish a future vision for the City of Unley and the organisation and it is important that staff and Elected Members have the opportunity to review progress and celebrate achievements.

In previous years, the Chief Executive Officer, either under delegated authority or through a report to Council, has closed the Council offices to enable staff and Elected Members to celebrate and acknowledge the

success of Council's achievements from the previous financial year. It is proposed that this practice be continued this year.

This is also an opportunity to provide staff with updates on the key initiatives to date and communicate key activities and initiatives for the coming financial year.

To enable all staff to attend the information session, it is proposed that on Thursday, 1 August 2019, all Council offices, including Libraries, Community Centres and the Depot, will close at 3.30pm.

By closing the business late in the day, it is envisaged that there will be minimal adverse impact on customer service.

Appropriate public notification of the early closures will be undertaken prior to the varied operating times and will include emergency contact details.

As is normal practice, "on-call" staff will be rostered to ensure any unforeseen events are responded to appropriately.

## DECISION REPORT

**REPORT TITLE:** MEMORANDUM OF UNDERSTANDING: CITY OF UNLEY AND ALLIANCE FRANCAISE D'ADELAIDE

**ITEM NUMBER:** 4.11

**DATE OF MEETING:** 24 JUNE 2019

**AUTHOR:** PETER TSOKAS

**JOB TITLE:** CHIEF EXECUTIVE OFFICER

**ATTACHMENTS:** 1. MEMORANDUM OF UNDERSTANDING: CITY OF UNLEY AND ALLIANCE FRANCAISE

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### 1. **EXECUTIVE SUMMARY**

The current Memorandum of Understanding (MOU), between the City of Unley and Alliance Française d'Adelaïde (AF) expires on 30 June 2019. The AF would like to enter into a new MoU for a period of three years in order to continue the strong relationship between the two parties and to provide some certainty with regard to Council's support for the annual French Market staged by the AF in the Memorial Gardens.

By entering into a new agreement, there are opportunities to continue to develop a broad program of events and activities that promote French language and culture in the community and provide certainty relating to funding for the very successful French Market.

### 2. **RECOMMENDATION**

That:

1. The report be received.
2. A new Memorandum of Understanding with Alliance Française d'Adelaïde be prepared, consistent with the existing MOU, and including the following specific activities:
  - 2.1 Create a greater awareness amongst the community about Alliance Française d'Adelaïde including their wide range of French classes for all ages, their vibrant cultural centre and major cultural events and activities such as the French Film Festival, the French Market, cine-clubs, concerts, book launches, talks and many other events;
  - 2.2 Assist Alliance Française d'Adelaïde with developing community French cultural events, including the annual French Market;

- 2.3 Support local schools, and especially the French bilingual and binational program at Highgate School and Unley High School, to promote the teaching of the French language;
  - 2.4 Attract investment from France into the City of Unley; and
  - 2.5 Seek opportunities to work together with the Office of the French Strategy (Department of the Premier and Cabinet) to identify potential benefits for the City of Unley.
3. The Memorandum of Understanding with Alliance Française d'Adelaide include funding of \$10,000 per annum for the conduct of the French Market within the City of Unley.
- 

### **3. RELEVANT CORE STRATEGIES/POLICIES**

#### 1. Community Living

1.2 Our Community participates in community activities, learning opportunities and volunteering.

### **4. BACKGROUND**

The City of Unley has, over the last seven (7) years, enjoyed a strong relationship with Alliance Française d'Adelaide (AF). As an established French educational and cultural institution situated in Wayville, the AF contributes to the diverse multicultural community of Unley. The AF offers French classes for all ages and levels and is a cultural centre, organising major cultural events such as the annual French Film Festival, concerts and book launches.

Furthermore, the annual Christmas event held in the Memorial Gardens, helps build a thriving community spirit and a community with a strong sense of belonging.

The City of Unley and Alliance Française have been working in partnership for several years, with a formal agreement reached on 24 June 2016 via a Memorandum of Understanding (MoU). The current MoU concludes on 30 June 2019 and the AF are keen to continue the current partnership with the City of Unley.

*Attachment 1*

### **5. DISCUSSION**

The Director of AF has written to Council seeking to extend the current arrangements beyond June 2019. Following a number of discussions in 2018 and early 2019, there is a strong desire from both parties to continue the partnership via a new MoU. Having a formal relationship with the AF will continue to strengthen the City of Unley's reputation and offerings in terms of a desirable place for French speaking residents and visitors.



The current MoU focuses upon a partnership in the following activities:

1. *Create a greater awareness amongst the community about Alliance Française d'Adelaide including their wide range of French classes for all ages, their vibrant cultural centre and major cultural events and activities such as the French Film Festival, the French Market, cine-clubs, concerts, book launches and many other events;*
2. *Assist Alliance Française d'Adelaide with developing the community French cultural events, including the annual French festival, formally known as the Christmas Market;*
3. *Support local schools to promote the teaching of the French language;*
4. *Attract investment from France into the City of Unley; and*
5. *Seek opportunities to work together with the State Government's new French Engagement Strategy team to identify potential benefits for the City of Unley.*

In light of Council's desire to encourage French visitors and migrants to consider Unley as the "French Quarter" of Adelaide, it is proposed that the new MoU maintain the current activities listed at items 1, 2 and 4, above, with amendment to items 3 and 5 as follows:

3. Support local schools and especially the French bilingual and binational program at Highgate School and Unley High School, to promote the teaching of the French language;
5. Seek opportunities to work together with the Office of the French Strategy (Department of the Premier and Cabinet) to identify potential benefits for the City of Unley.

Having a new three-year MoU will allow Council to work with the incoming Director of the AF to develop programs for the community. This could include an exhibition in our Museum, French film nights for the community, as well as activities with our local schools. In addition, the AF has asked that Council consider more direct financial support for the French Market. AF is in the third year of a three year Event Sponsorship funding arrangement which provides support for the event. The AF is eligible to reapply for further Event Sponsorship of \$5,000 cash payment and \$1,000 in-kind support.

Given the increased cost of staging this popular event the AF are keen to secure funding of the order of \$10,000 per year, which exceeds the amount available under the current Policy. The AF has indicated that it would like to continue to stage the Market in the City of Unley (despite approaches having been made to relocate the event elsewhere) and guaranteed Council support would assist them in the staging of the event. The increased funding amount can be accommodated from within the existing budget, should Council wish to provide the requested support.

## 6. **ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. A new Memorandum of Understanding with Alliance Française d'Adelaïde be prepared, consistent with the existing MOU, and including the following specific activities:
  - 2.1 Create a greater awareness amongst the community about Alliance Française d'Adélaïde including their wide range of French classes for all ages, their vibrant cultural centre and major cultural events and activities such as the French Film Festival, the French Market, cine-clubs, concerts, book launches, talks and many other events;
  - 2.2 Assist Alliance Française d'Adélaïde with developing community French cultural events, including the annual French Market;
  - 2.3 Support local schools, and especially the French bilingual and binational program at Highgate School and Unley High School, to promote the teaching of the French language;
  - 2.4 Attract investment from France into the City of Unley; and
  - 2.5 Seek opportunities to work together with the Office of the French Strategy (Department of the Premier and Cabinet) to identify potential benefits for the City of Unley.
3. The Memorandum of Understanding with Alliance Française d'Adelaïde include funding of \$10,000 per annum for the conduct of the French Market within the City of Unley.

Under this option, the City will continue to maintain the strong partnership arrangement with Alliance Française d'Adelaïde, consolidating Council's intention to work towards a vibrant community where a multicultural community thrives.

This option would provide some certainty to the AF about Council's support for the annual French Market as well as the opportunity to stage additional programs and activities that promote French culture in the community.

### Option 2 – That the report be received.

Under this option, Council would not agree to a new Memorandum of Understanding. This in turn will limit the activities that may be pursued by both parties and would not provide any "long term" certainty to the AF about Council's support for the French Market.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Financial/Budget**

- If Council were to enter into a new MoU, there will be an increase of \$5,000 to the funding support currently provided for the French Markets (from \$5,000 to \$10,000). This can be accommodated within the existing budget.

**9. REPORT CONSULTATION**

Nil

**10. ATTACHMENTS**

- Attachment 1 – Memorandum of Understanding: City of Unley and Alliance Française

**11. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer





(10)

MEMORANDUM OF UNDERSTANDING	
DATE	27 JUN 2016
CLASS.	ACM
C GOWLAND	



## **MEMORANDUM OF UNDERSTANDING**

**Between**

**The Corporation of the City of Unley, 181 Unley Road, Unley**

**and**

**Alliance Française d'Adelaïde, 319 Young Street, Wayville**

### **1. INTRODUCTION**

The Corporation of the City of Unley ("City of Unley") recognises there are business and cultural opportunities to develop links between its community and France, building on the already established relations. Over the years, the City of Unley and Alliance Française d'Adelaïde have worked together on multiple projects including the very successful French Christmas Market and both parties would now like to build on this in 2016/17 and beyond.

The Alliance Française d'Adelaïde is an Australian not-for-profit association dedicated to the promotion of the French language and culture.

This Memorandum of Understanding builds on and reflects discussions that have already taken place and seeks to provide an understanding on how we will be able to work together.

### **2. PARTIES**

The parties to this Memorandum of Understanding are the City of Unley and the Alliance Française d'Adelaïde.

### **3. PURPOSE**

This Memorandum of Understanding is intended to formalise the relationship between the parties by setting out arrangements for cooperation and the coordination of resources. It establishes a sound and mutually beneficial relationship between the two parties. It ensures that the relationship operates in accordance with the policies of both parties. It clearly states the activities that each party agrees to co-operate in this new collaborative arrangement.

### **4. TERMS OF AGREEMENT**

This Memorandum of Understanding shall be for a period of three years commencing on 1 July 2016 and concluding on 30 June 2019 unless terminated or extended in accordance with the

process described in Clause 7 of this document. A review of this Memorandum of Understanding will be undertaken six months prior to the expiry date.

The parties may vary the terms of, or terminate this Memorandum of Understanding during the year of its operation by mutual agreement in writing of both parties providing one month's notice and following the convening of a special meeting in accordance with the procedure in Clause 6.

Specific programs or activities will be undertaken under this Memorandum of Understanding only after the written agreement of both parties. The terms and conditions of the program or activity, including any financial arrangements, shall be set out in a written Agreement signed by an authorised representative of each party.

The parties acknowledge that this Memorandum of Understanding does not give rise to financial or legal obligations on either party, nor does it create any legal relationship between them.

## **5. ACTIVITIES**

The City of Unley and Alliance Française d'Adelaïde will work together to:

1. Create a greater awareness amongst the community about Alliance Française d'Adelaïde including their wide range of French classes for all ages, their vibrant cultural centre and major cultural events and activities such as the French Film Festival, the French Market, cine-clubs, concerts, book launches and many other events; and
2. Assist Alliance Française d'Adelaïde with developing the community French cultural events, including the annual French festival, formally known as the Christmas Market.
3. Support local schools to promote the teaching of the French language;
4. Attract investment from France into the City of Unley;
5. Seek opportunities to work together with the State Government's new French Engagement Strategy team to identify potential benefits for the City of Unley.

## **6. CONFLICT RESOLUTION**

Any dispute that arises between the parties will be resolved by the following process.

Parties must have at all times one nominated person who is the contact person in relation to the operation of this Memorandum of Understanding.

The party raising the issue will document its concern(s) and provide the documentation to the nominated representative of the other party. If the dispute or concerns cannot be resolved to the satisfaction of both parties by the nominated representatives then a special meeting will be convened.

The special meeting will be convened no later than 14 days after the documentation is received. The aggrieved party and nominated representatives will jointly decide who will attend the meeting.

The meeting will provide parties the opportunity to negotiate an appropriate resolution to the conflict. All discussions will be confidential but any outcome will be recorded and signed by both parties.

**7. TERMINATION**

If one party wishes to terminate this Agreement, the other party shall be notified in writing of this intention and the reasons for it.

Such notification shall be supplied to the other party as early as possible and shall take responsible account of the budgetary processes and commitments relating to this Agreement and the people affected by it.

This Agreement shall not be deemed as terminated unless and until an exchange of correspondence documents both parties' acceptance of termination.

**Signed for and on behalf of the City of Unley:**

Signature:  ..... Date 24/6/16.....  
Name: (please print) **Lachlan Clyne, Mayor City of Unley**

Signature:  ..... Date 24/6/16.....  
(Print name) **Peter Tsokas, Chief Executive Officer**

**Signed for and on behalf of The Alliance Francaise d'Adelaide**

Signature:  ..... Date 24.6.16.....  
Name: (please print) **Bryan Fahy – Chairman, Alliance Francaise d'Adelaide**

Signature  ..... Date 24.06.2016.....  
(Print name) **Jean-Christophe Trentinella, Director**



## DECISION REPORT

<b>REPORT TITLE:</b>	REVIEW OF CODE OF PRACTICE - PROCEDURES AT MEETINGS
<b>ITEM NUMBER:</b>	4.12
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	TAMI NORMAN
<b>JOB TITLE:</b>	EXECUTIVE MANAGER, OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. CODE OF PRACTICE - PROCEDURES AT MEETINGS

---

### 1. **EXECUTIVE SUMMARY**

A review of the Code of Practice – Procedures at Meetings has been undertaken. The majority of changes relate to the structure of the document, whereby City of Unley specific content has been integrated with the relevant sections of the Regulations within the document for ease of reference.

Based on input from Elected Members a change to the voting procedure for the nomination/appointment of elected members to internal and external positions (s.32) has been incorporated, along with a variation to the Prayer and Service Acknowledgement (as set out in 'Agenda Structure' in Appendix B).

The final version of the Code of Practice – Procedures at Meetings is now presented to Council for endorsement.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. The Code of Practice – Procedures at Meetings, as set out in Attachment 1 to this report (Item 4.12, Council Meeting, 24/06/2019), be endorsed.
- 

### 3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
  - 4.1 We have strong leadership and governance.

#### **4. BACKGROUND**

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) set out the procedures that must apply to the conduct of a Council (or Committee) meeting. Whilst the majority of the procedures are mandatory, where a provision in the Regulations is expressed as capable of being varied at the discretion of Council, Council may resolve to prepare and adopt a Code of Practice that incorporates its own procedures for the conduct of meetings.

The City of Unley has had such a Code of Practice in place for a number of years, which incorporates varied provisions from the Regulations and a number of Unley specific provisions. Where provision of the Regulations have been varied, or Council specific provisions have been inserted into the document, these are identified by text formatting and unique numbering, to distinguish the provisions from the legislatively prescribed regulations.

Following the conduct of Local Government elections in November 2018 a review of the Code of Practice - Procedures at Meetings was facilitated with Elected Members. An initial review of the document was undertaken by staff, followed by two workshops with Elected Members.

#### **5. DISCUSSION**

The Code of Practice - Procedures at Meetings (the Meeting Procedures) details the procedures that apply at Unley Council and Committee meetings. Consistent with the Guiding Principles contained in the Regulations, the Meeting Procedures are intended to be fair, contribute to open, transparent and informed decision making and encourage appropriate community participation in the meeting. The Meeting Procedures are also intended to give the community and decision makers confidence in the deliberations of Council.

With these principles in mind, an initial review of the Meeting Procedures was undertaken by staff, and changes to the structure of the document were made which saw consolidation of information previously contained in Part 5 of the Meeting Procedures with relevant sections in Parts 2 and 3, so that all information relating to an item was set out together.

As part of the 'consolidation' process, some streamlining of content was undertaken, and some new provisions, to provide further clarity on particular topics, were inserted:

- UEMG: Termination of meetings in the event of an emergency
- UCONF: Confidential Items
- U22B: Remote Participation (for Committee meetings only)
- U34: Elected Member Briefings and Workshops – Operating Procedure
- Appendix B: Agenda Structure

The revised version of the document formed the basis of a workshop with Elected Members, which was held on 2 April. Key issues for discussion at that workshop related to:

- requirements for Petitions
- structure and format of Elected Member reports
- voting process for nomination/appointment of elected members to external/internal positions
- prayer used at the commencement of Council meeting

Feedback was provided by Elected Members, and a subsequent workshop was held on 20 May to finalise the review of the Meeting Procedures. The attached document sets out the revised Code of Practice – Procedures at Meetings.

*Attachment 1*

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The report be received.
2. The Code of Practice – Procedures at Meetings, as set out in Attachment 1 to this report (Item 4.12, Council Meeting, 24/06/2019), be endorsed.

The Code of Practice - Procedures at Meetings has been reviewed and workshopped with Elected Members. The attached document reflects the work completed and is suitable for endorsement.

### Option 2 –

1. The report be received.
2. Subject to incorporation of the following amendments:

- [insert details of amendment to be made]

- [insert details of amendment to be made]

the Code of Practice – Procedures at Meetings, as set out in Attachment 1 to this report (Item 4.12, Council Meeting, 24/06/2019), be endorsed.

Council may wish to make further changes to the Code of Practice – Procedures at Meetings. This option allows for the identification of any changes to be made within Part 2 of the resolution, and endorses the document subject to the inclusion of those changes.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. POLICY IMPLICATIONS**

**8.1 Legislative/Risk Management**

- The *Local Government (Procedures at Meeting) Regulations 2013* set out the procedures that must apply to the operation of Council/Committee meetings. Council is not obligated to adopt a Code of Practice – Procedures at Meetings, unless it wishes to adopt varied provisions or incorporate its own procedures (which it has done).

**9. REPORT CONSULTATION**

Nil

**10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Tami Norman	Executive Manager, Office of the CEO





## CODE OF PRACTICE – PROCEDURES AT MEETINGS

<b>Policy Type:</b>	Council Policy
<b>Responsible Department:</b>	Office of the Chief Executive Officer
<b>Responsible Officer:</b>	Executive Manager Office of the CEO
<b>Related Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Code of practice – Access to meetings and documents</li> <li>• Code of Conduct for Council Members.</li> </ul>
<b>Community Plan Link</b>	Civic Leadership
<b>Date Adopted</b>	28 January 2014 (C1013)
<b>Last review date</b>	24 June 2019
<b>Next review date</b>	June 2020
<b>Reference/Version Number</b>	
<b>ECM Doc set I.D.</b>	2163518

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## INTRODUCTION

The City of Unley is committed to the principles of honest, open and accountable government and encourages community participation in the business of Council.

Sections 86(8) and 89(1) of the *Local Government Act 1999* (“the Act”) provide that meetings of the council or a council committee will be conducted according to procedures:

- prescribed by the Act;
- prescribed by regulation; and
- in relation to council meetings, insofar as the procedure is not prescribed by either the Act or regulations — as determined by the council; and
- in relation to committee meetings, insofar as the procedure is not prescribed by the Act or regulations, or determined by the council — as determined by the committee itself.

Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* (“the Regulations”) specify certain procedures to be followed during the operation of council and certain council committee meetings. These meetings include:

- the meetings of the council;
- the meetings of a council committee performing regulatory activities; and
- the meetings of any other council committee to which the Council has resolved Part 2 will apply.

Regulation 6 provides that the council may develop a Code of Practice, where it chooses, to establish its own procedures in substitution for procedures under the Regulations which are expressed to allow variation.

This Code of Practice incorporates three types of procedures:

- procedures contained in the Regulations;
- procedures contained in the Regulations that are expressed to allow variation and are varied by the Council; and
- procedures on which the council has determined both the Act and Regulations are silent and so has determined those matters itself.

For ease of reference this Code of Practice includes the Regulations and are referenced with the same regulation number. Procedures that are varied, or concern matters on which the Act and Regulations are silent, are shown in bold and italics and/or also enclosed in a border.

Note — whilst procedures contained in the Act are not incorporated into this Code of Practice, they must be adhered to in all council and council committee meetings.

This Code of Practice will be available to the public to assist their understanding of the procedures associated with the operation of both council and council committee meetings of the City of Unley.

In accordance with Regulation 6, the council should review the operation of this Code of Practice at least once in every financial year. The council may, at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote, alter, substitute or revoke this Code of Practice - Procedures at Meetings.

In developing this Code of Practice, the council has at all times had regard to the Guiding Principles set out at Regulation 4 (see page 2).

## PART 1 – PRELIMINARY

### 1. CITATION

***These procedures may be cited as the “City of Unley Code of Practice – Procedures at Meetings”.***

## 2. APPROVAL

***These procedures were approved by the City of Unley Council on 24 June 2019.***

## 3. INTERPRETATION

(1) In these procedures, unless the contrary intention appears—

“**Act**” means the Local Government Act 1999;

“**clear days**” — see clause 3(2) and 3(3);

“**deferment**” means to delay a motion until the next meeting as long as there is no question for determination before the meeting. It cannot be used in substitution for a formal motion.

“**deputation**” means a person or group of persons who wish to appear personally before the council or a council committee in order to address the council or the committee (as the case may be) on a particular matter;

“**formal motion**” means a motion—

- a) that the meeting proceed to the next business; or
- b) that the question be put; or
- c) that the question lie on the table; or
- d) that the question be adjourned; or
- e) that the meeting be adjourned<sup>1</sup>;

“**Guiding Principles**” — see regulation 4;

“**member**” means a member of the council or council committee (as the case may be);

“**point of order**” means a point raised to draw attention to an alleged breach of the Act or these procedures in relation to the proceedings of a meeting;

“**presiding member**” means the person who is the presiding member at a council or council committee meeting (as the case may be) and includes any person who is presiding at a particular meeting;

“**written notice**” includes a notice given in a manner or form determined by the council, ***which includes legibly hand written or typed and either in paper or electronic form.***

(2) In the calculation of 'clear days' in relation to the giving of notice before a meeting—

- (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
- (b) Saturdays, Sundays and public holidays will be taken into account.

(3) For the purposes of the calculation of ***clear days*** under subclause (2), if a notice is given after 5p.m. on a day, the notice will be taken to have been given on the next day.



- (4) For the purposes of these meeting procedures, a vote on whether ***leave of the meeting*** is granted may be conducted by a show of hands (nothing in this subregulation prevents a division from being called in relation to the vote).

#### 4. GUIDING PRINCIPLES

- (1) The following principles (the ***Guiding Principles***) should be applied with respect to the procedures to be observed at a meeting of the council or a council committee—
  - (a) procedures should be fair and contribute to open, transparent and informed decision-making;
  - (b) procedures should encourage appropriate community participation in the affairs of the council;
  - (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
  - (d) procedures should be sufficiently certain to give the community and decision makers confidence in the deliberations undertaken at the meeting.

## **PART 2 - MEETINGS OF COUNCILS AND COMMITTEES (TO WHICH PART 2 APPLIES)**

### ***DIVISION 1 – PRELIMINARY***

#### **5. APPLICATION OF PART 2**

- (1) The provisions of this Part apply to:-
  - (a) the meetings of the council;
  - (b) the meetings of a council committee performing regulatory activities; and
  - (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

***(U.2) where there is any doubt as to whether a Committee performs regulatory activities, the Chief Executive Officer will make a final determination on the matter.***

#### **6. DISCRETIONARY PROCEDURES**

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this procedure, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this procedure.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this procedure, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this procedure at the principal office of the Council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Clause 12(4) does not apply to a motion under sub-clause (3).
- (8) This procedure does not limit or derogate from the operation of clause 20<sup>1</sup>.

Note-

1. Furthermore, if a matter is not dealt with by the Act or this Code of Practice (including under a code of practice under this regulation), then the relevant procedure will be-
  - (b) As determined by the council; or
  - (c) In the case of a council committee where a determination has not been made by the council – as determined by the committee.  
(see sections 86(8) and 89(1) of the Act.)

### ***DIVISION 2 - PRESCRIBED PROCEDURES***

#### **7. COMMENCEMENT OF MEETINGS AND QUORUMS**

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
- (4) Section 74 of the Act contains the process for dealing with a declaration of a material conflict of interest by an elected member or independent member of a council committee and subsequent loss of a quorum.
- (5) Section 75A(3) of the Act contains the process for dealing with a declaration of an actual or perceived conflict of interest by an elected member or independent member of a council committee and subsequent loss of a quorum.
- (6) If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, the details required under Sections 74(5) or 75A(4) of the Act, and the date and time to which the meeting is adjourned.
- (7) If a meeting is adjourned to another day, the chief executive officer must—
  - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
  - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

**(U.8) Mobile Electronic Devices**

- (a) ***Mobile telephones and smart devices (including but not limited to iPad's etc.) must be placed in silent mode during a meeting.***
- (b) ***Electronic devices are not to be used to communicate with other members about an agenda item during a meeting.***

**(U.9) Variation of Order of Agenda**

- (a) ***The presiding member may, with the consent of the majority<sup>1</sup> of the council or committee members present, vary the order of the agenda.***
- (b) ***Where there are members of the public present in the gallery, council staff should (where possible) determine any agenda item(s) of particular interest to those persons and provide such information to the presiding member as soon as practicable (and preferably before the meeting commences).***

*1 – a majority means the consent of more than half of the members present*

**8. MINUTES**

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will—

- (a) initial each page of the minutes, which pages are to be consecutively numbered; and
  - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of the proceedings of a meeting must include—
- (a) the names of the members present at the meeting; and
  - (b) in relation to each member present—
    - (i) the time at which the person entered or left the meeting; and
    - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
  - (c) each motion or amendment, and the names of the mover and seconder; and
  - (d) any variation, alteration or withdrawal of a motion or amendment; and
  - (e) whether a motion or amendment is carried or lost; and
  - (f) any disclosure of interest made by a member and the details required under Sections 74(5) or 75A(4) of the Act; and
  - (g) an account of any personal explanation given by a member; and
  - (h) details of the making of an order under section 90(2) and 90(7) of the Act and;
  - (i) a note of the making of an order under Section 91(7) of the Act in accordance with the requirements of Section 91(9); and
  - (j) details of any adjournment of business; and
  - (k) a record of any request for documents to be tabled at the meeting; and
  - (l) a record of any documents tabled at the meeting; and
  - (m) a description of any oral briefing given to the meeting on a matter of council business; and
  - (n) any other matter required to be included in the minutes by or under the Act, or any regulation.

