

# 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 27 November 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 Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kurna people as the 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**

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**

### **ITEM NO**

### **PAGE NO**

#### **APOLOGIES**

#### **LEAVE OF ABSENCE**

Mayor Lachlan Clyne

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1017	<b>MINUTES</b>	2
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Minutes of the Council meeting held on

Monday 3 October 2017

**Minutes issued separately**

**ITEM NO****PAGE NO****DEFERRED / ADJOURNED ITEMS**

Nil

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Petition re Works in Second Avenue Forestville

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1. Ms Denise Tipper – Goodwood  
Re Almond Street Shared Zone.
2. Ms Wendy Stewart and Ms Lynda Simons –  
Dara School  
Re Utilisation of premises currently leased by  
Kirinari at 18 Trimmer Terrace Unley.
3. Mr Philip Alstin and Ms Alison Jokela – Goodwood  
Impact of School community upon the wider  
community, ie building works, ongoing  
maintenance leaf blowers and the proposed  
school crossing.

**PRESENTATION****REPORTS OF COMMITTEES**

To receive and adopt or otherwise the reports and  
recommendations of the undermentioned Committees

Nil reports this month

**REPORTS OF OFFICERS**

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**ITEM NO****PAGE NO**

1038 Confidentiality Motion to Remain in Confidence – Item  
1037 – Unley Central

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**NEXT MEETING**

Monday 11 December 2017 – 7.00pm

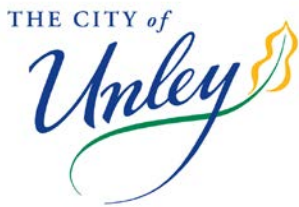
## **CONFLICT OF INTEREST**

<b>TITLE:</b>	CONFLICT OF INTEREST
<b>ITEM NUMBER:</b>	1016
<b>DATE OF MEETING:</b>	27 NOVEMBER 2017
<b>ATTACHMENT:</b>	1. CONFLICT OF INTEREST DISCLOSURE FORM

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

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## 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].*

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**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].*

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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]*

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**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]*

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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]*

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*Signature*

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*Date*

## **CONFIRMATION OF MINUTES**

**TITLE:** CONFIRMATION OF MINUTES FOR COUNCIL  
MEETING HELD ON 23 OCTOBER 2017

**ITEM NUMBER:** 1017

**DATE OF MEETING:** 27 NOVEMBER 2017

**ATTACHMENTS:** NIL

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## **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The minutes of the Council Meeting held on Monday 23 October 2017, as printed and circulated, be taken as read and signed as a correct record.
-



## **RECEIPT OF PETITION**

**TITLE:** PETITION RE WORKS IN SECOND AVENUE FORESTVILLE  
**ITEM NUMBER:** 1018  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**ATTACHMENTS:** 1. PETITION

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## **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The petition be received.
2. The principal petitioner be advised that at the time the Petition was received, construction work on the rain garden at Second Avenue Forestville had been completed and that following a review of the communication process related to the project Council is satisfied that information was provided to relevant properties prior to the commencement of the project.

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## **OFFICER'S COMMENTS**

The installation of a Rain Garden at Second Avenue Forestville was a component of the Water Sensitive Urban Design (WSUD) program approved in the 2017/18 budget. It was a small project that included removal of two trees and the loss of 2 car parking spaces.

In addition to the Council budget allocation, Grant funding of \$6,000 was received from the Environment Protection Authority (EPA) via the Rain Garden 500 Program. A resident approached Council regarding the Rain Garden 500 grants and the possibility of constructing a rain garden at the Second Avenue location, and offering a contribution of \$3,000 to the project, half of the Council contribution required for the Rain Garden 500 grant. This was seen as a 'good news story', having residents engaged with, and willing to contribute to, water sensitive urban design on Council land, with the agreement that ongoing maintenance would be their responsibility. A Memorandum of Understanding was executed with the resident to formalise the agreement and set out responsibilities of the resident and Council in relation to installation and ongoing maintenance of the rain garden. This document is legally binding on both parties.

Golden Rain Trees of a certain age are being progressively removed across the city as they have reached the end of their useful life expectancy. The two trees

removed in Second Avenue fell within this category. In line with Council policy, a notification letter was sent to residents who live close to the trees, advising them of the proposed tree removals. The required catchment area was extended slightly (letters sent to 19 properties) and the communication also contained advice about the planned rain garden installation, including a plan of the proposed location. No responses or objections to this letter were received prior to the commencement of work on the project.

At the time the petition was received, work had concluded on the construction of the rain garden, with planting the only task to be completed.


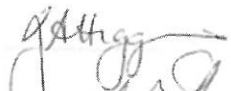




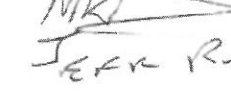

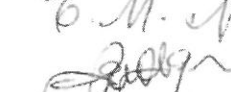


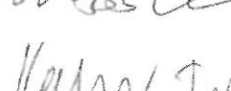



To Councillors and the Manager of Transport and Traffic,

We are writing to you in regards to works that are underway on Second Ave Forestville only metres from Everard Tce.

Unfortunately as residents of Second Ave we were not informed of these works (and of the trees that were removed), and no plans were forwarded to us and our approval has not been sought.

There is also nothing about it on the Unley website.

We ask that the works be stopped immediately and the plans be forwarded to all the residents of the Forestville area for consideration.

Date	Address	Name	Signature
31-10-2017	56 Second Ave	Sophia Kapsis	
31.10.2017	54 Second Ave	Judith Higgins	
31/11/17	50 Second Ave	Matt Sampson	
1/11/17	48 second ave	Max Pitt	
1/11/17	49 SECOND AV.	Ri Lopez	
1/11/17	51 second Ave	Jan Lynn	
1/11/17	58 Second Ave	Sophia Sackoulas	
1/11/17	57 Second Ave	Niki S.	
1/11/17	2/59 Second Ave	J Ryan	
1/11/17	4/59 Second Ave	Ed Mitchell	
1/11/17	45 SECOND AVE	G. RIDGWAY	
1/11/17	43 SECOND AVE	G BAMBRODGE	
1/11/17	28 Second Ave	Chassett	
1/11/17	23 Second Ave	Katrin Treloar	
1/11/17	21 Second Ave	Georgina Key	
1/11/17	26 everard Tce	Tobias C. Russell	

**From:**  
**Sent:** Wednesday, 1 November 2017 10:34:26 PM  
**To:** PO Box1  
**Subject:** Greening project-Second Ave, Forestville

To Matt Sanderson,

Thankyou for our conversation this afternoon. As I mentioned on the phone the Residents of Second Ave were not notified about the works on Second Ave meters from Everard Terrace intersection.

All the residents of Second Ave that I spoke to that were home at the time I was door knocking all expressed how they were not notified by the Council and that they all as well as myself were under the impression that SA water or a Gas company were repairing pipes.

There was no sign put up until a few days ago and the one that has been placed the is behind the barricade and is impossible to read.

I cannot express the Disappointment which these residents feel towards the way the council has disregarded them in this process. All the residents I spoke to except one that is 52 Second ave have signed this petition requesting that the works which are underway be stopped immediately and the precise plans be forwarded to all Forestville residents for consideration as should have been done in the first place.

I will mention that all those who have signed were not approving of the works. The only resident that I spoke to and did not sign the petition also did not approve but said he would contact the council him self.

I ask that voices of the Second Ave residents be heard as we are the ones directly affected by these works.

I have attached the petition with the signatures I have collected sofar.

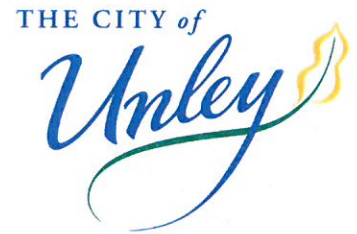
Looking forward to your reply.

Sophia Kapsis

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Email sent using Optus Webmail

5 October 2017



«Property\_Owner\_Address»  
«Property\_Owner\_Address\_1»  
«Property\_Owner\_Address\_2»  
«Property\_Owner\_Address\_3»

Dear Sir/Madam

**Street Tree Removal – 30 Everard Terrace (in Second Ave), Forestville**

In the near future Council is proposing to remove the two Golden Rain (Koelreuteria paniculata) street tree at 30 Everard Terrace (in Second Avenue), Forestville.

As a part of a Second Avenue Greening Project, Council will soon be installing a rain garden near 30 Everard Terrace property. The trees are required to be removed as part of the proposed Greening Project at this location. For further information regarding this project please see enclosed letter.

The trees will be replaced with three Callistemon sieberi - bottlebrush.

Council apologises in advance for any inconvenience the removal of this tree causes to residents of Everard Terrace and Second Avenue.

Should you have any comments or concerns relating to the removal of this tree do not hesitate to contact Council's Asset/ Project Engineer, City Development, Matthew Sanderson on 83725111 or by email [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au).

*For your reference please quote:-*

Work Order # 59707

Yours faithfully

Ebony Shields

**Assets / Operations Business Support Administration Officer  
City Development  
City of Unley**

5 October 2017

Dear Sir / Madam,

**Greening Project– Second Ave, Forestville**

In line with our four year strategic plan, the City of Unley is committed to programs that support the greening of verges and improvement of stormwater quality.

In line with this commitment, construction of the rain garden will commence in the coming month along Second Ave, Forestville. Rain gardens are sunken garden beds that receive and filter stormwater during rain events. The location of the garden is in front of the eastern boundary of 30 Everard Terrace, Forestville, along Second Avenue. The garden will be constructed along the edge of the road between the northbound traffic lane and the footpath. A plan is attached which shows the proposed location in blue.

The raingarden will be similar in nature to the sunken garden beds that have recently been finished in Leader Street, Forestville.

The rain garden will increase the greening along the street and will also serve to filter stormwater flowing down Second Ave prior to discharging into Brownhill Creek. The rain garden will result in the reduction of parking space. Once completed the rain garden will be landscaped with plantings and trees that compliment stormwater filtering.

For further information please don't hesitate to contact me directly on ph 8372 5175 or via email at [msanderson@unley.sa.gov.au](mailto:msanderson@unley.sa.gov.au).

Kind regards

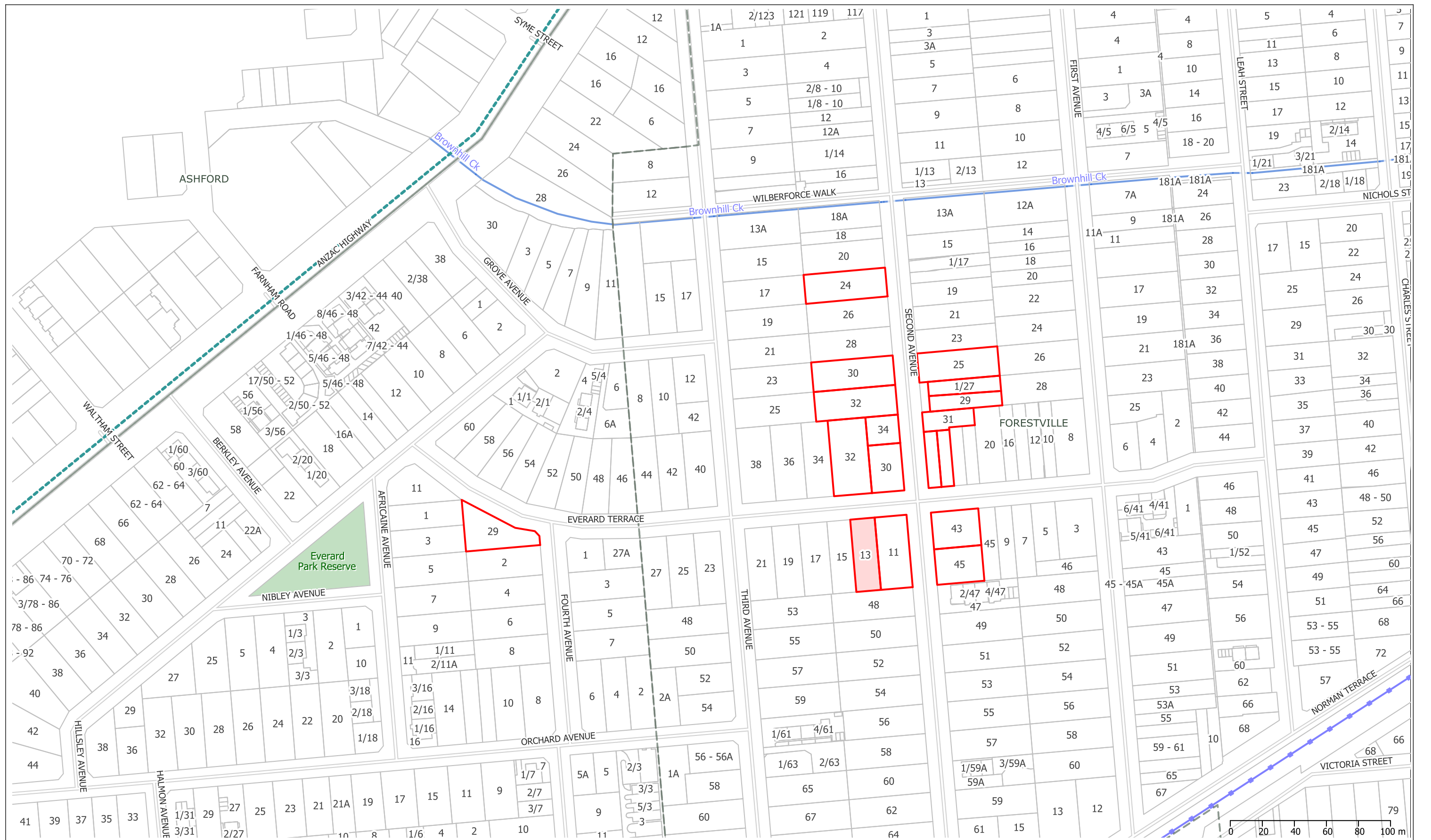


Matt Sanderson  
Asset/Project Engineer









Administration Offices  
General and Business  
Open Hours 8.30am to 5pm  
Car park off Oxford Tce

181 Unley Rd, Unley, 5061.  
Phone : 8372 5111 Fax: 8271 4886  
Email: pobox1@unley.sa.gov.au  
Web: www.unley.sa.gov.au



Aerial Photography © Aerometrex Pty. Ltd.  
Cadastral Data Supplied by DEWNR

**Map Title: Map of Second Ave Raingarden and Tree Removal Mailout Area**

Printed: 20/11/2017

Print By: Matthew Sanderson

Map Scale: 1:2208



City of Unley  
ABN: 63 714 797 082  
Printed from TechnologyOne IntraMaps



## DEPUTATIONS

**TITLE:** DEPUTATIONS  
**ITEM NUMBER:** 1019  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**ATTACHMENTS:** NIL

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1. Ms Denise Tipper – Goodwood  
Re Almond Street Shared Zone (Living with 10 km/hr) Link & Place.
  2. Ms Wendy Stewart and Ms Lynda Simons – Dara School  
Re Utilisation of premises currently leased by Kirinari at 18 Trimmer Terrace Unley.
  3. Mr Philip Alstin and Ms Alison Jokela – Goodwood  
Impact of the school community upon the wider community, ie building works, ongoing maintenance, leaf blowers and the proposed school crossing.
-

## **DECISION REPORT**

<b>REPORT TITLE:</b>	ALMOND STREET, GOODWOOD – SHARED ZONE
<b>ITEM NUMBER:</b>	1020
<b>DATE OF MEETING:</b>	27 NOVEMBER 2017
<b>AUTHOR:</b>	SATYEN GANDHI
<b>JOB TITLE:</b>	TRANSPORT AND TRAFFIC LEAD

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### **EXECUTIVE SUMMARY**

At its meeting held on 27-28 February 2017, Council directed Administration to undertake community consultation with Almond Street residents regarding on street parking and related matters. This consultation was completed in June 2017 and resulted in survey respondents unanimously (16 respondents, 21 surveys mailed) supporting the creation of a shared zone with a posted speed limit of 10 km/hr.

In South Australia, a shared zone must be approved by the Department of Planning, Transport and Infrastructure (DPTI) and designed in accordance with DPTI guidelines (Attachment 1). Administration has met with DPTI officers to discuss the potential of creating a shared zone in Almond Street and DPTI have reinforced the requirements of the guidelines. A concept design will therefore be required for DPTI approval.

Both traffic volumes (cyclists and motorists) and vehicle speeds are low along the street and there are no recorded crashes based on the State Government's Locations SA website. Therefore, there is little traffic management or road safety justification for the project.

However, there could be some justification for the project based on improvements to amenity and pedestrian accessibility and Council may therefore wish to develop a concept design for future implementation. The design could be based on a shared zone treatment or alternatively one that is less costly. Funds will need to be identified for the design work if it is to be undertaken in the current financial year as part of the next budget review.

### **RECOMMENDATION**

That:

1. The report be received.
  2. No further action be taken to create a shared zone in Almond Street.
-

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

### **Community Living**

1.1 Our community is active, healthy and feels safe.

1.5 Our City is connected and accessible

### **Civic Leadership**

4.2 Council provides best value services to the community

## 2. **DISCUSSION**

At its meeting held on 27- 28 February 2017, Council resolved:

5. *Council further consult with the residents of Almond Street and Essex Street South with regard to their requirements for restricted parking in their streets and implement agreed changes*

...

*Item 768, Council Meeting, 27 February 2017*

Administration engaged with the local residents in May – June 2017 seeking their preference regarding parking and other related issues. As part of the community feedback, the respondents unanimously (16 responses, 21 surveys mailed) supported the creation of a shared zone with a posted speed limit of 10 km/hr.

In SA, shared zones must be approved by the Department of Planning, Transport and Infrastructure (DPTI). The shared zone is considered based on DPTI's speed limit guidelines (Attachment 1 to Item 1020/17). Some of the key requirements for a shared zone and their relevance to Almond Street are outlined below:

### *Attachment 1*

- Speed limit change – It is a mandatory requirement that all shared zones must be sign posted with 10km/hr speed limits. This lower speed limit needs to be supported by infrastructure changes that assist drivers to recognise the reduced speed environment and also to adhere to the new speed limit.
- Shared Zone design – Shared zones are generally installed in streets/areas (such as pedestrian malls) where there is a high level of pedestrian activity. The high usage and high pedestrian numbers assist in 'natural' speed reduction. Consequently, some key considerations with any shared zone design is that throughout the length of the street, motorists should not be able to drive faster than a walking pace. The design should also ensure that motorists are intuitively aware that pedestrians have priority.

To achieve this in Almond Street, changes will have to be made to the road cross section at either end and approximately halfway along the street. While, the speeds are already low along the street (around 26.8km/hr), the design challenge is to achieve a speed environment that is closer to 10km/hr and this will be difficult due to the low pedestrian numbers.

- **Entrance arrangement** – The entrance arrangement to a shared zone should be such that motorists are aware that they are entering a low speed environment. What this means for Almond Street is that both ends of the street need to be upgraded to achieve this visual distinction and speed attenuation.
- **Road surface** – The road surface may require reconstruction to achieve the necessary design alignments characteristic for that in a shared zone.
- **Parking** – DPTI's guideline for shared zones recommends removal of parking or only allows for minimal parking to restrict vehicle manoeuvres conflicting with pedestrian movements. Some loss in on street parking is therefore inevitable with a shared zone upgrade.

Administration has met with DPTI officers regarding this matter and DPTI have reinforced the requirements stated in the guidelines as mentioned above. A concept design will therefore need to be undertaken for DPTI's approval should Council wish to proceed further.

Council has been proactively collecting both cyclist and vehicle data for Almond Street and the following table shows a summary of the latest data:

Street	Cyclist data (2017)		Vehicle data (2017)	
	Average daily volume	85 <sup>th</sup> %ile speed*	Average daily volume	85 <sup>th</sup> %ile speed*
Almond Street, Goodwood	108 to 120	22 km/hr to 25.1 km/hr	67	26.8km/hr

*\*85<sup>th</sup> %ile speeds - the speed at or below which 85% of all vehicles are observed to travel under free flowing conditions past a nominated point*

It is evident from the traffic data, that both vehicle volumes and speeds are low. The vehicle traffic has reduced from 91 vehicles per day in 2014 to around 67 vehicles per day in 2017. This could potentially be attributed to implementation of time limited parking (4P) along the street which reduced the commuter traffic looking for parking. More recently in 2017, Council changed these parking controls to Resident Permit Parking Only.

There have been no recorded crashes along Almond Street (during the last five year period) based on the State Government's Locations SA database.

The combination of factors such as low speeds, low volumes, and lack of crash history, do not justify the creation of a shared zone from a traffic management or road safety perspective.

Almond Street was reconstructed in 2011/12 and the kerbs, spoon drain, pavement and seal are in very good condition and have long useful lives ranging from 25 years for the seal to 80 years for the pavement. From an asset management viewpoint, there is no reason to undertake any work in Almond Street at this stage.

The residents of Almond Street have requested Council considers a 'streets for people' type of approach for the street. Since the street does not have any footpath, there is some justification for the project on the basis of amenity and improvements to pedestrian accessibility.

If Council is supportive of a shared zone concept in Almond Street, then designs are required and these are likely to cost in the order of \$10,000. There is no guarantee that DPTI will approve the concept as there are no perceived road safety issues in the street.

Alternatively, the Council may wish to investigate a less costly solution in the form of upgrading the entry arrangements at both ends of the street together with a road treatment (e.g. mural) to provide a visual cue for a low speed environment.

### **3. ANALYSIS OF OPTIONS**

#### **Option 1 – No further action be taken to implement a shared zone in Almond Street.**

Under this option, the existing conditions will remain unchanged. Currently, Almond Street traffic volumes and speeds are low and do not by themselves justify a shared zone. This option will save Council the costs associated with development of a concept design, road design and upgrade works.

#### **Option 2 –**

- The creation of a shared zone in Almond Street is considered as part of the budget process for the 2018/19 financial year.
- A budget provision of \$10,000 is considered at the second Budget Review in 2017/18 to allow the preparation of concept design works for a shared zone in Almond Street.

This option allows Council to develop the concept designs to understand the required infrastructure changes and costs associated with the project. Based on this information, Council can then consider a budget allocation along with the other priorities for the 2018/19 financial year.

The project is an unfunded initiative in the current financial year and as such, a funding allocation of \$10,000 would be required to enable the concept design works for DPTI consideration.

Almond Street residents have supported the creation of a shared zone in Almond Street and this option will ensure that Council gives full consideration to the residents' request.

Typically works of this scale involve changes to the existing road design including (but not limited to) entry statements, mid-block cross section, redesign/slow point, road surface changes, potential upgrade to lighting, landscaping, speed limit changes and parking restrictions.

The costs cannot be estimated until the concept design works are undertaken. Notwithstanding the above, generally this type of work can cost in the order of \$100,000. (Members may recall that a previous example in Anderson Street was estimated to cost over \$200,000)

#### Option 3 –

- The amenity of the street be improved by modifying Almond Street through the use of treatments such as murals on the road surface and changes to the entry points.
- A budget allocation of \$5,000 be made towards concept development in the current financial year.
- The works be considered as part of the 2018/19 budget process.

This option allows for improvement in the amenity of the street through the use of 'artwork/murals' on the road surface together with an upgrade of the entry points at both ends of Almond Street. This is consistent with a contemporary urban design approach without incurring the higher costs associated with a shared zone. However, this option is not aligned with the resident's expectation to create a shared zone.

The works associated with implementation of changes to entry points and murals on the road surface can cost in the order of \$30,000 - \$50,000. However, the costs will be better understood once the design works have been completed.

#### Option 4 – Council may provide alternative direction on the matter.

Council may provide alternative option/direction on the matter.

### **4. RECOMMENDED OPTION**

Option 1 is the recommended option on the basis that current traffic volumes, speeds and the crash history in Almond Street do not present a substantial traffic management or road safety rationale for the implementation of a shared zone.

### **5. POLICY IMPLICATIONS**

Please consider the following issues when discussing the policy implications of the recommended option:

#### **5.1 Financial/budget**

- The project is not part of Council's 4 year plan and is an unfunded initiative.

#### **5.2 Legislative/Risk Management**

- Shared zones must be approved by DPTI. Therefore, a design that is compliant with DPTI requirements is mandatory. Based on the DPTI feedback and technical assessment, there is no substantial traffic management or road safety rationale for the project.

- However, it could be a positive amenity improvement for the local area and DPTI is prepared to consider the shared zone subject to road designs meeting DPTI guidelines.
- Option 3 would not require DPTI approval as the treatments are likely to be as per the current standards and within the Council delegations.

### **5.3 Staffing/Work Plans**

- The concept design work has not been planned for and as such, a provision of up to \$10,000 (subject to which Option is preferred) is required to undertake engineering survey and concept design works.
- The current staffing plan and existing projects/studies in the current financial year will require to be rescheduled.

### **5.4 Stakeholder Engagement**

- Meetings with the local residents' have been held on a number of occasions and feedback has been positive regarding the shared zone idea. Should Council opt to support the introduction of a shared zone and DPTI approvals are subsequently obtained, the community would then be engaged based on concept designs which would identify the exact changes required. The engagement would also include other stakeholders such as UBUG as a number of cyclists regularly use the street to access the Mike Turtur Bikeway and changes in speed limit will also impact on these cyclists.

## **6. REPORT CONSULTATION**

Assets team

Finance team

## **7. ATTACHMENTS**

1. DPTI's speed limit guidelines (including shared zones)

## **8. REPORT AUTHORISERS**

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

# Speed Limit Guideline for South Australia



**Government of South Australia**

Department of Planning,  
Transport and Infrastructure





Government of South Australia

Department of Planning,  
Transport and Infrastructure

Safety and Service Division

# TRAFFIC MANAGEMENT Publications

## Speed Limit Guideline for South Australia

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# Section 1: Introduction

## Scope, approvals and definitions



### 1.1 General

The *Speed Limit Guideline for South Australia* was developed to provide a statewide point of reference for applying speed limits (excluding temporary speed limits) throughout South Australia to make roads, roadsides and road-related areas safer for all road users. The purpose of this document is to ensure:

- speed limits meet the requirements of South Australia's Road Safety Strategy 2020 *Towards Zero Together* and its guiding principle of a Safe System,
- compatibility with the functional hierarchy of State Government maintained roads,
- the correct and consistent use of speed limits and signs,
- drivers are not subject to excessive changes in speed limits along a length of road, and
- community views are considered in speed limit selection.

### 1.2 Scope

This guideline must be used when determining permanent, variable and part time speed limits, and covers all aspects of speed limits from strategy to sign installation.

This document is intended for use by traffic management practitioners who are experienced in assessing speed limits. It provides readers with an understanding of the principles for determining and implementing speed limits.

This document supersedes DPTI's *Operational Instructions 4.1 to 4.8*.

This guideline is based on the Australian Standards and Austroads guides with specific details for the following:

- Typical speed limit applications
- High pedestrian activity areas
- Speed-limited areas
- Shared zones
- School zones
- Speed limits on beaches
- Speed limit signing

NOTE: Temporary speed limits, such as those for events or roadworks, are beyond the scope of this document. Separate documents are available to cover these situations (*refer to Appendix A3*).

### 1.3 Approvals

The *Road Traffic Act 1961* requires that the Minister for Transport and Infrastructure grant approval to install, maintain, alter, operate or remove traffic control devices, including speed limits.

The Minister has delegated powers and granted approvals by issuing Instruments to the Commissioner of Highways, Councils and a number of other road authorities. These Instruments specify the conditions of approval, and the devices requiring separate approval.

Speed limits are generally excluded from the *Instruments of General Approval* granted to other road authorities, and require separate approval of the Commissioner of Highways or authorised delegate. The full list of traffic control devices requiring separate approval of the Commissioner of Highways or authorised delegate are listed in Appendix A of DPTI's *Code of Technical Requirements*.

Speed limit signs associated with school zones, koala crossings and wombat crossings do not require separate approval of the Commissioner of Highways provided they are used in accordance with the requirements of the *Code of Technical Requirements*, and this document.

## 1.4 Specifications

Sign specification details can be found on the *DPTI Standard Road Sign Index*

(<http://www.dteiapps.com.au/signindx/>). Signs not included on this index shall not be used. For detailed specifications for the materials and manufacture of these devices reference should be made to the relevant parts of the *DPTI Master Specification* ([http://www.dpti.sa.gov.au/contractor\\_documents/specifications](http://www.dpti.sa.gov.au/contractor_documents/specifications)).

## 1.5 Definitions

**85<sup>th</sup> percentile speed** – The speed at or below which 85% of vehicles are observed to travel under free-flowing conditions past a nominated point.

**AADT (Annual Average Daily Traffic)** – The total yearly traffic volume in both directions at a road location, divided by the number of days in the year.

**Advisory speed sign** – Signs used to inform motorists of changes in alignment (i.e. curves, bends, humps, dips) and of the appropriate speed to negotiate these road features under good road and weather conditions. Although the sign provides a warning to approaching drivers, it is not legally enforceable.

**Arterial road** – Roads that provide for traffic movement across and between regional areas.

**Built-up area** – In relation to a length of road, an area in which either of the following is present for a distance of at least 500 m or, if the length of road is shorter than 500 m, for the whole road:

- Buildings, not over 100 m apart, on land next to the road.
- Street lights not over 100 m apart.

**Clear zone** – The area adjacent to the road which is required to be clear of any non-frangible hazards (i.e. trees, poles, drains, culverts, steep embankments).

**Default rural speed limit** – Statutory speed limit that applies in the absence of a signposted speed limit in a

non-built-up area. The default rural speed limit is 100 km/h.

**Default urban speed limit** – Statutory speed limit that applies in the absence of a signposted speed limit in a built-up area. The default urban speed limit is 50 km/h. Refer to *Section 2.3.2* for further details.

**Duplicated signs** – Signs placed on both the left and right sides of the carriageway.

**May** – Indicates the existence of an option, which is not mandatory.

**Major intersections** – intersections of arterial roads with arterial, sub-arterial or collector roads.

**Mean speed** – measured as either:

Time mean speed,  $v_t$ , the arithmetic mean of the measured speeds of all vehicles passing a given point during a given time interval, or  
Space mean speed,  $v_s$ , the arithmetic mean of the measured speeds of all vehicles within a given length of lane or carriageway, at a given instant of time.

**Must** – Indicated that the statement is mandatory.

**Repeater signs** – Signs placed along the road to indicate to entering traffic, or remind and reinforce to other traffic, the prevailing speed.

**Road user** – A driver, rider, passenger, or pedestrian.

**Safe System** – An internationally recognised holistic view of the interactions and interrelationships between road users, roads, roadsides, travel speeds and vehicles that form the complete road transport system. It is an inclusive approach that caters for all groups using the road system, whether directly, such as drivers, motorcyclists, passengers and pedestrians, or indirectly, such as courier businesses, commercial transport companies and government departments. Each individual or group has a shared responsibility to act, design, manage and encourage safe use of the road transport system. Consistent with the long-term road safety vision, it recognises that people will always make mistakes and may have road crashes but the system should be forgiving and those crashes should not result in death or serious injury based on the limitations of the human body.

**Seal width** – The width of sealed pavement. This includes lane widths and sealed shoulders.

**Shall** – Indicates that the statement is mandatory.

**Should** – Indicates a recommendation.



**Sight distance** – The distance measured along the road over which visibility occurs between a driver and an object or between two drivers at specific heights above the carriageway in their lane of travel.

**Speed environment** – A basic design parameter for a section of road, representing the uniform desired speed of the 85<sup>th</sup> percentile driver. It can be measured on existing roads as the 85<sup>th</sup> percentile speed (i.e. the speed at or below which 85% of vehicles travel under free flowing conditions).

**Speed limit** – The maximum legally permissible driving speed.

**Speed-limited area** – The road network within a defined area on which a speed limit is applied.

**Speed zone** – A length of road along which a signposted speed limit applies.

**Time-based speed limit** – Regulatory speed limit which applies during specified times of the day. These speed limits are applied on roads at times when the level of road and roadside activity varies markedly from other times.

**Traffic control device** – In accordance with the *Road Traffic Act 1961*, a traffic control device is a sign, signal, marking, structure or other device or thing, to direct or warn traffic on, entering or leaving a road, and includes –

- a) A traffic cone, barrier, structure or other device or thing to wholly or partially close a road or part of a road; and
- b) A parking ticket-vending machine and parking meter.

**Variable speed limit** – Regulatory speed limits that are applied, using electronic signs, at different times of the day to reflect different driving conditions.

## 1.6 Structure of this document

This document is structured to provide guidance in reviewing and installing speed limits. The guidelines are written in three sections:

*Section 1:* gives the scope, reference documents, definitions, abbreviations and structure of the document.

*Section 2:* describes the policy framework for speed limits, and its role in road safety. *Section 2.3* describes the different types of speed limits and desirable minimum lengths of speed zones and provides an initial

indication of the speed limits applicable to various road types and speed environments. *Section 2.4* outlines other factors to be taken into consideration when determining a speed limit. *Section 2.5* describes the process for requesting a review and approval.

*Section 3:* provides the technical details of the requirements of speed limits for specific situations, including signing.

## 1.7 Reference documents

Traffic control devices in South Australia, including speed limits, shall comply with the *Code of Technical Requirements*, which refers to this guideline. The relevant Australian Standards and Austroads guides provide additional information on speed limits and shall be read in conjunction with this document, however the *Code of Technical Requirements* and this guideline take precedence. The documents listed in Appendix A provide additional reference material relating to the Safe System, speed and speed limits.

## 1.8 Further information

For further information about a speed limit at a particular location, contact the relevant road authority. Queries relating to a speed limit on a road under the care, control and management of the Commissioner of Highways may be addressed to DPTI's Traffic Operations at [dpti.enquiries@sa.gov.au](mailto:dpti.enquiries@sa.gov.au). For further information about the contents of this document, contact [dpti.tassadminsupport@sa.gov.au](mailto:dpti.tassadminsupport@sa.gov.au).



# Section 2: Speed limit policy

## Principles and procedures



### 2.1 Safer speeds strategy

The South Australian Road Safety Strategy 2020 *Towards Zero Together* is divided into four interconnected intervention areas – Safer Speeds, Safer Roads, Safer People and Safer Vehicles, which are all driven by the Safe System principles. Safer Speeds focuses on managing travel speeds to be safe and credible and aligned to the function, standard and use of the road.

Travel speed is a contributing factor in all crashes. It has consequences for the risk of a crash occurring and the severity of injury when a crash occurs. Managing travel speeds to be compatible with the function of the road, its environment, and roadside activity is important for road safety. Reductions in average travel speed across the network is the most effective and swift way to reduce road trauma and would produce significant and immediate road safety benefits. From research, a reduction of 5 km/h in average travel speed would reduce rural casualty crashes by about 30%, and urban casualty crashes by about 25%.

The following are some measures to manage travel speeds: road design; local area traffic management devices; enforcement; speed limiters; legislation; company policies; and speed limits. State, national and international research consistently shows that speed limits affect a driver's choice of travel speed, as summarised in Mackenzie, Kloeden and Hutchinson (2015, p 3).

International work has shown that to achieve road safety targets, speed limits need to be set and enforced, taking into account potential crashes and the likely outcomes given the physical impact on the human body. A key strategy under Safer Speeds is to align speed limits to the function, standard and use of the road, and increase consistency in their application

across the State. This guideline sets out the means to achieve this.

#### 2.1.1 Functional Hierarchy

South Australia's roads are a key component of the urban and rural environment and provide for a variety of different transport modes and users (i.e. its functions). A *Functional Hierarchy for South Australia's Land Transport Network* has been developed to describe the functions that identify which corridors are important for different modes of transport. It guides the use of road space to improve safety and efficiency for users of the road transport network.

#### 2.1.2 Safe System

The Safe System approach is the foundation of this guideline, which focuses on harm minimisation by reflecting the speed limit to the road safety risk to road users.

The Safe System was officially endorsed by the Australian Transport Council in 2004 and adopted by all Australian state and territory road authorities.

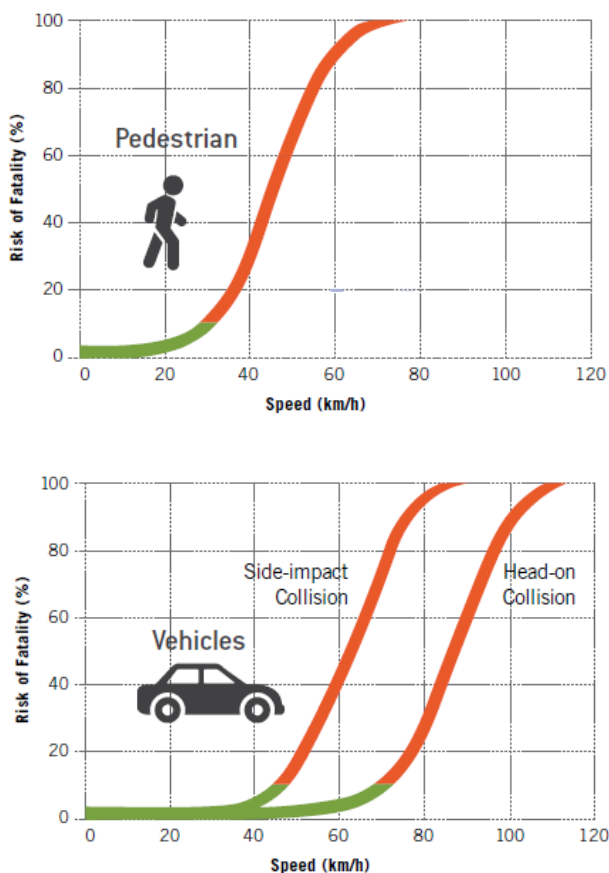
While the Safe System approach to road safety recognises the need for responsible road user behaviour, it also accepts that human error is inevitable. It therefore aims to create a road transport system that makes allowance for errors and minimises the consequences – in particular, the risk of death or serious injury. By taking a total view of the combined factors involved in road safety, the Safe System encourages a better understanding of the interaction between the key elements of the road system: road users, roads and roadsides, vehicles and travel.

### 2.1.3 Speed versus risk and severity of crash

The relationship between vehicle speed and crash severity is unequivocal and is based on the laws of physics. Current and past research in Australia and internationally provides compelling evidence that increased travel speeds – even at low levels – are directly related to both the likelihood of a crash occurring and to the severity of crash outcomes.

Biomechanical research into the capacity of the human body to absorb crash energy without significant harm suggest that safe travel speeds would ideally be less than 30 km/h in areas where conflict with people walking and cycling is possible, less than 50 km/h where side impacts are possible, and less than 70 km/h on roads where head-on collisions are possible (see Figure 2.1). This illustrates the need to address speed within a functional approach to road management.

**Figure 2.1** Collision – force and risk of fatality



In aggregate terms, minor speeding is found to be more dangerous to the community than excessive speeding. The cumulative effect of a small additional risk multiplied by a high number of drivers results in

more casualty crashes than the cumulative effect of a few drivers who speed by a large margin.

### 2.1.4 Relationship between speed limit and mean speeds

Research demonstrates that travel speeds and road casualties usually decrease when speed limits are lowered, and that higher travel speeds and road casualties follow increases in speed limits. The evidence is clear that lower speed limits result in irrefutable road safety benefits (Nilsson 1990, Sliogeris 1992, Scharping 1994, Woolley 2005, Bhatnagar et al 2010).

Review and analysis of the available literature suggests that a 10 km/h reduction in speed limit will, on average, result in a 3 – 4 km/h change in mean speeds (Kloeden et al 2007). Analysis of speed limit evaluation studies shows that a higher mean speed reduction can be expected on a high speed limit road than on a low speed limit road. Even small reductions in mean speeds result in substantial safety benefits to all road users on the affected roads. The greatest gains are observed in reductions in fatalities and fatal crashes. Pedestrians and other vulnerable road users particularly benefit from reduced mean speeds as a result of reduced speed limits.

## 2.2 Speed limit principles

Speed limits are one of the most proven methods around the world for managing travel speeds and are used for many reasons, including:

- The actual and potential risks on the road not always being obvious or recognisable.
- Driver decisions about speed being made without adequately considering their effect on the safety of other road users.
- Driver inability to judge vehicle capabilities (e.g. stopping) and to adequately anticipate roadway geometry and roadside conditions to determine appropriate driving speeds.
- Driver lack of understanding of the effects of speed on crash probability and severity.
- The safety benefits of more uniform travel speeds.

### 2.2.1 Speed limits and speed zones

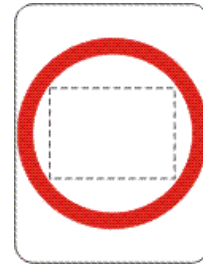
A speed limit is the number shown on the regulatory speed limit sign (*Figure 2.2*) within the red circle (annulus) and defines the maximum legal speed permitted along a specific section of road under good road and travel conditions. The *Road Traffic Act 1961* gives the Minister for Transport and Infrastructure the power to set the speed limits on South Australian roads. The Minister has delegated this power and granted approval to the Commissioner of Highways. DPTI has not delegated this authority to any other agency and is therefore responsible for setting speed limits on all roads in South Australia.

A speed limit, displayed by the regulatory speed limit sign, is legally enforceable under the *Australian Road Rules*. According to *Australian Road Rule 20*, a driver must not drive at a speed over the speed limit applying to the driver for the length of road.

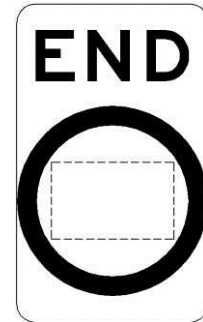
A speed zone is a length of road over which a particular speed limit applies. Speed zones are signposted to clearly define where the speed limit applies, with signs at the start, reminder signs within the zone (if required) and signs at the end showing the speed limit of the next zone (*Figure 2.2* or *Figure 2.3*).

All signposted regulatory speed limits are in steps of 10 km/h, ending in 0 (except for 25 km/h speed limits at schools and roadworks). All advisory speeds are in steps of 5 km/h, ending in either a 0 or 5.

**Figure 2.2** Regulatory speed limit sign (R4-1)

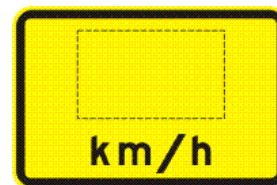


**Figure 2.3** End speed limit sign (R4-12)

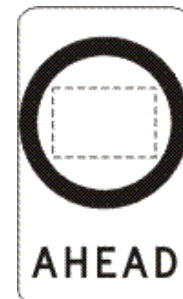


Other types of speed signs are Advisory Speed (W8-2 on yellow background) and Speed Restriction Ahead sign (G9-79 with black circle); see *Figure 2.4* and *Figure 2.5*. They are not legal speed limits and are used to inform drivers of forthcoming changes in alignment and speed limits. For more information, see *Section 2.3.7* and *Section 3.4.4* respectively.

**Figure 2.4** Advisory speed sign (W8-2)



**Figure 2.5** Speed restriction ahead sign (G9-79)



### 2.2.2 Route-based approach

While reviewing and setting the speed limits, a route-based approach to speed limits should be applied. This approach will ensure that speed limit changes along a route or across an area or precinct address

road safety and facilitate mobility whilst reducing the number of changes in speed limits where possible.

### 2.2.3 Improved road safety

The setting of speed limits is an integral part of safety on South Australian roads.

Crashes have significant emotional, physical, mental and financial costs to individuals, families and communities:

- There were 30 fatalities and 649 injuries from speed-related crashes in 2015.
- The cost to the community from speed-related crashes in 2015 was around \$226 million.

Lower speeds deliver significant road safety benefits, reducing both the number and severity of crashes. A major study (Kloeden et al 2006) that evaluated the introduction of the 50 km/h urban speed limit has found that a 23% reduction in casualty crashes was achieved on residential streets where the lower speed limit was introduced. In the study by Mackenzie (2015) a 27% reduction in casualty crashes resulted when approximately 1,100 km of rural roads were reduced from a 110 km/h speed limit to 100 km/h.

As well as the benefits for safer speeds, appropriately set speed limits may provide a more uniform speed environment in which drivers can more safely undertake difficult manoeuvres, such as stopping, overtaking and turning, and react earlier to prevent a collision.

### 2.2.4 Engineering measures

If safety issues are identified along a particular length of road, engineering measures must be considered. They may include realignment, delineation or local area traffic management schemes.

When long-term engineering measures are implemented, the speed limit should be re-evaluated. This particularly applies to at-risk locations where a lower speed limit has been applied.

Due to site considerations and financial constraints, engineering measures may not be feasible. Therefore, lowering speed limits may also be considered a long-term solution.

### 2.2.5 Economic impact

Speed limits need to be considered in the context of economic activity. Although there is a cost to the

community associated with increased travel time when a lower speed limit is set, the effect on the overall travel time for an individual vehicle is usually small. However, the economic cost can be high when a significant traffic flow is involved, particularly when there are high volumes of freight vehicles. This needs to be considered when setting speed limits.

For example, a 3 km trip with no interruptions will take only 36 seconds longer if the speed limit is reduced from 60 km/h to 50 km/h. In most urban environments with high volumes of traffic and frequent intersections, the change in travel time is even less.

Depending on the traffic volumes, the potential reduction in costs associated with crashes will outweigh the penalty in travel times.

Benefits for the community arise from lower speed limits when the severity and number of crashes are reduced. Research has shown that there is a causal relationship between speed and road safety outcomes. If mean speeds are reduced by 10%, fatalities can reduce by approximately 38% (Elvik et al, 2005).

Furthermore, lower speed limits contribute to improved network efficiency on key travel routes by reducing the number of crashes and associated delays. This is to be balanced against slower mean speeds.

### 2.2.6 Public expectations

A 2013 attitudinal survey (Petroutias, 2014) showed that 79% of the community thought that speed limits were generally set at a reasonable level. In relation to the factors contributing to road crashes, nearly half of the respondents recognised speed as a factor.

Drivers expect that speed limits will be consistently applied and credible. The speed limit for some roads may, however, be set lower than for similar roads for reasons such as an adverse crash history, which may not necessarily be apparent to motorists. In these situations, additional signposting may be used to supplement the lower speed limit and assist in managing the factors underlying the crash history (*refer Section 2.4.6*). Engineering measures (*refer Section 2.2.4*) must be considered when addressing safety issues.

## 2.3 Speed limits in South Australia

### 2.3.1 Introduction

Speed limits in South Australia are based on a system of:

- Statutory speed limits, which apply in the absence of speed limit signs and do not require signposting. Under the *Australian Road Rules*, these are referred to as default speed limits. There are two types of default speed limits: 50 km/h in urban (built-up) areas and 100 km/h in rural (non-built-up) areas. There are also speed limits which only apply in certain circumstances, such as the 25 km/h speed limit which applies while passing a school bus, or when driving through an emergency service speed zone (*refer Sections 82 and 83 of the Road Traffic Act 1961*).
- Speed restrictions based on vehicle class (e.g. some heavy vehicles) or licence class (e.g. learner drivers - *refer Motor Vehicles Act 1959*)

- Signposted speed limits, which are based on an assessment of the road against these guidelines. These include 60, 70, 80, 90, 100 and 110 km/h speed limits on road lengths where those limits have been assessed to be safe and 40, 30, or 20 km/h speed limits and 10 km/h shared zones in high pedestrian areas. Part-time 25 km/h speed limit school zones may be established on local roads adjacent to a school.

### 2.3.2 Speed limits – types and ranges

Table 2.1 shows the range and types of speed limits used in South Australia. It has been adapted from AS 1742.4 and Austroads' *Guide to Traffic Management Part 5: Road Management* to provide details of key applications and features for speed limits in South Australia. Factors such as crash history, road cross-section, alignment, roadside development and traffic volume will influence the selection of a posted speed limit (*refer to Section 2.4*). This table must be read in conjunction with the detailed descriptions found in Sections 3.2 and 3.3.

**Table 2.1** Overview of typical speed limit applications

Speed limit (km/h)	Type of speed limit	Typical application
10	Linear or area	<b>Pedestrian mall, car parks, shared zones</b> Confined area where pedestrians and vehicles occupy the same space. Low speed environment where vehicle movement is physically constrained. Shared zones where pedestrians have priority. <i>Refer Section 3.3.3.</i>
20	Linear or area	<b>Off-street area, car parks, access driveways, beaches</b> Confined area where vehicles and pedestrians mix. <i>Refer Section 3.3.5 for beaches.</i> Note: Shared spaces may also be designed as a low speed environment in the order of 20 km/h, without the need for a posted speed limit ( <i>refer Streets for People Compendium</i> ). The design principles of shared zones in Section 3.3.3 may also be adopted in these situations.
25	Linear or area	<b>School zones, children's crossings</b> Part-time speed limits at locations where school children may cross or where concentrations of school children may be adjacent to the road. <i>Refer Section 3.3.4.</i>



<b>30, 40</b>	Linear or area	<b>Recreational areas, car parks, residential streets or areas, commercial streets or areas</b> Open areas where vehicles and pedestrians may mix, but some separation between vehicles and pedestrians is provided. Roads in recreational areas such as parks, gardens, sports fields or large car parking areas. Pedestrian activity areas including shopping precincts, town centres, residential areas, holiday house / shack areas. Often used in conjunction with local area traffic management scheme. Bicycle boulevards where accompanied by traffic calming devices to achieve the desired speed. <i>Refer Section 3.3.1 and Section 3.3.2</i>
<b>50</b>	Default urban speed limit	<b>Default urban limit</b> Applies to all built-up areas unless otherwise signed. Typical applications of the 50 km/h speed limit are collector roads, or arterial roads with commercial or retail roadside development which generate frequent on-street parking (particularly in rural towns) and moderate levels of pedestrian volumes. <i>Refer Section 3.2</i>
<b>60</b>	Linear	<b>Urban arterial road</b> Arterial roads within the fully built-up area. <i>Refer Section 3.2</i>
<b>70, 80</b>	Linear	<b>Urban arterial road</b> Arterial roads in partially developed roadside environment with low levels of direct access. These are typically township fringes. <i>Refer Section 3.2</i>
<b>80, 90</b>	Linear	<b>Urban or rural arterial road, rural roads</b> Arterial roads in sparsely developed roadside environment with very low levels of direct access. Rural roads which are not suited to 100 km/h. <i>Refer Section 3.2</i>
<b>90, 100</b>	Linear	<b>Urban expressway</b> High standard urban roads with no direct access, adequate clear zones, grade separated interchanges. <i>Refer Section 3.2</i>
<b>100</b>	Default rural limit	<b>Default rural limit</b> Applies to all roads outside of the built-up area unless otherwise signed. A 100 km/h speed limit is typically applied to roads in farmland, or undeveloped land, where any houses are isolated and set well back from the road. <i>Refer Section 3.2</i>
<b>110</b>	Linear	<b>Rural arterial road or expressway</b> Maximum allowable speed limit in SA. Typically these roads will be of the highest standard in non-built-up areas and feature full access control, have divided carriageways, sealed shoulders and be a major traffic and primary freight route. <i>Refer Section 3.2.</i>

### 2.3.3 Speed limit length

Speed limits along a route may vary due to roadside development and the road environment. So drivers are not exposed to excessive variations in speed limits, the desirable minimum lengths for a particular speed limit are shown in *Table 2.2*.

Once these minimum lengths are applied, consideration should be given to consolidating the number of:

- Speed limit changes along the route, or
- Different speed limits applied to individual towns in a geographical area.

Generally, any consolidating of speed limits to minimise the number of changes should not involve increasing speed limits.

**Table 2.2** Desirable minimum speed limit lengths from AS 1742.4

Speed limit (km/h)	Desirable minimum length (km)
40	0.4
60	0.6
70	0.7
80	0.8
90	0.9
100	2.0
110	10.0

### 2.3.4 Variable speed limits

Part time or variable speed limits may apply at regular times each day on roads with varying functions throughout the day, for example, high pedestrian activity areas on peak hour routes (*refer Sections 3.4.9 and 3.5.1*).

Seasonal speed limits are used where traffic or road conditions vary significantly at different times of the year, for example, holiday areas or grain storage facilities. They should only be implemented where other means of addressing a road safety problem are not possible (*refer Section 2.4.6*).

### 2.3.5 Offset speed limits

Offset speed limits occur where there are different speed limits in each direction of a road. Offset speed limits are often difficult to enforce and may be confusing to some drivers.

They are not recommended and should only be adopted after careful consideration of road safety and enforcement implications. It may be appropriate to use offset speed limits in the following situations:

- On divided roads where one direction of a road produces a greater risk than the opposing direction (e.g. steep downgrades in combination with poor alignment).
- On divided roads where the roadside development or road geometry on the two sides is markedly different.

