

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 14 August 2017 - 7.00pm

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



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

WELCOME

ORDER OF BUSINESS

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NEXT MEETING

Monday 28 August 2017 – 7.00pm

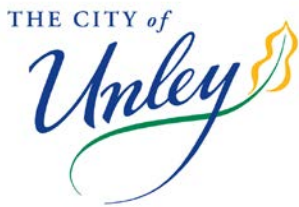
Suggested Items for Next Agenda

Petition – Small Dogs Off Leash	
Motion on Notice – Cr Hudson re Aviation Regulations regarding flying of Drones	Was Motion Without Notice at July meeting now becomes Motion on Notice
Community Event Sponsorship Program Funding Allocations	Recommendations for funding for the community event program 2018
Food Audit	
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Integrated Waste Strategy	
Property Management – Acquisition and Divestment policy	
Joint Use Agreements with the Minister for Education for Parkside, Highgate and Black Forest Primary Schools	Renewal of existing Joint Use Agreements with the Minister for Education, for the community use of these three schools in the City of Unley.
Greening verges	
Unley Integrated Transport Strategy	
Preliminary Year End Financial Report – June 2016	
4 Year Plan and Community Plan	Adoption of the 4 Year Plan and Community Plan by Council
Quarterly Performance Report – 4 th quarter	

CONFLICT OF INTEREST

TITLE:	CONFLICT OF INTEREST
ITEM NUMBER:	931
DATE OF MEETING:	14 AUGUST 2017
ATTACHMENT:	1. CONFLICT OF INTEREST DISCLOSURE FORM

Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda.



CONFLICT OF INTEREST DISCLOSURE FORM

I, _____ have received a
[insert name]

copy of the agenda for the (Ordinary / Special) **Council / Committee / Board**
[delete that which is not applicable]

meeting to be held on _____
[insert date]

I consider that I have a ***material** conflict of interest pursuant to section 73 / ***actual** or ***perceived** conflict of interest pursuant to section 74 *[*delete that which is not applicable]* of the *Local Government Act 1999* ("the LG Act") in relation to the following agenda item:

[insert details]

which is to be discussed by the ***Council / *Committee / *Board** at that meeting.
[delete that which is not applicable]

The nature of my **material** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you (or a person prescribed in section 73(1) of the LG Act) stands to obtain a benefit or suffer a loss depending on the outcome of the consideration of the matter at the meeting of the Council in relation to the agenda item described above].*

OR

The nature of my **actual** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why the conflict between your interests and the public interest might lead to a decision that is contrary to the public interest in relation to the agenda item described above].*

I intend to deal with my **actual** conflict of interest in the follow transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the actual conflict of interest in a transparent and accountable way]*

OR

The nature of my **perceived** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you consider that an impartial fair-minded person could reasonably consider that you have a perceived conflict of interest in the matter]*

I intend to deal with the **perceived** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the perceived conflict of interest in a transparent and accountable way]*

Signature

Date

CONFIRMATION OF MINUTES

TITLE: CONFIRMATION OF MINUTES FOR COUNCIL
MEETING HELD ON 24 JULY 2017

ITEM NUMBER: 932

DATE OF MEETING: 28 AUGUST 2017

ATTACHMENTS: NIL

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The minutes of the Council Meeting held on Monday 24 July 2017, with the following addition (shown in ***bold***) to Item 910 – Motion on Notice – Councillor Schnell re Parking Restrictions Wayville and Goodwood Areas:

*MOVED Councillor Schnell
SECONDED Councillor Smolucha*

That within the Wayville and Goodwood area(s) where 4 hour restricted parking was trialled adjacent to the paid parking along the tram line:

- 1. The cost of parking permits be waived for the financial year 2017/2018.*
- 2. Refunds be issued to residents within the trial area who have paid for parking permits*
- 3. Residents be advised by letter that a fee will apply for parking permits after the grace period of financial year 2017/2018*

Councillor Hughes FORESHADOWED a MOTION if the original Motion does not get up.

*The MOTION was put and **LOST***

DIVISION

A Division was called and the previous decision set aside.

Those voting in the affirmative

Councillors Schnell and Smolucha

Those voting in the negative:

Councillors Palmer, Salaman, Hewitson, Hudson, Koumi, Hughes, Lapidge and Rabbitt.

*The MOTION was declared **LOST***

*MOVED Councillor Hughes
SECONDED Councillor Lapidge*

That this matter be considered in the policy review of Residential Parking Permits and Associated Fees.

*The FORESHADOWED MOTION was put and declared **CARRIED***

DIVISION

A Division was called and the previous decision set aside.

Those voting in the affirmative:

Councillors Palmer, Salaman, Hewitson, Hudson, Koumi, Hughes, Lapidge and Rabbitt.

Those voting in the negative:

Councillors Schnell and Smolucha.

*The FORESHADOWED MOTION was declared **CARRIED***

be taken as read and signed as a correct record.

DRAFT DECISION REPORT

REPORT TITLE: GOODWOOD OVAL AND MILLSWOOD
SPORTING COMPLEX - DESIGN PROJECTS

ITEM NUMBER: 933

DATE OF MEETING: 14 AUGUST 2017

AUTHOR: JOHN WILKINSON

JOB TITLE: SPORT & RECREATION PLANNER

EXECUTIVE SUMMARY

Council endorsed the Goodwood Oval and Millswood Sporting Complex Improvement Plan in 2014, followed by a staged implementation plan in 2015. As only a portion of the plan is funded in the LTFP (\$1.0m of \$8.9m), opportunities to upgrade the facilities in line with the plan have been explored.

Most recently, options to improve the lighting at Millswood Croquet Club have been agreed with the club and this work is proceeding. Concept designs for improvements to the Goodwood Oval grandstand facilities have also been developed. This work was the subject of a State Government funding application, which unfortunately, was unsuccessful.

Council has allocated \$200,000 in the 2017/18 budget for the development of designs for upgrades at Goodwood Oval and Millswood Sporting Complex to achieve a 'shovel ready' project, to inform future Council funding, and to enable Council to apply for external grant funding.