## **9. QUESTIONS**

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- (2) If notice of a question is given under sub-clause (1)—
  - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
  - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

***U.(5A) If the meeting resolves to record an entry in the minutes, the member will be asked to supply their question in writing to the minute secretary.***

- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

## 10. PETITIONS

- (1) A petition to the council must—
- (a) be legibly written or typed or printed; and
  - (b) clearly set out the request or submission of the petitioners; and
  - (c) include the name and address of each person who signed or endorsed the petition; and
  - (d) be addressed to the council and delivered to the principal office of the council.

***(2) If a petition is received under sub-clause (1), the chief executive officer must ensure that the petition is placed on the agenda for the next ordinary meeting of the council or appropriate committee of the council (as determined by the chief executive officer).***

- (3) Sub-clause (2) may be varied at the discretion of the Council pursuant to clause 6.

***(U4) The original of each page of the petition must be presented by the head petitioner to the principal office and identify the name and contact details of the head petitioner.***

***(U5) Each page of the petition presented to the Council must restate the whole of the request or submission of the petitioners, or must contain a statement of sufficient detail to identify the purpose of the petition.***

***(U6) The name and address of each person who signed or endorsed the petition must be clear and legible.***

***(U7) Electronically submitted petitions will be only be accepted if they meet the requirements detailed in regulation (10) and/or clauses U4 to U6 of this Code of Practice.***

***(U8) If the petition does not comply with regulation 10 and/or clauses U4 to U6 of this Code of Practice, the petition will be presented to Council for noting only.***

***(U9) If signatures contained on a page of a petition do not comply with regulation 10 and/or clauses U4 to U6 of this Code of Practice, those signatures will not to be taken into account by the Council when considering the petition.***

## 11. DEPUTATIONS

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The chief executive officer must transmit a request received under sub-clause (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.



- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

**(U8) A deputation must not exceed five minutes except with the consent of the council or committee.**

**(U9) A request for deputation does not need to relate to an item contained on the council or committee agenda.**

**(U10) The council or committee may elect not to hear a deputation, subject to a motion supported by two-thirds of the members present.**

## 12. MOTIONS

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.<sup>1</sup>
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under sub-clause (3) is lost, a motion to the same effect cannot be brought—
  - (a) until after the expiration of 12 months; or
  - (b) until after the next general election,whichever is the sooner.

1. The motion will have background information and officers' comments where relevant.

***U.MoN Where a member who has given notice of a motion in accordance with sub-clause 12(1) is absent from the meeting at which the motion is to be considered, the motion will lapse unless the council or committee determines that it be deferred to the next meeting, or the member has provided written authority for the notice of motion to be moved by another member.***

- (5) Subject to the Act and these procedures, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

***U.MwN Where a motion without notice is refused by the presiding member it will be included on the Agenda of the next ordinary council meeting as a motion on notice.***

- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).

- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member:

**(U9a) moving a motion will speak to the motion at the time of moving the motion.**

**(U9b) seconding a motion may elect to either speak to the motion at the time of seconding or may reserve their right to speak to the motion until a later stage of the debate. Where a member seconds a motion and reserves their right to speak to it, they will not be considered to have spoken to the motion.**

- (10) A member may only speak once to a motion except—
  - (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
  - (b) with leave of the meeting; or
  - (c) as the mover in reply.

**U10(d) A member may ask a question prior to the moving of a motion or during a debate on a motion or amendment to a motion for clarification purposes only without losing their right to speak to the motion or amendment.**

**U10(e) At the discretion of the presiding member, a question can be directed by any member, irrespective of whether that member has spoken to the motion or not, to another member for the purpose of:**

- (i) seeking clarification of that other member's submissions in the debate; or**
- (ii) obtaining information within the intrinsic knowledge or expertise of that other Member.**

**Members are encouraged to seek answers to questions prior to a council or committee meeting.**

- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.

**(U11a) A member who has seconded a motion, and has reserved their right to speak to the motion at a later stage pursuant to sub-regulation (U9b), may not move or second an amendment to the motion.**

- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in sub-clause (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is—
  - (a) that **the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or

- (b) that ***the question be put***, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
  - (c) that ***the question lie on the table***, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
  - (d) that ***the question be adjourned***, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
  - (e) that ***the meeting be adjourned***, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost—
- (a) the meeting will be resumed at the point at which it was interrupted; and
  - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e., a motion to the same effect) cannot be put until at least one Member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under sub regulation (14) (c) lapses at the next general election.
- (20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Sub-clauses (9), (10) and (11) may be varied at the discretion of the council pursuant to clause 6.

### 13. AMENDMENTS TO MOTIONS

- (1) ***Subject to sub-clause 11 and U11a***, a member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.

***(U1a) A member moving an amendment will speak to the amendment at the time of moving the amendment.***

***(U1b) A member seconding an amendment may elect to either speak to the amendment at the time of seconding or may reserve their right to speak to the amendment until a later stage of the debate. Where a member seconds an amendment and reserves their right to speak to it, they will not be considered to have spoken to the amendment.***

- (2) An amendment will lapse if it is not seconded at the appropriate time.
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.

- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Sub-clauses (1), (3) (4) and (5) may be varied at the discretion of the council pursuant to clause 6.

#### **14. VARIATIONS ETC.**

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

#### **15. ADDRESSES BY MEMBERS ETC.**

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Sub-clauses (1) and (2) may be varied at the discretion of the council pursuant to clause 6.

***(U7) A member who intends to speak at a council meeting must raise their hand or stand to signal their intention.<sup>1</sup>***

***(U8) A member is not required to stand whilst addressing the meeting.***

***(U9) Where two or more members indicate their intention to speak at a meeting at the same time, the presiding member will determine in which order the members will be heard.***

***(U10) A member is at all times during a meeting to address and refer to another member or an officer or employee by their official title or designation.***

***(U11) A member speaking at a meeting is not to make a personal reflection upon, or impute an improper motive to, another member or to an officer or employee.***

<sup>1</sup> *Where a member is affected by injury, illness, infirmity, or disability the presiding member may determine alternative requirements.*

#### **16. VOTING**

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.<sup>2</sup>
- (4) Sub-clause (3) -

- (a) may be varied at the discretion of the council pursuant to clause 6; and
- (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

<sup>2</sup> ***Where a member is affected by injury, illness, infirmity, or disability the presiding member may determine alternative requirements.***

## 17. DIVISIONS

- (1) A division will be taken at the request of a member.
- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows—
  - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places; and
  - (b) the members voting in the negative will, until the vote is recorded, sit in their seats; and
  - (c) the presiding member will count the number of votes and then declare the outcome.



***(Ud) A member who is unable to stand due to injury, illness, infirmity, disability or other cause, must advise the presiding member that they require special arrangements to be made in order for their vote to be adequately signalled to those persons present, and so that such vote is accurately recorded in the minutes. The presiding member may, in consultation with the member concerned, determine the manner in which the member is to signal their vote.***

- (4) The chief executive officer will record in the minutes the names of Members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Sub-clause (3) may be varied at the discretion of the council pursuant to clause 6.

## **18. TABLING OF INFORMATION**

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

### **UGB RAISING GENERAL BUSINESS**

- (1) ***An item of "General Business" may be raised by a member only if it meets the objects of the Act and adheres to the Guiding Principles as outlined at Clause 4. An item in this category will be restricted to:***
  - (a) ***minor matters,***
  - (b) ***issues arising from business discussed during the meeting,***
  - (c) ***issues of civic or ceremonial nature, or***
  - (d) ***to call for a report for substantive decision making at future meetings.***

### **ULAT OFFICER'S PRESENTATION OF LATE MATERIAL**

- (1) ***An officer's report which has not been included in the agenda for a meeting may only be placed before the meeting where the officer responsible for the report has obtained the agreement, before the meeting, of both the presiding member and the chief executive officer that the report be presented.***

- (2) *The presiding member and the chief executive officer may only grant their consent to a report being presented to a council or committee meeting pursuant to sub-paragraph 1 above where, in their opinion, an urgent decision is required from the council or committee which cannot be delayed until the next meeting.***

***Where the material relevant to the presentation of a late report under this clause has been supplied to members just prior to or during a meeting, the presiding member must allow adequate reading time prior to consideration of the matter, in consultation with, and at the discretion of, the members.***

## **19. ADJOURNED BUSINESS**

- (1) If a formal motion for a substantive motion to be adjourned is carried —
  - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
  - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this procedure may be varied at the discretion of the council pursuant to clause 6.

## **20. SHORT-TERM SUSPENSION OF PROCEEDINGS**

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the Presiding Member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under sub-clause (1).
- (3) If a suspension occurs under sub-clause(1) —
  - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
  - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension —
    - (i) the provisions of the Act must continue to be observed<sup>1</sup>; and
    - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
    - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
  - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
  - (d) the period of suspension will come to an end if —

- (i) the presiding member determines that the period should be brought to an end; or
- (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

1 - See particularly Part 4 of Chapter 5 and Chapter 6 of the Act.

**UADJ ADJOURNMENT OF MEETINGS**

- (1) *Where a meeting continues to 11pm, unless there is a specific motion adopted at the meeting that it continue beyond this time, the meeting (and, hence, all remaining business) will be adjourned to a date and time specified by the presiding member.*

**UEMG TERMINATION OF MEETINGS IN THE EVENT OF AN EMERGENCY**

- (1) *In the event of an emergency requiring evacuation of the building the meeting will be deemed to have been suspended in accordance with the requirements of clause 20(1).*
- (2) *The Presiding Member or Chief Executive Officer will direct all staff and any visitor/s to the designated emergency assembly points via the nearest exit.*

**21. CHIEF EXECUTIVE OFFICER MAY SUBMIT REPORT RECOMMENDING REVOCATION OR AMENDMENT OF COUNCIL DECISION**

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this procedure may be varied at the discretion of the council pursuant to clause 6.

**UCONF CONFIDENTIAL ITEMS**

- (1) *The consideration of confidential items at all Council and Committee meetings will be in accordance with the Act and Council's Code of Practice for Access to Meetings and Associated Documents, which explains the use of confidential provisions under the Local Government Act 1999 at Council and Committee meetings.*
  - (a) *Public access to meetings of Council and Committees is guaranteed, except where indicated on the Agenda that a matter may need to be discussed in confidence and Council/the Committee determines that is the case.*
  - (b) *Before a meeting excludes the public from discussion of a particular matter, the meeting will formally determine if this is necessary and that the matter falls within Section 90(3) of the Local Government Act. The meeting will then pass an appropriate resolution to exclude the public.*
  - (c) *The debate on whether or not the public should be excluded will be held in public. The public will only be excluded if a motion to that effect is*

***carried.***

- (d) Wherever possible, Confidential items will be placed last on the agenda and dealt with at the conclusion of all other business.***

## **PART 3 - MEETINGS OF OTHER COMMITTEES (TO WHICH PART 2 DOES NOT APPLY)**

### **22. APPLICATION OF PART 3**

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

#### **U22A COMMENCEMENT OF MEETINGS**

- (1) *Clause 7 (1), (3) (4), (5), (6) and (7) of this Code of Practice apply to meetings of other committees.*

#### **U22B REMOTE PARTICIPATION**

- (1) *A committee member may be considered as being present at a committee meeting despite not being physically present at the meeting, subject to the following conditions:*
- (a) *Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committees Presiding Member and confirmed to the Chief Executive Officer not less than three (3) working days prior to the scheduled commencement time for the meeting; and*
  - (b) *The Chief Executive Officer has confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the committee members participation in the meeting and compliance with the Act; and*
  - (c) *A committee member participating by such means being for the specified meeting only and not for two (2) or more consecutive meetings of the Committee; and*
  - (d) *All committee members being able to hear each other committee member whilst a committee member is participating by telephone or other electronic means; and*
  - (e) *The committee member who is participating by telephone or other electronic means expressing their vote on each and every questions in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means); and*
  - (f) *The Presiding Member being authorised to disconnect the committee member in the event that the technology causes any disruption or inconvenience to the committee meeting; and*
  - (g) *Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member; and*
  - (h) *Whilst participating in a committee meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.*

### **23. NOTICE OF MEETINGS FOR MEMBERS**



- (1) Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a Committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:
  - (a) That notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee; and
  - (b) That notice need not be given for each meeting separately; and
  - (c) That if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting; and
  - (d) That it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

#### **24. PUBLIC NOTICE OF COMMITTEE MEETINGS**

- (1) Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:
  - (a) that public notice need not be given for each meeting separately; and
  - (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

#### **UADD ADDRESSES BY MEMBERS**

- (1) ***The presiding member of a committee will determine how members are to signal their intention to speak.***
- (2) ***Members are not required to stand when addressing a committee.***
- (3) ***Where two or more members indicate their intention to speak at a meeting at the same time, the presiding member will determine in which order the members will be heard.***
- (4) ***A member is at all times during a meeting to address and refer to another member or an officer or employee by their official title or designation.***
- (5) ***A member speaking at a meeting is not to make a personal reflection upon, or impute an improper motive to, another member or to an officer or employee.***

#### **25. MINUTES**

- (1) The minutes of the proceedings of a meeting must include—
  - (a) the names of the members present at the meeting; and
  - (b) each motion carried at the meeting; and
  - (c) any disclosure of interest made by a member under sections 74 or 75A(3) of the Act; and
  - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and

- (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

***(U3) Committee reports are to be presented to the council by the presiding member of the committee where the presiding member is also an elected member of the council. Where this is not the case an elected member on the committee nominated by the presiding member will perform this function. In presenting the report, the presiding member of the committee is to merely put the motion that the report be accepted by the council and provide a general overview.***

***(U4) Where the presiding member of a committee is not in favour of a particular recommendation being offered to the council by the committee, they may request that another member of the relevant committee present the recommendation to the council and be offered the opportunity to speak to the motion to present the reasons why they are not in favour of a particular recommendation***

- (4) The chief executive officer will record in the minutes the names of Members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).

## PART 4 – MISCELLANEOUS

### 26. QUORUM FOR COMMITTEES

- (1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the prescribed number of members of a council committee is—
  - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
  - (b) a number determined by the council.

Note- See also section 41(6) of the Act.

### 27. VOTING AT COMMITTEE MEETINGS

- (1) Subject to the Act and these procedures, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.

***(U3) Each member of a council committee (regardless of whether they are also a member of the council) who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question for decision at that meeting.***

- (4) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

#### **UNCM ELECTED MEMBER NON-COMMITTEE MEMBER CONTRIBUTION AT COMMITTEE MEETINGS**

- (1) ***Any elected member who is not a member of the committee, at the discretion of the presiding member, is able to address members of the committee and provide contribution at any committee meeting of which they are not a member in accordance with the following process:***
  - (a) ***The presiding member, with the approval of two thirds of the members present, may suspend the operation of meeting procedures for a period of time, in order to allow elected members (non-committee members) to make a contribution.***
  - (b) ***The presiding member can then invite elected members (non-committee members) to 'sit' at the table and provide contribution on any issue relevant to any item of business. The contribution will be limited to 5 minutes duration per person.***

***(c) Following conclusion of the contribution provided, the presiding***

***member will ask that each elected member who is not a member of the committee return to the gallery to be seated. There will be no further contribution or participation in the meeting by any elected member non-committee member.***

***(d) The period of suspension will come to an end as determined by the presiding member or at least two-thirds of the committee members present will resolve that the period should be brought to an end.***

## **28. POINTS OF ORDER**

- (1) The presiding member may call to order a member who is in breach of the Act or these procedures.
- (2) A member may draw to the attention of the presiding member a breach of the Act or these procedures, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under sub-clause (5) is put.
- (7) A resolution under sub-clause (5) binds the meeting and, if a ruling is not agreed with—
  - (a) the ruling has no effect; and
  - (b) the point of order is annulled.

## **29. INTERRUPTION OF MEETINGS BY MEMBERS**

- (1) A member of the council or council committee must not, while at a meeting—
  - (a) behave in an improper or disorderly manner; or
  - (b) cause an interruption or interrupt another member who is speaking.
- (2) Sub-regulation (1)(b) does not apply to a member who is—
  - (a) objecting to words used by a member who is speaking; or
  - (b) calling attention to a point of order; or
  - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of sub-regulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with sub-regulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of sub-regulation (1) has occurred, those members may, by resolution—
  - (a) censure the Member; or
  - (b) suspend the Member for a part, or for the remainder, of the meeting.
- (6) A member who—
  - (a) refuses to leave a meeting in contravention of sub-regulation (4); or

(b) enters a meeting in contravention of a suspension under sub-regulation (5), is guilty of an offence.

Maximum penalty: \$1 250.

**30. INTERRUPTION OF MEETINGS BY OTHERS**

A member of the public who is present at a meeting of the council or council committee must not—

- (a) behave in a disorderly manner; or
- (b) cause an interruption.

Maximum penalty: \$500.



## **PART 5 – SUPPLEMENTARY PROCEDURES FOR COUNCIL AND COMMITTEES**

### **U32 ELECTED MEMBER REPORTS**

- (1) Reports of members must be prepared in accordance with the Elected Member Reports Protocol.**
- (2) Reports for inclusion in the council agenda should be submitted to the Executive Assistant to the CEO and Mayor by no later than the Tuesday prior to a Council Meeting.**

### **U33 NOMINATION/APPOINTMENT OF ELECTED MEMBERS TO INTERNAL AND EXTERNAL POSITIONS**

**Where there is a need to appoint an elected member to an internal or external position(s), and the number of nominees exceeds the number of positions available, the following process will apply:**

- (1) Before debate on the item, the presiding member will seek the consent of two thirds of the members present for a short term suspension of proceedings to undertake a ballot process.**
- (2) The presiding member will call for nominations. Where a nomination of another person is made, that person must confirm they are willing to accept the nomination.**
- (3) The presiding member may offer nominees and opportunity to speak in support of their nomination. A maximum of five minutes will be provided and during this time all other nominees must exit the chamber.**
- (4) Ballot papers will be distributed to all members present. Ballot papers and the voting process will undertaken in a confidential manner, with only the outcome of the ballot being communicated.**
- (5) Elected members will record their vote in the following manner:**
  - (a) The number of votes cast will equal the number of vacancies to be filled, i.e. if there are two vacancies, votes must be indicated next to two names on the ballot paper, if there are four vacancies, votes must be indicated next to four names on the ballot paper etc**

- (b) Numbers will be used to indicate the order of preference, with the most preferred candidate being marked with the number 1 and subsequent candidates being numbered in descending order. For example:**

Ballot Paper		Ballot Paper		Ballot Paper	
3 vacancies to be filled, 5 nominees		4 vacancies to be filled, 5 nominees		1 vacancy to be filled, 3 nominees	
	Mayor-Hewitson		Mayor-Hewitson		Mayor Hewitson
3	Cr Anastassiadis		Cr-Anastassiadis		Cr-Anastassiadis
	Cr-Boisvert	4	Cr Boisvert		Cr-Boisvert
2	Cr Broniecki		Cr-Broniecki		Cr-Broniecki
	Cr-Dewing		Cr-Dewing	1	Cr Dewing
	Cr-Dodd	1	Cr Dodd		Cr-Dodd
	Cr-Hudson		Cr-Hudson		Cr Hudson
	Cr-Hughes		Cr-Hughes		Cr-Hughes
	Cr Palmer		Cr-Palmer		Cr-Palmer
	Cr-Rabbitt	2	Cr Rabbitt		Cr-Rabbitt
	Cr-Russo	3	Cr Russo		Cr-Russo
	Cr-Sheehan		Cr-Sheehan		Cr Sheehan
1	Cr Wright		Cr Wright		Cr-Wright

- (c) Ballot papers will be collected by staff and results tallied by giving each person with a first preference the number of points equal to the number of positions available, and continuing down the ballot in descending order, until the last preference on the ballot receives one point.**
- (d) The result of the ballot will be communicated to the Presiding Member who will announce the preferred candidate(s). All ballot papers will remain confidential.**
- (e) The suspension of meeting procedures will be brought to an end.**
- (f) The presiding member will call for a motion in relation to the item to confirm the outcome of the ballot.**

**U34 ELECTED MEMBER BRIEFINGS AND WORKSHOPS - OPERATING PROCEDURE**

*The following sets out the operating procedures that apply to Elected Member Briefings and Workshops:*

- (a) Apologies should be submitted to the Mayor and/or Deputy Mayor.*
- (b) The Deputy Mayor acts as the Chair for Briefings and Workshops.*
- (c) Sessions commence promptly at the notified time (usually 6.30pm).*
- (d) Every effort is made to keep topics within the notified duration – this may mean at times members are restricted to one statement about the topic.*
- (e) Workshops and Briefings are convened for a range of purposes, primarily to provide information to Elected Members. A Cover Sheet is distributed prior to workshops/briefings and provides a summary of each topic and names and roles of presenters.*
- (f) For meeting efficiency and protocol please direct comments/questions to the Chair. Side conversations/interjections should not be made.*
- (g) Briefings and Workshops are not decision making forums, nor are they a forum for 'free exchange' between members (Chair manages contributions from attendees in an equitable manner).*
- (h) Seating is not allocated or fixed.*
- (i) A light meal is provided and eating during presentations is permissible. Changes to dietary requirements should be conveyed to the Executive Assistant to the CEO and Mayor in advance.*
- (j) Members of the public (including the Media) may attend (except where a session is closed/confidential). Responses should not be made to interjections/comments/questions from the public gallery.*
- (k) Contributions should be made with the awareness that, unless closed to the public, Briefings and Workshops are a public forum.*
- (l) As a general rule, briefings will conclude by 9.00pm.*
- (m) When time allows, EM's will be invited to briefly raise Matters of Interest or Concern that are deemed worthwhile for others awareness.*
- (n) CONFIDENTIALITY. From time to time topics will be confidential and emails / papers will convey this status. In those circumstances appropriate management of information must be undertaken.*

## **SPECIFIC POWERS OF THE PRESIDING MEMBER**

*The Regulations give specific powers and responsibilities to the presiding member in the following circumstances -*

### **Minutes**

- *Signing the minutes once a motion of confirmation has been carried – R. 8.*

### **Questions**

- *The presiding member may allow the answer to a question without notice to be given at the next meeting – R. 9(4).*
- *The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper – R. 9(6).*

### **Deputations**

- *A request for a deputation must be in writing to the CEO who passes it to the presiding member.*
- *The presiding member may refuse to allow a deputation to appear at a meeting. If the presiding member refuses to allow a deputation he/she must report the decision to the next meeting of the Council or committee. The Council or committee may resolve to allow the deputation to appear despite a contrary ruling by the presiding member – R. 11(5) & (6).*

### **Motions**

- *The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he/she considers that the motion should be dealt with by way of written notice of motion – R. 12(6).*
- *The presiding member may refuse to accept a motion if the subject matter is, in his/her opinion, beyond the power of the Council or committee.*

### **Short-term suspension**

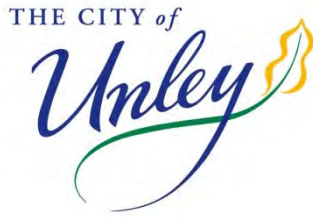
- *The presiding member, with the consent of two thirds of the members present, may suspend the operation of all or part of Division 2 of the Regulations for a short time if he/she considers that the conduct of the meeting would benefit from such a suspension. The presiding member may in his/her discretion determine that a short term suspension be brought to an end – R. 20.*

### **Point of order**

*A point of order is a breach of the provisions of the Act or Regulation.*

- *The presiding member may call to order a member who is in breach of the Act or Regulations.*
- *The presiding member will rule on a point of order – R. 28.*
- *If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately. The presiding member is entitled to make a statement in support of his/her ruling before putting the motion to not agree with the ruling.*

## AGENDA STRUCTURE



# COUNCIL AGENDA

## Council Meeting

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

***Monday***

***xxx 2019***

***7.00pm***

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

  
Peter Tsokas

**Chief Executive Officer**



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 that the land we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their Country.