### 2.3.6 Unsealed roads

The default speed limit is often inappropriate for unsealed roads. Other than the default urban or default rural limits, AS 1742.4 only permits the use of speed limits less than 50 km/h on roads that are not traffic routes.

In South Australia, an advisory sign indicating a maximum speed of 80 km/h, accompanied by a message reminding drivers to drive to the conditions may be used on unsealed roads. See DPTI's *Operational Instruction 4.10* for further details.

The *Australian Road Rules* set a default speed limit of 100 km/h on all roads outside a built up area. As with all speed limits, this is the maximum speed at which drivers are legally permitted to travel. Drivers need to be mindful of the road conditions and adjust their speed accordingly, particularly on rural unsealed roads.

When unsealed roads are narrow, have poor alignment or undulating conditions, drivers will tend to drive at a speed well below the default of 100 km/h. On higher standard rural unsealed roads drivers are not influenced as much by these factors, which may result in drivers choosing speeds nearer to the 100 km/h default limit. However, unsealed roads, by their very nature, are susceptible to changes in conditions such as variability of road alignment, width, or road surface conditions, and these may compromise the safety of drivers. In these cases it may be appropriate that the maximum speed be 80 km/h. The 'Gravel Roads - Maximum 80 km/h' (W1-SA101) advisory sign may be used on these roads in accordance with DPTI's *Operational Instruction 4.10*. This sign is not a regulatory speed limit sign.

### 2.3.7 Advisory speeds

Advisory speed signs (*Figure 2.4*) are used to inform drivers of changes in alignments (i.e. curves, bends, humps, dips) and of the appropriate speed to negotiate these road features in good weather, traffic and road conditions. Advisory speed signs are used where the appropriate speed on a section of road is less than the posted speed limit. Refer to AS 1742.2 *Clause 4.4.4* and DPTI's *Operational Instruction 2.10* for detailed information.

## 2.4 Key factors in setting speed limits

### 2.4.1 Introduction

The fundamental principle in setting speed limits for a particular length of road is that the speed limit should reflect the road safety risk to the road users while maintaining mobility and amenity. The following principles shall be followed when setting or reviewing speed limits:

- The speed limit for a particular length of road must reflect the road safety risk to the road users while maintaining mobility and amenity.
- The default 50 km/h general urban speed limit should be the initial consideration for speed limits in urban areas.
- The default 100 km/h should be the initial consideration for speed limits outside of built-up areas.
- The need for a non-default speed limit should be obvious to drivers.
- The speed limit must not exceed the maximum assessed speed for the road, taking into account key factors such as crash profile, road function, road use, roadside development, road characteristics, traffic mix, crash history, the presence of vulnerable road users, and the number, type and frequency of driveways and intersections which indicate potential conflict points.
- Speed limit changes should be kept to a minimum, refer *Section 2.3.3*.
- Lower speed limits may be applied to at-risk locations.
- The setting and review of speed limits should be part of a route-based approach.

### 2.4.2 Road function

The road network spans a wide range of road types with different transport functions and mixtures of traffic. Roads also have widely differing crash patterns and speed behaviour. Roads often have more than one function, and it is important to identify the key function of the length of road under review.

Roads which primarily function as 'traffic routes', such as those identified in DPTI's *Functional Hierarchy for South Australia's Land Transport Network* as freight, public transport transit or express routes, major traffic routes or major peak hour routes, will generally be suited to a speed limit of 60 km/h or more. 'Traffic routes' are defined by AS 1742.4 as 'a road or street that serves primarily to enable travel between localities, typically arterial, sub-arterial and major collector roads'.

### 2.4.3 Roadside development

The level of roadside development can influence the speed at which drivers travel. Drivers usually accept reduced speed limits when the speed limit is appropriate for the level and nature of adjacent roadside development.

Roadside development is an indicator of where concentrations of activity, such as pedestrians, cyclists, vehicles entering or leaving the road, and turning traffic, may occur. This activity may result from residential or retail development, schools, recreational or community facilities. Roadside development generally consists of visual cues to the driver, with buildings on typical residential size allotments situated close to the road with direct access, but should also take into account factors such as drivers reversing to enter or leave the road at residential properties, vegetation, fences and topography.

The residents of a house situated close to the road on a typical residential size allotment, but obscured from the road by large front fence, or a steep slope, should be provided with the same level of safety as the residents whose house is clearly visible, and both of these situations are considered to be the same when measuring roadside development. By taking into account roadside development when determining speed limits, the safety and amenity can be balanced with the mobility function of the road.

### 2.4.4 Road characteristics

A variety of road characteristics, such as horizontal and vertical alignment, clear zones, medians, lane widths, sight distance etc., are able to influence the choice of a safe speed limit for a length of road. These factors need to be considered when reviewing the speed limit as discussed below.



#### 2.4.4.1 Alignment

The geometric features of a road may influence the speed at which drivers choose to travel. Speed limits should consider the overall standard of road alignment (*refer to Section 2.3.7*).

Isolated sections of road with adverse alignments should be treated with advisory warning signs. The use of advisory signs is covered in *Section 3.4.3.7*. In critical locations, such as approaches to tunnels or bridges, it may be necessary to reduce speed limits and use enforcement measures to get the desired results.

The speed limit for a section of road that is characterised by closely spaced curves may be set according to the recommended safe speed of the curves rather than straight sections of road. Application of this approach must consider the speed limits on adjacent sections of road to keep the number of speed limit changes to a minimum.

#### 2.4.4.2 Road access

Consider the number and type of access points along a length of road and the adequacy of the sight distance (as described in *AS/NZ 2890.1– Section 3.2.4: Sight distance at access driveway exits*).

#### 2.4.4.3 Lane width

Lane width and the road surface condition have a substantial influence on the safety and comfort of road users. Depending on the lane configuration and road alignment, a reduction in lane width reduces the lateral clearance between vehicles, which will reduce the traffic travel speed and lane capacity. A reduction of lane width requires consideration of reduced speed limits.

#### 2.4.4.4 Adjacent speed zones

Take into account the limits on adjacent sections of road to the section of road under speed limit consideration. Speed limit changes should meet the minimum length criterion shown in *Table 2.2*.

### 2.4.5 Traffic characteristics

The following traffic characteristics need to be considered when reviewing a speed limit.

#### 2.4.5.1 Traffic patterns

Lower speed limits should not normally be applied solely in response to conditions that arise for short

periods each day. This includes peak traffic activity outside a factory or near a sportsground.

Exceptions can be made for specific traffic management plans, including temporary speed limits (e.g. for community events). Other exceptions are school zones, work sites and variable speed limits (e.g. freeways, expressways and high pedestrian activity centres).

#### 2.4.5.2 Pedestrians and cyclists

When assessing the speed limit for a length of road, factors such as roadside development and road environment should be considered in terms of pedestrians and cyclists. The presence of these vulnerable road users, and the presence of facilities for these users should be taken into consideration when determining the speed limit for a length of road.

The amount of pedestrian and cyclist activity is related to the level of roadside development and type of road environment. Where the following factors are present, a reduced speed limit may be appropriate:

- Nearby pedestrian attractors and generators.
- Presence of young children, elderly, mobility and vision impaired pedestrians.
- Pedestrian crossing facilities.
- On-road bicycle facilities.
- Bicycle crossing facilities.
- Public transport links.

Care should be taken in considering any of these factors in isolation. While crossing facilities or bicycle facilities are associated with the presence of these users, where these facilities have been designed to suit a higher speed limit their presence alone is not justification for a lower speed limit.

Speed limits specifically suited to high pedestrian environments should be considered where certain selection criteria are met. This includes shared zones, high pedestrian activity centres and school zones (*refer to Section 3.3 for more information*).

#### 2.4.5.3 Speeds

Speed surveys are used to determine overall traffic speed and volume on a road. This speed is usually determined by a survey of vehicles travelling under free-flow conditions. One of the measures used is the mean speed (*refer to Section 1.5*).

This measure is useful for designing, implementing and evaluating speed management initiatives to address a speeding problem on a length of road.

Speed data can provide an indication of the difference between current speeds and the assessed speed limit prior to implementation. If measured speeds are markedly higher than the assessed speed limit then it may be necessary to consider establishing engineering measures designed to constrain vehicle speeds and consider other measures such as enforcement and public education.

On local roads these measures may consist of local area traffic management devices in accordance with the *Code of Technical Requirements*, Australian Standard AS 1742.13 *MUTCD Part 13: Local Area Traffic Management*, Austroads *Guide to Traffic Management Part 8: Local Area Traffic Management* and the principles of the *Streets for People Compendium*. These documents are applicable to local roads, but the principles may also be adapted to be applied to other roads. Options such as kerb extensions or other forms of localised narrowing, raised intersections, gateway treatments or perceptual measures may assist in reducing vehicle speeds and improve compliance with lower speed limits on main roads.

The intention of traffic calming devices is to adapt the road to the environment that it serves. A low-speed traffic environment is essential in pedestrian dominated streets. The design of the road environment and the use of traffic calming devices should be the main speed reduction tools, as speed limit signs alone are less likely to be obeyed if the road design makes higher speeds attractive.

#### 2.4.6 At-risk locations

Speed limits should not generally be reduced for isolated road hazards except for at-risk locations.

An at-risk location is defined as a location along the road network where there are road geometry constraints, hazards in the roadside, non-conformance with design standards for the proposed speed limit, or a perceived or identified risk. At-risk locations may have a high crash history or high potential of crash risk.

Speed limits at at-risk locations may be considered where there are no feasible remedial treatments to address the road safety problem. Under this approach, DPTI may reduce speed limits along a road or section

of road which shows a high recent history of crashes, in comparison to roads of a similar nature.

To ensure high levels of compliance by drivers and achieve the maximum road safety benefits, drivers must perceive the speed limit to be credible.

Supplementary plates or advance signing displaying the risk may be used to enable drivers to differentiate between the speed environment in an at-risk location, and the speed environment of a regular speed limit. Sign details must be determined in consultation with DPTI (email [dpti.tassadmins@sa.gov.au](mailto:dpti.tassadmins@sa.gov.au)).

Variable speed limits may be used where the crash risk is only present during particular times or circumstances (refer to Section 3.4.9)

## 2.5 Speed limit review process

### 2.5.1 Introduction

A review of the speed limit seeks to enhance road safety by applying the Road Safety Strategy, and speed management policies and practices to:

- Determine the need for a change in the current speed limit, taking into account the need to:
  - a) Respond to community views and concerns related to speed limit policies and practices.
  - b) Identify and correct speed limit anomalies.
  - c) Ensure that speed limits reflect changes in road use and the level of roadside activity.
  - d) Keep the number of speed limit changes along a section of road to a practical minimum.
- Respond to increasing or identified crash concerns along a length of road.

### 2.5.2 Requests for speed limit review and approval

Requests from members of the public for changes to speed limits must first be addressed to the relevant road authority for an initial review and assessment.

#### 2.5.2.1 Review and approval process for DPTI roads

Requests for changes to speed limits on DPTI roads must be addressed to DPTI's Traffic Operations at [dpti.enquiries@sa.gov.au](mailto:dpti.enquiries@sa.gov.au) for assessment and approval.

DPTI's Traffic Operations is responsible for preparing the traffic impact statement. Guidelines for preparing a traffic impact statement are included in the *Code of Technical Requirements* and a template is available on the DPTI intranet. The traffic impact statement must be endorsed by a DPTI Recognised Traffic Engineering Practitioner with experience in speed limit assessments, and attached to the approval documentation.

Details of any consultation (refer Section 2.5.3) associated with the speed limit change, including the process and feedback received shall also be included in the traffic impact statement.

### 2.5.2.2 Review and approval process for other roads

Requests from members of the public for changes to speed limits on other roads must first be addressed to the local council, who may formally request an assessment and approval of the speed limit from the Commissioner of Highways. The Commissioner of Highways has authorised certain positions within DPTI to exercise these powers of approval.

This guideline may be used as a resource by Council to conduct an initial review of a proposed speed limit to determine whether it is suitable. Council may contact DPTI's Traffic Operations to discuss the proposal in this initial review stage.

Prior to submitting a formal request for approval to DPTI, Council must resolve that they endorse the proposed speed limit changes. When submitting a request for approval of a speed limit to DPTI, Council should contact Traffic Operations via [dpti.enquiries@sa.gov.au](mailto:dpti.enquiries@sa.gov.au) in order to ascertain the supporting documentation that will be required, which may include some (or all) of the following:

- Resolution from Council endorsing the proposed speed limit change,
- Indication of support from the local State Member of Parliament,
- A site plan accurately indicating existing speed limit signs, location of proposed speed limit signs, local roads, distances and any other relevant information, such as details of roadside development, parking controls, traffic signals, and existing and proposed physical speed control treatments or traffic calming devices,

- An assessment of the speed limit proposal against the requirements of this guideline,
- A traffic impact statement and any other supporting documentation, such as consultation details, annual average daily traffic volumes, heavy vehicle content, pedestrian volumes, speed surveys, and
- Details of an appropriate contact person to liaise with DPTI officers on traffic planning as well as technical design aspects of the proposed speed limit.

A traffic impact statement is a report indicating the traffic management and road safety effects for all users. The expected impact of the change in speed limit on adjacent streets and alternative routes shall be included in the traffic impact statement.

Council is responsible for preparing the traffic impact statement. Guidelines for preparing a traffic impact statement are included in the *Code of Technical Requirements* and a template is available at <http://www.dpti.sa.gov.au/standards/tass>.

Details of any consultation (refer Section 2.5.3) associated with the speed limit change, including the process and feedback received shall also be included in the traffic impact statement.

For Council or other road authorities, a Traffic Impact Statement must be prepared by an experienced traffic engineering practitioner, and endorsed by a person authorised by Council, 'for and on behalf of the Council'.

Requests for assessment and approval of changes to speed limits shall be addressed to DPTI's Traffic Operations at [dpti.enquiries@sa.gov.au](mailto:dpti.enquiries@sa.gov.au).

### 2.5.3 Consultation

Consultation for speed limit changes should be tailored to suit the location of the proposed speed limit change. The relevant road authority is responsible for the consultation process, however DPTI may work in collaboration with the local council to consult with stakeholders and the community on speed limit changes which have both a broad and local impact.

For speed limit proposals which will have a broad impact, such as those on major traffic routes, stakeholders may include:

- Councils
- Local residents and businesses

- Local State Member of Parliament
- South Australian Police (SAPOL)
- Emergency services
- South Australian Freight Council
- SA Road Transport Association
- Livestock and Rural Transporters Association SA
- DPTI's Public Transport Operations and Planning section

Consultation with the broader community may be conducted in various ways such as advertising in local media (both print and online), social media, open days, community forums, as well as seeking feedback through formal surveys (online, phone, mail). Further guidance on community consultation is provided in *Better Together* (<http://bettertogether.sa.gov.au/home-page>).

For speed limit changes on council roads, the *Instrument of General Approval to Council* requires Council to notify adjoining councils and DPTI of any changes which may affect traffic on their roads. Consultation with SAPOL should ascertain the enforcement strategy for the speed limit change.

Consultation of speed limit changes which only affect the local community may be limited to those directly impacted by the change. Councils, as elected representatives of the local community, are responsible for assessing the level of support for the proposal and may decide not to seek specific community feedback on a proposed speed limit change. However, it may be beneficial to the success of the speed limit proposal to ensure a high level of community support before implementing the lower speed limit. Without this high level of initial support, the speed limit may become contentious and unpopular when enforcement occurs. Further guidance on community consultation is provided in *Austrroads Guide to Traffic Management Part 8: Local Area Traffic Management* and the Local Government Association of South Australia's *Community Engagement Handbook*.

Where a speed limit change affects a large area, for example an entire council area, consultation may be in the form of a survey of a representative sample of that community.

Applications for approval of speed limited areas must identify whether the local State Member of Parliament is supportive of the proposal, except where it is

proposed to consolidate existing 30 km/h or 40 km/h linear speed limits and the default urban speed limit within a shack area into a 30 km/h or 40 km/h speed-limited area.

#### 2.5.4 Implementation

Approval must be granted before a road authority can install, alter or remove a speed limit sign.

Installation, alteration or removal of a speed limit sign without proper authority is an offence under section 21 of the *Road Traffic Act 1961*.

New speed limit signs shall be accompanied by the installation of the appropriate temporary supplementary or advance warning sign in accordance with *Section 3.4.3*, for a period of up to 2 months. Where the speed limit change occurs on a road subject to high volumes of seasonal or tourist traffic, this period may be extended to cater for these users.

The implementation of new speed limits may also require the following measures to maximise effectiveness:

- Local media campaigns to reinforce/raise awareness of changed speed limits
- Liaison with SAPOL to ensure appropriate enforcement
- Use of variable message trailers for a short period of time (*refer DPTI's Operational Instruction 2.36*).

# Section 3: Technical details

## Types and signing of speed limits



### 3.1 General

Three types of speed limits are used in South Australia:

- (i) Statutory (including default) speed limits.
- (ii) Signposted speed limits.
- (iii) Speed limits based on vehicle and licence class.

Signposted speed limits override the default speed limit that would otherwise apply (except where special speed limits for certain classes of vehicles and licences apply).

A speed zone is the length of road where a sign-posted speed limit applies.

#### 3.1.1 Definitions of types of speed zoning

##### 3.1.1.1 Default speed limits

Default speed limits are statutory limits imposed by South Australian law, specifically the *Australian Road Rules Rule 25* under the *Road Traffic Act 1961*.

Default speed limits are legally enforceable even though there may be no speed limit signs. That is, drivers are required to know that the default limit applies in the absence of signs.

There are two types of default speed limits: the default urban speed limit of 50 km/h applies in built-up areas, and the default rural speed limit of 100 km/h which applies elsewhere. The *Australian Road Rules* defines 'built-up', in relation to a length of road, as an area in which either of the following is present for a distance of at least 500 m or, if the length of road is shorter than 500 m, for the whole road:

- Buildings, not over 100 m apart, on land next to the road, or
- Street lights not over 100 m apart.

Generally there will be a 50 km/h sign indicating the start of the built-up area, but individual roads within the built-up area where the default limit of 50 km/h applies are not signed unless another speed limit needs to be terminated on a section of road and the 50 km/h default limit continues after it.

In 2003, the default urban speed limit was reduced from 60 km/h to 50 km/h. At that time, the speed limit on many main roads in built-up areas remained at 60 km/h, and these roads were signed with a 60 km/h speed limit, with repeater signs at regular intervals to remind drivers of the speed limit. *Towards Zero Together - South Australia's Road Safety Strategy 2020* promotes safer speeds and aims to achieve greater application of the default speed limits where a limit above the default cannot be justified.

Where a speed limit review results in a speed limit being reduced to the default speed limit, signing of the default speed limit value will be limited to maintain the integrity of the default speed limit philosophy (*refer Sections 3.4.6, 0, 3.4.3.5 and 3.4.3.2*).

##### 3.1.1.2 Signposted limits

A speed limit is the number of kilometres per hour indicated within the red circle (annulus) on the R4-1 sign (*Figure 2.2*). Signposted speed limits override the default speed limit that would otherwise apply, but not special speed limits that apply to certain classes of vehicles (i.e. trucks and buses), licences (i.e. learner and provisional drivers) and certain circumstances (i.e. past school buses or in emergency service zones).

##### 3.1.1.3 Linear speed limits

A speed-limited length of road begins at a speed limit sign and ends at the first of the following:

- A speed-limit sign on the road showing a different speed limit.
- An end speed-limit sign on the road.



- The end of the road if the road is the terminating leg of a T-intersection or terminates such as in a cul-de-sac.

Linear speed limits are applied to a length of road through the use of speed limit signing at each end. The speed limit may or may not be the same as the default speed limit that would otherwise apply. Where a linear speed limit is the same as the default speed limit, repeater signs indicating the default value along the length of road are not generally used, and speed limit signing is limited to the beginning and end of the length of road.

#### 3.1.1.4 Area speed limits

A speed-limited area is the network of roads in an area with:

- An area speed-limit sign on each road into the area, indicating the same speed, and
- An end area speed-limit sign on each road out of the area.

In South Australia, area speed limits are usually applied to residential area precincts. Under the *Australian Road Rules*, shared zones and school zones can apply to either a network of roads in an area, or a length of road.

## 3.2 Typical Speed Limit Applications

The speed limits currently in place on South Australian roads have been established over many years in accordance with the relevant strategies, standards and practices available at that time. Speed limits may be reviewed from time to time in response to factors such as changes in the road environment or community requests (*refer Section 2.5*). When a speed limit is subject to review, it will be based on the guidance provided in this document, including the criteria and typical examples provided in this section.

A speed limit review may prompt the need to review other similar roads or networks of roads within a region to ensure a consistent application of speed limits. These roads may be the responsibility of different road authorities eg different local councils and DPTI. In the interests of road safety, the Minister for Transport and Infrastructure has the power under the *Road Traffic Act* to direct a road authority to install or remove traffic control devices, including speed limit signs.

### a) 50 km/h (Default urban speed limit)

The 50 km/h default urban speed limit applies in built-up areas, in the absence of other speed limit signs.

**Figure 3.1** 50 km/h default urban speed limit



*Towards Zero Together - South Australia's Road Safety Strategy 2020* promotes safer speeds and aims to achieve greater application of the 50 km/h default speed limit where a higher limit cannot be justified.

A 50 km/h speed limit provides a level of safety and amenity at locations where there is a high concentration of road user activity generated by roadside development, resulting in concentrations of pedestrians, cyclists, parking and un-parking manoeuvres, vehicles entering or leaving the road, and

turning traffic. This may occur in the central business or retail district along main roads, particularly those in the rural towns. In these situations, the 50 km/h default speed limit will be applied to that section of road, and will be signed according to *Sections 3.4.6 and 3.4.8 (also refer to Sections 3.4.3.5 and 3.4.3.2 for additional advisory signs which may be appropriate).*

**Figure 3.2** 50 km/h speed limit in rural town



#### b) 60 km/h speed limit

On 1 March 2003, the default speed limit in built-up areas was reduced from 60 km/h to 50 km/h. As a result, the 60 km/h speed limit is now only used where the physical layout of the road and roadside development are conducive to a 60 km/h limit.

This speed limit is applied to main roads in built-up areas. These roads are generally arterial roads designed for travel between localities and function as major traffic routes, freight routes, peak hour routes or public transport routes. They are usually multi-laned or divided roads, with direct access to abutting development.

The 60 km/h speed limit may also be applied to:

- Roads in rural residential, commercial or retail areas which do not meet the legal definition for the urban default limit.
- Roads in rural residential, commercial or retail areas where there is visible development on land next to the road but access to this development is via another road, e.g. rear fences are adjacent to the road, or access is via service road.
- Roads in rural residential areas where a significant proportion of the road alignment consists of closely spaced curves.
- Main roads in rural towns outside of the central business district.

Where a short length (less than 1 km) of 60 km/h speed environment exists between two townships with a 50 km/h speed limit on the same route, the 50 km/h speed limit should be continued through this section to avoid an unreasonable number of speed limit changes.

**Figure 3.3** 60 km/h on divided urban arterial road with direct access



**Figure 3.4** 60 km/h on main road in rural town



**Figure 3.5** 60 km/h on road in rural residential area



**c) 70 km/h speed limit**

Urban 70 km/h speed limits are typically applied to divided arterial roads with full or partial urban development with limited access to the main carriageway, low levels of pedestrian activity, a high standard of alignment and signalised intersections at regular intervals.

It may also be applied to urban fringe roads, or where a significant proportion of the road alignment consists of closely spaced curves.

**Figure 3.6** 70 km/h divided urban arterial road with limited access

**d) 80 km/h speed limit**

This speed limit is typically applied to divided urban arterial roads with little or no direct abutting access.

It is also applied to undivided roads in rural areas where a lower standard of vertical or horizontal alignment exists.

80 km/h speed limit also applies to rural roads in partially built-up areas with limited adjacent development, typically a small village in a rural area, or roads through urban / rural fringe areas. Houses may be located on larger allotments and be set back from the road, allowing drivers accessing these properties to enter and leave the road in a forward direction.

**Figure 3.7** 80 km/h divided urban arterial with little direct access



**Figure 3.8** 80 km/h rural road lower standard of horizontal alignment



**Figure 3.9** 80 km/h rural road with limited adjacent development





**e) 90 km/h speed limit**

This speed limit is typically used for suitably designed urban expressways, or rural roads that are not suitable for 100 km/h due to a combination of the following factors:

- Frequent horizontal curves, including roads with relatively long straight sections of road between curves, with sight distance less than that for a 100 km/h speed limit (refer *Austrroads Guide to Road Design Part 3: Geometric Design*),
- Frequent vertical curves that limit sight distance to less than that for a 100 km/h speed limit, including when there are relatively long straight sections of road between curves,
- Undivided two-way carriageway with a width less than 6 m,
- Narrow unsealed road shoulders,
- Regular occurrences of roadside hazards within 3 m of the edge of the carriageway,
- High crash history or high potential of crash risk,
- Disparity between the intended function of the road and existing road standard,
- Higher concentration of land use activity generators with uncontrolled access points,
- Higher number and spacing of intersections and other access points along the road without suitable provision for turning vehicles, or inadequate sight distances, or
- Forms a local connection between towns and communities without any arterial or strategic function.

**Figure 3.10** 90 km/h urban expressway**Figure 3.11** 90 km/h rural road**f) 100 km/h speed limit**

This speed limit applies to roads in the following situations:

- The default rural speed limit (see *Section 1.5*).
- Roads that do not meet the criteria for 90 km/h or 110 km/h speed limits.

**Figure 3.12** 100 km/h rural road**g) 110 km/h speed limit**

The highest speed limit applied on South Australian roads is 110 km/h. On the basis of the Safe Systems approach to setting speed limits, a 110 km/h speed limit should only be considered for rural roads that are designed and constructed to an appropriate standard and level of safety for the speed limit, which meet the following criteria:

- Perform an interstate or inter-regional transport function, and
- Have divided carriageways with a design speed of 120 km/h, and
- Have full access control, and
- Have sealed shoulders and appropriate roadside clear zones.

110 km/h speed limit on many existing roads were set according to previous strategies, standards and practices available at that time. South Australia's Road Safety Strategy aims to achieve greater application of the rural default of 100 km/h where higher limits are not justified. Due to their strategic function National Highways, major traffic and primary freight routes providing interstate links may be considered appropriate to retain a speed limit of 110 km/h.

**Figure 3.13** 110 km/h divided rural road



### 3.3 Other speed limits

#### 3.3.1 High pedestrian activity centres

A lower speed limit for a high pedestrian activity centre may be used where there are relatively high numbers of pedestrians or other vulnerable road users on a consistent daily basis throughout the year, such as main roads through major retail centres, commercial areas, tourism areas, areas of multilevel dwellings, or roads identified in DPTI's *Functional Hierarchy* as priority pedestrian areas. It is not intended for streets with short holiday or tourism peaks.

Pedestrian safety may also be achieved by the installation of traffic control devices, such as kerb extensions or pedestrian refuges, to provide protection and encourage pedestrians to cross at designated points. These measures should be investigated as an alternative, or in conjunction with, a lowered speed limit.

Research into the capacity of the human body to absorb crash energy indicates that speeds would ideally be less than 30km/h in where conflict with people walking and cycling is possible (*refer Section 2.1.3*). A speed limit of 30 km/h may be adopted for high pedestrian activity centres where pedestrian volumes are very high, and retail, dining, entertainment, recreation or tourism facilities generates frequent pedestrian movements across the road, at numerous locations along the road. It is best suited to locations where the road has been specifically designed to create a speed environment of 30 km/h and alternative routes are available to drivers to discourage through traffic.

**Figure 3.14** 30 km/h high pedestrian activity centre speed limit



A 40 km/h speed limit for a high pedestrian activity centre may be suited to roads where high pedestrian and vehicle movements are generated consistently throughout the day over the year. The roadside development may consist of retail shops, dining, entertainment or recreation facilities on both sides of the carriageway, mixed with residential development, generating frequent pedestrian movements across the road.

**Figure 3.15** 40 km/h high pedestrian activity centre speed limit



Traffic calming devices and other measures may be required to assist in the creation of an environment suitable for the lower speed limit. Refer to *Section 2.4.5.3*, and the *Streets for People Compendium* for further information. Roads with lane widths greater than 4 m are generally unsuitable for a high pedestrian activity area speed limit and may require narrowing or other traffic calming treatments for the lower speed limit to succeed.

A high pedestrian activity centre speed limit on a road under the care, control and management of DPTI may be initiated by either Council or DPTI. Where Council have identified a need for the lower speed limit, Council shall consult with DPTI to confirm the suitability of the lower speed limit. Where a road is identified as being suitable for a low speed environment, DPTI will work in partnership with Council in the assessment, consultation (*refer Section 2.5.3*) and implementation process. National Highways, and roads identified in DPTI's *Functional Hierarchy* as freight routes or major traffic routes are unsuitable for high pedestrian activity centre speed limits.

If most properties along the road are residential, a speed limited area for a residential precinct may be suitable (*refer Section 3.3.2*).

### 3.3.1.1 Variable or time based speed limit

A road may be suitable for a high pedestrian activity centre speed limit as a variable or time based speed limit in the following situations:

- Where the road environment is not suited to low speeds outside of peak pedestrian times, a variable or time based speed limit may be considered. Consideration should be given to the 'after hours' (for example, 7:00 pm to 7:00 am) traffic and whether it is reasonable to restrict the speeds of drivers during these times.
- High volume roads with AADT > 20,000 vehicles per day may be suitable for electronic variable speed limits. Hours of operation should be based on a pattern of pedestrian crashes and/or high pedestrian activity, taking into account days when most shops are open or where higher levels of pedestrian activity are generated after hours (e.g. precincts with cafes, restaurants, cinemas etc.).
- Minimum time periods for a time based speed limit should be determined to best suit the times of peak pedestrian activity taking into account opening hours, clearway times and operational needs. *Refer to Section 3.5.1 for variable signing.* If there are significant numbers of pedestrian crashes outside normal shopping hours, consideration should be given to implementing a full time high pedestrian activity centre speed limit.

### 3.3.2 Speed-limited areas

A 40 km/h speed-limited area may be introduced to help create a speed environment appropriate to local streets. The speed limit of 40 km/h is generally appropriate in precincts where existing speeds are not overly high. These may be areas where higher speed streets have been treated with local area traffic management devices, or where speeds are naturally low because of existing road and traffic characteristics.

An area speed limit of 30 km/h may be suitable for shack areas situated on a network of no through roads, or very low volume roads providing access for local residents only.



**Figure 3.16** 40 km/h speed limited area

Before implementing a speed limited area, speed surveys may be conducted to provide an indication of the current speed environment. Low mean vehicle speeds prior to the implementation of the area speed limit indicate that the speed environment is self-regulating, and the proposed area speed limit will simply reinforce the existing low speed environment. If existing vehicle speeds are high, the introduction of the area speed limit on its own may not result in a sufficient reduction in vehicle speeds, and physical speed control treatments may be required to create a speed environment which is consistent with the lower speed limit. A method for assessing the mean vehicle speeds to determine the suitability for a speed-limited area is provided as a guide in *Section 3.3.2.1* below. This is based on the experience of previous successful speed limited areas in South Australia.

A speed-limited area should have a clear boundary. Such an area would generally be bounded by arterial roads, other major traffic routes retaining a higher speed limit, or physical or geographic features which restrict the movement of traffic, such as rail corridors, parks and waterways. Speed-limited areas may also be applied to large areas, such as whole Council areas, excluding major traffic routes and collector roads unless these are suitable for a high pedestrian activity centre speed limit (*refer Section 3.3.1*).

Local community support for speed-limited areas is important for the successful implementation of this type of speed limit (*refer Section 2.5.3*).

### 3.3.2.1 Mean speed criteria

A speed-limited area may be suitable within a built-up precinct if the arithmetic average of current mean speeds on all 'relevant streets' is less than 10 km/h greater than the suggested area speed limit. For example, a 40 km/h area speed limit may be

introduced if the average of the mean speeds on all 'relevant streets' is not more than 50 km/h.

'Relevant streets' are any streets longer than 250 m, including those with existing high-level physical speed control treatments. It excludes streets that will have new high-level physical speed control treatments when the speed limit is lowered, or streets that will retain the existing speed limit. It also excludes sections of an otherwise continuing street between devices such as stop signs, give way signs or roundabouts which are less than 250 m. If the lengths between these devices are longer than 250 m, they will be 'relevant streets'.

The documentation provided to DPTI when requesting approval based on this criteria shall include:

- a list of all relevant streets within the proposed precinct, including the mean speed of traffic on these streets and the arithmetic average of these mean speeds,
- a list of all streets where new high-level physical speed control treatments are to be installed, including the speed control treatment proposed on each and, if obtained, the mean traffic speed, and
- a list of all streets less than 250 m in length.

Where the size of the proposed speed limit area is large (for example, large suburbs, or multiple suburbs) speed data from a representative sample of typical 'relevant streets' is sufficient.

### 3.3.3 Shared zones

A shared zone is a 10 km/h speed limit applied to a road or a network of roads in an area where pedestrians and vehicular traffic share the road space. Drivers within a shared zone must give way to pedestrians at all times and must only park in marked bays or where permitted by parking control signs.

The image and character of the street in a shared zone is critical to its successful operation. Drivers need to be made aware that they are entering a street environment with different driving conditions. This can be achieved by narrowing the entrances, use of different coloured and textured paving, the use of full width paving between property lines and by the placement of planters and other landscaping.

**Figure 3.17** Shared zone in residential area**Figure 3.18** Shared zone in shopping precinct

Because of the unique characteristics of a shared zone, they are normally restricted to areas of high commercial activity, medium to high-density residential areas, tourist or heritage areas, where there is both a high proportion of pedestrians relative to vehicle numbers, and a very low speed environment. Shared zones may also be used in car parks, reserves or caravan parks as long as the speed environment is self-enforcing to restrict vehicles to very low speeds.

Although speeds are expected to be low in shared zones it is desirable to also delineate a part of the street for pedestrian movement only, where pedestrians will not unreasonably obstruct the path a driver (*Australian Road Rules Rule 236*).

### 3.3.3.1 Shared zone design principles

Because the low speed design of a shared zone is critical, the following design principles must be met:

- Entrance - Each entrance to a shared zone must be designed so that drivers make a conscious decision to enter the shared zone (*Refer Section 3.3.3.2*).

- Shared zone design - the internal physical design of a shared zone should be such that it is not possible for drivers to proceed through it at much more than a walking pace. It should be designed as a 'mall-with-traffic' rather than a 'street-with-pedestrians'.
- Clear direction for a driver to take - the intended vehicular path through the shared zone must be made clear to both drivers and pedestrians, while avoiding the traditional carriageway-footpath distinction (*Refer Section 3.3.3.3*).
- Pedestrian priority - it must be obvious to drivers entering the shared zone that pedestrians have equal or higher priority than drivers.
- Pedestrian visibility - physical design elements within a shared zone, particularly landscaping, should not unduly restrict visibility of all types of pedestrians, including children.

In residential areas, correctly designed shared zones can also provide safe and attractive play or recreational areas, in addition to catering for vehicle access. The design of a residential shared zone needs to take into account child pedestrian behaviour. Small children may behave erratically when at play, as they are liable to break into a run and change direction of movement without paying any attention to possible vehicular dangers. The size of small children and their erratic behaviour patterns means that design features of a residential shared zone must ensure reasonable visibility within the shared zone at all times.

### 3.3.3.2 Entrances and vehicle path

A shared zone should create a feeling of visual enclosure by narrowing the entrance and exit with treatments such as landscaping and kerb realignment so that there is a physical 'gateway' to the zone.

The 'Shared Zone' (R4-4) sign must be displayed on entry to the zone and the 'End Shared Zone' (R4-5) sign on exit.

A narrow entry threshold or angled slow point is recommended for the entry to the shared zone to ensure low entry speeds (*refer to AS 1742.13 and the Code of Technical Requirements for further details*). The design of the vehicular path aims to physically restrict travel speed to 10 km/h, which can be achieved through the use of a meandering path of sharp turns. Long straight stretches of more than about 25 m without treatment should be avoided. In the absence of

a meandering path, a narrow travel path, road humps or similar slow points may be used.

Landscaping, artwork, protected play and seating areas, bollards and other physical forms may all be used in an integrated and complementary way to clearly define a vehicular path within the open pedestrianised environment of the shared zone. To provide an environment conducive to consistently low speeds throughout the shared zone, a one-way traffic flow with a vehicular path width no greater than 3 m is recommended. Two-way traffic flow is not recommended, unless situated in a no through road, as the wider vehicular path may not sufficiently constrain vehicles.

The design shall accommodate convenient access to private driveways and emergency services vehicle movements. Garbage trucks must also be considered, although it may be more expedient to accommodate garbage collection outside the zone.

### 3.3.3.3 Separation of pedestrians and vehicles

Shared zones should not provide a clear horizontal and vertical distinction between pedestrian footpaths and vehicular travel routes. The delineation created by kerb and gutter as found in conventional streetscapes must be avoided. While drivers must be restricted to a specific vehicular path by the design elements, pedestrians have the right to use all the shared zone space.

### 3.3.3.4 Pavement surface treatment

The use of pavement surface materials other than bitumen can help reinforce a change in the streetscape and assist with modifying driver behaviour. Use of painted surface treatments or road murals may also assist in reinforcing the change in road environment (*refer to the Code of Technical Requirements for further details*).

As shared zones cater for both pedestrian and vehicle traffic within the same space, the skid and slip resistance properties of the pavement surface need to be designed to operate safely for all user groups.

The skid and slip resistance properties of the materials, line marking or any surface treatments should be the greater of the following:

- for trafficked surfaces other than pedestrian traffic, skid resistance of 45 BPN (British Pendulum Number, measured in accordance with DPTI's *Test*

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(<http://www.dpti.sa.gov.au/?a=77200>) or TP344 (<http://www.dpti.sa.gov.au/?a=47253>) and the requirements of AS 4049, and

- for pedestrian trafficked surfaces, the requirements of SA HB 198:2014 *Handbook – Guide to the specification and testing of slip resistance of pedestrian surfaces*. For AS 4586, the minimum applicable classifications are P4 for Table 2, D1 for Table 3, B for Table 4 and V6 for Table 6. The Wet Pendulum Test Method for slip resistance is specified in AS 4586 and AS 4663.

Drainage needs to be considered in the selection of pavement surface, particularly where hard surfaces are to replace existing nature strips. It may be possible to design a combination of hard surface treatments and grassed treatments particularly in areas where the introduction of greenery or natural drainage is important to the overall design.

Where paving bricks are chosen as the principal surface treatment, care should be taken not to use similar materials in other locations outside of the shared zone or the individual visual 'message' of the shared zone may be lost.

### 3.3.3.5 Landscaping and other physical elements

Physical elements within the shared zone should not unduly restrict driver visibility of pedestrian activity and vice versa. Designs that rely on a deliberate use of planting to reduce the driver's sight distances are not recommended as such designs could be potentially dangerous.

The design and layout of landscaping should allow for the presence of child pedestrians. Shrubs should be avoided as some species of shrub could obscure child pedestrians in locations where sight distances are short.

### 3.3.3.6 Parking

The parking of vehicles within a shared zone is not recommended, as the parking/un-parking manoeuvres needed to access both parallel and angled schemes can pose a danger to pedestrians. Where parking within a shared zone is required, parking control signs shall be installed (*refer Australian Road Rules Rule 188 for the rules pertaining to stopping in shared zones*).



### 3.3.4 School zones

A school zone is a speed restriction for a short section of road, which may be installed adjacent to or near a school to improve the safety for school children travelling to or from school by regulating vehicle speeds. School zones are only to be installed adjacent to or near schools, not child care centres. The speed limit of 25 km/h operates when a child is present within the school zone.

**Figure 3.19** School zone on local street



Councils may install school zones in accordance with their *Instrument of General Approval* and the requirements of this document, and separate approval from the Commissioner of Highways or authorised delegate is not required.

To maximise the safety of school children around the school and ensure the safe operation of the school zone, the following factors listed below must be taken into consideration when assessing and implementing a school zone.

#### 3.3.4.1 Assessing the suitability of a school zone

Prior to the installation of a school zone it is necessary to ensure that it is an appropriate treatment for the location. It is also important that existing school zones are periodically reviewed to ensure each is still the most appropriate treatment for the circumstances and location where it is installed.

A school zone is typically used on a road where there is a concentration of school children adjacent to motor

vehicle activity on the road. For details of children's crossings at or near schools, refer to the *Code of Technical Requirements*. A school zone may also be used where school children cross a road at many places making a pedestrian crossing an ineffective treatment.

In some cases, a school zone may need to be supplemented with other treatments, such as an emu crossing (refer to Section 8.5.1 of the *Code of Technical Requirements*) or additional warning devices (refer to Section 3.4.3.6 for *School Zone Warning signs*, and the *DPTI Pavement Marking Manual* for supplementing the *School Zone Warning sign* with the 'School' pavement message).

#### 3.3.4.2 Addressing the movement of children near the road

Rather than simply installing school zones as a standard treatment for the protection of school children moving around schools it is desirable to minimise or preferably eliminate the need for children to cross or be near a road. Any possibility of moving activity away from the road should be investigated in liaison with the school before deciding that a school zone is the most appropriate treatment. Actions that may assist in eliminating the need for a school zone include:

- Imposing parking prohibitions on the side of the road opposite to the school while improving set down areas nearer the school to encourage pedestrian movement to and from vehicles on the school side of the road.
- Establishing off-street short term set down and pick up areas on the school side, separating the faster through traffic on the road from the pedestrian activity near the vehicle creating a lower speed environment for child pedestrians. This should be done so that vehicle access to and from the road does not pose an unreasonable degree of hazard to the children or drivers.
- Ensuring school buses always stop on the school side of the road or within the school grounds so children do not have to cross the road.
- Installing a pedestrian crossing where regular road crossings occur in accordance with Section 8 of the *Code of Technical Requirements*.
- Relocating the entrance to the school grounds which may promote pedestrian movement to a

safer area, away from any concentrated vehicular activity near the school.

- Installing pedestrian fences to keep children away from the road.
- Improving on-street and off-street bicycle facilities which may encourage cyclists to cross the road at safer locations.
- Avoiding where possible the need for children to wait near the road (e.g. when waiting for a bus) on higher speed roads or in potentially hazardous locations. Where a roadside waiting area is used and is considered hazardous for children the waiting area should be improved to provide a safe area appropriate for the anticipated numbers of children with restricted access to the road. If this is not practical, the waiting area should be relocated to a safer place.

#### 3.3.4.3 Determining the school zone location

A school zone on the same road as a koala crossing, wombat crossing, zebra crossing, pedestrian actuated crossing or signalised intersection shall be separated from the crossing or signalised intersection by at least 100 m. An emu crossing is the only pedestrian crossing permitted within a school zone.

Where school zones are placed in close proximity they shall be separated by a minimum of 100 m.

The length of a school zone should be kept as short as practicable to cover where most children cross the road. Long school zones should be avoided as the 25 km/h speed limit must be observed whenever a child is present anywhere within the zone. In long school zones, visibility of the entire school zone may be restricted, making it difficult for drivers entering the school zone to determine the presence of children within the zone. The minimum length is 60 m, generally to cover one access to the school at or near the centre of the zone.

A school zone should be:

- centred around the area where children mainly cross the road;
- kept as short as practicable for drivers to associate the school zone with the movement of children;
- located approximately 30 m on each approach to the school gate, giving a minimum school zone length of approximately 60 m. The number of

gates at a school should be rationalised to keep the zone length as short as is practicable,

- merged with another school zone if both are located very close together on the same road. Ideally the overall length of the new school zone should be shortened, and
- used in conjunction with a pedestrian refuge on wider or busier roads. The narrowing of the road and the facility to duplicate the 'School Zone' sign (R3-SA58) on the pedestrian refuge will reinforce the requirement for drivers to reduce their speed to 25 km/h.

Kerb extensions may also be considered where there is sufficient road width. However, care must be taken to ensure the site does not mislead pedestrians by looking like a pedestrian crossing where drivers are expected to stop and give way to pedestrians.

#### 3.3.4.4 Inappropriate locations for school zones

There are instances where the road and traffic conditions mean that a school zone may not provide a reasonable degree of safety to children. School zones shall not be used on roads which:

- function as a major traffic route, especially high volume arterial roads;
- are multi-lane;
- have a speed limit in excess of 60 km/h;
- are wide and kerb extensions, medians, median islands or pedestrian refuges are not installed;
- are near a signalised intersection;
- are near a koala crossing, wombat crossing, zebra crossing or pedestrian actuated crossing;
- have a grade separated pedestrian crossing; or
- meet the criteria for a koala crossing or pedestrian actuated crossing, as per *Section 8 of the Code of Technical Requirements*, and *Appendix D of the Code of Technical Requirements*.

In these instances other measures should be investigated with the aim of removing or minimising the danger vehicular traffic poses to children around the school, as outlined in *Section 3.3.4.2*.

#### 3.3.5 Beaches

Speed limits on beaches may be applied where driving or riding of motor vehicles is permitted and a speed



limit is required to create a speed environment appropriate for a space shared by pedestrians and motor vehicles. A beach is a road-related area under the *Australian Road Rules* and generally all rules applying to drivers on a road will apply on a beach, including the rules for speed limits.

The default speed limit on most beaches will be 100 km/h because of the definition of a built-up area, which creates a default limit of 50 km/h, is unlikely to be met.

Consideration should be given to the compatibility of the speed limit (excluding the default limits of 50 km/h and 100 km/h) to the varying type of surface that could be experienced on the beach. The road authority should ensure the surface of the beach is sufficiently robust for the type of vehicles that may be driven on it.

#### 3.3.5.1 Use of a 20 km/h speed limit

A 20 km/h speed limit is suited where motor vehicle use occurs in an area where there is a concentration of people or significant pedestrian activity or children.

It is important that the authority create a well-defined pedestrian area and keep it as short as possible so that drivers will understand the reasons for the 20 km/h speed limit within this clearly identifiable area. This area shall be near the beach access point to maintain the already slow entry speed of drivers.

#### 3.3.5.2 Use of a 50 km/h speed limit

This section does not apply if a beach meets the definition of a built-up area and the default limit of 50 km/h already applies. In those cases refer to *Section 3.5.5.3*.

Without speed limit signs a beach will generally be subject to the default limit of 100 km/h. For coastal built-up areas this would seem inconsistent with the 50 km/h default that applies to the roads. Therefore, a 50 km/h sign may be used in this case.

Although establishing this speed limit does not meet *AS 1742.4* for unsealed roads, it is considered appropriate to provide an authority the flexibility to create a consistent speed environment in a built-up area. The extent of this 50 km/h speed limit should be kept to a minimum and be consistent with the other roads subjected to the 50 km/h default speed limit of the built-up area.

## 3.4 Speed limit signing – general requirements

This section specifies the requirements for the placement and size of signs to ensure consistent speed limit signing practices. Speed limit marking on the pavement shall not be used.

### 3.4.1 Definitions

**Single sign** – A sign positioned on the left side of the carriageway.

**Duplicated sign** – Signs placed on both the left and right sides of the carriageway.

**Lower speed limit** – Where the speed limit changes to a lower limit.

**Higher speed limit** – Where the speed limit changes to a higher limit.

**Repeater signs** – Signs placed along the road to indicate to entering traffic, or remind and reinforce to other traffic, the prevailing speed.

### 3.4.2 Regulatory signs

The following signs are used to prescribe speed limits:

- R4-1 Speed Restriction
- R4-12 End Speed Limit
- R4-10 Speed Limit Area
- R4-11 End Speed Limit Area
- R4-4 Shared Zone
- R4-5 End Shared Zone
- R3-SA58 School Zone sign
- R4-SA59 End School Zone
- R4-SA60 End School Zone / Speed Limit Area
- R4-SA61 End School Zone / End Speed Limit Area
- R4-SA102 Speed Limit with times
- R4-SA103 modified End Speed Limit Area
- TES 18371 When sign above is blank

These signs shall be used in accordance with the requirements of *AS 1742.4 clause 3.1* and the variations and requirements of this document. Sign specification details can be found on the *DPTI Standard Road Sign Index*

(<http://www.dteapps.com.au/signindx/>). Signs not included on this index shall not be used.

### 3.4.3 Non-regulatory signs

The following signs are used in conjunction with regulatory speed limits:

- T1-SA109 Speed Limit Changed
- TES 19085 Speed Limit Changed - 50
- T1-SA103 or T1-SA104 Speed Limit Changed Ahead
- G9-79 Speed Limit Ahead
- G9-SA131 Speed Limit Ahead – time based
- G9-SA132 Speed Limit Ahead on Side Road – time based
- G9-SA133 Speed Limit Ahead on Side Road – time based
- TES 15342 Remember 50
- W6-SA106 School zone warning
- W8-2 Advisory speed
- W8-SA106 Pedestrian Precinct

#### 3.4.3.1 Speed Limit Changed (T1-SA109) sign

When a speed limit is changed, the new speed limit signs shall be accompanied by the temporary installation of 'Speed Limit Changed' (T1-SA109) supplementary plate, for a period of up to 2 months. Where the speed limit change occurs on a road subject to high volumes of seasonal or tourist traffic, this period may be extended to cater for these users.

**Figure 3.20** Speed Limit Changed (T1-SA109) sign



#### 3.4.3.2 Speed Limit Changed - 50 (TES 19085) sign

When a speed limit is changed to 50 km/h, the temporary 'Speed Limit Changed - 50' (TES 19085) signs should be used at a spacing of 200 m to 300 m for a period of up to 2 months. Where the speed limit change occurs on a road subject to high volumes of seasonal or tourist traffic, this period may be extended

to cater for these users. This sign is intended to ensure that drivers are informed of the new 50 km/h speed limit without the use of repeater signs for the urban default limit. This sign shall be manufactured from corflute to enable it to be located on existing infrastructure such as lighting poles without the need temporary short term installation of sign posts.

**Figure 3.21** Speed Limit Changed - 50 (TES 19085) sign



#### 3.4.3.3 Speed Limit Changed Ahead (T1-SA103 or T1-SA104) sign

The 'Speed Limit Changed Ahead' (T1-SA103 or T1-SA104) signs may be used in advance of temporary speed limits, where VMS / MMS are not appropriate, available or practical.

The T1-SA103 sign shall be installed in advance of new installations of electronic variable speed limits for a period of two months. Where the speed limit change occurs on a road subject to high volumes of seasonal or tourist traffic, this period may be extended to cater for these users.

**Figure 3.22** Speed limit changed ahead (T1-SA103) sign



The T1-SA104 hinged sign shall be installed in advance of seasonal speed limits such as grain handling facilities.

**Figure 3.23** Speed limit changed ahead (T1-SA104) hinged sign



The location of these signs in advance of the temporary speed limit shall be determined in accordance with Dimension A as specified in AS 1742.2 Appendix D Table D1, for either a significant or low to moderate speed reduction. An extract of this table is provided in Table 3.1.

**Table 3.1** Location of advance warning signs

Situation	$V_{85} < 75$ (km/h)	$V_{85}$ 75 to 90 (km/h)	$V_{85} > 90$ (km/h)
Significant speed reduction required	60 – 80 m	80 – 120 m	120 – 180 m
Low to moderate speed reduction required	40 – 60 m	60 – 80 m	80 – 120 m

#### 3.4.3.4 Speed Limit Ahead (G9-79) sign

Where the Speed Limit Ahead (G9-79) sign is required in accordance with Section 3.4.4, it shall be installed 300 m to 400 m in advance of the start of the lower speed limit.

**Figure 3.24** Speed Limit Ahead (G9-79) sign



#### 3.4.3.5 Remember 50 (TES 15342) sign

The 'Remember 50 km/h Unless Otherwise Signed' (TES 15342) signs were introduced to assist with educating the public about the 50 km/h default when it was first introduced in 2003. These signs were used at strategic locations on local council roads and served a useful education purpose. While the 50 km/h default urban speed limit is now well understood by drivers, these signs may continue to be used at selected locations by Councils where additional reinforcement of the 50 km/h default message is required in accordance with the conditions below.

**Figure 3.25** Remember 50 (TES 15342) sign



Where the 50 km/h default applies and a repeater sign may otherwise be desirable, the 'Remember 50' (TES 15342) sign may be used in the following situations on roads which are not primarily traffic routes:

- Beyond the start of the 50 km/h default where there is a reduction from another speed limit and there is evidence that the limit is not being adequately observed.
- On collector roads just beyond important intersections for the benefit of traffic which has turned from another road which is subject to a higher speed limit.