After reviewing the recommendations in the Improvement Plan for both sites, there are a number of actions that can be delivered. The purpose of this report is to seek Council endorsement of the priority projects that will form the basis of further design work during 2017/18, and position Council to actively seek external funding during the remainder of 2017 and into 2018.

RECOMMENDATION

That:

1. The report be received.
2. Designs, promotional marketing material, and project estimates be prepared for improved sports lighting at the Tennis SA Millswood Tennis Complex (improving existing lighting to 8 courts only at this stage), improved clubroom facilities for Millswood Croquet Club, and accessibility improvements at Goodwood Oval.

3. The Goodwood Oval grandstand upgrade project be added to the list of priority projects that Council actively seeks funding for, as a result of the unsuccessful funding application to the State Government's Female Facilities Program.
 4. The concept designs for any of these projects, for which funding partners have been secured, be presented back to Council prior to community engagement, for further consideration.
 5. Council Delegate the Chief Executive Officer to meet with representatives of the major political parties and the State Government, seeking funding commitments for these priority projects.
-

1. RELEVANT CORE STRATEGIES/POLICIES

The master plan for Goodwood Oval was a specific action within Council's previous 4 Year Plan (2012-2016) and directly aligns to the strategic outcomes of our Community Plan 2033, primarily to support the objectives of the "Living: Our Path to a Thriving City" theme.

The improvement of Council's sport and recreation infrastructure is also identified in a number of key Council strategies and plans:

- Living Well – The Regional Health Plan for the Cities of Unley and Mitcham
- Living Active, Sport and Recreation Plan 2015-2020, City of Unley
- Open Space Strategy, City of Unley
- Disability Action Plan, City of Unley
- Long Term Financial Plan (includes funding allocated in years 2019 to 2021)

2. DISCUSSION

The upgrade of facilities at Goodwood Oval and Millswood Sporting Complex has been a goal of Council for the past four years with the aim of improving the functionality and appearance to benefit user groups and the wider community.

Council endorsed the Goodwood Oval and Millswood Sporting Complex Improvement Plan in August 2014, followed by a subsequent Staged Implementation Plan in April 2015, which allocated a priority rating, probable costs and funding opportunities. The plan was only partially funded in the Long Term Financial Plan (LTFP) with a \$1.0m allocation of a total project costing an estimated \$8.9m.

Update on Progressed Projects

A number of actions have been undertaken to date, including:

- Investigation of improvements at Millswood Bowling Club and Millswood Croquet Club, including the provision of a fourth croquet lawn. Whilst numerous options were explored, it is clear that a suitable layout for both clubs cannot be achieved, primarily due to a lack of agreement by key stakeholders.
- Preparation of concept plans for the upgrade of the Goodwood Oval grandstand, to support external funding applications.
- Development approval and a \$30,000 funding contribution for improved sports lighting at Millswood Croquet Club (to be completed in the 2017/18 financial year).
- On-going discussions with Forestville Hockey Club and other stakeholders to support the club in their pursuit of a synthetic pitch and a new home base.

In December 2016, Council endorsed the development of designs for improvements at the Goodwood Oval grandstand with a focus on improved facilities for female participants and umpires. The designs were presented to Council in April 2017 (Item 829) where a preferred approach was endorsed, and this formed the basis of a funding application to the State Government's Female Facilities Program.

The outcome of this funding application was recently revealed and unfortunately it was unsuccessful. Consequently, the grandstand facility improvements will now be included with the other priority projects outlined in the table below, to enable Council to actively seek external funding.

In the event that the funding application was successful, Council had budgeted for the relocation of the public toilet from the grandstand to a new external site to enable the internal grandstand facility improvements to proceed (\$250,000). As this project will not proceed at this time, the use of this budget allocation should be considered as part of the first quarter budget review, depending on whether alternative funding support can be secured for the grandstand upgrade.

At its meeting on 24 July 2017 (Item 918), Council endorsed the following:

1. *The report be received.*
2. *No further action be undertaken at this time regarding changes to the layout of the sports playing areas and recreation areas at Millswood Sporting Complex.*
3. *Commence design work for upgrades to the existing croquet building.*
4. *Incorporate the design work for the croquet building with the other design work being undertaken at the Goodwood Oval and Millswood Sporting Complex during 2017/18.*
5. *A report on this work will be presented to Council on 14 August 2017.*

Priority Projects for Further Design

A number of opportunities to acquire external funding may be available to Council soon, as a result of the impending State Government election (March 2018) and other State Government funding provided through the Office for Recreation & Sport.

Following a review of the Improvement Plan and Staged Implementation Plan, a number of priority projects have been identified to progress design and to seek external funding.

A summary of these is provided as follows:

	Project	Administration comment
1	Goodwood Oval grandstand improvements, including new public toilet and improvements to disability access, viewing and shelter.	High priority. Concept designs endorsed in April 2017. Since the State Government funding application was unsuccessful, this project should be included in the list of priority projects for lobbying both major political parties.

2	Improved sports lighting to the 8 tournament courts at the Tennis SA Millswood Tennis Complex (located at Goodwood Oval).	High priority. Tennis SA has implemented a new management model with Tennis Australia and joint funding opportunities with these organisations and State Government is likely.
3	New building at Millswood Croquet Club, including car parking and surrounds.	High priority. Existing clubroom does not meet club needs. Further design work will be undertaken as the club are no longer pursuing a fourth croquet lawn, and have recently achieved 3 full-size lawns and new sports lighting. The Club will contribute some funding and this project is also eligible for State Government funding through the Office for Recreation & Sport.

Council has allocated \$200,000 in the current financial year to progress design work associated with all of these projects. As part of this work, cost estimates will also be undertaken.

Each key stakeholder has been contacted regarding the relevant projects and have indicated their support and the possibility of a funding contribution. The amount of this funding contribution will be discussed further once designs and costs are finalised.

The design work will be developed to concept stage but provide sufficient information to enable clubs, the community and external funding partners to clearly understand each project, including functionality, appearance and cost considerations. This work will also allow the CEO to approach both major political parties in the lead up to the 2018 State Government election seeking a Government contribution towards the cost of the project.