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

### **APOLOGIES**

*Apologies submitted prior to the finalisation of the Council Agenda are listed here*

### **LEAVE OF ABSENCE**

*A record of any member with an approved leave of absence, or any requests for approval of leave of absence are listed here*

### **CONFLICT OF INTEREST**

*Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and, if so, a Conflict of Interest Disclosure Form is to be submitted for each Item*

### **MINUTES**

*Presentation of the minutes of the previous Council Meeting.*

### **DEFERRED / ADJOURNED ITEMS**

*Items that have previously been deferred or adjourned are listed here for consideration by Council.*

### **PETITION**

*Petitions received must be presented to the next available Council meeting. Presentation of a Petition to Council comprises a copy of the petition and a covering report, containing Officer Comments and a recommendation for the consideration of Council.*

*Refer to section 10 of the Code of Practice for Meeting Procedures for more information regarding Petitions at Council Meetings.*

### **DEPUTATIONS**

*An opportunity for people who have requested an appearance at Council as a Deputation to speak in relation to a matter.*

*Refer to section 11 of the Code of Practice for Meeting Procedures for more information regarding Deputations at Council Meetings.*

## **REPORTS OF COMMITTEES**

*Recommendations from Committees to Council for consideration. Each item is considered in turn with a mover and seconder recorded in the minutes.*

*Committee recommendations considered include:*

- *Audit Committee*
- *City Strategy and Development Policy Committee*
- *Chief Executive Officer Review Panel*

## **REPORTS OF OFFICERS**

*Reports from Administration Officers to Council for consideration. Each item is considered in turn with a mover and seconder recorded in the minutes.*

## **COUNCIL ACTION RECORDS**

*A report setting out previous resolutions of Council that are yet to be completed. The report includes a summary of current status and estimated time for completion.*

## **MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

*Members may bring forward a Motion on Notice in relation to any matter. A Motion on Notice must be submitted to the Chief Executive Officer at least five (5) clear days before the date of the meeting at which the motion is to be moved.*

*A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last periodic election of the Council must be brought by written Motion on Notice.*

*Refer to section 12 of the Code of Practice for Meeting Procedures for more information regarding Motions on Notice.*

## **MOTIONS WITHOUT NOTICE**

*Subject to the Local Government Act 1999 and Councils' Code of Practice for Meeting Procedures a member may bring forward any business by way of a Motion Without Notice.*

*The Presiding Member may refuse to accept a motion without notice if they consider that the motion should be dealt with by way of a written notice of motion.*

## **QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN**

*Questions that have been submitted by Elected Members prior to the distribution of the Council Agenda appear here, along with a response from the relevant Officer.*

*Questions on Notice must be submitted at least five (5) clear days before the date of the meeting at which the question is to be asked.*

*Refer to section 9 of the Code of Practice for Meeting Procedures for more information regarding Questions.*

## **QUESTIONS WITHOUT NOTICE**

*Members may ask questions without notice at a Council Meeting. Where possible an answer will be provided to the question. Detailed information about Questions without Notice and the response provided will not be recorded in the minutes unless Council resolves to do so.*

*Where it is not possible to provide an answer to the question, the question will be taken on notice with a response included in the Agenda for the following Council Meeting.*

*Refer to section 9 of the Code of Practice for Meeting Procedures for more information regarding Questions.*

## **CORRESPONDENCE**

*Copies of correspondence received to be brought to the attention of Council.*

## **MAYOR'S REPORT**

*A report from the Mayor summarising activity for the period prior to the Council Meeting.*

*The Elected Member Reports Protocol sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda.*

## **DEPUTY MAYOR'S REPORT**

*A report from the Deputy Mayor summarising activity for the period prior to the Council Meeting.*

*The Elected Member Reports Protocol sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda.*

## **REPORTS OF MEMBERS**

*A report from the Elected Members summarising activity for the period prior to the Council Meeting.*

*The Elected Member Reports Protocol sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda.*

## **CONFIDENTIAL ITEMS**

*The Chief Executive Officer may indicate, pursuant to section 83(5) of the Local Government Act 1999, that, if Council so determines, a matter may be considered in confidence under Part 3 of the Local Government Act 1999. The grounds for consideration in confidence must be included in the Agenda.*

*The consideration of confidential items at all Council and Committee meetings will be in accordance with the Act and Council's Code of Practice for Access to Meetings and Associated Documents, which explains the use of confidential provisions under the Local Government Act 1999 at Council and Committee Meetings.*

*Refer to section U.CONF of the Code of Practice for Meeting Procedures for more information regarding Confidential Items.*





**DOCUMENT HISTORY**

<b>Date</b>	<b>Council/Committee.</b>	<b>Comment</b>
1. 28/7/2008	2. CSP 310/08	3. Was policy number 48.
4. 21/8/2008	5. C 149/08	6.
7. 19/7/2010	8. CSP 341/10	9.
10. 26/7/2010	11. C 701/10	12.
13. 16/5/2011	14. CSP 31/11	15.
16. 23/5/2011	17. C 135/11	18.
19. 22/8/2011	20. C 231/11	21.
22. 19/9/2011	23. CSP 64/11	24.
25. 26/9/2011	26. C 240/11	27.
28. 14/5/2012	29. CSP 108/12	30.
31. 28/5/2012	32. C 420/12	33.
34. 26/11/2012	35. C 601/12	36.
37. 28/1/2014	38. C 1013/14	39.
40. 26/5/2014	41. C 1146/14	42.
43. 22/6/2015	44. C 165/15	45. Policy number COU 004 discontinued.
46. 26/9/2016	47. C 599/16	48.
49. 24/06/2019	50. C	51.

## DECISION REPORT

<b>REPORT TITLE:</b>	CHIEF EXECUTIVE OFFICER'S PROPOSED KEY PERFORMANCE INDICATORS 2019-20 AND ASSESSMENT OF 2018-19 KEY PERFORMANCE INDICATORS
<b>ITEM NUMBER:</b>	4.13
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	PETER TSOKAS
<b>JOB TITLE:</b>	CHIEF EXECUTIVE OFFICER
<b>ATTACHMENTS:</b>	1. CEO KPI'S FOR 2019/20 2. CEO KPI'S FOR 2018/19

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### 1. **EXECUTIVE SUMMARY**

As part of its governance process, the Council undertakes an annual review of the Chief Executive Officer's (CEOs) performance and remuneration.

To enable the City of Unley to effectively review the CEOs performance, a series of key performance indicators (KPIs) are set, against which performance is assessed. The KPIs need to align with the strategic direction of Unley and deliver clear and measurable results in the year under review.

The CEO Performance Review Panel and the CEO have also been engaged in a consultative process of determining a set of KPIs for 2019/20, and they are presented in this report to Council.

This report also provides an assessment of the 2018/19 KPIs for Council's consideration.

### 2. **RECOMMENDATION**

That:

1. The draft KPIs for 2019/20 developed by the CEO Performance Review Panel in consultation with the CEO as set out in Attachment 1 to this report (Item 4.13, Council Meeting 24/06/2019) be adopted.
  2. The report on the CEO's 2018/19 KPIs be noted.
- 

### 3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

#### 4. **DISCUSSION**

##### **2019/20 Draft KPIs**

The CEO Performance Review Panel has the responsibility to work consultatively with the CEO to develop a series of relevant and measurable KPIs against which an effective performance review can be conducted.

The KPIs need to align with the Strategic Plan for the City of Unley and set out a series of KPIs for the 2019/20 year which also enable the longer-term delivery of the Strategic Plan.

The CEO Performance Review Panel met with the CEO on 14 May and 4 June to discuss a series of ideas from the Panel and the CEO that could be developed into KPIs for the 2019/20 financial year. The CEO outlined some of the current key initiatives that should also be considered by the Panel. From the discussion, an initial draft set of KPIs were developed and circulated to the Panel for review. The CEO also consulted with his direct reports to ensure that there was clarity around the proposed KPIs.

Following those discussions and further refinement from the Panel, a draft set of KPIs were developed and distributed to all Elected Members for review and/or comment before finalisation. These KPIs and suggested milestones and success measures are attached to this report.

*Attachment 1*

##### **2018/19 KPIs Assessment**

Performance reviews were undertaken periodically during the year by the Panel, with a final review of the 2018/19 KPIs occurring early in June 2019.

Attachment 2 provides a report against these KPIs for Council's consideration.

*Attachment 2*

In summary, Attachment 2 indicates that of the 9 KPIs, 6 KPIs were achieved, and 3 KPIs were achieved in part.

Of those that were partially achieved in terms of milestones, the following comments are made:

##### **Customer Experience (KPI 1)**

As part of this KPI, it was proposed to review two priority service areas of Council with the view to improving our processes. During the year it was decided to defer the Planning and Development service area because of the State Government planning reforms that will likely have a significant impact on our current responsibilities and processes.

### Recurrent Savings (KPI 6)

The Savings Target of \$400K was achieved in part, with savings of \$389K identified during the 2018/19 period. It should be noted that additional savings were also found but, in most instances, these were once off.

### Environment (KPI 9)

As a direct result of the “China Sword” policy, the waste market has been in constant change given the uncertainty around the future of recyclables. An additional waste management provider was engaged in 2019 to manage Council’s recyclables in the short to medium term. A new waste strategy will be developed in 2019/20 that will influence our new waste contract.

## **5. ANALYSIS OF OPTIONS**

Option 1 –1. The draft KPIs for 2019/20 developed by the CEO Performance Review Panel in consultation with the CEO as set out in Attachment 1 to this report (Item 4.13, Council Meeting 24/06/2019) be adopted.

2. The report on the CEO’s 2018/19 KPIs be noted.

Adoption of the 2019/20 KPIs will ensure that the CEO has 12 months to achieve the agreed milestones. This option endorses the proposed KPI’s that have been the subject of consultation with Elected Members and the CEO.

### Option 2 –

1. The draft KPIs for 2019/20 developed by the CEO Performance Review Panel in consultation with the CEO be adopted, subject to the following amendment:

- *Insert details of any amendments proposed.*

2. The report on the CEO’s 2018/19 KPIs be noted.

This option provides the opportunity for amendments to be made to the proposed CEO KPI’s should Council deem it necessary to do so.

## **6. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **7. POLICY IMPLICATIONS**

Nil

**8. REPORT CONSULTATION**

- CEO Performance Review Panel
- Elected Members

**9. ATTACHMENTS**

- Attachment 1 – CEO KPIs for 2019/20
- Attachment 2 – CEO KPIs for 2018/19

**10. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer



**CEO KPI's 2019/20**

Key Performance Indicators	Description	Milestones
<b>1. Customer Experience</b>		
Continue to develop a customer service focused culture across the organisation	<p><b>This is the final year of a 3 year Customer Experience Program that includes the following initiatives:</b></p> <p><b>Service Standards</b></p> <ul style="list-style-type: none"> <li>• Develop internal customer service standards charter for staff.</li> <li>• Finalise and publish external customer service standards charter based on agreed timeframes and service standards.</li> </ul> <p><b>Customer Self Help Options</b></p> <ul style="list-style-type: none"> <li>• Develop business processes for each online function/form via the website.</li> <li>• Implement a new Website to increase self-help service options within the redesigned website.</li> </ul> <p><b>Service Quality and Assurance</b></p> <ul style="list-style-type: none"> <li>• Lead organisational change towards a consistent customer first approach.</li> <li>• Continue to undertake customer consultation/ feedback using a diverse range of methodologies.</li> <li>• Continue to refine and improve metrics and analytics to measure, monitor and manage the delivery of customer service across the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Satisfaction by June 2020: ≥80%.</li> <li>• First Contact Resolution by June 2020: ≥80%.</li> <li>• Reduction in customer complaints relating to responsiveness and timeliness: ≥10%.</li> <li>• Increase in online customer transactions: ≥20%.</li> <li>• Satisfaction rating for ease of use of online tools: ≥80%.</li> <li>• Service standards developed and embedded in the organisation.</li> <li>• Website improvement and associated tools.</li> <li>• Customer feedback provided through a variety of measures.</li> </ul>

**CEO KPI's 2019/20**

Key Performance Indicators	Description	Milestones
<b>2. Strategic Infrastructure Projects</b>		
<p>Undertake Strategic Infrastructure Projects that support the City of Unley's Four Year Plan 2017-2021 and Community Plan 2017-2033.</p>	<p><b>Complete the King William Road Streetscape Project</b>                      The King William Road streetscape project is to be undertaken in 2019/20 and is expected to be completed in February 2020. The new streetscape will provide for a flexible and adaptive road reserve environment in a main street with competing priorities. The project's success will be measured not only in terms of timeliness and financial indicators but also on how we engage and support residents and traders during the construction period.</p> <p><b>Implement Year 2 of Council's Walking and Cycling Plan</b>                      This project seeks to continue the implementation of improvements identified in the Walking and Cycling Plan endorsed by Council. The Plan is a 5-year Plan but is subject to an annual budget approval. Year 2 of the Plan, 2018-19, is funded.</p>	<ul style="list-style-type: none"> <li>• King William Road project completed within budget and by end of first quarter 2020.</li> <li>• Support measures provided for businesses and residents. Regular communication provided by a range of mediums.</li> <li>• Independent survey undertaken at the completion of the project on the effectiveness of communication.</li> <li>• Construction of Weller Street enhancements by June 2020 following the completion of King William Road Upgrade.</li> <li>• Complete feasibility study and concept designs for bike route improvements along Park Street (Unley Road – King William Road) by March 2020.</li> <li>• Complete feasibility study and concept designs for bike route improvements along Mitchell Street (King William Road – Weller Street – Goodwood Road) by March 2020.</li> <li>• Complete feasibility study and concept designs for bike route improvements along Simpson Parade / Glen Osmond Creek by June 2020.</li> <li>• Complete feasibility study and concept designs for pedestrian and cyclist crossing at intersection of Windsor Street / Wattle Street by December 2019.</li> </ul>

**CEO KPI's 2019/20**

Key Performance Indicators	Description	Milestones
<b>3. Digital Strategy</b>		
<p>The City of Unley's Digital Strategy provides a practical framework to guide the Council's provision of digital services and use of digital and Smart City technologies, supporting Unley's Four Year Delivery Plan 2017-2021 and Community Plan 2017-2033.</p>	<p><b>Deliver Year 2 of a Four Year Plan that includes the following initiatives:</b></p> <p><b>Digital Services</b></p> <ul style="list-style-type: none"> <li>• Transformation of 3 Council services using digital technologies – tree management, parking permits management and booking of outdoor community facilities.</li> <li>• Re-design of Council website Information Architecture to be service oriented.</li> </ul> <p><b>Digital Workplace</b></p> <ul style="list-style-type: none"> <li>• Delivery of the "Digital Workplace" Intranet system for Council staff.</li> <li>• Improvement of Council Employee Experience through the use of digital technologies.</li> </ul> <p><b>Smart Cities</b></p> <ul style="list-style-type: none"> <li>• Implementation of Smart City initiatives on King William Road to support accessibility and economic growth.</li> <li>• Implementation of Smart City technology in Heywood Park to provide insights into utilisation and inform the future maintenance of assets</li> </ul>	<ul style="list-style-type: none"> <li>• 3 transformed services implemented with a 'go-live' date May 2020.</li> <li>• Website architecture (platform) implemented September 2019.</li> <li>• Website 'go-live' (full) April 2020.</li> <li>• Digital Workplace architecture (platform) implemented Oct. 2019.</li> <li>• Digital Workplace 'go-live' (full) May 2020.</li> <li>• Implementation of a revised external recruitment and on-boarding process May 2020.</li> <li>• Removal of 3 HR paper-based forms May 2020.</li> <li>• Implementation of electronic signatures for HR forms by December 2019.</li> <li>• Smart data platform implemented December 2019.</li> <li>• Implementation of smart technology in Heywood Park September 2019.</li> <li>• Implementation of smart technology in King William Road.</li> </ul>



**CEO KPI's 2019/20**

Key Performance Indicators	Description	Milestones
<b>4. Financial</b>		
Ensure the sustainability of the organisation through sound financial management principles and on-going reviews of its operations to realise efficiency gains	<ul style="list-style-type: none"> <li>• Prepare the Draft 2020/21 Annual Business Plan and Budget in line with CPI (March, 2019 quarter) and with no reduction of services.</li> <li>• Advise Council of any existing services that could be improved in terms of efficiency or discontinued to realise financial savings.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft ABP prepared for Member review by no later than April 2020.</li> <li>• Council be advised quarterly of 2 suggested services (or activities) for review.</li> <li>• 2020/21 Annual Operating Plan include clear levels of service for each service area.</li> <li>• New LTFP prepared and adopted by Council</li> </ul>
<b>5. Organisational Culture</b>		
Continue to develop a performance-based culture across the organisation and build the capability and capacity of the people	<p>Culture affects performance, employee engagement and the ability to create an innovative and positive work environment. The prevailing culture is what our community and customers experience when they engage with us.</p> <p><b>Key initiatives for 2019/20 include:</b></p> <ul style="list-style-type: none"> <li>• Development of an internal communications plan – contributing to employee engagement.</li> <li>• Review of reward and recognition mechanisms to ensure success is acknowledged equitably and celebrated in the organisation – contributing to employee retention.</li> <li>• Development of success metrics relating to employee engagement,</li> <li>• Development and implementation of Organisation Climate Surveys.</li> <li>• Development of a workforce plan identifying resources required to deliver Council's Four Year Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Communications Plan developed by June 2020.</li> <li>• Review and Recognition Policy adopted by December 2019.</li> <li>• On-line Climate Survey tool selected for implementation by March 2020 and survey conducted by June 2020.</li> <li>• Resources required to deliver the Four Year Delivery Plan identified by March 2020.</li> </ul>

**CEO KPI's 2019/20**

Key Performance Indicators	Description	Milestones
<b>6. Non-Rate Based Funding</b>		
Increasing the sourcing of non-rate based revenue	Currently Council receives most of its income from rates. It is important that we continue to look at alternative sources of revenue. Success in attracting suitable grant funding provides Council with another legitimate source of income that can augment the timely delivery of its Community and Strategic Plans. Other strategies could involve fee for services and partnership arrangements.	<ul style="list-style-type: none"> <li>• The review of Council Services to identify savings include the identification of additional income generation opportunities.</li> <li>• Continued corporate performance reporting on external grants to Council.</li> <li>• A report be submitted to Council identifying non rate based revenue streams that could be introduced.</li> </ul>
<b>7. Environment</b>		
Continue to implement policies, strategies and projects to drive improved environmental sustainability across the City	<p>The Council has established a number of policies and strategies to maintain and enhance our urban environment and strengthen our City's resilience to climate change. The on-going implementation of strategy through a diverse range of key projects will demonstrate the Council's leadership to our community.</p> <p>For 2019/ 20, it is suggested that the following actions be implemented.</p> <ul style="list-style-type: none"> <li>• Development of a new waste management plan and negotiation of a new waste management contract.</li> <li>• Implementation of year one of the Canopy Action Plan which includes: <ul style="list-style-type: none"> <li>○ Updated and expanded Tree Strategy.</li> <li>○ Accelerated planting program (250 new trees across the city).</li> <li>○ Community education and advocacy projects.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A new waste management plan endorsed by Council by December 2019.</li> <li>• A new waste management contract endorsed by Council by March 2020..</li> <li>• An updated and expanded Tree Strategy is endorsed by Council for community consultation by February 2020.</li> <li>• 250 new trees planted on Council land by June 2020 (in addition to the 500 trees included as part of the street tree replacement program).</li> <li>• Minimum of 3 tree focused community events / activities held prior to June 2020.</li> </ul>



**CEO KPI's 2019/20**

Key Performance Indicators	Description	Milestones
<b>8. Strategic Planning</b>		
<p>Undertake a number of Strategic Planning initiatives that will assist the Council achieve the goals of the Community Plan</p>	<p><b>Assist the Council to develop a new Four Year Plan for 2020-2024</b></p> <ul style="list-style-type: none"> <li>With the election of the new Council, it is timely that a new Four Year Plan be developed together with key indicators/ milestones for reporting.</li> </ul> <p><b>Develop an Economic Development / Growth Strategy</b></p> <ul style="list-style-type: none"> <li>The Economic Development Plan is no longer current. A new Plan will be developed once Council has provided the strategic direction on Economic Development. The analysis will include the 'do nothing' option with regard to Council's role.</li> </ul> <p><b>Develop a master plan for Arthur Street strategic site</b></p> <ul style="list-style-type: none"> <li>This site is one of the few large sites in the city of Unley and is presently underutilised. The intention is to develop a masterplan in conjunction with the State Government and the owners to identify suitable uses of the site. This will eventually lead to a potential DPA for the site or the area bounded by King William Road, Arthur Street, Queen Street and Mary Street.</li> </ul> <p><b>Develop a master plan for area bounded by Frederick / Unley Road / Edmund and Trimmer</b></p> <ul style="list-style-type: none"> <li>As part of the Unley Central precinct, Council will develop a strategic plan for this area to guide future decisions. Several potential uses have been discussed in the past and these will be further investigated. This will be a project over 2-3 years so, for 2019/20, we will investigate traffic conditions in Rugby and Trimmer Terraces, uses of the council cottages in Edmund Avenue, shifting the traffic lights from Unley / Oxford and creating a more pedestrian friendly environment in Oxford Terrace. This may require allocation of additional budgetary resources.</li> </ul>	<ul style="list-style-type: none"> <li>Workshop facilitated with Elected Members, new Four Year Plan developed with measurable indicators.</li> <li>Economic Development Plan identifying Council's role prepared for Council's consideration.</li> <li>Master Plan prepared with several options for Council's consideration. Community engagement undertaken to obtain community feedback on masterplan options before finalising.</li> <li>Undertake concept plans of possible uses of Edmund Avenue cottages.</li> <li>Investigate one-way traffic concept in Rugby and Trimmer Terrace between Oxford and Edmund Avenues.</li> <li>Undertake design of village green enhancements and implement design outcomes.</li> </ul>

## CEO KPI's 2018/19

Revised 6 June 2019

Key Performance Indicators
<p><b>1. Customer Experience</b> Continue to develop a customer service focused culture across the organisation</p>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>Customer Satisfaction target of 70% based on independent survey results. <b>Achieved</b></li> <li>First Contact Resolution target of 70%. <b>Achieved</b></li> <li>Implement Complaints Framework and report on statistical data (number of complaints, resolution timeframes). <b>Achieved</b></li> <li>Review Online Transaction Processes and provide a report to Council on options to improve online services. <b>Achieved</b></li> <li>Review Two Priority Service Areas and undertake customer "journey mapping" to inform customer needs and current service gaps. Prepare a report to Council with recommendations for implementing service improvements. <b>Achieved in part</b></li> <li>Undertake Customer Surveys for four specific services (1) Traffic, (2) Planning, (3) Environmental Health and (4) Economic Development / business concierge service. <b>Achieved</b></li> </ol>
<p><b>Comments</b></p> <ol style="list-style-type: none"> <li> <p><b>Customer Satisfaction</b></p> <p>A monthly survey has been implemented (July 2018 to April 2019) with a total of 585 (YTD) customers participating in the independent phone call and SMS survey (response rate 41%).</p> <p>A survey conducted during this period indicated 83% satisfaction with the overall City of Unley service delivery. The customer satisfaction target has been exceeded by 13%, eighteen months ahead of schedule. This Initiative will continue during 2019/20 as part of an ongoing analysis of our service.</p> </li> <li> <p><b>First Contact Resolution</b></p> <p>First contact resolution refers to addressing the customer's enquiry the first time that they call, thereby eliminating the requirement for the customer to follow up with another call.</p> <p>The monthly survey (July 2018 to April 2019) had a total of 585 (YTD) customers participating in the independent phone call and SMS survey (response rate 41%), and 70% of respondents indicated that their enquiry was resolved at first point of call. This meets the target of 70%. It is noted that some monthly results exceeded the expected 70% target, with results achieved of 75% in November; 83% in January; and 74% in April.</p> <p>Moving forward, this will continue to be a work in progress until all systems and process implementations are completed; service request timeframes are confirmed and implemented and communicated to customers; and further organisation culture change work is undertaken to strengthen the organisations' Customer First value.</p> <p>It is an ongoing project.</p> </li> <li> <p><b>Implement Complaints Framework</b></p> <p>Staff training was completed; statistical data set up; quarterly reporting and monitoring is in place.</p> <p>Customer complaints reduced from 41 complaints in April 2018, prior to implementation of framework, to an average of 9 complaints per month post framework implementation in July 2018.</p> <p>Two key areas identified for improvement are responsiveness to customers (returning calls) and meeting service timeframes. Work has commenced to refine and communicate service timeframes.</p> <p>Project implementation has been completed, but monitoring will continue on an ongoing basis.</p> </li> </ol>



**4. Review Online Transaction Processes**

The 'Review of Infringement' process associated with parking is nearing completion. This project involved adapting the manual form into an interactive form that the customer can submit online. The workflow includes automatic creation of a customer request and automatic registration of the form in ECM. More specifically, the project included the development of a portal where photos linked to an infringement can be uploaded to assist with reducing the number of requests for reviews of infringements, so that the applicant can view the evidence before submitting a review request.

Testing has been completed and the implementation of the online "Review of Infringement Form", including the accompanying business processes, is scheduled for implementation in June 2019.

This project will be used as case study to identify other manual forms for conversion to online forms – a final report with recommendations will be provided by June 2019. We will assess the efficiencies gained from introducing this form as it has the potential to result in significant time savings through a reduction in lodgement of appeals.

**5. Review Two Priority Service Areas**

Two priority service areas were identified to undertake Customer Journey Mapping exercises:

**Planning and Development Services**

- Planning Applications were one key area identified for improvement. The project scope was completed in November 2018, however due to the imminent State Government planning reforms, the project was deferred until the reforms are completed.

**Traffic Controls**

- The Traffic Control process review commenced in February 2019, with Salisbury St (Unley) identified as a case study for similar. The following outcomes are anticipated:
  - Provide a framework to guide decision making.
  - Contribute to a wider framework of 'car usage behaviours' in the City of Unley.
  - Inform policy for decision-making and administration.
- A consultant has been appointed to undertake customer and staff interviews, and interviews will be completed by 31 May 2019.
- A report with the findings will be submitted to EMT by end of June 2019, with completion of the project expected by June 2019.

**6. Undertake Customer Surveys**

Several specific service related satisfaction surveys were undertaken for the period July 2019 to March 2019:

**Planning/Building Satisfaction Survey**

Ongoing monthly survey with 119 customers participating (YTD) via email, hard copy, online phone call (response rate 38%).

The average satisfaction rate for the service was 78%.

**Traffic Satisfaction Survey**

This is a monthly survey with 159 customers participating (YTD) via email, hard copy, online or phone call (response rate 33%).

The average satisfaction rate for the service was 60%.

**Environmental Health Survey**

A new monthly survey commenced in November 2018, with 32 surveys mailed to various businesses who had received assistance from the Environmental Health team. The mail out was followed up with a phone call to the business.

Only three responses were received for the period November 2018 to March 2019. It continues to be challenging, contacting the most appropriate person from the business to provide feedback.

**CEO KPI's 2018/19**

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***Business Concierge Survey***

There has been limited business contact detail provided since November 2018, as work undertaken with individual businesses is still in progress, however those businesses who have participated have been very complimentary of Council's approach to business support.

***Swimming Centre***

A new annual survey was trialed at the start of the 2018/19 swim season, undertaken in collaboration with the University of South Australia.

The survey was undertaken online and gathered satisfaction feedback from Centre users about service quality, facility offering and cleanliness, value for money and loyalty.