The 'Remember 50' (TES 15342) sign **shall not** be used as a regular reminder of the default speed limit and shall not be installed at regular interval along a road.

The 'Remember 50' (TES 15342) sign **shall not** be used on roads where a local area traffic management scheme applies.

Councils may install this sign in accordance with their *Instrument of General Approval* and the requirements of this document, and separate approval from the Commissioner of Highways or authorised delegate is not required.

#### 3.4.3.6 School Zone Warning (W6-SA106) sign

Refer to *Section 3.5.4* for the use of the School Zone Warning sign in advance of a school zone.

**Figure 3.26** School Zone Warning (W6-SA106) sign

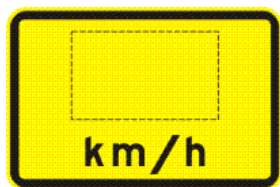


Councils may install this sign in accordance with their *Instrument of General Approval* and the requirements of this document, and separate approval from the Commissioner of Highways or authorised delegate is not required.

#### 3.4.3.7 Advisory speed (W8-2) sign

Advisory speed signs (*Figure 3.27*) are used to inform drivers of changes in alignments (i.e. curves, bends, humps, dips) and of the appropriate speed to negotiate these road features. Advisory speed signs are used where the appropriate speed on a section of the roadway may be less than the posted speed limit. Although the sign provides a warning to approaching drivers, it is not legally enforceable. Determination and signposting of advisory speeds must be done in accordance with *AS 1742.2 Clause 4.4.4* and DPTI's *Operational Instruction 2.1*.

**Figure 3.27** Advisory speed (W8-2) sign



When speed limits are introduced or reviewed, a survey should be made of all advisory speed signs within the zone to ensure that they do not indicate a speed above the posted speed limit.

Speed limit signs and advisory speed signs showing different speed values from one another should not be placed where drivers can read both at the one time.

Councils may install this sign in accordance with their *Instrument of General Approval* and the requirements of this document, and separate approval from the Commissioner of Highways or authorised delegate is not required.

#### 3.4.4 Buffers

A speed limit buffer is used where there is a significant reduction in the speed limit to enable drivers to decelerate to the lower speed. Since November 2008, *AS 1742.4 MUTCD Part 4: Speed controls* has permitted speed limit buffers to be in the form of either a speed limit of intermediate value, or the 'Speed Limit Ahead' (G9-79) sign, with only one of these options to be used throughout the region.

The 'Speed Limit Ahead' (G9-79) sign shall be used for speed limit buffers in accordance with *AS 1742.4* (2008) clause 2.3.5(b). Speed limit buffers comprising a speed zone of intermediate value as contained in *AS 1742.4* (2008) clause 2.3.5(a) shall not be used as they increase the number of changes in speed limit where there is no roadside development. The Speed Limit Ahead (G9-79) sign shall only be used for speed limit changes of 30 km/h or more.

Where there are a series of speed limit reductions (e.g. 110 km/h to 80 km/h to 50 km/h), the 'Speed Limit Ahead' (G9-79) sign shall only be used in advance of the intermediate speed limit if it meets the minimum desirable length (*refer Table 2.2*) for that speed limit. Refer to *Section 3.4.7* for examples.

When there is a need for an existing speed limit buffer to be altered, the 'Speed Limit Ahead' (G9-79) sign buffer shall be installed. If a change occurs for one approach to a town, consideration should be given to changing all approaches for consistency, where appropriate.

There may be locations where an 80 km/h speed limit or another speed limit applies on the approach to a town due to the speed environment of the road meeting the criteria of this guideline for setting speed limits. This situation may occur where there is sparse development set back from the road on the approach to the town. In this case, it shall not be replaced by a 'Speed Limit Ahead' (G9-79) sign as it is a speed limit in its own right.

Buffer zones established under earlier versions of AS 1742.4 may be longer than the AS 1742.4 (2008) requirement of 300 m to 400 m, but shorter than the current minimum desirable length for that speed limit (refer Section 2.3.3). Where the adjacent roadside development supports the speed limit of intermediate value, this speed limit may remain.

### 3.4.5 Installation and location of signs

Signs shall be installed and located in accordance with the requirements of AS 1742.4 Appendix C.

Where possible, signs indicating the speed limit to opposing traffic directions should be fixed back-to-back on a single post.

On divided roads, where the width of the median separating the two carriageways is 3.0 m or less, a single post in the centre of the median is preferred. Where the median width is greater than 3.0 m, separate posts are required for signs installed in the median for each carriageway (refer Figure 3.29).

### 3.4.6 Size and location of signs

Signing of linear speed limits of 50 km/h or greater for various lane configurations shall be in accordance with the Sections 3.4.6.1 to 3.4.6.5. Where the 'Speed Limit Ahead' (G9-79) signs are required (refer Section 3.4.4 and 3.4.7), these may be duplicated where appropriate.

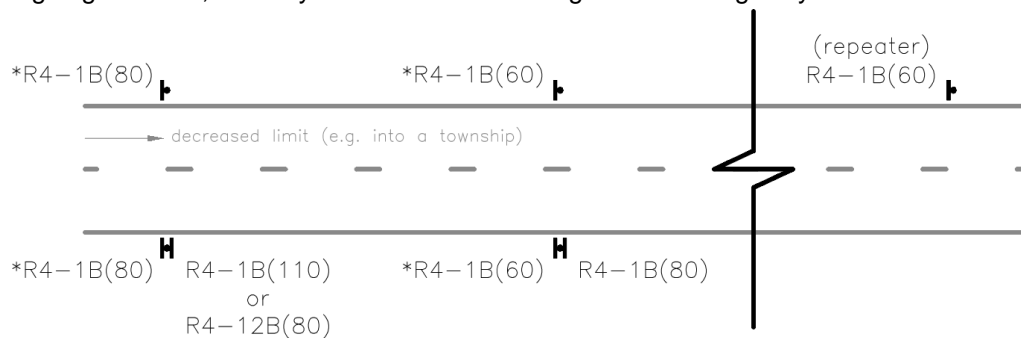
#### 3.4.6.1 Two lane, two way roads and divided single lane carriageways

Lower Speed Limit: Duplicated R4-1B\*

Higher Speed Limit: Single R4-1B or R4-12B. May be duplicated where appropriate.

Repeater signs: Single R4-1B (Refer Section 3.4.8). May be duplicated where appropriate.

**Figure 3.28** Signing two lane, two way roads and divided single lane carriageways



\* R4-1C may be used instead of R4-1B where additional emphasis is necessary due to potentially high approach speeds (refer Section 3.4.7) or where the roadside environment is particularly distracting.

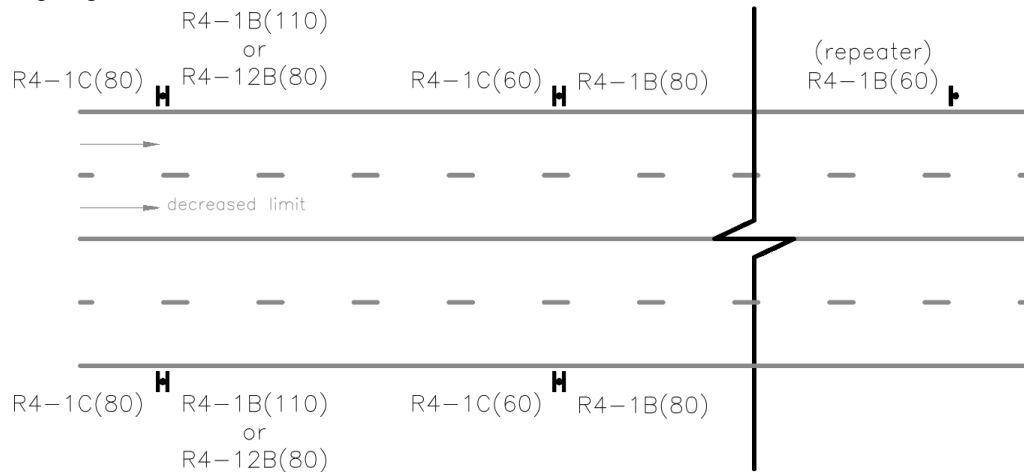
### 3.4.6.2 Undivided multi-lane roads

Lower Speed Limit: Duplicated R4-1C

Higher Speed Limit: Duplicated R4-1B or R4-12B

Repeater signs: Single R4-1B (*Refer Section 3.4.8*). May be duplicated where appropriate.

**Figure 3.29** Signing undivided multi-lane roads



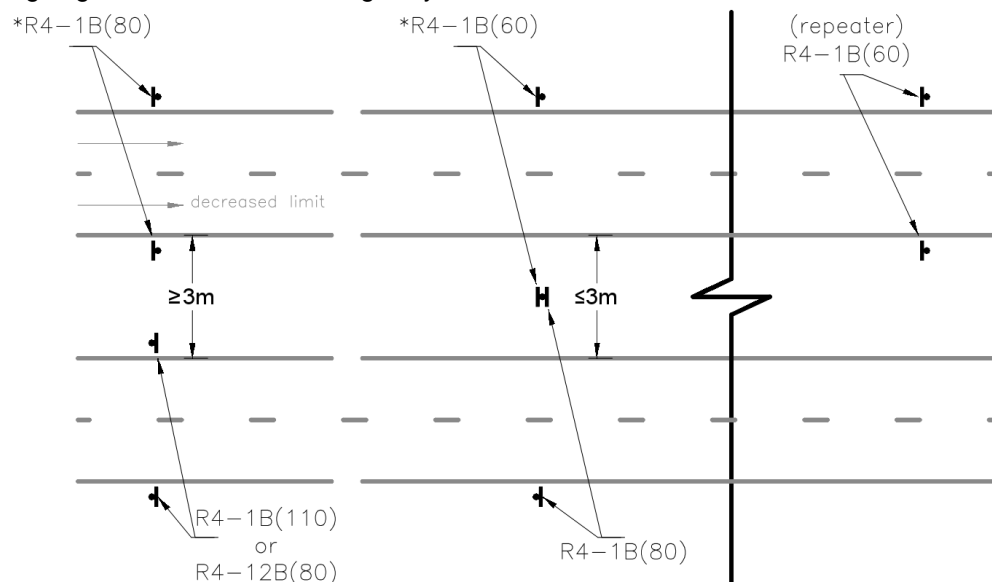
### 3.4.6.3 Divided two lane carriageways

Lower Speed Limit: Duplicated R4-1B\*

Higher Speed Limit: Duplicated R4-1B or R4-12B

Repeater signs: Duplicated R4-1B (*Refer Section 3.4.8*)

**Figure 3.30** Signing divided two lane carriageways



\* R4-1C may be used instead of R4-1B where additional emphasis is necessary due to potentially high approach speeds (*refer Section 3.4.7*) or where the roadside environment is particularly distracting.



### 3.4.6.4 Divided three or four lane carriageways

Lower Speed Limit: Duplicated R4-1C  
 Higher Speed Limit: Duplicated R4-1B or R4-12B  
 Repeater signs: Duplicated R4-1B (*Refer Section 3.4.8*)

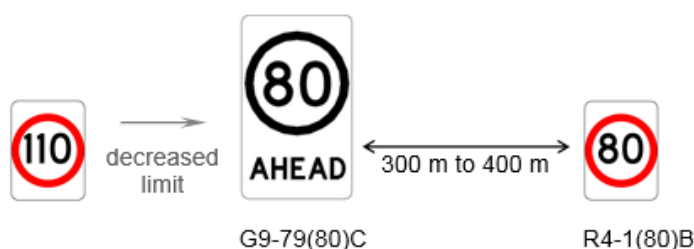
### 3.4.6.5 Freeways

All signs: Duplicated R4-1C

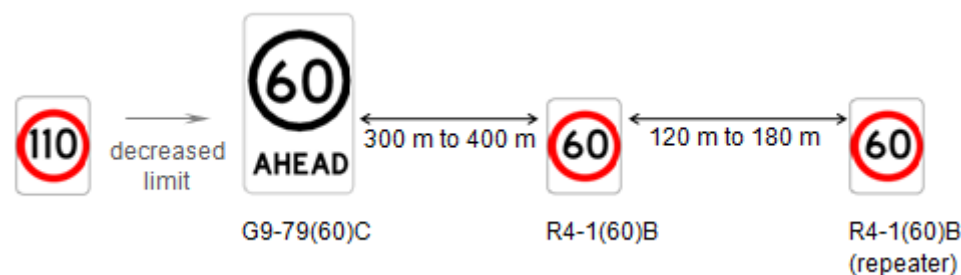
### 3.4.7 Sign sizes for approaches to built-up areas

For two lane two way roads, divided single lane carriageways or divided two lane carriageways, 'C' size signs should be used where additional emphasis is required due to potentially high speeds approaches to built-up areas, as shown in the following figures.

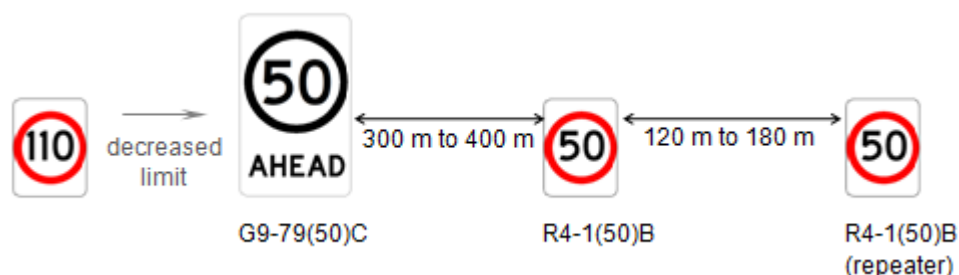
**Figure 3.31** Reduction from 110 km/h to 80 km/h



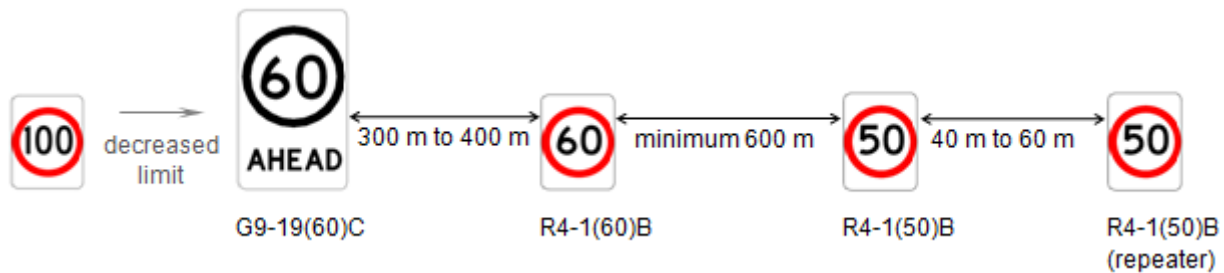
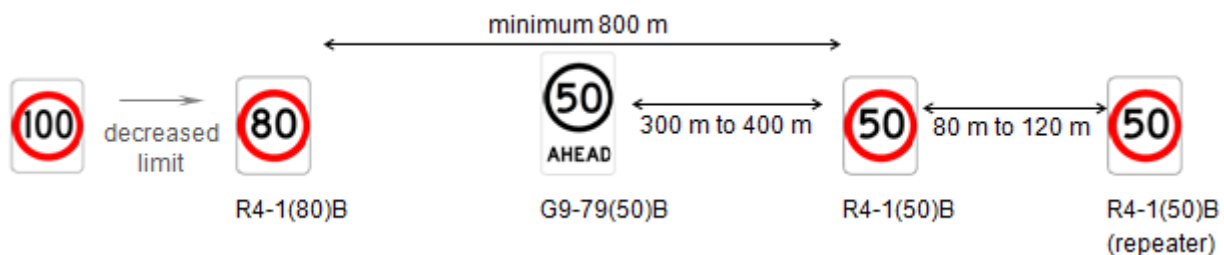
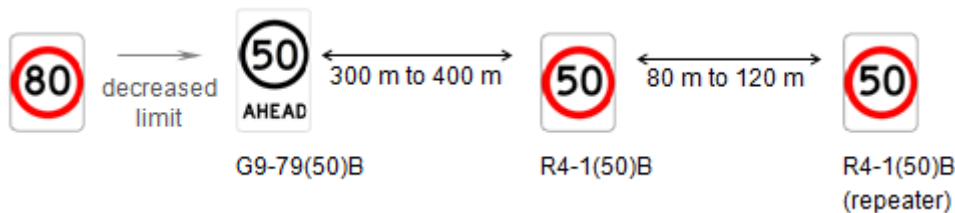
**Figure 3.32** Reduction from 110 km/h to 60 km/h



**Figure 3.33** Reduction from 110 km/h to 50 km/h





**Figure 3.34** Reduction from 100 km/h to 60 km/h to 50 km/h**Figure 3.35** Reduction from 100 km/h to 80 km/h to 50 km/h**Figure 3.36** Reduction from 80 km/h to 50 km/h

### 3.4.8 Repeater signs

Repeater signs shall be installed in accordance with the requirements of AS 1742.4, except as follows:

- Single repeater signs may be duplicated where appropriate based on specific site conditions
- Repeater signs may be used to reinforce the speed limit after a discontinuity in a road, for example, an anomalous intersection where a road name change occurs. In this case there may be doubt as to whether the speed limit continues on through the discontinuity and a repeater sign (duplicated if required) may be installed to confirm the limit which applies beyond the discontinuity.
- A single repeater sign on the left hand side may be installed just beyond the beginning of lowest speed limit in the series of speed limit reductions on the approach to a town, urban area or section of development. Where used, it shall be spaced in accordance with the requirements of AS 1742.2
- Where a 50 km/h speed limit applies to an urban arterial road, repeater signs may be installed after major intersections. Additional repeater signs are generally not required within the 50 km/h zone. Where used, they shall be kept to a minimum as 50 km/h is the default speed limit.
- Where a 60 km/h speed limit applies to an urban arterial road or main road in a rural town, repeater signs shall be installed after major intersections, or at intervals of approximately 800 m. Repeater sign spacing may be reduced to approximately 500 m where appropriate to ensure signs are conspicuous.
- Repeater signs for 110 km/h speed limits shall be placed on the exits of major intersections. Repeater signs for 110 km/h speed limits at other locations are generally not required as it is

Appendix D Table D1, based on the speed limit of the approach, as shown in Section 3.4.7.

considered unnecessary to reinforce the message of the higher 110 km/h speed.

- Repeater signs for 100 km/h speed limits shall be placed on the exits of major intersections where the intersecting road has a speed limit of 110 km/h.
- Where repeater signs for 100 km/h or 110 km/h speed limits are used on the exits of major intersections, the signs should be installed at a distance of approximately 300 m from the intersection. Where major intersections are less than 1 km apart, repeater signs shall only be installed after the second intersection. Where reassurance direction signs exist on the exit of roads, the speed limit signs shall be placed approximately 150 m beyond the reassurance sign.
- In accordance with the requirements of DPTI's *Operational Instruction 5.1* in advance of the 'Safety Camera Ahead' signs for average speed safety camera zones.

### 3.4.9 Signing for electronic variable speed limits

Variable speed limits signs (VSLS - also referred to as Electronic Regulatory Speed Sign (ERSS)) shall be established using LED electronic variable speed limit signs. For enforcement purposes the variable speed limit signs must have the times when the speed limit is changed recorded and time stamped by the control system.

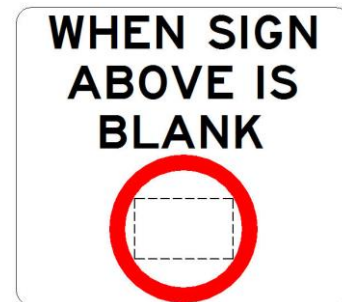
Sign size and design for VSLS shall be in accordance with the static sign size and design as outlined in AS 1742.4 and AS 1743. When VSLS is designed for specific applications, the size requirements as shown in Table 3.2 should also be considered.

**Table 3.2** Variable speed limit / Electronic regulatory speed sign sizes

Location	Size
Shopping precincts	B
Tunnel	B
Freeways	C
Other	C on other high speed roads (80 km/h or more) B for all other cases

Where the speed limit which applies when the VSLS is blank is different to the preceding static speed limit sign, the VSLS shall be supplemented with the TES 18371 sign.

**Figure 3.37** VSLS supplementary (TES 18371) sign



#### 3.4.9.1 Sign brightness requirement

The design of VSLS signs should meet the requirements of AS 5156 for sufficient conspicuity. The flaring effect of illuminated numerals may be an issue, especially for smaller sign sizes. The intensity of the illumination will affect the level of flaring experienced and thus the illumination should be adjusted based on the lighting conditions, especially during daylight hours. Flaring is not usually an issue with the smaller VSLS size used in road tunnels due to the more controlled lighting environment.

#### 3.4.9.2 Sign annulus flashing requirement

When displaying the normal speed limit for the road all pixel rings of the annulus shall be illuminated. When displaying other than the normal speed limit, the outermost ring of the red annulus shall be static to satisfy the regulatory status of the sign, and all other inner rings shall be flashing. The option of enhancing the VSLS with flashing yellow lights which operate when the reduced limit is used (AS 1742.4 Clause 3.5(b)) shall not be used.

### 3.5 Other speed limits – special signing requirements

#### 3.5.1 Signing for high pedestrian activity areas

The start of the high pedestrian activity area shall be signed with duplicated minimum 'B' size 'Speed restriction' (R4-1) signs within the driver's line of sight. They must be visible to all drivers in all lanes.

**Figure 3.38** Speed restriction (R4-1) sign



Vegetation and other roadside furniture must be taken into account to ensure a clear line of sight to the signs. Where the start of the high pedestrian activity area occurs at or near an intersection, speed signs shall be placed approximately 20 m to 50 m from the intersection. The start of the high pedestrian activity area speed limit should be located approximately 20 m to 50 m prior to the start of the high pedestrian activity area.

A 'gateway' or 'precinct threshold' treatment should be provided where the start of the 40 km/h speed limit is preceded by a higher speed limit to ensure the road users are aware that the road conditions are different from the surrounding road network.

Speed restriction signs may be static, electronic variable speed limit signs (refer Section 3.4.9 and Section 3.5.1.2) or time based speed limit signs (refer Section 3.5.1.2).

**Figure 3.39** Variable speed limit (R4-1) sign



The end of the high pedestrian activity area shall be signed with duplicated 'B' size 'Speed restriction' (R4-1) signs indicating the return to the higher limit.

#### 3.5.1.1 Spacing of repeater signs

Repeater signs shall be located in accordance with Table 3.3, subject to the physical constraints of the site. They shall be duplicated and arranged in a staggered fashion if it is considered that this will give an increased effect in busy precincts.

**Table 3.3** High pedestrian activity area sign locations

Location	Distance
Departure side of all major intersections	20 m – 50 m from the intersection
Within first km	200 m to 300 m
Intervals beyond first km	Approximately 500 m

'Major' intersections are all arterial intersections, intersections with collector roads or signalised intersections. Once this requirement is met, additional repeater signs may be spaced according to meet the requirements of Table 3.3.

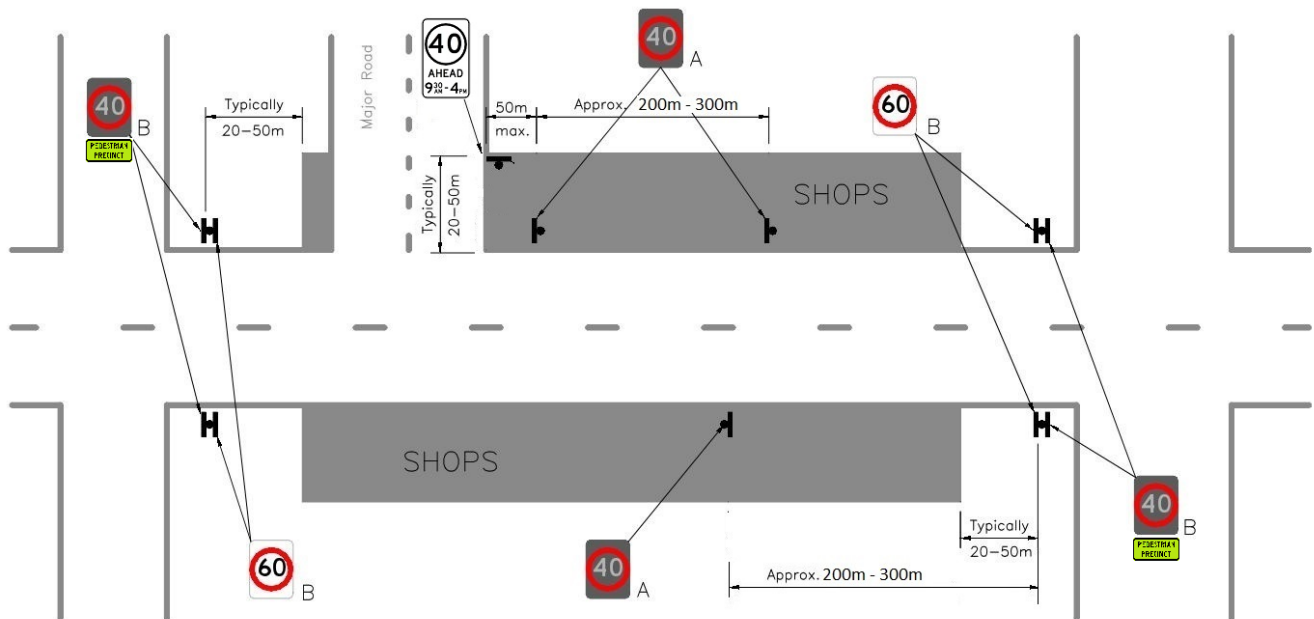
#### 3.5.1.2 Part time 40 km/h speed limits in pedestrian activity centres

Part time 40 km/h speed limits shall be signed by either variable or static speed limit signs (refer Figure 3.42), or a combination of both. They shall be installed as per the above requirements for static or variable signs, Figure 3.41, and the following additional requirements.

Where variable speed limit signs are used, the W8-SA106 Pedestrian Precinct supplementary plate shall be used to supplement the variable R4-1 sign at the start of the pedestrian activity centre speed limit.

**Figure 3.40** Pedestrian precinct supplementary plate (W8-SA106)



**Figure 3.41** Typical part time high pedestrian activity centre signingNotes:

- B size variable speed signs, introduce speed limit
- B size 60 km/h

Where a part time speed limit is signed with static signs, the Time based speed limit (R4-SA102) sign shall be used. It may also be used as a repeater sign in combination with variable speed limit signs within the high pedestrian activity centre

**Figure 3.42** Time based speed limit (R4-SA102) sign

To provide advance warning to drivers entering the part time speed limit from side roads, either the G9-SA131, G9-SA132 or G9-SA133 shall be installed 20 to 50 m on the approach to the intersection with the main road.

The G9-SA131 shall be used where the side road terminates at the intersection, and the part time speed limit applies in both directions on the main road.

**Figure 3.43** Speed limit ahead (G9-SA131) sign

The G9-SA132 shall be used where the side road continues over the main road and the 40 km/h speed limit applies in both directions on the main road.

**Figure 3.44** Speed limit ahead (G9-SA132) sign

The G9-SA133 shall be used where the side road continues over the main road and the 40 km/h

speed limit applies in one direction on the main road.

**Figure 3.45** Speed limit ahead (G9-SA133) sign



### 3.5.2 Signing for speed-limited areas

A speed-limited area requires a 'Speed Limit Area' (R4-10) sign to face drivers at each entrance to the precinct, and an 'End Speed Limit Area' (R4-11) sign to face drivers at each exit from the precinct.

**Figure 3.46** Speed Limit Area (R4-10) sign



The start of the speed limit area shall be signed with duplicated 'B' size 'Speed Limit Area' (R4-10) signs within the driver's line of sight. To ensure an adequate legibility distance, signs should not be placed closer than 40 m after an intersection, bend, or other physical feature that may divert drivers' attention to negotiate it. Ideally, drivers should have an unobstructed view of the sign from a distance of 40 m until 10 m from the sign. Vegetation and other roadside furniture must be taken into account to ensure a clear line of sight to the signs. The 'Speed Limit Area' (R4-10) signs must be located to meet the following requirements:

- Signs should be located 20 to 50 m from the intersection and located to maximise the visibility of sign for approaching drivers while taking into account the physical constraints of each site.

- Signs should not be placed closer than 0.6V metres (where V is the area speed limit) before another sign, intersection, bend or other physical feature that may divert drivers' attention to negotiate it.
- Signs on roads with steep grades must be placed so drivers see the sign before their vehicle is sufficiently influenced by the gradient to maintain their low speed.

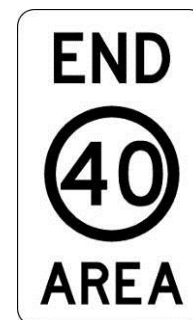
To ensure the signs are prominent, the left hand sign should be placed:

- no more than 5 m from the centre of the road or dividing line for two lane, two way roads, or
- no more than 5 m from the left hand edge of a median for divided single lane carriageways, or
- no more than 5 m from the lane line for multi-lane roads.

Kerb extensions may be required to meet this criteria. In locations where it may be impractical to install kerb extensions, additional repeater signs may be required to ensure the speed limit is prominent, or other physical controls may need to be considered to assist with controlling speeds.

A single 'B' size 'End Speed Limit Area' (R4-11) sign shall be installed to the left of drivers at each exit from a speed-limited area where the speed limit beyond the sign is the default speed limit. This sign would generally be installed back-to-back with the 'Speed Limit Area' (R4-10) sign.

**Figure 3.47** End Speed Limit Area (R4-11) sign



In situations where the speed limit beyond the 'End Speed Limit Area' sign is a linear speed limit other than the default, a single modified 'End Speed Limit Area' (R4-SA103) sign shall be mounted above the R4-1 'B' size speed limit sign for the continuing speed limit. The sign combination shall be installed on the left hand side at each exit from a speed-



limited area. The sign combination may be installed back-to-back with the 'Speed Limit Area' (R4-10) sign, and may be duplicated.

**Figure 3.48** End Speed Limit Area (R4-SA103) sign above the R4-1 sign



Single 'A' size 'Speed Limit Area' (R4-10) signs shall be installed as repeater signs on the left hand side at appropriate intervals as determined by an experienced traffic engineering practitioner, up to a maximum of 500 m intervals. Austroads *Guide to Traffic Management Part 8: Local Area Traffic Management* considers street section lengths (i.e. between slow or near stop conditions) shorter than 250 m to be effective in reducing speeds. Streets which carry relatively high speed traffic, or higher than average volume of traffic may benefit from closer spacing of repeater signs.

At the end of the 25 km/h speed limit for a koala crossing within a speed-limited area, the 'Speed Limit Area' (R4-10) sign shall be used.

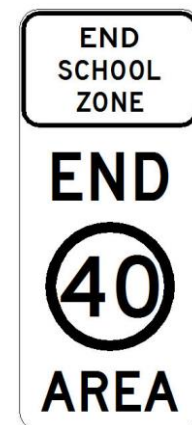
At the end of a school zone within a speed-limited area, the 'End School Zone 40 Area' (R4-SA60) sign shall be used.

**Figure 3.49** End School Zone 40 Area (R4-SA60) sign

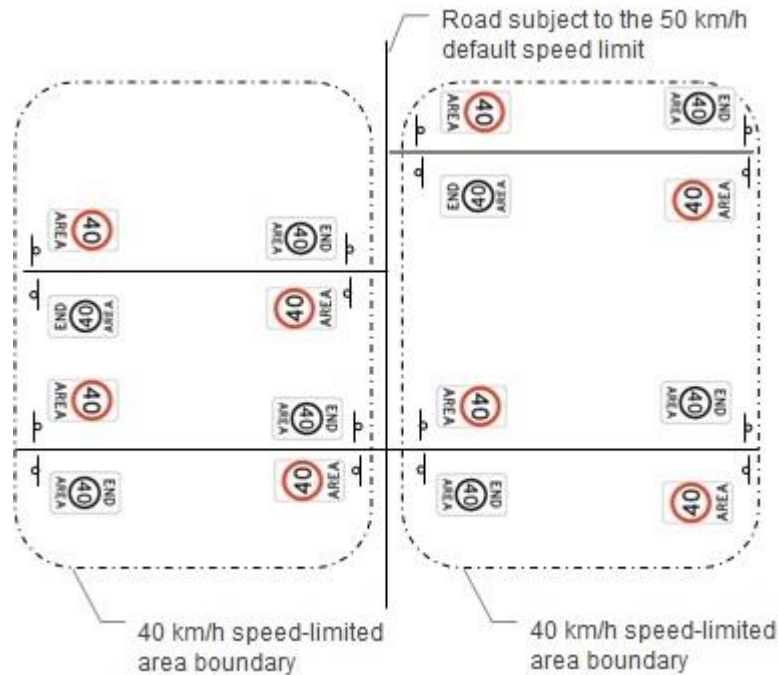


Where a school zone is located directly adjacent to the boundary of the speed-limited area, the R4-10 sign shall precede the R3-SA58 school zone sign, while maximising the distance between the two signs. In these situations, the end of a school zone will coincide with the end of the speed-limited area and the R4-SA61 sign shall be used to end both the school zone and the speed-limited area.

**Figure 3.50** End School Zone End 40 Area (R4-SA61) sign



Where a road through the speed-limited area is to retain the default urban speed limit for its entire length, the speed limit areas on either side shall be signed as separate speed-limited areas, with 'End Speed Limit Area' (R4-11) signs on each exit from each area, and 'Speed Limit Area' (R4-10) signs on each entry (*refer Figure 3.51*). This is to avoid the difficulties associated with signing the entire length of road as at 50 km/h within the speed-limited area, and the potentially confusing signing practice of installing a linear 'Speed restriction' (R4-1) sign immediately after the Speed Limit Area (R4-10) sign at the start of the road.

**Figure 3.51** Signing for the 50 km/h default within a speed-limited area

\* Note that duplicate and repeater signs are not shown on this figure.

### 3.5.3 Signing for shared zones

A shared zone requires a 10 km/h 'Shared Zone' (R4-4) sign to face drivers at each entrance to the shared zone, and an 'End Shared Zone' (R4-5) sign to face drivers at each exit from the zone.

A shared zone may consist of a single street, or a network of streets. The start of the shared zone shall be signed with duplicated 'A' size 'Shared Zone' (R4-4) signs within the driver's line of sight.

**Figure 3.52** Shared zone (R4-4) sign

A single 'A' size 'End Shared Zone' (R4-5) sign shall be installed to the left of drivers at each exit from the shared zone. This sign would generally be installed back-to-back with the 'Shared Zone' (R4-4) sign.

**Figure 3.53** End Shared Zone (R4-5) sign

Repeater signs are not normally required with a shared zone as the overall design of the street should create a very low speed, pedestrian dominant environment which promotes safer driver behaviour. A single 'A' size 'Shared Zone' (R4-4) sign may be used as a repeater sign where there is evidence of sections of poor driver compliance within the zone. Where driver compliance with the shared zone is poor throughout the length of the zone, additional signs are unlikely to improve driver behaviour. A review of the overall design of the shared zone shall be conducted to identify deficiencies and improvements.



### 3.5.4 Signing for school zones

The sign assembly denoting the start of the school zone as specified in *AS 1742.4 MUTCD Part 4: Speed controls* shall not be used.

A school zone may consist of a single road, or a network of roads.

The start of the school zone shall be indicated by the 'School Zone' (R3-SA58) sign and shall be installed in accordance with the following:

- The posted speed limit shall be 25 km/h.
- On arterial roads, the sign shall be B size and duplicated. For most residential streets, a single 'A' sized sign on each approach is sufficient.
- Drivers shall have an unobstructed view of the face of the sign when approaching the school zone from a distance of 60 m to 80 m. The presence of vegetation, parked cars, and buses at bus stops should be taken into account when assessing the visibility to the sign.
- The sign may be repeated within school zones to remind drivers they are still within the zone.

**Figure 3.54** School zone (R3-SA58) sign



The end of a school zone shall be indicated by the 'End School Zone Speed Limit' sign (R4-SA59), or as detailed in *AS 1742.4 MUTCD Part 4: Speed controls*, with the 'End School Zone' (R4-9) sign located above the 'Speed restriction' (R4-1) sign.

**Figure 3.55** End School Zone Speed Limit (R4-SA59) sign



The school zone warning sign shall be used in advance of school zones:

- located on unsealed roads, or
- where the school zone is unexpected.

**Figure 3.56** School zone warning (W6-SA106) sign



#### 3.5.4.1 Zigzag pavement markings

A zigzag pavement marking shall be used in advance of all school zones on sealed roads in accordance with the *DPTI Pavement Marking Manual*.

Zigzag markings give drivers important additional warning they are entering a school zone and shall not be used for any other purpose.

#### 3.5.4.2 School pavement marking

The 'School' pavement message may be used where visibility to the start of the school zone may be limited by the horizontal or vertical alignment of the road. This message may supplement the 'School Zone Warning' sign (W6-SA106) in which case the message shall be adjacent the sign.

### 3.5.5 Signing for speed limits on beaches

Signs at vehicle access points to the beach should be a minimum 'B' size and be accompanied by the 'On Beach' (TES 18837) supplementary plate.

**Figure 3.57** Speed restriction (R4-1) sign with On Beach (TES 18837) plate



Signs installed along the beach shall be clearly visible, minimum 'C' size and not too far laterally from the general travelled path. If signs can be installed adjacent to the travelled path, 'B' size signs may be used.

#### 3.5.5.1 20 km/h beach speed limit

Signs for a 20 km/h beach speed limit shall be installed as follows:

- For drivers entering the beach, a 20 km/h speed limit sign supplemented by the sign 'On Beach' (TES 18837) shall be placed on both sides of the road facing drivers before they enter the beach (*refer to Figure 3.58 and Figure 3.59*).
- For drivers exiting the beach, the speed limit of the road ahead shall be indicated by a speed limit sign facing drivers exiting from the beach. The 'END Speed Limit' sign (R4-12) shall be used where the conditions stated in AS 1742.4 are met.
- For drivers on the beach, a 20 km/h sign shall be installed such that drivers on the beach will face this sign before entering the pedestrian area.
- For drivers leaving a 20 km/h section of beach and entering a 50 km/h section of beach, 50 km/h signs shall face drivers leaving the 20 km/h section. Where the 20 km/h speed

limit extends to the urban boundary along the beach, an 'END (20) Speed Limit' sign (R4-12) shall be used.

#### 3.5.5.2 50 km/h beach speed limit

Signs for a 50 km/h beach speed limit shall be installed as follows:

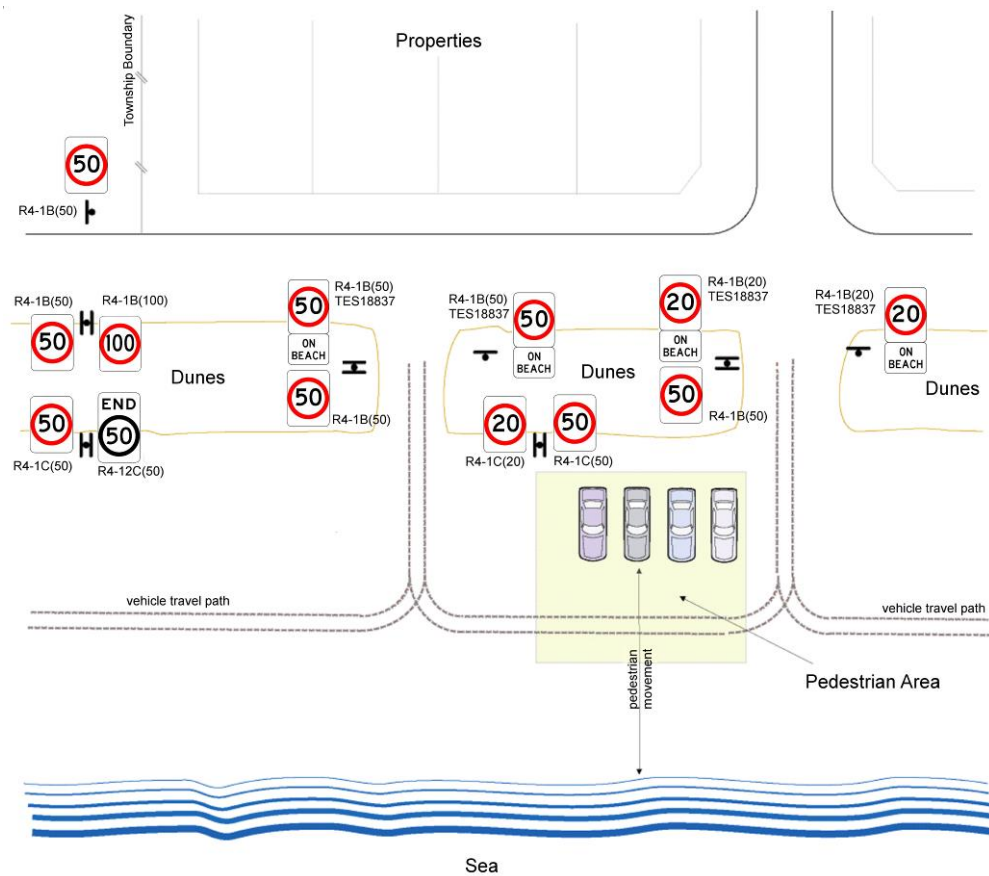
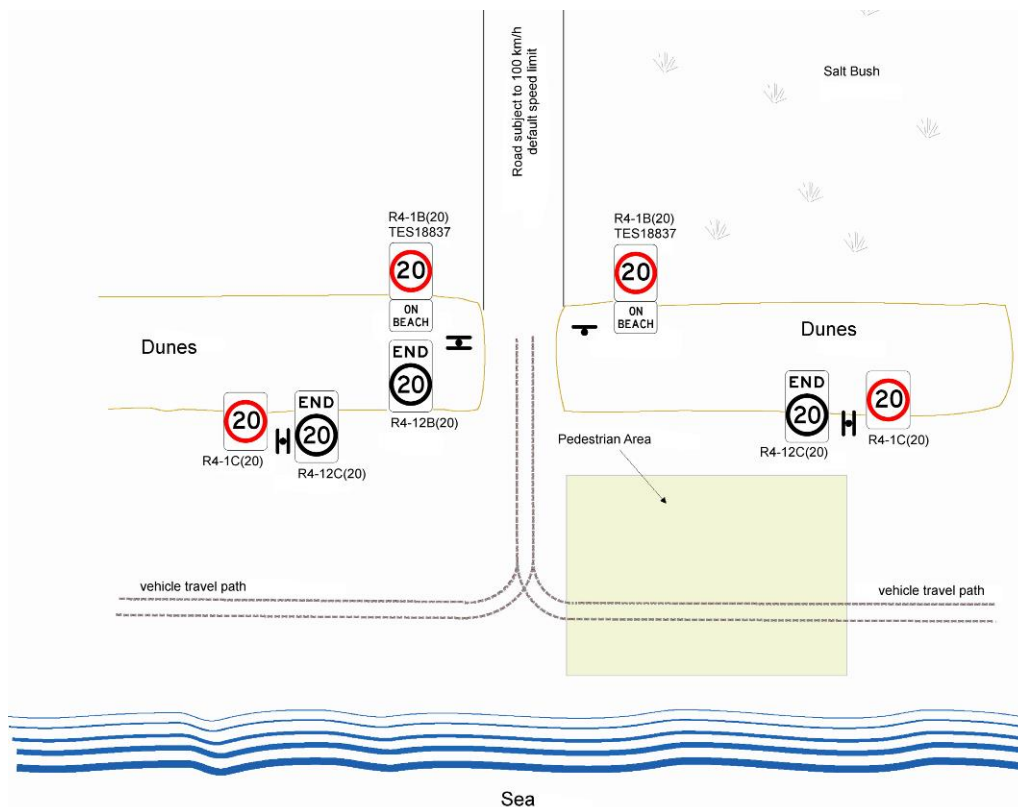
- For drivers entering the beach, a 50 km/h speed limit sign supplemented by the sign 'On Beach' (TES 18837) shall be placed on both sides of the road facing drivers before they enter the beach (*refer to Figure 3.58*).
- For drivers exiting the beach, the speed limit of the road ahead shall be indicated by a speed limit sign facing drivers exiting from the beach. The END Speed Limit sign (R4-12) shall be used where the conditions stated in AS 1742.4 are met.
- For drivers leaving a 20 km/h section of beach and entering 50 km/h section of beach, 50 km/h signs shall face drivers leaving the 20 km/h section.
- For drivers on the beach approaching the urban boundary, a 50 km/h sign shall be installed such that it is visible to drivers before entering the urban boundary.

#### 3.5.5.3 Default speed limit

For drivers entering the beach, a speed limit sign is not used at the entry point to the beach where the default of 50 km/h or 100 km/h applies because it will imply to drivers that it may be safe to travel at that speed.

A speed limit sign shall not face drivers coming from the beach when the road about to be entered is subject to the 100 km/h default speed limit. In other cases, a speed limit sign indicating the speed limit of the road about to be entered from the beach shall face drivers coming from the beach. The END Speed Limit sign (R4-12) shall be used where the conditions stated in AS 1742.4 are met.

For drivers on the beach, the 'END Speed Limit' sign (R4-12) shall be used where the default 50 km/h or 100 km/h speed limit applies beyond the section of beach signed at 50 km/h or 20 km/h.

**Figure 3.58** Speed limits on beach within the urban boundary**Figure 3.59** Speed limit on beach outside of the urban boundary

# Appendix A: References

## Reference material for Safe System, speed and speed limits



The following documents provide additional reference material relating to the Safe System, speed and speed limits:

### Appendix A1 Government plans

- *Towards Zero Together – South Australia's Road Safety Strategy 2020*  
(This document is accessible through <http://dpti.sa.gov.au/towardszerotogether>)
- *National Road Safety Strategy 2011-20*  
(This document is accessible through [www.infrastructure.gov.au](http://www.infrastructure.gov.au))
- *Australia's Safe System approach*  
(This document is accessible through <http://roadsafety.gov.au/nrss/safe-system.aspx>)
- *SA Road Safety Action Plan 2013-2016*  
(This document is accessible through <http://dpti.sa.gov.au/towardszerotogether>)
- *Streets for People / Compendium for South Australian Practice*  
(This document is accessible through <https://www.healthybydesignsa.com.au/resources/>)

### Appendix A2 Acts and Regulations

- *South Australia - Australian Road Rules under the Road Traffic Act 1961*
  - *Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*
  - *Road Traffic Act 1961*
  - *Motor Vehicles Act 1959*
- (These documents are accessible through [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au))

### Appendix A3 DPTI documents

- *Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices*  
Part 1: Legal Responsibilities ('the Instruments')  
Part 2: Code of Technical Requirements ('the Code')
- *Standard Road Sign Specifications*
- *Pavement Marking Manual*
- *DPTI Operational Instructions*
- *SA Standards for Workzone Traffic Management*
- *Guidelines for Events on SA Roads*

(These documents are accessible through [www.dpti.sa.gov.au/standards/tass](http://www.dpti.sa.gov.au/standards/tass))

- *A Functional Hierarchy for South Australia's Land Transport Network*  
(This document is accessible through <http://www.sa.gov.au/transport/corridors>)
- *DPTI Master Specification*  
(This document is accessible through [http://www.dpti.sa.gov.au/contractor\\_documents/specifications](http://www.dpti.sa.gov.au/contractor_documents/specifications))
- *Road Crashes in South Australia: Statistical Summary of Road Crashes & Casualties in 2015*  
(This document is accessible through <http://dpti.sa.gov.au/towardszerotogether>)

## Appendix A4 Australian standards

- *Australian Standard AS 1742.1, Manual of uniform traffic control devices, Part 1: General introduction and index of signs*
- *Australian Standard AS 1742.2, Manual of uniform traffic control devices, Part 2: Traffic control devices for general use*
- *Australian Standard AS 1742.4, Manual of uniform traffic control devices, Part 4: Speed controls*
- *Australian Standard AS 1742.13, Manual of uniform traffic control devices, Part 13: Local Area Traffic Management*
- *Australian Standard AS 1743, Road signs - Specifications*
- *Australian Standard AS 2890.1, Parking facilities – Off street car parking*
- *Australian Standard AS 5156, Electronic speed limit signs*

## Appendix A5 Austroads documents

- *Guide to Road Safety – Part 3: Speed Limits and Speed Management.*
- *Guide to Road Design – Part 3: Geometric Design.*
- *Guide to Traffic Management – Part 5: Road Management*
- *Guide to Traffic Management – Part 8: Local Area Traffic Management*
- *Guide to Traffic Management – Part 9: Traffic Operations*
- *Guide to Traffic Management – Part 10: Traffic Control and Communication Devices*
- *Austroads Report AP-118/96 - Urban Speed Management in Australia.*
- *Austroads Report AP-T141-10 – Infrastructure / Speed Limit Relationship in Relation to Road Safety Outcomes*
- *Austroads Report AP-R449-14 – Methods for Reducing Speeds on Rural Roads – Compendium of Good Practice*
- *Austroads Report AP-R455-14 – Model National Guidelines for Setting Speed Limits at High-risk Locations*
- *Austroads Report AP-R508-16 – Speed Reduction Treatments for High-speed Environments*
- *Austroads Report AP-R514-16 – Achieving Safe System Speeds on Urban Arterial Roads: Compendium of Good Practice*

## Appendix A6 Research reports

- Bhatnagar Y et al, 2010, 'Changes to speed limits and crash outcome – Great Western Highway case study', 2010 Road Safety Research, Education and Policing Conference, Canberra, Australia.



- Elvik, Rune et al, 2005, *Speed and Road Accidents: an evaluation of the Power Model*, Nordic Road and Transport Research No. 1.
- European Conference of Ministers of Transport (ECMT), 2006, *Speed Management*, OECD Publishing, France, ISBN 92-821-0377-3 – no. 55291 2006.
- Fildes, B et al, 2005, *Balance between Harm Reduction and Mobility in Setting Speed Limits: A Feasibility Study*, Austroads report AP-R272/05.
- Friedman Lee S et al, 2009, 'Long-Term Effects of Repealing the National Maximum Speed Limit in the United States', *American Journal of Public Health*, September 2009, vol. 99, no. 9.
- Kloeden CN (2015) *Evaluation of the use of 80 km/h speed advisory signs on unsealed roads in South Australia (CASR130)*, Centre for Automotive Safety Research, Adelaide. ISBN 9781921645686 (<http://casr.adelaide.edu.au/casrpubfile/1834/CASR130.pdf>).
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- Kloeden CN, Woolley JE, McLean AJ (2006) *Further evaluation of the South Australian default 50 km/h speed limit (CASR034)*, Centre for Automotive Safety Research, Adelaide. ISBN 978 1 920947 33 0 (<http://casr.adelaide.edu.au/casrpubfile/42/CASR034.pdf>).
- Mackenzie JRR, Kloeden CN, Hutchinson TP (2015) *Reduction of speed limit from 110 km/h to 100 km/h on certain roads in South Australia: a follow up evaluation (CASR115)*, Centre for Automotive Safety Research, Adelaide. ISBN 978 1 921645 53 2 (<http://casr.adelaide.edu.au/casrpubfile/1743/CASR115.pdf>)
- Nilsson, G, 1990, *Reduction in the speed limit from 100 km/h to 90 km/h during summer 1989: effects on personal injury accidents, injured and speeds*, report no. 358A, Swedish Road and Traffic Research Institute, Linköping, Sweden.
- Petroulias, T, 2014, *Community Attitudes to Road Safety – 2013 Survey Report*, The Social Research Centre, North Melbourne, Australian Government Department of Infrastructure and Regional Development, ISBN 978-1-922205-68-1 ([https://infrastructure.gov.au/roads/safety/publications/2013/pdf/community\\_att\\_13.pdf](https://infrastructure.gov.au/roads/safety/publications/2013/pdf/community_att_13.pdf))
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- Sliogeris, J, 1992, *110 kilometre per hour speed limit – evaluation of road safety effects*, VicRoads report GR 92-8.
- Walker, E et al, 2009, 'Quantitative study of attitudes, motivations and beliefs related to speeding and speed enforcement', *Proceedings of the Australasian Road Safety Research Policing Education Conference*, Sydney, 2009 (<http://casr.adelaide.edu.au/rsr/RSR2009/RS090026.pdf>).
- Woolley J, 2005, 'Recent advantages of lower speed limits in Australia', *Journal of the Eastern Asia Society for Transportation Studies*, vol. 6, pp. 3562–3573, ([http://www.easts.info/on-line/journal\\_06/3562.pdf](http://www.easts.info/on-line/journal_06/3562.pdf)).
- World Health Organization (WHO), 2008, *Speed management: a road safety manual for decision-makers and practitioners*, Global Road Safety Partnership, WHO, Geneva ([http://apps.who.int/iris/bitstream/10665/43915/1/9782940395040\\_eng.pdf](http://apps.who.int/iris/bitstream/10665/43915/1/9782940395040_eng.pdf)).