3. **ANALYSIS OF OPTIONS**

Option 1 – Designs, promotional marketing material, and project estimates be prepared for improved sports lighting at the Tennis SA Millswood Tennis Complex (improving existing lighting to 8 courts only at this stage), improved clubroom facilities for Millswood Croquet Club, and accessibility improvements at Goodwood Oval.

The Goodwood Oval grandstand upgrade project be added to the list of priority projects that Council actively seeks funding for, as a result of the unsuccessful funding application to the State Government's Female Facilities Program.

The concept designs for any of these projects, for which funding partners have been secured, be presented back to Council prior to community engagement, for further consideration.

Council Delegate the Chief Executive Officer to meet with representatives of the major political parties and the State Government, seeking funding commitments for these priority projects.

Adoption of this motion would enable a suitably qualified and experienced consultant to be engaged to complete the design work under the direction of the Administration. By initially developing concept design promotional material, this will be available to assist with seeking external funding support.

The completed work will place Council in the best possible position to seek external funding later in 2017 and into 2018. This is a prudent and appropriate use of ratepayer funds to maximise the project delivery and Council investment. This motion also completes the design project at Millswood bowls and croquet, which demonstrates Council's commitment to delivering a priority project of the plan.

The disadvantage with this motion is the perception that Council are not providing support to other clubs at these sites, where actions relating to their needs are a lower priority at this time.

Option 2 – Council resolve to change the list of priority projects or not to proceed with the design work.

Adopting this option would be inconsistent with previous Council motions committing money to the project and advising clubs and the community that Council is committed to improving facilities at these sites.

The opportunity to secure external funding support would also be lessened without the design work being undertaken.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

5.1 *Financial/budget*

Council has allocated \$200,000 in the 2017/18 budget for the design work on priority projects. The actual cost of undertaking this work is currently unknown until quotes are sought from external consultants.

Funding of \$500,000 has been allocated in 2019/20 and 2020/21 in the Long Term Financial Plan for improvements at Goodwood Oval and Millswood Sporting Complex. Whilst preliminary costs for the improvements were outlined in the 2014

Improvement Plan, this design project will obtain more detailed costings to inform future budgets and funding applications.

A budget allocation of \$250,000 has been allocated to relocate the toilet currently in the Goodwood Oval grandstand. Depending on the success of lobbying for funding support to upgrade the grandstand fixtures, this budget allocation could be a potential saving.

5.2 *Legislative/Risk Management*

Community and stakeholder engagement will be a key element of the design process, to ensure any legislative and risk implications are identified and addressed. Legislative and risk implications will also be considered as part of the development application and construction process.

5.3 *Staffing/Work Plans*

There are no additional staffing impacts.

5.4 *Environmental/Social/Economic*

There are no particular environmental, social or economic impacts.

5.4 *Stakeholder Engagement*

Community engagement was undertaken as part of the development of the 2014 Improvement Plan, and engagement with clubs and local residents also occurred on the proposed improvements for the Millswood Bowls Club and Millswood Croquet Club.

This redevelopment introduces no additional activity to Goodwood Oval and Millswood Sporting Complex that is not already outlined in the 2014 Improvement Plan. It is proposed that consultation occur with key stakeholders and the community on each of the projects recommended for further design, as part of the development of the designs.

Community engagement is not intended until external funding has been secured, and Council endorses funding for building works.

6. REPORT CONSULTATION

Consultation has occurred with the General Manager City Development, Manager City Development and the Manager Property Assets.

7. ATTACHMENTS

Nil

8. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer
John Devine	General Manager City Development

DECISION REPORT

REPORT TITLE:	ON-STREET PARKING CONTROLS IN GOODWOOD – ESSEX STREET SOUTH AND DEVON STREET NORTH
ITEM NUMBER:	934
DATE OF MEETING:	24 JULY 2017
AUTHOR:	SATYEN GANDHI
JOB TITLE:	TRANSPORT AND TRAFFIC LEAD

EXECUTIVE SUMMARY

The Council at its meetings held on 27-28 February 2017 (Essex Street South) and 22 May 2017 (Devon Street North) resolved to undertake community engagement with local residents/stakeholders of Essex Street South and Devon Street North, to seek their views on the parking restrictions in these streets.

Community engagement (written letters and survey) was undertaken with local residents of these streets in May/June 2017.

It is evident from the survey results, that a majority (13 out of 23) of the respondents want parking only to remain on one side of the street in Essex Street South and the majority (17 out of 24) of respondents want all 4 hour parking controls to be removed from Devon Street North.

Respondents who supported the retention of parking controls have generally commented that the parking restrictions have been successful in reducing all day commuter parking in their streets, and parking availability has improved.

Respondents who supported the removal of parking controls expressed concerns about parking permit fees, or have commented that the controls are unnecessary. Council at its meeting on 22 May 2017, discussed parking permit fees and there is a view to review the fees as part of the scheduled parking policy review later this financial year.

Based on the community feedback, it is recommended that the parking controls be changed at Essex Street South to 4 hour parking only on the east side, and that the 4 hour parking controls in Devon Street North be removed.

One consequence of these recommended changes is that commuters are likely to use the unrestricted parking areas all day, as these streets are near to bus/train/tram stops. This information was given to residents as part of the survey for them to provide informed feedback.

RECOMMENDATION

That:

1. The report be received.
 2. The parking in Essex Street South be changed to have 4 hour parking only on the east side of the street.
 3. The parking in Devon Street North be changed to have unrestricted parking, by removing the existing 4 hour parking controls on both sides.
 4. The community originally consulted on this matter be notified of Council's decision. In this notification, residents wanting parking permits in Essex Street South be advised of the process and associated fees.
-

1. RELEVANT CORE STRATEGIES/POLICIES

- 1.1 Community Plan 2033 – Moving
- Equitable parking throughout the City

2. DISCUSSION

The Council at its meetings held on 27-28 February 2017 (Essex Street South) and 22 May 2017 (Devon Street North) resolved to undertake community engagement with local residents/stakeholders of Essex Street South and Devon Street North, to seek their views on the current parking restrictions in these streets.

Community engagement was undertaken with the local residents and the purpose of this report is to provide information on the community feedback, implications of the proposed parking options, and to provide recommendations with regards to the parking controls along these streets.