100 respondents provided feedback with an overall satisfaction rating of 97% achieved.

Surveys will continue to be undertaken in a range of areas on an ongoing basis.

## CEO KPI's 2018/19

Revised 6 June 2019

Key Performance Indicators
<p><b>2. Induction of new Council</b> Timely delivery of a new council induction program</p>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>1. Council Induction Program prioritised and delivered within a 12 month period to the new Elected Members. <b>Achieved</b></li> <li>2. Satisfaction Survey undertaken with elected members to gauge the impact and quality of the induction program. <b>Not applicable / deferred</b></li> </ol>
<p><b>1. Council Induction Program</b></p> <p>The following actions as part of the Council Induction Program have been completed:</p> <ul style="list-style-type: none"> <li>• Swearing in Ceremony – 19/12/2019</li> <li>• Elected Member Photographs &amp; First Council Meeting – 26/12/2019</li> <li>• Mandatory Training Module 1 – Introduction to Local Government</li> <li>• Mandatory Training Module 2 – Legal Responsibilities</li> <li>• Mandatory Training Module 3 – Council and Committee Meetings</li> <li>• Mandatory Training Module 4 – Financial Management and Reporting (scheduled for 18/02/2019)</li> <li>• Media Training</li> </ul> <p>A small number of individuals who were unable to attend the group sessions for the mandatory modules still need to complete some of the above sessions. Training will be scheduled as required and completed well before the 12 month timeframe for delivery of mandatory training modules.</p> <p>An extensive Elected Member Briefing schedule has been delivered, aimed at providing a balance of background information on key projects/initiatives and information to support the new Council's decision making process. In addition, a number of briefing papers have been distributed to members, providing background information on key topics. Topics covered to date include:</p> <ul style="list-style-type: none"> <li>• Customer Experience Program</li> <li>• King William Road project</li> <li>• Economic Development</li> <li>• ERA</li> <li>• Brown Hill Keswick Creek (inc. Wilberforce Walk)</li> <li>• LED Lighting</li> <li>• Centennial Park</li> <li>• Planning Systems</li> <li>• Organisational Culture</li> <li>• Tree Canopy</li> <li>• Review of Meeting procedures</li> <li>• Active Ageing</li> <li>• Local Area Traffic Management Plan</li> <li>• Walking and Cycling Plan</li> </ul> <p>A post Council Meeting evaluation process has been implemented, to gain feedback from Elected Members on meeting processes.</p> <p>A weekend team building workshop was conducted for Members in April 2019 that resulted in Members developing a shared vision for how they want the Council to be seen, as well as a set of "rules" as to how they would operate. The CEO has summarised the information and is working with the Mayor to complete the work in the next few weeks.</p>



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A consolidated list of 'election campaign issues' was compiled from Elected Members and responses to the issues identified have been provided to assist Members to respond to constituents appropriately.

Other Administrative actions also completed include issuing and training with IT equipment issued; campaign donation returns completed; primary returns completed; contact information updated; and business cards and name badges provided.

A bus tour of Council's facilities will be undertaken on 5 June 2019 for new elected members.

**2. *Satisfaction Survey***

Once actions have been completed by all elected members, a satisfaction survey on the quality and impact of the overall induction process will be undertaken in September of this year.

## CEO KPI's 2018/19

Revised 6 June 2019

Key Performance Indicators
<p><b>3. Strategic Infrastructure Projects</b></p> <ul style="list-style-type: none"> <li>• Revitalisation of King William Road streetscape</li> <li>• Redevelopment of Goodwood Oval Grandstand</li> <li>• Encourage redevelopment in the Unley Central Precinct</li> </ul>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>1. King William Road Project – detailed design to be completed, with tenders called and work commenced by June 2019. <b>Achieved</b></li> <li>2. Goodwood Oval Grandstand project delivered within time and on budget. <b>Not Achieved due to external circumstances</b></li> <li>3. Communication Strategy for Unley Central Precinct endorsed by Council and implemented successfully. <b>Achieved</b></li> </ol>
<p><b>Comments</b></p> <p><b>1. King William Road Project – detailed design</b></p> <p>The redesign of King William Road is recognised as a major economic development initiative as well as a major infrastructure replacement project. The design of King William Road aims to increase the opportunities for greening along the street, with additional places for people to gather, and the introduction of new and safer crossing points along the street.</p> <ul style="list-style-type: none"> <li>• The final design was presented to the Council for endorsement in August 2018, which allowed a detailed and thorough tendering process to be undertaken to engage a contractor to deliver the project on-ground.</li> <li>• The Council undertook a competitive tender process to access industry experience to determine the most appropriate way to reconstruct King William Road that best manages the expectation of local residents and traders through the construction process.</li> <li>• The Design King William 'co-design' process received a High Commendation Award from the Adelaide Review 2018 Form Journal Awards for Open Space and Urban Regeneration in October 2018.</li> <li>• As per the requirement of the Local Government Act 1999, BRM Holdich prepared a Prudential Report which identified all the risks associated with the project. Council adopted this report at its meeting held on 15 April 2019.</li> <li>• An Early Contractor Involvement (ECI) process was undertaken to ensure the most suitable contractor is engaged to deliver the project on-ground. The ECI process led to the appointment of BMD Construction Pty Ltd and Council awarded the Contract as recommended at its meeting held on 29 April 2019.</li> <li>• A tender process was undertaken to appoint a Project Manager/Superintendent to assist Council with managing its contractor and to ensure the appropriate delivery of the project on-ground. This process resulted in the appointment of the Agonis Group.</li> <li>• Early works associated with SA Water's relocation of a pipe and drainage works associated with the Park and Mitchell Street intersection were finalised and on-ground works were completed in May 2019.</li> </ul> <p>The main on-ground works associated with the project commenced in May 2019 and are expected to be completed by mid-February 2020.</p>



## **2. Goodwood Oval Grandstand Project**

In early 2018, the Council undertook extensive community consultation regarding a proposed concept design for the Grandstand redevelopment. Feedback was considered in April 2018 and Council provided support to proceed to detailed design and tender for construction. As part of the Council's decision, a range of amendments were identified for further resolution through the design process.

- In response to the community feedback, the Grandstand was revised to include flexible change rooms with amenities and medical facilities to accommodate two to four teams, as well as new clubrooms with improved kitchen, storage and amenities to better support local club activities, and to provide for greater all weather spectator viewing. In addition, the building was revised to reflect building materials and colour selection that suit the local character of the Millswood neighbourhood, with increased landscaping to improve park access and local amenity.
- In November, the Council prepared a Community Newsletter which was shared with the local community to provide them with an update on the project prior to the planning application for the redevelopment being lodged.
- To support greater community awareness and understanding of the proposed Grandstand Design, a Community Open Day was held on Saturday 24 November 2018. The Open Day was supported by members of Council's Design Team as well as both Cricket and Football Clubs and had all relevant information for the planning application on display.
- The Planning Application associated with the proposed redevelopment was lodged with the Council Development Assessment Team and placed on consultation between 21 November and 5 December (two-week statutory consultation process).
- Following the Council Assessment Panel (CAP) decision in February 2019 to approve the Development Application, a third-party appeal from a group of residents was lodged with the Environment, Resource & Development (ERD) Court.

A number of conciliation hearings have been held with the ERD Court and changes are currently being made to the design to address the concerns which have been raised by the appellants.

- The next ERD Court hearing is set for late June 2019.
- Council staff are in negotiations with the Department of Recreation & Sport regarding the State Government grant funding which has been received for the project and has sought an extension to accommodate the ERD Court process.

Detailed design and documentation will be finalised once the ERD Court process has concluded and if the DA approval is upheld and the tender process will commence immediately following this process.

## **3. Communication Strategy for Unley Central Precinct**

A communication strategy was developed in the second half of 2018 to assist Members with any questions that residents may have about the Precinct and specific developments. This included providing Members with a list of FAQ's.

Consultation was undertaken in 2019 regarding the Memorial Car-Park that involved corresponding with individual Memorialists. The consultation was undertaken over a period of some eight weeks, and resulted in two objections being received, both of which were subsequently withdrawn. In effect this means that the project can now proceed to the next stage.

## CEO KPI's 2018/19

Revised 6 June 2019

Key Performance Indicators
<p><b>4. Digital Strategy</b></p> <ul style="list-style-type: none"> <li>• A Digital Strategy that provides a framework for implementation of digital services and Smart City technologies</li> <li>• Smart City Technology opportunities identified and implemented for the City of Unley</li> </ul>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>1. Digital Strategy Year 1 endorsed by Council and Year 1 of the implementation plan delivered successfully. <b>Achieved</b></li> <li>2. Periodic Reporting is submitted to Council on the implementation of digital and smart technologies and identification of new technology options and their application including benefit/ costs and impact on the budget. <b>Achieved</b></li> </ol>
<p><b>Comments</b></p> <p><b>1. Digital Strategy Year 1</b></p> <p>The Digital Strategy was endorsed by Council in July 2018. It has been referenced as a model strategy document for SA Councils through the LGA Smart Cities consortium.</p> <p>The Strategy is a guide to the evolving way that the City of Unley operates, thinks and plans. Our guiding principles help our organisation to look at everything we do with a digital lens and adapt nimbly. The strategy seeks to influence our approach to decision making, rather than provide a list of solutions, imperative given the pace at which technology evolves.</p> <p>Year 1 of the implementation plan has involved the delivery of the following projects:</p> <p><b>People Centred Design (PCD)</b></p> <ul style="list-style-type: none"> <li>• People Centred Design is a new approach to designing services. The focus is on gaining a deeper understanding of who will be using the service, and then applying the technology as an enabler, rather than technology be the driver. A PCD framework has been developed, incorporating user research, testing and on-going feedback.</li> <li>• In May 2019, the framework was presented as part of the Public Sector Transformation Series in Adelaide. The State Government is now reviewing their approach following Unley's presentation, seen as a key example of service delivery.</li> <li>• PCD is being applied to a variety of new digital (and non-digital) projects, including the new Council website and Traffic Control studies and engagement (pilot).</li> </ul> <p><b>Online Forms Pilot and 360 Unley API Project</b></p> <ul style="list-style-type: none"> <li>• Moving from paper-based forms to online services will result in significant efficiency gains for Council. We have successfully developed an API platform that connects online forms and apps, incorporating internal customer service systems to deliver customer friendly digital services.</li> <li>• The Expiation Review process was the pilot project. To be launched at the end of the month, the online form process has significantly reduced the review process time by accessing photographic evidence; asking a series of relevant questions to enable quicker assessment; and form design which when submitted automatically populates Council's customer request system and initiates the assessment workflow.</li> <li>• For internal staff, the process is predominantly automated, and the assessment is more efficient as key relevant information is integrated from other systems. The pilot project will be utilised for future online Council services in order to deliver faster and more agile results.</li> </ul>



***Customer Contact Centre***

Council's outdated phone system was no longer supported and required replacing. Following extensive consultation, a modern contact centre integrating both communication and customer services systems has now been implemented for all staff, contractors and volunteers. A comprehensive change management program with customised training sessions was completed on time. The benefits have been significant in the delivery outcomes of customer resolution services and improved collaboration and communication. Additional customisations are being developed for the library, community centres and swimming centre. Features include advanced reporting, call-back function, interactive queues, live dashboards and online webchat (noting that this feature is still under testing protocols). The post implementation review is about to commence.

***Skype for Business and Office 365***

Innovative working has been enabled for all staff, contractors and volunteers, with Skype for Business facilitating instant communication and staff engagement.

Office 365 enables modern collaboration and mobile working.

***Elected Member Technology***

In December 2018, the elected member group were provided with Surface tablets allowing secure access to email, calendars and Council documents. Adoption has been high and Elected Member feedback about the devices has been positive.

***Unley 3D***

Unley 3D is a web-based mapping application that was implemented mid-year and shows Unley in high definition 3D. It is also available online for the public, and at this stage assists architects and building designers to develop and refine building proposals and support staff in the assessment of development applications.

**2. *Periodic Reporting and Smart Technology***

Periodic Reporting on the progress in the implementation of the strategy has been provided as part of the Corporate Performance Report.

Council has engaged the services of a Smart Cities Advisor to provide a strategic and robust delivery for smart city projects.

***King William Road Smart Parking***

This is part of the King William Road Streetscape project. A Smart parking solution featuring a customer app and live digital signage to direct drivers to free spaces are key design elements.

The selected platform will integrate into Council's website to show parking availability. Data trend analysis will inform parking management activity.

***Heywood Park Smart Precinct***

Council received a grant to develop a Smart Precinct in Heywood Park, which will become a smart living lab for initiatives (eg. asset monitoring and data analytics/management).

Items being considered include; communications, bins, BBQ's, people counters, digital kiosks and lighting.

Procurement is being finalised for delivery in June 2019.



## CEO KPI's 2018/19

Revised 6 June 2019

<b>Key Performance Indicators</b>
<p><b>5. Organisational Culture</b></p> <p>Continue to develop a performance-based culture across the organisation and build the capability and capacity of the people</p>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>1. Culture Survey Results – disseminated to all staff by the end of July 2018. <b>Achieved</b></li> <li>2. Culture Survey Results – Council briefed in August 2018. <b>Achieved</b></li> <li>3. Culture Action Plans to have been completed by all teams by the end of November 2018. <b>Achieved</b></li> <li>4. Organisation Culture Strategy formulated by end of 2018. <b>Achieved</b></li> </ol>
<p><b>Comments</b></p> <ol style="list-style-type: none"> <li>1. <b><i>Culture Survey Results – disseminated to staff</i></b> The distinguishing feature of leading organisations is their culture. Culture affects performance, employee engagement and the ability to create an innovative and positive work environment. The prevailing culture is what our community and customers experience when they engage with us. Results from the 2018 culture survey provide information that will enable strategies and plans to be implemented at both the organisational and team levels, ensuring that not only is our existing positive reputation maintained, but also improved. The Culture survey was completed at the end of the 2017-18 financial year and the results were distributed and discussed with all areas of Administration during the months of July and August 2018.</li> <li>2. <b><i>Culture Survey Results – Council briefed</i></b> Council received a presentation of the results of the survey in August 2018 and again a second briefing was held for new Members post Council elections.</li> <li>3. <b><i>Culture Action Plans</i></b> 20 of 25 teams completed their action plans by November 2018. These have now all been completed and are progressively being implemented with assistance from HR where required. As part of the process, Managers will report on the progress of their action plans.</li> <li>4. <b><i>Organisation Culture Strategy</i></b> Following the survey undertaken in 2018, the identified focus areas are “Reward and Recognition, Significance and Autonomy” and these are now being driven by a Cross Functional Group. Unfortunately because of the retirement of Council’s Manager Organisation Development at the end of 2018, these have not been completed but work has progressed in relation to significance and reward and recognition. Building the capability of our leaders continues via a range of mechanisms including the quarterly “People leaders Forum” sessions. In January 2019, the Executive continued its collaboration with EMOTUS consultants to develop the area of emotional mastery in leadership and to create a program of for the People Leaders Forum (building capability). This program included 2 leadership development days whereby our organisational (i.e. Administration) purpose was shaped (“Go beyond, thrive together”) and definition around the agreed leadership attributes (optimism, empathy and trust) were established. The Executive has developed three key areas focus for the organisation in 2019-20; Organisation Culture, Business Systems and Customer Experience. These areas of focus will improve organisational performance and therefore deliver better outcomes for our community.</li> </ol>

## CEO KPI's 2018/19

Revised 6 June 2019

Key Performance Indicators
<p><b>6. Recurrent Savings</b></p> <p>Deliver the annual business plan for 2018/19, whilst continuing to review and implement initiatives that deliver strong financial performance</p>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>Savings Target of \$400K ongoing will be identified for the 2019/20 budget. This amount will include the absorption of any additional costs imposed on Council, such as the impact of recycling costs to councils. <b>Achieved in part</b></li> <li>Long Term Financial Plan for Council will be prepared on the basis of a CPI increase over the next 5 years. <b>Achieved</b></li> </ol>
<p><b>Comments</b></p> <p><b>1. Savings Target of \$400K</b></p> <p>The Draft Annual Budget for 2018/19 incorporates \$389K in savings, consisting of:</p> <ul style="list-style-type: none"> <li>Savings in the use of consultants, \$100K.</li> <li>Water savings relating to the use of the recycled water, \$50K.</li> <li>Street Light savings of \$106K following the implementation of the LED Project. The rollout of the project was delayed meaning the full savings will be delivered in 2019/20.</li> </ul> <p>Increase in depreciation, \$133K because of asset revaluations and new capital projects being delivered the previous year has now been absorbed in operating expenditure.</p> <ul style="list-style-type: none"> <li>An increase in the level of service for reactive footpath maintenance, adopted by the previous Council, being shifted from Operating Projects to Operating Expenditure, \$150K.</li> <li>Concurrently, the level of funding available for operating projects has been maintained at \$1M.</li> </ul> <p><b>Additional Savings</b></p> <p>Through regular review and monitoring of the adopted Budget this financial year, further savings have been identified. Some are once-off, and others will provide an on-going financial benefit. These are described below.</p> <p>A number of savings have been realised through improved competitive procurement initiatives. Some of these include:</p> <ul style="list-style-type: none"> <li>External audit services: \$13.2K p.a. or \$60K over the life of the 5-year contract.</li> <li>Replacement of a community bus: the 2018-19 Budget provided \$200K (net \$165K), with the replacement bus procured for \$135k and the old bus sold for \$30K, with the result of the vehicle change-over delivering a one-off budget saving of \$65K.</li> <li>Smart City Advisor: Council engaged a specialist to assist in the design of Smart City solutions and the sourcing of appropriate suppliers to ensure effective and practical technologies are applied consistently across the City. Eight responses with the selected tenderer quoting substantially less than the average, resulting in a saving of \$34K annually or procuring an additional 130 hours of work.</li> <li>Legal Services: Council requires professional legal advice across many disciplines. Over the last five years the average spend on legal services has been \$275K p.a. Council has entered into collaborative arrangements with Procurement Australia and Council Solutions. The hourly rates agreed under the new arrangements are materially lower than before.</li> </ul> <p>Finance costs will be less than expected due to the delay in completion of several large capital projects, \$113K. Projects not completed will form part of the carry forward program.</p>



**CEO KPI's 2018/19**

**Revised 6 June 2019**

**2. Long Term Financial Plan**

Council's Long-Term Financial Plan has been prepared based on a CPI increase over the next 5 years. The level of new borrowings will present Council with a challenge in the short to medium term regarding finance costs. Other financial targets have remained the same.

- The COU continues to be in a financially sustainable position. It is anticipated that Council will achieve its operating surplus target of 5% at the end of June 2019. Maintaining this target protects the savings that had already been achieved over the past few years.

## CEO KPI's 2018/19

Revised 6 June 2019

Key Performance Indicators
<p><b>7. Non Rate Based Funding</b> Increasing the sourcing of non -rate based revenue</p>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>Grant Funding Aligned with Council's Strategic Management Plans will be reported to Council quarterly, providing detail on the sourcing of suitable external funding opportunities. Commitment to ensuring that grant funding achieved is aligned with Councils Strategic Management Plans. <b>Achieved</b></li> <li>Pay for Use Parking opportunities to be identified in suitable locations to manage parking demands. <b>Achieved</b></li> <li>Enforcement of Private Car Parks implemented and monitored. <b>Achieved</b></li> </ol>
<p><b>Comments</b></p> <ol style="list-style-type: none"> <li><b>Grant Funding Aligned with Council's Strategic Management Plans</b> The organisation continues to work hard in identifying and attracting external grant funding to deliver innovative programs. In the past 12 months Council has received the following additional grant funding for specific projects over and above the normal grants received: <ul style="list-style-type: none"> <li>Co-housing for Ageing Well, \$45K.</li> <li>Women's Suffrage, \$5K.</li> <li>Daily Moves Program, \$597K.</li> <li>King William Road, \$700K.</li> <li>Blackspot funding for two roundabouts in Cambridge Terrace, \$150K.</li> <li>Master Plan for Arthur Street site \$15K.</li> <li>This represents a total of \$1.512M in grant funding received or just under 4% in rates that would be needed to fund these initiatives.</li> </ul> </li> <li><b>Pay for Use Parking</b> In accordance with the Council's On-Street Parking Policy, pay-for-use parking opportunities identified as part of the Council investigations (LATM 2 – Parkside streets adjacent to Greenhill Road, and draft LATM 3 - sections of Cooke Terrace and Rose Terrace) will be implemented utilising smart parking controls, online payment system (App) and / or parking ticket machines, to better manage areas of high parking demand. This will include the introduction of one-day business parking permits.</li> <li><b>Enforcement of Private Car Parks</b> Enforcement of private car parking areas have now been implemented and are monitored in four shopping precincts, with more installations scheduled for the future. The current pay for use car parks are located at Metro Shopping Centre; Unley Shopping Centre; Rossiters (Unley Road); and Foodland (Goodwood Road). It is anticipated that a pay for use car park area will be implemented at the Arkaba Shopping Centre soon. Following a 9 month period and after all expenses have been taken into account, the net income is approximately \$30K.</li> </ol>

## CEO KPI's 2018/19

Revised 6 June 2019

<b>Key Performance Indicators</b>
<b>8. External Stakeholder Relationships</b> Improved engagement with external stakeholders
<b>Milestones</b> 1. Building Relationships with External Stakeholders, with 15-20% of diary time allocated to building relationships with the following stakeholders: <b>Achieved</b> <ul style="list-style-type: none"> <li>• State and Federal Government</li> <li>• Relevant State Agencies</li> <li>• Business owners</li> <li>• Key Community Groups</li> </ul>
<b>Comments</b> 1. <i>Building Relationships with External Stakeholders</i> As part of the role, regular meetings are held with the State Members for Unley and Badcoe on a quarterly basis plus additional meetings as issues arise. More recently, meetings were held with the Minister of Planning and Transport and the Minister of Environment to discuss traffic and greening initiatives. Meetings have also occurred with Senator Birmingham and both Federal candidates for the seat of Adelaide. The Member for Adelaide has indicated a strong desire to work with the City of Unley in the next 3 years. Given the pending changes in the planning area, a number of meetings have been held with the Chairman of the State Planning Commission to discuss a number of initiatives that the Government can investigate with the City of Unley. As a consequence of these discussions, the State is jointly funding two planning studies. Regular meetings have also been held during the year with FOCUS and the Unley and King William Road Trader Associations as part of maintaining an ongoing relationship with these bodies. During 2018/19, a number of meetings were held with Business SA and as a consequence, Business SA are an active participant of our Business Breakfasts as well as offering services to our local businesses. At the same time, the Council sponsored a local resident in their start up project with Business SA. A partnership was also established with the Life Changer Foundation for that organisation to run their South Australian programmes for young children out of Unley.



## CEO KPI's 2018/19

Revised 6 June 2019

Key Performance Indicators
<p><b>9. Environment</b></p> <p>Continue to implement policies, strategies and projects to drive improved environmental sustainability across the City</p>
<p><b>Milestones</b></p> <ol style="list-style-type: none"> <li>1. Second Generation Street Tree Replacement Program, to be implemented with the planting of 400+ trees. <b>Achieved</b></li> <li>2. LED Street Light Replacement Program to be undertaken, installing energy efficient LED Street Lights to all local streets – P class lights only. <b>Achieved</b></li> <li>3. Green Verge Program Round 2 to be implemented to encourage local residents to convert dolomite verges to “green” verges across the City. <b>Achieved</b></li> <li>4. Service Agreements with Waste Contractors to be established and managed to meet the changing requirements of the global recycling markets. <b>Achieved in part</b></li> <li>5. Leadership in Climate Adaptation and mitigation initiatives to be demonstrated through Resilient East partnership. <b>Achieved</b></li> </ol>
<p><b>Comments</b></p> <ol style="list-style-type: none"> <li>1. <b>Second Generation Street Tree Replacement Program</b> The program will result in the planting of 400+ trees. The individual tree locations, including vacant wells for the program, have been identified and assessed with appropriate public consultation. The roll out of the program commenced in April 2019 and is expected to be completed by October 2019 (i.e. over the winter period).</li> <li>2. <b>LED Street Light Replacement Program</b> The business case to change over to LED lighting for the Council’s “P category” street lighting was completed and presented to Council. The business case demonstrated that there was significant benefit to Council in the changeover to LED lights from both financial and environmental criteria. Ironbark Sustainability was engaged to assist with the roll out of the project, including negotiations with SA Power Networks, the procurement of LEDs, and assisting with the redesign of the lighting at some locations across the city, with a focus on walking and cycling routes, heavy pedestrian zones (particularly for the aged) and any high risk locations. Council has now signed a contract with SA Power Networks to roll out LED lighting across the City’s residential streets in March 2019 with the project expected to take several months. The project roll out commenced in May 2019.</li> <li>3. <b>Green Verge Program</b> The most recent application round closed and conversion is underway of 41 dolomite verges to soil ready for planting. The program was completed in May 2019 and will result in an increase of green cover of 1084m<sup>2</sup>. This popular project was oversubscribed with 45 eligible applications placed on a waiting list for potential future rounds.</li> <li>4. <b>Service Agreements with Waste Contractors</b> Discussions have commenced with existing service providers and other industry practitioners to consider future business needs and any contractual adjustments required to meet the changes in the recycling process. The “China Sword” recycling issue resulted in Council entering into an arrangement with an additional provider for the receipt of recyclables in 2019. The Council’s waste contract expires in late 2019 and investigation will occur as to a new contract.</li> </ol>

**5. Leadership in Climate Adaptation**

The Resilient East project has been in train since Federal funding was obtained in 2014, in collaboration with the ERA Councils, the Adelaide City Council and the City of Tea Tree Gully, resulting in the plan that has been endorsed by all participating Councils. The goal of the Resilient East Project is to improve the resilience of our communities, assets and infrastructure, local economies and natural environment so they can cope with the inevitable impacts and challenges of climate change.