## DECISION REPORT

**REPORT TITLE:** PRIORITY PROJECTS AT GOODWOOD OVAL AND MILLSWOOD SPORTING COMPLEX

**ITEM NUMBER:** 1021

**DATE OF MEETING:** 27 NOVEMBER 2017

**AUTHOR:** JOHN WILKINSON

**JOB TITLE:** SPORT & RECREATION PLANNER

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### **EXECUTIVE SUMMARY**

The Council has for several years been working on a master plan for Goodwood Oval and the Millswood Sporting complex. More recently, Council considered a report on 12 August 2017 (Item 933) and endorsed three priority projects at Goodwood Oval and Millswood Sporting Complex, including upgrades to the Goodwood Oval (football and cricket) grandstand, sports lighting at Millswood Tennis Complex (Goodwood Oval) and a new building and surrounds at Millswood Croquet Club.

These projects are aimed at improving existing facilities and increasing participation rates. At its meeting on 12 August 2017, Council were also advised that the State Government funding application for the grandstand upgrade associated with female change rooms was unsuccessful and Council resolved:

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.*

The Administration has held a number of discussions with the Goodwood Saints Football Club and the Goodwood Cricket Club, with both clubs indicating their preference for a new facility on Goodwood Oval, rather than refurbishment of the existing grandstand.

An announcement has recently been made by the State Government offering a grant to the City of Unley of up to \$2.5m to assist with the development of the Goodwood Oval and surrounding areas. While details of the offer are yet to be clarified, the grant relates to a new facility being provided (i.e. not Option 4) for the cricket and football clubs. The grant would require the City of Unley to enter into a funding deed with the State Government to deliver the project.

This report considers the funding requirements for each of the three projects and proposes an approach to enable delivery of these key projects. The report recommends that the grant offer from the State Government for the construction of a new facility at the Goodwood oval be accepted, and outlines the proposed approach to progressing this project. The report also seeks endorsement of the proposals for the Tennis Lighting and Croquet Club projects to facilitate submission of grant funding applications with a view to reducing the current funding gaps and enabling the projects to proceed.

## **RECOMMENDATION**

That:

1. The report be received.
  2. 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.
  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.
  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:
    - a. a development application for the project is to be submitted by the Administration; and
    - b. at the appropriate time in 2018, a grant funding application is to be submitted to the Office for Recreation & Sport for additional funds to enable delivery of this project.
  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.
-

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

### **Community Living**

**Goal 1:** People value our City with its enviable lifestyle, activities, facilities and services.

- 1.1 Our community is active, healthy and feels safe.
- 1.3 Our City meets the needs of all generations
- 1.5 Our City is connected and accessible.

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

- 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**

Council has been investigating upgrades at the Goodwood Oval and Millswood Sporting Complex since 2014, which has included the following stages and milestones:

- Goodwood Oval and Millswood Sporting Complex Improvement Plan, endorsed in August 2014.
- Staged Implementation Plan, outlining priority projects and funding considerations, endorsed in April 2015.
- Investigations into a new croquet lawn and synthetic lawn bowling green at Millswood Sporting Complex during 2015/16. An agreed direction however could not be reached and Council resolved not to undertake any further action on this project, but to commence design work for upgrades to the existing croquet club building (endorsed in July 2017).
- Following Council's resolution to develop concept designs and cost estimates to improve the Goodwood Oval for female participants and umpires in December 2016, the designs were presented to Council in April 2017 (Item 829) and Council gave in principle endorsement to grandstand upgrade Option 1.
- An application to the State Government's Female Facilities Program for the grandstand upgrade was submitted in April 2017 but was unsuccessful in terms of grant funding.

At its meeting on 12 August 2017 (Item 933), Council considered a report regarding priority projects at both the Goodwood Oval and Millswood Sporting Complex. Council were also advised that the State Government funding application for the grandstand upgrade (Option 1) was unsuccessful and after consideration of this matter, resolved 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.*

*Council Meeting, 12 August 2017 (Item 933)*

### **Goodwood Oval grandstand improvements**

The intent of this project has been to achieve improved facilities at Goodwood Oval to meet the needs of the football and cricket clubs, the broader community and more specifically, requirements for female participants and umpires.

For Council's reference, the latest participant and spectator numbers for both clubs are as follows:

#### **Goodwood Saints Football Club**

- Senior players (males) – 220 (including support staff)
- Junior players (males) – 270
- Junior players (females) – 75
- Auskick players - 150
- Average spectator numbers at senior home games – 500
- Average spectator numbers at junior home games – 500
- Average spectator numbers at junior and Auskick training – 250

#### **Goodwood Cricket Club**

- Senior players (males) – 100
- Junior players (males) – 227
- Junior players (females) – 40
- Average spectator numbers at junior training – Over 150 (including parents and other club officials)

Four grandstand upgrade options were identified and these are summarised below:

#### Option 1 (\$450k plus \$250k for external public toilets)

- Includes new toilets, showers, storage and a medical room in the existing change rooms, by relocating the existing public toilets, canteen and medical room to a new separate building.
- Includes two separate umpire change rooms with toilet and shower facilities.

#### Option 2 (\$80k)

- Limited to minor improvements in the existing change rooms and wet areas, such as painting, tiling and flooring; however, Council has not pursued this option further.

#### Option 3 (\$920k)

- Includes the upgrades outlined in Option 1, and modifies the existing function space to create two new change rooms with new toilet, shower and medical facilities (providing four change rooms in the existing grandstand).
- Relocates the bar and kitchen together and includes an operable wall in the new change room area, to enable this space to be used for functions.
- Both clubs felt this option did not meet their needs as use of the relocated bar and kitchen would clash with the new change room areas, and Council has not pursued this option further.

#### Option 4 (\$2.033m)

- Includes the upgrades outlined in Options 1 and 3, and relocates the bar, kitchen and function spaces to a new mezzanine level.
- New lift, stairs and toilet facilities provided in the mezzanine level.
- Retains some existing external seating in the grandstand.

Option 1 was developed to achieve short term grandstand upgrades and enable Option 4 to be realised in the future. Preliminary advice was subsequently sought from a structural engineer regarding the feasibility of Option 4 as it largely involves retro-fitting the existing facility. This advice involved a visual assessment of the existing grandstand from a structural perspective, and provided commentary in relation to the provisions of Australian Standards and Building Code of Australia/National Construction Codes. The conclusion from the structural engineering advice is as follows:

*This report has discussed the potential impacts from a structural engineering perspective of the various upgrade and refurbishment options of the Goodwood Oval Stand. The lack of existing structural engineering drawings has meant the actual construction detailing of the various elements (notably the suspended concrete slabs, beams, footings and columns) is currently unknown.*

*Consequently any wall that contributes to the support of the floor slabs and beams must be maintained in the original configuration or, if removed, then a compensating insertion of new structural support beams to maintain that original support configuration will be required.*

Further testing of the existing structure has not been undertaken at this time, as this would incur significant cost. Therefore, the extent and accurate cost of the structural work to achieve Option 4 is currently unknown, but initial estimates have this work at approximately \$400k.

The cricket and football club have also expressed concerns about whether Option 4 would meet their future needs and instead have indicated their preference for a new building to replace the existing grandstand. Given the uncertainty of costs associated with Option 4, and both of the clubs preference, the option of a new single storey and 2-storey club room was subsequently investigated.

To inform further decisions regarding this project, additional advice was sought from the architect and cost consultant regarding the potential costs of a new single or 2-storey building to replace the existing grandstand, in comparison to Option 4. The preliminary concept designs for each option are included as Attachment 1 to Item 1021/17.

*Attachment 1*

A summary of each of the new facility options is set out below:

New building – single storey

- New single storey facility with a floor area of approximately 756m<sup>2</sup>.
- Four player change rooms and two umpire change rooms with separate toilet and shower facilities in each.
- Unisex and accessible public toilets provided in the footprint of the new building.
- Separate storage, medical and office spaces.
- Kitchen, bar, canteen and function areas in the footprint of the new building.

New building – 2-storey

- New 2 storey development with a total floor area of 1015m<sup>2</sup> and ground floor area of approximately 557m<sup>2</sup>.
- Four player change rooms and two umpire change rooms with separate toilet and shower facilities in each.
- Separate storage, medical and office spaces.
- Unisex and accessible public toilets provided on the ground floor.
- Kitchen, bar, toilet and function areas in the second storey, including a lift and stairs.

Concept designs for a new facility have been prepared in recognition of the AFL Preferred Facilities Guidelines for 'local' level facilities, and feedback from the football and cricket clubs. The new single and 2-storey building options would require the demolition of the existing grandstand and construction of a new building in approximately the same location. These costs are included in the cost estimates provided.



The cost estimates for the potential options are outlined in the table below. These costs have been reviewed in consideration of recent similar projects, such as the Glenunga Oval sports building.

Option	Details	Cost estimate
Option 4 – mezzanine in existing grandstand	Initial cost estimate provide by cost consultant was approximately \$2 million, however the full extent of structural work is not known. Initial estimates are in the order of an additional \$400k.  New external public toilets would also be required at a cost of approximately \$250k.	\$2.65 million (includes \$250k for new public toilets)
New building – 1 storey	Ground floor area approximately 756m <sup>2</sup> , including public toilets in the same building.	\$2.6 million
New building – 2 storey	Ground floor area approximately 557m <sup>2</sup> and total area is 1015m <sup>2</sup> , including public toilets in the same building.	\$3.6 million

Each option has a range of differences, particularly floor area and building height, and there are various positive and negative aspects for each option, which are outlined in Attachment 2 to Item 1021/17.

*Attachment 2*

The Administration has sought feedback from the Goodwood Saints Football Club and Goodwood Cricket Club and both clubs prefer the new 2-storey building option. The clubs have indicated they can contribute a combined amount of \$75k to the project, and have provided written feedback, included as Attachment 3 to Item 1021/17.

*Attachment 3*

Following receipt of these letters, the clubs have subsequently advised that they are prepared to contribute \$45k upfront with the additional \$30k to be paid over a two year period. This is considered to be an acceptable arrangement.

The Administration has also met with the SANFL, who administer AFL funding for local facility upgrades, and they have advised that they may be able to contribute an amount of \$75k-\$100k for the grandstand upgrades.

As Members are aware, an announcement has also recently been made by the State Government that they are offering a grant to the City of Unley of up to \$2.5m to assist with the development of the Goodwood Oval and surrounding areas. While details of the offer are yet to be clarified, the grant relates to a new facility being provided (i.e. not Option 4) for the cricket and football clubs. The grant would require the City of Unley to enter into a funding deed with the State Government to deliver the project.

*Attachment 5*

### **Sports lighting upgrade at Millswood Tennis Complex (Goodwood Oval)**

As endorsed by Council at its 12 August 2017 meeting, this project involves the replacement of the existing sports lighting on 8 courts at the Millswood Tennis Complex at Goodwood Oval with new poles and light fittings.

This facility is leased by Tennis SA, and comprises 12 hard court tennis courts. The project involves the removal of existing lights and poles and the installation of nine new light poles and 12 new LED light fittings to meet the Australian Standard for tennis lighting. The project also involves an upgrade to the electricity supply at the complex. The total cost for these works are estimated at \$150k.

This project could qualify for funding from the State Government, through the Office for Recreation & Sport, where applications for up to 50% of the total project cost can be made. Initial discussions with Tennis SA have also indicated that they may be in a position to contribute approximately \$35k to the project, meaning Council's contribution to the project would be \$40k (best case scenario).

### **New building at Millswood Croquet Club**

As endorsed by Council at its 12 August 2017 meeting, this project involves a new building at Millswood Croquet Club (located at Millswood Sporting Complex), to replace the club's existing building.

Concept designs for the new building and surrounds have been developed with feedback from the croquet club, as well as input from relevant Council staff regarding development planning, building and arboriculture considerations. Key features of the new croquet club building are:

- Relocation of the building to the existing car park area, providing improved access to the lawns.
- Function space for 100 people, including a covered deck area, providing views across all lawns.
- Unisex and accessible public toilets.
- Kitchen, bar, storage and office spaces.
- Improvements to the surrounding areas of the new building, including car parking and access through the site.

The proposed designs are included as Attachment 4 to Item 1021/17.

*Attachment 4*

The total project cost is estimated at \$1.7m including building cost, external work and professional fees. Stage 1 works involving construction of a new building and improvements to the existing driveway and pedestrian access to the new building are estimated to cost in the order of \$1.4m. Stage 2 works involving landscaping/planting, spectator areas with seating and shade and the construction of 8 car parks is estimated to cost \$300k.

The Millwood Croquet Club has indicated that they are in a position to contribute \$50k towards the project. Given the timing of the Goodwood grandstand project and the funding required, Council's available funding contribution based on the current long term financial plan is approx. \$260k, meaning the funding gap is approx. \$1.4m. Support for this project should therefore be sought through the 2018 State Government election or future Federal election. Council will also be able to review the long term financial plan in the coming months to revise its contribution or timing of the project.

### **Community Engagement**

Community engagement will occur in accordance with Council's Community Consultation Policy, meaning a different community engagement methodology for each project will be followed and further details are outlined under each project below.

Once a decision for each of the priority projects is achieved, marketing materials for each project will be finalised to assist with community engagement. The marketing materials will also enable the CEO to approach major political parties (and key stakeholders) in the lead up to the 2018 State Government election seeking a funding contribution towards the cost of the projects.

#### Goodwood Oval grandstand

The existing Goodwood Oval grandstand is not heritage listed, but it is used by the community for shelter, views and fitness activities, and community feedback will be an important step to inform the design of upgrades to the grandstand.

Given the announcement by the State Government and the community expectation around a new facility, it is recommended that community feedback be sought on details and features of the proposed facility rather than seeking views as to whether a new facility is required. As per previous community engagement approaches a combination of a direct mail campaign (to properties bounded by East Avenue, Victoria Street and Cromer Parade), as well as promotion via the Eastern Courier newspaper, and information and a survey placed on Council's website will be used to engage with the community. Hard copy surveys will also be posted to individuals as requested.

Plans will also be displayed at the oval, in the Civic Centre foyer, libraries and Community Centres. Council will be seeking comment on the plans from the community as a whole. A suggested engagement period is from January 2018 to March 2018, which is before the 2018 State Government election. Key stakeholders will be encouraged to inform their contact lists of the invitation to comment when the engagement is underway.

The engagement will need to stress that it is proposed to replace the existing grandstand with a new facility and that the project is a partnership between the State Government, Council and key bodies/ sporting clubs. The construction process will also go through the normal statutory notification processes for development applications.

### Millswood Croquet Club new building

Millswood Croquet Club is the sole lessee of this facility; however, community engagement will also be important in guiding the design and use of the new building. At this stage, additional design work needs to be undertaken with input from the croquet club to refine the concept and cost estimate. Community engagement is therefore premature at this stage.

Furthermore, construction of a new building would be contingent on securing satisfactory grant funding for the project. Community engagement would not be undertaken until such time as grant funding was secured, to ensure expectations were not raised inappropriately within the community.

If grant funding can be secured, proposed community engagement for this project would involve a direct mail campaign to properties within approximately 500 metres of the site and display of plans on Council's website, at the croquet club, in the Civic Centre foyer, in Council's libraries and at the Goodwood and Clarence Park Community Centres.

The engagement would also be promoted via the Eastern Courier newspaper, with information and a survey placed on Council's website. Hard copy surveys will also be posted to individuals as requested. Subject to securing grant funding, an appropriate engagement period could be from January 2018 to March 2018, prior to the 2018 State Government election.

If the construction proceeds, it will also go through the normal statutory notification processes for development applications.

### Millswood Tennis Complex lighting upgrade

As this project involves the upgrade of existing sports lighting to meet the Australian Standard recommendations, it is proposed that community engagement be guided by the normal statutory notification processes for development applications.

This process will enable neighbouring properties to provide feedback through a formal process, and as the project aims to improve the lighting situation for all parties, a large amount of negative feedback is not anticipated. The development application could be lodged soon, to strengthen an application to the relevant Office for Recreation & Sport funding program in February 2018.

### **Next Steps**

Investigations regarding a new building to replace the existing Goodwood Oval grandstand have shown that these options have considerable benefits. The cricket and football clubs have indicated that their preference is for a new 2-storey facility to replace the existing grandstand.

The State Government have offered Council a grant of up to \$2.5m towards a new facility. It is recommended that Council accept the offer and work with the Government and clubs to identify an acceptable facility to replace the grandstand. The clubs have offered to contribute \$75k to the works and the

SANFL have also indicated that they may fund \$75k-100k towards the project. This means that Council will have to fund up to \$950k to enable the project to proceed. In the event of the final costs being above the estimate, Council will need to fund any shortfall.

This report also provides concept designs and cost estimates for the other projects at Millswood Tennis Complex and Millswood Croquet Club, for Council's consideration. Both of these projects require additional funding if they are to proceed but if Council has endorsed a proposal it facilitates submission of grant funding applications as grants become available to contribute to the project costs.

### **3. ANALYSIS OF OPTIONS**

#### **Option 1 –**

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.
2. 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.
3. \$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:
  - a. a development application for the project is to be submitted by the Administration; and
  - b. at the appropriate time in 2018, a grant funding application is to be submitted to the Office for Recreation & Sport for additional funds to enable delivery of this project.
4. \$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.

#### ***Advantages of this option:***

This option enables Council to work with the Office for Recreation and Sport to identify an appropriate new build facility for Goodwood Oval that addresses the needs of the Cricket and Football clubs and to enter into a funding deed with the South Australian Government for the delivery of the project. As part of the process, community feedback would be sought on the features of the facility.

Given that the facility may be fully funded, construction work could proceed sometime in 2018 subject to funding deed details being negotiated in terms of project delivery time frames etc.

With regards to the Millswood Croquet Club, Council's endorsement of a preferred concept will enable the Administration to try and seek grant funding opportunities to implement this project. Presently, there is a funding gap in the order of \$1.4m but the concept can be refined and the Council will also be able to consider this project in terms of timing when it reviews the Long Term Financial Plan.

The Option also suggests that Council commit \$40k towards the upgrade of the tennis court lights and accepts Tennis SA's contribution of \$35k. This will allow a grant application to be made in 2018 for the balance of \$75k required to deliver the project.

#### Option 2 – Endorse an alternative option.

Council may wish to endorse an alternative option; however consideration should be given to the results of the investigations outlined in this report, feedback from the clubs, funding contributions from key stakeholders and the offer from the State Government.

Council should also consider the links of this project to Council's strategic plans, and the potential financial and resource impacts and constraints.

#### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.



## **5. POLICY IMPLICATIONS**

### **5.1 *Financial/budget***

Council has budgeted \$1.450m between 2017/18 and 2020/21 for the priority projects at Goodwood Oval and Millswood Sporting Complex and this is outlined below:

- \$200,000 in the 2017/18 budget for the design work on the priority projects. To date, approx. \$30,000 has been used but it is likely that most of the funds will be fully expended in undertaking detailed designs.
- \$250,000 in the 2017/18 budget to support the Goodwood Oval grandstand upgrades (Option 1), for the relocation of the public toilet from the grandstand to a new external site. As this project will not proceed, this budget could be incorporated in the Goodwood Oval facility upgrade.
- \$1 million in Council's Long Term Financial Plan for improvements at Goodwood Oval and Millswood Sporting Complex, including \$500,000 in 2019/20 and \$500,000 in 2020/21.

Adjustments will need to be made to the current Long Term Financial Plan to reflect changes to the timing of works.

Clubs and other stakeholders have indicated funding contributions for the projects outlined in this report, and incorporating the funding amounts provided, an indicative funding model for all projects is as follows:

	<b>Grandstand – option 4</b>	<b>Grandstand – new 1 storey</b>	<b>Grandstand – new 2 storey</b>	<b>Croquet building</b>	<b>Tennis lighting</b>
<b>Total cost</b>	\$2.7m	\$2.6m	\$3.6m	\$1.7m	\$150K
<b>State Govt. funding</b>	Nil	TBA	\$2.5m	Nil	Nil
<b>*Council funding</b>	\$950K	\$950K	\$950K	\$260K	\$40K
<b>*Club/sport funding</b>	\$150K	\$150K	\$150K	\$50K	\$35K
<b>GAP</b>	\$1.6m	\$1.5m	Nil	\$1.4m	\$75K

*\*Indicative funding amount, not yet confirmed.*

### **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***

Council owns these assets, and therefore will be responsible for managing the construction and long term management of them. There will be some costs associated with project management of these works and this has not been

factored into the costings. This staff cost could be estimated at \$120,000 over the life of the actual upgrades. Because the specific timing of the project is unclear at this stage, it cannot be ascertained at this time how much of that staff commitment can be absorbed into existing staff workloads.

#### **5.4 Environmental/Social/Economic**

The new facilities will meet the needs of the clubs and community thereby having a positive social impact. There is also the opportunity to build in key environmental initiatives such as water storage and solar panels into the final design.

#### **5.3 Stakeholder Engagement**

The football and cricket clubs will continue to be engaged during the development of a final concept for the Goodwood grandstand facility. The croquet club will also be involved in finalising the design for their new club room.

The process for community engagement is outlined in the discussion section of this report.

### **6. REPORT CONSULTATION**

Consultation has occurred with the General Manager City Development and Executive Manager, Office of the CEO.

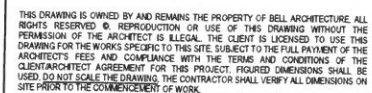
### **7. ATTACHMENTS**

- 1 – Goodwood Oval Grandstand - Draft concepts for new single and 2-storey building options
- 2 – Goodwood Oval Grandstand - Comparison of upgrade options
- 3 – Letter from Goodwood Saints Football Club and Goodwood Cricket Club
- 4 – Millswood Croquet Club - Draft concepts
- 5 – Letter from Office of Recreation and Sport

### **8. REPORT AUTHORISERS**

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

1 STOREY  
TOTAL APPROX AREA  
753m<sup>2</sup>



PRELIMINARY

[illegible]

CLIENT  
UNLEY COUNCIL

ARCHITECT  
**BELL Architecture**  
Suite 1, 77 King William Road Unley SA 5061 PO Box 3091 Unley SA 5061 P 08 8373 3870 F 08 8357 2939

**JOB TITLE**  
**UNLEY COUNCIL**  
**GOOD WOOD OVAL**

JOB NO  
BA170001

DRAWING SCALE @ A1  
1:50@A1

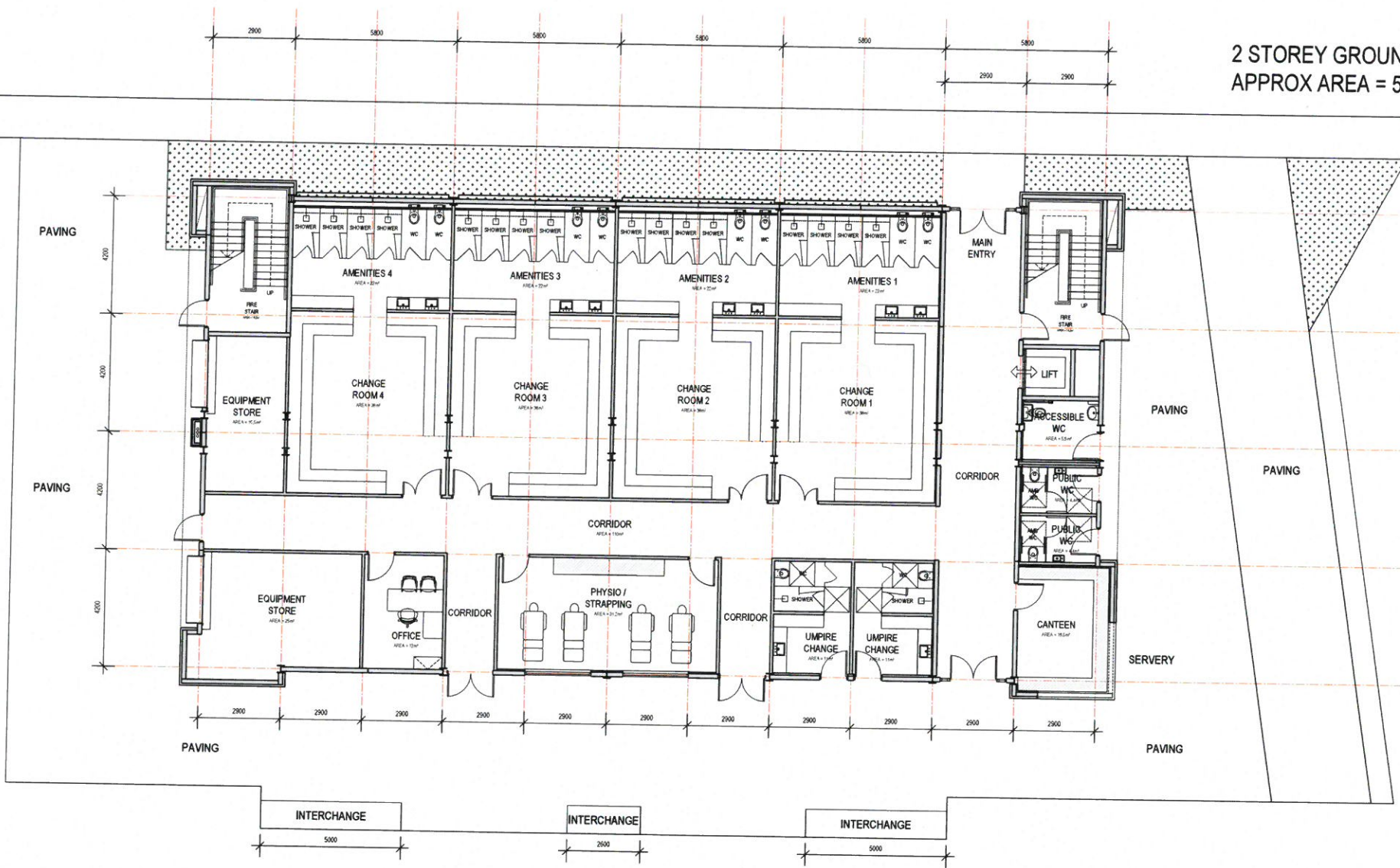
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DRAWING TITLE  
NEW BUILDING  
1 STOREY OPTION

DRAWING NO	BA170001 SK9000
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VISION

2 STOREY GROUND  
APPROX AREA = 557m<sup>2</sup>



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**UNLEY COUNCIL**

ARCHITECT  
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JOB TITLE  
**UNLEY COUNCIL  
GOOD WOOD OVAL**

JOB NO  
**BA170001**

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**1:50 @ A1**

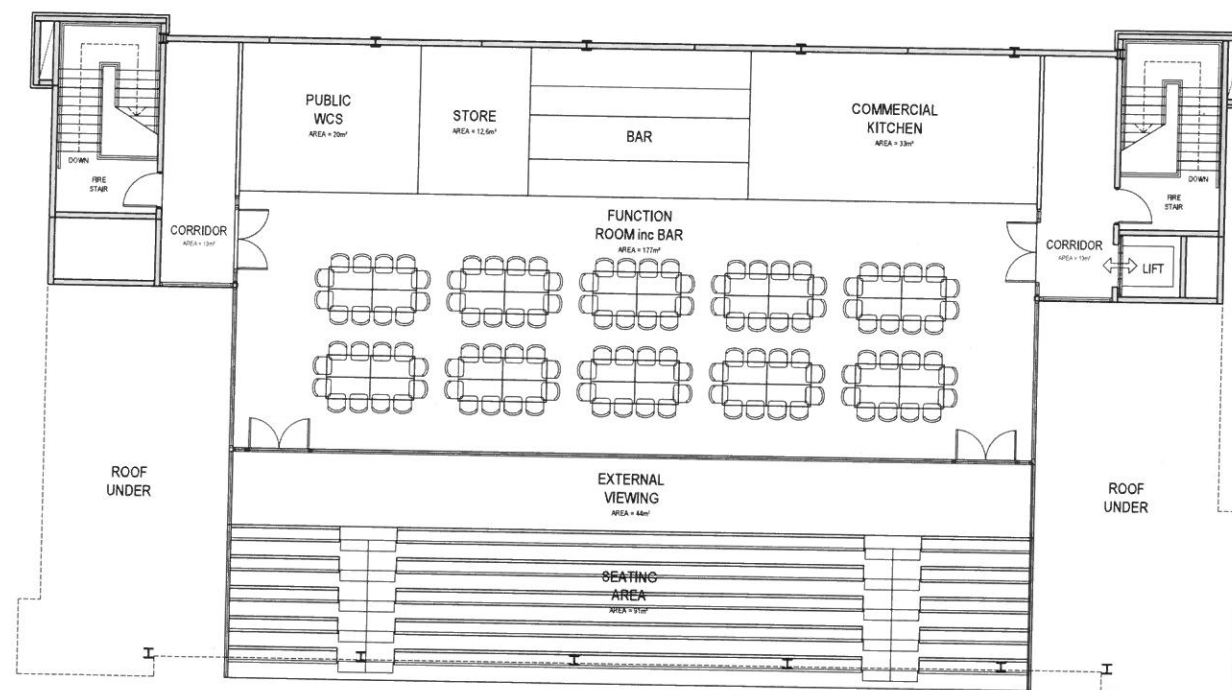
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**JAA**

DRAWING TITLE  
**NEW BUILDING  
2 STOREY OPTION  
GROUND LEVEL**

DRAWING NO  
**BA170001\_SK9001**

REVISION  
**C**





2 STOREY FIRST FLOOR  
APPROX AREA = 458m<sup>2</sup>

2 STOREY  
TOTAL APPROX AREA = 1015m<sup>2</sup>

BUILT AREA = 323m<sup>2</sup>

EXTERNAL VIEWING = 44m<sup>2</sup>

SEATING AREA = 90m<sup>2</sup>

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JOB TITLE  
**UNLEY COUNCIL  
GOOD WOOD OVAL**

JOB NO  
**BA170001**

DRAWING SCALE @ A1  
**1:50@A1**

DRAWN BY  
**JAA**

DRAWING TITLE  
**NEW BUILDING  
2 STOREY OPTION  
LEVEL 1**

DRAWING NO  
**BA170001\_SK9002**

REVISION  
**B**

**GOODWOOD OVAL  
NEW BUILD CONCEPT – SINGLE STOREY OPTION with LANDSCAPE CONCEPT**

**GOODWOOD OVAL**  
01.11.2017 – Issue P4

**BELL**



**GOODWOOD OVAL**  
01.11.2017 – Issue P4

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**GOODWOOD OVAL**  
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GOODWOOD OVAL  
01.11.2017 – Issue P4

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**GOODWOOD OVAL  
NEW BUILD CONCEPT – 2 STOREY OPTION with LANDSCAPE CONCEPT**

**GOODWOOD OVAL**  
01.11.2017 – Issue P4

**BELL**

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**GOODWOOD OVAL**  
01.11.2017 – Issue P4

**BELL**





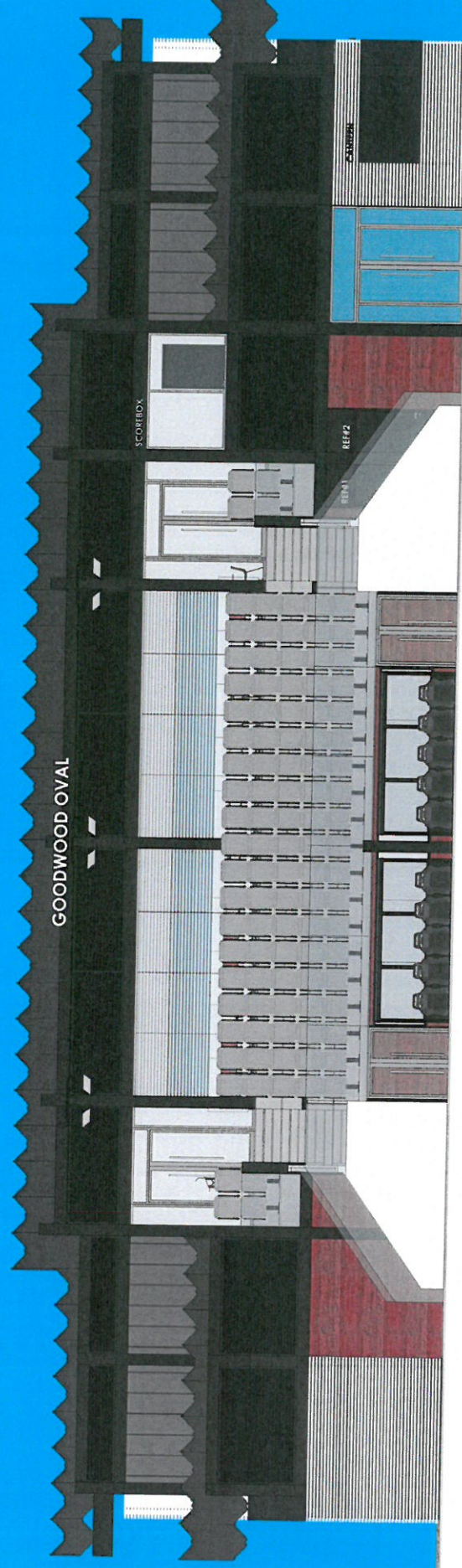
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01.11.2017 – Issue P4

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GOODWOOD OVAL  
01.11.2017 – Issue P4

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Goodwood Oval grandstand upgradeComparison of Upgrade Options – November 2017

	Option 4	New build – 1 storey	New build – 2 storey
<b>Cost estimates</b>	\$2.7m  Includes estimated structural costs and external public toilet	\$2.6m	\$3.6m
<b>Footprint</b>	405m2	756m2	557m2
<b>Pros</b>	<ul style="list-style-type: none"> <li>Retains existing grandstand and some external seating (approx. 120 of 450 seats)</li> <li>Minimal visual impact</li> </ul>	<ul style="list-style-type: none"> <li>Design meets club needs</li> <li>New facility</li> <li>Potentially cheapest option</li> </ul>	<ul style="list-style-type: none"> <li>Design meets club needs</li> <li>New facility</li> <li>Retains similar footprint</li> <li>Views across oval (100 seats approx.)</li> </ul>
<b>Cons</b>	<ul style="list-style-type: none"> <li>*Full extent of structural work unknown</li> <li>Costs may be more than anticipated</li> <li>'Retrofit' of existing facility</li> </ul>	<ul style="list-style-type: none"> <li>Increased footprint</li> <li>Loss of open space</li> <li>Resident and tree impacts</li> <li>Loss of covered grandstand seating / views</li> <li>Can't be staged</li> <li>Disruption to amenities</li> </ul>	<ul style="list-style-type: none"> <li>Increase in footprint from existing</li> <li>Most expensive option</li> <li>Can't be staged</li> <li>Disruption to amenities</li> </ul>

## Goodwood Oval grandstand upgrade options

### Comparison of options to AFL Preferred Facility Guidelines - Local facility




	AFL Preferred facility Guidelines (m2)	Option 1 – refurbished change rooms in existing grandstand	Option 4 – includes option 1 and mezzanine in existing grandstand	New building – 2-storey	New building – 1-storey	Notes
Social Room	100	157	145	177	177	Includes social area and bar for the new 1 and 2 storey options.
Timekeeping area	10	N/A	N/A	N/A	N/A	A small space which can easily be included as and if required.
Office	15	13.3	Not included but would need to allow for one	12	12	For Option 4 – office could be included by using physio area in away team change, resulting in the loss of this room.
First Aid	15	Included in Physio area	Included in Physio area	31.2 Included in Physio/Strapping area (see note)	31.2 Included in Physio/Strapping area (see note)	First aid, massage and doctors room and first aid could be co-located, resulting in a total area of 35 m2.
Kitchen	20	13.5	22	33	22.5	
Storage	20	21.4 2 x store rooms, sports equipment only. No storage for other function equipment etc.	21.4 2 x store rooms, sports equipment only. No storage for other function equipment etc.	1 x 15.5 on ground floor 1 x 25 on ground floor 1 x 12.6 on 1 <sup>st</sup> floor  Total – 53.1	62	Maximum storage space provided in new building (1 and 2 storey options) to meet cricket and football club needs.
Third Umpire (optional)	10	N/A	N/A	N/A	N/A	Optional item not included.
Umpires Room	20-25	13	13	2 x 11 Total = 22	2 x 11 Total = 22	Preference to provide 2 umpire rooms to cater for growth in female in umpires.
Utility	5	Not on plan but can be included	Not on plan but can be included	Not on plan but can be included	Not on plan but can be included	A small space which can easily be included as and if required.



	AFL Preferred facility Guidelines (m2)	Option 1 – refurbished change rooms in existing grandstand	Option 4 – includes option 1 and mezzanine in existing grandstand	New building – 2-storey	New building – 1-storey	Notes
Public Toilet	25	N/A – to be included in new external building	N/A – to be included in new external building	14.3	15	
Change Room 1	45-55	46	46	38	38	
Amenity Room 1	25	23.2	23.2	22	22	
Massage Room 1 (optional)	10	16	16	Included as one room (Physio / Strapping) = 31.2	Included as one room (Physio / Strapping) = 31.2	See note in first aid above.
Doctors Room 1 (optional)	10	N/A	N/A	Included in Physio / Strapping Room listed above	Included in Physio / Strapping Room listed above	See note in first aid above.
Change Room 2	45-50	32.4	32.4	38	38	
Amenity Room 2	25	17.2	17.2	22	22	
Massage Room 2 (optional)	10	N/A	11.7 – Included next to home team change 02	Included as one room Physio / Strapping listed above	Included as one room Physio / Strapping listed above	See note in first aid above for the new build 1 and 2 storey options.
Doctors Room 2 (optional)	10	N/A	N/A	Included in Physio / Strapping Room listed above	Included as one room Physio / Strapping listed above	See note in first aid above for the new build 1 and 2 storey options.
Gymnasium (optional)	20-25	N/A	N/A (see note)	N/A	N/A	Option 4 (mezzanine) includes operable wall on ground floor to create gymnasium

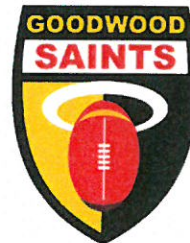
	AFL Preferred facility Guidelines (m2)	Option 1 – refurbished change rooms in existing grandstand	Option 4 – includes option 1 and mezzanine in existing grandstand	New building – 2-storey	New building – 1-storey	Notes
External Covered Areas	50	268 Included in existing grandstand	75 Terraced seating	135 – includes all under cover seating and walkways	18 – in servery area but could be increased	
Circulation Space	35	29	88.5	130 – corridors only	112 – corridors only	

**Key:**

	= <u>meets</u> AFL guidelines for local facility (within 3m2)
	= <u>under</u> AFL guidelines for local facility
	= <u>over</u> AFL guidelines for local facility

### Additional areas – not included in AFL guidelines for Local Facility

	<b>AFL Preferred facility Guidelines (m2)</b>	<b>Option 1 – refurbished change rooms in existing grandstand</b>	<b>Option 4 – includes option 1 and mezzanine in existing grandstand</b>	<b>New grandstand – 2-storey</b>	<b>New grandstand – 1-storey</b>	<b>Notes</b>
Change Room 3	Not required in AFL guide, but SANFL recommends provision of 4 change rooms & amenities	N/A	62	38	38	Option 4 includes operable wall to separate change rooms 3 & 4.
Amenity Room 3	“ “	N/A	18.5	22	22	
Change Room 4	“ “	N/A	66	38	38	
Amenity Room 4	“ “	N/A	16.5	22	22	
Physio Room 3	Not required in guide	N/A	9.9 – Included next to away team change 02	Included as one room Physio / Strapping listed above	Included as one room Physio / Strapping listed above	See note in first aid above for the new build 1 and 2 storey options.
Canteen	Not required in guide	16.5 Included in new external building	16.5 Included in new external building	16.5	16.5	
Lift	Not required in guide	N/A	N/A	5	N/A	
Fire stairs	Not required in guide	N/A	16	32	N/A	



15/11/2017

John Wilkinson  
Sport and Recreation Planner  
City of Unley  
Unley Civic Centre  
181 Unley Road  
Unley SA 5061

Dear John,

**RE: Goodwood Oval clubrooms upgrade**

The Goodwood Saints Football Club Committee have met and would like to advise the Council that we have appointed Mr Peter Caire as our Council Liaison Officer for this project. He will deal direct with you, with the assistance of Mark Goodman (Facilities Manager).

The Goodwood Saints Football Club prefers the 2-storey option for the new clubrooms. This is because this option allows for a small grandstand which is integral to watching football in the wet season and it also remains within the current footprint of the facility.

In relation to providing funds towards the costs of building new clubrooms, at this stage we are proposing that we provide \$20,000 up front with a further \$50,000 to be paid over a 15-year period. This would be a total of \$70,000 towards the project and I think you will agree a significant amount for a club such as ours. This does not include the money that will need to be spent by the Goodwood Saints FC to provide equipment and members amenities which may not be included as part of the main project costs.

We have our AGM this Wednesday 15/11/2017 and our first committee meeting on Monday 27 November where this financial commitment will be discussed and voted on. After this meeting I will contact you with the outcome of our meeting.

Below are some of the concerns we have with the current draft plans for the 2-storey build. I have not addressed the 1 storey option as both the cricket and football clubs prefer the 2-storey option.

**Bottom Floor**

**Trainer's Room - opposition**

Would it be possible to have a 2-bed small area for the opposition trainers? This is not required for both away change rooms - just the main away change room.

**Storage**

This still appears to be lacking enough storage space - especially for the cricket club (assuming we have the storage room on the south-eastern corner.)

**GOODWOOD SAINTS  
FOOTBALL CLUB INC.**

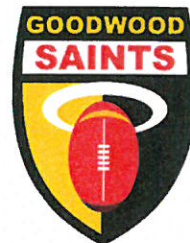
CURZON AVENUE  
MILLSWOOD SA  
PO BOX 104  
GOODWOOD SA 5034

P: (08) 8297 2189  
E: gsfcadmin@adam.com.au

[www.goodwoodsaints.com.au](http://www.goodwoodsaints.com.au)







### **Gymnasium**

This is our one and only chance to have a gymnasium for rehabilitation and strengthening work. This would be utilised by both football and cricket and would benefit both clubs significantly. It does not have to be large but sufficient for bikes, weights, running machine etc. This could be incorporated in the home change room No. 2.

### **Home Team Wet Area**

The likelihood of the 2nd change room for the home team showers being used will be rare. We don't think they need this many showers and so an opportunity to make the main change room for the home team bigger with an opportunity to have ice baths.

### **Coaches Box**

Ideally an area either side of the clubrooms for the coaches and support staff to sit. Next to the home coaches box and small area for the time keeper and scoreboard manager. This could be facilitated by the use of a extendable awning for each corner of the boxes.

### **Interchange Players**

In the draft concept plans they had both interchange players next to each other. In the real world that would definitely not work. They either need to be each side of the clubrooms in a clear Perspex sunken structure or incorporated into the clubrooms but apart. Perhaps if the stairs to the mini-grand stand went up through the middle the interchange benches could be either side.

### **Office**

The office is currently located in the equipment room. This is not a suitable place for the complex and should be either near the entrance or on the first floor ideally near the committee room.

### **Change Rooms**

All change rooms are of equal size. The home change room needs to be bigger, home change room two smaller with a concertina type divider between them so you can have one large change room when required. The away change room can be a similar type configuration but smaller.

### **Umpires Room**

On a Saturday for football we will have 2 x field, 2 x boundary and 2 x goal umpires changing in this area. Either make it one room but with facilities to get changed in private or if it must be separate both rooms larger to accommodate all the umpires.

### **Corridors**

There is a lot of space wasted with large corridors downstairs. Is this necessary - could it be configured differently to eliminate this waste of space.

### **Upstairs - Level 1**

#### **Upstairs Toilet**

This appears to be very small. It needs to be a larger size for 2 toilets x male, 3-person urinal and 3 toilets x female with a baby change area. We would also require an accessible toilet. Whether this can be a unisex configuration can be discussed.

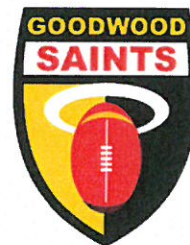
**GOODWOOD SAINTS  
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**Public Toilets**

Is there still an opportunity to place the public toilets near the playground thus freeing up space in the clubrooms.

**Committee Room**

When need a room large enough to hold committee meetings. Ideally capable of sitting up to 20 people with drop down screen, and the ability to have AV equipment, e.g. lap top and projector. This could be upstairs if the southern stairs are not required all downstairs near the canteen if we reconfigure the corridors.

**Cleaners Room**

A room large enough for all the cleaning equipment and supplies.

**Bar / Kitchen**

The bar needs to be longer and the bar / kitchen need to be relocated near the southern end away from the main entrance due to people standing in that area to be served.

**Stairs**

Is there a legal requirement to have 2 stairs to the clubrooms? By taking out the southern end stairs this again opens up more space.

**Mini-Grandstand**

Currently there are 5 rows of 20 seats. The function area is nowhere near big enough and by taking out one of the rows and not having a standing area at the back of the rows would allow the function area to be moved further out.

**Function Room**

This is still very small and doesn't fix one of our main problems with the current club rooms - the size of the function area. Ideally it would be good to have a 200-person function area. This could be achieved by utilising the space to the north and south of the upstairs area over the storage rooms and canteen. The glassed window could be concertina stacker doors as well and could be opened up on nice days.

**Siren**

There will be a requirement to place a AFL standard sire on the top of the grandstand that can be operated from the time keeper's area with a switch.

Regards,

Craig Scott  
President

Goodwood Saints Football Club Inc.

Mob: 0420 931 783

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GSFC Web site: [www.goodwoodsaints.com.au](http://www.goodwoodsaints.com.au)

Div 1 Premiers: 1997, 2005, 2006, 2007, 2008, 2009, 2014, 2015

**GOODWOOD SAINTS**  
FOOTBALL CLUB INC.

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13/11/17

City of Unley

Reply for initial concept plans, Goodwood Oval clubrooms

John,

Thanks for the plan concepts. We met as a cricket committee last week and also held discussions with the Goodwood Football Club to discuss the designs.

Both clubs are in agreeance that the two-story option, contained within the foot print of the existing grandstand is by far the preferred option. Although the single-story option would give the same outcome, we believe that the extra space that such a building would take up is better used within the precinct.

Please see the attached plans and their comments as the first draft feedback on the concepts. Our priorities are:

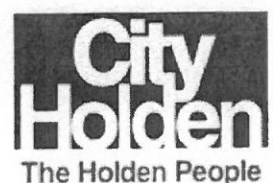
1. Ground floor storage of a minimum 30m<sup>2</sup>
2. Maximizing the clubroom floor space. We suggest the glass frontage be the full width of the structure allowing the bar, toilet and kitchen to be located at the southern and northern end of the clubrooms.
3. Developing a canteen and alfresco area, including Bbq for Summer evenings.

Both clubs are of a community nature and an extensive contribution of funds would potentially put the cricket club in a more precarious position. We currently are able to keep a consistent and stable bank balance through subscriptions, fundraising and bar revenue.

We are steadfast in continuing to invest in our club and members, in what is an expensive and labour-intensive game to provide. We however along with the football club understand that a contribution to any building is required and we feel that a joint contribution of \$25,000 through extra fundraising and sponsorship would be achievable.

We would hope that the council understands that a new build may also bring new costs to each club and we expect that funds will be required to be invested after the build and ongoing to complete the project.

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Please find below further comments on the concept plan and also on the attached document.

Please feel free to contact me anytime, or if we require representation at any of the meetings we are very happy to provide such representation.

Yours,

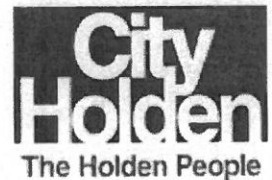


Jason Scroop  
Council Liaison  
Goodwood Cricket Club

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**EVANS SAFETY**  
Tailored Safety Solutions **8234 1920**





Attached is a summary of the comments from the cricket club on the proposed clubroom plans. Whilst we believe that the bulk of the design is very good here are some items we would like addressed when we next meet the architects.

Downstairs storage space and security is our priority downstairs. Upstairs, increasing the size of the function room by moving the kitchen and bar area to either end of the area rather than the back, is a priority. The proposed function room in the current design is thinner than current and with people mingling at the bar and kitchen area, at least 3 metres in front of both of those two areas is a must, this design does not allow for that.

Hopefully we can catch up real soon and get this all further advanced.

For the ground floor, the priorities are

1. Storage. The cricket club needs approximately 30m<sup>2</sup> to store large items, such as ground covers, bowling machine, and trolleys with training mats and equipment. The storage room is to have external (roller door) and internal access.
2. Reduced number of doors for security. During the summer, most cricket games on match day do not draw large crowds. As a result, there is not many people to supervise all the doors into the clubrooms, to prevent strangers from entering the clubrooms and thieving. To reduce this risk, the number of external doors should be reduced, and be preferably on the oval side and northern side of the grandstand only.
3. Wasted space. There are some zones in the ground floor which appear to be wasted space. These areas can be increased storage areas, and a larger canteen.
4. Include Urinals. The plans currently have only 2 W/C in each changeroom. This does not seem sufficient for cricket teams with 12 players, and football teams with 22+ players. We suggest that each changeroom has a urinal also, to service the peak traffic
5. Remove entry door on street side. This door presents a security risk, and creates a trafficked zone that can be better utilised (i.e. larger change rooms or storage areas). The main entry into the club can be into the northern stair and lift.

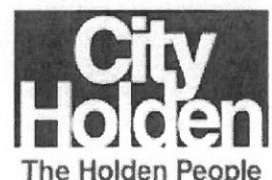
Other comments on the ground floor slab include

- New changerooms to be larger than current changerooms size

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- Flexible walls needed in the physio / strapping room, and between changerooms, to allow for combined team activities.

For 1st floor, the priorities are:

1. External Stair Access. The current plans only have access to the grandstand through the stair well. However, the grandstand needs to be accessible to the public for exercise, and for viewing the games. Also, cricketers who sit in the grandstand need to get to the oval easily, when going into bat, rather than through the clubrooms.
2. Honour boards and memorabilia. Wall space needs to be available for the display of football and cricket club honour boards, player sponsors, and other memorabilia.
3. Better use of space. The function room needs to be as large as possible within the building footprint. To assist with this, the kitchen and the bar should be at either end of the function room, so that those assembled around these do not crowd the corridor through the function room. This would not only increase the width of the function area but also free up wall space for honour boards and memorabilia.
4. Storage. The cricket club needs storage at 1st floor for balls, merchandise and some kitchen supplies, ideally around 6m<sup>2</sup>.
5. Stage & PA. The function room needs a stage and a PA system needs to be installed to assist with club functions.

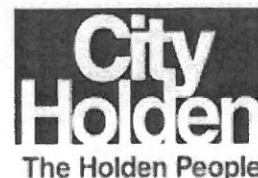
Some issues that require further thought include

- Will the southern stair be required, if external stairs are provided to the grandstand on the oval side? If not, this space can be used for additional storage, or allow for a larger kitchen and bar or toilet area.
- The junior training nights are a large fund raiser for the club. This involves a BBQ and the canteen. However, the canteen is very close to the oval, so there is not very much space for large assembled crowds. Is there another spot / space where a BBQ can be setup that can facilitate large assembled crowds on junior training nights? Can the space at the northern end of the grandstand be used for this - refer to mark-up?
- Inclusion of solar panels and rainwater tanks for toilet flushing and showers. Currently we have a 5kw solar system installed by the clubs a few years ago.

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Tailored Safety Solutions 8234 1920





**Goodwood Oval**  
**Grandstand**  
Cricket Club Comments

Date: 13/11/2017

**LEGEND:**

- High Priority
- Other comments
- Further thoughts

Review need for  
2nd stair

Purpose of double  
row of columns?

1. Make this store for  
cricket club larger to  
suit larger equipment.  
Keep large external  
door, add internal door.