Essex Street South

Currently, there is 4 hour limited parking on both sides of the street. A community survey (written letter and feedback form) was undertaken with the local residents and property owners in May - June 2017. This survey sought the residents' feedback on whether the parking controls should be removed from one side of the street and if so, what is their preferred side (east or west) for removing the controls. This survey was consistent with that requested in the residents' petition received at the February 2017 Council meeting.

The following is a summary of the community responses to the survey:

- Total circulars delivered: 54
- Total responses received: 23
- Number of respondents supporting 4P parking controls east side only: 7
- Number of respondents supporting 4P parking controls west side only: 6
- Number of respondents supporting 4P parking controls to be kept on both sides: 7
- Number of respondents who did not indicate a preference: 3

From the survey responses, it is evident that the majority (13 out of 23) of the respondents prefer parking to be restricted to only one side of the street. The responses also indicated a preference for controls on the east side of the street, albeit by one vote.

Devon Street North

Currently, there is 4 hour limited parking on both sides of the street. A community survey (written letter and feedback form) was undertaken with the local residents and property owners in May - June 2017. This survey sought the residents' feedback on whether to retain or remove the existing 4 hour parking controls in Devon Street North. This is consistent with Council's direction provided at the May 2017 meeting.

The following is a summary of the community responses to the survey:

- Total number of circulars delivered: 79
- Total responses received: 24
- Number of respondents supporting the retention of the parking controls: 6
- Number of respondents supporting the removal of the parking controls: 17
- Number of respondents who did not indicate a preference: 1

It is evident from the community feedback that the majority of the respondents support the removal of parking restrictions. The analysis of community feedback suggests that the respondents who supported the retention of parking controls witnessed that the parking controls have been effective in reducing all-day commuter parking and improvements to the parking availability in the area. Respondents who supported removal of the parking controls mainly complained about the parking permit fees. There were 11 respondents who did not provide any comments.

Council considered parking permit fees as part of its annual fees and charges review, and have indicated the permit fees should be reviewed as part of the parking policy review in the 2017 – 2018 financial year.

3. ANALYSIS OF OPTIONS

Option 1 – The parking in Essex Street South be changed to have 4 hour parking only on the east side of the street.

The parking in Devon Street North be changed to have unrestricted parking, by removing the existing 4 hour parking controls on both sides.

The community originally consulted on this matter be notified about Councils decision. In this notification, residents wanting parking permits in Essex Street South be advised of the process and associated fees.

This option is consistent with the feedback from a majority of the respondents. As outlined in the discussion section of the report, a majority of the respondents of Essex Street South favour the parking restrictions to be applied only to one side of the street and a majority of respondents from Devon Street North support the removal of parking restrictions altogether from their street.

It is expected that the unrestricted sections of the local streets are likely to be used by commuters to park all-day which would affect the parking accessibility in the area. However, this will be monitored as part of Council's regular data collection and site surveys.

A benefit of the removal of parking controls is that it will make all-day /long term parking available for local residents who do not wish to have parking permits or occasionally wish to use the on-street parking provided parking spaces are not taken up by commuter parking.

Option 2 - Essex Street South parking be changed to have 4 hour parking only on the east side of the street and Devon Street North parking be changed to have 4 hour parking only on one side of the street.

This option allows for both Essex Street South and Devon Street North to have parking restrictions removed from one side and to retain the 4 hour parking on the other side. This will provide options for all-day and short/medium term parking in these streets. Residents who wish to park in the street without obtaining parking permits would be able to do so in the unrestricted section of the street while the 4 hour time limit provides for short term parking and parking for the permit holders. The unrestricted parking sections of the streets still have a risk of all-day commuter parking with this option. This option would not be consistent with the feedback received from Devon Street North residents.

Option 3 – Keep the existing parking arrangements at Essex Street South and Devon Street North

This option is against the preference of a majority of the respondents. However, this will retain the existing controls which have been successful in preventing all-day commuter parking along these streets, which in turn has enabled improved parking accessibility for the local community. The community feedback however, suggests that in the residents' experience there is no commuter parking issue in their streets.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

5.1 *Financial/budget*

- The proposed recommendations can be implemented within the existing operating budget allocations

5.2 *Legislative/Risk Management*

- There are no foreseeable adverse legislative implications with proposed recommendations

5.3 *Staffing/Work Plans*

- Nil

5.4 *Environmental/Social/Economic*

- Removal of all parking controls in Devon Street North may lead to all-day commuter parking in the street as the location is in close proximity to bus, train and tram stops. This information was provided to the residents as part of the survey.

5.5 Stakeholder Engagement

- As per the Council direction, community engagement was undertaken with residents of Essex Street South and Devon Street North via a written survey (feedback form) and letter mail out. The details of the survey results are provided in the *Discussion* section of the report. Copies of all community feedback have been made available in the Elected Members' room.

6. REPORT CONSULTATION

Regulatory Services staff

7. ATTACHMENTS

Nil

8. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Peter Tsokas	Chief Executive Officer
John Devine	General Manager City Development

DECISION REPORT

REPORT TITLE:	APPOINTMENT OF CITY STRATEGY AND DEVELOPMENT POLICY COMMITTEE MEMBER
ITEM NUMBER:	935
DATE OF MEETING:	14 AUGUST 2017
AUTHOR:	CAROL GOWLAND
JOB TITLE:	EXECUTIVE ASSISTANT TO CEO AND MAYOR

EXECUTIVE SUMMARY

To enable Council to undertake the appointment of a new Independent Member to the City Strategy and Development Policy (CS&DP) Committee following the recent resignation of Mr Grant Pember.

RECOMMENDATION

That:

1. The report be received.
 2. A report be presented to the September 2017 Council Meeting recommending the appointment of a suitable Independent Member to the City Strategy and Development Policy Committee until the end of the current Council term, and subject to any pertinent legislative change.
 3. Mr Grant Pember be thanked for his contribution as an Independent Member of the City Strategy and Development Policy Committee.
-

1. RELEVANT CORE STRATEGIES/POLICIES

The Committee is established under both Section 41 of the Local Government Act 1999 and Section 101A of the Development Act 1993.