A sector agreement between the participating Councils and the State Government was signed in March 2017, with the Regional Coordinator since being employed and hosted by Unley on behalf of the project Councils. Work undertaken to date has focused on the following four actions:

- Heat Mapping (also supported by the City of Salisbury).
- Developing a Mission and Strategy for Canopy and Green Cover.
- Street Tree Species Review.
- Developing a Mission and Strategy for Water Sensitive Urban Design (WSUD).

A workshop on the outcomes of the Northern and Eastern Collaborative Heat Mapping report was held in November 2018. 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 and building resilience to cope with the inevitable impacts and challenges of climate change.

On behalf of Resilient East, the City of Adelaide hosted a hypothetical heatwave scenario panel discussion called Feeling Hot Hot Hot! on Wednesday 6 February 2019 in the Adelaide Town Hall. The event was very successful, with over 500 people attending, and noting that 91% of respondents who filled out an engagement card indicated that they felt the event had increased their understanding of heatwaves.

## DECISION REPORT

<b>REPORT TITLE:</b>	CODE OF CONDUCT COMPLAINT 01/2019
<b>ITEM NUMBER:</b>	4.14
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>AUTHOR:</b>	TAMI NORMAN
<b>JOB TITLE:</b>	EXECUTIVE MANAGER, OFFICE OF THE CEO
<b>ATTACHMENTS:</b>	1. FINAL INVESTIGATION REPORT - CODE OF CONDUCT FOR COUNCIL MEMBERS (MINTER ELLISON LAWYERS)

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### 1. **EXECUTIVE SUMMARY**

This report presents the Final Investigation Report prepared by Minter Ellison Lawyers, in response to a Code of Conduct Complaint lodged by Cr P Hughes in relation to the conduct of Cr J Boisvert.

The investigation found that Cr Boisvert breached various clauses of the Code of Conduct and the Final Report recommends that Council takes one of the following actions as prescribed by the Complaint Procedure:

- Take no action;
- Request Councillor Boisvert publicly apologise, whether written or verbal, to Councillor Hughes and Council for her conduct.

### 2. **RECOMMENDATION**

That:

1. The Minter Ellison "*Final Investigation Report – Code of Conduct for Council Members*" as set out in Attachment 1 to this report (Item 4.14, Council Meeting, 24/06/2019) be received.
2. In response to the finding that Cr Boisvert breached sections 2.1, 2.3, 2.7, 2.8 and 2.9 of the Code of Conduct for Council Members, *[to be determined by Council]*

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### 3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
- 4.1 We have strong leadership and governance.

#### 4. **BACKGROUND**

By letter dated 6 March 2019 addressed to Chief Executive Officer Mr Peter Tsokas, Cr Hughes lodged a complaint alleging a breach of the Code of Conduct for Council Members (the Code) by Cr Boisvert.

In accordance with the Complaints Handling Procedure under Council Members' Code of Conduct (the Complaint Handling Procedure) the CEO advised the Mayor of receipt of the complaint and sought direction as to how the matter should be investigated.

Minter Ellison Lawyers (MEL) were appointed to conduct the investigation. As the Complaint Handling Procedure does not prescribe a framework for the investigation of complaints MEL prepared a framework to govern the investigation.

The Complaint alleged a breach of the following sections of the Code:

- 2.1 *Show commitment and discharge duties conscientiously.*
- 2.3 *Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.*
- 2.4 *Show respect for others if making comments publicly.*
- 2.7 *Deal with information received in their capacity as Council members in a responsible manner.*
- 2.8 *Endeavour to provide accurate information to the Council and to the public at all times.*
- 2.9 *Endeavour to establish and maintain a respectful relationship with all Council members, regardless of differences of views and opinions.*

Clause 2.24 of the Code provides that “*a breach of the Behavioural Code must be the subject of a report to a public meeting of the Council.*”

#### 5. **DISCUSSION**

A full copy of the Final Investigation Report prepared by MEL is provided as Attachment 1.

*Attachment 1*

Council's Complaints Handling Procedure does not prescribe a framework for the investigation of complaints by an independent legal services provider, so MEL prepared the following framework to govern the conduct of the investigation:

*The independent legal services provider appointed to review the complaint shall, so far is practical:*

- *Undertake their investigation in confidence and ensure that both the subject member and complainant are afforded natural justice and procedural fairness.*
- *Review the complaint and all relevant supporting documents;*

- *As soon as possible after reviewing the complaint:*
  - *Write to the subject member and provide a copy of the complaint and confirm the scope of the investigation to be undertaken and the expected timeframe within which it will be undertaken.*
  - *Write to the complainant and confirm the scope of the investigation to be undertaken and the expected timeframe within which it will be undertaken.*
  - *Invite the complainant and subject member to both attend separate interviews to discuss the complaint, and/or provide written submissions in respect of the complaint, within ten business days.*
- *Prepare a draft investigation report within five business days (or within such reasonable timeframe as determined by the investigator) of the latter of the interviews of the complainant or subject member;*
- *Provide a copy of the draft investigation report to the subject member and complainant and invite any comments on said report within five business days of provision; and*
- *Provide a final report within five business days to Council as per the Procedure.*

The investigation found that Cr Boisvert breached various clauses of the Code of Conduct and the Final Report recommends that Council takes one of the following actions as prescribed by the Complaint Procedure:

- Take no action; or
- Request Councillor Boisvert publicly apologise, whether written or verbal, to Councillor Hughes and Council for her conduct.

## **6. ANALYSIS OF OPTIONS**

### Option 1 –

1. The Minter Ellison “Final Investigation Report – Code of Conduct for Council Members” as set out in Attachment 1 to this Report (Item 4.14, Council Meeting, 24/06/2019) be received.
2. In response to the finding that Cr Boisvert breached sections 2.1, 2.3, 2.7, 2.8 and 2.9 of the Code of Conduct for Council Members, [to be determined by Council]

The Final Investigation report proposes two options for Council's consideration with respect to action in response to the finding of a breach of the Code of Conduct by Cr Boisvert:

- Take no action; or
- Request Councillor Boisvert publicly apologise, whether written or verbal, to Councillor Hughes and Council for her conduct.



The following text is provided relevant to each option to complete Part 2 of the above recommendation:

“no further action be taken.”; or

“Cr Boisvert be required to publicly apologise [verbally at a Council Meeting; or in writing – *Council to determine the form of the apology*] to Cr Hughes and Council for her conduct.”

**7. RECOMMENDED OPTION**

The matter is for Council to determine.

**8. REPORT CONSULTATION**

Nil

**9. REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer



# Final Investigation Report

Code of Conduct for Council Members

—

City of Unley

Subject Member: Cr Jennie Boisvert

Complainant: Cr Peter Hughes

—



# Final Investigation Report

## Code of Conduct for Council Members

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# Executive Summary

MinterEllison has been appointed to conduct an independent investigation into an alleged breach of the Code of Conduct for Elected Members by Councillor Boisvert.

A complaint was lodged by Councillor Hughes in respect of an email sent by Councillor Boisvert.

Councillor Boisvert's email concerned a former Council member's comments regarding appointments to the Centennial Park Cemetery Authority Board.

Our report finds that Councillor Boisvert breached various clauses of the Code of Conduct.

In accordance with Council's Procedure and the Code of Conduct, this report must be considered at a public meeting of the Council.

We recommend that Council takes one of the following actions as prescribed by Council's Procedure:

- take no action; or
- request Councillor Boisvert publicly apologise, whether written or verbal, to Councillor Hughes and Council for her conduct.

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# Report

## 1. COMPLAINT

Mr Peter Hughes and Ms Jennie Boisvert are both councillors of the City of Unley (**Council**).

By letter dated 6 March 2019 Councillor Peter Hughes submitted a complaint against Councillor Jennie Boisvert (**Complaint**).

A copy of the Complaint is included as **Annexure A** to this report.

The Complaint alleges that Cr Boisvert breached the Code of Conduct for Elected Members prescribed under the *Local Government Act 1999* (SA) (**Code**). In particular the Complaint alleges breaches of clauses 2.1, 2.3, 2.4, 2.7, 2.8 and 2.9 of the Code.

## 2. BACKGROUND

The conduct the subject of the Complaint, and the context relevant to this report, is as follows:

- Council, as a constituent Council of the Centennial Park Cemetery Authority, is required to appoint two Board Members to the Authority (as per the Authority's charter).
- Council considered and determined the two Board appointments at its meeting on 25 February 2019.
- Prior to Council considering the Board appointments at its 25 February 2019 meeting, Mr Luke Smolucha, a former councillor of Council, drafted an email to all current councillors regarding the Board appointments. Mr Smolucha recommended that Cr Peter Hughes be appointed to the Board in the interest of continuity on the Board. Mr Smolucha emailed Tami Norman, Executive Manager Office of the CEO of Council, requesting that she distribute his email to the councillors.
- Ms Norman forwarded Mr Smolucha's email to all councillors (**Initial Email**). Copies of Mr Smolucha's and the Initial Email are included in the Complaint annexed to this report.
- Cr Boisvert responded to Ms Norman's email (including copying her response to all elected members) as follows:

*"Dear Tami, I found the tone of this email and it's content to be unnecessary and over bearing. Luke could have sent the email directly to us. It is also evident that the email came as a request from an elected member as a form of lobbying that they felt might give themselves or another an advantage over someone else. I replied directly to Luke with my concerns, Regards, Jennie."*



(Subject Email)

The Complaint contains the following:

*"My responses on reading the Cr Boisvert's emails were:*

- (1) *This is directed at me.*
- (2) *I did not know that Mr Smolucha was sending a communication to Elected Members.*
- (3) *I had not requested or lobbied in any way for his endorsement.*
- (4) *This accusation, that I had requested an email so as to gain an advantage for myself or another, will effectively smear my name in the eyes of some Elected Members.*
- (5) *This has the potential to prejudice the upcoming vote on Centennial Park Board positions which are supposed to be on merit.*
- (6) *This is defamatory."*

### 3. PROCESS FOR REVIEW AND METHODOLOGY

#### 3.1 Framework

In accordance with Council's '*Complaints Handling Procedure under Council Members' Code of Conduct*' (**Council's Procedure**), the Presiding Member of Council has the discretion to determine how a complaint should be dealt with. The Presiding Member of Council determined that the Complaint should be investigated by an independent legal services provider. MinterEllison was subsequently appointed to conduct an independent investigation into the Complaint on behalf of Council.

Given Council's Procedure does not prescribe a framework for the investigation of complaints by an independent legal services provider, we prepared a framework to govern the investigation of the Complaint. The framework is reflective of complaints handling frameworks adopted by similar councils.

A copy of the framework prepared is included as **Annexure B** to this report.

Council's Chief Executive Officer, having responsibility to manage the Complaint under Council's Procedure, has concurred with the framework prepared for the purposes of investigating the Complaint.

#### 3.2 Evidence

In conducting our investigation into the Complaint we have had regard to the Complaint (and documents annexed thereto), evidence adduced at interviews and additional documents provided by Councillors Boisvert and Hughes and Council's Administration.



Details of the interviews conducted are included at **Annexure C** to this report.

Copies of the additional documents provided by Councillors Boisvert and Hughes and the Administration are included at **Annexure D** to this report.

### 3.3 Context

In conducting our investigation we have also had regard to information submitted by both Councillors Hughes and Boisvert regarding the context of the Complaint, as well as discussions had regarding the same at interview with both Councillors Hughes and Boisvert.

In undertaking our investigation we have, where appropriate, considered this information regarding the context to the Complaint.

### 3.4 Responses to Draft Report

In accordance with the adopted framework, a draft investigation report was provided to Councillors Hughes and Boisvert for their review. Both Councillors Hughes and Boisvert provided responses to the draft investigation report.

We have had regard to the responses provided by Councillors Hughes and Boisvert in preparing this final investigation report. As part of considering the responses, we revisited evidence submitted (both at interview and documentary), considered contextual information, the Code of Conduct and Council's Procedure. Some of the responses have resulted in changes to our draft report, others have not.

## 4. ACCURACY OF SUBJECT EMAIL

The Subject Email alleges that Mr Smolucha sent his email to Ms Norman at the request of an elected member as a form of lobbying. At the centre of this investigation is the issue of the accuracy of the Subject Email and in particular the allegation of lobbying and request by an elected member.

Shortly after the Subject Email was sent, Mr Michael Hewitson sent an email in reply stating *'In the interest of factual truth, I have just phoned Luke Smolucha and asked him if anyone asked him to write this email. "NO" was the quick response. "may I quote you and your answer" I asked, "Yes"*.

Cr Boisvert confirmed at interview that at the time of sending the Subject Email she believed, and she still believes, that Mr Smolucha sent his email to Ms Norman at the request of an elected member as a form of lobbying.



Previous email correspondence

At interview we enquired as to what evidence Cr Boisvert had to support her allegation that Mr Smolucha sent his email to Ms Norman at the request of an elected member as a form of lobbying.

In response, Cr Boisvert provided copies of various 'sample emails' sent by Mr Smolucha during his time as an elected member of Council. Cr Boisvert contends that the emails sent by Mr Smolucha during his time as an elected member of Council are inconsistent with his email to Ms Norman, and hence his email to Ms Norman must have been drafted by someone else. We do not find the evidence or that argument persuasive.

In any event, we interviewed Mr Smolucha regarding his email to Ms Norman. Mr Smolucha confirmed that he did not send his email to Ms Norman at the request of any person. Mr Smolucha also confirmed that he was not lobbied with respect to the Board appointments, and did not discuss the matter with elected members including for the purposes of drafting the email.

Mr Smolucha indicated that the independent members and CEO of the Centennial Park Cemetery Authority held a real concern regarding the number of new members to be appointed to the Board. Mr Smolucha felt concerned, as a former Board member, about the high level of turnover on the Board. Mr Smolucha also indicated that he wanted a former constituent Council Board member to remain on the Board. Mr Smolucha contended that as he was no longer on Council, and the City of Mitcham was unable to appoint former Board members to the Board of the Authority, the only appropriate person for him to suggest be appointed to the Board was Cr Hughes.

Timing

Cr Boisvert also alleged that Mr Smolucha must have been lobbied or directed by an elected member regarding the Board appointment given the timing of his email.

Cr Boisvert contends that Mr Smolucha's email to Ms Norman was sent prior to Council's Agenda and reports for its 25 February 2019 meeting being made publicly available.

We have been provided with a copy of an email from Lara Jones to elected members at 3:43pm on 21 February 2019 circulating Council's Agenda for its 25 February 2019 meeting. A copy of that email is included at **Annexure D** to this report.

Council Administration has also confirmed that Council's Agenda and reports for its 25 February 2019 meeting was published on Council's website at 3:40pm on 21 February 2019. A report regarding the Board appointment was included in the Agenda as Item 1396.

Mr Smolucha's email to Ms Norman was sent at 8:48pm on 21 February 2019.



Furthermore, at its meeting on 24 September 2018 Council appointed two interim Board members for the Centennial Park Cemetery Authority until February 2019 due to the upcoming Local Government elections.<sup>1</sup>

At the time of the 24 September 2018 resolution of Council to appoint two interim Board members, Mr Smolucha was a member of Council. Mr Smolucha was present at Council's meeting on 24 September 2018 and was therefore aware that the appointment of Board members would occur in February 2019.

Cr Boisvert has also raised that Mr Smolucha must have been lobbied in order to know that Cr Hughes was a candidate for the Board appointment. Mr Smolucha indicated at interview that he sent his email in light of concerns regarding continuity on the Board. It was entirely reasonable for Mr Smolucha to assume that Cr Hughes would be a candidate for the Board appointment, given his previous Board membership.

#### Findings

We find that Mr Smolucha did not send his email to Ms Norman at the request of any elected member, and that Mr Smolucha was not lobbied by any elected member with respect to the appointment of a Board member to the Centennial Park Cemetery Authority.

### 5. WHO WAS THE SUBJECT EMAIL DIRECTED AT?

The Subject Email refers to Mr Smolucha's email as coming as a request 'from an elected member'. The Subject Email does not say which elected member supposedly lobbied and requested Mr Smolucha to send his email to Ms Norman.

The Complaint alleges the Subject Email is directed at Cr Hughes.

At interview Cr Boisvert advised that the Subject Email wasn't intended to be directed at Cr Hughes.

In our view, it is not necessary to make findings as to who the Subject Email was directed at.

Given we have established that no lobbying or requesting of Mr Smolucha occurred, the Subject Email contains an inaccurate statement directed at an elected member. It is not relevant to our investigation that the exact subject member has not been identified or established. Our findings in relation to the alleged breaches of the Code of Conduct are not dependent on which elected member the Subject Email was directed at.

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<sup>1</sup> Item 1303, City of Unley Minutes for 24 September 2018.



As a result, it could have been open to any elected member to lodge a complaint against Cr Boisvert.

## 6. CODE OF CONDUCT

The Complaint alleges breaches of clauses 2.1, 2.3, 2.4, 2.7, 2.8 and 2.9 of the Code. Each clause of the Code and alleged breach is considered in turn below.

The text of each clause is shown in **bold**, the relevant commentary from the Complaint is shown in *italics*, and our commentary is shown in standard text.

### 6.1 Clause 2.1

**Show commitment and discharge duties conscientiously.**

*"Being conscientious in carrying out one's duties implies not letting any prejudices influence one's actions and to be careful, painstaking, particular, meticulous and scrupulous. I do not believe Cr Boisvert's email meets these standards."*

This clause relates to the duties of an elected member. Elected members perform statutory duties under the *Local Government Act 1999* (SA), which prescribes the role of a member of a council as follows:

- (a) *as a member of the governing body of the council*
  - (i) *to participate in the deliberations and civic activities of the council;*
  - (ii) *to keep the council's objectives and policies under review to ensure that they are appropriate and effective;*
  - (iii) *to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review;*
  - (iv) *to ensure, as far as is practicable, that the principles set out in section 8 are observed;*
- (b) *as a person elected to the council—to represent the interests of residents and ratepayers, to provide community leadership and guidance.<sup>2</sup>*

The principles set out in section 8 include, inter alia:

- (a) *provide open, responsive and accountable government; and*
- (j) *achieve and maintain standards of good public administration;*

<sup>2</sup> At section 59.





The Macquarie dictionary defines conscientious to mean 'controlled by or done according to conscience' and defines conscience to mean 'the internal recognition of right and wrong as regards one's actions and motives'.

Cr Boisvert stated at interview that in hindsight she should not have sent the Subject Email to anyone other than Ms Norman. We consider this statement indicative of Cr Boisvert's internal recognition that the Subject Email was, at least insofar as it was sent to all elected members, not 'right' as regards her actions and motives.

Cr Boisvert confirmed that she took issue with Ms Norman sending the Initial Email at the request of Mr Smolucha, and believed that Ms Norman made an error of judgment in sending the Initial Email. Cr Boisvert indicated that she had no issue receiving an email from 'Luke the citizen' but took issue with Council's Administration being a 'vehicle' for Mr Smolucha's opinion.

Cr Boisvert has also indicated that she thought the action of Ms Norman sending the Initial Email had the potential to prejudice Councillors voting against Cr Hughes during the Board appointment process. It also appears that the Subject Email was intended to remedy the Initial Email in that regard.

While we acknowledge Cr Boisvert's reasoning for sending the Subject Email, it does not abrogate her conduct.

We consider that sending the Subject Email, and the inaccuracy contained therein, does not achieve and maintain a standard of good public administration. 'Good public administration' cannot include the use of Council resources to make inaccurate statements concerning fellow elected members. We find that Cr Boisvert, in sending the Subject Email, did not discharge her duties conscientiously in that she failed to ensure the principles of good public administration were observed.

Cr Boisvert breached clause 2.1 of the Code in failing to maintain a standard of good public administration.

## 6.2 Clause 2.3

**Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.**

*"I contend the action was unreasonable, unjust, disrespectful and had the strong likelihood of causing discrimination towards me when it came to the election of Centennial Park Board members. The inference that I had solicited the email was unfounded and no effort was made to ascertain the accuracy of this statement."*



Reasonable

We consider that Cr Boisvert did not act in a reasonable way when dealing with her fellow elected members in sending the Subject Email, given the unfounded inaccuracy contained within the Subject Email.

Just

At interview Cr Boisvert referred to the Subject Email as remedying the Initial Email which Cr Boisvert deemed as 'inappropriate'. Cr Boisvert also confirmed at interview that her intention in sending the Subject Email was to ensure the election process regarding the Centennial Park Cemetery Authority Board appointment was 'just and fair'. Cr Boisvert took fundamental issue with the Council Administration distributing information that preferenced one elected member over others.

However, we cannot find that sending the Subject Email was 'just' given the unfounded inaccuracy contained within it.

Respectful

Again, given the unfounded inaccuracy contained within the Subject Email, the conduct relating to sending the Subject Email was not respectful.

Cr Boisvert did not confirm in the Subject Email or at interview which elected member she suspected had lobbied or requested Mr Smolucha to send his email. In any event, the Subject Email incorrectly imputes an elected member had lobbied or requested Mr Smolucha to send his email. Making an unfounded allegation that one elected member had lobbied or directed Mr Smolucha is disrespectful to that elected member and the elected membership as a whole, as the elected membership is provided with inaccurate information.

Non-discriminatory

We consider that the reference to discriminatory behaviour in clause 2.3 of the Code refers to conduct that discriminates against a person or group of people based on their race, ethnicity, sex, religion, age, etc.

We do not consider that Cr Boisvert's behaviour, in sending the Subject Email, was discriminatory.

We find that Cr Boisvert's behaviour, in sending the Subject Email was not reasonable, just or respectful, and hence that behaviour was in breach of Clause 2.3 of the Code.



### 6.3 Clause 2.4

#### **Show respect for others if making comments publicly.**

*"As the comments were made to 12 Elected members, plus the Mayor, plus the CEO and the Executive Manager, it was publicly made. As it contained potentially defamatory accusations, it was not respectful."*

We do not consider that the Councillor Boisvert Email was made publicly, as it was not distributed to any parties external to Council.

We therefore find that Councillor Boisvert's conduct insofar as it is related to the Complaint is not in breach of clause 2.4 of the Code.

### 6.4 Clause 2.7

#### **Deal with information received in their capacity as Council members in a responsible manner.**

*"I simply declare that I cannot discern how the information available (Mr Smolucha's email) was dealt with in a responsible manner. Conclusion drawn and allegation made were not supported by evidence."*

The Initial Email was information received by Cr Boisvert in her capacity as a Council member.

Cr Boisvert did not deal with that information in a responsible manner in that her response to the Initial Email was not factual.

Cr Boisvert has indicated that her intention as regards sending the Subject Email was to 'keep a level playing field', While Cr Boisvert's intention may have been righteous, We consider that Cr Boisvert's allegations of lobbying and direction of Mr Smolucha was ultimately irresponsible in the context of the upcoming Board appointments, which was in breach of clause 2.7 of the Code.

### 6.5 Clause 2.8

#### **Endeavour to provide accurate information to the Council and to the public at all times.**

*"I am not aware of any conscientious endeavour to provide accurate information to Council, in this case to the entire membership of Council. Further, when the Mayor attempted to provide accurate information 'In the interests of factual truth' he was criticised 'for wanting to have the last say'."*

As outlined above at part 4, the Subject Email was not accurate in that the allegations of lobbying and direction of Mr Smolucha are not substantiated. In sending the Subject Email Cr Bosivert did not provide accurate information to the Council, in breach of clause 2.8 of the Code.



## 6.6 Clause 2.9

**Endeavour to establish and maintain a respectful relationship with all Council members, regardless of views and opinions.**

*"Please note my immediate responses (1-5 above). The email in question clearly did not comply with this requirement."*

Cr Boisvert alleged in the Subject Email that a single elected member had lobbied or directed Mr Smolucha to send his email to Ms Norman, despite our investigation finding that no such lobbying or direction occurred.

Making an unsubstantiated allegation against an elected member is not indicative of Cr Boisvert attempting to establish or maintain a respectful relationship with the Council members.

We therefore find that Cr Boisvert failed to endeavour to maintain a respectful relationship with all Council members, in breach of clause 2.9 of the Code.

## 7. CONSEQUENCE OF SUBJECT EMAIL

The Complaint suggests that the Subject Email had the potential to prejudice Council's voting on Centennial Park Cemetery Authority Board appointments and thus exacerbating the alleged breaches of the Code.

The Complaint contains the following statement:

*'Subsequently, Cr Dewing sent an email (again to all of the original recipients) declaring, 'I feel it necessary to state that I agree with Jennie's concerns'. This was an indicator to me that Cr Boisvert's email had gained significant support as Cr Dewing is a very well regarded Member'.*

Our investigation of the Complaint relates only to the conduct of Cr Boisvert.

Whilst we have considered the notion of influence and prejudice insofar as it relates to the conduct of Cr Boisvert (including speaking with Cr Dewing) and the parts of the Code which it is alleged she has breached, making a determination as to whether Cr Boisvert's conduct affected the Council's (ie individual councillors) voting and outcome of the Centennial Park Cemetery Authority Board appointments is not ultimately necessary for the purposes of determining whether Cr Boisvert's conduct contravened the Code.

Results of Council's voting, and appointments to the Centennial Park Cemetery Authority Board, will remain valid despite the outcome of our investigation of the Complaint.



## 8. FINDINGS

We find that Mr Smolucha was not lobbied or directed by an elected member of Council to send his email to Ms Norman.

We find that Cr Boisvert did not breach clause 2.4 of the Code in that the Subject Email did not include comments that were made publicly. Instead, the comments were made to members and staff of Council.

We find that Cr Boisvert breached the following clauses of the Code:

- 2.1 in failing to maintain a standard of good public administration.;
- 2.3 in that her behaviour, in sending the Subject Email was not reasonable, just or respectful;
- 2.7 in failing to deal with that information in a responsible manner;
- 2.8 in failing to provide accurate information to the Council; and
- 2.9 in not endeavouring to maintain a respectful relationship with all Council members.