2. Remove door

3. Clouded zone shows  
possible wasted space

4. Urinal in at least  
one change room  
for footballers - 2  
WC's not enough

4. Urinal in at least  
one change room  
for footballers - 2  
WC's not enough

2. Door that can be  
locked at night time  
for security - only  
allow access to  
function room, and  
not into  
Punchangerooms

5. Remove entry  
door on street side

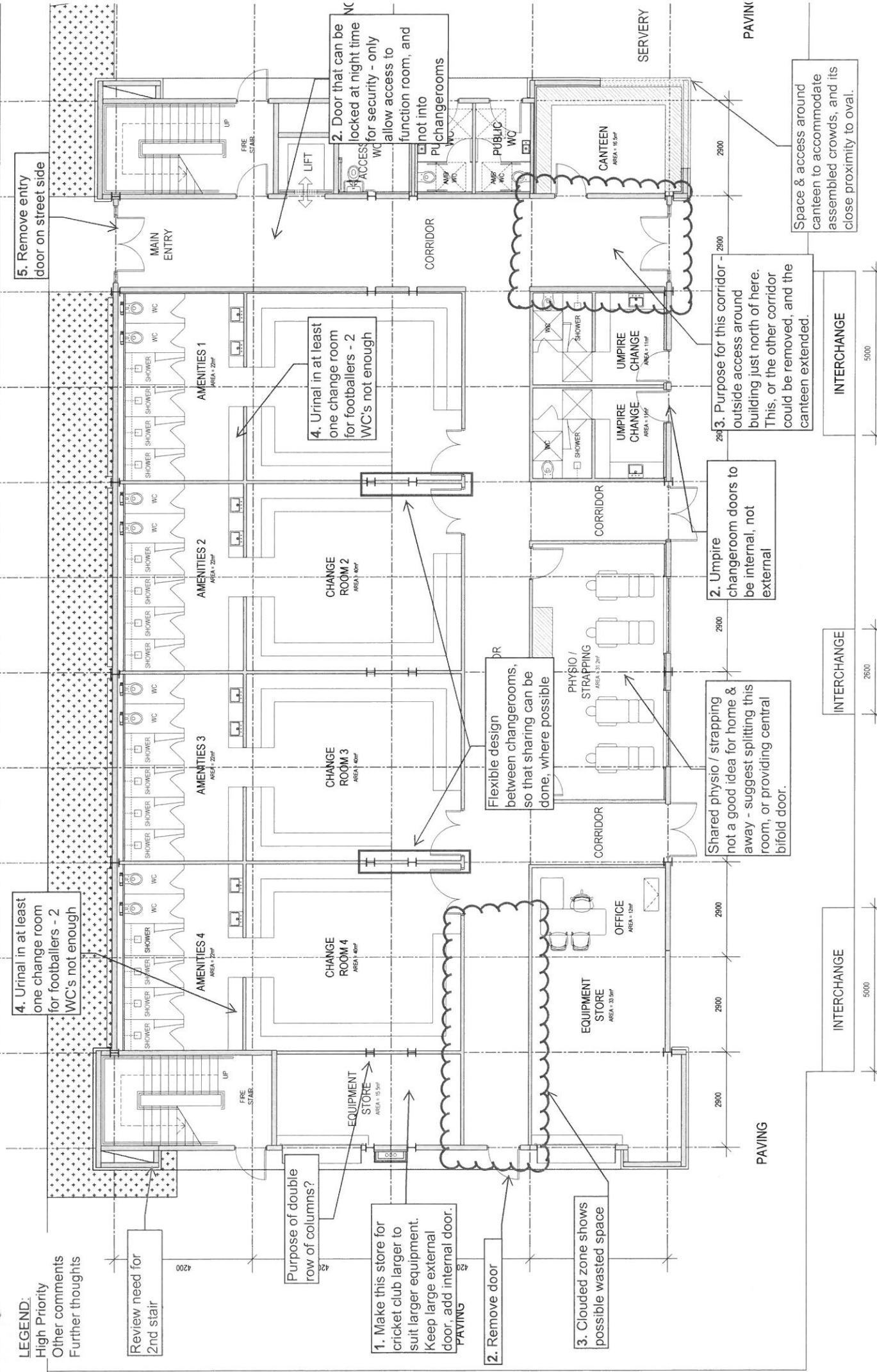
Flexible design  
between changerooms,  
so that sharing can be  
done, where possible

Shared physio / strapping  
not a good idea for home &  
away - suggest splitting this  
room, or providing central  
bifold door.

2. Umpire  
changeroom doors to  
be internal, not  
external

3. Purpose for this corridor -  
outside access around  
building just north of here.  
This, or the other corridor  
could be removed, and the  
canteen extended.

Space & access around  
canteen to accommodate  
assembled crowds, and its  
close proximity to oval.





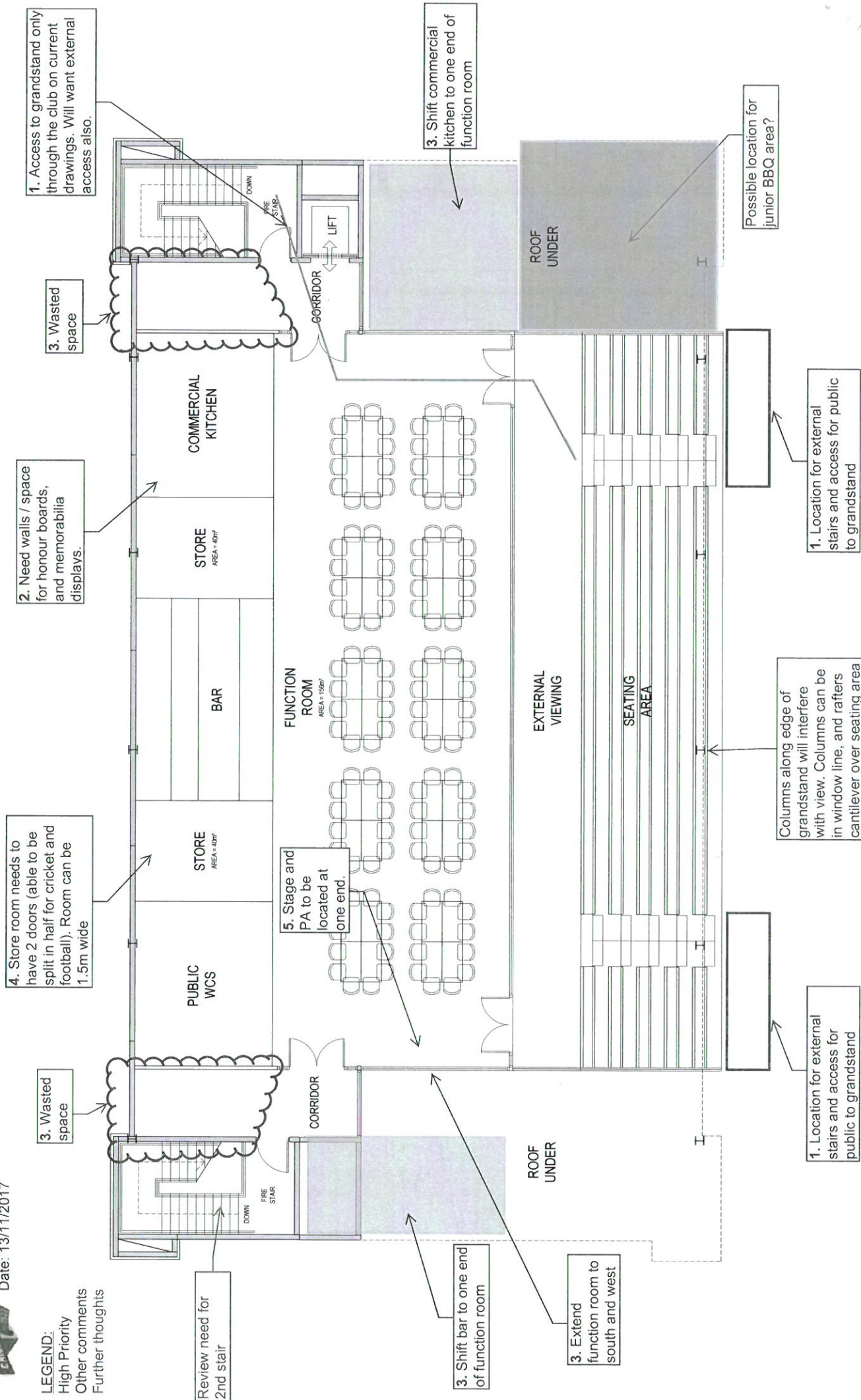
# Goodwood Oval Grandstand

Cricket Club Comments

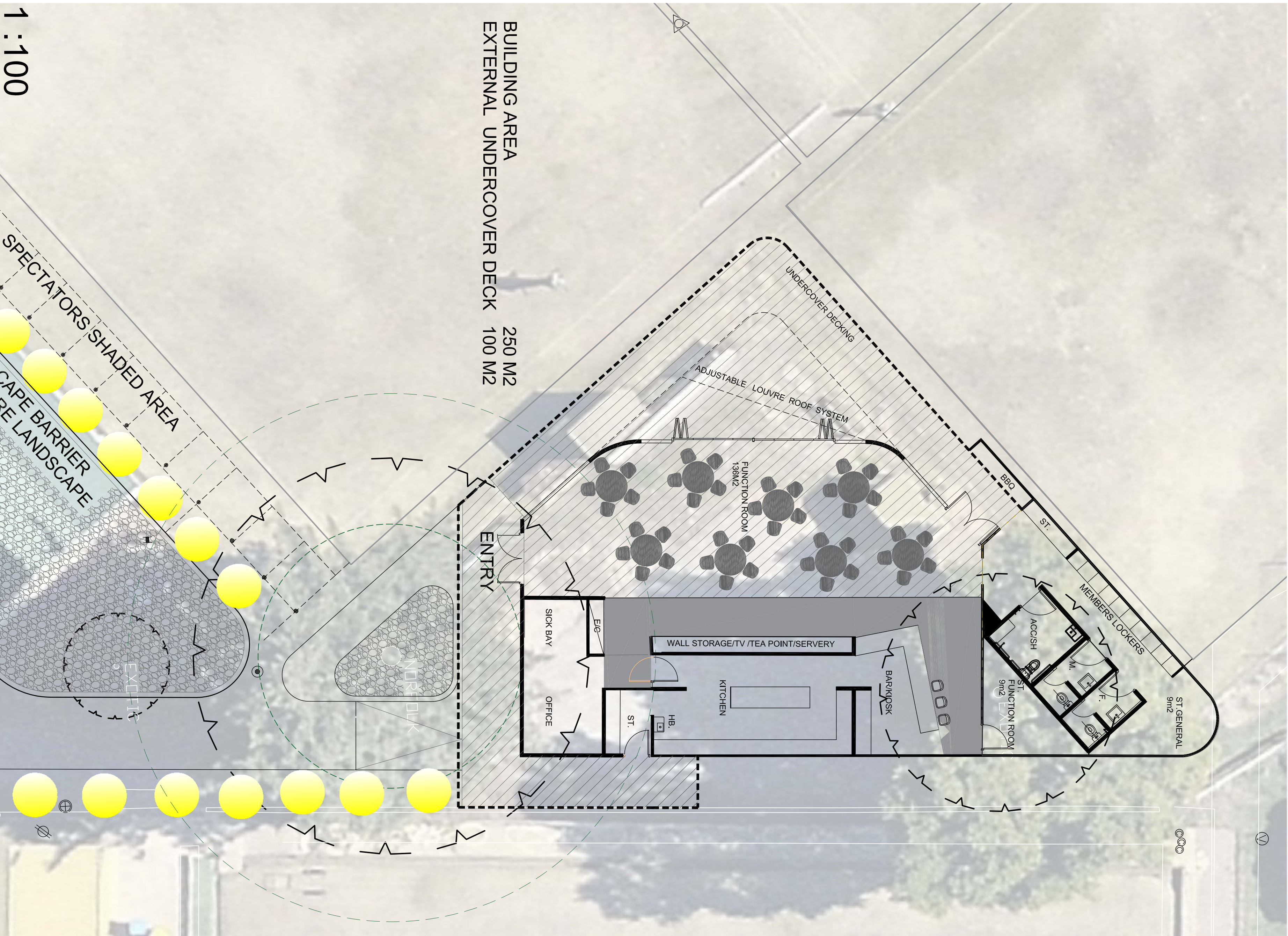
Date: 13/11/2017

## LEGEND:

High Priority  
Other comments  
Further thoughts

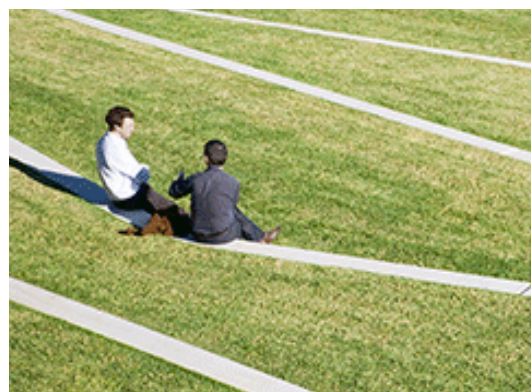
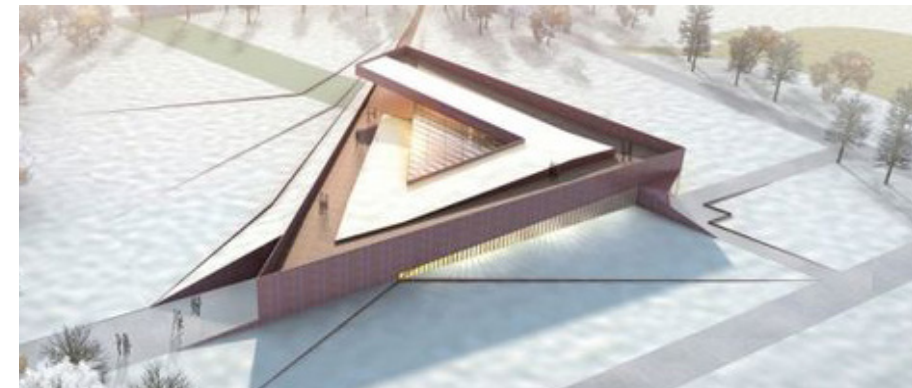








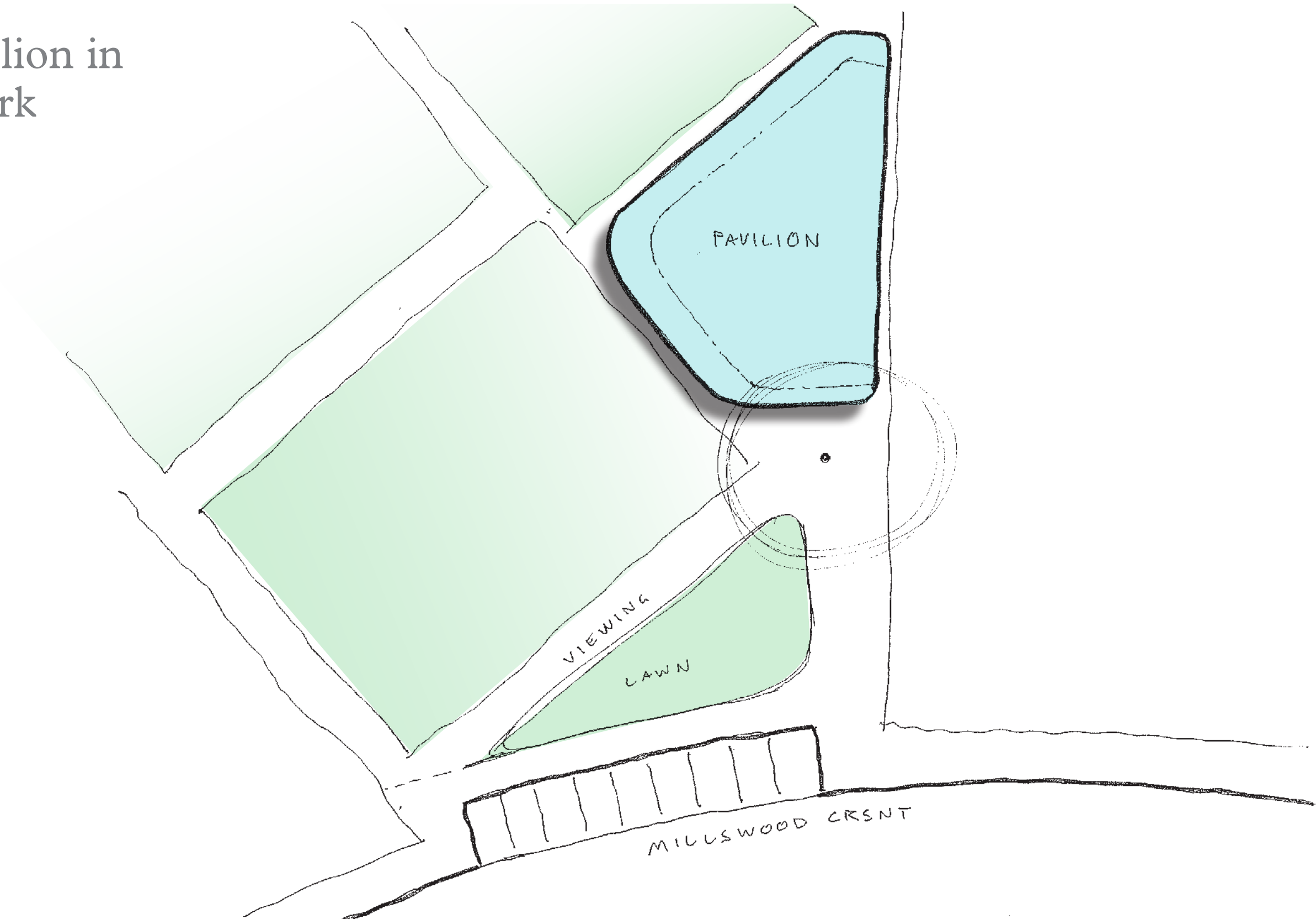
# Precedents





# Sketch Plan

A pavilion in  
the park



Leon Bignell MP

**E-MAILED**  
13/11/17



**Government  
of South Australia**

ORS2017/21364/01

Mr Peter Tsokas  
Chief Executive Officer  
City of Unley  
PO Box 1  
UNLEY SA 5061

Minister for Agriculture,  
Food and Fisheries  
Minister for Forests  
Minister for Tourism  
Minister for Recreation  
and Sport  
Minister for Racing

Level 10, 1 King William Street  
Adelaide SA 5000

GPO Box 1671  
Adelaide SA 5001  
Australia

DX 667

Ph: (08) 8226 1210

Fax: (08) 8226 0844

MinisterLeonBignell@sa.gov.au

Dear Mr Tsokas

I am pleased to advise you the State Government is offering a grant of up to \$2.5 million to the City of Unley, to assist with the development of the Goodwood Oval and surrounding areas.

I am advised the Grandstand facility at the Goodwood Oval was constructed in the 1950s and does not support the current or future need of users, primarily the Goodwood Saints Football Club and the Goodwood Cricket Club. There are only two change rooms, which each contain open showers and one toilet. This is inadequate to service the 590 members of the Football Club and 250 members of the Cricket Club. In particular, these Clubs seek to expand junior and female participation in sport and the lack of appropriate facilities pose a significant barrier.

I understand the City of Unley endorsed the Goodwood Oval and Millswood Sporting Complex Improvement Plan in August 2014. I am advised developed proposals and concepts to improve the existing facilities in the grandstand were considered, with significantly higher costs cited as the reason for not pursuing a complete new building.

The Government of South Australia wishes to offer the City of Unley the opportunity to work with the Office for Recreation and Sport, to find the appropriate facility solution for Goodwood Oval and surrounding areas.

The grant, of up to \$2.5 million, is subject to the City of Unley entering into a funding deed with the Government of South Australia.

I would appreciate you provide me with a formal letter advising whether the City of Unley is prepared to accept the funding. Once the State Government has been advised, the Office for Recreation and Sport will start the development of the funding deed.

If you have any further questions regarding this letter, please contact Ms Kylie Taylor, General Manager, Office for Recreation and Sport, on telephone (08) 8457 1488.

Yours sincerely



**Leon Bignell MP**  
Minister for Recreation and Sport

November 10 2017

Adelaide: One of Lonely Planet's Top 10 Cities in the World

7-41-1 (P)

Official STATE COMMONWEALTH FUNDING		
Applicant: City of Unley		
Date: 15 NOV 2017	Class: AUM	
For info/action: CROWLAND		



**KPI Performance**

<b>KPI – As per Lease Agreement</b>	<b>KPI Performance</b>	<b>Comment</b>
At least maintain visitation to the premises to about 60,000 people per financial year (starting in the financial year to end 30 June 2017)	GCS Activity statement, GCS report that over 65,000 people visited the centre in 2016/17 resulting in a 8% increase in visitor numbers	<p>This aligns with the activity numbers achieved for the Centre under the previous Management Model- (Council run in partnership with the GCS Board).</p> <p>Community Centres across the City of Unley have achieved a 10% growth in visitor numbers over this period.</p>
At least maintain the number of regular, on-going hirers of the premises	GCS reported 48 regular, on-going hirers	This is an 18% decrease in regular hirers, in 2015/16. Noting there were 59 regular, on-going hirers at the time of handover to GCS. Some of this can be attributed to an inconsistent definition of regular hirer used by GCS and Council.
Develop, implement and record outcomes of periodic (minimum annually) customer satisfaction surveys, and record a positive customer satisfaction level	<p>A copy of the January 2017 survey outcomes was provided to Council.</p> <p>126 Surveys were distributed with 31 surveys being returned.</p> <p>Out of the 31 surveys returned 28 stated they were happy with the facilities at the Goodwood Community Centre and 3 were not satisfied.</p>	<p>In order to compare the performance of this KPI against other Council Centres, the survey tool, questions and method of data collection needs to be consistent with other community centres within the City of Unley.</p> <p>It is suggested that a consistent approach developed with GCS, aligned to the City of Unley methodology</p>
Maintain delivery of high quality programs, and develop and implement initiatives or programs that reflect the cultural, social, recreational and educational	The Activity Report provided by GCS highlights 10 different programs were delivered at the Centre in 2016/17.	Currently there is no mechanism for Council to assess the quality of the programs. GCS have indicated their Board members have the skills to undertake

KPI – As per Lease Agreement	KPI Performance	Comment
interests of the community		assessments and do so informally on a regular basis. It is recommended that an assessment of the quality of programs offered is built into the annual customer satisfaction surveying, and / or to exploring individual program evaluation.
At least maintain volunteer team numbers in line with the activities undertaken	GCS have reported 18 volunteers, contributing 3,569 volunteer hours across 12 programs, including a conservative estimation of the hours contributed by the Board of Management.	In 2015/16 there were 7 City of Unley volunteers at the Centre, in addition to GCS volunteers. This KPI has been exceeded.
Implement and support strategies to ensure the community has a voice in decisions relating to services and programs at the premises	GCS have advised that they conduct monthly information sessions in order to obtain feedback and information from the local community	<p>This is a similar strategy applied at the Fullarton Park and Unley Community Centre, where community forums are held twice a year.</p> <p>It is recommended that for future reporting, GCS provide further information on the number of attendees to the information sessions and a summary of suggestions made by the community.</p>

## **DECISION REPORT**

**REPORT TITLE:** GOODWOOD COMMUNITY CENTRE  
PERFORMANCE REVIEW

**ITEM NUMBER:** 1022

**DATE OF MEETING:** 27 NOVEMBER 2017

**AUTHOR:** RABECKA STOKES

**JOB TITLE:** TEAM LEADER COMMUNITY CENTRES

---

### **EXECUTIVE SUMMARY**

The purpose of this report is to:

- Provide Council with a summary of the findings from the first annual review of the Goodwood Community Centre's performance since the commencement of its new management model in May 2016.
- Seek direction from Council on the renewal of the current Lease Agreement with Goodwood Community Services Inc. for occupancy and management of the Goodwood Community Centre.

Council's Lease Agreement with Goodwood Community Services Inc. (GCS) for the independent management of the Goodwood Community Centre is now 18 months into its first two years. As outlined in the GCS Lease Agreement, several documents are required to be provided to Council annually, along with data on the Centre's performance against key performance indicators (KPIs), all of which have been attained.

This report provides a summary of Goodwood Community Centre's performance in 2016/17. Based on the performance, it is recommended that the Lease Agreement that Council has with the GCS for the independent management of the Goodwood community Centre be extended for a further three years.

### **RECOMMENDATION**

That:

1. The report be received.
  2. The renewal of Goodwood Community Services Inc. Lease Agreement for the management of Goodwood Community Centre for a further three years (expiry date 16 May 2021) in accordance with the terms of the current lease, be approved.
  3. Further discussion occur with GCS to further align KPI requirements
-

## **1. BACKGROUND**

The Goodwood Community Centre is the newest of Council's Community Centres, constructed in 1999 as a purpose-built centre with an estimated capital value of \$3.1m.

The Centre has been a valuable part of the Goodwood community and was operated by Council in partnership with the Goodwood Community Services Inc. (GCS) from 1999-2016.

Following a request from GCS in February 2016, Council endorsed that the Goodwood Community Centre be independently managed by GCS. An Agreement to implement this decision was executed in May 2016 via a 2+3 year Lease Agreement between Council and GCS, with the right of renewal being with Council.

Under the current Lease Agreement:

- GCS is fully responsible for the complete operations and administration of the Goodwood Community Centre, including provision of all programs, hall hire and all associated staff and volunteers of the Centre.
- GCS receive all income from hall hire fees in lieu of a management fee and pay a subsidised rent of \$750 per annum to Council.
- Council is required to maintain the building (approximate costs \$85,000 per annum) with utility costs to be shared equally by Council and GCS (50% each).
- GCS were required to honour existing hire agreements in place at the time of the transfer of management. A clause is contained in the Lease Agreement to provide for organisations that have a longer term relationship with the Centre, stating these 'legacy users' are to be given a fair opportunity to hire the facility for the same purpose and at a fair fee.
- A number of detailed key performance Indicators (KPIs) were included within the Lease Agreement, which provide direction on the intended use of the Community Centre, and enable the monitoring of the performance of the Centre, as part of Council's annual review process.



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

- 2.1 Theme Community Living: Goal - People value our City with its enviable lifestyle, activities and services
- 2.2 Community centre programs and services are also linked to the following Council strategies and plans:
- *Community Centres Direction Paper*
  - *Living Active*, Sport and Recreation Plan
  - *Living Young*, Youth Development Plan
  - Active Ageing Strategy
  - *Living Well* – A Regional Health Plan for the Cities of Unley and Mitcham

## **3. DISCUSSION**

Council's Lease Agreement with GCS for the independent management of the Goodwood Community Centre is now 18 months into its first two years. Given the Lease Agreement was executed in May 2016, a review was not conducted in 2016 as GCS required time to transition the service and develop and implement their business model.

This is the first review conducted since the execution of the Lease Agreement and the findings are based on the Goodwood Community Centre's performance for the financial year 2016/17, noting this is GCS's first full year of operation under the Lease Agreement.

### **Review Method**

As part of the Lease Agreement, a number of reports are required to be provided to Council annually in order for Council to monitor and evaluate the Centre's performance under the independent management by GCS. These reports include:

- The GCS Annual Business Plan and Annual Activity Report
- Details on how the identified KPIs have been met
- A list of all services and programs provided
- The Annual Audited Financial Statement, including revenue achieved from hiring the premises and programs

### **Findings**

#### **Key Performance Indicators**

Attachment 1 to Item 2022/17, provides a summary of the Centre's performance against the set KPIs contained within the Lease Agreement. KPIs were set based on the Centre's previous year's performance while under Council's Management (in partnership with GCS).

The KPI's measure community participation, utilisation rates, customer satisfaction and the visitor numbers achieved.

#### *Attachment 1*

Information provided by GCS indicates that visitor numbers, community participation and the type of programs provided achieved the set KPI targets. GCS have also exceeded targets in relation to maintaining volunteer numbers and volunteering at the Centre has significantly increased under this new model of centre management.

There has been a decrease of 18% in the number of regular hirers at the Centre according to the figures provided by GCS, with GCS reporting 48 regular hirers at the Centre, noting that the number of regular hirers recorded at handover was 59. However, some of the reduction in numbers can be attributed to an inconsistent definition of a regular hirer. The decline in regular hirers has not adversely affected visitor numbers or utilisation rates, due to an increase of one off hirers and events.

GCS undertook a customer satisfaction survey, however there was a low rate of response to the survey. As the customer satisfaction survey tool GCS used was not consistent with Council's own satisfaction monitoring for community centres, a comparison cannot be made. It is recommended that GCS be required to align future customer satisfaction surveys to Council's method and survey tool to enable a consistent approach to customer satisfaction monitoring of all community centres located in the City of Unley. This would also ensure a consistent assessment of the quality of programs delivered (not just the number and range of programs) and provide valuable data to GCS and Council on local community needs in relation to community centre programs.

Maintenance works and utility costs have remained within expectations with no undue demands on repairs and maintenance or replacement. Fifty per cent of utility costs are invoiced to GCS monthly with no apparent outstanding amounts, and consumption is relative to pre-lease levels.

### **Annual Activity Report**

Attachment 2 to Item 2022/17 is the Annual Activity Report provided by GCS. This report indicates that over 65,000 people attended the centre in 2016/17 through 10 different centre run programs, hirers and several one off events

#### *Attachment 2*

### **Business Plan**

Attachment 3 to Item 2022/17 is GCS's Business plan for 2017/18. This business plan indicates GCS aims to:

- Implement a revised Governance structure
- Develop a marketing and PR strategy to increase bookings and program participation
- Increase volunteer numbers by 25%

*Attachment 3*

## **Financial Performance**

Attachment 4 to Item 2022/17 is a copy of GCS's Annual Financial Statement, which indicates for the financial year 2016/17, an income of \$153,315 was achieved and the expenditure was \$266,645 resulting in a deficit of \$113,330 for 2016/17.

*Attachment 4*

The Administration has reviewed the 2016/17 Annual Financial Statement provided by GCS and note that while GCS has restructured its staffing profile in an effort to reduce costs, future savings may need to be identified if revenue does not increase in line with expenditure. GCS's auditors (MGI Assurance) have stated that the entity is a going concern as at 30 June 2017, and based on this opinion, we accept the Annual Financial Statements in good faith. It is recommended that close attention be paid to future financial performance.

GCS has noted that the deficit is largely due to changes to their staffing model which resulted in redundancy payments to two staff members:

- Toy Library Coordinator (this program has been restructured to a volunteer run program).
- Redundancy of a coordinator as a result of loss of Commonwealth and State Funding for the STAINES program (a child development program).

In order to increase income of the Centre, GCS has increased hall hire fees by approximately 17% from the fees Council charged for the Centre in 2015/16. GCS's fees for 2017/18 are now comparable with that of Fullarton Park Community Centre, however through the City of Unley's Community Centre Discount Policy, many hirers of the Council-run centres receive a discount (as residents or not for profit groups). GCS no longer give resident discounts for the use of the Centre. GCS has advised that they do give discounts to not-for-profit organisations and that each booking is assessed on a case by case basis. As per the Lease Agreement, the fees charged for the use of the Goodwood Community Centre is at the discretion of GCS and Council is not in the position to affect change to these fees. Utilisation rates and income from hire will be monitored.

The Administration has been informed of several hirers who ceased using Goodwood Community Centre in 2016/17 due to the increased fees being charged. While some of these organisations have been accommodated in other City of Unley facilities, there are two who have relocated out of the Council area.

## **Community Feedback**

The customer satisfaction survey results provided by GCS are contained in Attachment 5 Item 2022/17.

*Attachment 5*

Over the period 2016/17, Council has received feedback from two community members in relation to the operations of Goodwood Community Centre. These related to:

1. A concern over the replacement of the Toy Library Coordinator with volunteers. This complaint was forward to GCS who provided a response.
2. A concern that the Centre's Board was not focusing on the needs of the broader community. It was suggested to the complainant that this concern be raised directly with GCS in the first instance and then escalated to Administration/Council should they continue to be unhappy with the Management of the Centre.

## **Governance**

At the GCS Annual General Meeting held in September 2017, GCS made some changes to their constitution, including:

- A change in the membership definition, requiring members now to be participants or to pay a membership fee (previously anyone living in the area could be a member). Noting the current membership fee is \$1.
- The Board shall be seven persons, four elected at the Annual General Meeting and three appointed by the elected persons (previously nine members, all of whom were elected at the Annual General Meeting)

Under the current Lease Agreement, Council has no input into the GCS constitution or Governance matters.

## **Promotion**

GCS programs and services were not included within the City of Unley's 2017 Community Centres Annual Program. However, the Administration is currently liaising with GCS and it is the intention that programs held at the Goodwood Community Centre shall be listed in the 2018 program.

## **Future Direction**

The current Lease Agreement expires on 16 May 2018. As per the existing Agreement, Council will need to advise GCS of its intentions in relation to renewing the lease three months prior to the expiry date (February 2018). Given the outcomes achieved in 2016/17, it is recommended that the Lease Agreement be renewed.



Advice received is that should Council wish to make any changes to the current arrangements/ lease terms, a new lease would need to be negotiated. Given that the long-term financial sustainability of the model is unknown, Council could consider reducing the length of the term of the Lease Agreement, however as noted, this would require the negotiation of a new lease. This is likely to require a lengthy process and would rely on GCS's willingness to accept a reduced term.

There are opportunities to improve the annual reporting arrangements to assist in administering the current Lease Agreement, including developing an annual reporting template and ensuring greater consistency in the customer satisfaction monitoring process. These are operational issues that Administration believes can be negotiated within the current Lease Agreement terms, for mutual benefit of both parties and thus do not require the development of a new lease.

### **3. ANALYSIS OF OPTIONS**

Option 1 – The renewal of Goodwood Community Services Inc. Lease Agreement for the management of Goodwood Community Centre for a further three years (expiry date 16 May 2021) in accordance with the terms of the current lease be approved, with further discussion to occur with GCS to align KPI requirements.

This option would enable the continuation of the existing Lease Agreement, under the same conditions, for a further 3 years. This is the preferred option of GCS and would allow additional time for them to implement and deliver their business plan.

A community managed community centre is aligned to good community development principles and builds community capacity by supporting and empowering the community to identify and respond to local needs. This model also represents a financial benefit to Council, given the cost effectiveness of the model.

The risk associated with outsourced model is public perception that Council is responsible for the community centre, despite Council having very limited control over the operations of the Centre. Given the financial deficit of 2016/17, the long term sustainability of the model is also unknown.

Option 2 – Investigation is conducted into Council resuming the management of the Goodwood Community Centre, including the staffing, operations and program management from the expiry of the current lease in May 2018.

A Council-managed centre provides Council with full control of the operations and programs of the centre and enables centre activities, services and events to be aligned with Council's strategic directions.

The cost to Council of resuming management and re-employing appropriate staffing at the Centre would be considerable. This could also represent a reputational risk for Council, anticipating community upset in response to the decision. Additionally this Option would result in a level of disruption for existing users as they once again are required to transfer to an alternative management model.

Any investigation into an alternative operating model would need to be completed and reported back to Council in time for advice to be provided to GCS regarding whether the option to extend the lease will be exercised (February 2018).

Option 3 – Do not extend the current lease agreement with Goodwood Community Services Inc for the management of the Goodwood Community Centre for a further three (3) years and instead negotiations be entered into a new lease agreement for the facility.

This option would enable new Lease Agreement terms to be negotiated based on the performance of the Centre over the first review period. These terms may include:

- An alternative duration of term
- Modified KPI's
- Alternative customer satisfaction monitoring processes

In exploring this option, consideration will need to be given to the potentially lengthy negotiation process, the willingness of GCS to negotiate alternative terms and the need to manage the relationship between Council and GCS. This option has the potential to create instability to current users, volunteers and staff of the Centre.

#### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

#### **5. POLICY IMPLICATIONS**

##### **5.1 *Financial/budget***

The recommended option has no immediate financial implications, the resources required for the management of the lease agreement are within Council's operating budget. Other financial details are outlined in the discussion of this report

##### **5.2 *Legislative/Risk Management***

The independent management of a Council facility always poses a degree of reputational risk to Council as the public perception is often that Council are fully responsible for community facilities. The current Lease Agreement includes a number of clauses to reduce the risk to Council of an outsourced management model for the Centre.

### **5.5 Stakeholder Engagement**

Broader community consultation was not required for this report.

## **6. REPORT CONSULTATION**

The following Departments have been consulted in the preparation of this report.

- Office of the CEO
- Finance and Procurement
- Property Assets

## **7. ATTACHMENTS**

- 1) KPI Performance Summary
- 2) Annual Activity Report
- 3) GCS Business Plan
- 4) Audited Financial Statement for 2016/17
- 5) Client Satisfaction Survey Outcomes

## **8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Mandy Smith	Manager Community Development & Wellbeing
Megan Berghuis	General Manager City Services

# GOODWOOD COMMUNITY SERVICES INC

32-34 Rosa Street Goodwood SA 5034  
 Phone: 8272 7148 Email: [bookings@gwcs.org.au](mailto:bookings@gwcs.org.au)  
 Website: [www.goodwoodcs.org.au](http://www.goodwoodcs.org.au)



During the 2016/2017 financial year, the Goodwood Community Centre had 65,000 plus people walk through the doors of the centre attending varying programs and events.

The Goodwood Community Centre offered a diverse range of Programs facilitated by Goodwood Community Services Inc. (GCS) and two events throughout 2016/2017.

PROGRAMS	NO. OF ATTENDEES
Family Consults	60
Dance to Stay Young	297
Goodygym	2463
Playgroup	1963
Morning Tea	184
No Lights No Lycra	168
Souter FC	727
School Holiday Activities	410
Goodwood on the Green	500
Children's Christmas Party	120

Total income generated from GCS programs and events during 2016/2017 \$24,868

Total 6892 people

The centre continues to offer a home to several regular users, some of which have been at the centre for many years and several new hirers to the centre those being;

A-Excel	Oriental Martial Arts Academy
Birthing Kit Foundation Australia	Parents Beyond Breakup
BrainOBrain Abacus	Rostrum Club 22
Garville Netball Club	SA Writer's Club
Greek Welfare Society	Tummy Time
Mummy Time	YDR
Network 21	

The different types of regular hirer activities on offer at the Goodwood Community Centre include

ACTIVITY	NO. OF ATTENDEES
Children & Families	9384
Education	666
Health & Relaxation	7711
Creative Pursuits	144
Environment	250
Social Clubs & Special Interest	12873

Total income generated through hall hire of the Goodwood Community Centre during 2016/2017 \$103,000

Total 31028 people

Along with the regular hire activities occurring at the centre, the Goodwood Community Centre is used for a variety of one-off activities, annual events and markets by organisations and individuals. During the 2016/2017 financial year the centre was host to several weddings, birthday parties, floral shows, LAN parties, conferences, AGM's, cultural celebrations, quiz nights, cabarets, fundraisers etsy markets and many more functions. This resulted in an additional 27641 people utilising the Goodwood Community Centre.

The success of GCS programs, events and running of the Goodwood Community Centre has been a culmination of hard work and dedication by the employees of GCS and the volunteers who have undertaken a total of 3065 volunteer hours (excluding Toy Library).



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## **Goodwood Community Services (GCS)–Business Plan 2017-2018**

---

**Purpose of the Plan**

1. GCS financial sustainability,
2. GCS Program stability, and
3. Community Development

**Review 2016-2017 Business Plan**

In March 2017, the Board reviewed the budget and performance of GCS. In the light of highly negative results, the Board agreed a significant restructure of GCS.

1. The Staines Program was closed
2. The Toy Library was made all voluntary
3. Two staff were made redundant
4. Two other staff were redeployed with reduced hours
5. Savings equivalent to 50 % of the budget were sought and achieved.

**OVERVIEW (Core Products of GCS)**

1. Venue Hire– entertainment, live events, Fundraising, Fairs, festivals etc
2. Services and Added Value products –package events/ catering etc
3. Community value based products – goody gym etc
4. Community cost recovery programs – proposed community gym
5. Grants and subsidies
6. Community Development programs (e.g. volunteers)

**COMMUNITY BENEFIT**

1. Sustainably funded and locally developed and delivered responsive community services

**CHARGES AND COSTS**

1. Commercial hire (non-GCS use) - Commercial rates
2. GCS services - Cost recovery

**OTHER INCOME SOURCES**

1. Advertising
2. On sales
3. Sponsorship
4. Hire of goods

**MARKETING AND PROMOTIONS**

1. Customers will know of GCS products through a Promotions Plan
2. Marketing Plan to be developed with University students
3. Cultivation of a membership base and internal marketplace
4. Branding activity

**SUCCESS**

1. GCS will be successful when it achieves
  - a. Number of customers - 60,000 (UCC statistics)
  - b. Lease Agreement KPI's
  - c. Meeting annual revenue targets
  - d. 25% Increase in volunteer numbers

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## Goodwood Community Services (GCS)–Business Plan 2017-2018

### KEY CHALLENGES

1. Venue management – Expertise in hospitality marketing and management
2. A Public Relations and Marketing Plan.
3. Volunteer placement and retention
4. Grants skills
5. Developing a membership structure

### PROPOSED SOLUTIONS

1. Greater Volunteer input
2. Marketing and PR strategy (professionally advised)
3. Targeted programmes
4. Revised governance structure (a defined membership)

### BUDGET (Base line for key items)

Income Source		Expense	
Venue Hire	\$120,000	Venue expenses	\$15,000
Programme fees	\$20,000	Programme costs	\$5,000
Fundraising/sponsorships	\$5,000 (min)	Utilities	\$5,000
Packages and services	\$10,000	Legal/insurance	\$10,000
Interest etc	\$5,000	Marketing costs	\$5,000
		Wages/salaries	\$110,000
totals	\$160,000		\$150,000

### Potential expansion areas

Income Source	
Grants	\$20,000 - \$130,000
Fundraising and sponsorships	\$10,000 - \$30,000
Packages and services	\$10,000 - \$30,000
Other products	\$5,000 - \$20,000



**Goodwood  
Community  
Services Inc.**

**GOODWOOD COMMUNITY SERVICES INC**

**Financial Report**

**2016/2017**

**INDEX**

- 1. Committee's Report**
- 2. Statement by Committee of Management**
- 3. Auditor's Independence Declaration**
- 4. Statement of Financial Performance**
- 5. Statement of Financial Position**
- 6. Notes to the Report**
- 7. Audit Report**

# GOODWOOD COMMUNITY SERVICES INC

## COMMITTEE'S REPORT



Your committee members submit the financial report of Goodwood Community Services Incorporated for the financial year ended 30<sup>th</sup> June 2017.

### Committee Members

Names of committee members throughout the year and at the date of this report are:

Michael Keenan

Tim Campbell

Claire Hyland

Heather Brown

Celia Karpfen

Don Connor

Joe Maniscalco (resigned 31/3/17)

### Principal Activities

The principal activities of the association for the financial year were to provide social, education, recreation services to members of the association and hall hire to the general community.

### Significant changes

No significant change to these activities occurred during the year, with the exception that the Association received the benefit of a full year's Hall Hire revenue.

### Related Party Transactions

There were no related party transactions during the year.

### Operating Results

The deficit from ordinary activities was \$113,330

Chairperson

.....  
Michael Keenan

Treasurer

.....  
Tim Campbell

Dated this

..... 2<sup>nd</sup> of September 2017



**GOODWOOD COMMUNITY SERVICES INC**

**STATEMENT BY COMMITTEE OF MANAGEMENT**



**Goodwood  
Community  
Services Inc.**

The Committee has determined that the Association is not a reporting entity.

The Committee has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the Committee the financial statements namely the Statement of Financial Performance, the Statement of Financial Position and notes thereto:

1. Present fairly the financial position of Goodwood Community Services Inc as at 30<sup>th</sup> June 2017 and the results of the Association for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Goodwood Community Services Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee:

Chairperson

.....  
Michael Keenan

Treasurer

.....  
Tim Campbell

Dated this

..... 2<sup>nd</sup> of September 2017

**AUDITOR'S INDEPENDENCE DECLARATION  
TO THE MEMBERS OF GOODWOOD COMMUNITY SERVICES INC**

In relation to the independent audit for the year ended 30 June 2017, to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct.

*MGI Assurance (SA)*

**MGI Assurance (SA) Pty Ltd**  
Chartered Accountants



**Clayton Lawrence**  
Director

Eastwood, South Australia

5 September 2017

# GOODWOOD COMMUNITY SERVICES INC



## Statement of Financial Performance for the year ended 30<sup>th</sup> June 2017

2015/16 \$		Note	2016/17 \$
<b><u>INCOME</u></b>			
27,024	Program Fees		24,102
802	Fundraising Income		2,142
58,337	Grants	2	9,964
2,578	Contributions		12,489
12,570	Hall Hire		103,000
4,365	Interest	3	2,170
730	Miscellaneous Income		(552)
<u>106,406</u>	<b>TOTAL INCOME</b>		<u>153,315</u>
<b><u>EXPENDITURE</u></b>			
179,721	Payroll Expenses	4	222,596
12,549	Legal and Finance	5	14,297
204	Hall Hire		11,905
9,363	Postage, Phone and Stationery		10,595
815	Volunteer and Staff Expenses	6	162
2,951	Advertising / Promotion		775
12,226	Program Costs	7	6,315
<u>217,829</u>	<b>TOTAL EXPENDITURE</b>		<u>266,645</u>
<b>\$111,423</b>	<b>DEFICIT FOR THE PERIOD</b>		<b>\$113,330</b>

*The accompanying notes form part of these accounts*

# GOODWOOD COMMUNITY SERVICES INC



Goodwood  
Community  
Services Inc.

## Statement of Financial Position as at 30<sup>th</sup> June 2017

2015/16 \$		Note	2016/17 \$
	<b><u>ACCUMULATED FUNDS</u></b>		
224,669	Balance as at 1 <sup>st</sup> July		113,246
0	Play Equipment Valuation see note	8	20,000
(111,423)	Deficit for the year		(113,330)
<u>113,246</u>			<u>19,916</u>
	<b>Represented by:</b>		
	<b>ASSETS</b>		
	<b>Current:</b>		
	Cash on Hand		
34,530	Cash at Bank		18,798
197	Petty Cash		200
<u>34,727</u>	Total Cash on Hand		<u>18,998</u>
	Prepayments		
8,820	Receivables	9	9,727
	Investments		
100,000	Term Investment Account – 2504		30,163
50,675	Term Investment Account – 2505		0
20,127	Term Investment Account - 2506		0
500	Community Bank Shares		500
<u>171,302.00</u>	Total Investments		<u>30,663</u>
	<b>Non-Current:</b>		
21,667	Furniture and Fittings		21,667
(21,667)	Less Furniture and Fittings written off/expended		(21,667)
34,720	Office Equipment		26,172
(34,720)	Less Office Equipment written off/expended		(26,172)
19,527	Play Equipment	8	39,527
(13,878)	Less Play Equipment written off/expended		(19,058)
<u>5649</u>	Total Non-Current Assets		<u>20469</u>
220,498	<b>TOTAL ASSETS</b>		79,857
	<b>Less Liabilities</b>		
	<b>Current:</b>		
39,295	Payables	10	23,967
13,070	Tax Liabilities	11	12,609
54,887	Provisions	12	23,365
<u>107,252</u>			<u>59,941</u>
107,252	<b>TOTAL LIABILITIES</b>		59,941
<u>113,246</u>	<b>NET ASSETS</b>		<u>19,916</u>

*The accompanying notes form part of these accounts*



# GOODWOOD COMMUNITY SERVICES INC



## Statement of Cash flows for the year ended 30th June 2016

2015/16 \$		Note	2016/17 \$
	<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>		
60,845	Receipts from Grants		9,964
2782	Receipts from interest and investments		2,171
25,175	Receipts from Hall Hire		102,003
34,848	Other receipts		38,864
(250,669)	Payments to suppliers and employees		(309,370)
(127,018)	Net cash provided by operating activities	13	(156,366)
	<b><u>CASH FLOWS FROM INVESTING ACTIVITIES:</u></b>		
(2,022)	Payments for plant & equipment		0
(170,802)	Investments in Long Term Deposits		140,639
(172,824)	Net cash provided by investing activities		140,639
(299,842)	Net increase (decrease) in cash and cash equivalents held		(15,727)
334,569	Cash and cash equivalents at beginning of year		34,727
34,727	Cash and cash equivalents at end of financial year		18,999

*The accompanying notes form part of these accounts*

# GOODWOOD COMMUNITY SERVICES INC



## Notes to the Accounts

### Note 1 – Statement of Accounting Policies

This financial report is a special purpose financial report to satisfy the financial reporting requirements of the *Associations Incorporation Act 1985 (SA)* and the *Australian Charities and Not-for-profits Commission Act 2012* and for use for the Management Committee and the association's members.

The Committee has determined that the association is not a Reporting Entity.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of *AASB 101 Presentation of Financial Statements*, *AASB 107 Statement of Cash Flows*, *AASB 108 Accounting Policies*, and *Changes in Accounting Estimates and Errors* and *AASB 1054 Australian Additional Disclosures*.

The financial report is prepared on an accruals basis, and is based on historic costs, and does not consider changing money values or, except where specifically stated, current valuations of non-current assets.

During the year, the Management Committee decided to reduce the staffing of the Association so that the Association had a financially sustainable and independent future. The management Committee considers that the Association will achieve a surplus for the year ending 30 June 2018 and that the Association is a going concern.

The following material accounting policies, which are consistent with the previous years unless otherwise stated, have been adopted in the preparation of this report.

#### Property, Plant and Equipment

Property, Plant and Equipment are included at cost, except for the Toy Library stock (see note 8) From the commencement of the 2012/2013 year assets are written off over their estimated useful life.

2015/16 \$		2016/17 \$
<b>Note 2 – Grants</b>		
The Association receives moneys from the State and Local Government for meeting its expenditure for administrative, employment and equipment purchases outgoings		
9,600	State Government	9,600
48,737	Local Government	364
<u>58,337</u>		<u>9,964</u>

**Note 3 – Interest and Dividends**

Interest is received on the Cheque Account and Term Deposit Accounts held during the year with Bendigo Bank. Shares are held in the Goodwood/Highgate Community Financial Services Ltd.

1,971	Cheque Account	204
1,375	Term Investment Account – 2503 / 2504	2,083
730	Term Investment Account – 2502 / 2505	4
279	Term Investment Account – 2501 / 2506	-130
10	Share Dividends	10
<u>4,365</u>		<u>2,171</u>

**Note 4 – Payroll Expenses**

162,182	Salary and Wages	200,618
14,750	Superannuation	18,269
2,789	WorkCover	3,709
<u>179,721</u>		<u>222,596</u>

**Note 5 – Legal and Finance**

810	Bank Fees	1,062
2,350	Auditor	1,920
5,803	Insurance	8,334
1,218	Subscriptions	627
88	Legal Expenses	0
2,280	Payroll Services	2,354
<u>12,549</u>		<u>14,297</u>

**Note 6 – Volunteer and Staff Expenses**

456	Administration	91
359	Training and Reimbursements	71
<u>815</u>		<u>162</u>

**Note 7 – Program Costs**

1,385	Materials and Resources	954
10,641	Equipment costs expended / written off	5,180
200	Facilitator / Professional Fees	182
<u>12,226</u>		<u>6,315</u>

**Note 8 – Accumulated Funds**

0	Revaluation of Toy Library stock and equipment brought into the balance sheet at Management Committee Valuation	20,000
<u>0</u>		<u>20,000</u>

**Note 9 – Receivables**

16,937	Debtors	18,727
1,583	Accrued Interest	0
(9,700)	Expenses in Advance (Bonds invoiced not paid)	(9,000)
<u>8,820</u>		<u>9,727</u>

**Note 10 – Payables**

4,617	Creditors	3,074
20,489	Income in Advance	13,263
(1,017)	Accrued Salaries and Wages	0
4,600	Bonds Held	5,600
10,606	Grants and other moneys unexpended	2,030
<u>39,295</u>		<u>23,967</u>

**Note 11 – Tax Liabilities**

The Association does not pay income tax as it is a charity

9,540	PAYE Withholding Tax	10,591
3,530	GST Taxes	2,018
<u>13,070</u>		<u>12,609</u>

**Note 12 – Provisions**

Provisions for employee leave entitlements are made. Long Service Leave is accrued in respect of all employees with more than 3 years' service with the association.