The Committee is a “Prescribed Committee” under Determination No 7 of 2014 of the Remuneration Tribunal

2. DISCUSSION

Background

The City Strategy and Development Policy Committee was established by Council in 2016 to provide advice to Council in relation to proposals of, and the extent to which the Council’s strategic planning and development policies accord with the State Planning Strategy 30 Year Plan for Greater Adelaide, and assist Council in undertaking strategic review of the City of Unley Development Plan. A full list of the Committee’s objectives are shown in the Terms of Reference, Attachment 1 to Item 935/17.

Attachment 1

Council has recently received notice from current Independent CD&SP Member Mr Grant Pember of his resignation effective from the March 2017 meeting. Mr Pember should be thanked for his contribution.

The current term of the existing independent members of the CD&SP Committee expires at the end of the current Council term.

The Committee is required to meet, at a minimum, twice a year and then on an as needed basis.

It is recommended that expressions of interest be sought for a short term Independent Member appointment during August/September 2017. Given the short-term nature of the current appointment and that it relates to a single member, it is recommended the Chief Executive Officer be delegated authority to facilitate the recruitment process by interviewing the applicants and making a recommendation to the September Council meeting.

3. ANALYSIS OF OPTIONS

Option 1 – A report be presented to the September 2017 Council Meeting recommending the appointment of an Independent Member of the City Strategy and Development Policy Committee until the end of the current Council term, and subject to any legislative change.

The advantage of this option is that it allows for an efficient administrative process to shortlist and interview an Independent Member and provide a recommendation to the September Council Meeting.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

The recommendation meets Council legislative requirements. There are no policy implications.

6. REPORT CONSULTATION

Acting Group Manager Governance and Risk
General Manager City Development

7. REPORT AUTHORISERS

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

CITY STRATEGY AND DEVELOPMENT POLICY COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1. The Council has established the City Strategy and Development Policy Committee (referred to in these Terms of Reference as "the Committee") pursuant to Section 41 of the *Local Government Act 1999* ("the Act") and Section 101A of the *Development Act 1993*.
- 1.2. This Terms of Reference was adopted by Council on 14 November 2016 (C662/2016).
- 1.3. The Committee may be wound up at any time by resolution of the Council.
- 1.4. The Committee is established as a "prescribed committee" defined in the Remuneration Tribunal Determination No. 7 of 2014, Allowances for Members of Local Government Councils, as published in the Government Gazette on 31 July 2014.

2. OBJECTIVES

- 2.1. The Committee is established to fulfil the following functions:
 - 2.1.1 Provide advice to the Council in relation to proposals of, and the extent to which, the Council's strategic planning and development policies accord with the State Planning Strategy 30 Year Plan for Greater Adelaide.
 - 2.1.2 assist the Council in undertaking strategic reviews of the City of Unley Development Plan and monitoring progress at achieving;
 - orderly and efficient development within the area of the Council; and
 - high levels of integration of transport and land use planning; and
 - relevant targets set out in the State Planning Strategy within the area of Council; and
 - the implementation of affordable housing policies set out in the State Planning Strategy within the area of the Council; and
 - other outcomes of a prescribed kind (if any).

- 2.1.3 Provide advice to the Council (or to act as its delegate under section 101A of the *Development Act 1993*) in relation to strategic planning and development policy issues when the Council is preparing –
 - (i) A Strategic Directions report; or
 - (ii) A Development Plan Amendment proposal; and
 - (iii) Other functions (other than functions relating to development assessment or compliance) assigned to the Committee by the Council.
- 2.1.4 Review and consider specific changes to the Development Plan as initiated by the State Government.
- 2.1.5 Review relevant State legislative, Strategy, and Policy changes affecting Local Government activity and responsibilities in relation to development, and recommending appropriate course(s) of action.
- 2.1.6 Receive reports, at least six monthly, from the City of Unley Development Assessment Panel (DAP) re trends, issues and other relevant matters.
- 2.1.7 Provide advice to Council regarding strategies and policies to deal with major changes in urban form, increased population or changing population age profiles in the council area related to the (State) 30 Year Plan for Greater Adelaide or other factors.

3. **MEMBERSHIP**

- 3.1. The Committee will comprise 7 members as follows:
 - (a) 4 Elected Members nominated by the Council;
 - (b) 3 Independent Members appointed by the Council;
 - (c) The Mayor *ex officio*.
- 3.2. Councillors are appointed for the term of Council.
- 3.3. Independent Members are appointed for a term commencing 1 December 2016 for the current term of Council subject to legislative change.
- 3.4. The Independent Members of the Committee should have expertise relevant to the subject matter of the Committee.
- 3.5. Criteria used to select independent representatives will have regard to gender balance,
- 3.6. The current members of the Committee are listed at Schedule 1 to these Terms of Reference.
- 3.7. Subject to clause 1.3 of these Terms of Reference, membership of the Committee is as listed on Schedule 1 *unless* a member resigns or is otherwise incapable of continuing as a member or is removed from office by the Council.

- 3.8. The Committee may, by a vote supported by at least half plus one of the members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.
- 3.9. Members of the Committee are eligible for re-appointment at the expiration of their term of office.
- 3.10. The Committee may be re-established by the Council after each Council periodic election.
- 3.11. Council will determine the sitting fees for Independent Members for meetings attended.
- 3.12. In accordance with Division 2 of Part 4 of Chapter 5 of the “Act”, all Independent Members of this section 41 Committee will be required to complete and submit Primary and Ordinary Returns for the Register of Interests.

4. **PRESIDING MEMBER**

- 4.1. The Council will appoint the Presiding Member of the Committee.
- 4.2. The Council authorises the Committee to determine if there will be a Deputy Presiding Member of the Committee and, if so, authorises, the Committee to make the appointment to that position for a term determined by the Committee.
- 4.3. If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.
- 4.4. The role of the Presiding Member includes:
 - 4.4.1 overseeing and facilitating the conduct of meetings in accordance with the *Local Government Act 1999*, and the *Local Government (Procedures at Meetings) Regulations 2013*.
 - 4.4.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
 - 4.4.3 where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

5. **OPERATIONAL MATTERS**

- 5.1. The Council has delegated its powers under Section 101A of the *Development Act 1993* to the Committee. Accordingly, all decisions of the Committee constitute recommendations to the Council.