## 9. RECOMMENDATIONS

While we have found that Cr Boisvert has breached the Code, we consider that the offending is at the lower end of the scale.

Cr Boisvert stated at interview that she would have apologised shortly after sending the Subject Email had Cr Hughes contacted her and requested an apology. However, we note that Cr Boisvert's preparedness to apologise at the time of her offending does not abrogate her conduct or change our findings with respect to her breaches of the Code.

In accordance with Council's Procedure and the Code, this report must be the subject of a report to a public meeting of Council at which Council may take various actions. Having regard to those actions, and the low end of the scale of breach, we recommend Council:

- take no action; or
- request Councillor Boisvert publicly apologise, whether written or verbal, to Councillor Hughes and Council for her conduct.





# Annexure A – Complaint

Annexure to Final Investigation Report

—

City of Unley

Subject Member: Cr Jennie Boisvert

Complainant: Cr Peter Hughes

—



6<sup>th</sup> March 2019

CEO  
City of Unley,  
Mr Peter Tsokas

**Re: Code of Conduct complaint.**

I hereby lodge a complaint against Cr J Boisvert regarding conduct which I believe is a breach of the Code of Conduct for Council Members. This conduct arose in relation to recent communications regarding Centennial Park Cemetery Authority Board appointments, and specifically via a serious allegation that Cr Boisvert made in an email sent 22<sup>nd</sup> Feb at 5.26 PM. (Refer Attachment 1).

The email was sent to all 13 Elected members plus yourself and Executive Manager Ms Norman.

The email from Cr Boisvert was in response to one forwarded to all Elected Members by a former Councillor and former Centennial Park Board Member, Mr Luke Smolucha. His email was a strong endorsement for me to be re-appointed to that Board. (Refer Attachment 2).

There is further context to this complaint. Cr Boisvert has expressed the view that is known to most, if not all Elected Members, that she did not favour me being re-elected to the Board.

My responses on reading Cr Boisvert's email were:

1. This is directed at me.
2. I did not know that Mr Smolucha was sending a communication to Elected Members.
3. I had not requested or lobbied in any way for his endorsement.
4. This accusation, that I had requested an email so as to gain an advantage for myself or another, will effectively smear my name in the eyes of some Elected Members.
5. This has the potential to prejudice the upcoming vote on Centennial Park Board positions which are supposed to be on merit.
6. This is defamatory.

I specifically draw your attention to the 3<sup>rd</sup> sentence in Cr Boisvert's email: **'It is also evident that the email came as a request from an elected member as a form of lobbying that they felt might give themselves or another an advantage over someone else.'** (My bold emphasis).

I believe that the sentence highlighted is a breach of several elements of the Code of Conduct for Council members as follows:



## **PART 2—BEHAVIOURAL CODE.**

In particular:

### **2.1 Show commitment and discharge duties conscientiously.**

*Below, in italics, I provide some examples only, of how I believe the breaches occurred.*

*My comment. Being conscientious in carrying out one's duties implies not letting any prejudices influence one's actions and to be careful, painstaking, particular, meticulous and scrupulous. I do not believe Cr Boisvert's email meets these standards.*

### **2.2 Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.**

*My comment. I contend the action was unreasonable, unjust, disrespectful and had the strong likelihood of causing discrimination towards me when it came to the election of Centennial Park Board members. The inference that I had solicited the email was unfounded and no effort was made to ascertain the accuracy of this statement.*

### **2.3 Show respect for others, if making comments publicly.**

*My comment. As the comments were made to 12 Elected members, plus the Mayor, plus the CEO and the Executive Manager, it was publicly made. As it contained potentially defamatory accusations, it was not respectful.*

### **2.7 Deal with information received in their capacity as Council members in a responsible manner.**

*My comment. I simply declare that I cannot discern how the information available (Mr Smolucha's email) was dealt with in a responsible manner. Conclusion drawn and allegation made were not supported by evidence.*

### **2.8 Endeavour to provide accurate information to the Council and to the public at all times.**

*My comment. I am not aware of any conscientious endeavour to provide accurate information to Council, in this case to the entire membership of Council. Further, when the Mayor attempted to provide accurate information 'In the interests of factual truth' he was criticised 'for wanting to have the last say'. (Refer Attachment 3).*

### **2.9 Endeavour to establish and maintain a respectful relationship with all Council members, regardless of views and opinions.**

*My comment. Please note my immediate responses (1-5 above). The email in question clearly did not comply with this requirement.*

I contend that the original email in question was followed by subsequent emails which further exacerbated the breach of the Code. I provide the following information:

1. Minutes after Cr Boisvert's email, Mayor Hewitson sent an email advising that he, acting in his capacity as the Principal Member of Council, had contacted Mr



Smolucha and established, emphatically, that no one had asked him to write the email in question. (Refer Attachment 4).

2. Shortly after, Cr Boisvert responded (again to all the original recipients) stating that 'If we had the opportunity to meet have an informal chat about what positions would need to be filled and respected the fact that everyone would like an opportunity to contribute *this lobbying would have been negated*. (My emphasis, because to my knowledge there had been no lobbying, certainly not from me). (Refer Attachment 5). This email is potentially a breach of the Code of Conduct as it is agitating that we should have had an informal meeting and effectively come to an agreement or a decision. This in itself is illegal.  
Also, in the absence of a Policy of sharing key roles around, we are obliged to select on merit. This point has been often made about Centennial Park Board positions.
3. Subsequently, Cr Dewing sent an email (again to all of the original recipients) declaring, 'I feel it necessary to state that I agree with Jennie's concerns'. This was an indicator to me that Cr Boisvert's email had gained significant support as Cr Dewing is a very well regarded Member. (Refer Attachment 6).
4. I further contend that my reputation and motives were maligned by Cr Boisvert and that enough Elected Members who had volunteered (without lobbying on my part) that they would support me to be one of the 2 Centennial Park Board Members, were swayed by the email in question and subsequently changed their minds when it came to voting.

I request that my complaint be actioned in accordance with the Complaint Handling Procedure under the Council Member's Code of Conduct.

**Peter Hughes JP**

**Deputy Mayor and**

**Councillor Fullarton Ward**

**City of Unley**

**phughes@unley.sa.gov.au**

**0439 837335**



Attachment 1 (of 6)

**Peter Hughes**

**From:** Jennie Boisvert  
**Sent:** Friday, 22 February 2019 5:26 PM  
**To:** Tami Norman; DL - Elected Members; Peter Tsokas  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Tami, I found the tone of this email and it's content to be unnecessary and over bearing. Luke could have sent the email directly to us. It is also evident that the email came as a request from an elected member as a form of lobbying that they felt might give themselves or another an advantage over someone else. I replied directly to Luke with my concerns, Regards, Jennie

**From:** Tami Norman  
**Sent:** Friday, 22 February 2019 11:06 AM  
**To:** DL - Elected Members <electedmembers@unley.sa.gov.au>  
**Cc:** Janet Miller <janetm@centpark.org.au>; DL - Executive Management Team <DL-ExecutiveManagementTeam@unley.sa.gov.au>  
**Subject:** FW: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Members,

Please see the email below.

Kind regards,  
Tami

**Tami Norman**  
 Executive Manager Office of the CEO  
 Office of the CEO  
 City of Unley  
 P: (08) 8372 5182 | M: 0419 631 823  
 unley.sa.gov.au

-----Original Message-----  
**From:** Luke Smolucha <l.p.smolucha@gmail.com>  
**Sent:** Thursday, 21 February 2019 8:48 PM  
**To:** Tami Norman <tnorman@unley.sa.gov.au>  
**Subject:** Re: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Hi Tami,  
 could you please distribute this email to all relevant parties involved (if you could please include Janet) perhaps tomorrow? or Friday?  
 Cheers

PRIVATE AND CONFIDENTIAL, PLEASE DO NOT DISTRIBUTE

Dear Councillors,

I write to you all in the capacity of an ex-board member of Centennial Park and someone who wishes the best for both CP and Unley council. As I'm sure all of you are aware, CP is doing reasonably well financially. However in addition to a significant back log of maintenance issues CP is facing major challenges and changes to future revenue streams. There are pressures not only from a move away from burials to favour cremations, which currently are borderline profitable, but CP is also very vulnerable to the Funeral Directors (who are customers and competitors at the same time). If CP





Attachment 2 (of 6)

**Peter Hughes**

**From:** Tami Norman  
**Sent:** Friday, 22 February 2019 11:06 AM  
**To:** DL - Elected Members  
**Cc:** Janet Miller; DL - Executive Management Team  
**Subject:** FW: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Members,

Please see the email below.

Kind regards,  
Tami

**Tami Norman**  
 Executive Manager Office of the CEO  
 Office of the CEO  
 City of Unley  
 P: (08) 8372 5182 | M: 0419 631 823  
 unley.sa.gov.au

-----Original Message-----

**From:** Luke Smolucha <lp.smolucha@gmail.com>  
**Sent:** Thursday, 21 February 2019 8:48 PM  
**To:** Tami Norman <tnorman@unley.sa.gov.au>  
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 could you please distribute this email to all relevant parties involved (if you could please include Janet) perhaps tomorrow? or Friday?  
 Cheers

PRIVATE AND CONFIDENTIAL, PLEASE DO NOT DISTRIBUTE

Dear Councillors,

I write to you all in the capacity of an ex-board member of Centennial Park and someone who wishes the best for both CP and Unley council. As I'm sure all of you are aware, CP is doing reasonably well financially. However in addition to a significant back log of maintenance issues CP is facing major challenges and changes to future revenue streams. There are pressures not only from a move away from burials to favour cremations, which currently are borderline profitable, but CP is also very vulnerable to the Funeral Directors (who are customers and competitors at the same time). If CP fails financially or suffers significant setbacks, it falls on the two owner councils to carry the burden - the whole burden, as it is unlikely that Council would be allowed to sell to private parties and the State government would not want to take on the burden unless forced to (very hard to do I would imagine). This is why it is imperative for CP to make wise long term investments and decisions. There is a strong plan now in place, starting with the Cafe project, and growing or establishing various product lines. The generational changes to burial attitudes has begun to cause a disruption in the market, but new opportunities and technology will emerge in the coming years. Janet and the independent Board members are excellent and on the ball, Mitcham and Unley have really done well to secure such quality members.

The choice that the Council has to appoint two of its members to the Board of CP comes at a critical time... both Councillors from Mitcham are ineligible to nominate which means that Cr. Hughes is the only person from the owner Councils' with deep contextual



understanding of the major overhaul that has occurred at CP in the past 3 years, driven by a change in the CEO and her initiatives, and her skill in gelling the constraints and vision that Council had (i.e. an amalgam of community service and commercial enterprise, with a balanced emphasis on the latter). This has led to a small burden being placed on CP, which has now been woven into the long term plan. I would like to encourage all of you to consider appointing Cr Peter Hughes, as one of the members. I believe he would be able to assist not only the other Unley appointee but both the Mitcham ones as well to get up to speed with all that is happening and smooth over any disruptions during the coming year especially. I am aware of the consideration in terms of distribution of responsibilities that you will be voting on at the meeting; Cr Hughes being elected as the deputy Mayor, but ask that you weigh the needs of CP, as his continued service there not just in assisting new members but also the major asset of established relationships, allowing Peter to continue to be a strong conduit between Council and CP board and management before handing on the baton.

Just as a side note; the previous Council considered the makeup of the CP board and universally agreed that it was good practice to stagger the appointments, so each person would be granted effectively a 4 year stint (2yrs x2) with the appointments being overlapped, thus allowing for continuity of knowledge and stability within the board.

I wish you all success and implore you to weigh up my words when making the decision.

Kind regards  
Luke Smolucha



Attachment 3 (of 6)

**Peter Hughes**

---

**From:** Jennie Boisvert  
**Sent:** Friday, 22 February 2019 6:02 PM  
**To:** Michael Hewitson; DL - Elected Members  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Michael, Why must you always have the last say? We have a very talented council. If we had the opportunity to meet have an informal chat about what positions would need to be filled and respected the fact that everyone would like an opportunity to contribute this lobbying would have been negated, Regards, Jennie

**From:** Michael Hewitson  
**Sent:** Friday, 22 February 2019 5:42 PM  
**To:** Jennie Boisvert <jboisvert@unley.sa.gov.au>; Tami Norman <tnorman@unley.sa.gov.au>; DL - Elected Members <electedmembers@unley.sa.gov.au>; Peter Tsokas <ptsokas@unley.sa.gov.au>  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Jennie,

In the interest of factual truth, I have just phoned Luke Smolucha and asked him if anyone asked him to write this email. "NO" was the quick response. "May I quote you and your answer" I asked, "Yes".

Knowing Luke I understood his email to be from a concerned ex- board member who knew that prior to recent changes CP had negative financial value in our hands.... We needed to sell.

This email was also not asked for, I am not a candidate for a CP position and I am concerned to appoint a Board Members that will continue recent improvements to the long term financial health. CP has extraordinary financial competition. I am delighted with the talent available for Unley Council to elect two Board Members that understand the competition and what is needed to secure the value of our holding.

With my best wishes,

Michael

**From:** Jennie Boisvert  
**Sent:** Friday, 22 February 2019 5:26 PM  
**To:** Tami Norman <tnorman@unley.sa.gov.au>; DL - Elected Members <electedmembers@unley.sa.gov.au>; Peter Tsokas <ptsokas@unley.sa.gov.au>  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Tami, I found the tone of this email and it's content to be unnecessary and over bearing. Luke could have sent the email directly to us. It is also evident that the email came as a request from an elected member as a form of lobbying that they felt might give themselves or another an advantage over someone else. I replied directly to Luke with my concerns, Regards, Jennie

**From:** Tami Norman  
**Sent:** Friday, 22 February 2019 11:06 AM  
**To:** DL - Elected Members <electedmembers@unley.sa.gov.au>  
**Cc:** Janet Miller <janetm@centpark.org.au>; DL - Executive Management Team <DL-ExecutiveManagementTeam@unley.sa.gov.au>



Attachment 4 (of 6)

**Peter Hughes**

---

**From:** Michael Hewitson  
**Sent:** Friday, 22 February 2019 5:42 PM  
**To:** Jennie Boisvert; Tami Norman; DL - Elected Members; Peter Tsokas  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

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Michael

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**Cc:** Janet Miller <[janetm@centpark.org.au](mailto:janetm@centpark.org.au)>; DL - Executive Management Team <[DL-ExecutiveManagementTeam@unley.sa.gov.au](mailto:DL-ExecutiveManagementTeam@unley.sa.gov.au)>  
**Subject:** FW: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Members,

Please see the email below.

Kind regards,  
Tami



Attachment 5 (of 6)

**Peter Hughes**

---

**From:** Jennie Boisvert  
**Sent:** Friday, 22 February 2019 6:02 PM  
**To:** Michael Hewitson; DL - Elected Members  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

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**To:** Jennie Boisvert <jboisvert@unley.sa.gov.au>; Tami Norman <tnorman@unley.sa.gov.au>; DL - Elected Members <electedmembers@unley.sa.gov.au>; Peter Tsokas <ptsokas@unley.sa.gov.au>  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

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Knowing Luke I understood his email to be from a concerned ex- board member who knew that prior to recent changes CP had negative financial value in our hands.... We needed to sell.

This email was also not asked for, I am not a candidate for a CP position and I am concerned to appoint a Board Members that will continue recent improvements to the long term financial health. CP has extraordinary financial competition. I am delighted with the talent available for Unley Council to elect two Board Members that understand the competition and what is needed to secure the value of our holding.

With my best wishes,

Michael

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**To:** Tami Norman <tnorman@unley.sa.gov.au>; DL - Elected Members <electedmembers@unley.sa.gov.au>; Peter Tsokas <ptsokas@unley.sa.gov.au>  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

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**To:** DL - Elected Members <electedmembers@unley.sa.gov.au>  
**Cc:** Janet Miller <janetm@centpark.org.au>; DL - Executive Management Team <DL-ExecutiveManagementTeam@unley.sa.gov.au>





Attachment 6 (of 6)

**Peter Hughes**

---

**From:** Sue Dewing  
**Sent:** Sunday, 24 February 2019 2:02 PM  
**To:** Jennie Boisvert; Tami Norman; DL - Elected Members; Peter Tsokas  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Apologies for using "reply all" but on this occasion I feel it necessary to state that I agree with Jennie's concerns.

Regards,

Sue

---

**From:** Jennie Boisvert  
**Sent:** Friday, 22 February 2019 5:26 PM  
**To:** Tami Norman <tnorman@unley.sa.gov.au>; DL - Elected Members <electedmembers@unley.sa.gov.au>; Peter Tsokas <ptsokas@unley.sa.gov.au>  
**Subject:** RE: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

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**To:** DL - Elected Members <electedmembers@unley.sa.gov.au>  
**Cc:** Janet Miller <janetm@centpark.org.au>; DL - Executive Management Team <DL-ExecutiveManagementTeam@unley.sa.gov.au>  
**Subject:** FW: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Dear Members,

Please see the email below.

Kind regards,  
Tami

**Tami Norman**  
Executive Manager Office of the CEO  
Office of the CEO  
City of Unley  
P: (08) 8372 5182 | M: 0419 631 823  
[unley.sa.gov.au](http://unley.sa.gov.au)

-----Original Message-----

**From:** Luke Smolucha <lp.smolucha@gmail.com>  
**Sent:** Thursday, 21 February 2019 8:48 PM  
**To:** Tami Norman <tnorman@unley.sa.gov.au>  
**Subject:** Re: Item 1396 - CENTENNIAL PARK CEMETERY AUTHORITY: BOARD MEMBER APPOINTMENT - CONFIDENTIAL EMAIL please do not distribute

Hi Tami,



## Annexure B – Framework

Annexure to final Investigation Report

—

City of Unley

Subject Member: Cr Jennie Boisvert

Complainant: Cr Peter Hughes

—



*The independent legal services provider appointed to review the complaint shall, so far is practical:*

- *Undertake their investigation in confidence and ensure that both the subject member and complainant are afforded natural justice and procedural fairness.*
- *Review the complaint and all relevant supporting documents;*
- *As soon as possible after reviewing the complaint:*
  - *Write to the subject member and provide a copy of the complaint and confirm the scope of the investigation to be undertaken and the expected timeframe within which it will be undertaken.*
  - *Write to the complainant and confirm the scope of the investigation to be undertaken and the expected timeframe within which it will be undertaken.*
  - *Invite the complainant and subject member to both attend separate interviews to discuss the complaint, and/or provide written submissions in respect of the complaint, within ten business days.*
- *Prepare a draft investigation report within five business days (or within such reasonable timeframe as determined by the investigator) of the latter of the interviews of the complainant or subject member;*
- *Provide a copy of the draft investigation report to the subject member and complainant and invite any comments on said report within five business days of provision; and*
- *Provide a final report within five business days to Council as per Council's Procedure.*



## Annexure C – Interviews

Annexure to final Investigation Report

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City of Unley

Subject Member: Cr Jennie Boisvert

Complainant: Cr Peter Hughes

—



Date of Interview	Interviewee	Method of Interview
4 April 2019	Councillor Peter Hughes	In person
9 April 2019	Councillor Jennie Boisvert	In person
10 April 2019	Councillor Sue Dewing	By telephone
12 April 2019	Mr Luke Smolucha	By telephone





## Annexure D – Documents

Annexure to final Investigation Report

—

City of Unley

Subject Member: Cr Jennie Boisvert

Complainant: Cr Peter Hughes

—



**Jennie Boisvert**

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**From:** Luke Smolucha  
**Sent:** Thursday, 23 August 2018 5:58 PM  
**To:** Don Palmer  
**Cc:** Peter Tsokas; DL - Elected Members; DL - Everyone  
**Subject:** Re: John Devine is leaving us

Indeed, good words have already expressed that which I'm sure all of us feel. Well done John it's been a pleasure working with you and thank you for all the great projects you have worked on, the greatest no doubt being Devon St Sth 😊

Also thank so much for the Big Bang you have left us on, that being the item discussed on Monday nights workshop - pity you won't be there to see it through but the foundations you have set will no doubt bear great fruit 😊  
All the best, but how have you not moved to the greatest collection of suburbs with the greatest council in Australia? That I will question for days to come. If you do see reason, you can be assured you would be in good hands 😊  
Good luck  
Luke

On 23 Aug 2018, at 5:33 pm, Don Palmer <[dpalmer@unley.sa.gov.au](mailto:dpalmer@unley.sa.gov.au)> wrote:

Definitely Unley's loss.

But it must always be about John. Given where he lives, given the opportunity that Salisbury is providing, this is surely the correct decision.

I wish you well John. Will miss you.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

**From:** Peter Tsokas <[ptsokas@unley.sa.gov.au](mailto:ptsokas@unley.sa.gov.au)>  
**Date:** 23/8/18 4:44 pm (GMT+09:30)  
**To:** DL - Elected Members <[electedmembers@unley.sa.gov.au](mailto:electedmembers@unley.sa.gov.au)>, DL - Everyone <[DL-Everyone@unley.sa.gov.au](mailto:DL-Everyone@unley.sa.gov.au)>  
**Subject:** John Devine is leaving us

Hi everyone,  
After being with the city of Unley for just over 6 years, Unfortunately for us, John will be leaving in October to start a GM role at the city of Salisbury. The City of Salisbury is currently undertaking some exciting projects including a rejuvenation of the city centre and construction of a \$45million community hub and the temptation of this, being part of a larger council and being close to home was too much to resist. As John mentioned to me, he estimates he will save up to 2 hours travelling time each day - which equates to at least one day per week!

During his time at Unley, John has made a number of significant achievements including the new Goodwood Road streetscape, King William Road streetscape, asset management plans for all our assets, the plan to change our street lights to LED as well as numerous strategies such as our environment one. He has also been instrumental in implementing significant improvements in the way we plan and do our work at the depot. As you can see, he has certainly left his mark here.



While i am sad to see him leave, I am really happy for John at the same time. I know he is looking forward to the challenges (and resources) Salisbury have to offer and the additional time he will have available at home.

While details are yet to be worked out in terms of farewell lunch, tea etc, Please join me in congratulating John! Well done!!

Regards  
Peter

Sent from my iPad



**Jennie Boisvert**

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**From:** Luke Smolucha  
**Sent:** Wednesday, 11 July 2018 12:10 PM  
**To:** Anthony Lapidge  
**Cc:** DL - Elected Members; DL - Executive Team  
**Subject:** Re: Commercial signage.

Did it actually get approval? Perhaps we should check that they haven't installed any additional generators! ☹

Regards

> On 10 Jul 2018, at 8:11 pm, Anthony Lapidge <alapidge@unley.sa.gov.au> wrote:

>  
> Further to my "item of concern" voiced last night at the EM Briefing session. For those who have not had a chance to drive past., I have attached photos of the excessive permanent commercial advertising signage of over 40 panels each about 2mx1m down the residential George St and down the full frontage of Greenhill Rd. This is permanent advertising erected on a new boundary fence and not temporary signage relating to any building activity. Totally out of context to the scale of any signage along the full length Greenhill Rd I question how on earth did this get approval?

>  
> Each photo attached shows about one third of the total length.

>  
> Regards Anthony.

>  
> Cr Anthony Lapidge  
> Councillor Fullarton Ward

> City of Unley  
> <image1.JPG>

>  
>  
> <image2.JPG>

>



**Jennie Boisvert**

---

**From:** Luke Smolucha  
**Sent:** Tuesday, 10 April 2018 1:24 AM  
**To:** Anthony Barbara  
**Cc:** Bob Schnell; Anthony Lapidge; Don Palmer; Jennie Boisvert; Michael Hewitson; Michael Rabbitt; Mike Hudson; Peter Hughes; Rob Sangster; Rufus Salaman; Peter Tsokas; John Devine; Aaron Wood  
**Subject:** Re: Notification of Nairne Terrace Street Scape.

Indeed, thanks Anthony, very happy 😊

On 9 Apr 2018, at 2:38 pm, Anthony Barbara <[abarbara@unley.sa.gov.au](mailto:abarbara@unley.sa.gov.au)> wrote:

Dear Councillors,

Please find attached a copy of the notification letter sent to residents in regards to the Nairne Terrace Street Scape project.

Regards

**Anthony Barbara**  
Assets Officer  
Assets & Environment  
City of Unley  
t 08 8372 5459 | m 0457792807 | f 08 82714886  
[www.unley.sa.gov.au](http://www.unley.sa.gov.au)

<Nairne Terrace - Notification Letter -0001.pdf>  
<20161408\_Nairne Terrace Concept-Option 1A\_REV 1.pdf>





**Jennie Boisvert**

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**From:** Luke Smolucha  
**Sent:** Friday, 23 March 2018 1:15 PM  
**To:** Don Palmer; Warwick Potts; John Wilkinson; 'Poplar Grove Nursery'; Jennie Boisvert  
**Cc:** Bob Schnell; John Devine  
**Subject:** RE: Goodwood Oval cricket nets

Thanks Don for including me, apologies for missing the meeting last night but i had a cenntennial park board meeting. I have read Jason's email with interest and am supportive in principal of the issues and need to fix them. How does this fit in with Jennie's desire to open general discussions for the use of the hockey field?

Regards  
Luke

Get [Outlook for Android](#)

On Fri, Mar 23, 2018 at 11:42 AM +1030, "Don Palmer" <[dpalmer@unley.sa.gov.au](mailto:dpalmer@unley.sa.gov.au)> wrote:

Last night I believe was fruitful. We all agree that we must address safety issues n the practice area.

I see Luke is not in the email train so I include him now.

**John Wilkinson**

Hope all is OK with family.