51,576		23,365
	Provisions for contingencies is an allocation to cover future project development and costs that come outside the scope of the Association's normal operations as may be determined by the Management Committee	0
<u>3311</u>		<u>0</u>
<u>54,887</u>		<u>23,365</u>

**Note 13 – Cash Flow Information**

Reconciliation of result for the year to cash flows from operating activities

Reconciliation of net income to net cash provided by operating activities:

(111,423)	Deficit for the year	(113,330)
	Cash flows excluded from profit attributable to operating activities	
	Non-cash flows in profit:	
10,523	- Depreciation	5,180
	Movement in Assets	
(2,402)	- Trade and other Receivables	(907)
(15,632)	- Trade and other Payables	(15,328)
(9,861)	- Provisions	(31,522)
1,777	- Tax Liabilities	(461)
(127,018)	Cash flow from operations	<u>(156,368)</u>



**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
GOODWOOD COMMUNITY SERVICES INC**

**Report on the Audit of the Financial Report**

***Opinion***

We have audited the financial report of Goodwood Community Services Inc. which comprises the statement of financial position as at 30 June 2017, the statement of financial performance and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and statement by members of the committee.

In our opinion the financial report of Goodwood Community Services Inc. has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- (a) giving a true and fair view of the registered entity's financial position as at 30 June 2017 and of its financial performance for the year then ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 the *Australian Charities and Not-for-profits Commission Regulation 2013*.

***Basis for Opinion***

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***Material Uncertainty Related to Going Concern***

We draw attention to Note 1 in the financial report, which indicates that the Management Committee has made changes to the organisations staffing levels in so that the Association has a financially sustainable and independent future. The Management Committee has budgeted to achieve a surplus in the 2017/18 financial year. Our opinion is not modified in respect of this matter.

***Emphasis of Matter - Basis of Accounting***

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

***The Committees' Responsibility of the Financial Report***

The committee is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The committees' responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
GOODWOOD COMMUNITY SERVICES INC (CONTINUED)**

In preparing the financial report, the Committee are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Committee either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

***Auditor's Responsibilities for the Audit of the Financial Report***

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

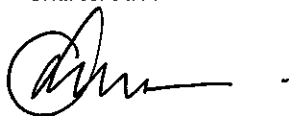
As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*MGI Assurance (SA)*

MGI Assurance (SA) Pty Ltd  
Chartered Accountants



Clayton Lawrence  
Director

Eastwood, South Australia  
5 September 2017

**Chartered Accountants**

**GOODWOOD COMMUNITY SERVICES INC.**

32-34 Rosa Street, Goodwood SA 5034

Phone: 08 8272 7148 Email: [bookings@gwcs.org.au](mailto:bookings@gwcs.org.au)Website: [www.goodwoodcs.org.au](http://www.goodwoodcs.org.au)Goodwood  
Community  
Services Inc.**January 2017 Survey - outcomes**

126 surveys distributed to regular and casual hirers

31 surveys returned

**1. Are you satisfied with the facilities at the Goodwood Community Centre? If no why**

28 Yes

3 No

*Some people put examples of what they are not happy with even though they ticked they are satisfied with the facilities*

Inadequate cleaning

Centre décor update – paint colours outdated

More variety to room sizes

Café chairs – don't like

Main hall floors in poor condition

Stained carpet in front foyer – gives appearance of a dirty centre

Air conditioning in halls inadequate – especially in summer

**2. Are there any specific programs you would like to see at the centre?**

Senior programs: keep fit

After school programs: ages 5-13

Information Sessions: Day and Evening

Yoga or Pilates

Boot Camp or Personal Training or Exercise Equipment

**3. Do you have any concerns about the transition from Council managed centre to community organisation managed centre? If yes why**

29 No

2 Yes                      No longer entitled to local resident discount

**4. Would you be interested in volunteering in GCS Programs?**

5 Yes

12 Maybe

13 No

1 not answered

**5. Were you aware of Goodwood Community Services prior to them taking over the management of the Goodwood Community Centre?**

24 Yes

7 No

**6. Do you have any further comments or suggestions**

Community Garden would be nice

Updated children's play equipment in park

Staff are happy and approachable

More seating in lawn area

Pavers in carpark fixed

Office Hours to include weekends

Staff accommodating to requirements of our group



## **DECISION REPORT**

<b>REPORT TITLE:</b>	MULTI-YEAR COMMUNITY IMPACT GRANTS PROGRAM
<b>ITEM NUMBER:</b>	1023
<b>DATE OF MEETING:</b>	27 NOVEMBER 2017
<b>AUTHOR:</b>	MATTHEW IVES
<b>JOB TITLE:</b>	CULTURAL DEVELOPMENT COORDINATOR

---

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement of the recommendations for grant funding under the multi-year Community Impact Grants Program.

The multi-year Community Impact Grants Program was endorsed by Council in June 2017 and utilises the existing budget allocated for Community Grant Agreements.

The purpose of the multi-year Community Impact Grants Program is to provide three-year funding to community initiatives that directly benefit the City of Unley community and promote social inclusion and innovation. As the funding is for a three year period, this is an entry application round and the program will be reviewed in 2019/20.

This report outlines the recommendations for funding. These recommendations were presented on 7 November 2017 to an Elected Members Working Party, comprising Councillors Hughes, Rabbitt and Palmer, established to assist in reviewing these grant applications which are now presented to Council for endorsement.

### **RECOMMENDATION**

That:

1. The report be received.
2. Funding be awarded under the multi-year Community Impact Grants program annually for three years as follows:
  - \$6,000 per annum to the Unley Concert Band for the 2018-2020 Concert Series;
  - \$9,700 per annum to Access2Arts for a program of creative activities designed by and for adults with learning disability;
  - \$6,100 per annum to Sustainable Communities SA – Unley Group for a program to promote and encourage the community to grow more of its own food, in particular those groups who are marginalised and vulnerable in terms of nutrition;

- \$9,820 per annum to Social Entrepreneurship and Education Design (SEED) for a half-day excursion enabling participants to meet and interact with successful entrepreneurs.
3. All applicants to the multi-year Community Impact Grants program be notified of the outcome of their application.
  4. Individual agreements for the multi-year be prepared with the successful applicants and the Chief Executive Officer be delegated to sign the agreement on behalf of Council.
-

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

Community Plan 2033 – “Living: Our Path to a Thriving City”

4 Year Delivery Plan 2017 – 2021

**Community Living Goal 1:** People value our City with its enviable lifestyle, activities, facilities and services.

1.2 Our community participates in community activities, learning opportunities and volunteering.

## **2. DISCUSSION**

The multi-year Community Impact Grants are a new grants program. As the funding is for a three year period, this is an entry application round and the program will be reviewed in 2019/20.

This Program complements existing Council grants programs and builds on the strengths of the community as a source of solutions to respond to identified community need. The Program aligns to Local Government’s strength as a broker rather than service provider. It presents an opportunity to strengthen the City of Unley’s community leadership by supporting stakeholders and interest groups to undertake new projects, which contribute to Council’s strategic direction in social inclusion and promotes innovation and community capacity building.

An amount of \$30,000 is available for allocation for the multi-year Community Impact Grants Program from the Community Grant Agreement allocation in the 2017/18 budget (maximum of up to \$10,000 per annum, per application). In contrast to the Community Grants Program and due to the multi-year support available, partial funding of applications in this Program is not considered.

A total of six applications were received and the total funding requested was \$46,620. Applications were received from organisations with diverse priorities.

The Administration has assessed the applications in accordance with the grant funding criteria and proposes the funding of the projects as outlined in Attachment 1 to Item 1023/17.

The assessment panel was made up of:

- Cultural Development Coordinator
- Active Ageing Project Officer
- Sport and Recreation Planner
- Coordinator Environmental Projects and Strategy
- Team Leader Community and Cultural Development

*Attachment 1*

Applications were assessed using an evaluation matrix based on the mandatory criteria consisting of the requirements listed in the multi-year Community Impact Grants guidelines. Applications that did not meet these requirements were deemed ineligible and excluded from further assessment.

One application was deemed ineligible and another scored lower than the other remaining applications and will be encouraged to apply for a Community Grant in the March 2018 round.

The Administration determined to allocate funding to four organisations using the evaluation matrix. A scoring system, consistent with the weighting of the criteria, produced a ranking for all initiatives. The total amount requested from the four recommended applications is \$31,620. The additional \$1,620 required will be found from other savings in the various Community Grants programs.

An Elected Member Working Party comprising Councillors Hughes, Rabbitt and Palmer met on 7 November 2017. The Working Party was in agreement with the recommendations put forward by the Administration.

#### *Attachment 2*

A copy of the Multi-Year Community Impact Grant applications, together with a summary of the Administration's recommendations for funding is available in the Members Room.

Once the applicants have been informed of the endorsed recommendations, individual agreements will be negotiated with successful applicants. Built into these agreements will be a requirement for annual reports, evaluation processes and budget updates. The Administration's Cultural Development Coordinator will monitor each of the projects.

### **3. ANALYSIS OF OPTIONS**

Option 1 – Funding be awarded under the multi-year Community Impact Grants program annually for three years as follows:

- \$6,000 per annum to the Unley Concert Band for the 2018-2020 Concert Series;
- \$9,700 per annum to Access2Arts for a program of creative activities designed by and for adults with learning disability;
- \$6,100 per annum to Sustainable Communities SA – Unley Group for a program to promote and encourage the community to grow more of its own food, in particular those groups who are marginalised and vulnerable in terms of nutrition;
- \$9,820 per annum to Social Entrepreneurship and Education Design (SEED) for a half-day excursion enabling participants to meet and interact with successful entrepreneurs.

All applicants to the multi-year Community Impact Grants program be notified of the outcome of their application.



Individual agreements for the multi-year be prepared with the successful applicants and the Chief Executive Officer be delegated to sign the agreement on behalf of Council.

This option endorses the recommendations made by Administration and the Elected Member Working Party. A cross-section of groups in the Unley community will benefit long-term from these projects. Valuable support will be provided to City of Unley residents by supporting the delivery of initiatives that make a positive impact in the community over three years.

Option 2 – Council may wish to make changes to the recommendations for funding.

Council may wish to change the funding allocations to reflect alternate funding priorities. However, in making any changes, Council should consider the budget, the guidelines, existing policies and probity of decision making.

#### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

#### **5. POLICY IMPLICATIONS**

There are no significant policy implications with this decision and the recommendations are consistent with the Community Grants and Sponsorships Policy.

##### **5.1 *Financial/budget***

There is an allocation of \$42,500 in the 2017/18 Annual Budget and Business Plan, which includes the allocation of the grant funding in this report, along with pre-existing agreements with Broughton Art Society Inc and Rosefield Community Shed, which total \$12,500.

##### **5.2 *Legislative/Risk Management***

Option 1 ensures consistency and probity in determining the administration of funds.

##### **5.3 *Environmental/Social/Economic***

Option 1 has the potential to positively impact all of Council's key strategic directions.

##### **5.4 *Stakeholder Engagement***

The Multi-Year Community Impact Grants Program was advertised during February and March 2017 in the *Eastern Courier Messenger*, on Council's website and at Council's community centres and libraries.

Information was also circulated to a number of local community organisations, individuals and community groups. Peak South Australian bodies which would have an interest in particular communities in Unley were also approached regarding funding.

A workshop was held for prospective applicants to assist with the preparation of submissions. Twelve representatives of organisations and community groups attended. Additional one-on-one meetings were held with various groups to provide advice and guidance regarding eligibility for the Program.

The Administration's recommendations were presented for comment to a Working Party comprising Councillors Rabbitt, Hughes and Palmer to assist in reviewing the grants.

## **6. REPORT CONSULTATION**

Consultation on this report has been undertaken with the following staff:

- Executive Manager, Office of the CEO
- Manager Finance
- Active Ageing Project Officer
- Sport and Recreation Planner
- Coordinator Environmental Projects and Strategy
- Team Leader Community and Cultural Development
- Manager Community Development and Wellbeing
- General Manager City Services

## **7. ATTACHMENTS**

1. Multi-year Community Impact Grants Program funding allocations
2. Multi-year Community Impact Grants Program evaluation matrix

## **8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Mandy Smith	Manager Community Development and Wellbeing
Megan Berghuis	General Manager City Services

# MULTI-YEAR COMMUNITY PROGRAM FUNDING: ROUND 1 – 2018-2020

Project No.	Ranking	ORGANISATION AND PROJECT	AMOUNT SOUGHT PER ANNUM	AMOUNT RECOMMENDED	COMMENTS
1	4	<b>Unley Concert Band</b> <i>2018-2020 Concert Series</i>	\$6,000	\$6,000	<b>RECOMMENDED FOR FULL FUNDING.</b> <p>The Band continues to have its base in Unley and this program expands their capacity to rehearse and perform new repertoires building upon their previous successful concerts. The aim of these repertoires is to expand the audience demographic for concert bands. The nominated charity may be negotiated as part of their 3 year agreement.</p> <p>The applicant is based in Unley.</p>
2	2	<b>Access2Arts</b> <i>A three year program of creative activities designed by and for adults with learning disability</i>	\$9,700	\$9,700	<b>RECOMMENDED FOR FULL FUNDING.</b> <p>The applicant is a SA peak body for artists and participants with a disability. This program proposes innovative artistic pathways for participants to express themselves under professional guidance with the possibility of performing at a new arts hub. A similar program is being run in and funded by the City of Adelaide.</p> <p>The applicant is not based in Unley however this program will specifically target Unley residents.</p>
3	1	<b>Sustainable Communities SA – Unley Group</b> <i>A program to promoting and encourage the community to grow more of its own food, in particular those groups who are marginalised and vulnerable in terms of nutrition</i>	\$6,100	\$6,100	<b>RECOMMENDED FOR FULL FUNDING.</b> <p>The group has received multiple community grants in the past. This proposal provides opportunities to expand an existing popular program to new marginalised communities in Unley. Run by dedicated volunteers, the budget represents guest presenters, facility hire and resources.</p> <p>The applicant is based in Unley.</p>

Project No.	Ranking	ORGANISATION AND PROJECT	AMOUNT SOUGHT PER ANNUM	AMOUNT RECOMMENDED	COMMENTS
4	Not eligible	<b>Vihsva Hindu Parishad of Australia Inc</b> <i>Assistance towards the fees for and attendance by the choir's musical director at regular practice and concerts</i>	\$10,000	0	<b>NOT RECOMMENDED FOR FUNDING.</b> The application was deemed ineligible as the budget represented maintenance cost and ongoing salaries. The facility has also not obtained the appropriate planning approval or undertaken relevant risk management procedures. The applicant is based in Unley.
5	3	<b>Social Entrepreneurship and Education Design (SEED)</b> <i>A half-day excursion enabling participants to meet and interact with successful entrepreneurs.</i>	\$9,820	\$9,820	<b>RECOMMENDED FOR FULL FUNDING.</b> The applicant has a recent track record working with the City of Unley using similar entrepreneurship programs with young people. This new program will work with key stakeholders to develop and deliver adult participation and mentoring by local community members. The program will be supported with a partnership in research, planning and evaluation by Flinders University. The applicant is not based in Unley but is pioneering this program with Unley residents.
6	5	<b>Sturt Football Club</b> <i>Staging of a Multicultural Day at the Unley Oval during the SANFLs Multicultural Month.</i>	\$5,000	0	The criteria for funding has been met. The program of events had merit and potential to work with multicultural groups in planning but the relevant partnerships have not been established. The proposed program aligns better with the Community Events Sponsorship Program. The applicant is based in Unley.
			\$46,620.00	\$31,620.00	

### Evaluation Matrix: Multi-Year Community Impact Grants

Criteria	Max Assigned Points	Scoring Guide	Actual Points	Comment
Benefit to community: Projects must directly benefit the Unley community and demonstrate their likely impact and how they will address identified needs	20	2 – Minimal benefit 10 – Significant benefit 20 - Considerable benefit		
Promoting Social Inclusion: Projects should be accessible and involve Unley's diverse community.	20	2 – Poorly defined 10 – Fairly well defined 20 – Very well defined		
Partnership: Projects must have a plan for how they will engage and partner with community members, groups, businesses and/or organisations and demonstrate a commitment to fostering the partnership. Partnerships, particularly across industry sectors, maximise and strengthen outcomes for long term impact.	20	2 – Minimal involvement with other partners 10 – Some involvement with other partners 20 – Strong involvement with other partners		
Innovation: A creative activity, new partnership, new way of working or new way of considering a community issue or possibility. Innovation can lead to more effective, efficient, sustainable or equitable community initiatives.	10	2- Poorly defined 5 - Fairly defined 10 - Well defined		
Track record: Applicants must demonstrate a track record of engaging the community and delivering measureable outcomes and/or knowledge and expertise about their project idea.	10	1- Minimal experience 5 - Considerable experience 10 – Significant experience		
Sustainability: Applications should demonstrate a plan and commitment to continuous quality improvement of the project over the three years and a movement towards	10	1- Poorly defined 5 - Fairly defined 10 - Well defined		



further longevity. Applications should detail how they will undertake ongoing evaluation of their project. This program provides the opportunity to test a project idea or further develop an existing project.				
Project Planning and Budget: Applications must demonstrate project planning including timelines, resources (including additional resources, in kind contributions and support), estimates/quotes, risk management planning and the skills and techniques which will be utilised to meet the organisational or logistical challenges of the initiative.	10	1- Poorly defined 5 - Fairly defined 10 - Well defined		
	<b>Total 100</b>		<b>Total</b>	

## **DRAFT DECISION REPORT**

<b>REPORT TITLE:</b>	ROUND 1, 2017/18 COMMUNITY GRANTS PROGRAM – RECOMMENDATIONS FOR FUNDING
<b>ITEM NUMBER:</b>	1024
<b>DATE OF MEETING:</b>	27 NOVEMBER 2017
<b>AUTHOR:</b>	MATTHEW IVES
<b>JOB TITLE:</b>	CULTURAL DEVELOPMENT COORDINATOR

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### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement of the recommendations for grant funding under the Community Grants Program for Round 1 of the 2017/18 financial year.

The Community Grants Program is a distribution of Council funding that supports the provision of programs, projects and activities for the local community to participate in a wide range of recreational, cultural, community and environmental activities. There are two rounds each financial year.

This report reflects the recommendations made by the Administration from the applications received by 30 September 2017.

The Administration's recommendations were presented for comment to a working party of four Elected Members established to assist in reviewing the grants and these are now presented directly to Council for endorsement.

### **RECOMMENDATION**

That:

1. The report be received.
2. Funding be awarded under Round 1 of the 2017/18 financial year for the Community Grants program as follows:
  - \$1,500 to Studio Flamenco for instruction by international artist, Angel Atienza, for the Studio's Youth Company and to other young emerging artists aged 10-25 years;
  - \$4,000 to Student Robotics Club of SA to develop student skills in all aspects associated with the building of a training/demonstration robot for use at outreach activities;

- \$2,450 to The Caring Choir for assistance towards the fees for and attendance by the choir's musical director at regular practice and concerts;
  - \$3,200 to Bangladesh Club Australia for promotion of children's and young people's access to South Asia by developing their skills in cultural activities;
  - \$3,120 to Parkinson's SA for a 10 week exercise/education program with qualified instructors based on the PD Warrior model, an advanced exercise program that incorporates both physical and cognitive activity for people in the early stages of Parkinson's;
  - \$3,600 to Forestville Hockey Club for purchase of playing, coaching and fundraising equipment;
  - \$3,000 to Unley Physiotherapy for a display featuring the work and story of artists in Unley with disabilities;
  - \$1,000 to Unley United Soccer Club for purchase of equipment requiring renewal;
  - \$3,533.22 to Tornado Association Inc for purchase of new volleyball equipment to assist in the development of the Club's junior players;
  - \$1,500 to Scouts Australia – Mawson District for purchase of a kayak for coastal and sheltered waters use;
  - \$1,400 to Alternative 3 Inc for development of a rain garden using an existing pond site;
  - \$4,000 to Effective Living Centre for a series of parenting sessions for parents to address common issues experienced in raising children;
  - \$3,200 to Louise Place (Catholic Services) for an 8 week wellbeing program for current Louise Place residents with past residents acting as mentors;
  - \$2,760 to Gold Foundation for establishment of a Youth Group social program for 12-20 year olds in the Unley Council area with Asperger Syndrome.
3. All applicants to Round 1 of the 2017/18 financial year for the Community Grants Program be notified of the outcome of their application.
-

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

*Community Living:*

- 1.2 Our community participates in community activities, learning opportunities and volunteering.
- 1.3 Our City meets the needs of all generations.

The City of Unley Community Grant Policy is the relevant Policy.

## **2. DISCUSSION**

The Community Grants Program has been in operation since 1979. Its purpose is to encourage active citizenship, community capacity building and to support community members to respond to local needs by providing assistance to individuals, community groups and organisations that provide projects and service programs for residents of the City.

There are two rounds each financial year.

A total of 16 applications were received with a total funding request for \$53,375.80.

Approximately \$37,300 is available for allocation to community grants for the September 2017 funding round (with a maximum of up to \$4,000 per application). This amount is an arbitrary figure based on a 50% split of the 2017/2018 annual budget allocation of \$74,590 for community grants.

An administrative working party comprising Council's Cultural Development Coordinator, Executive Assistant City Services, Sport and Recreation Planner and Coordinator Environmental Projects and Strategy met on 31 October 2017 to assess the applications and to propose funding of the projects and programs as outlined in Attachment 1 to Item 1024/17.

*Attachment 1*

Applications were assessed and ranked using an evaluation matrix (Attachment 2 to Item 1024/17) based on the mandatory criteria outlined in the Community Grant Guidelines. Applications that did not meet these requirements were deemed ineligible and excluded from further assessment. A scoring system, consistent with the weighting of the criteria, produced a ranking for all projects. Ranking is then used to determine levels of funding, i.e. full or partial.

*Attachment 2*

The Elected Member working party comprising Councillors Hughes, Rabbitt and Palmer met on 7 November 2017, to review and comment on the Administration's recommendations prior to the formalities of the November 2017 Council meeting.

A copy of the Community Grant applications, together with a summary of the Administration's recommendations for funding, is available in the Members Room.

### **3. ANALYSIS OF OPTIONS**

Option 1 – Funding be awarded under Round 1 of the 2017/18 financial year for the Community Grants program as follows:

- \$1,500 to Studio Flamenco for instruction by international artist, Angel Atienza, for the Studio's Youth Company and to other young emerging artists aged 10-25 years;
- \$4,000 to Student Robotics Club of SA to develop student skills in all aspects associated with the building of a training/demonstration robot for use at outreach activities;
- \$2,450 to The Caring Choir for assistance towards the fees for and attendance by the choir's musical director at regular practice and concerts;
- \$3,200 to Bangladesh Club Australia for promotion of children's and young people's access to South Asia by developing their skills in cultural activities;
- \$3,120 to Parkinson's SA for a 10 week exercise/education program with qualified instructors based on the PD Warrior model, an advanced exercise program that incorporates both physical and cognitive activity for people in the early stages of Parkinson's;
- \$3,600 to Forestville Hockey Club for purchase of playing, coaching and fundraising equipment;
- \$3,000 to Unley Physiotherapy for a display featuring the work and story of artists in Unley with disabilities;
- \$1,000 to Unley United Soccer Club for purchase of equipment requiring renewal;
- \$3,533.22 to Tornado Association Inc for purchase of new volleyball equipment to assist in the development of the Club's junior players;
- \$1,500 to Scouts Australia – Mawson District for purchase of a kayak for coastal and sheltered waters use;
- \$1,400 to Alternative 3 Inc for development of a rain garden using an existing pond site;
- \$4,000 to Effective Living Centre for a series of parenting sessions for parents to address common issues experienced in raising children;
- \$3,200 to Louise Place (Catholic Services) for an 8 week wellbeing program for current Louise Place residents with past residents acting as mentors;
- \$2,760 to Gold Foundation for establishment of a Youth Group social program for 12-20 year olds in the Unley Council area with Asperger Syndrome.

All applicants to Round 1 of the 2017/18 financial year for the Community Grants Program be notified of the outcome of their application.

The advantage of this option is that valuable support will be provided to City of Unley residents by supporting the delivery of programs, projects and activities that make a positive impact in the community.

Option 2 – Council may wish to make changes to the recommendations for funding.



Council may wish to change the funding allocations to reflect alternate funding priorities. However, in making any changes, Council should consider the budget, the guidelines, existing policies and probity of decision making.

#### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

#### **5. POLICY IMPLICATIONS**

There are no significant policy implications with this decision and the recommendations are consistent with the Community Grant Policy.

##### **5.1 *Financial/budget***

The 2017/2018 annual budget allocation is \$74,590 for Community Grants. An amount of \$38,263 is recommended for allocation in the September 2017 funding round, leaving \$36,327 to be allocated in the March 2018 funding round.

##### **5.2 *Stakeholder Engagement***

The Community Grants Program was advertised during August and September 2017 in the *Eastern Courier Messenger*, on Council's website and at Council's community centres and libraries. Information was also circulated to a number of community organisations, individuals and community groups. Informal sessions were offered to prospective applicants to assist with the preparation of submissions. One group took up this offer.

The Administration's recommendations were presented for comment to the working party comprising Councillors Rabbitt, Hughes and Palmer to assist in reviewing the grants.

#### **6. ATTACHMENTS**

- 1 – Community Grant funding allocation
- 2 – Evaluation matrix

#### **7. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Mandy Smith	Manager Community Development & Wellbeing
Megan Berghuis	General Manager City Services

## COMMUNITY GRANTS PROGRAM FUNDING: ROUND 1 – 2017/2018

### SEPTEMBER 2017

Project No.	Ranking	ORGANISATION AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
1	16	<b>Lebanese Community Advisory Centre</b> <i>An overnight excursion to Mount Gambier for elderly Unley-based and other Lebanese seniors and their carers.</i>	\$4,000	0	<b>NOT RECOMMENDED FOR FUNDING.</b> The criteria for funding have been partially met. The application was not considered sufficiently strong in detail regarding content or benefits to the community. The applicant is not based in Unley.
2	11	<b>Studio Flamenco</b> <i>Instruction by international artist, Angel Atienza, for the Studio's Youth Company and to other young emerging artists aged 10-25 years.</i>	\$2,000	\$1,500	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> The criteria for funding have been met. Professional development for members of the Flamenco Youth Company and other emerging professional flamenco dancers by a renowned international artist will contribute to the participants' artistic development. The workshops will be free of charge, or a nominal fee applied, depending on the number of applicants. The applicant is based in Unley.
3	2	<b>Student Robotics Club of SA</b> <i>Develop student skills in all aspects associated with the building of a training/ demonstration robot for use at outreach activities.</i>	\$4,000	\$4,000	<b>RECOMMENDED FOR FULL FUNDING.</b> The Club continues to provide opportunities for young local and other school aged children to participate in a locally based community group based on Science, Technology, Engineering and Mathematics and to build on their communication, interpersonal and problem-solving skills. The applicant is based in Unley.

Project No.	Ranking	ORGANISATION AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
4	1	<b>The Caring Choir</b> <i>Assistance towards the fees for and attendance by the choir's musical director at regular practice and concerts</i>	\$2,450	\$2,450	<b>RECOMMENDED FOR FULL FUNDING.</b> <p>The criteria for funding have been met. A community project that contributes to the wellbeing of not only members of the Choir but also members of the Unley community. The Choir comprises people with special needs and provides monthly outings for institutionalised/semi-housebound people and their carers.</p> <p>The applicant is based in Unley.</p>
5	6	<b>Bangladesh Club Australia</b> <i>Promotion of children's and young people's access to South Asia by developing their skills in cultural activities.</i>	\$4,000	\$3,200	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> <p>The criteria for funding have been met.</p> <p>A cultural project that aims to introduce children and young people to cultural activities specifically in dance, song, drama and performing art events. Considered to have tangible benefits for young people by improving their knowledge and appreciation for Bangladeshi traditions and culture.</p> <p>The applicant is based in Unley.</p>
6	9	<b>Parkinson's SA</b> <i>A 10 week exercise/education program with qualified instructors based on the PD Warrior model, an advanced exercise program that incorporates both physical and cognitive activity for people in the early stages of Parkinson's.</i>	\$3,900	\$3,120	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> <p>The criteria for funding have been met.</p> <p>A strong community project with positive benefits for people with special needs.</p> <p>The applicant is based in Unley.</p>
7	5	<b>Forestville Hockey Club</b> <i>Purchase of playing, coaching and fundraising equipment.</i>	\$4,000	\$3,600	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> <p>The criteria for funding have been met.</p> <p>Provision of new and replacement will assist with coaching development. The new and upgraded equipment is being purchased in readiness for the 2018 season.</p> <p>The applicant is based in Unley.</p>

Project No.	Ranking	ORGANISATION AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
8	10	<b>Unley Physiotherapy</b> <i>A display featuring the work and story of artists in Unley with disabilities.</i>	\$4,000	\$3,000	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> The criteria for funding have been met. A community project with benefits for members of the Unley community with special needs. The display will be seen by approximately 1,200 people who come through the organisation's weekly clinics. The applicant is Unley-based.
9	14	<b>Unley United Soccer Club</b> <i>Purchase of equipment requiring renewal.</i>	\$2,600	\$1,000	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> The criteria for funding have been met. Partial funding has been awarded to cover a portion of the Club's SAASL player registration and player insurance for the 2018 season but not for the replacement or purchase of equipment which was funded by the March 2017 round. The Club has previously been <b>partially</b> funded for player registration and insurance in March 2017 as a contribution to a local club in the Unley LGA area. The applicant is Unley-based.
10	4	<b>Tornado Association Inc</b> <i>Purchase of new volleyball equipment to assist in the development of the Club's junior players.</i>	\$3,925	\$3,533	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> The criteria for funding have been met. Provision of new equipment will encourage participation and the development of skills for social and competitive volleyball. The upgraded equipment is being purchased in readiness for the 2018 season. The applicant is based in Unley.
11	15	<b>Golden Memories Karaoke</b> <i>Interactive activity that aims to provide therapeutic benefit to residents of aged care facilities.</i>	\$3,600	0	<b>NOT RECOMMENDED FOR FUNDING.</b> The criteria for funding have been partially met. Although the application had some merit, it was not considered sufficiently strong in detail regarding content or benefits to the community. The applicant will be encouraged to re-apply for the March 2018 funding round when evidence of participation by aged care facilities in Unley can be provided. The applicant is not based in Unley.

Project No.	Ranking	ORGANISATION AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	COMMENTS
12	13	<b>Scouts Australia – Mawson District</b> <i>Purchase of a kayak for coastal and sheltered waters use.</i>	\$1,500	\$1,500	<b>RECOMMENDED FOR FULL FUNDING.</b> The criteria for funding have been met. Purchase of the equipment will assist increased participation and development of sea kayaking skills by young people. The applicant is based in Unley.
13	12	<b>Alternative 3 Inc</b> <i>Development of a rain garden using an existing pond site.</i>	\$1,400	\$1,400	<b>RECOMMENDED FOR FULL FUNDING.</b> The criteria for funding have been met. A sustainability project with benefits for members of the Unley community by the development of a backyard rain garden/swale using the existing “pond” site, which will improve access to this part of the garden and also provide an example of a backyard swale that people can replicate. The applicant is based in Unley.
14	3	<b>Effective Living Centre</b> <i>A series of parenting sessions for parents to address common issues experienced in raising children.</i>	\$4,000	\$4,000	<b>RECOMMENDED FOR FULL FUNDING.</b> The criteria for funding have been met. The Centre provides a valuable local resource for parents and children through its parenting sessions delivered by trained counsellors and psychotherapists. The applicant is based in Unley.
15	6	<b>Louise Place (Catholic Services)</b> <i>An 8 week wellbeing program for current Louise Place residents with past residents acting as mentors.</i>	\$4,000	\$3,200	<b>RECOMMENDED FOR PARTIAL FUNDING.</b> The criteria for funding have been met. The program provides an opportunity for isolated young women and their children to integrate into society through the deployment of past residents as mentors. The applicant is Unley based.
16	8	<b>Gold Foundation</b> <i>Establishment of a Youth Group social program for 12-20 year olds in the Unley Council area with Asperger Syndrome.</i>	\$4,000	\$2,760	<b>RECOMMENDED FOR PARTIAL FUNDING</b> The criteria for funding have been met. A community project that has positive benefits for people with special needs. The applicant is based in Unley.
			\$53,375	\$38,263	



### Evaluation Matrix: Community Grants

Criteria	Max Assigned Points	Scoring Guide	Actual Points	Comment
Meets an identified recreation, cultural, community and /or environmental need which is clearly defined and researched	10	2 - Poorly defined 6 - Fairly defined 10 - Well defined		
Creates a direct benefit to residents of the City of Unley	10	2- Minimal benefit 6 - Considerable benefit 10 - Significant benefit		
Enhances the lifestyle and well being of participants through innovative, learning and/or sustainable opportunities	9	1 - Poorly defined 5 - fairly defined 9 - Well defined		
Provides opportunities to extend the skills of participants and provides access to a unique and diverse opportunity	6	2- Poorly defined 4 - Fairly defined 6 - Well defined		
Applications from groups that are based in the Unley Council area and/ or can demonstrate that a significant proportion of the project participants are Unley rate payers	5	1- Minimal involvement of rate payers 3 - Considerable involvement of rate payers 5 – Based in the Unley area or significant involvement of Unley rate payers		
Demonstrated a need for financial support in undertaking the initiative along with the ability to contribute their own resources be it financial or in kind	3	1- Minimal contribution 2 - Considerable contribution 3 - Significant contribution		
Volunteers are engaged in the initiative	3	2- Some volunteers/ voluntary hours 3 – Significant number volunteers/ voluntary hours		
Has a clearly defined evaluation process	3	1 - Poorly defined 2 - Fairly defined 3 - Well defined		
The ability to obtain additional resources if grant money forms only part of the funding needed.	1	1 - Additional resources identified		
	<b>Total 50</b>		<b>Total</b>	

## **DECISION REPORT**

**REPORT TITLE:** FIRST QUARTER BUDGET REVIEW 2017-18  
**ITEM NUMBER:** 1025  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**AUTHOR:** SARAH TAYLOR  
**JOB TITLE:** MANAGER FINANCE & PROCUREMENT

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### **EXECUTIVE SUMMARY**

Section 9 (1) of the Local Government (Financial Management) Regulations 2011 requires Council to formally consider its Budget at least three times during the financial year.

This report represents the First Budget Review of the 2017-18 financial year for Council's consideration.

The proposed budget requests will change the budgeted Operating Surplus of \$2.8m and the Net Borrowing result of \$1.9m for the year ended 30 June 2018 to be \$2.2m Operating Surplus and Net Borrowings of \$2.5m.

### **RECOMMENDATION**

That:

1. The report, including Attachments 1 – 3 to Item 1025/17 be received.
  2. The budget variations totalling \$680k (Attachments 2 -3 to item 1025/17) from the First Quarter 2017-18 Budget Review be approved.
  3. The revised budgeted Uniform Presentation of Finances reflecting a decrease to the Budgeted Operating Surplus from \$2.8m to \$2.2m, and an increase in Net Borrowing from \$1.8m to \$2.5m be adopted.
-

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

- Local Government Act 1999 Section 123
- Local government (Financial Management) Regulations 2011 Regulation 7 and 9

### **Civic Leadership**

Goal 4: Council will listen to the community and make transparent decisions for the long term benefit of the City

4.1 Support Elected Members to provide effective leadership to the City

## 2. **DISCUSSION**

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to the budget during the year.

At the Council meeting held on the 28 August 2017, Council adopted changes to the 2017-18 Annual Budget after the Original Annual Business Plan and Budget was adopted on 26 June 2017. These changes related to accounting for 2016-17 carry forwards. This adoption reflected a revised Budget Operating Funding Surplus before Capital Revenue of \$2.8m and an estimated Net Borrowing of the financial year of \$1.9m as per the Uniform Presentation of Finances Statement.

*Attachment 1*

### **First Quarter Budget Review**

The proposed variations to the current budget are considered under three categories; operating budget, capital budget and zero balance variations. Each of these are described below.

#### **Operating Budget Variations**

The current 2017-18 adopted budget reflects a Net Operating Surplus before Capital Revenue of \$2.8m. The proposed adjustments, detailed below, will reduce the Operating Surplus to \$2.2m.

	<b>\$'000</b>
Current Adopted Budget Net Operating Surplus before Capital Revenue	2 837
Net Impact of First Quarter Budget Review Variations	
Decrease in Income	492
Increase in Expenditure	168
Transfer to Capital	(70)
First Quarter Budget Review Operating Surplus	2 247

Details of the proposed key budget changes are as follows:

**Decrease in Operating Income of \$492k**

- Reduction in the amount of the Financial Assistance Grants to be received this financial year, \$593k, this is as a result of receiving part of the 2017-18 grant funding allocation in May 2017. This will be partly offset by a small increase (CPI) being applied to the grant funding allocation that will be received during 2017-18, \$34k.
- Additional sponsorship and stall holder income is to be received for the Double Shot Coffee Fiesta of \$68k. This will be partly offset by an increase in expenditure.

**Increase in Operating Expenditure of \$168k.**

- Expenditure for the grant funding income recorded last financial year. Expenditure will occur in relation to Dementia Friendly Training, \$25k and the ERA Resilient East Coordinator of \$100k.
- Conservation grant funding of \$20k will be provided to the Capri Theatre for the painting of the exterior of their building.
- Double Shot Coffee Fiesta will incur an additional expenditure of \$23k which is offset by an increase in income.

*Attachment 2*

**Capital Budget Variations**

The current 2017-18 adopted budget reflects a Net Outlay on Assets of \$4.7m. The proposed adjustments, detailed below, will increase the Net Outlay on Assets \$4.8m.

	<b>\$'000</b>
Current Budget Net Outlay on Assets	4 695
Net Impact of First Quarter Budget Review Variations	
Increase in Expenditure	20
Transfer from Operating	70
First Quarter Budget Net Outlay on Assets	4 785

Details of the proposed key budget change is as follows:

- Expenditure incurred for a safety review of the detailed engineering design for the intersection at Young and Porter as requested by Council at its June 2017 meeting.

*Attachment 2*

**Zero Balance Budget Variations**

During the first quarter there have been further changes proposed to the Adopted Budget which relate to movements between income and expenditure categories.

These generally relate to:

- The receipt of additional grant funding for projects that require a matched council contribution

- An increase in expenditure required for a service but savings have been found to compensate for this elsewhere within Council, and
- Transfers between capital and operating to reflect accounting requirements in relation to expenditure definition
- Transfers between Divisions for operating income and expenditure

In relation to zero balance budget variations, the proposed adjustments relate to:

- Grant funding confirmed in regards to the UCC-HACC Centre Base Program, with associated expenditure
- Recognition of the Clarence Park Community Centre contribution of \$15k for building works performed, offset by \$15k matching expenditure. Noting Council's contribution for \$15k was already included in the budget. Total building works is \$30k for the verandah.
- Transfer of operating expenditure to capital to reflect correct accounting treatment of the implementation of Self Service Kiosks and Communication System.
- Reallocation of operating expenditure to the operating project Unley City Wide Greening of \$25k. This is to ensure plantings occur at the optimal time. Reference to Item 947, 28 August Council meeting.

*Attachment 3*

## **Budget Review Presentation**

As a result of changes to the Local Government (Financial Management) Regulations, the Budget Review Presentation has been simplified for the First and Third Budget review for the year whereby it is now required to produce under Section 9 (1)(a);

*“a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances”*

In accordance with the Regulations of the Uniform Presentation of Finances the movements in the current and proposed budgets is shown as Attachment 1 to Item 1025/17.

*Attachment 1*

## **Movements in Budgeted Borrowings**

The 2017-18 Adopted Annual Business Plan and Budget in June 2017 showed forecast borrowings at 30 June 2018 of \$12.490m. After adjusting the opening balance to reflect the 2016-17 audited financial statements and taking into account the 2016-17 carry forwards approved from Council Report 957/17 on 28 August 2017, forecast borrowings have subsequently been revised to \$8.78m.



The borrowing movements are shown below.

Borrowings	Opening Balance 28.8.17	New Borrowings	Repayments	Forecast 30.6.18
	\$'000s	\$'000s	\$'000s	\$'000s
CAD (Short Term Drawdown)	1 942	-	-	1 942
Current Fixed Term Borrowings	2 211	-	-	2 211
Non-Current Fixed Term Borrowings	2 237	4 947	(2 554)	4 630
	<b>6 390</b>	<b>4 947</b>	<b>( 2 544)</b>	<b>8 783</b>

### 3. **ANALYSIS OF OPTIONS**

#### Option 1 –

- The budget variations totalling \$680k (Attachments 2-3 to Item 1025/17) from the First Quarter 2017-18 Budget Review be approved.
- The revised budgeted Uniform Presentation of Finances reflecting a decrease to the Budgeted Operating Surplus from \$2.8m to \$2.2m, and an increase in Net Borrowing from \$1.8m to \$2.5m be adopted.

This option will ensure Council meets the requirements of section 7 and 9 of the Local Government (Financial Management) Regulations 2011.

The Council is required to undertake at least three budget reviews of its annual budget. This report is the first of these. This enables Council to address occasions where the adopted budget for a particular project or service has changed. It also enables the inclusion of new projects and initiatives as the opportunity or need arises during the year.

### 4. **RECOMMENDED OPTION**

Option 1 is the recommended option.

### 5. **POLICY IMPLICATIONS**

These proposed adjustments will decrease Council's Operating Surplus for the 2017-18 year.

## **6. REPORT CONSULTATION**

All budget requests have been requested through the relevant Business Unit Managers and approved by the relevant General Manager of the Division.

## **7. ATTACHMENTS**

1. Proposed Budgeted Uniform Presentation of Finances for the Year Ended 30 June 2018.
2. Proposed Budget Requests.
3. Proposed Zero Budget Changes.

## **8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Nicola Tinning	Acting General Manager Business Support & Improvement
Peter Tsokas	Chief Executive Officer

## Attachment 1


### Uniform Presentation of Finances For the year ended 30 June 2018

\$ '000	Current Budget 2018	Zero Budget Changes	Additional Requests Increase/ (Decrease)	1st Quarter Budget Review
Income	47,245	26	(492)	46,779
less Expenses	(44,408)	(44)	168	(44,532)
<b>Operating Surplus / (Deficit)</b>	<b>2,837</b>	<b>70</b>	<b>(660)</b>	<b>2,247</b>
<b>less Net Outlays on Existing Assets</b>				
Capital Expenditure on Renewal and Replacement of Existing Assets	8,242	70	-	8,312
less Depreciation, Amortisation and Impairment	(7,122)	0	-	(7,122)
less Proceeds from Sale of Replaced Assets	(229)	-	-	(229)
<b>Subtotal</b>	<b>891</b>	<b>70</b>	<b>-</b>	<b>961</b>
<b>less Net Outlays on New and Upgraded Assets</b>				
Capital Expenditure on New and Upgraded Assets	4,899	15	20	4,934
less Amounts Received Specifically for New and Upgraded Assets	(450)	(15)	-	(465)
less Proceeds from Sale of Surplus Assets	(645)	-	-	(645)
<b>Subtotal</b>	<b>3,804</b>	<b>-</b>	<b>20</b>	<b>3,824</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(1,858)</b>	<b>(0)</b>	<b>(680)</b>	<b>(2,538)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	(13,821)			(15,347)
Decrease / (increase) in Other	90			90
<b>Net Financial Liabilities at End of Year</b>	<b>(15,589)</b>			<b>(17,795)</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

**Budget Requests**

## Operating Income

<b>Cost Centre/ Project</b>	<b>Description</b>	<b>Amount \$</b>	<b>Comment</b>
201000 1181	Road Maintenance Corporate Activities	(190 690) (402,936)	2017-18 Financial Assistance Grant received in May 2016
201000 1181	Road Maintenance Corporate Activities	12 649 21 375	Confirmation received in regards to the Financial Assistance Grant for 2017-18 which includes a CPI increase
202232	Events – Double Shot Coffee Fiesta	68 000	Additional sponsorship and stall holder income to be received. Part offset by additional expenditure (see below) 
<b>Operating Income Decrease</b>		<b>(491 602)</b>	

## Operating Expenditure

<b>Cost Centre/ Project</b>	<b>Description</b>	<b>Amount \$</b>	<b>Comment</b>
202655	Dementia Friendly Training	25 000	Expenditure of the grant income received in 2016-17 Financial Year
202674	ERA Resilient East Coordinator	100 000	Expenditure of the grant income received in 2016-17 Financial Year
1490	Development & Compliance	20 000	Conservation grant funding to the Capri Theatre for exterior paint work
202232	Events – Double Shot Coffee Fiesta	23 000	Additional expenditure, partially offsetting additional income (see above) 
<b>Operating Expenditure Increase</b>		<b>168 000</b>	
<b>Net Change to Operating Surplus (Decrease to Surplus)</b>		<b>(659 602)</b>	

 Income with Expenditure Offset

**Net Outlays on New and Upgraded Assets**  
**Capital Expenditure on New and Upgraded Assets**

<b>Cost Centre/ Project</b>	<b>Description</b>	<b>Amount \$</b>	<b>Comment</b>
202648	Rugby/Porter Bikeway Stage 1	(20 000)	Expenditure incurred as a result of a safety review of detailed engineering design at the Young and Porter intersection. Requested by Council at the June Council meeting.
<b>Capital Expenditure Increase</b>		<b>(20 000)</b>	



## Zero Budget Requests

Cost Centre/ Project	Description	Uniform Presentation Category	Amount \$	Comment
202218	UCC-HACC Centre Base Program	Operating Income Operating Expenditure	(28 000) 28 000	Additional grant funding to be received and associated expenditure
202680	Clarence Park Community Centre Building Work	Capital Expenditure on New and Upgraded Assets Amounts received specifically for New & Upgraded Assets	(15 000) 15 000	Clarence Park Community Centre contribution to veranda construction. Total building works of \$30k with Council's contribution being \$15k.
1123/ 1120 202681 201230	Service/ Information Technology ICT Infrastructure Upgrades IT Asset Replacement Program	Operating Expenditure Capital Expenditure on Renewal and Replacement of Existing Assets	(70 000) 20 000 50 000	Transfer of operating budget to capital works. Implementation of Self Service Kiosks, Communication System
202622	Unley City Wide Greening	Operating Expenditure (Operating Project)	25 000	Additional funds requested to ensure plantings for greening verges occurs at the optimal time, as per Council Report 947, 28 August meeting
1181	Corporate Activities	Operating Expenditure	(25 000)	
<b>Total</b>			<b>0</b>	

## **DECISION REPORT**

<b>REPORT TITLE:</b>	BROWN HILL KESWICK CREEK REGIONAL SUBSIDIARY CHARTER
<b>ITEM NUMBER:</b>	1026
<b>DATE OF MEETING:</b>	27 NOVEMBER 2017
<b>AUTHOR:</b>	JOHN DEVINE
<b>JOB TITLE:</b>	GENERAL MANAGER CITY DEVELOPMENT

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### **EXECUTIVE SUMMARY**

In March 2016, the BHKC Project Steering Group (on behalf of the five (5) catchment councils) submitted a revised Stormwater Management Plan (SMP) to the Stormwater Management Authority for approval.

The five (5) catchment councils were subsequently advised by the State Government, on 7 March 2017, that the SMP had been approved and gazetted. The State Government has indicated that it will provide funding assistance to the project totalling 50% of the remaining estimated project expenditure. This offer is dependent on the five (5) catchment councils forming a Regional Subsidiary within 12 months of the SMP being gazetted, being by 28 February 2018.

Each catchment council has agreed on the role of the Regional Subsidiary and the composition of its Board (24 July 2017). The proposed draft Charter of the Regional Subsidiary, if approved, will limit its role and responsibility to building the works required under the SMP, maintenance thereafter once the assets exist, and any non-infrastructure activities included in the SMP. The Board is intended to be an independent, skills based governing body of five persons, with a Chairperson from within the Board membership.

This report submits the draft Charter for the proposed Regional Subsidiary to Council (Attachment A) for consideration and, if resolved accordingly, to approve and refer the draft Charter to The Honourable Minister for Local Government for approval and Gazettal.

The five (5) catchment councils will each be receiving a similar report and the draft Charter for consideration.

### **RECOMMENDATION**

That:

1. The report be received.

2. As a partner in the delivery of the Brown Hill Keswick Creek (BHKC) Storm Water Management Plan approve the following recommendations of the Brown Hill Keswick Creek Project Steering Group regarding the draft Charter (Brown Hill Keswick Creek Regional Subsidiary)
    - 2.1 Approve the draft Charter (Brown Hill Keswick Creek Regional Subsidiary) as per Attachment 1 - Draft Brown Hill Keswick Creek Regional Subsidiary Charter, as recommended by the Brown Hill Keswick Creek Project Steering Group.
    - 2.2 In conjunction with the catchment councils, (Cities of Burnside, Mitcham, Unley and West Torrens), make an application to The Honourable Geoff Brock, Minister for Local Government to establish the Regional Subsidiary (to be known as the Brown Hill Keswick Creek Stormwater Authority) as a separate body corporate in accordance with section 43 of and Schedule 2 (Parts 2 and 3) to the *Local Government Act 1999* ('the Act').
    - 2.3 Provide all necessary approvals and, as required, delegations to the Regional Subsidiary to exercise the powers, functions and responsibilities set out in its Charter as recognised and approved by Council in providing its approval to the Charter.
  3. The Chief Executive Officer is delegated authority to do all things necessary to finalise and clarify items relating to the Draft Brown Hill Keswick Creek Regional Subsidiary Charter, namely;
    - 3.1 Ensure that the application to establish the Regional Subsidiary is in a form acceptable to the Minister and accompanied by the information required by the Minister;
    - 3.2 Liaise with the office of the Minister and the other proposed catchment councils for the purpose of making any necessary amendments to the draft Charter (which are not material in nature) for the purpose of satisfying any requirements of the Minister;
    - 3.3 Co-ordinate with the Chief Executive Officers of the other proposed catchment Councils to ensure publication of a copy of the Charter in the Gazette in conjunction with the Minister's notice of approval to the establishment of the Regional Subsidiary; and
    - 3.4 Notes that the Stormwater Management Authority has set 28 February 2018 as the date by which the Regional Subsidiary is to be established.
-

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

### Environmental Stewardship

Goal 2: We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing leadership to our community.

- 2.4 Efficient, effective and sustainable water management is ensured.
- 2.5 The City's resilience to climate change is increased.

## **2. DISCUSSION**

In August 2012, the City of Unley (and the four (4) catchment councils, Cities of Burnside, Mitcham, West Torrens and Adelaide City Council) endorsed the '2012 Stormwater Management Plan' (SMP).

In September 2015, Council formally endorsed the findings of the community consultation process and the last package of works (Option D - Part B works). This gave direction to the BHKC Project Steering Group (Chief Executive Officers and delegates) to finalise the SMP and re-submit the finalised document to the Stormwater Management Authority (SMA) for approval and subsequent Gazettal.

In March 2016, the BHKC Project Steering Group (on behalf of the five (5) catchment councils) submitted a revised SMP to the SMA for approval. The five (5) catchment councils were subsequently advised by the State Government, on 7 March 2017, that the SMP had been approved and gazetted. The State Government has indicated that it will provide funding assistance to the project totalling 50% of the remaining estimated project expenditure. The State Government's funding offer requires the five (5) catchment councils to form a Regional Subsidiary (a body corporate owned by the five (5) catchment councils) within twelve (12) months of the SMP being gazetted, being by 28 February 2018.

Each catchment council has agreed on the role of the Regional Subsidiary and the composition of its Board (24 July 2017), generally following a '*Construct and Maintain SMP Assets Only*' approach.

This report submits the draft Charter for the proposed Regional Subsidiary to Council (Attachment A) for consideration and, if resolved accordingly, to approve and refer the draft Charter to The Honourable Geoff Brock, Minister for Local Government for Ministerial approval and Gazettal.

The five (5) catchment councils will each be receiving a similar report and the draft Charter for consideration.

The BHKC Project Steering Group has reviewed and endorsed the final version of the draft Charter for the establishment of the Regional Subsidiary as the vehicle to deliver the BHKC Stormwater Management Plan.

The BHKC Project Steering Group recommends that the five (5) catchment councils approve the final draft Charter and provide authority for application to be made to the Minister for Local Government to establish the Regional Subsidiary.

A condition set out in the SMP, and of the State Government funding offer, is that the five (5) catchment Councils form a Regional Subsidiary (a body corporate owned by the five (5) catchment Councils). The scope and complexity of the BHKC project is such that the project can only be delivered effectively and efficiently by the five (5) catchment Councils working collaboratively.

Section 43 of, and Schedule 2 (Parts 2 and 3) to, the Local Government Act (the Act) provide for two (2) or more councils, subject to obtaining Ministerial approval, to form a separately incorporated entity (a regional subsidiary) to provide specified services and/or activities on behalf of its constituent councils.