- 5.2. The Council authorises the Committee to conduct public hearings in regard to Plan Amendment Reports and Section 30 reviews under the *Development Act 1993* and report to Council accordingly.
- 5.3. The Committee is not delegated any of the decision making powers, functions or duties of the Council. All decisions of the Committee will therefore constitute recommendations to the Council to consider and determine.
- 5.4. The Committee shall meet, at a minimum, twice a year and then on an as needed basis.
- 5.5. The Committee may establish working parties to expedite the current business of the Committee. These working parties may only be established for a specific matter and/or purpose with a defined and limited term.
- 5.6. If after considering advice from the CEO or delegate, the Presiding Member of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting. Members are to be advised at least 3 clear days before the scheduled meeting. Advice of the same will also be posted on Council's website.
- 5.7. For the purposes of section 41(8) of the Act, the Council's reporting and other accountability requirements are satisfied by the delivery of a copy of the minutes of each meeting of the Committee to each Elected Member of the Council and the inclusion of those minutes in the agenda papers for the next ordinary meeting of the Council.

6. NOTICE OF MEETINGS

- 6.1. Notice of the meetings of the Committee will be given in accordance with sections 87 and 88 of the Act. Accordingly, notice will be given:-
 - 6.1.1 to members of the Committee by email or as otherwise agreed by Committee members at least 3 clear days before the date of the meeting; and
 - 6.1.2 to the public as soon as practicable after the time that notice of the meeting is given to members by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.
- 6.2. The agenda and reports for all meetings of the Committee must be delivered to members of the Committee at least 3 clear days before the meeting.

7. PUBLIC ACCESS TO MEETINGS

- 7.1. The Committee shall meet at the Offices of the Council located at 181 Unley Road, Unley SA 5061.
- 7.2. Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

8. MEETING PROCEDURE

- 8.1. The Council has resolved to apply Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* to this Committee.
- 8.2. Insofar as the Act, the Regulations, the Code of Practice - Meeting Procedures or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.
- 8.3. Subject to clause 8.4 of these Terms of Reference, all decisions of the Committee shall be made on the basis of a majority of the members present.
- 8.4. A quorum is ascertained by dividing the total number of Committee members by two, ignoring any fraction resulting from the division, and adding one.
- 8.5. If the Mayor attends a meeting of the Committee as *ex-officio*, the Mayor's attendance will be included in the calculation of quorum.
- 8.6. All members of the Committee must (subject to a provision of the Act or Regulations to the contrary) vote on any matter arising for decision at a meeting of the Committee.
- 8.7. Every member of the Committee has a deliberative vote only. In the event of a tied vote the person presiding at the meeting does not have a second or casting vote.
- 8.8. The format of the agenda for all meetings of the Committee is as set out at Schedule 2 to these Terms of Reference.
- 8.9. Any decision of the Committee which does not arise from a recommendation of a Council officer must be supported in the minutes of the meeting by clear reasons for the decision.
- 8.10. The Council will provide a support officer for the purposes of co-ordination and preparation of agendas and reports for and minutes of Committee meetings and as a point of contact for all Committee members.

Responsible Officer: Chief Executive Officer

Attendance by: Chief Executive Officer and Executive (as required)

MEMBERSHIP

1. Presiding Member: Cr Michael Rabbitt
2. Members of the Committee:

Cr. Jennie Boisvert
Cr. Michael Hewitson
Cr. Don Palmer

Independent Members:
Mr Doug Wallace
Mr Lloyd Roberts
One position vacant

The Mayor *ex officio*
3. Term:

Councillors; for the term of Council (unless such appointment is revoked by the Council).

Independents; commencing 1 December 2016 until the end of the term of Council subject to legislative change.
4. Sitting fees for Independent Members per meeting attended: \$300

NAME OF COMMITTEE

A G E N D A

Meeting to be held
(Date and Time)
Civic Centre
181 Unley Road, Unley SA 5061

MEMBERS:

Presiding Member
Committee Members

REPORT TO COUNCIL:

ACKNOWLEDGEMENT: (Optional)

We acknowledge that the land we meet on today is the traditional land of the Kaurna people and that we respect their spiritual relationship with their country.

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

APOLOGIES:

CONFIRMATION OF COMMITTEE MINUTES:

CONFLICT OF INTEREST:

DEPUTATIONS:

REPORTS OF OFFICERS:
ITEM NO.

PAGE NO:

1.

NEXT MEETING:

DECISION REPORT

REPORT TITLE:	CHIEF EXECUTIVE OFFICER'S KEY PERFORMANCE INDICATORS (KPIs) 2017/18
ITEM NUMBER:	936
DATE OF MEETING:	14 AUGUST 2017
AUTHOR:	CAROL GOWLAND
JOB TITLE:	EA TO CEO AND MAYOR

EXECUTIVE SUMMARY

As part of its governance process, the City of Unley undertakes an annual review of the Chief Executive Officer's (CEO's) performance and remuneration.

To enable the City of Unley to effectively review the CEO's performance, it is critical to set a series of key performance indicators (KPIs) against which performance will be 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 been engaged in a consultative process of determining a set of KPIs for 2017/2018, and they are presented in this report to Council.

RECOMMENDATION

That:

1. The report be received.
 2. The draft Key Performance Indicators (KPIs) for 2017/2018 developed by the CEO performance Review Panel in consultation with the Chief Executive Officer, be adopted.
-

1. RELEVANT CORE STRATEGIES/POLICIES

5. Organisational Excellence

- 5.1 A constructive culture for all employees and volunteers
- 5.2 A customer centric approach
- 5.3 Good governance and legislative framework
- 5.4 An environmental of continuous improvement and innovation
- 5.5 A financially sustainable approach to business and planning activity
- 5.6 Enabling information systems and robust reporting
- 5.7 Uphold the reputation of the City of Unley

2. DISCUSSION

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 2017/2018 year, but to also ensure those KPIs enable the longer term delivery of the Strategic Plan.