**Jennie & Bob**

Sitting at the oval right now (while the grand final pitch is being prepared) I think it may be prudent to have a chat with management before we propose a motion for an audit of the practice net area. I say that because staff are well aware of the crack and have a good understanding of the other issues.

It may be that the motion (whether from admin or elected member) might rather be along the lines that admin investigate solutions to address safety issues (which we can list right here and now). Solutions to include retaining the nets in their current location and relocating.

**John Devine**

Can we do that please, noting Jennie is on leave and I trust therefore flexible enough to fit in with most times you might suggest.

**Luke**

Notwithstanding what might happen above, I am happy to meet with you at a time suitable to you. I think I am across most, if not all issues.

**Jason & Pottsy**



**Peter Hughes**

---

**From:** Peter Hughes  
**Sent:** Friday, 22 February 2019 5:42 PM  
**To:** Peter Tsokas  
**Cc:** Tami Norman; Michael Hewitson  
**Subject:** Centennial Park emails

Hello Peter

We have just received an email from Cr Boisvert commenting on the email sent by resident Luke Smolucha and stating 'It is also evident that the email came as a request from an elected member as a form of lobbying that they felt might give themselves or another an advantage over someone else'.

I think that is directed at me.

I did not lobby or request an email or an endorsement from anyone.

I do not want to engage in an email exchange, but I need to protect and/or defend myself from the accusation.

Any advice would be appreciated.

Peter

***Peter Hughes JP  
Deputy Mayor and  
Councillor Fullarton Ward  
City of Unley  
0439 837335***



**DECISION REPORT**

**REPORT TITLE:** CENTENNIAL PARK CEMETERY AUTHORITY:  
BOARD MEMBER APPOINTMENT – FEBRUARY  
2019

**ITEM NUMBER:** 1396

**DATE OF MEETING:** 25 FEBRUARY 2019

**AUTHOR:** PETER TSOKAS

**JOB TITLE:** CHIEF EXECUTIVE OFFICER

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**1. EXECUTIVE SUMMARY**

This report seeks a decision from Council in relation to appointment of two Board Members to the Centennial Park Cemetery Authority.

**2. RECOMMENDATION**

That:

1. The report be received.
  2. Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ be appointed as Board Members to the Centennial Park Cemetery Authority for the period commencing from the date of this resolution and concluding \_\_\_\_\_.
- 

**3. RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
  - 4.1 – we have strong leadership and governance.

**4. BACKGROUND**

Centennial Park Cemetery Authority (CPCA) is a regional subsidiary established under Section 43 of the *Local Government Act 1999* (the Act) by the Cities of Mitcham and Unley.

The purpose of the CPCA is:

*“to care for, protect, manage, operate and improve Centennial Park and its associated facilities and services located either at Centennial Park Cemetery or elsewhere in an efficient and effective manner.”*

The CPCA Charter provides that the Board of Management (the Board) is the Authority’s governing body and has the responsibility for the administration of the affairs of the Authority ensuring that the Authority acts in accordance with the Charter and all relevant legislation including the Act.



The membership of the Board comprises seven members being:

- Two members appointed by each of the Constituent Councils under Clause 3.3.5 of the Charter; and
- Three independent members appointed under Clause 3.3.7.

Board Members are to be selected on the basis that the Board as a whole will possess a diverse range of skills appropriate for the strategic needs of the Authority.

Constituent Councils must appoint two Board Members for a maximum period of two years, and on such other conditions as the Constituent Council may determine. Both Council Members and Council employees are eligible for appointment, however, each Constituent Council must ensure that one of its appointees is a Council member.

A copy of the CPCA Charter is provided as Attachment 1 to this report.

*Attachment 1*

Remuneration for CPCA Board members is based on the State Government's Remuneration Framework for Boards and Committees, with Elected Member payments currently set at \$6,844.60 per annum.

At the September 2018 Council meeting Council resolved the following in relation to CPCA Board Member appointments:

*That:*

1. *The report be received.*
2. *City of Unley Chief Executive Officer, Peter Tsokas, be appointed as an interim Board Member to the Centennial Park Cemetery Authority for the period commencing 12 November 2018 until such time as Council formalises appointments to the Board from members of the new Council, with no Board fees payable for the duration of the appointment.*
3. *Cr Peter Hughes be appointed as an interim Board member of the Centennial Park Cemetery Authority for the period commencing 12 November 2018 until such time as Council formalises appointments to the Board from members of the new Council, with current Elected Member Board fees to be paid to Cr Hughes for the duration of the appointment.*

*Resolution 1303/2018*

## **5. DISCUSSION**

On 3 December 2018 Elected Members received a presentation from Janet Miller, CEO Centennial Park Cemetery Authority (CPCA) providing information on the operation/activities of the CPCA. Members also attended a joint information session with Mitcham Council representatives on-site at the CPCA on 13 February 2019. Both activities were intended to ensure all members have an understanding of the operations of the subsidiary which will enable an informed decision regarding new Board Member appointments.



The current City of Unley representatives on the CPCA Board are CEO Peter Tsokas and Cr Peter Hughes. These appointments were made on an interim basis in September 2018, due to the timing of the November 2018 Local Government elections.

Prior to September 2018 Board Member representatives have included:

- Councillor P Hughes (January 2017 to November 2018)
- Councillor L Smolucha (January 2015 to November 2018)
- Councillor A Lapidge (November 2010 to January 2017)\*
- Councillor M Hudson (December 2008 – November 2014)
- Councillor R Sangster (November 2006 - November 2010)

\* Councillor A Lapidge also served on the Board for a number of years prior to 2008

Council is now required to consider and determine two Board appointments for a maximum of a two year term. Members appointed will be required to attend a CPCA Board Meeting on Thursday 28 February 2019.

**6. ANALYSIS OF OPTIONS**

Option 1 –

That:

1. Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ be appointed as Board Members to the Centennial Park Cemetery Authority for the period commencing from the date of this resolution and concluding \_\_\_\_\_. (term may not exceed two years).

This option meets the requirements of the CPCA Charter for Constituent Councils to appoint two Board Members.

Option 2 –

On the basis that the CPCA Charter requires two representatives from the City of Unley to be appointed to the Board, no alternative option is proposed.

Should Council choose not to make Board appointments at this time the interim appointments made in September 2018 will continue until such time as Council determines new appointments.

**7. RECOMMENDED OPTION**

Option 1 is the recommended option.

**8. REPORT CONSULTATION**

Nil





9. **ATTACHMENTS**

- Attachment 1 – Centennial Park Cemetery Authority – Regional Subsidiary Charter

10. **REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Peter Tsokas	Chief Executive Officer



### Centennial Park

The recommended tenure for any Board position is between 4 & 8 years.

The Board has only 7 members. Mitcham have just appointed 2 new members and if we do the same it would make for unprecedented Board change.

We, Elected Members, have the responsibility of Business Owners, to make the best possible decision in the true interests of the proper functioning of a commercial Board.

The reality right now is this vote is an assessment of our collective integrity.

*Orni Had  
Rehablyk*

Prior to my appointment I had effectively understudied the role for approx. 5 years:

- That was very significant.
- I had attended many inspections and information nights.
- I had attended annual community engagement events.
- I had observed opportunities for improved performance.
- I took with me a strong understanding of Local Government.

(My CV shows extensive leadership responsibilities of Large, Complex and different organisations and include owning my own business and being the internal accountant for a construction company with 25 regular employees and subcontractors. This last one is critical, real and recent business experience).

So, some of my specific contributions.

#### Firstly: Improved Financial Performance

- Being appointed to the CEO's KPI and Performance Review Panels. This led directly to:
  - Shared Services being established with the owner councils. (You will have noticed that both Council CEO's chose to highlight this at the joint meeting).... These Shared Services include the Cleaning Contract, Auditing, Waste Collection, Street sweeping and Media Monitoring with an annual savings value of around \$50k.



- **Another KPI required annual savings in recurrent expenditure to be made. Another \$50k pa**

**Secondly: Improved Board Effectiveness**

- **I was appointed to the recruitment committee and made a strong contribution to appoint a successful business person as a new Independent Member.**
- **I initiated a suggestion for an external review of the Boards performance that led to procedural improvements.**

**I believe I have a compelling case for another 2 year appointment.**

**And, unfortunately, I am forced to say that I have not lobbied for this position.**



**Madeleine Henry**

---

**From:** Lara Jones <ljones@unley.sa.gov.au>  
**Sent:** Thursday 21 February 2019 03:43 pm  
**To:** DL – Elected Members  
**Cc:** DL – Executive Management Team  
**Subject:** Council Meeting Agenda 25 February 2019  
**Attachments:** Council Agenda 25 february 2019 PUBLIC.pdf

Elected Members

Please find attached the Council Meeting Agenda 25 February 2019.

Kind regards



**Lara Jones**  
Executive Assistant to the CEO & Mayor  
Office of the CEO  
City of Unley  
P: (08) 8372 5104  
[unley.sa.gov.au](http://unley.sa.gov.au)

## COUNCIL ACTION REPORT

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 4.15  
**DATE OF MEETING:** 24 JUNE 2019  
**AUTHOR:** LARA JONES  
**JOB TITLE:** EXECUTIVE ASSISTANT, OFFICE OF THE  
CEO  
**ATTACHMENTS:** 1. COUNCIL ACTION RECORDS

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### 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 JUNE 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/11/17	1021	<p><b>Priority Projects at Goodwood Oval and Millswood Sporting Complex</b></p> <p>1. The State Government offer of a grant of up to \$2.5m towards the construction of a new facility for the Goodwood Football and Cricket Clubs on Goodwood Oval be accepted, supported by financial contributions from the sporting clubs/SANFL of up to \$150,000 and a Council contribution of \$950,000 with the Chief Executive Officer authorised to enter into the necessary funding agreement with the State Government and any other agreement with funding contributors in order to deliver the project.</p> <p>2. The two-storey option proposed as the preferred option for the new facility on Goodwood Oval be endorsed, subject to discussions with the Office of Recreation and Sport and the sporting clubs, not proposing any major variations to the options.</p> <p>3. Community engagement on the proposed new facility on Goodwood Oval occur from January to March 2018, and a report be brought back to Council upon the completion of the engagement process.</p> <p>4. \$40,000 be allocated towards the sports lighting upgrade at the Millswood Tennis Complex, and discussions continue with external funding partners to achieve this project. Subject to confirmation of a funding contribution from Tennis SA:</p> <p>a. a development application for the project is to be submitted by the Administration; and</p> <p>b. at the appropriate time in 2018, a grant funding application is to be submitted to the Office for Recreation &amp; Sport for additional funds to enable delivery of this project.</p> <p>5. \$260,000 be allocated towards the development of a new club building and surrounds at the Millswood Croquet Club and discussions continue with possible external funding partners before a commitment to proceed with this project is made.</p>	GM City Development	<p><b>Goodwood Oval Grandstand</b> Refer to Item 1136.</p> <p><b>Tennis SA Lighting</b> - As part of the 2019/20 Annual Business Plan community consultation process, Council was requested by Tennis SA to increase its Capital Renewal Program by \$100k to contribute to an upgrade of courts and lighting. Council was also advised that Tennis SA has applied for a grant to the Office for Recreation, Sport and Racing for the upgrade and will contribute \$55k towards the project.</p> <p>- In response to the request made by Tennis SA, the Administration has recommended to Council not to increase the 2019/20 Budget and to seek clarity on scope of works and cost. Council to consider adoption of Annual Business Plan at its June meeting.</p> <p><b>Croquet Club Building</b> - Work will be undertaken to progress this project once the Goodwood Oval grandstand project has been completed.</p> <p>- The Liberal Party pre-election promise of committing funding of \$250k to the redevelopment of the facility needs to be confirmed.</p>	Ongoing
26/02/18	1102	<p><b>MOTION OF WHICH NOTICE HAS BEEN GIVEN</b></p> <p>1. The Administration commence investigations into the possible future uses of the hockey playing field and building at the Goodwood Oval complex in order to ensure that this site is used appropriately, at such a time that Forestville Hockey Club should vacate the site. To enable the proposed review of alternative uses of the Forestville hockey playing field and building to be completed, Council is to consider a budget bid of \$30K during its 2018/19 budget deliberations.</p> <p>2. The Administration liaise with the State Government to obtain further information on the redevelopment of the Women's Memorial Playing Fields, including timelines and possible funding contributions, and that further updates be provided to Council once this information is obtained.</p>	GM City Development	<p>Budget was not allocated in 2018/19 to enable the review of alternative uses of the Forestville Hockey playing fields and building.</p> <p>The Hockey Club has an ongoing lease at the Goodwood Oval Complex for a further three years. Following the advancement of the Goodwood Oval Grandstand Project, investigations will be undertaken into possible future uses of the hockey facilities.</p> <p>The Hockey Club has confirmed their seasonal use for 2019 and are not expected to vacate in the short / medium term.</p> <p>The Administration remains in contact with State Government and the Forestville Hockey Club regarding the redevelopment of the Women's Memorial Playing Fields.</p>	Ongoing
26/03/18	1116	<p><b>SHARED Street Opportunities</b></p> <p>1. The report be received.</p> <p>2. The criteria in Attachment 1 to Item 1116/18 (Council Meeting, 26/03/2018) be endorsed for use to assist with identification and prioritisation of streets that are suitable candidates for conversion to shared streets.</p> <p>3. Following the prioritisation of shared street opportunities, residents in prioritised streets be consulted. The results will then be used as a further criterion for determining which streets proceed to concept design and community engagement.</p> <p>4. Concept design and community engagement be undertaken in 2018/19 for one or more of the streets listed as 'priority' shared street conversion opportunities, with implementation to be considered as part of the 2019/20 budget process.</p>	GM City Development	<p>Consultation was undertaken regarding the pre-selected nine local streets in relation to the Shared Streets Program, and three streets [Maud Street (Rugby/Porter Street) Unley, Norman Terrace (Leah/Ethel Street) Forestville, Richards Terrace, Goodwood] were prioritised from a strategic assessment and the strength of community support for improvements.</p> <p>A workshop was held in May to co-design each of the three nominated streets with interested local residents. Community feedback is currently being sought on the preferred designs to determine a preferred Shared Street (Living Street) for the purpose of documentation and construction in 2019/20 (subject to Council's budget adoption).</p> <p>An Elected Members briefing and report will be prepared for Council consideration in July 2019 to summarise the engagement, shortlisting and co-design process, and to seek direction to proceed with the preferred concept design to construction.</p>	July 2019

Document Set ID 3075117

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/03/18	1117	<p><b>POCKET PARKS</b></p> <p>1. The report be received.</p> <p>2. Designs be prepared for up to two pocket parks in 2018/19 from the options contained within Attachment 1 "Potential Pocket Park Locations", (Item 1117/18, Council, 26/03/2018).</p>	GM City Development	<p>Community feedback is currently being sought for local support to transform existing road closures into pocket parks at five locations along Duthy Street. Following feedback from consultation, the Administration will then work with interested residents to develop design solutions for implementation of a pocket park in 2019/20 (subject to budget adoption).</p> <p>An Elected Members briefing and report will be prepared for Council consideration in August 2019 to summarise the engagement, shortlisting and co-design process, and seek direction to proceed with the preferred concept design to construction.</p>	August 2019
23/04/18	1136	<p><b>GOODWOOD OVAL GRANDSTAND REDEVELOPMENT – RESULTS OF COMMUNITY CONSULTATION</b></p> <p>1. The report be received and the results of the community engagement be noted.</p> <p>2. Council endorse the concept designs for the new two-storey grandstand facility at Goodwood Oval, incorporating the recommended amendments to be included as part of detailed design development and proceed to detail design development and tender.</p> <p>The recommended amendments, in response to community and stakeholder feedback include:</p> <p>1. External Appearance and Streetscape Interface:</p> <p>a. Material and colour selection of the building, in particular the Curzon Avenue frontage will be selected appropriate to the local neighbourhood character.</p> <p>b. Detail design will include the development of landscape plans that address the streetscape interface and the external spaces associated with the new Grandstand Facility.</p> <p>c. Where practical, all existing trees will be retained in the detail design.</p> <p>2. Footprint of the Grandstand:</p> <p>a. The final footprint of the grandstand structure is to remain, where practical, within the footprint of the existing building.</p> <p>3. Leasing and License arrangements of the Facility.</p> <p>a. Council staff to develop new agreements with both clubs, to meet the requirements of the new facility, as well as to explore</p> <p>4. Provision of external storage:</p> <p>a. The proposed storage facility on Fairfax Avenue not proceed.</p> <p>b. The detail design process further engage with the Goodwood Saints Football Club and the Goodwood Cricket Club to identify their storage needs, with a view to providing the required storage capacity within the Grandstand and/or adjacent ancillary buildings (including potential extension of an ancillary building).</p> <p>5. Provision of public toilets:</p> <p>a. Public toilet provisions are to remain incorporated in the footprint of the ground floor of the new facility, with way finding signage incorporated across the park to direct public to the new facilities.</p> <p>3. Residents be notified of Council's decision by letter, to the same catchment area as that of the community consultation, and a notice be placed at the existing grandstand as well as Council's web site.</p> <p>4. Following the completion of detailed design development and in the event of no major variation to the project scope or total cost, the project proceed to tender for construction.</p>	GM City Development	<p>The Council Assessment Panel (CAP) met on 26 February 2019, and approved the development with additional restricted hours of operation.</p> <p>A third party appeal was received and the project has been placed on hold, pending the resolution of the ERD Court appeals process. The Council participated in the first conference session on 13 May 2019, and a second conference has been set on 25 June 2019. Following the first conference, the project team has been exploring opportunities to appeal to the concerns of the appellants, without compromising the approved design requirements set by Council and included within the State Government funding deed.</p> <p>The Office for Recreation, Sport and Racing has been notified of the delay to the project and the funding deed has been extended to December 2019 to accommodate for the mediation process.</p> <p>The Administration has sought additional funding through the Office for Recreation, Sport and Racing 'Community Recreation and Sport Program'.</p>	Subject to ERD Court matter

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
28/05/18	1174	<p><b>INCREASED USE OF SPORT AND RECREATION FACILITIES</b></p> <p>1. The report and attachments be received.</p> <p>2. A master plan for Ridge Park be developed in 2018/19 to establish a long-term vision for the park, considering:</p> <p>a. Football and cricket to suit female and junior participation, integrated into the existing amenity of the park.</p> <p>b. Informal recreation opportunities, trees and vegetation, biodiversity and the management of Glen Osmond Creek.</p> <p>c. Further consultation with selected City of Unley clubs as potential users of future upgraded facilities, including Goodwood Saints Football Club, Goodwood Cricket Club and Glen Osmond scouts, as well as consideration of the Open Space Survey findings.</p> <p>3. Continue to work with City of Unley based clubs, particularly those based at Goodwood Oval, to facilitate the increased use of Orphanage Park in order to reduce the overuse of Goodwood Oval and do not undertake any improvements to sports infrastructure at Orphanage Park until designs for Brownhill Keswick Creek in this park are finalised.</p> <p>4. Review lease and licence documents to investigate opportunities to increase facility use after club hours.</p> <p>5. Develop individual four year management plans for each surveyed park to integrate the findings of the Open Space Survey with asset renewal and maintenance programs. These plans will identify possible actions for consideration as part of the 2019/20 budget process.</p> <p>6. Repeat the Open Space Survey in four years to enable an evaluation of Council's initiatives.</p>	GM City Development	<p>Budget was not allocated in 2018/19 to develop a masterplan for Ridge Park. Given the current level of endorsed projects, funding to progress this project will be included for consideration as part of the 2020/21 budget process.</p> <p>The Administration will continue to liaise with all local sporting clubs to ensure the availability and condition of sports facilities to suit their needs.</p> <p>A review of lease and licences will be incorporated in the planned review of the Community Land Management Plans in 2019/20.</p> <p>The ongoing development of Management Plans for local parks across the City of Unley will be undertaken by the Administration in coordination with the annual asset renewal and maintenance programs. The Management Plans will provide strategic direction for future budget considerations.</p>	Ongoing
23/07/18	1224	<p><b>MOTION ON NOTICE: GREER STREET, HYDE PARK / UNLEY PARK</b></p> <p>1. Staff prepares a report outlining possible options and associated costs to facilitate pedestrian and vehicle access and provide safety improvements for residents and visitors to Greer Street, Hyde Park/Unley Park.</p>	GM City Development	<p>There have been numerous reviews undertaken by the Administration regarding options to address the various issues within Greer Street. A report is to be presented to Council for its consideration in August 2019 outlining the reviews which have been undertaken and the results of consultation undertaken.</p> <p>Council senior staff recently met with concerned residents to discuss the following appropriate actions:</p> <p><b>Removal of Street Trees</b> Residents will prepare a petition to Council to formally request the removal of the existing street trees.</p> <p><b>Street Lighting</b> Council staff will undertake a lighting assessment once the LED lighting works are completed in the street.</p> <p><b>On-Street Parking</b> Council staff will review onstreet parking at a particular location of key concern to a resident to determine support for removal of one onstreet parking space to provide better access to the resident's property. Council staff have written to tenants and property owners regarding their support for the removal of onstreet parking spaces.</p>	August 2019



COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/08/18	1265	<p><b>LED STREET LIGHTING BULK REPLACEMENT</b></p> <p>2. The street lighting on key strategic routes/roads as depicted in Attachment 1 (Item 1265, Council Meeting 27/08/2018) be upgraded during 2018/19 to an appropriate level.</p> <p>3. Subject to available funding within the endorsed \$15M budget, and in addition to the P-Category lighting changeover, the existing V-Category street lights (Council-owned only) along Council's collector roads be upgraded to an appropriate standard.</p> <p>4. Communication of the LED Street Lighting Bulk Replacement be undertaken, using a range of communication strategies, including direct mail out, council publications, website and social media.</p> <p>5. A new fee be created for inclusion in the Fees and Charges Schedule relating to the conduct of a review of, and/or modification to, luminaires at the request of a customer, with the value of the fee to be determined by Council once the contract negotiations with SA Power Networks have been finalised.</p>	GM City Development	<p>The LED replacement project is over 50% complete with over 1,237 street lights having been replaced.</p> <p>At this point the project is due for completion by 30 June (subject to weather).</p> <p>Discussions continuing with SAPN to introduce a pilot project for Smart Street Lighting along the City's bicycle routes.</p> <p>The Administration has commenced looking at product choices for the V Category LED roll out to be undertaken in 2019/20.</p>	July 2019
10/09/18	1292	<p><b>MOTION ON NOTICE – CHANGE TO COUNCIL RESOLUTION 1195/18: MILLSWOOD AREA – ON-STREET PARKING REVIEW</b></p> <p>That Council Resolution 1195 of the Council meeting of 25 June 2018 be <b>varied</b> as follows (<i>bold text to be inserted, strikethrough text to be deleted</i>):</p> <p>1. The report be received.</p> <p>2. The implementation of Parking Controls (Stage 1) in Millswood and adjacent areas, as shown in Attachment 1 to this report (Item 1195/18, Council Meeting, 25/06/2018), and <del>modified to include the area bounded by Allenby Avenue, Meredyth Avenue and Graham Avenue, be endorsed.</del></p> <p>3. At the conclusion of six months following the implementation of Stage 1 Parking Controls in Millswood and adjacent areas, a review of parking practices in the area be undertaken to inform a decision regarding the need for implementation of further parking controls, that is, Stage 2.</p> <p>4. The community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas be notified of the Council decision.</p> <p>5. That residents in Meredyth Avenue and Graham Avenue be advised of the introduction of parking controls prior to implementation.</p> <p><b>6. Further correspondence be provided to residents in Meredyth Avenue and Graham Avenue, to advise of Councils decision to not introduce parking controls in those streets as part of the Millswood Stage 1 implementation.</b></p>	GM City Development	<p>The community was informed regarding change of Council decision. Parking signage has been installed.</p> <p>A parking survey has been undertaken to ascertain the effectiveness of the controls. Community engagement is to be undertaken in late June 2019 to assess community acceptance of the changed conditions.</p> <p>Following the conclusion of the consultation, a report will be prepared for Council consideration regarding the need for further parking controls.</p>	August 2019
24/09/18	1301	<p><b>UNDERGROUNDING OF POWER LINES</b></p> <p>2. A briefing be presented to the new Council, providing details of potential power line undergrounding projects that may be suitable for submission to the Power Line Environment Committee, to enable consideration of such projects for inclusion in the Long Term Financial Plan/future years budgets.</p>	GM City Development	<p>Potential PLEC projects are currently being considered with a report to be considered by EMT. A briefing will then be held with Elected Members to outline the potential projects with a report to be considered by Council thereafter.</p> <p>Following endorsement by Council and consultation with the PLEC Committee, Council's Long Term Financial Plan will be amended to incorporate the PLEC projects.</p>	August 2019
10/12/18	1360	<p><b>MOTION ON NOTICE: MANAGEMENT OF WEEDS ON COUNCIL PROPERTY</b></p> <p>1. A report be prepared that identifies the use of glyphosate as a means of weed control in the City of Unley.</p> <p>2. The report is to identify alternative methods of weed control and management.</p>	GM City Development	Completed	Completed
25/02/19	1399	<p><b>UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT</b></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>2. Completed</p> <p>3. Bell Architects have been engaged to develop a Concept Design scope of works. Works will be progressed to support discussions with possible sources of external funding for the project.</p> <p>4. A review of the Community Land Management Plan for Unley Oval will be undertaken as part of a whole of city review of the CLMP, scheduled to be undertaken in 2019/20.</p>	<p>Completed</p> <p>Commenced</p> <p>Ongoing</p>