A regional subsidiary is established within the legislative framework of the Act and operates in a similar environment to that of its constituent councils. Further, a regional subsidiary, whilst having a level of flexibility as set out in its charter, it is still subject to direction by its constituent councils and to higher levels of regulation under the Act and the *Government Business Enterprises (Competition) Act 1996*.

The purpose, powers and functions and the activities/services of a regional subsidiary, together with governance provisions of Schedule 2 to the Act, are required to be addressed in the Charter which sets out its role and operating principles.

A regional subsidiary has body corporate status, but this does not derogate from the sovereign power of a constituent council to act in a matter. The Charter also provides the Constituent Councils with a legally enforceable agreement specifying their rights and obligations in achieving common interests. It is not dissimilar to a contract between parties to jointly achieve a common objective.

The Charter must address the constitution of the Board of Management of the subsidiary as its governing body, including the method by which board members will be appointed and their terms of office.

It is noted that the proposed draft Charter of the Regional Subsidiary, if approved, will limit its role and responsibility to building the works required under the SMP, maintenance thereafter once the assets exist, and any non-infrastructure activities included in the SMP.



## Charter Context

The draft Charter, as recommended by the BHKC Project Steering Group, includes the following key points:

- as previously endorsed by the five (5) catchment councils, the Regional Subsidiary will be primarily charged with construction and maintenance of the infrastructure detailed in the SMP, but may also undertake non-infrastructure provisions included in the SMP;
- the Board will be an independent, skills based governing body of five (5) persons. The Board members will elect a Chairperson from within the Board membership;
- a Nominations Committee, comprising a representative from each Council (the Chief Executive Officer or nominee and the Lord Mayor / Mayor or authorised councillor) is responsible for making recommendations to the catchment councils for the appointment of Board members and the setting of Board members' fees;
- the financial contributions of the Councils, both of a capital and of an operating nature, to the Regional Subsidiary are set out at Clause 14 of the draft charter.

In all other respects, the prerequisites of the draft Charter have a degree of commonality and consistency with those found in charters for other regional subsidiaries in South Australia.

## **3. ANALYSIS OF OPTIONS**

### Option 1 –

2. As a partner in the delivery of the Brown Hill Keswick Creek (BHKC) Storm Water Management Plan approve the following recommendations of the Brown Hill Keswick Creek Project Steering Group regarding the draft Charter (Brown Hill Keswick Creek Regional Subsidiary)

- 2.1 Approve the draft Charter (Brown Hill Keswick Creek Regional Subsidiary) as per Attachment 1 - Draft Brown Hill Keswick Creek Regional Subsidiary Charter, as recommended by the Brown Hill Keswick Creek Project Steering Group.
- 2.2 In conjunction with the catchment councils, (Cities of Burnside, Mitcham, Unley and West Torrens), make an application to The Honourable Geoff Brock, Minister for Local Government to establish the Regional Subsidiary (to be known as the Brown Hill Keswick Creek Stormwater Authority) as a separate body corporate in accordance with section 43 of and Schedule 2 (Parts 2 and 3) to the *Local Government Act 1999* ('the Act').
- 2.3 Provide all necessary approvals and, as required, delegations to the Regional Subsidiary to exercise the powers, functions and responsibilities set out in its Charter as recognised and approved by Council in providing its approval to the Charter.

3. The Chief Executive Officer is delegated authority to do all things necessary to finalise and clarify items relating to the Draft Brown Hill Keswick Creek Regional Subsidiary Charter, namely:
- 3.1 Ensure that the application to establish the Regional Subsidiary is in a form acceptable to the Minister and accompanied by the information required by the Minister;
  - 3.2 Liaise with the office of the Minister and the other proposed catchment councils for the purpose of making any necessary amendments to the draft Charter (which are not material in nature) for the purpose of satisfying any requirements of the Minister;
  - 3.3 Co-ordinate with the Chief Executive Officers of the other proposed catchment Councils to ensure publication of a copy of the Charter in the Gazette in conjunction with the Minister's notice of approval to the establishment of the Regional Subsidiary; and
  - 3.4 Notes that the Stormwater Management Authority has set 28 February 2018 as the date by which the Regional Subsidiary is to be established.

Option 2 – Council does not endorse the attached draft charter and makes changes to the Charter.

All catchment Councils are being presented with the same recommendations and draft charter to endorse. Council has already endorsed the role of the regional subsidiary and the composition of its Board. If endorsement is delayed, it may mean the State Government funding offer could be at risk.

#### 4. **RECOMMENDED OPTION**

Option 1 is the recommended option.

#### 5. **POLICY IMPLICATIONS**

##### 5.1 ***Financial/budget***

The forecast cost of the overall scheme is estimated at \$140M (2016 estimate) with funding to be provided by State, Federal and Local Governments.

The State Government has indicated that it will fund 50% of the remaining estimated project expenditure (being 50% of \$131M) over a twenty-year (20) period subject to certain criteria, one being the formation of a Local Government Subsidiary to manage the design, construction and delivery phase of the project. This pre-condition must be satisfied by 28 February 2018.

Each of the catchment councils has agreed to a fixed capital percentage (%) for their contribution towards the project. These contribution rates as (Table 1: Costs Allocation) are confirmed as:

**Table 1 – Cost Allocation:**

<b>Constituent Council</b>	<b>Capital Works (Equitable Interest) Percentage Share %</b>	<b>Operating, Maintenance &amp; Administration Expenses Percentage Share %</b>
City of Adelaide	8	20
City of Burnside	12	20
City of Mitcham	10	20
<b>City of Unley</b>	<b>21</b>	<b>20</b>
City of West Torrens	49	20
<b>Total</b>	<b>100%</b>	<b>100%</b>

For budget purposes, the original project budget included an annual allowance for operating, maintenance and administration expenses of around 0.3%-0.4% of the capital cost of completed works.

1. Whilst this is an indicative costing a budget for operating, maintenance and administration expenses would be set each year by the Regional Subsidiary as part of its annual business planning process on a cost recovery basis and submitted to the catchment councils as part of their budget process.
2. The catchment councils currently receive up to 50% subsidy for expenditure on the project from the Stormwater Management Authority under the stormwater provisions of the Local Government Act.

Some early construction has been undertaken for parts of the approved SMP works including Ridge Park Dam and a culvert under the Goodwood Rail Grade Separation works. Preliminary design is also underway for South East Park Lands wetland (Parks 16 and 20), Glenside detention basins and a section of creek upgrading in Brown Hill Creek between Angus and George Streets Hawthorn. This latter piece of work has been authorised to coincide with significant building and landscaping works in the Hawthorn Reserve (through which Brown Hill Creek runs) to enable concurrent construction.

## **5.2 Legislative/Risk Management**

The Charter has been developed by Kelledy Jones Lawyers based on drafting instructions from the BHKC Project Steering Group.

The Regional Subsidiary will be established under section 43 of and Schedule 2 (Parts 2 and 3) to the Local Government Act.

## **5.3 Stakeholder Engagement**

The catchment councils undertook extensive public consultation in relation to the draft SMP and the subsequent discussions around the Part B works that informed the development, approval and Gazettal of the Stormwater Management Plan.

No specific public consultation is required in relation to the development and / or approval of the draft Charter.

The Brown Hill Keswick Creek (BHKC) Project Steering Group are seeking council approval of the draft Charter (Brown Hill Keswick Creek Regional Subsidiary) to be known as the Brown Hill Keswick Creek Stormwater Authority.

**6. REPORT CONSULTATION**

**7. ATTACHMENTS**

1. Draft Brown Hill Keswick Creek Regional Subsidiary Charter.

**8. REPORT AUTHORISERS**

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

**15 November 2017**

**CHARTER**

**of**

**BROWN HILL AND KESWICK CREEKS  
STORMWATER BOARD**



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## **1. ESTABLISHMENT**

The Brown Hill and Keswick Creeks Stormwater Board ('the Regional Subsidiary') is established by the Constituent Councils as a regional subsidiary pursuant to section 43 of and Schedule 2 ('the Schedule') to the *Local Government Act 1999* ('the Act').

This Charter governs the affairs of the Regional Subsidiary.

## **2. CONSTITUENT COUNCILS**

The Regional Subsidiary is established by the Corporation of the: City of Adelaide, City of Burnside, City of Unley, City of Mitcham and City of West Torrens ('the Constituent Councils').

The Constituent Councils have resolved to work together to establish a Regional Subsidiary to co-ordinate the implementation of the Plan.

## **3. INTERPRETATION**

In this Charter: the singular includes the plural and vice versa and words importing a gender include other genders; words importing natural persons include corporations; reference to a section is to a section of the Act and includes any section that substantially replaces that section and deals with the same matter; headings are for ease of reference only and do not affect the construction of this Charter.

## **4. PURPOSE**

4.1 The Regional Subsidiary has been established for the following purposes:

- 4.1.1 to implement or oversee the construction of stormwater infrastructure for the purposes of the implementation of the Plan - subject to first obtaining the approval of the relevant Constituent Council(s) and, if necessary, the consent of the Storm Water Management Authority, in respect of any material change in the design or the cost of any works of implementation;
- 4.1.2 to oversee the maintenance and repair and/or renewal of stormwater infrastructure established through the implementation of the Plan;
- 4.1.3 to oversee the implementation of associated, adjacent and/or related infrastructure works or measures on behalf of a Constituent Council at the cost of the Constituent Council;
- 4.1.4 to hold stormwater infrastructure constructed in the implementation of the Plan on behalf of the Constituent Councils as agreed from time to time by resolution of the Constituent Councils;
- 4.1.5 to implement such other non-infrastructure measures as set out in the Plan or approved by the Constituent Councils or as determined by the Board to be necessary or convenient for or incidental to the implementation of the Plan;
- 4.1.6 to provide a forum for the discussion and consideration of the Constituent Councils' obligations and responsibilities under the Plan;
- 4.1.7 to enter into agreements with Constituent Councils for the purpose of managing the Plan;

- 4.1.8 to co-operate insofar as it is reasonably practicable with the Natural Resource Management Board in the performance of its functions under the *Natural Resources Management Act 2004* and otherwise with any other agency or instrumentality of the State, any body corporate and/or natural person including but not limited to landholders; and
- 4.1.9 to exercise other powers and functions as the Board considers necessary or convenient for or incidental to the purposes for which the Regional Subsidiary has been established.
- 4.2 The Regional Subsidiary is not involved in a significant business activity as defined in the Clause 7 Statement prepared under the Competition Principles Agreement of the National Competition Policy.
- 4.3 The Regional Subsidiary must not undertake any form of public consultation within the proclaimed area of any of the Constituent Councils without first having consulted with and taken into account any response from the Constituent Council.<sup>1</sup>

## 5. GUIDING PRINCIPLES

The Regional Subsidiary must, in the performance of its functions and in all of its plans, policies and activities give due weight to all relevant policies of the Constituent Councils and to economic, social and environmental considerations.

## 6. POWERS

- 6.1 The Regional Subsidiary is constituted as a body corporate under the Act and in all things acts through the Board.
- 6.2 The Regional Subsidiary has the following powers:
  - 6.2.1 to acquire, deal with and dispose of real and personal property (wherever situated) and rights in relation to real and personal property;
  - 6.2.2 to compulsorily acquire land in accordance with the *Land Acquisition Act 1969*, provided that such acquisition is consistent with the Plan and subject to the Board having received at least four (4) weeks notice prior to consideration of the matter by the Regional Subsidiary and the Board agreeing to the disposal by resolution supported unanimously by all Board members;
  - 6.2.3 to sue and be sued in its corporate name;
  - 6.2.4 to enter into any kind of contract or arrangement;
  - 6.2.5 to receive, hold and expend funds provided by any third party, including funds from the Federal and/or State Governments, in the exercise,

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<sup>1</sup> 32—Provision of reports to councils

- (1) The Panel must, at the time that the Panel provides a report to the Minister under [Division 4](#) or [5](#), send a copy of the report to—
  - (a) each council affected by a proposal to which the report relates; and
  - (b) in the case of a report under [Division 5](#)—the persons nominated in a submission under that Division to represent the interests of persons directly affected by the proposal.
- (2) If the Panel at the request of the Minister amends a report, the Panel must immediately send a copy of the amended report to each council or person that received a copy of the original report under [subsection \(1\)](#)

- performance or discharge of its powers, functions and duties as set out in this Charter;
- 6.2.6 to return surplus cash flow to Constituent Councils in proportion to their Equitable Interests at the end of any financial year either by way of cash payment or reduction of annual contribution;
  - 6.2.7 to set aside surplus revenue for future capital expenditure;
  - 6.2.8 to invest funds and in doing so to take into account Part 4 of Chapter 9 of the Act;
  - 6.2.9 to provide a guarantee and / or indemnity of the obligations of another person;
  - 6.2.10 to insure against any risk;
  - 6.2.11 to co-ordinate the assessment, planning, demolition, construction, operation and maintenance of stormwater infrastructure as part of the implementation of the Plan;
  - 6.2.12 to establish committees;
    - 6.2.12.1 comprised of any persons for the purpose of enquiring into and reporting to the Board on any matter within the functions and powers of the Regional Subsidiary and as detailed in the terms of reference given by the Board to the committee;
    - 6.2.12.2 with members of the committee holding office at the pleasure of the Board; and
    - 6.2.12.3 with the Chair of the Board being an *ex-officio* member of any committee established by the Board.
  - 6.2.13 to delegate any power or function except to compulsorily acquire land as set out in clause 6.2.2 and excepting the delegations of any of the powers as prohibited from delegation by section 44(3) of the Act, (where applicable to the Regional Subsidiary); and
  - 6.2.14 do anything else necessary or convenient for, or incidental to, the exercise, performance or discharge of its powers, functions or duties.
- 6.3 The exercise by the Regional Subsidiary of any of the powers conferred upon it is subject at all times to any limitations placed upon it by the Constituent Councils in accordance with their joint power of direction, by statute, by this Charter and otherwise as set out in delegations made by a Constituent Council.
- 6.4 For the avoidance of doubt, the Regional Subsidiary is unable to borrow or and may not otherwise raise funds except as set out in this Charter.
- 6.5 The Regional Subsidiary will have a common seal which may be affixed to documents requiring execution under common seal and must be witnessed by the Chairman of the Board and one other Board member.
- 6.5.1 The common seal must not be affixed to a document except to give effect to a resolution of the Board.

The Executive Officer will maintain a register which records the resolutions of the Board giving the Regional Subsidiary the power to affix the common seal and details of the documents to which the common seal has been

affixed with particulars of the persons who witnessed the fixing of the seal and the date of affixation.

- 6.5.2 The Board may by instrument under seal authorise a person to execute documents on behalf of the Regional Subsidiary. The Executive Officer will maintain a register of such resolutions and details of any documents executed in this manner, together with particulars of the person executing the document.

## **7. THE BOARD—ROLE AND MEMBERSHIP**

- 7.1 The Regional Subsidiary will be governed by a Board.
- 7.2 The Board is responsible for the administration of the affairs of the Regional Subsidiary. The Board must ensure insofar as it is practicable, that the Regional Subsidiary observes the objectives set out in this Charter, that information provided to the Constituent Councils is accurate and that Constituent Councils are kept informed of the solvency of the Regional Subsidiary as well as any material developments which may affect the operating capacity and financial affairs of the Regional Subsidiary.
- 7.3 Board membership is comprised as follows:
- 7.3.1 Five (5) natural persons appointed jointly by the Constituent Councils being persons who are not members or officers of any of the Constituent Councils. These persons will be appointed by the Constituent Councils from recommendations made by the Nominations Committee.
- 7.3.2 the persons recommended for appointment under clause 7.3.1 will be determined through a process approved by the Nominations Committee and will comprise persons with demonstrable skills relevant to the purpose of the Regional Subsidiary which may include (but is not limited to) skills in:
- (a) corporate financial management;
  - (b) corporate governance;
  - (c) project management;
  - (d) general management;
  - (e) engineering;
  - (f) economics; or
  - (g) environmental management.
- 7.3.3 The Board may appoint observers or specialists to attend meetings of the Board. Such appointees are not Board members and are, therefore, entitled to be present at a Board meeting at the discretion of the Board but are not entitled to vote at meetings of the Board.
- 7.3.4 Board members shall be entitled to:
- (a) receive a sitting fee determined by the Nominations Committee having regard to the *Guidelines for Agencies and Board Directors* (or any successor publication) published from time to time by the Department of Premier and Cabinet for Government Boards and



Committees and approved by majority vote of the Constituent Councils; and

- (b) reimbursement of their reasonable travelling and other expenses properly incurred in attending meetings of the Board.

7.4 Each Board member appointed in accordance with the provisions of this clause will be provided by the Executive Officer of the Regional Subsidiary with a written notice of proposed appointment and must provide to the Executive Officer a written acknowledgement, personally signed, confirming acceptance of their appointment and consent to act as a Board member.

## **8. TERM OF OFFICE—THE BOARD**

The Board members will be appointed for a term of three (3) years excepting that the first appointments made will occur on a differential basis (two (2) Board members appointed for three (3) years, two (2) Board members appointed for two (2) years and one (1) Board member appointed for one (1) year) for the purposes of ensuring a rolling term of office whereby no more than two of the terms of office of Board members will expire at any one time. At the conclusion of their term of office, Board members will be eligible for reappointment.

## **9. CHAIRPERSON OF THE BOARD**

9.1 At all times the Authority must have a Chairperson.

9.2 The Board shall determine from its members the Chairperson of the Board.

9.3 The Chairperson shall be appointed for a term of one (1) year and is eligible for re-appointment at the expiration of the term of office.

9.4 In the event that the Chairperson resigns from the office of Chairperson or as a Board member or is no longer eligible to act as a Board member prior to the expiration of the term of office, the Board shall determine from the other Board members an acting Chairperson until such time as the Board makes a new appointment under clause 9.2.

9.5 The Chairperson shall preside at all meetings of the Board and, in the event of the Chairperson being absent from a meeting, the Board members present shall appoint a person from amongst them who shall preside for that meeting or until the Chairperson is present.

9.6 The Chairperson's functions include:

- (a) to serve as Chair of all committees established by the Board;
- (b) to represent the Regional Subsidiary in all external dealings including but not limited to, the Constituent Councils, the State Government and its agencies, other statutory authorities, the media and the public generally; and
- (c) to exercise other functions as determined by the Board.

## **10. PROPRIETY OF MEMBERS OF THE BOARD**

- 10.1 The principles regarding conflict of interest prescribed in the Act apply to all members of the Board as if they were elected members of a council.
- 10.2 The members of the Board are required to comply with Division 2, Chapter 5 (Register of Interests) of the Act and to submit returns to the Authority accordingly.
- 10.3 The members of the Board will at all times act in accordance with their duties of confidence and confidentiality and individual fiduciary duties including honesty and the exercise of reasonable care and diligence with respect to the Board as required by Part 4, Division 1, Chapter 5 of the Act and Clause 23 of Part 2 of Schedule 2.

## **11. REMOVAL OF BOARD MEMBERS FROM OFFICE**

- 11.1 Neither the Regional Subsidiary nor the Board may remove a Board member from office.
- 11.2 The office of a Board member will become vacant upon the occurrence of any of the events listed at clause 20(3) of Schedule 2 to the Act.
- 11.3 A Board member may be removed by a decision being a resolution in the same or substantially the same terms passed by at least four (4) of the Constituent Councils.
- 11.4 The Board may request the Nominations Committee to make a recommendation to the Constituent Councils that a Board member be removed from office in the event of:
  - (a) behaviour of the Board member which, in the opinion of the Board, amounts to impropriety;
  - (b) serious neglect of duty in attending to the responsibilities of a Board member;
  - (c) breach of a fiduciary duty to the Board or the Regional Subsidiary;
  - (d) breach of the conflict of interest provisions which apply to Board members; or
  - (e) any other behaviour which may discredit the Board and/or the Regional Subsidiary.
- 11.5 A Board member may otherwise be removed from office according to law.

## **12. PROCEEDINGS OF THE BOARD**

- 12.1 Subject only to the extent that they are modified by this clause, the proceedings of the Board will be the same as those for committees of a council as defined in Part 2 of Chapter 6 of the Act and in accordance with the Regulations for 'Other Committees' comprised in Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013*.

References in Part 2 of Chapter 6 of the Act to 'the Chief Executive Officer' shall be read as if they were references to the Executive Officer of the Regional

Subsidiary and references to 'the council' or 'the committee' shall be read as if they were references to the Regional Subsidiary.

To the extent that this Charter and the Act and the relevant Regulations are silent, the Board may determine its own meeting procedures.

12.2 Subject only to the special provisions of this clause, a meeting of the Board will not commence until a quorum of Board members is present and no meeting may continue unless there is a quorum of Board members present. A quorum of Board members will comprise half the Board members then in office (ignoring any fraction) plus one. A time limit of 30 minutes shall apply from the advertised commencement time of the Board meeting in which to achieve a quorum. Failure to achieve a quorum within this time limit shall result in a failed meeting.

12.3 For the purpose of this clause, the contemporaneous linking together by an audio-visual or other interactive means, including telephone conferencing ('telecommunication meeting') of a number of Board members provided that at least a quorum is present, is sufficient to constitute a meeting of the Board.

Each of the Board members taking part in the telecommunications meeting must be able to hear and be heard by each of the other Board members present. At the commencement of the meeting, each Board member must announce his/her presence to all other Board members taking part in the meeting. A Board member must not leave a telecommunication meeting by disconnecting his/her, audio visual or other communication equipment, unless that Board member has previously notified the Chairperson of the meeting.

12.4 In the event that a quorum is not present at two consecutive meetings of the Board, an extraordinary meeting of the Board may be convened in the same manner as for a special meeting (see clause 9.8), at which the business in the agendas for the two previous failed meetings may be transacted at the extraordinary meeting of the Board where the requirement for a quorum is altered to at least two (2) members being in attendance. Decisions made at the extraordinary meeting of the Board will be binding on the Regional Subsidiary and all members of the Board and the Constituent Councils.

12.5 Unless this Charter provides otherwise, all matters for decision at a meeting of the Board will be decided by a simple majority of the Board members present and entitled to vote on the matter.

Each Board member, including the Chair, is entitled to only a deliberative vote on a matter. Board members may not vote by proxy.

12.6 In the event of equality of votes, the Chairperson will not have a casting vote and the matter will be deemed to have lapsed and may at some later time, whether at the same meeting or at a subsequent meeting, be reconsidered.

12.7 Meetings of the Board will be held at such time and such place as the Board decides subject only to the requirement that there will be at least one meeting in every three calendar months.

12.8 A special meeting of the Board may be held at any time and may be called at the request of the Chairperson or at the written request of three (3) members of the Board.

- 12.9 Notice of all meetings will be given in accordance with the provisions applicable to a committee meeting under Part 2 of Chapter 6 of the Act and the associated Regulations.
- 12.10 Meetings of the Board will be open to the public unless the Board resolves to exclude the public pursuant to section 90 of the Act.
- 12.11 All Board members must keep confidential all documents and any information provided to them in confidence for their consideration prior to a meeting of the Board.
- 12.12 The Board must ensure that accurate written minutes of its proceedings are kept and are produced for confirmation at the next or a subsequent meeting of the Board.

### **13. ADMINISTRATIVE MATTERS**

- 13.1 There will be an Executive Officer of the Regional Subsidiary appointed by the Board for a maximum of five (5) years on terms and conditions to be determined by the Board.
- 13.2 The Executive Officer will be responsible to the Board:
- 13.2.1 to ensure that the policies and lawful decisions, including contracts and tenders in accord with s49 of the Act and public consultation in accord with s50 of the Act, of the Regional Subsidiary are implemented in a timely manner;
  - 13.2.2 for the efficient and effective management of the operations and affairs of the Regional Subsidiary;
  - 13.2.3 to provide advice and reports to the Board on the exercise and performance of the Regional Subsidiary's powers and functions; and
  - 13.2.4 to give effect to the principles of human resource and work health and safety management generally applicable within local government.
- 13.3 The Executive Officer has those powers, insofar as they may be made applicable, as the chief executive officer of a council as prescribed at section 99 of the Act and such other powers, functions and duties as prescribed by this clause and as determined necessary by the Board from time to time to ensure the efficient and effective management of the operations and affairs of the Regional Subsidiary.
- 13.4 The Board may authorise the Executive Officer to employ such other officers as are required for the efficient and effective management of the operations and affairs of the Regional Subsidiary.
- 13.5 The Board may engage professional consultants and it may authorise the Executive Officer to engage professional consultants to provide services to the Regional Subsidiary to ensure the proper execution of its decisions, the efficient and effective management of the operations and affairs of the Regional Subsidiary and for giving effect to the general management objectives and principles of personal management prescribed by this Charter.
- 13.6 The establishment of the Regional Subsidiary does not derogate from the power of any Constituent Council from performing for itself the same functions and powers as the Regional Subsidiary could on behalf of the Council.

13.6.1 The Regional Subsidiary must register with the *Local Government Association Mutual Liability Scheme* and comply with the rules of that Scheme.

13.6.2 If the Regional Subsidiary employs any person, it must register with the *Local Government Superannuation Scheme* or employee nominee and the *Local Government Association Workers Compensation Scheme* and comply with the rules of those Schemes.

#### 14. FINANCIAL CONTRIBUTIONS TO THE REGIONAL SUBSIDIARY

14.1 The annual contributions of the Constituent Councils shall be based on the Schedule One (1) percentage shares for Capital Works and operating expenses (including maintenance of assets but excluding depreciation thereof) of the Regional Subsidiary. *(Schedule One (1) reproduced below for ease of reference)*

Constituent Council	Capital Works (Equitable Interest) Percentage Share %	Operating Expenses Percentage Share %
The Corporation of the City of Adelaide	8	20
City of Burnside	12	20
City of Mitcham	10	20
Corporation of the City of Unley	21	20
City of West Torrens	49	20
<b>Total</b>	<b>100%</b>	<b>100%</b>

<sup>2</sup>

14.2 An individual Constituent Council may with the agreement of the Board by resolution acquire, deal with, operate and/or manage a specific infrastructure asset or project whether in whole or part; provided such asset does not encroach across Council boundaries.

14.3 The Board is responsible to provide each of the Constituent Councils with sufficient information for it to ascertain the level of and to understand the reasons for the funding contribution requirements in the following financial year. This will be achieved through the Business Plan and the annual budget.

14.4 The Board will determine annually the funds required by the Regional Subsidiary to enable it to perform its functions in the next financial year. The Constituent Councils shall contribute the funds identified by the Board in the annual budget. Councils may contribute additional funds that are required for the continuing function of the Regional Subsidiary and approved by the Constituent Councils, in accordance with Clause 13. The Board must provide full details regarding the need for additional funds to the Constituent Councils.

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<sup>2</sup> The Members acknowledge and support the right for the City of West Torrens to enter into negotiations with the Adelaide Airport owner (Commonwealth of Australia) and lessee (Adelaide Airport Ltd) to recover 2% of its share representing the assessed average annual flooding damages cost avoided for the Adelaide Airport.



- 14.5 The annual funding contributions will be paid by each Constituent Council in advance by biannual instalments.
- 14.6 Additional funding contributions (if any) will be paid by each Constituent Council in the manner and at the time determined by the Board.
- 14.7 The Board is accountable to each Constituent Council to ensure that the Regional Subsidiary functions in accordance with its Business Plan and approved budgets.
- 14.8 The Regional Subsidiary may enter into separate funding arrangements with Constituent Councils and with any State or Federal Government or their agencies in respect of any project undertaken or to be undertaken by or on behalf of the Regional Subsidiary.

## **15. BUSINESS PLAN**

- 15.1 The Regional Subsidiary shall have a Business Plan in respect of the ensuing four years as per clause 24 of Schedule 2 to the Act. The Business Plan will take into account the Long Term Financial Plan of the Regional Subsidiary and other relevant issues relating to the implementation, management, maintenance, repair and renewal of stormwater infrastructure.
- 15.2 The Business Plan must:
  - 15.2.1 specify the services to be provided by the Regional Subsidiary;
  - 15.2.2 identify how the Regional Subsidiary intends to manage service delivery;
  - 15.2.3 identify the performance targets which the Regional Subsidiary is to pursue;
  - 15.2.4 set out the financial and other resources and internal processes that will be required to achieve the performance targets and objectives of the Regional Subsidiary; and
  - 15.2.5 specify the performance measures that are to be used to monitor and assess performance against targets.
- 15.3 Prior to setting the draft budget each year the Regional Subsidiary must review the Business Plan in conjunction with the Constituent Councils and this review must have regard to the Long Term Financial Plan. The Business Plan must be updated each year to ensure it provides for the ensuing four years.

## **16. BUDGET**

- 16.1 The Regional Subsidiary must prepare a budget for the next financial year.
- 16.2 The budget must:
  - 16.2.1 deal with each principal activity of the Regional Subsidiary on a separate basis;
  - 16.2.2 be consistent with and account for activities and circumstances referred to in the Regional Subsidiary's Business Plan;
  - 16.2.3 be submitted in draft form to each Constituent Council before 31 March for approval of the Council's proposed contribution for the next financial year;
  - 16.2.4 not be adopted by the Regional Subsidiary until after 31 May but before 30 June in each year;

- 16.2.5 the adoption of the budget requires a two-thirds majority of the Board members present; and
- 16.2.6 identify the amount of and the reasons for the proposed financial contributions to be made by each Constituent Council to the Regional Subsidiary.
- 16.3 The Regional Subsidiary must provide a copy of its budget to each Constituent Council within five (5) business days after adoption.
- 16.4 The Regional Subsidiary must reconsider its budget in accordance with regulation 9 of the *Local Government (Financial Management) Regulations 2011*.
- 16.5 The Regional Subsidiary must submit to each Constituent Council for approval, any proposed amendment to the budget that provides for an additional funding contribution by the Constituent Councils.
- 16.6 Where a Constituent Council has failed to approve its contribution, or an amended budget, and has not served a notice on the Regional Subsidiary in accordance with clause 26.2 within two months of the receipt of the draft budget, or amended budget by the Constituent Council, the approval of the Constituent Council to its contribution or to the amended budget as the case may be, will be deemed to have been given.

## **17. ACCOUNTING**

The Regional Subsidiary must ensure that its accounting records, accounts and financial statements are prepared and maintained in accordance with the requirements upon it as set out in the Act and the *Local Government (Financial Management) Regulations 2011*.

## **18. AUDIT**

- 18.1 The Regional Subsidiary must appoint an auditor.
- 18.2 The Regional Subsidiary must provide its audited financial statements annually to the Chief Executive Officer of each Constituent Council by 30 September.
- 18.3 The Regional Subsidiary is required to establish an audit committee unless exempted by regulation.

## **19. FINANCE**

- 19.1 The Regional Subsidiary must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
- 19.2 The Regional Subsidiary will pay any cost or expense of the establishment, operation, administration or winding up of the Regional Subsidiary.
- 19.3 The Regional Subsidiary may on behalf of the Constituent Councils or on its own behalf, make application for payments out of the Stormwater Management Fund and other funding from the State of South Australia and the Commonwealth of Australia for the purposes of implementing the Plan.
- 19.4 The Regional Subsidiary will only compromise, compound, abandon or settle a debt or claim owed to the Regional Subsidiary subject to due diligence and without prejudice.

- 19.5 All cheques to be authorised must be signed by two members of the Board or one member of the Board and the Executive Officer.
- 19.6 The Executive Officer must act prudently in the handling of all financial transactions for the Regional Subsidiary and must provide quarterly financial and corporate reports to the Board and, if requested, to the Constituent Councils.

## **20. PLANS, REPORTS AND INFORMATION**

- 20.1 The Regional Subsidiary must prepare a Long Term Financial Plan and Asset and Infrastructure Management Plan and a Business Plan.
- 20.2 The Regional Subsidiary must submit an annual report including on all works and operations and including the audited financial statements, to each Constituent Council before 30 September of the subsequent Financial Year.
- 20.3 The Board may review any of the Plans of the Regional Subsidiary at any time but must undertake a review of:
- 20.3.1 the Long Term Financial Plan of the Regional Subsidiary within six (6) months of the adoption or update of the Business Plan of the Regional Subsidiary and must, in any event, review the Long Term Financial Plan every four (4) years; and
  - 20.3.2 the Asset and Infrastructure Management Plan of the Regional Subsidiary at any time but must in any event review the Asset and Infrastructure Management Plan every four (4) years.
- 20.4 Within two weeks following each ordinary meeting of the Board the Constituent Councils shall be provided with a Key Outcomes Summary of the meeting which Summary shall include the achievements against the Business Plan when that report has been received at the Board meeting.
- 20.5 The Board shall report at any other time at the written request of a Constituent Council on matters being undertaken by the Regional Subsidiary. Such report shall also be provided to all other Constituent Councils.

## **21. CONSTITUENT COUNCILS MAY DIRECT THE REGIONAL SUBSIDIARY**

- 21.1 The Regional Subsidiary is, in accordance with the Act, subject to the joint direction and control of the Constituent Councils.<sup>3</sup>
- 21.2 To be effective against the Regional Subsidiary, a determination or direction or other decision of the Constituent Councils must be made/given in the same or substantially the same terms as evidenced by either:<sup>4</sup>
- 21.2.1 a minute signed by the chair of a meeting of authorised delegates of the Constituent Councils that at such meeting a resolution was duly made by each delegate on behalf of their Council; or
  - 21.2.2 a resolution in the same terms in favour of that decision passed individually by each of the Constituent Councils.

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<sup>3</sup> Schedule 2, clause 26 of the Act refers.

<sup>4</sup> Schedule 2, clause 19(2)(m) of the Act requires the charter to address the process or mechanism by which the Regional Subsidiary will be subject to direction by the Members.

## **22. CONSTITUENT COUNCILS ARE GUARANTORS OF THE REGIONAL SUBSIDIARY**

As a matter of record, Schedule 2, clause 31(1) of the Act is that liabilities incurred or assumed by the Regional Subsidiary are guaranteed by the Constituent Councils. As between the Constituent Councils, they share in the debts and liabilities of the Regional Subsidiary in proportion to their respective Equitable Interests.<sup>5</sup>

## **23. INSURANCE REQUIREMENTS**

- 23.1 The Regional Subsidiary must register with the Local Government Association Mutual Liability Scheme and comply with the Rules of that Scheme.
- 23.2 The Regional Subsidiary shall advise Local Government Risk Services of its insurance requirements relating to other special (non-civil liability) risks including all real and personal assets in its ownership or under its management, care and control.
- 23.3 If the Regional Subsidiary employs any person it must register with the Local Government Association Workers Compensation Scheme and comply with the Rules of that Scheme.

## **24. ALTERATION TO THE CHARTER**

- 24.1 This Charter may be altered (amended) by resolutions passed in the same or substantially the same terms by the Constituent Councils.
- 24.2 The Executive Officer of the Regional Subsidiary must ensure that the amended Charter is published on a website determined by the Executive Officer and that notice of the amendment and a website address at which the Charter is available for inspection is published in the *Gazette* and that a copy of the amended Charter is provided to the Minister.
- 24.3 Before the Constituent Councils vote on a proposal to alter this Charter they must take into account any recommendations of the Board.

## **25. WITHDRAWAL OF A CONSTITUENT COUNCIL**

- 25.1 A Constituent Council may withdraw from the Regional Subsidiary if and only if:
  - 25.1.1 the Council gives written notice of withdrawal and the reasons to each other Council being at least twelve (12) months notice expiring on 30 June of a subsequent financial year; and
  - 25.1.2 enters into a binding arrangement with and to the satisfaction of the Regional Subsidiary and the other Constituent Councils to make payment(s) equivalent to the amounts it would otherwise be required to make as a continuing Constituent Council in respect of the full implementation of the Plan and the maintenance and renewal of infrastructure assets and the administration costs of the Regional Subsidiary; and
  - 25.1.3 all of the other Constituent Councils approve; and

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<sup>5</sup> Schedule 2, clause 19(2)(q) requires the charter address the proportions in which the Members are to be responsible for the liabilities of the Regional Subsidiary in the event of its insolvency.

25.1.4 the Minister approves.<sup>6</sup>

25.2 A suspended or a former Constituent Council remains liable to contribute to the debts and/or liabilities of the Regional Subsidiary for the purposes of construction, maintenance and repair of the entire stormwater infrastructure as set out in the Plan that is the subject of that Council's contribution as a Constituent Council.

## **26. ADDITION OF NEW MEMBER**

26.1 The Regional Subsidiary may consider the addition of a new member to the Regional Subsidiary;

26.1.1 if the proposed new member makes written application (in a form approved by the Board) to become a Member and agrees to be bound by this Charter;

26.1.2 the Constituent Councils each resolve to approve the addition of the new member to the Regional Subsidiary; and

26.1.3 the Minister approves the proposed new member becoming a Constituent Council.<sup>7</sup>

26.2 The Charter shall be amended in accordance with its provisions to address the addition of any new Constituent Council.

## **27. DISPUTES**

27.1 In the event of any dispute or difference between the Constituent Councils and the Regional Subsidiary concerning the operations or affairs of the Regional Subsidiary, the dispute process shall be initiated by a Constituent Council serving a notice of dispute on all other Constituent Councils with a contemporaneous copy being served on the Regional Subsidiary. The Constituent Councils:

27.1.1 will attempt to settle the dispute or difference by negotiating in good faith;

27.1.2 if good faith negotiations do not settle the dispute or difference within one month of the dispute arising then the dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to resolve the dispute and shall be nominated by the President of the Local Government Association of South Australia ('LGA'). The expert is an expert and not an arbitrator. The expert's determination shall be final and binding on the Constituent Councils. The costs of the expert will be apportioned and payable in accordance with the expert's determination;

27.1.3 if the dispute is unable to be resolved by the expert within six months then any Constituent Council may request the Minister to dissolve the Regional Subsidiary; and

27.1.4 notwithstanding the existence of a dispute or difference, the Constituent Councils will continue to meet their obligations to the Regional Subsidiary.

27.2 In the event of any dispute or difference between one or more Constituent Councils and the Regional Subsidiary concerning the operations or affairs of the

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<sup>6</sup> Schedule 2, clause 29(b) of the Act refers.

<sup>7</sup> Note inclusion here of liability of new member for existing finances of the Board.



Regional Subsidiary, the dispute process shall be initiated by a Constituent Council, or the Regional Subsidiary, serving a notice of dispute on the Constituent Council or the Regional Subsidiary, as the case may be, with a contemporaneous copy being served on all other Constituent Councils. The Constituent Councils:

27.2.1 will attempt to settle the dispute or difference by negotiating in good faith;

27.2.2 if good faith negotiations do not settle the dispute or difference within one month of the dispute arising then, the dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to examine the issues and shall be nominated by the President of the LGA. The expert is an expert and not an arbitrator. The expert's determination shall be final and binding on the Constituent Council and the Regional Subsidiary. The costs of the expert will be apportioned and payable in accordance with the expert's determination; and

27.2.3 notwithstanding the existence of a dispute or difference, the Constituent Councils and the Regional Subsidiary will continue to meet their obligations to each other.

For the purposes of clause 26.2 'dispute' includes where a Constituent Council has failed or refuses to approve its annual contribution as set out in a draft budget advised by the Regional Subsidiary under clauses 16.2.3 or 16.5.

## **28. DISSOLUTION OF THE REGIONAL SUBSIDIARY**

28.1 The Regional Subsidiary may be dissolved by the Minister in the circumstances envisaged by the Act.

28.2 In the event of there being net assets upon dissolution and after realisation of all assets and meeting all liabilities, the net assets will be distributed to the then Constituent Councils on the basis of their equitable interest (Capital Works) in the Regional Subsidiary.

28.3 In the event of there being an insolvency of the Regional Subsidiary at the time of dissolution, the then Constituent Councils will be responsible jointly and severally to pay the liabilities of the Regional Subsidiary and between themselves in the proportion of their equitable interest (Capital Works).

## **29. TECHNICAL ASSESSMENT PANEL**

A 'Technical Assessment Panel' (the Panel) may be appointed to support the decision-making processes of the Board with powers determined by the Board to provide advice to the Board and/or the Executive Officer in relation to the management of the technical aspects of the design, assessment, planning, demolition and construction of the various parts or projects for the purpose the Plan. The Members of the Panel will be appointed at the sole discretion and invitation of the Board but must include the Chairperson and the Executive Officer of the Board.

## **30. AREA OF INTEREST**

The Regional Subsidiary may be required to undertake activities outside the area of the Constituent Councils yet within the stormwater catchment in order to comprehensively plan, investigate, assess, construct or maintain stormwater infrastructure, where such

activities meet the requirements of the Plan and any supplement thereof as approved by the Authority for that particular catchment.

The Constituent Councils by operation of this clause provide their collective authority and consent for the Regional Subsidiary to undertake such activities in accordance with clause 6 of this Charter.

### **31. USE OF CATCHMENT STORMWATER**

31.1 A Constituent Council may take water from stormwater infrastructure for its own use without penalty or other financial contribution.

31.2 Where a Constituent Council takes water from stormwater infrastructure for sale to a third party, that Council agrees to pay to the Regional Subsidiary for the water taken at any amount per mega litre set annually by the Board at 1 July for the ensuing twelve (12) months noting that the Council is not required to pay for water taken for the Council's own use unless the Board demands payment from that Council where the use is assessed by the Board to be beyond the reasonable supply capacity of the catchment.

31.3 A Constituent Council that takes stormwater for whatever reason or purpose agrees to account annually to the Board for the amount of water taken.

31.4 Where any dispute arises between the Constituent Councils concerning the amount of water being taken or proposed to be taken by a Council, the Regional Subsidiary may determine the maximum allocation for any particular year having regard to the reasonable supply capacity of the catchment.

### **32. ABOUT THIS CHARTER**

This Charter is the charter of the Regional Subsidiary.

This Charter binds the Regional Subsidiary and each Constituent Council.

Despite any other provision in this Charter:

32.1 if the Act prohibits a thing being done, the thing may not be done;

32.2 if the Act requires a thing to be done, authority is given for that thing to be done; and

32.3 if a provision of this Charter is, or becomes inconsistent with the Act, that provision must be read down, or failing that, severed from this Charter to the extent of the inconsistency.

### 33. DEFINITIONS

In this Charter:

**Act** means the *Local Government Act 1999*.

**Authority** means the Stormwater Management Authority established under Schedule 1A of the Act.

**Board** means the collective Members of the board of management of the Regional Subsidiary.

**Budget (or budget)** means a budget that conforms to clause 16 and last adopted by the Board.

**Business Plan** means a business plan that conforms to clause 15 and last adopted by the Board.

**Constituent Council** means City of Adelaide, City of Burnside, Corporation of the City of Unley, City of Mitcham and City of West Torrens.

**Equitable Interest** means the percentage interest of an individual Constituent Council as set out in Schedule 1 to this Charter in the column 'Capital Works (Equitable Interest) Percentage Share'

**Establishment Period** means at any time the first 12 months during the initial establishment year.

**Financial Year** means 1 July in each year to 30 June in the subsequent year.

**Interpretation** means subject to the above, words and expressions in this Charter have the same meaning as in a provision of the Act that deals with the same matter.

**Nominations Committee** means the Chief Executive Officers (or their nominees) and the Mayor (or elected member authorised by the Mayor) of each of the Constituent Councils. A meeting of the Nominations Committee for any purpose provided in this Charter may only occur if at least three (3) of the Constituent Councils are represented by either of the CEO (or nominee) or Mayor (or elected member).

**Plan** means the approved and Gazetted Stormwater Management Plan

**Regional Subsidiary** means the Brown Hill and Keswick Creeks Stormwater Board.

**Stormwater Management Plan ("the Plan")** means a plan and any subsequent revisions or supplements thereof in relation to the Brown Hill and Keswick Creeks catchment of which each of the Constituent Councils are part and approved by the Stormwater Management Authority for implementation by the Regional Subsidiary which complies with the requirements of Division 3 of Schedule 1A of the Act.

**Surplus Funds** means funds that are surplus to the financial requirements of the Regional Subsidiary in achieving the requirements of the Stormwater Management Plan, and as evidenced by any Plan adopted by the Board.

**Technical Assessment Panel** (the Panel) means a person appointed to a panel at the discretion of the Board to provide advice and manage the technical aspects of the design, assessment, planning, demolishment and construction of the various parts or projects for the purpose the Plan.

## SCHEDULE ONE

The contributions of the Constituent Councils shall be based on the following percentage shares for capital works, maintenance of assets of the Regional Subsidiary and operating expenses of the Regional Subsidiary:

<b>Constituent Council</b>	<b>Capital Works (Equitable Interest) Percentage Share %</b>	<b>Operating Expenses Percentage Share<sup>8</sup> %</b>
The Corporation of the City of Adelaide	8	20
City of Burnside	12	20
City of Mitcham	10	20
Corporation of the City of Unley	21	20
City of West Torrens	49	20
<b>Total</b>	<b>100%</b>	<b>100%</b>

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<sup>8</sup> The parties acknowledge and agree that, for the purpose of determining the contribution of each Constituent Council, the operating expenses of the Regional Subsidiary do not include depreciation.

<sup>9</sup> The Members acknowledge and support the right for the City of West Torrens to enter into negotiations with the Adelaide Airport owner (Commonwealth of Australia) and lessee (Adelaide Airport Ltd) to recover 2% of its share representing the assessed average annual flooding damages cost avoided for the Adelaide Airport.

## **INFORMATION REPORT**

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 1027  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**AUTHOR:** CAROL GOWLAND  
**JOB TITLE:** EXECUTIVE ASSISTANT TO CEO & MAYOR

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### **EXECUTIVE SUMMARY**

To provide an update to Members on information and actions arising from resolutions of Council.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be noted.
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**COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
COUNCIL	876	<p><b>Notice of Motion - Cr Salaman re Unley Road - 1.</b></p> <p>Council supports, in principle, the 2002 Unley Road Upgrade as initially approved by the Government of the day, but updated as necessary.</p> <p>2. The administration seek support from the Minister for Transport to give the project official endorsement.</p> <p>3. The administration request that the Department re-convene the former project team, which included the then Transport SA, their consultants and Unley Council.</p> <p>4. The assistance of the local member, David Pisoni be sought. 5. Early enquiries be made into the availability of Federal funding for the project. 6. A report be brought to Council as soon as is practical with recommendations on fine tuning the approved 2002 plans, a review of the 2002 consultation results and the desirability of re-consulting on Stage 2 of the Upgrade Plan, prior to proceeding to the Stage 3 consultation round.</p> <p>7. The Unley Road Association be informed of the decision.</p>	General Manager City Development	PLACED ON HOLD NO FURTHER ACTION AT THIS TIME.
	467	<p><b>Resilient East Climate Change Adaptation Plan - 2.</b></p> <p>Council gives in principle endorsement of the Resilient East Regional Climate Change Adaptation Plan (Attachment 1).</p> <p>3. Council endorses Adelaide City Council's continued involvement in the Resilient East Regional Climate Change Adaptation project partnership.</p> <p>4. Council notes that the Resilient East Project Steering Group will continue to oversee the project and develop recommendations for the ongoing governance and implementation framework for project partners, including councils and State Government.</p> <p>5. A subsequent report be presented to Council outlining the priority projects, partners, and funding expectations included in the Resilient East Regional Climate Change Adaptation Plan.</p>	General Manager City Development	The Resilient East Project Coordinator in collaboration with the project Steering Group has prepared a Resilient East Baseline Report (2017) for the ERA CEOs. This report describes the current status of climate adaptation activities, identifies further needs, key performance indicators and sets milestones. A progress report on achievements to date and a list of proposed priority projects for 2018/19 will be presented to Council early in 2018.

## COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2017

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	522	<p><b>Parkside on Street Parking</b> - 2. Subject to approval from DPTI of the concept, community engagement on (pay for use) parking bay indentation along Greenhill Road be supported.</p> <p>3. Further investigation into the introduction of Smart Parking technology occur, and if the proposal looks to have promise, a report be provided to a future meeting regarding a trial in the Parkside area.</p> <p>4. A report outlining the outcome of the above community engagement be presented to Council as soon as the results are available.</p>	General Manager City Development	A report will be presented to Council in February 2018 as part of the LATM project.
	744	<p><b>Notice of Motion Councillor Rabbitt re Vacant Land at 251 Goodwood Road</b> - 1. Administration investigates ownership of the vacant land at 251 Goodwood Road, Kings Park (believed to be owned by the Department of Planning Transport and Infrastructure).</p> <p>2. On the basis of 1. above being confirmed, Administration requests the transfer of ownership of this land to the City of Unley 'gratis', on the basis that council will maintain the land in a tidy state.</p> <p>3. Administration prepares a concept plan and costing for a low maintenance, dry garden area that would provide an additional 'green space', enhance the western approach to the Millswood Train Station and hopefully discourage the regular dumping of rubbish at the site.</p> <p>4. Administration identifies funding sources as part of the 2017/18 budget process.</p>	GM City Development	GM City Development has met with DPTI on this matter and is currently waiting to hear back from DPTI on options that are acceptable to them, if any.
	772	<p><b>Proposed Road Opening Western Corner of Blyth and Nelly Streets Parkside</b> - 2. Council accept the gift of the small piece of land on the western corner of Blyth and Nelly Street, Parkside, and undertake the process under the Roads Opening and Closing Act 1991, to transfer this piece of land to public road, at Council's expense. 3. Subject to the response to the Community Consultation process, the Chief Executive Officer and Mayor be approved to sign and Seal where necessary, any documents to complete the roads opening process.</p>	GM City Development	Undertake full Road Opening process - this may take up to 12 months to complete. Process initiated and progressing as planned. It's expected to be completed by May 2018.

**COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	773	<b>Proposed Road Closure of Pieces of Rugby Street (Haslop Reserve) and Cremorne Street Malvern</b> - 1. The report be received. 2. In accordance with the process under the Roads Opening and Closing Act 1991 that sections of the public roads known as Rugby Street (currently known as Haslop Reserve) and Cremorne Street, Malvern be closed as a public road and a Certificate of Title be issued in the ownership of Council. 3. Subject to the response to the Community Consultation process to close portions of Rugby Street and Cremorne Street, Malvern (currently known as Haslop Reserve), the CEO and Mayor be approved to sign and Seal where necessary, any documents to complete the roads closing process. 4. The sections of the public road proposed to be closed be excluded from the classification of community land. 5. Notice of this resolution, be published in the Government Gazette in accordance with S193 (6) (a) of the Local Government Act. 6. Administration discuss with the Department of Education and Child Development their interest in purchasing this portion land or contributing towards the cost of the land transfer.	GM City Development	Undertake full Road Closure process - this may take up to 12 months to complete. Discussions continuing with Department Education and Child Development (DECD) regarding their interest in acquiring or leasing the land. . Awaiting further response from DECD.
	799	<b>42 Ferguson Avenue and Ferguson Avenue Reserve Myrtle Bank - Proposed Land Swap and Road Closure</b>	GM City Development	Surveyor and Conveyancer engaged by property owner and task underway. Works process commenced and are progressing to plan. It's expected to be completed by May 2018.
	864	<b>MOTION ON NOTICE – COUNCILLOR SCHNELL RE PARKING PERMITS</b> Council review its policy on paid residential parking permits across the whole city.	GM City Development	Draft policy developed based on EM workshops and is scheduled to be presented to Council at the January 2018 meeting.

**COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	863	<b>MOTION ON NOTICE – COUNCILLOR SALAMAN RE FUTURE USE OF VACANT LAND AT 41 OXFORD TERRACE UNLEY</b> That: 1. Administration investigates options (including planning considerations) for ongoing use of the land, including as a car park area for City of Unley staff. 2. Administration prepares a concept plan and costing for low maintenance car park area that identifies the number of parks available and considers drainage, pavement type and lighting and accessibility. 3. Administration identify existing car parks that will likely be freed up as a result of relocating a number of staff parks to 41 Oxford Terrace (ie current onstreet parking or reallocation of spaces within the Civic precinct rear car park area. 4. Administration identifies funding sources.	GM City Development	This has been placed on hold until the land at 41 Oxford Terrace becomes available. NO FURTHER ACTION AT THIS TIME.
	883	<b>UNLEY OVAL IMPROVEMENT PLAN</b> 2. The revised proposal to develop only the player facilities component and new canteen becomes the new preferred Grandstand Upgrade option. 3. \$300 000 be included in the 2017/18 budget as the initial Council contribution to the project. 4. At the time of receiving confirmation that grant funding from the AFL and SA Government has been secured, Administration be authorised to immediately commit a further \$1.5 million to the project, brought forward from future years of the four year financial plan. 5. Administration seek opportunities for additional grant funding in the lead up to the State election in 2018. 6. Following appropriate community engagement, a forty year (non-exclusive) lease be offered to Sturt Football Club over the new facilities in accordance with Councils Property Management Policy. 7. Administration be delegated the authority to enter into necessary contracts to deliver the project.	Director Strategic Projects	Tenders have been called and it is hoped to award a contract in December 2017. A grant application has been lodged with the State Government, but no confirmation regarding funding has been received as yet.

# COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2017

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	908	<p><b>BROWNHILL KESWICK CREEK REGIONAL SUBSIDIARY</b> - 2 Council endorses the recommendations submitted from the Brown Hill Keswick Creek - Project Steering Group relating to the role (Operational Model) and membership of BHKC Regional Subsidiary that:</p> <ul style="list-style-type: none"> <li>• The preferred operational model for the BHKC Regional Subsidiary be Option 2- Construct and maintain SMP assets only.</li> <li>• The Regional Subsidiary Board be comprised of independent and skills based members to deliver the outcomes of the BHKC Stormwater Management Plan, for the duration of the project, with a membership of five - four independent members plus the Chair.</li> <li>• A nominations Committee be established, with a representative from each council, to select the board members and the nominations be presented to the five catchment councils.</li> </ul> <p>3. Council notes that:</p> <ul style="list-style-type: none"> <li>• The recommendations, as presented by the BHKC Project Steering Group, will be considered by the other four partner catchment councils (Cities of Adelaide, Burnside, Mitcham, and West Torrens).</li> <li>• The BHKC Project Steering Group will present a draft charter for consideration and review to each Council, seeking to advance the charter to the Minister for approval and gazettal.</li> <li>• The timeline of 28 February 2018 has been set by the Stormwater Management Authority for the formation of a Regional Subsidiary.</li> <li>• Works associated with the detention basin within the South-East Park Land (Park 16 – Victoria Park), are</li> </ul>	GM City Development	Report in this Agenda. COMPLETED



# COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2017

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	993	<p><b>Joint Use Agreements for Black Forest, Highgate and Parkside Primary Schools - 2.</b> A Joint Use Agreement between the City of Unley and the Minister for Education and Child Development for community access to Black Forest, Highgate and Parkside Primary Schools, based on the changes set out in Attachment 1 to this Report (Item 993/17) for the period 1 January 2018 to 31 December 2019, be endorsed.</p> <p>3. During the first 12 months of the Joint Use Agreement for community access to Black Forest, Highgate and Parkside Primary Schools, the Administration works with each school, and Unley and Goodwood Primary Schools, to collect data on the level of community use and benefit, in order to inform future decisions regarding Joint Use Agreements.</p> <p>4. A report be submitted to Council after 12 months on the level of community use and benefit.</p> <p>5. The Administration continues investigations with Black Forest Primary School, to enable use of school facilities by City of Unley based sports clubs.</p> <p>6. Existing signs at Black Forest, Highgate and Parkside Primary Schools be updated to reflect access available under the Joint Use Agreements and opportunities for promotion of the agreements to the community be explored and implemented.</p>	GM City Development	<p>DECD now preparing the joint use agreement documentation for signing.</p> <p>Council Administration working with DECD on updating signage and undertaking the review of community benefit.</p>
	1000	<p><b>Flying of Latvian Flag for National Day -</b> The request to fly the National flag of Latvia at the Unley Civic Centre in recognition of Latvia's Proclamation Day (18 November) be approved, with the flag to be raised on Friday 17 November 2017 and lowered on Monday 20 November 2017.</p>		<p>Advice provided to applicant. Confirmed flag will be provided week commencing 13/11. Advice provided to relevant staff to facilitate raising / lowering of flag in accordance with Council's decision.</p> <p>COMPLETED</p>

**COUNCIL ACTION REPORTS - ACTIONS TO NOVEMBER 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	1014	<p><b>Unley Precinct Options -</b></p> <p>2. The Civic Precinct Development Working Group be established to develop a precinct plan for the area bounded by Unley Road, Oxford Terrace, Rugby Street and Edmund Avenue, with the Working Group to commence activity from January 2018.</p> <p>3. Membership of the Civic Precinct Development Working Group consist of:</p> <ul style="list-style-type: none"><li>a) relevant City of Unley staff</li><li>b) 3 Elected Members</li><li>c) 2 representatives from St Augustine's Parish, and</li><li>d) 4 community members</li></ul> <p>4. An expression of interest process be used to seek nominations for the four (4) community members to be appointed to the Civic Precinct Development Working Group.</p> <p>5. That Councillors Boisvert, Hewitson and Lapidge are appointed as the Elected Members on the Civic Precinct Development Working Group.</p>	Exec Manager Office of CEO	Expressions of interest have been called for community members.

## **ITEM 1028**

### **NOTICE OF MOTION FROM COUNCILLOR HEWITSON RE MAKING UNLEY ROAD A CONTINUOUS AVENUE OF TREES**

Councillor Hewitson has given notice of intention to move the following motion at the Council meeting to be held on Monday 27 November 2017:

#### **Motion**

That Council provide a report considering an estimate of the cost of planting trees down either or both sides of Unley Road, and provides an outline of the technical and other difficulties that need to be overcome. The report is to canvass a range of possibilities to plant trees in sections of the existing Footpaths and either the Road, or a new format for Unley Road.

#### **Comments – Councillor Hewitson**

Many of us share Andrew Lothian's vision for Unley Road to be an avenue of trees. If it was straight forward Unley Road would probably already have been planted. However if we do not even investigate how this might be achieved then the next generation will also have an Unley Road that is less than it might be. It is a DPTI road so this may also add restrictions or help provide solutions.

*Andrew Lothian "Dear Michael.....I am writing with a suggestion that the Council embark on planting jacaranda trees along the length of Unley Road. There are a few there now but they are rather patchy. Nothing like the continuous avenue that there should be.*

*I was formerly a member of the Power Line Environment Committee (PLEC) which worked with Council some years ago to underground the powerlines along Unley Road. However the Council has failed to capitalise on its large undergrounding investment by improving the streetscape through street tree planting. I appreciate that there are many verandahs which may limit trees but if Council wanted to they could plant adjacent to these verandahs in the parking lane.*

*Improving the streetscape through a continuous avenue of jacaranda trees would greatly improve its appearance and act as an attractant for businesses. People are attracted to such streets"*

Unley Road has just 39 Jacaranda Trees along the western side. There are none on the eastern side probably due to the purported high volume Telstra line. The line may run from the city to Northgate Street somewhere along the eastern side of the road. There are probably reasons why Unley Road is not today an Avenue of Trees providing a sense of place, cool shade and an enticement for business and shoppers. With underground power lines one major obstacle has been removed some years ago. Now is the time to carry out a review to determine the cost of planting an Avenue of Trees down both sides of Unley Road.

Unless we explore the ways Unley Road might be planted we will lose the opportunity to have a main street which is tree lined that

- Makes Unley a Place, not just a through road. (We picture Victoria Avenue Unley Park... the avenue makes it a place.)
- Will assist achieving our environmental and sustainability strategy target to maintain at least 26% tree cover across the City of Unley.
- Council has a policy to line all our streets with trees and Unley Road should also be an example of our policy at work
- Shade in summer and sunlight in winter improves the amenity of our shopping strip for customers
- Improving the streetscape through a continuous avenue of trees would greatly improve its appearance and act as an attractant for businesses. People are attracted to such streets
- The species of tree selected could also be part of the report as this may make the project feasible

The report may identify locations where there are no significant obstacles to trees being planted forthwith.

### **OFFICER'S COMMENTS**

The desire to line both sides of Unley Road with trees while having good environmental and aesthetic merit, has a number of difficulties which will need to be overcome, including:

- A major Telstra coaxial cable along the eastern side, along with a range of other services. The cost to relocate these services would be high.
- The footpaths are not that wide at the moment & tree planting along the path would limit accessibility, which is another core objective of Council
- If trees are to be planted in the kerb side lane they would greatly hinder the clearway, and make the use of bike lanes impossible, not to mention safety concerns with large trees planted so close to a major thoroughfare
- DPTI are currently looking at improving the efficiency of its north south arterial road network and seeking to improve capacity. A move to reduce the capacity of Unley Road, such as this idea, would not be expected to be supported by them. Some traffic modelling would have to be undertaken to assess the road's capacity if it was reduced to one lane each way
- While it may never happen, some consideration would have to be given to the likelihood of putting a tram down Unley Road. This would further limit the opportunity for tree planting.

Rather than a detailed assessment of planting trees along Unley Road in the first instance, it would seem prudent to do a high level assessment of advantages, issues and risks, and costs.

An important part of this high level assessment would be an early conversation with DPTI to determine if they were likely to approve such an option, and any constraints they would impose. This high level assessment could then be brought back to Council for consideration.

## **CORRESPONDENCE**

**TITLE:** CORRESPONDENCE  
**ITEM NUMBER:** 1029  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**ATTACHMENTS:** CORRESPONDENCE

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The correspondence from

- The Hon John Rau MP, re Inner and Middle Metropolitan Corridor (Sites) Development Plan Amendment
- Mr MA Zhongyi re Expression of Interest to be Sister Cities with Xining City in China
- The Hon John Rau MP re consultation process for the Inner and Middle Metropolitan Corridor (Sites) Development Plan Amendment
- The Hon Darren Chester MP, Roads to Recovery

be noted.

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The Hon John Rau MP



17PLN0809, 17PLN0831 & PREM17D05665

13 October 2017

Mr Peter Tsokas  
Chief Executive Officer  
City of Unley  
PO Box 1  
UNLEY SA 5061

**Government  
of South Australia**

Deputy Premier  
Attorney-General  
Minister for Justice Reform  
Minister for Planning  
Minister for Industrial Relations  
Minister for Child Protection  
Reform  
Minister for the Public Sector  
Minister for Consumer and  
Business Services  
Minister for the City of  
Adelaide

45 Pirie Street  
ADELAIDE SA 5000  
GPO Box 464  
Adelaide SA 5001  
Tel 08 8207 1723  
Fax 08 8207 1736

Dear Mr Tsokas

**Inner and Middle Metropolitan Corridor (Sites) Development Plan Amendment**

I write in response to your letter outlining the City of Unley's concerns with the intent of the Inner and Middle Corridor (Sites) Ministerial Development Plan Amendment (Sites DPA). The Sites DPA proposes to amend the zoning of 12 sites in the Norwood Payneham & St Peters, Unley and West Torrens council areas.

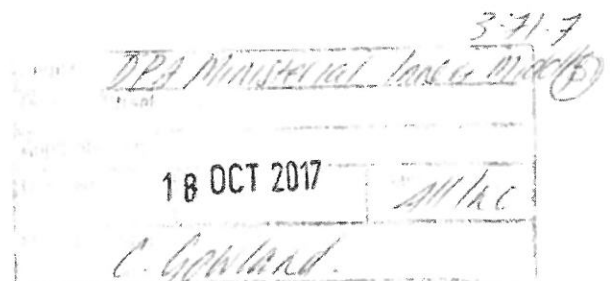
Due to the slow uptake of development in some of the urban corridors which were rezoned in 2013, a more targeted approach to rezoning was used for the Sites DPA. Twelve sites were identified as having the potential to provide short term development potential and further promote renewal in the existing urban corridors while also providing positive interface outcomes. I am advised that, it is in this context the City of Unley has expressed conditional support for rezoning of 3 of the 4 sites in its local government area.

The Sites DPA is a transitional measure to manage deficiencies in the current planning system. I am confident that the new planning system, through the gradual roll out of the new *Planning, Development and Infrastructure Act 2016*, will be better placed to respond to particular development proposals which show significant merit, when assessed against key performance-based planning criteria.

I also note Council's support for the Inner and Middle Metropolitan Corridor (Design) DPA which was released concurrently with the Sites DPA and which provides a more robust design and policy framework from which to assess developments in the urban corridor.

Yours sincerely

**John Rau**  
Deputy Premier  
Minister for Planning





## Office of the Mayor

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Mayor Lachlan Clyne  
Mayor  
City of Unley  
PO Box 1  
UNLEY SA 5061

26 October 2017

Dear Mayor Clyne

### HOMELESSNESS IN AUSTRALIA

Frankston City Council is gravely concerned about the increasing incidence of homelessness. Subsequently at the Ordinary Meeting on Monday 4<sup>th</sup> September 2017 Council resolved to write to the Federal Government and every Council in Australia indicating the plight of homelessness and calling on the Federal Parliament to become meaningfully engaged in resolving homelessness in Australia.

In 2016 there were 105,237 people recorded as homeless in Australia<sup>i</sup>, alarmingly of these 17,845 were children under 10<sup>ii</sup>. 12% of all Australians and 17% of Australian children live in poverty<sup>iii</sup>. 22,773 Victorians are homeless<sup>iv</sup>, with 7,600 Victorians sleeping out in 2016<sup>v</sup>. In 2014-15 in this country 255,657 people received support and almost seven million nights of accommodation were provided by specialist homelessness services<sup>vi</sup>.

In 2012-2013 the Frankston front door housing crisis centre, SalvoCare Eastern reported 2,200 unique homeless clients approached their agency for homeless supports or services during the year. In Frankston only 10% of 1-2 bedroom properties available for rental are rated as affordable by the Victorian Department of Health and Human Services Rental Report (2016). Newstart recipients are severely most disadvantaged receiving a fortnightly income of \$500; this is insufficient to cover costs of rent, food and basic needs.

Clearly urgent intervention is needed to assist the desperate plight of people who are homeless for many reasons including domestic and family violence (estimated 24%); financial difficulties (estimated 20%); housing crisis (estimated 16%); inappropriate or inadequate dwellings (estimated 11%); other relationship issues (estimated 8%); other accommodation issues (estimated 5%); health issues (estimated 4%); transition from custody agreements (estimated 2%); itinerant (estimated 1%); lack of family/community support (estimated 1%) and other reasons (estimated 8%)<sup>vii</sup>.

On any given night in Australia 1 in 200 people are homeless<sup>viii</sup>. This increasing crisis of homelessness in this country is of grave concern to citizens and communities in Frankston and throughout Australia. We call on the Federal Government through formal communication to provide the necessary monies to resolve this issue.



Homelessness in Victoria costs the State and Federal Governments \$25,615 per person per year<sup>ix</sup> (in health, crime, and others costs). This represents an annual loss of \$194 million<sup>x</sup> in Victoria alone, as a result of the inadequate supply of last resort shelter or suitable housing for the 7,600 Victorians sleeping out or living on the streets.

We understand that the three tiers of Government have a role to play in reversing the homelessness trends in Australia and that traditionally the role of the Commonwealth Government has predominantly been to provide capital funding for public housing in Australia, while the State Government role has predominantly been to plan, provide and manage it. Local Government has a vital role in articulating and advocating the needs of the local community.

Council welcomes the recent Federal Government funding commitment through the National Partnership Agreement on Homelessness (NPAH) 2017-2019, and the National Housing and Homelessness Agreement (NHHA) seeking better outcomes for homelessness through improved accountabilities and working relationships with the States. However, Council is concerned this does not go far enough. The NPAH funding is far too low, and the expectation of matched State funding for homelessness will result in people at risk of, or experiencing homelessness, falling through the gaps. There is also a risk the co-contribution aspect in this funding will exacerbate the current deflection of responsibility between different levels of Government for resolving the homelessness crisis. It is vital that all levels of government work collaboratively on this critical issue.

As such, we invite all Councils in Australia to join with us in demanding that the Australian Government prioritises increased funding for the urgently needed essential services and shelter for Australian people and families who have become homeless in the 2018-2019 budget so they can be safe and well, and make meaningful contributions to community life. Every Australian adult and child deserves a place to call home.

Yours faithfully



Cr Brian Cunial  
**MAYOR – FRANKSTON CITY**

<sup>i</sup> Homeless in Australia: Homelessness Australia January 2016

<sup>ii</sup> Homeless in Australia: Homelessness Australia January 2016

<sup>iii</sup> ACOSS, 2012, *Poverty in Australia 2012*

<sup>iv</sup> Homelessness Australia: Homelessness in Victoria, June 2017

<sup>v</sup> The University of Melbourne, *The Case for Investing in Last Resort Housing*, 2017

<sup>vi</sup> AIHW, *2015 Specialist Homelessness Services 2014-2015*

<sup>vii</sup> Homeless in Australia; Homelessness Australia January 2016

<sup>viii</sup> Homeless in Australia; Homelessness Australia January 2016

<sup>ix</sup> The University of Melbourne, *The Case for Investing in Last Resort Housing*, 2017

<sup>x</sup> Ibid.

5

Subject	GOVERNMENT RELATIONS/COUNCIL		
File No	13 NOV 2017		
Classification	C 40WLAND		

**From:** Ma Zhongyi [mazhongyi@msn.com]  
**Sent:** Monday, 30 October 2017 8:39:25 PM  
**To:** PO Box1  
**Subject:** 171030- Express of Intrest to be Sister Cities with Xining City in China

Dear Madam / Sir:

I am personal representative of a Chinese city Xining, which is also my hometown, and I would like to express the wishes of Xining municipal government to establish a friendship (become Sister Cities / Twin Cities) between Unley Council in South Australia and City of Xining, capital of Qinghai Province in North West China.

It would be a great honor for me to facilitate friendship between Unley and Xining.

Now I am living in Miller St, Unley, Adelaide, if you agree I can inform Xining Government to provide any needed materials or pay a visit to your city council in person.

Attached is a brief information of Xining City.  
(Wikipedia Link on Xining City: <https://en.wikipedia.org/wiki/Xining>)

At present, Xining city established Sister Cities/ Twin Cities friendship and signed a friendly city intention agreement with Daejeon Metropolitan City (South Korea), Izhevsk City (Russia), Utah County (USA), Preston City (UK), Suncheon City (South Korea), Kalutara City (Sri Lanka), Patan City (Nepal) and other cities and regions.

Within recent years, Xining City already carried out high-level visits regarding economic and trade exchanges with Izhevsk City (Russia) and Jeonju City (South Korea). It's worth mentioning that "Sino-US green town exchange training programme", "Youth exchange training programme" and other projects were held with Utah County (USA), and significant agricultural project exchanges and other cooperations were also held with Belgium.

This year, Xining City is doing up-front work establishing Sister Cities friendship with Istanbul (Turkey), Mary City (Turkmenistan). In the near future "Turkish Trading Hub", "Turkmenistan procurement and business center" and "South Korea acupuncture technical service center" programmes will be implemented in Xining City.

Xining City is the capital of Qinghai province in western China, and the largest city on the Tibetan Plateau. It has 2 million inhabitants with total area of 7660 square kilometers and the urban area is 476.5 square kilometers. Its main industries are wool spinning and textiles, fur, meat, milk, salt, chemical engineering and light processing industries. In 2016, the total GDP of Xining city was 24 billion AUD (124.82 billion CNY). There are about 37 nationalities (ethnic groups) living here, though only the Han, Tibetan, Hui and Tu (Monguor) are numerically significant. Local traditions and customs are influenced by the Tibetans, Tu (Monguor), Hui Muslims and Han.

Looking forward to your kind reply.

Best regards.

Mr. MA Zhongyi (Woody)  
Mobile Phone: 0481 730 667

The Hon John Rau MP

17PLN0906

7 November 2017

Mr Peter Tsokas  
Chief Executive Officer  
City of Unley  
PO Box 1  
UNLEY SA 5061



**Government  
of South Australia**

Deputy Premier  
Attorney-General  
Minister for Justice Reform  
Minister for Planning  
Minister for Industrial Relations  
Minister for Child Protection  
Reform  
Minister for the Public Sector  
Minister for Consumer and  
Business Services  
Minister for the City of  
Adelaide

45 Pirie Street  
ADELAIDE SA 5000  
GPO Box 464  
Adelaide SA 5001  
Tel 08 8207 1723  
Fax 08 8207 1736

Dear Mr Tsokas

**Consultation process for the Inner and Middle Metropolitan Corridor (Sites)  
Development Plan Amendment**


Thank you for your latest letter expressing concerns with the level of consultation recently undertaken on the draft Inner and Middle Metropolitan Corridor (Sites) Development Plan Amendment (DPA), particularly in relation to the proposed rezoning of Site 9 at Everard Park.

While the consultation process for this DPA exceeded the current legislative requirements, it is acknowledged that the direct notification methods applied by the Department of Planning, Transport and Infrastructure (the Department) in informing local residents could have been improved.

I also reaffirm that the Department is open to receiving feedback on the recent DPA consultation process and to improving the standards for community engagement. The Community Engagement Charter which will come into effect in the near future will reinforce this commitment.

As I am yet to make a decision on the DPA, it would be inappropriate for me to meet with you at this time. However, I have asked Ms Sally Smith, General Manager (Planning) in the Department to contact you to discuss your concerns and how we can better engage with the community in the future.

Yours sincerely

  
**John Rau**  
Deputy Premier  
Minister for Planning

3-71-7  
Inner + Middle Metropolitan

10 NOV 2017  
C. Bowland



**From:** Roads toRecovery [Roads.toRecovery@infrastructure.gov.au]

**Sent:** Tuesday, 7 November 2017 1:55:33 PM

**Subject:** Statement of Expectations for Roads to Recovery Program [SEC=UNCLASSIFIED]



**The Hon Darren Chester MP**

Minister for Infrastructure and Transport

A/g Minister for Regional Development

A/g Minister for Local Government and Territories

*Deputy Leader of the House*

*Member for Gippsland*

Dear Mayor

I am writing to advise you that I have issued a Statement of Expectations for the Roads to Recovery (R2R) Program. This statement is to bring R2R in line with other Australian Government programs where funding is issued with a set of expectations. This statement is the first one for the R2R Program and it aims to improve road safety for all Australians.

I am constantly reminded of the good use to which councils have put their R2R money, but I believe that more needs to be done to encourage more road safety outcomes from the funding.

The statement asks councils to consider directing more of their R2R funding to projects that are likely to reduce fatalities and serious injuries in crashes and to work with my Department to improve the reporting of safety and other outcomes from the R2R Program. A more formal evaluation by councils of their R2R projects will also make it easier for us to show how they have benefitted the local network and the community.

Reducing road trauma is a responsibility for us all. It's about safer drivers, safer cars and safer roads. Your support to help save lives and reduce the economic burden of road trauma will be greatly appreciated by your community.

The Australian Government has demonstrated its firm commitment to the R2R Program by providing an additional \$50 million on an ongoing basis from 2019-20, to bring the annual allocation to \$400 million across all councils in Australia, and by ensuring that the program did not contain a sunset clause under the *National Land Transport Act 2014*, meaning no new legislation is required for the continuation of the program.

I would be grateful if you would ensure that the Statement of Expectations is circulated to elected members and to council officers involved in selecting and administering R2R projects within your council.

The contact officer in my Department on this matter is Ms Sylvia Vincent at [sylvia.vincent@infrastructure.gov.au](mailto:sylvia.vincent@infrastructure.gov.au) or 02 6274 7387.

I look forward to continuing the successful relationship between the Australian Government and local councils through the R2R Program. By working together, we can make a difference to improve road safety.

Yours sincerely

**DARREN CHESTER**

7 November 2017

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Disclaimer

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**The Hon Darren Chester MP**

Minister for Infrastructure and Transport

A/g Minister for Regional Development

A/g Minister for Local Government and Territories

*Deputy Leader of the House*

*Member for Gippsland*

**ROADS TO RECOVERY STATEMENT OF EXPECTATIONS**

The Roads to Recovery (R2R) Program makes a valuable contribution to safety, economic and social outcomes in communities through supporting maintenance of the nation's local roads.

In the 2016-17 Budget, the Australian Government took a decision to provide an additional \$50 million on an ongoing basis to the R2R Program from 2019-20, to bring the annual allocation to \$400 million across all councils in Australia.

The Government also ensured that the R2R Program did not contain a sunset clause under the *National Land Transport Act 2014*, safeguarding the continuation of this important program.

1,300 people died on Australian roads last year and the Australian Government has been working closely with all levels of government to develop a strategy to reduce fatalities and serious injuries on our roads.

The current National Road Safety Strategy 2011-2020 sets out a plan using the safe system approach, safer vehicles, safer speeds, safer people and safer roads to reduce fatal and serious injury crashes by at least 30 per cent. This approach calls for a holistic view of the road transport system and the interactions among roads and roadsides, travel speeds, vehicles and road users.

Unfortunately, after a decade of good results, the trend over the last two years has been going in the wrong direction.

In reviewing the outcomes of the R2R Program, I am pleased to see that 27 per cent of funding received by councils has been spent on road safety across the life of the current program. A further 34 per cent of spending has been to maintain the road asset, which also has safety benefits.

There is a considerable body of knowledge that indicates that well-designed road improvements reduce the rate of road crashes and serious injuries.

A study of the Australian Government's Black Spot Program in 2012 examined the crash reduction benefits of a variety of road treatments based on a sample of 1,599 projects across the country.

The Bureau of Infrastructure, Transport and Regional Economics estimated that the Black Spot Program is reducing fatal and casualty crashes in total at treated sites by 30 per cent.

The study found that roundabouts are the most effective treatment, reducing casualty crashes by over 70 per cent. Providing new traffic signals and altering the traffic flow direction are the next most highly effective treatments for most severity levels, reducing crashes by more than 50 per cent.

We do not have the same level of information to be able to assess the benefits of the R2R Program.

I would like to work with local councils to ensure that the R2R Program is delivering the best possible outcomes in the area of road safety. When selecting projects, I would urge councils to consider the likelihood that the selected project will reduce fatalities and serious injuries in crashes.

It may be that projects that may not have been able to be funded under State or Federal Black Spot programs could be delivered under the R2R Program.

In terms of road maintenance projects, improving the quality of the road asset through re-sheeting and resealing will have stronger safety outcomes than simply maintaining the quality through routine road maintenance.

I note that pedestrian and cycling facilities associated with a road can be funded under R2R. I do not propose to change the eligibility criteria, but ask that such projects are only prioritised if their specific aim is to improve safety for vulnerable road users.

Councils could consider pooling R2R funding or Financial Assistance Grants to prioritise and jointly improve the quality of roads in a region with a known crash record. Similar to the greater adoption of asset management plans, councils could draw up road safety plans on a network basis in conjunction with neighbouring councils.

I have asked my Department to improve the reporting of safety and other outcomes from the R2R Program and I would like councils to provide additional information on the benefits and outcomes of each project. I encourage you to evaluate the projects completed and how they have benefitted the local network and community (for example, crash reductions or travel efficiencies), to assist us to better monitor and evaluate the program. I ask that this information be provided as part of the annual reporting from councils. My Department will inform councils of new reporting templates that will need to be completed as a condition of funding release for future years.

I am also requesting councils provide the Department with more regular updates on the status of projects which are receiving funding under R2R. I know previously some councils have informed us once works have been completed rather than before they have begun. I would like councils to inform us of every project which will receive R2R funding before they commence work on them and update us on their progress each quarter. A higher level of engagement than we have previously requested will allow both of us to benefit by keeping the local community informed of works underway.

The Commonwealth Government is committed to using Federal funding to improve employment opportunities for Indigenous Australians and I ask for this consideration to be applied to projects using R2R funding.

Lastly, I invite councils to write to me with ideas of how all levels of government could be improving road safety and the outcomes from the considerable investment we all make in the country's roads.

**DARREN CHESTER**

7 November 2017



**The Hon Darren Chester MP**  
Minister for Infrastructure and Transport  
A/g Minister for Regional Development  
A/g Minister for Local Government and Territories  
*Deputy Leader of the House*  
*Member for Gippsland*



The Mayor  
City of Unley  
PO Box 1  
UNLEY SA 5061

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I look forward to continuing the successful relationship between the Australian Government and local councils through the R2R Program. By working together, we can make a difference to improve road safety.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D Chester', with a stylized flourish at the end.

**DARREN CHESTER**

Encl

7 November 2017



**The Hon Darren Chester MP**  
Minister for Infrastructure and Transport  
A/g Minister for Regional Development  
A/g Minister for Local Government and Territories  
*Deputy Leader of the House*  
*Member for Gippsland*

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Lastly, I invite councils to write to me with ideas of how all levels of government could be improving road safety and the outcomes from the considerable investment we all make in the country's roads.

**DARREN CHESTER**

7 November 2017

## **MAYOR'S REPORT**

**TITLE:** MAYOR'S REPORT FOR MONTH OF  
NOVEMBER 2017

**ITEM NUMBER:** 1030

**DATE OF MEETING:** 27 NOVEMBER 2017

**ATTACHMENTS:** 1. FUNCTIONS ATTENDED

---

## **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
-

**MAYOR'S FUNCTIONS ATTENDED – 23 OCTOBER 2017 –  
23 NOVEMBER 2017**

MONTH	DATE	FUNCTION
<b>October</b>		
	25	<ul style="list-style-type: none"> <li>• High Tea Delight – Unley Community Centre</li> <li>• Capri Theatre – Reception</li> <li>• Concordia College Valedictory Service</li> </ul>
	27	<ul style="list-style-type: none"> <li>• Parkside Primary School – Minister for Education and Child Development Awards</li> </ul>
	30	<ul style="list-style-type: none"> <li>• Group Legion of Honour Awards – Adelaide Town Hall</li> </ul>
<b>November</b>		
	3	<ul style="list-style-type: none"> <li>• VIP Event Double Shot Coffee Fiesta</li> </ul>
	5	<ul style="list-style-type: none"> <li>• Double Shot Coffee Fiesta</li> <li>• Italian Festival - Carnevale</li> </ul>
	8	<ul style="list-style-type: none"> <li>• Australian Migrant Resource Centre – AGM and Volunteer Awards Ceremony</li> </ul>
	10	<ul style="list-style-type: none"> <li>• Ribbon cutting ceremony – Unley Shopping Centre</li> <li>• South Australia, France and the First World War</li> </ul>
	11	<ul style="list-style-type: none"> <li>• Remembrance Day Service – Soldiers Memorial Gardens</li> </ul>
	16	<ul style="list-style-type: none"> <li>• Launching of New Building for Mercedes Benz – Unley Road</li> </ul>
	17	<ul style="list-style-type: none"> <li>• Volunteers Christmas Celebration</li> </ul>
	18	<ul style="list-style-type: none"> <li>• Credit Union Christmas Pageant – Marching with Unley Concert Bank</li> <li>• Alumni Awards Gala Dinner</li> </ul>
<p>In addition to attending the above functions, I also met with various members of the community.</p> <p>I would like to thank the Deputy Mayor and other Elected Members who have represented me at various functions during the month, where I have been unable to attend.</p>		



## **DEPUTY MAYOR'S REPORT**

**TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF  
NOVEMBER 2017

**ITEM NUMBER:** 1031

**DATE OF MEETING:** 27 NOVEMBER 2017

**ATTACHMENTS:** 1. REPORT

---

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
-

## REPORT OF DEPUTY MAYOR

---

### (a) Items of particular interest, concern or urgency

#### **Mayor's Leave**

This next meeting (November) will be my 3<sup>rd</sup> deputising for the Mayor. He is due to return to the chair in December.

I am pleased to have been able to fill in for him during his leave of absence. My time in the chair has been an experience I have enjoyed. I trust I have carried out the duties required of me appropriately.

Mayor Clyne, as we all know, is intending to resign in January. Should he do this I confirm it is my intention to nominate at the January meeting for the role of Mayor between then and next year's council elections.

I do so in the belief that Council needs continuity in the role of Mayor, given my involvement in the last three months. My continuing in the role until the next election will provide I believe in the eyes of the public a stable governance for Council, a perception of stability as it were.

And I have the time and energy to put to the role in the ensuing 7 months leading up to caretaker mode and the election.

#### **LGA AGM**

Refer to appendix for report on LGA Annual Conference and AGM

### (b) Functions Attended (up to the time of writing this report)

These functions/events are in excess of those I would normally attend.

15 October	Liaised with Presiding Member of Goodwood Oval Reference Group
16 October	Provided DA advice to St Augustine's Anglican Church
17 October	ICAC Seminar with Cr Rabbitt URTA Pride of Workmanship Awards KWRTA AGM
18 October	Assisted Mayor with Mayor for a Day with student of Annesley College
19 October	Goodwood Oval Workshop with Cricket Club re condition of Centre Pitch, with Cr Boisvert and Administration.
20 October	Me 'N Me Mates concert at Goodwood Institute Fern Ave Community Garden Pizza night with a number of members
22 October	Goodwood Alive Streetscape Launch Clarence Park Community Kindergarten Verandah Vibe
23 October	Site Visit crnr Porter and Young Streets
24 October	With our CEO met with Dan from the Messenger

Met with new executive of Unley RSL

25 October Zest Fest and Unley Community Centre 50 year celebration by way of a Hi Tea Delight, with Crs Rabbitt and Hewitson  
CPCC Board of Management Meeting, first as non-board member.

26 October attended Badcoe Liberal Candidate forum on Development in Badcoe

27 October Opening of Ageing and Disability Lifestyle Expo at Showgrounds  
Opened Adversity's Diversity Broughton Arts 49<sup>th</sup> annual art exhibition.

28 October attended Fullarton markets with Cr Hughes followed by Halloween on King William.  
Played Croquet with Labor Candidate at Millswood Croquet Club

29 October Fork on the Road event at Orphanage Park with Cr Rabbitt.

30 October Opening of Nautilus Centre, Concordia College  
Briefing with clubs on Goodwood Oval Grandstand.  
Small Business Commissioner briefing with Cr Lapidge

1 November With CEO, met with Liberal Candidate for Badcoe re campaign wish list.  
CPCA Owners' Executive Committee Quarterly Meetings

2 November Opening of Campus 3 at Unley Primary School with Crs Hewitson and Rabbitt.

3 November Attended Double Shot Coffee VIP event with Cr Rabbitt

5 November Opened Double Shot Coffee Fiesta with in attendance Crs Rabbitt, Boisvert and Hughes.

6 November Funeral of Brenton Curtis with Cr Hewitson

7 November Site Visit 2<sup>nd</sup> Avenue Rain Garden

8 November tossed coin for National Over 70's interstate cricket match SA v Tas  
Remembering Brenton event at Town Hall  
Metro Mayors Luncheon  
MLGG bi-monthly meeting

10 Nov South Australia, France and the First World War gathering, opened by Cr Rabbitt.

11 Nov Remembrance Day Service with Mayor and Crs Rabbitt, Lapidge, Boisvert, Schnell and Salaman.

13 Nov Met with Nate Overbeeke re mentorship in the Change Makers program.

14 Nov Unley Road Traders Association AGM

15-16 Nov LGA Annual Conference and AGM

16 Nov Business Networking Breakfast at Concordia College (unable to attend due to revised timing of AGM).

17 Nov With CEO, met with Labor Candidate for Badcoe re campaign wish list.  
Volunteers Christmas Celebration at Goodwood Community Centre

18 Nov Spent time familiarising myself with the workings of Almond Street, Goodwood.

19 Nov Attended Fullarton Christmas Markets  
Attended Unley Market.

21 Nov Discussed Young street, Porter Street project with GM Devine.  
FOCUS

I also had one on one conversations with many elected members, and a number with the CEO and Administration. I also assisted a higher number of ratepayers than usual with concerns.

## **Report on LGA Annual Conference and AGM**

### **Annual Conference.**

Numerous speakers had valuable observations for us to recognise and take on board. Both speakers representing the various minor parties in State politics and outside speakers such as our very own Amanda Blair (speaking as a journalist and a rate payer), indicated a need for Local Government to be more open and citizen focused rather than government focused.

The very same people showed a dislike for rate capping and understood the implications. Amanda Blair noted the democratic right of the community to decide what the community want is removed with rate capping. Some spoke of the ever-increasing cost shifting the sector is having thrust upon it by successive governments. Once again many of these suggested LG needs to promote more positively the benefits received from their sector with the smallest tax base.

We heard not to fear your electorate. To be honest about the problems our community faces. Include them in the solutions. They are not happy with governments because they are not leading. Too much talk and not enough action. They want us to lead. Notably while they are not happy with government and what they are facing in life, they are happy in themselves.

We were told also to become more relevant. Engagement we were told is the answer to relevance. Information is not the name of the game, relevance is. Can only do that by engaging. **Why** drives **how** to achieve **what**

### **AGM**

The following motions of some relevance to us were passed.

- ✓ Watering down the Conflicts of Interest provisions. 84.4% in favour.
- ✓ A request for better warnings from essential services for road works was approved without debate.
- ✓ A call on DECS to provide kiss and drop areas within school boundaries rather than on our roads, also without debate.
- ✓ A request for development application fees to be increased with a cost recovery focus was passed with 94.4% in favour
- ✓ Our own motion on arborist qualifications to report on regulated trees.

The motion I put on behalf of Unley (see below) was an alternative suggested by the LGA, which I accepted.

In promoting the motion, and to better demonstrate to councils not facing this problem, I told a story (a parable if you like). A case example. The motion was approved with 90.9% in favour.

*That the Annual General Meeting requests the LGA to:*

- 1. investigate with councils and the Department of Planning, Transport and Infrastructure the development of a Planning Circular which outlines the 'special circumstances' which should apply to request an expert or technical report relating to a tree; and*
- 2. advocate for arborists involved in the assessment of Significant and Regulated Trees to be included in the Accredited Professionals scheme and Code of Practice to be established under the Planning, Development and Infrastructure Act.*

A motion calling on future state governments to cap taxes and levies affecting LG. This was defeated with the rationale that we can't bleat about them telling us what to do and then in the next breath do the same to them.

## **REPORTS OF MEMBERS**

**TITLE:** REPORTS OF MEMBERS  
**ITEM NUMBER:** 1032  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**ATTACHMENTS:** 1. REPORTS

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Council to note the attached reports from Members

1. Councillor Michael Rabbitt
  2. Councillor Peter Hughes
  3. Councillor Bob Schnell
- .
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## REPORTS OF MEMBERS

**TITLE:** REPORT FROM COUNCILLOR RABBITT

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During the month I met / exchanged emails with residents and business owners over a range of issues. Our Administration helped provide appropriate advice on actions / responses.

### Functions Attended

#### 20 October - *Fern Avenue Community Garden*

Together with the Mayor and other Councillors, I attended the pizza night and enjoyed the garden, company and of course, the home made pizzas.

#### 25 October - *Zest Fest – High Tea Delight (Unley Community Centre's 50<sup>th</sup> Birthday*

This was a great 'double celebration' and I was fortunate enough to sit with two of our Unley Legends – Irene and June. Guests were most appreciative of the invitation to attend this event.

#### 26 October - *Planning & Development Forum – Badcoe*

The Deputy Mayor and I attended this forum – Hosted by David Pisoni MP and Lachlan Clyne, Liberal Candidate for Badcoe.

Spot rezoning was the focus of the evening, particularly the site at 192 Anzac Highway. Similar to other sites in the Inner Metropolitan Area, consultation with residents and businesses was virtually non-existent.

#### 27 October - *Broughton Art Exhibition Opening*

This was an excellent showcase of artwork by Broughton members. It was unfortunate that the date coincided with a conference interstate and there were only three Elected Members present.

#### 28 October - *Halloween on King William Road*

It was great to see an added 'buzz' along King William Road. Although I wasn't able to attend until the afternoon, there were still families enjoying themselves, with some parents dressed for the occasion along with their children.

#### 29 October - *Fork On the Road – Orphanage Park*

It was great to see Orphanage Park used as the venue for this event.

Three Goodwood Road 'eateries' participated and many families came to enjoy the variety of food, entertainment and company. Given the size of this facility, the western oval was the perfect location to accommodate the vans, leaving the other areas of the park available for other activities.

#### 2 November - *Unley Primary School*

The new garden and play space at Campus 3 was declared open and presents an interesting mix of a

- ✓ Children's Adventure Play Area
- ✓ Garden of Australian Native Plants and
- ✓ Vegetable Garden

It is a concept that we should look to replicate at other locations.

### 3 - 5 November - *Double Shot Coffee Fiesta*

The Friday evening VIP event provided an opportunity to meet some of the sponsors, stall-holders and baristas.

On Saturday, we were educated and entertained by the baristas competing in the Western Region State Championships

Sunday was the time to taste the product and enjoy another great community occasion.

### 7 November - *Stand Out From the Crowd*

Unley traders were invited to this workshop, presented by The Pop-Up Co. to help them develop their marketing and presentation skills at 'pop up' events, as well as at their bricks and mortar premises.

While the number who attended was modest, this allowed ample opportunity for all to participate and they were very appreciative of Council providing such a practical workshop for our local businesses.

### 9 November - *'Beyond the Kerb' Community Tour*

Together with about 15 other residents, Cr Schnell and I joined this KESAB tour. We visited an Electronic recycler, Blue bin waste facility, Demolition recycler, Green bin transfer station; and Yellow bin separation and transfer facility.

While in transit, Sarah from KESAB provided a raft of information about waste and the benefits of recycling. Staff at each facility explained their specific processes.

I suggest that such tours be incorporated into the Induction Programme for Elected Members and we should look to provide the opportunity for more tours for our residents.

### 10 November - *Unley, France and the First World War*

About 70 guests attended this forum, presented by Dr Romain Fathi, Lecturer in Australian History at Flinders University. Dr Fathi's research interests focus on the First World War and he gave a very interesting presentation on Australia's involvement in the war and the link between, Unley, the 27<sup>th</sup> Battalion and Pozières.

The second part of the evening was a reception at the Unley Museum, with most guests having objects to show Dr Fathi and also talk about their ancestry.

### 11 November - *Remembrance Day Service*

Many residents of Unley attended the service in the Soldiers' memorial Gardens to mark the 99th anniversary of the Armistice.

### 15 November - *Unley Symphony Orchestra*

The Orchestra played to a near 'full house' at Gillingham Hall, Annesley Junior School. We are fortunate to have so many talented musicians in our orchestra.

### 19 November - *Tennis Fest*

I represented the Mayor at this event, held at the new City of Playford Tennis Centre. This \$9.5m facility has 16 courts at different levels, with a raised Function Centre & viewing area.

The City of Unley was acknowledged and thanked for our support of tennis through the Millswood facility.

## **REPORTS OF MEMBERS**

**TITLE: NOVEMBER 2017      REPORT FROM COUNCILLOR  
PETER HUGHES**

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**(a) Items of particular interest, concern or urgency**

**(b) Functions Attended**

22<sup>nd</sup> Oct. Attended the Goodwood Road Opening. An excellent street activation on both sides of GWR and very well supported by the public..

25-27 Oct. Attended the International Cities and Town Centres Conference in Melbourne.

**Many concepts, strategies and actions were referred to that we already do (to some extent):**

- The 'Heat Island effect' is very real and must be mapped to enable mitigation.
- Every tree is a valuable asset. Recognise every tree.
- Co-working spaces are a huge, expanding business worldwide.
- Main Streets need Trader Associations (with budgets), Business Levies, Business Breakfasts, Promotional Logos, Social Media.
- More safe(r) pathways for cyclists and pedestrians.
- WSUD.
- The Arts, in all its forms, must be actively supported and promoted. Creative people are great for communities.
- Food events.
- Parklets, making streets 'for people', and making shopping precincts 'Lifestyle Destinations' were mentioned frequently. Kerb extensions.
- Transport Oriented Residential Developments.

**Other concepts, strategies and actions that we could initiate, (or do more of):**

- Main Street Activation. Follow established Principles, Install features that attract and hold people, Provide relief from hot, cold and wet weather, Build in facilities for 'pop ups', Add features that encourage the night time economy
- If we are aiming to do 'business as usual', we will soon fall behind.
- Continue to engage with Landlords. One Council has a system in place so that no shop front remains vacant for more than about 4-5 months before an intervention happens.
- One Main Street Traders Group has a motto. 'We don't want any business to fail'.
- Have a retired Business person as a main Street Trader Association adviser.
- Data Collection. Automatically with sensors. There is exponential growth in sensory data collection and its interrogation. Data must inform Public Policy decision making.

- Be alert to underutilisation of assets. Examples: Melbourne's trams spend an average 30% of their time stopped at traffic lights (unresolved for now), and, a University in South Africa was 'at capacity' 30 years ago with 5000 enrolments. It now has 12,000 and with no new buildings. (Longer opening hours and timetabling changes).
- Key terms to understand. Human Capital, Disrupters, the Real value of Tourism, especially Local Government Tourism, Creative Infrastructure.
- Live music venues activate precincts.
- Tactical Urbanism. (A worldwide movement that challenges red tape and gets results, eventually). Communities have great power. Witness responses after disasters. There is an untapped resource of neighbourhood creativity and energy.
- Cities (and Villages) have personalities and psychologies. Do we understand ours?
- Historical markers can now be enhanced with IT links.
- Support additional uses of shops. (Socialisation - as Book Club venues, Knitter, Natter group in a Haberdashery etc).

3<sup>rd</sup> Nov. Attended the Launch of the Double Shot Coffee Fiesta in the Town Hall with sponsors, exhibitors, stall holders and baristas.

4<sup>th</sup> Nov. Attended St Chad's Annual Fayre I Fullarton. The Rev Tracey Gracey continues to lead a vibrant community.

5<sup>th</sup> Nov. Attended the Coffee Fiesta. An extremely well planned event. The day was a magnificent success. Well laid out stalls, natural shade, extra umbrellas and marquees, activities for families, excellent live entertainment. Very well done to all involved.

5<sup>th</sup> Nov. Attended the Fern Ave Community Garden Open Day. Live entertainment, organic food and a great setting were appreciated by hundreds of visitors including many in mobility devices with carers.

12<sup>th</sup> Nov. Attended the United Nations Annual Fundraising Dinner. UN's 17 Sustainable Development Goals to Transform Our World were referred to. They have been adopted unanimously by the 193 Member States and include: No Poverty, Zero Hunger, Good Health and Well-Being, Quality Education, Gender Equality, Clean Water and Sanitation, Affordable Clean Energy and Sustainable Cities and Communities. There are 169 Targets that are monitored using Global Indicators.

17<sup>th</sup> Nov. Attended our Volunteers Appreciation Xmas thank you event.. This was very well supported by many of our 380 volunteers. I pondered if Council has a role in engaging all age groups in volunteering (especially the younger unemployed and under employed).

20<sup>th</sup> Nov. Participated in the Centennial Park Board Review.

## **Councillor BOB SCHNELL**

**GOODWOOD WARD: includes the suburbs of Wayville, Goodwood, Forestville and Everard Park.**

### **Monthly Report, October - November 2017**

The list below mostly excludes events and activities that I would normally attend as an Elected Member eg. Council/Committee meetings, Workshops, Briefing sessions, discussions with staff and community events.

At all events attended, any expense incurred was funded by myself.

A very busy period in the lead up to the end of year with community events, AGMs and fairs and festivals.

Unley does well with its summer program of community events.

There's a lot of enthusiasm in the community about the upcoming French Market and Etsy pop-up and later the street party in Goodwood.

During the month I have had discussions with residents about:

Street trees, especially the replacement program Verge planting, especially replacing dolomite The double fence along the tramline Rain gardens Cycle and walking shared paths Goodwood Oval and the new grandstand Graffiti and a blocked drain at Forestville Intersection of Victoria Street and Goodwood Road

#### **Highlight events:**

I enjoyed a day on the bus with Cr Michael Rabbitt. We joined a group of Unley residents and toured recycling facilities scattered across the Adelaide suburbs. An enjoyable educational tour organised by KESAB.

I was impressed by the electronic recycling facility at 149 Holbrooks Road, Underdale. All components (including the plastic casings) are prepared for sale to factories for reuse. A significant discovery was that styrofoam will soon be able to be recycled. This has come about due to technology advances and machines that are becoming available.

We were advised that residents may deposit large cardboard, styrofoam and old TVs etc. in bins at the front of the factory at Underdale (24x7h. Informing the community of this facility will help to reduce dumping of e-waste on our streets.

Four other recycling facilities were visited in the Wingfield area; covering disposal and recycling from our blue, green and yellow bins.

A great day with good company.

I highly recommend that residents book a future bus tour of the recycling facilities.

#### **Tips from the recycling tour:**

Biodegradable plastic bags can not be composted so don't put them in the green bin. Roll small pieces of metal foil into a large ball and gather small pieces of paper into a paper bag (or roll in newspaper) before placing in the yellow bin; otherwise they just blow away during the processing and sorting.

Styrofoam can't yet be recycled via the yellow bin; so place it in the blue bin.

Remove all tops from bottles and jars.

I attended the 99th anniversary of the Declaration of Independence of Latvia @ Wayville.

It was a moving ceremony with accounts of Latvia's long struggle for independence. The ceremony ended with a performance by the male choir. Absolutely fantastic. Next year, the 100th anniversary will be a huge event and I look forward to attending. I was delighted that the City of Unley recently flew the Latvian flag in recognition of the anniversary.

The streets of Unley are a blaze of purple with the flowering of the jacaranda street trees. These trees are reflective of Unley and we need to maintain avenues of jacarandas; they add so much colour to our city. Perhaps a few more may be planted along Unley Road.



## **DECISION REPORT**

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 1034 – KIRINARI SCHOOL  
**ITEM NUMBER:** 1033  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**AUTHOR:** CAROL GOWLAND  
**JOB TITLE:** EA TO CEO AND MAYOR

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### **PURPOSE**

To recommend that Item 1034 be considered in confidence at the 27 November 2017 Council meeting and that the Minutes and Report referring to this report remain confidential until the item is revoked by the Chief Executive Officer at a future date.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. Pursuant to Section 90(2) and (3)(d) 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  
Mr J Devine, General Manager City Development  
Ms N Tinning, General Manager Business & Service Improvement  
Ms M Berghuis, General Manager City Services  
Mr D Litchfield, Director Strategic Projects  
Ms T Norman, Executive Manager Office of the CEO  
Ms D Van Wold, Principal Governance Officer  
Ms L Jones, Executive Assistant Office of the CEO

on the basis that it will receive and consider a report on Kirinari School and that the Council is satisfied that the requirement that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because the report contains:

- (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.

It would be in the best interest of the Council to consider this matter in confidence.

## **DECISION REPORT**

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE ITEM 1034 – KIRINARI SCHOOL

**ITEM NUMBER:** 1035

**DATE OF MEETING:** 27 NOVEMBER 2017

**AUTHOR:** CAROL GOWLAND

**JOB TITLE:** EA TO CEO AND MAYOR

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### **PURPOSE**

To recommend that Item 1034 remain in confidence at the 27 November 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)(a)(b) 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, and
  - 2.2 the minutes and report will be kept confidential until the item is revoked by the Chief Executive Officer.
  - 2.3 Pursuant to Section 91(9)(c) of the Local Government Act 1999, the power to revoke the order under Section 91(7)(a) & (b) prior to any review or as a result of any review is delegated to the Chief Executive Officer.

## **DECISION REPORT**

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 1037 – UNLEY CENTRAL  
**ITEM NUMBER:** 1036  
**DATE OF MEETING:** 27 NOVEMBER 2017  
**AUTHOR:** CAROL GOWLAND  
**JOB TITLE:** EA TO CEO AND MAYOR

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### **PURPOSE**

To recommend that Item 1037 be considered in confidence at the 27 November 2017 Council meeting and that the Minutes and Report referring to this Item remain confidential until the item is revoked by the Chief Executive Officer at a future date.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. Pursuant to Section 90(2) and (3)(b) 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  
Mr J Devine, General Manager City Development  
Ms N Tinning, General Manager Business & Service Improvement  
Ms M Berghuis, General Manager City Services  
Mr D Litchfield, Director Strategic Projects  
Ms T Norman, Executive Manager Office of the CEO  
Ms D Von Wald, Principal Governance Officer  
Ms L Jones, Executive Assistant Office of the CEO

on the basis that it will receive and consider a report on Unley Central and that the Council is satisfied that the requirement that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because the report contains:

- (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.

It would be in the best interest of the Council to consider this matter in confidence.

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE ITEM 1037 – UNLEY CENTRAL

**ITEM NUMBER:** 1038

**DATE OF MEETING:** 27 NOVEMBER 2017

**AUTHOR:** CAROL GOWLAND

**JOB TITLE:** EA TO CEO AND MAYOR

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### **PURPOSE**

To recommend that Item 1037 remain in confidence at the 27 November 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)(a)(b) of the Local Government Act:
  - 2.1 The
    - ☒ Minutes
    - ☒ Reportremain 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, and
  - 2.2 the minutes and report will be kept confidential until the item is revoked by the Chief Executive Officer.
  - 2.3 Pursuant to Section 91(9)(c) of the Local Government Act 1999, the power to revoke the order under Section 91(7)(a) & (b) prior to any review or as a result of any review is delegated to the Chief Executive Officer.