The CEO Performance Review Panel has met with the CEO to discuss a series of ideas from the Panel and the CEO that could be developed into KPIs for the current 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. These KPIs have also been distributed to Elected Members for their comment. The CEO also consulted with his direct reports to ensure they could have input in relation to their specific areas of responsibility. From those discussions, and from the comments and suggestions for change from the Panel, a draft set of KPIs have been developed and are included with this report. (Attachment 1 to Item 936/17.)

Attachment 1

3. ANALYSIS OF OPTIONS

Option 1 – The draft KPIs for 2017/2018 developed by the CEO performance Review Panel in consultation with the Chief Executive Officer be adopted.

This option will formally endorse the draft KPIs developed by the CEO Performance Review Panel and allow work to commence on these initiatives.

Option 2 - The draft KPIs for 2017/2018 (as amended) developed by the CEO performance Review Panel in consultation with the Chief Executive Officer be adopted.

This option allows amendments to be made to the draft KPIs. Members should note the potential impact on time if significant changes are proposed.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

Nil

6. REPORT CONSULTATION

CEO Performance Review Panel
Elected Members have discussed these KPIs at their workshop on 7 August.

7. ATTACHMENTS

1. CEO's KPIs for 2017/18.

8. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
L Clyne	Mayor

Draft - CEO KPI's 2017/2018

Key Performance Indicators	Description	Milestones
1. Customer Experience		
Continue to develop a customer service focused culture across the organisation.	<p>The proposed Customer Experience Program will require 3 years to be fully implemented and focuses on 4 key areas:</p> <ol style="list-style-type: none"> 1. Transformation of existing Customer Service area operating model from a Call Centre to a Customer Resolution Centre. 2. Improve Service Consistency and Reliability by providing a clear service delivery model, re-engineering and aligning policy, internal processes and procedures and confirming accountabilities for delivering to service standards. 3. Improving Customer Self Help Options using technology solutions to enable customers to easily access and resolve simple and common customer enquiries and transactions. 4. Activate a Customer service change culture program which ensures a Customer First principle is demonstrated and valued across all layers of the organisation and that our staff understand and are committed to providing outstanding customer experiences. <ul style="list-style-type: none"> • During 2017/18 customer surveys for three specific services will be undertaken to measure satisfaction with service delivery, identify opportunities for improvement and develop a set of actions to improve service delivery. 	<ul style="list-style-type: none"> • The existing call centre will be re-engineered as a customer resolution centre with a service ethos of achieving 55% call resolution at the first point of contact. • A complaints management framework will be implemented. • Customer request workflows will be standardised across the organisation. • Organisation wide customer kpi's to measure successful customer resolution will be reported. • Implement customer service kiosks in satellite locations such as libraries and community centres to provide customers the ability to log on-line requests. • Service areas identified for survey in 2017/18 are: <ul style="list-style-type: none"> ○ Development Services ○ Parking & Traffic ○ Footpath replacement program
2. Targeted Operating Model		
Development of Target Operating Model (TOM) providing principles that enables Council to define the future business operating model to deliver best value	<p>This project will be delivered in two stages, the first to be completed in 2017/18 will involve the formulation of a framework, including principles, to provide a method by which Council can adopt an agnostic review of existing services in</p>	<ul style="list-style-type: none"> • Council will have endorsed the TOM framework to provide the basis for making decisions on Council's role in services provided.

Draft - CEO KPI's 2017/2018

services.	determining Councils role in the delivery of those services e.g. direct service provider, lobbyist, facilitator, partner, contractor or no role. This stage will also involve the gathering of supporting information to identify what services council currently provides, how it provides them and the cost of provision. In essence, Council will be able to understand how and where the majority of the annual budget is allocated. The second stage will commence in 2018/19 and will involve Council making decisions on a suite of services in line with the framework.	<ul style="list-style-type: none"> Council will have endorsed a report detailing what existing services we currently provide, how we provide them & the cost of providing those services.
3. Strategic Infrastructure Projects		
The revitalisation of the King William Road street scape and redevelopment Unley Oval Grandstands and Goodwood Oval.	Council has allocated a budget for the development of detailed designs for the redevelopment of the Unley Oval Grandstands, Goodwood Oval and the King William Road streetscape. As part of the process, community and business engagement will occur with the King William Road project and stakeholder engagement with regards to Goodwood Oval. With respect to Unley Oval, a development application will be lodged to commence the process. Whilst implementation of both recreational facilities is subject to additional funds being obtained , the intention is to have two "spade ready" projects.	<ul style="list-style-type: none"> Design and construction documentation for the revitalisation of the King William Road street scape will have been completed. This will include community and business engagement as part of the process and a report provided to Council on the proposed design. Detailed design documentation will be completed for the redevelopment of the Unley Oval Grandstands in accordance with the concepts approved by Council. Detailed designs for Councils priority projects for the Goodwood Oval redevelopment in accordance with Council's approved concept (to be considered in July 2017).
4. Organisational Culture		
Continue to develop a performance based culture across the organisation and build the	The organisation has been undertaking a cultural change programme to develop a performance based culture since	<ul style="list-style-type: none"> An organisation culture survey will