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
25/03/19	1419	<b>PETITION RE TRAFFIC MANAGEMENT ON QUEEN STREET, UNLEY</b> The principal petitioner be advised that Council will undertake an investigation for the residents' request of potential parking management and traffic changes (one way streets) at Queen and Oak Streets.	GM City Development	Investigations are underway and consultation will be undertaken with residents of Queen and Oak Streets in late June 2019, as endorsed by Council. Subject to consultation outcomes, a report may be prepared for further consideration by Council.	August 2019
25/03/19	1424	<b>CANOPY IMPROVEMENT ACTION PLAN</b> 1. The report be received. 2. The Canopy Improvement Action Plan as set out in Attachment 1 to this report (Item 1424, Council Meeting 25/03/2019) be endorsed as the approach to revising the Tree Strategy in 2019 and improve canopy cover across the City of Unley. 3. The Year One Priorities contained in the Canopy Improvement Action Plan as set out in Attachment 1 to this report (Item 1424, Council Meeting 25/03/2019) be endorsed for the purpose of developing budget proposals that can be further considered by Council as part of setting the 2019/20 Council Budget and Business Plan. 4. The Administration write to relevant Ministers, the State Planning Commission and the Department of Planning, Transport and Infrastructure, highlighting Council's commitment to work together to improve canopy cover across the City and to advocate for changes to planning policy to meet the State Government's 30 Year Plan target for green cover, including the following: a. seeking more space around buildings to allow for larger plantings, including deep soil zones and medium/large trees; b. seeking provisions in the new Planning and Design Code for trees that at maturity will provide equivalent of minimum 15% canopy cover in new developments; c. greater protection of Significant and Regulated Trees, including removing excluded tree species and exemptions on proximity to dwellings so that removals must be applied for and assessed on a case by case basis; and d. restructuring of the fees or offsets associated with the removal of Significant/Regulated Trees to better reflect the true long term value of trees. 5. The 'Tree Precinct Plans' referred to in the Canopy Improvement Action Plan (set out in Attachment 1 to this report, Item 1424, Council Meeting 25/03/2019), be used as the basis of preparing a 'shovel ready project or projects' to leverage external funding sources with the intention of bringing forward the outcomes in the Plan.	GM City Development	Canopy Improvement Plan has been endorsed by Council and implementation of Year One priorities have been funded in the 2019/20 budget.  Subject to endorsement of the Budget, Year One works associated with the Action Plan will be delivered in 2019/20.	Ongoing
29/04/19	1450	<b>CHILDREN CROSSINGS ADJACENT TO PARKSIDE PRIMARY SCHOOL</b> 2. Installation of a Children's Crossing along Young Street, Parkside, as outlined in Attachment 2 to this Report (Item 1450, Council Meeting, 29/04/2019) be approved. 3. Installation of a Children's Crossing along Robsart Street, Parkside, as outlined in Attachment 2 to this Report (Item 1450, Council Meeting, 29/04/2019) be approved. 4. Installation of Kerb Extensions along Castle Street, Parkside, at its intersection with Robsart Street and as outlined in Attachment 2 of this Report (Item 1450, Council Meeting, 29/04/2019) be approved.	GM City Development	Residents, property owners and others who responded to the engagement will be notified of the Council decision to proceed.  A Section 270 – Review of Council Decision has been requested by local residents and this is being undertaken by Council's lawyers.  The works have been tendered but will not proceed until the conclusion of the Section 270 Review. Subject to a satisfactory outcome, the Council will target construction of school crossing works within a school holiday period. The Fund My Neighbourhood funding expenditure has been extended to the end of August 2019.	July 2019
27/05/19	2.1	<b>IMPROVED LIGHTING AT UNLEY OVAL</b> 2. The principal petitioner be notified that a report will be prepared for consideration by Council identifying additional lighting times at Unley Oval during winter months that may be suitable to the community, and all costs associated with an increased lighting proposal.	GM City Development	The principal petitioner has been notified of Council's decision. The Administration is currently collating the information required and a report is anticipated to be presented to Council for its consideration in September.	September 2019



COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/05/19		<p><b>LEAH STREET RENEWAL</b></p> <p>2. Enhancement to Leah Street / Nichols Street intersection and Leah Street / Everard Terrace intersection be undertaken in co-ordination with the required road reconstruction (deep lift) and Council endorse the re-allocation of up to \$134,000 savings to cover the additional streetscape works.</p> <p>3. All residents, property owners and businesses directly affected by the proposed works, as well as those who have made submissions, be notified of the Council's decision to undertake enhancements at Leah Street / Nichols Street intersection and Leah Street / Everard Terrace intersection as part of the Leah Street reconstruction, prior to commencement of construction.</p> <p>4. Survey work be undertaken to determine changes in traffic volume and traffic speed on Leah Street, Nichols Street and Everard Terrace, prior to works being undertaken, within two months of works being complete and within six months of works being complete, with a report to return to Council regarding the impact (if any) of the changes, including identification of additional interventions that may be required if traffic patterns are observed to have adversely affected the surrounding streets.</p>	GM City Development	<p>Works commenced in June and are expected to be completed in July</p> <p>All residents and those who responded to the consultation process were notified of Council's decision prior to the commencement of the works.</p> <p>Traffic counts will be undertaken as per Council's decisions and a report will be presented to Council in 2020 for its consideration of the findings of the counts to be undertaken.</p>	August 2019
27/05/19	4.3	<p><b>COMMUNITY GRANT PROGRAM ALLOCATION OF FUNDING MARCH 2019 (ROUND 2)</b></p> <p>2. Funding of \$44,731 be awarded under Round 2 of the 2018/19 financial year for the Community Grants Program as follows:</p> <ul style="list-style-type: none"> <li>•\$2,721 to the Black Forest Primary School Governing Council for the implementation of a walking school bus to promote active transport to school.</li> <li>•\$1,600 to the Unley Park Sports Club for the purchase and installation of a sound/PA system.</li> <li>•\$3,120 to the Italian Folk Ensemble to research and perform traditional music and folk songs to demonstrate the variety of singing styles, languages and dialects of Italy and to produce a CD or DVD.</li> <li>•\$1,275 to the Fairmont Tennis Club for the purchase of a free-standing defibrillator.</li> <li>•\$2,400 to the Goodwood Saints Football Club for the purchase of replacement footballs for the Club's teams.</li> <li>•\$3,995 to The Goody Patch Community Garden for the purchase of a moveable greenhouse to expand the seasonal growing space available to the garden.</li> <li>•\$3,000 to the Slingsby Theatre Company for a performance of Man Covets Bird in the company's new home in Parkside.</li> <li>•\$3,000 to the Unley Park Baptist Church for the purchase of outdoor café and chairs to support and improve the Church's playgroup facilities.</li> <li>•\$2,925 to the Sturt Lawn Tennis Club for tennis coaching for older players and people with integration difficulties.</li> <li>•\$1,000 to the Lady George Kindergarten for the replacement of the current bench outside the kindergarten, used by the community, with two free standing benches.</li> <li>•\$1,975 to the Millswood Bowling Club for the purchase and installation of a wall-mounted defibrillator.</li> <li>•\$3,600 to the Forestville Hockey Club for the purchase of additional coaching equipment and for pitch hire to ensure continuance of the Club's junior academy program.</li> <li>•\$1,585 to the Greek Women's Society "Taxiarchis" for a women's health, fitness and activity program.</li> <li>•\$3,500 to Theofania (auspice King William Road Traders Association) for a 10 week interactive reading program aimed at families with babies through to pre-schoolers.</li> <li>•\$2,010 to the Greek Pensioners &amp; Aged Society SA towards the costs of a day trip for culturally-specific aged pensioners and their carers.</li> <li>•\$1,900 to the Hyde Park Croquet Club for the purchase of primary colour and secondary colour croquet balls.</li> <li>•\$510 to Joseph Maniscalco (auspice Goodwood Community Services) towards the cost of replacing the</li> </ul>	GM City Services	All applicants have been formally advised in writing and funding will be allocated as endorsed.	Completed
27/05/19	4.6	<p><b>NOMINATIONS FOR THE LIBRARIES BOARD OF SA</b></p> <p>2. Megan Berghuis be nominated for consideration by the LGA Board of Directors as a Member of Libraries Board of SA.</p>	Executive Manager OCEO	Completed	Completed

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/05/19	4.8	<p><b>CENTENNIAL PARK CEMETERY AUTHORITY - PHILANTHROPIC DISTRIBUTION OF TRUST MONIES</b></p> <p>2. The City of Unley's notional allocation of \$60,000 of the Centennial Park Educational Trust be directed to: LifeChanger Foundation; Legacy Australia, and Smith Family (Learning for Life Program) with the funds being applied in South Australia.</p> <p>3. Recipients of funding from the Centennial Park Educational Trust be required to acknowledge the Centennial Park Cemetery Authority and the Cities of Unley and Mitcham.</p> <p>4. A letter of appreciation and thanks be sent to the family of the founder of the Centennial Park Educational Trust, Mr Theodore Ballantyne, for his efforts in establishing the Educational Trust.</p>	Executive Manager OCEO	<p>2. Funds to be allocated.</p> <p>3. Recipients advised that acknowledgement of CPCA and Cities of Unley and Mitcham is required on receipt of funding.</p> <p>4. Letter will be sent to Mr Theodore Ballantyne.</p>	July 2019

## QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

<b>REPORT TITLE:</b>	QUESTION ON NOTICE FROM COUNCILLOR BOISVERT RE BROWN HILL CREEK
<b>ITEM NUMBER:</b>	5.3.1
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>ATTACHMENTS:</b>	NIL

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The following Questions on Notice have been received from Councillor Boisvert and the answers are provided:

### **QUESTIONS**

1. What projects for the entire Brown Hill Creek catchment have been completed so far?
  2. What projects for the entire Brown Hill Creek catchment are in the planning stage?
  3. What projects have been identified but are yet to be planned or completed in Unley?
  4. For each project completed so far how much has the risk of flooding in Unley reduced?
  5. At what point will the risk have been reduced to an acceptable level?
- 

### **ANSWERS**

1. *What projects for the entire Brown Hill Creek catchment have been completed so far?*  
Ridge Park Detention Dam – City of Unley.  
BHC Diversion Culvert by DPTI – City of Unley.  
Upper BHC – Hawthorn Reserve – City of Mitcham.  
Mount Osmond interchange dam modification.  
Currently in year 3 (2018/19) of a 20-year program to implement the flood mitigation works.
2. *What projects for the entire Brown Hill Creek catchment are in the planning stage?*  
South Parklands – Victoria Park City of Adelaide (Public consultation of proposed works to close 5 July 2019. Construction to commence 19/20FY and be completed 2020/21).

South Parklands – Park 20 City of Adelaide (Public consultation of proposed works to close 5 July 2019. Construction to commence 2020/21 and be completed 2021/22).

Glenside – City of Burnside (Construction to commence as part of the Cedar Woods development at Glenside).

Upper BHC Area 1 Wilberforce Walk (Anzac Highway to Third Avenue only) – City of Unley Construction to commence 2019/20 following land acquisition.

3. *What projects have been identified but are yet to be planned or completed in Unley?*

Brown Hill Creek – Creek upgrade areas (widening)

Upper BHC Area 1 (Third Avenue – Forestville Reserve)  
Area 2 (Victoria Street – Mitchell Street & Orphanage Park culvert option)  
Area 3 (Douglas Street – Malcolm Street)  
Area 4 (Malcolm Street – Cross Road)

Bridge/culvert upgrades – Second Avenue, Forestville  
First Avenue, Forestville  
Regent Street, Millswood  
Orphanage Park (internal road bridge) concept design through Orphanage Park yet to be confirmed  
Charles Street, Forestville  
Ethel Street, Forestville  
Northgate Street, Unley Park  
Goodwood Road Culvert

Keswick Creek

Le Hunte Street Diversion – All three sections (Program 2025/26 – 2031/32).

Glen Osmond Creek

Fern Avenue, Fullarton Bridge upgrade.

Torrens Avenue, Fullarton Bridge upgrade.

Minor upgrades along Glen Osmond Creek between Braeside Avenue and Burnham Avenue.

4. *For each project completed so far how much has the risk of flooding in Unley reduced?*

It is not possible to quantify the exact extent of reduction in flood risk, however, in the proximity of each project and immediately downstream there is a significant reduction in flood potential. The projects completed and soon to be completed in the next few years have/will greatly reduce the risk of flooding along Glen Osmond Creek, Parklands Creek and, to some extent, Keswick Creek. The minor projects that have been completed along Brown Hill Creek have had little impact on flood reduction except in the local area of the works.

5. *At what point will the risk have been reduced to an acceptable level?*

The widely accepted stormwater industry standard for flood protection is 100yr ARI (Average Recurrence Interval) or 1% AEP (Annual Exceedance Probability). This standard is what has been assumed in the BHKC SMP. The project is scheduled to be completed over 20 years and therefore the modelled 100yr ARI flood protection will not occur until all projects are completed. Within the City of Unley – the Creek widening and bridge replacement between Victoria Street and Cross Road (Area 2 - Area 4 including Orphanage Park) and Glen Osmond Creek minor upgrades are the last projects scheduled and are proposed to be completed in year 20, 2035/36.



## MAYOR'S REPORT

**REPORT TITLE:** MAYOR'S REPORT FOR MONTH OF JUNE  
**ITEM NUMBER:** 6.1.1  
**DATE OF MEETING:** 24 JUNE 2019  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Some of the Functions attended (up to the time of writing this report)

Date	Function/Event Description	Type
16 May	Launch Red Shield Appeal	Speech
16 May	Goodwood Community Centre – Greek Lunch	Guest
17 May	DPTI – meeting re Tree Canopy Action Planning rules	Host
19 May	Living With Trees – presentation	Attendee
20 May	Eastern Courier – meeting with journalist	Mayor Parlour
23 May	National Volunteer Week Celebration	Speech
25 May	Goodwood Community Bank – unveiling of the new defibrillator machine	Speech
26 May	Salvation Army – volunteers meeting at Maud Street	Guest
26 May	Millswood Croquet Club – meeting	Attendee
27 May	Budget Consultation – Fullarton Park Community Ctr	Attendee
27 May	Minister Pisoni and advisor to Minister Knoll – meeting re clearways and Unley Road revitalisation	Attendee
27 May	Budget Consultation – Unley Civic Centre	Attendee
28 May	Budget Consultation – Clarence Park	Attendee
29 May	Smart Cities Framework for Metropolitan Adelaide – presentation	Attendee
30 May	Citizenship Ceremony	Host

<b>Date</b>	<b>Function/Event Description</b>	<b>Type</b>
31 May	Telstra Outdoor Network (Payphones) – meeting	Host
2 June	Volunteers Thank You Event – Sturt v Central District – football game and event at Sturt Bowling Club	Host
4 June	Unley Business Breakfast	Attendee
5 June	Cremorne Hotel – presentation	Speech
7 June	ERA Mayors Breakfast – Luigi’s Deli	Attendee
7 June	Meeting at Concordia College Senior Management with CEO	Attendee
7 June	All Connections to Unley Art Prize – presentation	Speech
9 June	Brazilian Festival “Festa Junina”	Attendee
9 June	Travelling Table – Sri Lankan Dinner	Guest
12 June	Queen’s Birthday Reception – Government House reception	Guest
13 June	Meeting with 5AA	Mayor Parlour
13 June	Meeting with GM community and five pastors with youth groups	Host

**Legend for attendance type at Function/Event:**

Attendee – only, no duties; Guest – specifically invited as an event guest; Interview – on-air radio guest; Mayor – attended as the Mayor of City of Unley; Host – hosted a meeting as Mayor; Presenter – involved in presenting awards; Representative – attended as the Council representative; Speaker – attended and gave a speech as Mayor.

## DEPUTY MAYOR'S REPORT

**REPORT TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF MAY / JUNE  
**ITEM NUMBER:** 6.2.1  
**DATE OF MEETING:** 24 JUNE 2019  
**ATTACHMENTS:** NIL

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### 1. RECOMMENDATION

That:

1. The report be received.
- 

### Functions attended (up to the time of writing this report)

Date	Function/Event Description
25 <sup>th</sup> April	Attended Unley's Anzac Day Service followed by the RSL Breakfast.
28 <sup>th</sup> April	Attended Sturt Football Club's home game with a crowd of 3000+. At half time assisted in the hosting of City of Unley Volunteers Appreciation Event for people who had provided at least 20 years of service as an official Council Volunteer.
1 <sup>st</sup> May	Participated in the short listing judging for the All Connections to Unley Art Prize.
3 <sup>rd</sup> May	Participated in a review of the Administrations' recommendations for the March Round of Community Grants.
4 <sup>th</sup> May	Attended the Sturt Football pre game lunch and home game. Another crowd of 3000+.
5 <sup>th</sup> May	Attended a performance of the Unley Symphony Orchestra at Walford School. The Orchestra is 'full' with 60 players. The USO is supported by the City of Unley.
9 <sup>th</sup> May	Attended 'Unley's Own Returning Home Launch' in our Museum. Another extremely well-presented event and highly recommended.
14 <sup>th</sup> May	Attended a meeting of the CEO Performance Review Committee to finalise the Draft KPI's for 2019-20.
17 <sup>th</sup> May	Attended an event (on Unley Road) to promote awareness of the biennial Adelaide Park Lands Art Prize 2020.
17 <sup>th</sup> May	Attended Sturt's Football match at Richmond Oval as a guest of West Torrens Council.

Date	Function/Event Description
28 <sup>th</sup> May	As part of Reconciliation Week, attended the Lowitja O'Donaghue Oration hosted by the Don Dunstan Foundation.
29 <sup>th</sup> May	Participated in Council's Reconciliation Event in the Town Hall and addressed students from many local schools.
30 <sup>th</sup> May	Attended our Citizenship Ceremony.
2 <sup>nd</sup> June	Participated as a collector in the Red Shield Appeal for the Salvation Army.
2 <sup>nd</sup> June	Participated in hosting Council's Volunteers at half time at the Sturt Football Club match.
4 <sup>th</sup> June	Attended the Unley Business Breakfast addressed by Martin Haese.
6 <sup>th</sup> June	Participated in the final judging, in situ at the Hughes Gallery, Fullarton Park, to select the winner of the 'All Connections to Unley Art Prize'.
7 <sup>th</sup> June	Attended the Opening of the 'All Connections to Unley Art Prize' Exhibition. A very full house of guests.
11 <sup>th</sup> June	Participated in the first stage of judging of the 2019 City of Unley Active Ageing Award. 3 finalists were selected from approximately 45 entries.
12 <sup>th</sup> June	Attended the City of Adelaide's impressive artistic and cultural launch of <b>Adelaide. Designed for Life</b> presented in past, present and future contexts. It is part of a campaign to articulate why Adelaide is one of the 10 most liveable Cities in the World and to position Adelaide as a preferred destination to live, work, visit, invest in and do business. I find it very informative attending events hosted by other Councils.
16 <sup>th</sup> June	Attended the Sturt Football Match at Prospect Oval as a guest of Prospect Council together with approx. 40 Community representatives.

## REPORTS OF MEMBERS

<b>REPORT TITLE:</b>	REPORTS OF MEMBERS
<b>ITEM NUMBER:</b>	6.3.1
<b>DATE OF MEETING:</b>	24 JUNE 2019
<b>ATTACHMENTS:</b>	NIL

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Council to note attached reports from Members:

1. Councillor M Rabbitt
  2. Councillor M Broniecki
  3. Councillor D Palmer
  4. Councillor J Russo
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## MEMBER REPORT

**REPORT TITLE:** REPORT FROM COUNCILLOR M RABBITT

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### Functions attended (up to the time of writing this report)

<b>Date</b>	<b>Function/Event Description</b>
21 May	King William Road Information Session at 136 KW Road
23 May	National Volunteers Week – Acknowledgement and celebration of Unley Volunteers
24 May	Unley Breakfast Buddies
25 May	Goodwood Road Business Association – Unveiling of defibrillator at Bendigo Community Bank, Saturday on Goody and the Goodwood Trail
27 May	Community Consultation re 2019-20 Annual Business Plan and Budget – Unley Civic Centre
28 May	Community Consultation re 2019-20 Annual Business Plan and Budget – Goodwood Library
29 May	Reconciliation Week Event at Unley Town Hall – “Grounded in Truth”
30 May	Citizenship Ceremony
30 May	Centennial Park Board Meeting
2 June	Sturt v Centrals and afternoon tea to acknowledge Unley Volunteers
2 June	Unley Concert Band – Music for a Good Paws (Guide Dogs SA/NT)
4 June	Unley Business Breakfast – Outlook and ambitions for South Australian businesses – Martin Haese
6 June	The Travelling Table – Filipino Workshop
7 June	Unley Breakfast Buddies
9 June	The Travelling Table – Sri Lankan Dinner
12 June	Meeting with TREENET and Unley Concert Band members re Avenues of Honour Project
14 June	Unley Breakfast Buddies & tour of former State Treasury building and tunnels

## MEMBER REPORT

**REPORT TITLE:** REPORT FROM COUNCILLOR M BRONIECKI

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**Functions attended** (up to the time of writing this report)

<b>Date</b>	<b>Function/Event Description</b>
20/05/2019	Health & Wellbeing Workshop
21/05/2019	King William Road Consultation
22/05/2019	King William Road Consultation
27/05/2019	Budget Consultation, Fullarton Park Community Centre
27/05/2019	Budget Consultation, Civic Centre
27/05/2019	Council Meeting
28/05/2019	Budget Consultation, Goodwood Library
03/06/2019	Elected Members Briefing
04/06/2019	Unley Park Ward Briefing
11/06/2019	Elected Members Briefing
17/06/2019	Elected Members Briefing
19/06/2019	SA Press Club - Budget

## MEMBER REPORT

**REPORT TITLE:** REPORT FROM COUNCILLOR D PALMER

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### Functions attended (up to the time of writing this report)

<b>Date</b>	<b>Function/Event Description</b>
18 May	Goodwood Saints v Payneham Norwood Union.
19 May	Meeting with Residents around Goodwood Oval discussing future of Goodwood Oval Reference Group
20 May	EM Briefing
22 May	King William Road Upgrade Community Information Session
22 May	Clarence Park Community Centre Board of Management
23 May	National Volunteer Week Celebration at the Capri Cinema
25 May	Defibrillator Unveiling at Goodwood Community Bank
	Millswood Croquet lunchtime meeting with David Pisoni
27 May	Manager Libraries, Museum & Customer Experience (H. Erasmus) Farewell
	Business Plan Community meeting in the UnleyTown Hall
	Council meeting
28 May	Business Plan Community meeting in Goodwood Library
	Business Plan Community meeting in Clarence Park Community Centre
	Neighbourhood Watch
29 May	Grounded In Truth - Reconciliation Week (event)
30 May	State Planning Commission Protecting Heritage Session
1 June	Goodwood Saints v St Peters OC
2 June	Sturt v Central Districts (including ½ time with City of Unley Volunteers.
	Forestville Eagles v North Adelaide Rockets basketball sponsors night
3 June	Budget Briefing
4 June	Unley Business Breakfast
5 June	Elected Member Bus Tour
	Goodwood Oval Reference Group (last meeting of this group)
6 June	Ward Briefing

<b>Date</b>	<b>Function/Event Description</b>
7 June	Unley Men's Buddies Breakfast
	All Connections to Unley Art Prize
<b>Date</b>	<b>Function/Event Description</b>
11 June	City Strategy and Development Policy Committee
14 June	Unley Men's Buddies Breakfast & Tour of Treasury Building (inc' tunnels under)
16 June	North Adelaide v Sturt (at invitation of Mayor of Prospect)
17 June	EM Briefing

In addition I had many meetings with rate payers with various concerns and met with some elected members, one on one.

## MEMBER REPORT

**REPORT TITLE:** REPORT FROM COUNCILLOR J RUSSO

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### Functions attended (up to the time of writing this report)

<b>Date</b>	<b>Function/Event Description</b>
25/4/19	ANZAC Day Dawn Service
28/4/19	SANFL Sturt Game & Volunteer Recognition (Sturt Bowling Club)
29/4/19	Council Meeting (April)
29/4/19	CEO Performance Review Committee Meeting
30/4/19	Meeting with Cancer Council of SA
2 & 3/5/19	LifeChanger Skills Workshop in Mt Gambier
6/5/19	EM Briefing Session – Aged Care Facility & Policy Review
6/5/19	Community Grants Working Party Meeting
7/5/19	FOCUS Meeting - Heritage & State Planning with Dr Darren Peacock
7/5/19	CEO Performance Review Meeting
7/5/19	Meeting with Council Staff about 125 <sup>th</sup> Suffrage Event
7/5/19	Meeting with Resident from FOCUS
8/5/19	SA Press Club Lunch – Election 2019
14/5/19	CEO Performance Review Committee Meeting
20/5/19	EM Briefing Session – Economic Development & Meeting Procedures
21/5/19	KWR Traders Association Catch Up Meeting
22/5/19	KWR Upgrade Community Information Session
23/5/19	National Volunteer Week Celebration – Film Night at the Capri
27/5/19	Council Meeting (May)
28/5/19	KWR Traders Association Catch Up Meeting
29/5/19	Grounded in Truth – Reconciliation event (Unley Town Hall)
30/5/19	Centennial Park Cemetery Authority Board Meeting
30/5/19	Citizenship Ceremony (Unley Town Hall)
31/5/19	KWR Traffic Management Plans Meeting
2/6/19	SANFL Sturt v Central – Multicultural Round (Unley Oval)



<b>Date</b>	<b>Function/Event Description</b>
3/6/19	EM Briefing Session – Rates Valuation, 2019-20 Annual Business Plan & Budget
4/6/19	CEO performance Review Committee Meeting
4/6/19	KWR Traders Association Catch Up Meeting
4/6/19	Unley Business Breakfast – Martin Haese
7/6/19	All Connections to Unley Art Prize Launch
11/6/19	KWR Traders Association Catch Up Meeting
17/6/19	EM Briefing session – Arthur & Mary St Urban Design & CEO KPIs
18/6/19	KWR Traders Association Catch Up Meeting
19/6/19	SA Press Club State Budget Lunch