Draft - CEO KPI's 2017/2018

capability and capacity of the people	2012. A culture survey is undertaken every 3 years to measure and benchmark the current culture to provide leaders and other employees with information to understand the thinking and behavioural styles that are expected of them in the way they work, interact, manage problems and adapt to change. As part of the programme, an organisation culture survey is to be undertaken in 2018.	be undertaken in March 2018 with a target participation rate of at least 90%. <ul style="list-style-type: none"> The organisation culture results will show an overall improvement in constructive styles and causal factors compared to the 2015 results.
5. Recurrent Savings		
Deliver the annual business plan for 2017/2018, whilst continuing to review and implement initiatives that deliver strong financial performance.	<ul style="list-style-type: none"> Since 2012, the Administration has found ongoing operational savings as part of the annual budget process. These savings have been used to implement new initiatives or to fund increases in service levels. To date, some \$3m of ongoing savings have been found. Since 2015, the Administration has identified a range of potential sources of alternate income generation that move the City of Unley in the longer term to a position where rates contribute less than what they currently do. One area that has proven to be successful is the introduction of paid parking in Wayville. 	<ul style="list-style-type: none"> A target of \$400k ongoing savings will be identified for the 2018/19 budget. A report identifying additional areas for the introduction of paid parking will be submitted to Council for consideration.
6. ERA Shared Services		
Continue to collaborate with the ERA Councils to implement shared services to improve efficiency, while maintaining agreed service levels	<ul style="list-style-type: none"> Test the feasibility of creating an Eastern Region Alliance (ERA) Regulatory Services structure which provides services to a number of ERA councils. Continue to explore opportunities for shared services arrangements for the delivery of Building Surveying / Inspectorial and Traffic/ Parking investigations services. 	<ul style="list-style-type: none"> A report will be provided to Council outlining a business case whether to proceed towards establishing a separate entity for the provision of regulatory services across two or more ERA councils. This report will discuss governance arrangements as well as operational considerations.
7. Economic Development		
Remove barriers in Council's policies and	One of the priorities in Council's four year plan is to assist	<ul style="list-style-type: none"> A staff concierge service will be

Draft - CEO KPI's 2017/2018

processes to assist the City of Unley to be recognised as an easy place to do business.	<p>businesses to set up and operate in Unley. As part of the project, a number of initiatives will be undertaken including:</p> <ul style="list-style-type: none"> • A business concierge service will be established to assist businesses when dealing with Council. • An on-line business service will be introduced to provide broader access to information and support services. • Information sessions on the importance of economic development will be provided to key areas of Council. • A review of Council policies and procedures will commence to ensure they are business friendly where possible. 	<p>established.</p> <ul style="list-style-type: none"> • An on-line business service tool will be identified for implementation. • A program of Council policies for review will have been approved by Council and reviews commenced and implemented.
8. Public Lighting		
Explore opportunities to reduce the costs of public street lighting; improve service level and improve environmental outcomes.	The City of Unley is working with the City of Campbelltown to explore options to provide an efficient and cost effective public lighting solution. Whilst this may include LED lights, smart technology solutions will also be investigated for selected precincts such as our main streets. The investigation will include funding options as part of the business case for implementation.	<ul style="list-style-type: none"> • A report will be provided to Council detailing options and benefits/ costs for consideration. • A tender process will be completed for the provision of public lighting across the City as well as smart infrastructure options in selected precincts. •
9. Recreation		
Develop strategies with sporting clubs, tenants, and other users of Council properties to increase usage and patronage of their facilities.	Optimising the use of our open spaces and recreational facilities and encouraging our clubs to grow their membership are both important levers to achieving an active and healthy community. This KPI involves gathering base line data to understand current usage of our recreational facilities and open space and sporting/ leisure club membership. Based on the data gathered, options will be developed to increase the usage of our open space by the community and a range of incentives identified to assist clubs to increase their membership. This could involve grants being offered to clubs that satisfy some key criteria.	<ul style="list-style-type: none"> • Baseline data of usage for recreational facilities/ open space will be gathered as well as club membership numbers. • A report will be presented to Council discussing opportunities to assist and reward clubs who increase their membership numbers. • A program will be developed to increase usage on Council owned

Draft - CEO KPI's 2017/2018

		open space/ recreational facilities.
10. Community Engagement		
Implement a continuous improvement program to evaluate the effectiveness of Council's community engagement practices and identify opportunities for improvement.	Council engages with the community on a day to day basis in terms of the services it delivers as well as projects it undertakes. As with any of our business systems and practices we should be reviewing how effective these are and looking for opportunities for improving them. Council's community engagement toolkit was developed in 2015 and it is timely to review the effectiveness of the toolkit and to make any changes that may be required based on our experiences. As part of the review, a training programme for key staff should be undertaken to provide clarity on the methodology to be used so it is consistent across the organisation.	<ul style="list-style-type: none"> • A continuous improvement program will be introduced inclusive of an independent audit approach to evaluate a minimum of 3 community engagement activities and identify opportunities for improving future practices. The community engagement toolkit will be reviewed based on findings of the audits undertaken. • A training programme on community engagement will have been completed by key staff in the organisation.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 938 – CO-WORKING SPACE
ITEM NUMBER: 937
DATE OF MEETING: 14 AUGUST 2017
AUTHOR: CAROL GOWLAND
JOB TITLE: EXECUTIVE ASSISTANT TO CEO & MAYOR

PURPOSE

To recommend that Item 938, Co-working Space, be discussed in confidence, and remain confidential until the confidentiality order is revoked by the Chief Executive Officer at a future date.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. Pursuant to Section 90(2) and 90(3)(b)(i)(ii) of the Local Government Act 1999 the Council orders the public be excluded, with the exception of the following:

Mr P Tsokas, Chief Executive Officer
Ms M Berghuis, General Manager City Services
Mr J Devine, General Manager City Development
Ms N Tinning, General Manager Business Support & Improvement
Ms J Lister, Acting Group Manager Governance and Risk
Ms C Gowland, Executive Assistant to CEO and Mayor

on the basis that it will receive and consider a report on Co-working space, and that the Council is satisfied that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter on the grounds that they contain:

- (b) information the disclosure of which –
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - (ii) would, on balance, be contrary to the public interest.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE ITEM 938 – CO-WORKING
SPACE

ITEM NUMBER: 939

DATE OF MEETING: 14 AUGUST 2017

AUTHOR: CAROL GOWLAND

JOB TITLE: EXECUTIVE ASSISTANT TO CEO & MAYOR

PURPOSE

To recommend that Item 938, Co-working Space remain in confidence at the 14 August 2017 Council meeting until the order is revoked by the Chief Executive Officer.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.
2. Pursuant to Section 91(7) and (3)(d) of the Local Government Act:
 - 2.1 The
 - ☒ Minutes
 - ☒ Report

remain confidential on the basis that the information contained in this report could confer a commercial advantage on a person with whom the council is conducting or proposing to conduct business, or to prejudice the commercial position of the council, and
 - 2.2 the minutes and report will be kept confidential until the item is revoked by the Chief Executive Officer.